SPC St. Petersburg College

UNIVERSITY PARTNERSHIP CENTER

Faculty Handbook

Barry University

Case Western Reserve University

Cleveland State University

Daytona State College

Embry-Riddle Aeronautical University

Florida Gulf Coast University

Florida Institute of Technology

Florida International University

Florida State University

National University of Health Sciences

Saint Leo University

University of Florida

University of South Florida

University of South Florida St. Petersburg

University of South Florida Sarasota/Manatee

St. Petersburg College
HISTORY

Access and excellence are the hallmarks of St. Petersburg College (SPC), which was founded as St. Petersburg Junior College (SPJC) in 1927, as Florida's first two-year institution of higher education. Initially a private facility, its first classes met in a borrowed unused section of the new St. Petersburg High School, with 102 enrolled students who were taught by 14 faculty members - the first class of 48 graduated in 1929.

In 2001, SPJC became the first two-year Florida community college to make the transition into a four-year institution – and became SPC.

Today St. Petersburg College stands as a multi-campus, two-year/four-year public institution with 10 learning sites in St. Petersburg, Clearwater, Tarpon Springs, Pinellas Park, Largo and Seminole, and services that are administered throughout Florida, the nation and beyond

The University Partnership Center (UPC), located at the SPC Seminole Campus, opened in 1999, with six Florida institutions as partners. Though today, students can choose from over 100 bachelor and graduate degree programs offered by a variety of well-respected and accredited colleges and universities that are located both in and outside the state of Florida - without leaving Pinellas County!

Over the years, SPC has invested its resources to meet, and in many ways surpass the needs of students admitted each year, and is always planning for the ever-growing expectations of students who will be entering its doors in the future.

Faculty HANDBOOK

University Partnership Center

The information contained herein is intended for the use of faculty who are teaching courses on any campus of St. Petersburg College (SPC) through the University Partnership Center (UPC). It is requested that faculty adhere to the policies and procedures prescribed within this handbook, and follow outlined protocols for emergencies, technical support and the conduct of classes while utilizing SPC-UPC facilities.

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University Partnership Center
POINTS OF CONTACT

Each college and university participating in the UPC has a primary administrative point of contact for all liaison activities with the UPC. Because of the large number of faculty and students who collectively represent all the universities, it is imperative that the scheduling of classes and events, facilities, technology and other administrative services are coordinated through the individual partnering institutions' coordinators.

Catherine Kennedy, Associate Vice President
University Partnership Center
kennedy.catherine@spcollege.edu
(727)394-6202

Niki Johnson-McNealy, Administrative Services Specialist
University Partnership Center
johnson.niki@spcollege.edu
(727)394-6200

*__Maria Greene__, Administrative Services Specialist
University Partnership Center
greene.maria@spcollege.edu
(727)394-6206

**UPC is the first line of contact for classroom needs, work orders and to report technical difficulties.*

SPC Security Dispatch – All Sites
(727) 791-2560

Medical emergency: 911
When the 911 call is completed, please notify Campus Security (727) 791-2560 of the medical emergency and what action is being taken by emergency personnel.

SPC Information
St. Petersburg College
Post Office Box 13489
St. Petersburg FL 33733
(727) 341-4SPC (4772)

SPC Libraries
SPC Allstate Center..... (727) 341-4486
Clearwater Campus..... (727) 791-2415
Caruth Health Education Center..... (727) 341-3657
Seminole Campus ..... (727) 394-6136
St. Petersburg/Gibbs Campus..... (727) 341-7199
Tarpon Springs Campus..... (727) 712-5728

University Partnership Center
CAMPUS CONTACTS

SPC Security Dispatch – All Sites
(727) 791-2560

SPC Allstate Center – AC
3200 23rd St. S
St. Petersburg, FL 33711
Provost's office: (727) 341-4495
Security: (727) 341-4436

Clearwater Campus – CL
2465 Drew Street
Clearwater, FL 33765
Provost's office: (727) 791-2475
Security: (727)791-2481

Caruth Health Education Center - HEC
7200 66th St. N
Pinellas Park, FL 33781
Provost's office: (727) 341-3666
Security: (727) 341-3654

SPC Downtown – DT
244 2nd Ave. N
St. Petersburg, FL 333701
Provost's office: (727) 341-8062
Security: (727) 341-4262

EpiCenter – EP
13805 58th St. N
Largo, FL 33760
(727) 341-3054
Security: (727) 341-3051

SPC Midtown – MT
1300 22nd St. S
St. Petersburg, FL 33710
Provost's office: (727)341-7163
Security: (727) 398-8267

Seminole Campus – SE
9200 113th St. N
Seminole, FL 33772
Provost's office: (727) 394-6111
Security: (727) 394-6248

St. Petersburg/Gibbs Campus – SPG
6605 Fifth Ave. N
St. Petersburg, FL 33710
Provost's office: (727) 341-4656
Security: (727) 341-4657

Tarpon Springs Campus – TS
600 Klosterman Rd
Tarpon Springs, FL 34689
Provost's office: (727) 712-5742
Security: (727) 712-5790

SPC Veterinary Technology Center - VT
12376 Ulmerton Rd
Largo, FL 33774
Dean's Office: (727) 302-6721
Security: (727) 791-2560

University Partnership Center
RESOURCES & FACILITIES

Academic Calendars

The UPC recognizes partnering institutions' academic calendars with regards to class meetings and will remain open for partners' scheduled classes to meet when SPC is closed. UPC partners' classes will not be affected by a mismatch of holidays, spring breaks, or special closing dates by SPC*, however, arrangements must be made to have SPC staff on duty, so the UPC staff needs to know which classes will be meeting on dates SPC will be closed.

The SPC Academic Calendar can be found here: **http://go.spcollege.edu/calendar/**.

If you choose to cancel a class that would otherwise meet on a date SPC is closed, you must notify the UPC staff and let them know your room will not be in use.

*Note: the only exception to this is bad weather. When SPC is closed due to bad weather, there will be no classes meeting, even if the partnering institution remains open. Please check radio and TV for information. SPC's web-site **www.spcollege.edu**, or recorded messages: (727) 314-4SPC (4772).

UPC – Administration

The UPC office is located in room UP203 of the UPC Building on the SPC Seminole Campus. The staff is available to assist the UPC partners' instructors, students and staff with issues related to teaching, attending classes, and working at the SPC campuses, such as identification badges, access to classrooms and offices, parking decals, tech support, Wi-Fi access, as well as many other general administrative matters they might encounter.

The UPC administration hosts a number of academic institutions that provide a wide variety of disciplines and degree levels. There are many faculty and students for whom they report and monitor, but they rely heavily on the institutional points of contact for centralized management and control. Please feel free to communicate with the UPC staff as necessary, but please note the preferred process is to first contact your institution's liaison, who may be able to more readily and appropriately respond to your concerns.

Students, faculty and staff of the UPC partners are under the administrative and staffing jurisdiction of the partnering institutions' departments, not the UPC. However, the UPC will report any recognized endorsements, commendations, incidences, or other significant activities pertaining to faculty, students or staff to the partnering institution's academic or service department for action.

Reserving Rooms at SPC Campuses

The UPC partners' live classes are held in classrooms on various SPC campuses. They hold other types of courses and events such as continuing education seminars and information/advising sessions that utilize classrooms, meeting rooms, auditoriums, as well as outside areas on the campuses. Many of the UPC partners also have active student organizations that hold events on the campuses on which their classes meet. SPC classrooms are controlled by each campus and coordinated through the UPC. Faculty, students and staff are expected to show consideration and proper utilization of the UPC facilities by safeguarding the property and equipment during occupation of the classrooms.

No food or beverages are permitted in classrooms, see posted signs.

Please do not open any windows in the classrooms. If there is a temperature control issue, please report it to the UPC staff so it can be remedied. General classroom order is the responsibility of the faculty. Physical maintenance and repair requirements need to be reported to the UPC staff.

Classroom Access

The UPC Faculty/Staff Access Request form is completed and submitted to the UPC staff. See page number 12.

The UPC ID badge is encoded for access to rooms with locks that require a swipe card, a key request is submitted for classrooms and offices equipped with locks that require a hard key. UPC ID badge and keys are to be returned to the UPC upon leaving employment with UPC partnering institution.

Faculty/Staff Work Space

The UPC provides work/office space for partners who have full-time faculty and administrative staff to manage the students enrolled in their program(s) offered through the UPC.

We have areas set up to accommodate our partners' part-time faculty and staff so they have access to telephones, desktop computers, printers, etc., when they visit the UPC to teach their classes and advise current and future students.

At the Seminole Campus, we have a large area of work space set up with individual, equipped, desktops on the first floor of the UPC building. There are semi-private spaces available in room UP209 in the UPC building for full-time and part-time faculty and staff, as well as a conference room they can reserve for use when privacy is necessary.

Cubicle spaces equipped to accommodate UPC partners' full-time and part-time faculty and staff are available in room BD2-314 at the EpiCenter.

Copy Machines

At the Seminole Campus, a copy machine is located in the mail room, room UP237, and in room BD2-314 at the EpiCenter.

Inter-Campus Mail

The College maintains its own service for distributing mail, announcements, memoranda, and materials between the sites and the EpiCenter Services Building. Delivery service to all campuses is made daily. All mail, announcements, and ordinary materials are to be sent for local delivery through the central mailing centers on each site and at the EpiCenter.

If items to be mailed are too large/bulky, the UPC staff will submit a request for it to be picked up by Site Receiving.

A schedule for mail delivery/pick-up is available in the mail room on each site. The system is not to be used for distributing personal mail.

Library Support

The Library supports and assists the instructional programs of the College with books, audiovisual materials, electronic resources equipment and services. Campus libraries cooperate to provide college-wide information services with daily delivery of materials from other campuses through the College courier service. Library resources are also available on-line. Librarians and career library staff assist the teaching faculty with bibliographic instruction, research and development of educational materials. Although the normal circulation period is two weeks, faculty can request extended borrowing privileges.

Library Online at **http://go.spcollege.edu/libraries/** offers many similar resources and services. Library Online is available from any home, office or campus computer with internet access, and offers:

- Approximately 50,000 ebooks
- 60 research databases
- Thousands of full-text journal articles
- AskALibrarian and other services

Access to library collections is provided through LINCC, the statewide library automation system for community college libraries. Each campus library has public access terminals that allows library users to locate materials at any campus library through author, title, and subject searches. The library collections of the other 27 community colleges also are available through the terminals. An "information gateway," part of the automated system, provides access to the state university library collections, an electronic encyclopedia (ERIC), periodical indexes and the Internet. See a librarian for interlibrary loan services. Network file servers managed by the libraries provide access to medline and CINAHL, and faculty has telnet access to LINCC through the College network.

SPC Campus Parking

Parking is free on SPC campuses, however, decals are required for use of Faculty/Staff designated spaces. To obtain a decal, you will need to register your vehicle with SPC Campus Security on-line at: **https://go.spcollege.edu/parking/**

UPC Photo ID Badge

In order to use the many SPC campus facilities and amenities, and help ensure campus safety, all UPC faculty, staff, and students are required to wear a valid UPC photo ID badge at all times when on an SPC campus. Faculty and staff UPC ID badges are encoded for use as classroom keys.

The UPC Faculty/Staff Photo ID/Access Request Form is attached. Please see page number 12.

The completed form must be submitted to the UPC staff, they will issue an ID# and password to activate your account, and submit a request for classroom access to be encoded on your ID badge. When the semester is over or you are no longer employed by the UPC partnering institution, the photo ID badge must be returned to the UPC staff.

There are many benefits associated with having a valid UPC ID badge, such as free PCTA bus rides, SPC proctoring services, SPC campus wellness centers, computer labs and other campus amenities, as well as a variety of discounts. For a complete list of benefits contact the UPC staff.

If a UPC ID badge is lost/stolen, it must be reported to UPC staff immediately.

Wi-Fi Access

When the UPC Faculty/Staff Photo ID/Access Request Form is submitted to the UPC staff, an account is created and a log-in/ID# and password is issued, which can be used to log on SPC computers and the SPC Wi-Fi.

University Partnership Center
Technology & Procedures

The technological systems and equipment used in support of classes at the UPC are maintained and managed by SPC and UPC staff. Faculty use of video-conferencing systems, audio-visual equipment, and other instructional technology must be coordinated with the UPC staff at the time of class scheduling for each term.

Request Tech Support

There is no weekend technical support unless the UPC is notified in advance (727) 394-6206. Although classroom equipment seldom fails, instructors should be prepared to teach through such failures and report them for repair as noted in Technical Problem Reporting.
Video-conference equipment will be supported throughout the duration of the class by on-site technical personnel.
Non-recurring assistance with classroom technology must be requested at least seven days in advance of the class meeting. Note: Requests for recurring support required for an entire term must be submitted to the UPC when the class is scheduled.

Classroom Technology Orientations

Instructors may request an orientation for the technical equipment they expect to use at the UPC. Should you wish to arrange an orientation please notify the UPC via phone or e-mail (see Points of Contact)

Technical Problem Reporting

Should you encounter a technical problem with instructional equipment, it must be reported within 24 hours to ensure the problem is addressed for instructors who may follow you the next day. Report the problem to the UPC via phone or e-mail (see Points of Contact).

University Partnership Center
Emergency Actions

Acts of Violence

An act of violence can include a hostile confrontation, person with a weapon, shooter or a similar type of threat on a college site. The first response should be to call SPC Security Dispatch at (727) 791-2560.

See below for other information.

- Do not try to engage or separate combatants.
- Warn others about the emergency.
- Evacuate to a safe area away from the danger and take protective cover.
- Stay away from windows and doors until otherwise notified.
- Wait for local police or security to assist you out of the building or area.

  If it will not endanger you or others near you, call 911 and give the operator the following information:
- Type of emergency.
- Your location – campus, building, room number.
- Location of emergency.
- Your name and title.
- Telephone number you are calling from.

Do not hang up until the 911 operator obtains all the necessary information.

After calling 911, call SPC Security Dispatch at (727) 791-2560.

Emergencies

Report all suspicious incidents and medical emergencies to SPC Security Dispatch at (727) 791-2560.

When faced with a fire, medical emergency, explosion, hazardous-materials spill or an act of violence:

- Warn others about the emergency and evacuate the area if possible.
- Seek protective cover if necessary

  Call 911 and give the operator the following information:
- Type of emergency.
- Your location – campus, building, room number.
- Location of emergency.
- Your name and title.
- Telephone number you are calling from.

Do not hang up until the 911 operator obtains all the necessary information.

After calling 911, call SPC Security Dispatch at (727) 791-2560.

SPC Emergency Notification System – “SPC Alert”

The SPC Emergency Notification System will send messages to SPC desktop computers, audio speakers, emails, and phones. SMS text messages are sent to cell phone numbers of UPC partners’ faculty, students and staff that are in the UPC database if there is an emergency.

When an UPC account is activated (please see UPC ID Badges), the cell phone number provided for emergency notifications can be registered (opt-in) to receive emergency notifications by texting ‘yes’ to 68453.

A TEST message for the Emergency Notification System is sent periodically. The UPC is notified of the date and time the TEST message will be sent and we send an email to our partners’ representatives letting them know.

If you have registered your cell phone number but do not receive a TEST message when it’s gone out, please verify with the UPC staff that we have your correct cell phone number in the database and that it has been registered to receive messages sent by the Emergency Notification System.

Hurricane

Hurricane season begins June 1st and continues through November 30th. During this time, SPC officials monitor the Pinellas County Emergency Management bulletins and official weather forecasts when SPC falls within the National Hurricane Center's zone of landfall probability. By doing so, SPC will have time to activate the college's Emergency Management Plan, alert campus personnel and send emergency notifications. Information related to the college closing will be sent through the SPC Emergency Notification System, posted on the SPC web-site: **www.spcollege.edu**, announced on SPC TV and local TV and radio stations, as well as on social media outlets, as soon as possible once the decision has been made to close the college.

Once the storm, or threat of a storm, has passed, information as to re-opening SPC campuses and programs will be conveyed in the same manner as the college closings were reported prior to the storm.

By visiting the SPC Emergency Preparedness web-site; **https://spcemergency.wordpress.com/**, you will find information that can help you and your family be prepared for a weather emergency. These are a few items found there:

- Links to the emergency preparedness & management procedures for SPC and local, state and federal government,
- Instructions for installing the "Hurricane Web Application" on your mobile phone,
- Information about preparing a personal hurricane plan,
- Links to various Hurricane guides

SPC St. Petersburg College
UNIVERSITY PARTNERSHIP CENTER

*Any New UPDATES – notify us as soon as possible

UPC #_____
(Issued by UPC Staff)

FACULTY/STAFF - PHOTO I.D. APPLICATION - KEY/ACCESS CARD REQUEST

Steps and procedures:

1. **See UPC staff (Room UP-203) first to get your UPC # (bring driver's license and school ID). (727.394.6200)**
2. **Take completed Photo I.D. Application - Key/Access Card Request to Room UP195 to have Photo ID made.**
3. **Bring your Photo I.D. back to the UPC staff (Room UP 203) to be encoded as Key/Access card.**
4. **To receive your Photo I.D. please check one below**
5. **___ Please mail to my address ___ Hold to be picked up at UPC office (UP 203)**
   ___ Hold to be picked up at my school representative office

PLEASE PRINT CLEARLY:

FIRST: _____LAST: _____
ADDRESS: _____
CITY: _____STATE: _____ ZIP CODE: _____
ID# (partner institution): _____ BIRTH DATE: _____
PHONE #*: _____E-mail address: _____

Is this the phone number to which SPC has permission to send on-campus emergency notifications?
_____YES _____NO If NO, please provide an emergency notification number: _____

Check - UNIVERSITY PARTNER INSTITUTION

- □ BARRY
- □ CASE WESTERN
- □ CLEVELAND
- □ DAYTONA STATE
- □ EMBRY-RIDDLE
- □ FGCU
- □ FIT
- □ FIU-Online
- □ FSU
- □ NUHS
- □ SAINT LEO
- □ UF
- □ USF - Sarasota/Manatee
- □ USF - St. Petersburg
- □ USF - Tampa

JOB TITLE: _____ ***TERM REQUESTED:*** _____
ROOM NUMBER & BUILDING:

_____ _____
_____ _____

NAME OF COURSE: _____
DAY OF WEEK: _____
I understand that the photo I.D. is the property of University Partnership Center/St. Petersburg College. If, for any reason, I withdraw or leave the college, the photo I.D. will no longer be valid.

SIGNATURE _____ **DATE** _____

Florida College System Risk Management Consortium

ACCIDENT – INCIDENT REPORT

(A copy of this report is **NOT** authorization for medical treatment)

INSTRUCTIONS:

- If loss/occurrence/injury is to a **college employee**, please complete sections: 1, 2, 5, 6, 7 and 8.
- If loss/occurrence is to **college-owned property** please complete sections: 1, 3, 5, 6, 7 and 8.
- If loss/occurrence/injury is to a **non college employee or non college-owned property**, please complete sections: 1, 4, 5, 6, 7 and 8.

1. LOCATION AND DATE OF INCIDENT/OCCURRENCE

COLLEGE: (Check One)

☐ **BC**	☐ **FGC**	☐ **IRSC**	☐ **PBSC**	☐ **SPC**	☐ **TCC**	CAMPUS/LOCATION CODE:
☐ **CC**	☐ **FKCC**	☐ **LSSC**	☐ **PHSC**	☐ **SFC**	☐ **VC**	
☐ **CCF**	☐ **FSWSC**	☐ **MDC**	☐ **PeSC**	☐ **SSC**		
☐ **DSC**	☐ **GCSC**	☐ **NFCC**	☐ **PoSC**	☐ **SFSC**		
☐ **EFSC**	☐ **HCC**	☐ **NWFSC**	☐ **SJRSC**	☐ **SCFMS**		

DATE OF OCCURRENCE:	TIME OF OCCURRENCE: AM PM	LOCATION OF OCCURRENCE (BE SPECIFIC):

2. INJURED EMPLOYEE (INJURY/LOSS TO COLLEGE EMPLOYEE)

NAME OF EMPLOYEE:	AGE:	OCCUPATION & DEPARTMENT:	EMPLOYEE #:

ADDRESS:	CITY:	ST:	ZIP:

PHONE: ( )	PART OF BODY INJURED:	TYPE OF INJURY (CUT, STING, BUMP, BRUISE ETC.):

DOES EMPLOYEE WISH TO SEEK MEDICAL ATTENTION TODAY: ☐ YES ☐ NO*	WILL EMPLOYEE REQUIRE TIME OFF FROM WORK: ☐ YES ☐ NO	DATE INJURY FIRST REPORTED:	TIME INJURY FIRST REPORTED:

* A "no" answer does not waive the employee's right to request medical attention at a later date.

3. PROPERTY (COLLEGE OWNED)

IDENTIFY THE DAMAGED/LOST PROPERTY:	ESTIMATED COST OF DAMAGED/LOST PROPERTY: $

4. INJURED PARTY/PROPERTY (PERSONS **NOT** EMPLOYEED BY COLLEGE AND/OR PROPERTY **NOT** OWNED BY COLLEGE)

NAME:	AGE:	PHONE: ( )	

ADDRESS:	CITY:	ST:	ZIP:

IDENTIFY THE INJURY OR THE DAMAGED/LOST PROPERTY:	STUDENT ID # (If Injured Party is Admitted Student):

5. WITNESS(ES)

NAME:	PHONE: ( )		

ADDRESS:	CITY:	ST:	ZIP:

NAME:	PHONE: ( )		

ADDRESS:	CITY:	ST:	ZIP:

6. DESCRIBE THE LOSS/OCCURRENCE/INJURY (To be completed by Injured Employee/Party, if at all possible):

7. SIGNATURES

INJURED EMPLOYEE/PARTY'S SIGNATURE: DATE:

DEPARTMENT CONTACT'S SIGNATURE: DATE:

8. RISK MANAGEMENT COORDINATOR REVIEW (To be completed by the College's Risk Management Coordinator):

TYPE OF CLAIM (Please Check One):

☐ GENERAL LIABILITY	☐ STUDENT ACCIDENT
☐ COLLEGE PROPERTY DAMAGE/THEFT	☐ ATHLETIC
☐ EQUIPMENT BREAKDOWN	☐ FACILITIES USE
☐ WORKER'S COMPENSATION**	☐ ALLIED HEALTH (Please Attach Allied Health Incident Form)

** Please do not send Work Comp A/I forms to the Consortium. The College WC coordinator should submit all WC claims through the call center.

RISK MANAGEMENT REVIEW STATEMENTS (Initial **ONLY** those statements that apply):

_____ THIS A/I IS **FYI ONLY.** NO CLAIM IS BEING SUBMITTED AT THIS TIME.

_____ THIS A/I HAS BEEN SUBMITTED TO FRINGE BENEFITS, FOR CLAIM REVIEW (Student Accident Coverage).

_____ THIS A/I HAS BEEN SUBMITTED TO SUMMIT AMERICA, FOR CLAIM REVIEW (Athletic Coverage).

RISK MANAGEMENT COORDINATOR'S SIGNATURE: DATE:

ACCIDENT – INCIDENT REPORT INSTRUCTIONS

This form is used to notify the Florida College System Risk Management Consortium (FCSRMC) of accidents/incidents/occurrences for review as possible claims. This form should be used to document the following types of occurrences: Accidents, Injuries, Crimes/Theft, Property Damage (College Owned), Property Damage (Non-College Owned), Internet Crisis (stolen, lost, or hacked personal information), Equipment Breakdown (fka Boiler and Machinery), Student Accidents, Athletic Injuries, and Allied Health (Professional Liability Claims). **Please note, Worker's Compensation claims are not reported to the FCSRMC using this form. The College's Worker's Compensation Coordinator should submit all claims via the dedicated reporting line: 877-842-6843.**

1. LOCATION AND DATE OF INCIDENT/OCCURRENCE

COLLEGE: Clearly check the FCSRMC abbreviation for your college.

CAMPUS/LOCATION CODE: Please use the campus codes as noted on the College's Property Listings on file with the FCSRMC.

LOCATION OF OCCURRENCE (BE SPECIFIC): Provide campus name and building name or number. If accident occurred off campus, provide street address and city.

2. INJURED EMPLOYEE

OCCUPATION & DEPARTMENT: List the occupation and department in which the employee is primarily employed.

PART OF BODY INJURED: Loosely identify the part of the Employee's body which has been injured (i.e. wrist, ankle, back etc.)

TYPE OF INJURY: Loosely identify the manner in which the Employee has been injured (i.e. cut, sting, bruise etc.)

DATE INJURY FIRST REPORTED: If the injury was originally reported on a date different from the date of completing the A/I, please list the original date the injury was reported.

3. PROPERTY (COLLEGE OWNED)

IDENTIFY THE DAMAGED/LOST PROPERTY: Describe the damaged or stolen college-owned property. Enter information such as: "Flood damage to 1st floor of Building K; or 1998 white Mercedes driver side door; or Glass broken in classroom window; or IBM Pentium II computer, monitor, keyboard, and Hewlett-Packard LaserJet printer."

ESTIMATED COST OF DAMAGED/LOST PROPERTY: Enter your best guess of the value. This figure will not be used in evaluating the claim. It will be an indication of whether or not it falls within the college deductible and whether or not it needs to be submitted to the servicing office.

4. INJURED PARTY/PROPERTY (INJURY/LOSS TO PERSONS **NOT** EMPLOYEED BY COLLEGE AND/OR PROPERTY **NOT** OWNED BY COLLEGE)

NAME: Report the name of the impacted person, such as, students who are not employees of the college at the time of injury, visitors, or owners of property that is stolen or damaged while at the college, including art exhibits.

IDENTIFY THE INJURY OR THE DAMAGED/LOST PROPERTY: Enter information such as "Twisted knee; or 1989 white Mercedes convertible; or blue backpack with 4 textbooks; or Walkman radio/tape player; etc."

5. WITNESS(ES)

This information is extremely valuable in adjusting the claims or if suits are filed later. Please supply the information if it is available.

6. DESCRIBE THE LOSS/OCCURRENCE/INJURY (To be completed by the injured person, if at all possible):

Please do not write "SEE ATTACHED." Please give a brief description of accident using words such as: "College-owned vehicle was hit by vehicle owned by student; or Employee tripped over phone cord; or Student left backpack on library steps for 10 minutes; or Vehicle 1 (student-owned) hit vehicle 2 (student-owned) while backing out of parking space."

If additional space is required, feel free to **attach a second A/I form**.

It is extremely important to remember that those of us reading the accident/incident reports after they have left your college have no idea who the involved people are, whether they are college employees , students or visitors, and we have some difficulty determining whether or not damaged property is college owned or non-college owned.

7. SIGNATURES

Where possible, please get the signature of the Injured Employee/Party and a Department Contact.

8. RISK MANAGEMENT COORDINATOR REVIEW (To be completed by the College's Risk Management Coordinator):

Review by the Risk Management Coordinator or his/her designee are extremely important. Our belief is every incident should be submitted through the Coordinator's office for review and that office should accept responsibility for submitting the report to the Consortium office. It is important for loss control purposes to have one person at the college coordinating incident information and taking responsibility to make sure areas in need of repair are reported to the proper people for this to be accomplished.

GENERAL LIABILITY: Check this block when incident involves students, visitors, property of students or visitors.

COLLEGE PROPERTY: Check this block when incident involves property owned by the college.

EQUIPMENT BREAKDOWN: Check this block only when incident involves your college owned boiler and/or refrigeration equipment.

STUDENT ACCIDENT: Check this block if the injured party is enrolled in a covered curriculum.

ATHLETIC: Check if claimant was participating in an enrolled sport.

FACILITIES USE: Check this block when incident involves visitors to an event for which Facilities Use coverage has been purchased.

ALLIED HEALTH: Check this block when incident involves patients of students enrolled in the Allied Health Program. Be sure to attach an Allied Health Incident Form found at **http://fcsrmc.com/attachments/Allied_Heath_Incident_Form.pdf** *

RISK MANAGEMENT REVIEW STATEMENTS: Initial the appropriate statements to let the FCSRMC staff know that the Risk Management Coordinator has reviewed the claim and determined that the A/I is for FYI purposes only, is a Student Accident claim that has been forwarded to Fringe Benefits, OR is an Athletic claim which has been submitted to Summit America. By initialing the appropriate statements, we hope to make the notification process more efficient and limit the number of follow-up calls the FCSRMC has to make to the College Risk Coordinator.

**You will first need a FCSRMC user name and password to access this form.*
Go to **fcsrmc.com** *click on contact, and fill the information with a message requesting a name and password.*

St. Petersburg College

RELEASE OF LIABILITY: USE OF WELLNESS CENTER
Waiver must be completed at the start of each term.

Student/Staff/Faculty ID#: _____ Telephone number: _____

Emergency contact: _____ Telephone number: _____

I, _____, of _____,
(Print full name) (Street) (City) (State) (ZIP Code)

In consideration of being granted permission to use the Wellness Center located at the _____ Campus/Center of St. Petersburg College, do hereby release and forever discharge the Board of Trustees of St. Petersburg College, its officers, employees, and agents of and from any and every claim, demand, action or right of action – of whatever kind or nature – either in law or equity arising from or by reason of or including any loss, damage or injury – including death – that I may suffer as a result of negligence of the Board of Trustees of the St. Petersburg College, its trustees, officers, employees or agents.

It is my desire to use the Wellness Center and the equipment located therein, and I am aware of the potential risk and hazards inherent in participation in the use of the Wellness Center and the equipment located therein. It is my intent to use the Wellness Center for physical fitness including an exercise program to improve cardiovascular function, muscle strength and flexibility. To the best of my knowledge, I am in good health and capable of undertaking this exercise program and in any event hold the St. Petersburg College harmless from any claim, action, loss or damages that may relate to my health. I further understand that the use of such exercise equipment includes potential risk which could result in loss or damages including injuries – including death – which may be sustained by me in using the equipment. Having voluntarily entered into this agreement and the use of said equipment knowingly, I hereby agree to assume the risk, loss, damage or injury – including death – that may be sustained by me as a result of using the Wellness Center or the equipment located therein.

I further agree to hold the Board of Trustees, the St. Petersburg College, its trustees, officers, employees and agents harmless from any and all liability claims, demands, actions whatsoever arising out of any loss, damage or injury – including death – caused or sustained by me as a result of coming on the premises of the St. Petersburg College and/or using the Wellness Center or any equipment at the college. This release of liability assumption of risk and indemnity shall be binding upon me, my distributees, beneficiaries, heirs, next of kin, personal representatives, executors, administrators and assigns.

I understand that my permission to use the Wellness Center and exercise equipment may be withdrawn by the college without reason upon written notice to me at the above address, or by posting said notice on the college's official bulletin board in the Wellness Center.

Important notice/informed consent: This release of liability, assumption of risk and indemnity agreement is a legally binding contract. If not completely understood by the undersigned, you should not sign it but should seek legal advice through an attorney.

The undersigned further acknowledges having read the foregoing release of liability agreement and fully understands it and further understands the risk of this exercise program and fully consents to the terms hereof.

Use of the Wellness Center requires:

1) _____ Current student/staff/faculty ID; employee's spouse must provide a driver's license or photo ID; other authorized user must provide driver's license or photo ID.
2) _____ Regular-sized towel.
3) _____ Appropriate warm-ups/shorts (no jeans).
4) _____ Sneakers/athletic footwear.

_____ _____
Participant's signature Date

Parents or legal guardians of student/participant under 18 or incompetent must complete the following:

I, _____, of _____,
(Parent/Guardian) (Street) (City) (State) (ZIP Code)

the mother/father/guardian of _____, do hereby agree to all the provisions of the above Release on
(Student/Participant)
behalf of my son/daughter/ward.

_____ _____
Parent/Guardian's signature Date

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin, marital status, pregnancy, sexual orientation, gender identity, genetic information, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the college will not tolerate such conduct. Should you experience such behavior, please contact Pamela Smith, the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email at **eaeo_director@spcollege.edu**.

LE 428 (06/17)

St. Petersburg College LOCATIONS

1. **Tarpon Springs Campus**
   600 Klosterman Rd.
   Tarpon Springs, FL 34689

2. **Clearwater Campus**
   2465 Drew St.
   Clearwater, FL 33765

3. **EpiCenter**
   13805 58th St. N
   Clearwater, FL 33760

   Epi Services
   Human Resources
   14025 58th St. N
   Clearwater, FL 33760

   District Office
   President's Office
   Alumni Association
   Foundation
   6021 142nd Ave. N
   Clearwater, FL 33760

4. **Veterinary Technology Center**
   12376 Ulmerton Rd.
   Largo, FL 33774

5. **Seminole Campus**
   9200 113th St. N
   Seminole, FL 33772

6. **Caruth Health Education Center**
   7200 66th St. N
   Pinellas Park, FL 33781

7. **St. Petersburg/Gibbs Campus**
   6605 Fifth Ave. N
   St. Petersburg, FL 33710

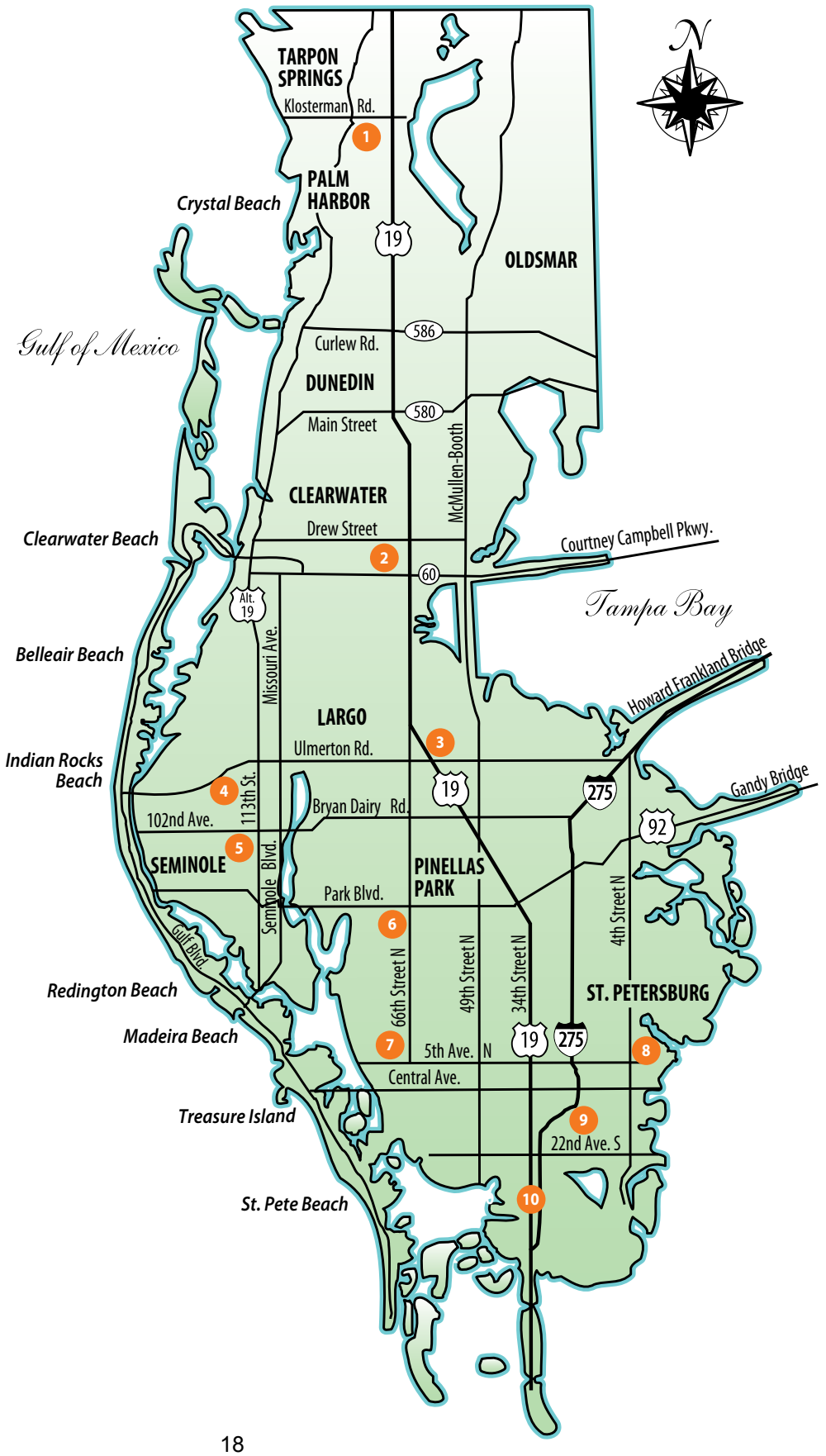
8. **SPC Downtown**
   244 Second Ave. N
   St. Petersburg, FL 33701

9. **SPC Midtown**

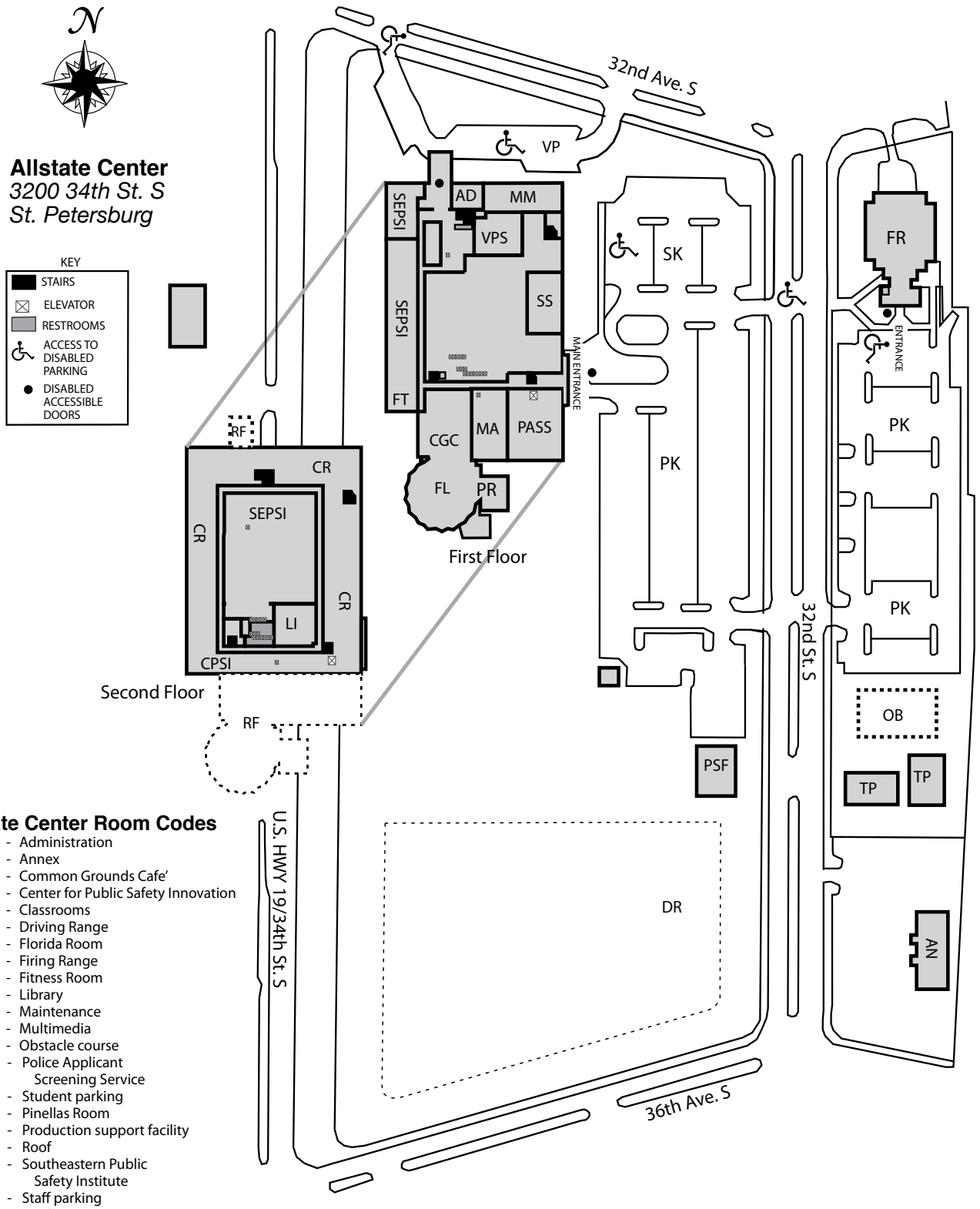
   Douglas L. Jamerson, Jr. Midtown Center *(Opened in 2015)*
   1300 22nd St. S.
   St. Petersburg, FL 33710

   Cecil B. Keene, Sr. Student Achievement Center
   1048 22nd St. S
   St. Petersburg, FL 33712

10. **Allstate Center**
    3200 34th St. S
    St. Petersburg, FL 33711



St. Petersburg College ALLSTATE CENTER

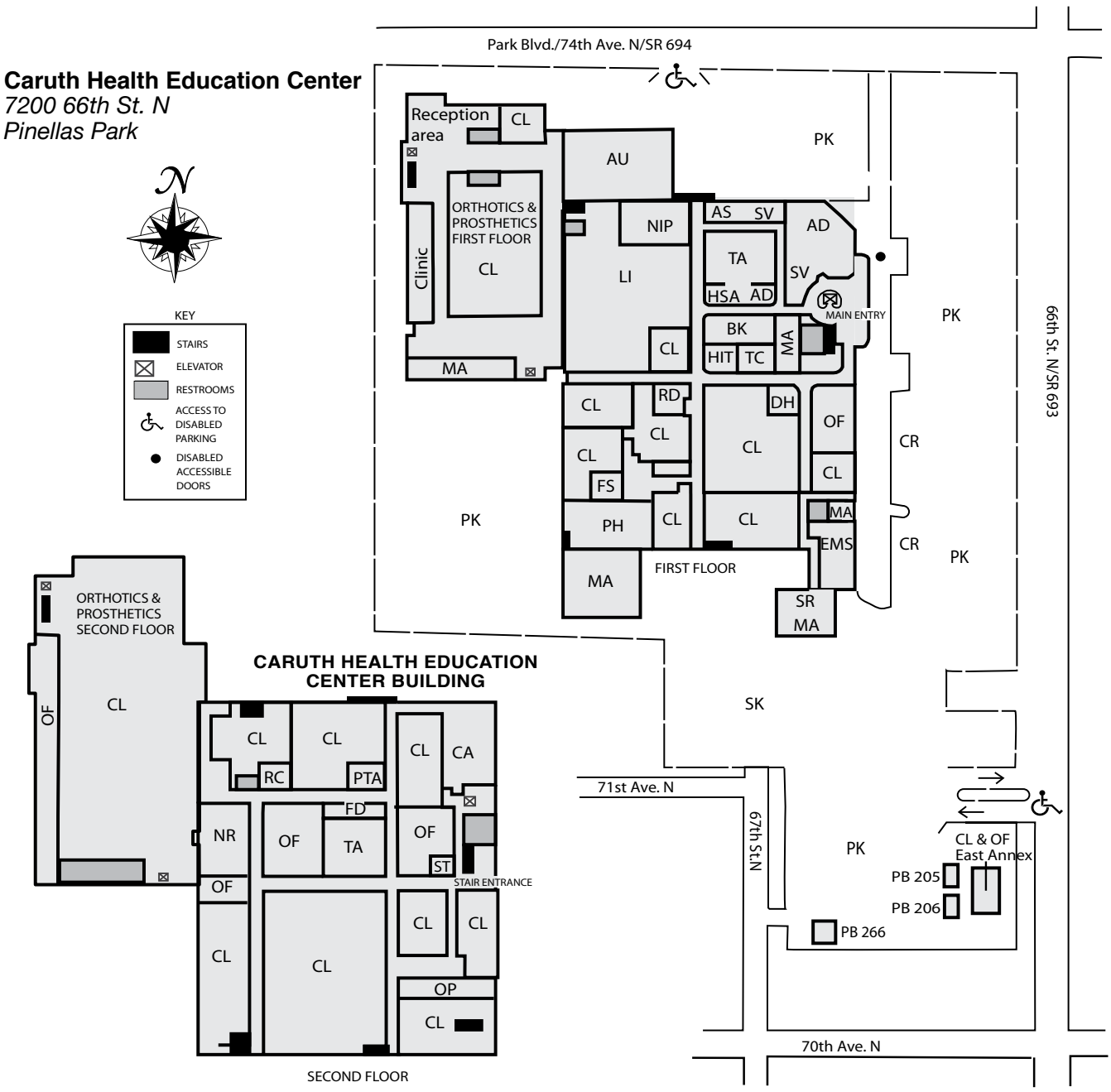


Allstate Center Room Codes

AD	-	Administration
AN	-	Annex
CGC	-	Common Grounds Cafe'
CPSI	-	Center for Public Safety Innovation
CR	-	Classrooms
DR	-	Driving Range
FL	-	Florida Room
FR	-	Firing Range
FT	-	Fitness Room
LI	-	Library
MA	-	Maintenance
MM	-	Multimedia
OB	-	Obstacle course
PASS	-	Police Applicant Screening Service
PK	-	Student parking
PR	-	Pinellas Room
PSF	-	Production support facility
RF	-	Roof
SEPSI	-	Southeastern Public Safety Institute
SK	-	Staff parking
SS	-	Student Services
TV	-	Television studio
TP	-	Training Portable
VP	-	Visitor parking
VPS	-	Video Production Studio

St. Petersburg College
CARUTH HEALTH EDUCATION CENTER

Caruth Health Education Center
7200 66th St. N
Pinellas Park

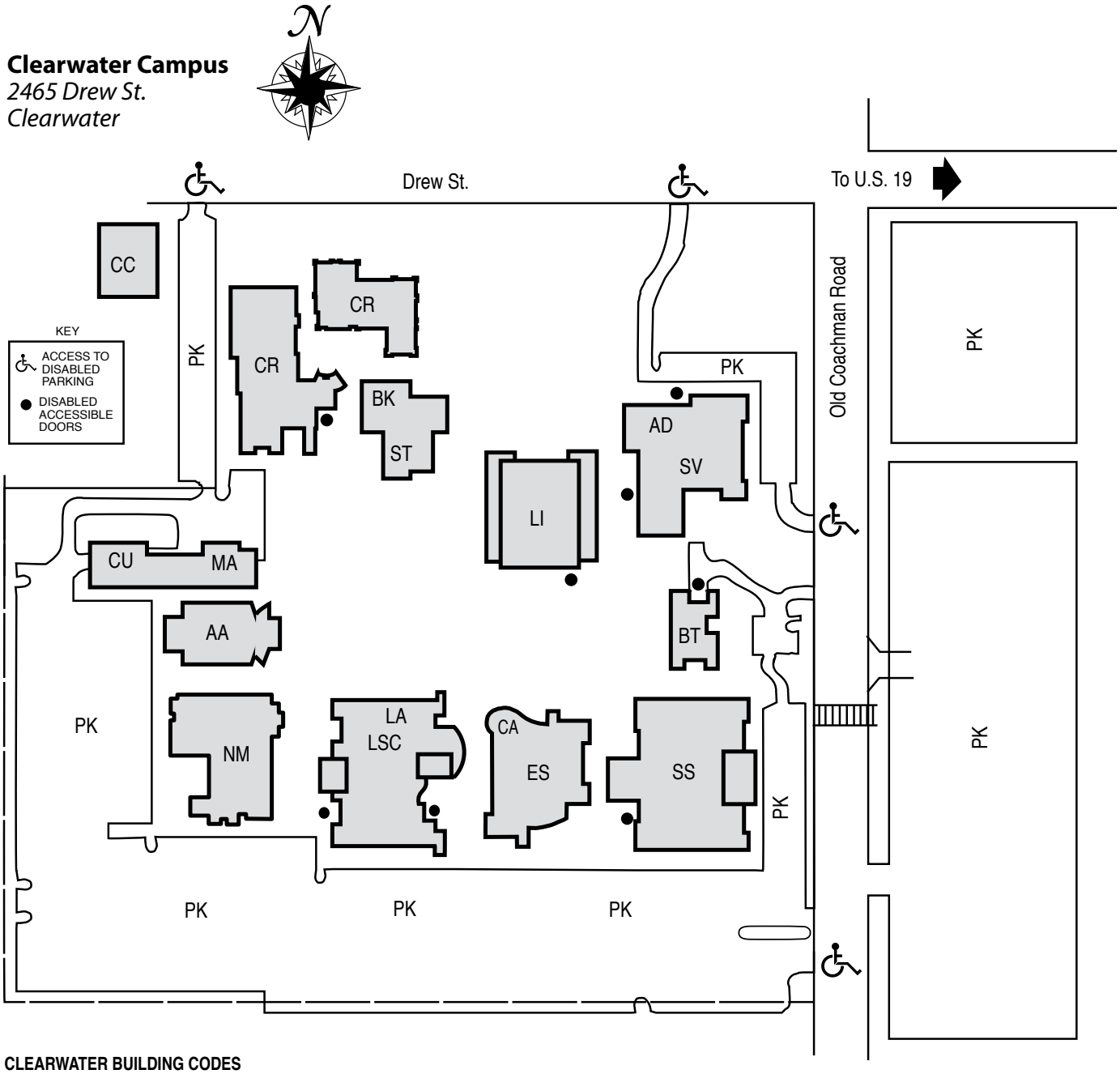


Caruth Health Education Center Room Codes

AD - Administration	LI - Library	SK - Staff parking
AS - Accessibility Services	MA - Maintenance	ST - Student Life and Leadership
AU - Auditorium	NIP - New Initiative Program	SV - Student Services
BK - Bookstore	NR - Nursing	TA - Teaching Auditorium
CA - Cafeteria	OF - Offices	
CL - Classrooms	TC - Testing Center	
CR - Clinic Parking	PB - Portables 205,206 & 266	
DH - Dental Hygiene	PH - Physical Plant/Receiving	
EMS - Emergency Medical Services	PK - Student parking	
FS - Funeral Services	PTA - Physical Therapist Assistant	
HIT - Health Information Technology	RC - Respiratory Therapy	
HSA - Health Services Administration	RD - Radiography	

St. Petersburg College
CLEARWATER CAMPUS

Clearwater Campus
2465 Drew St.
Clearwater

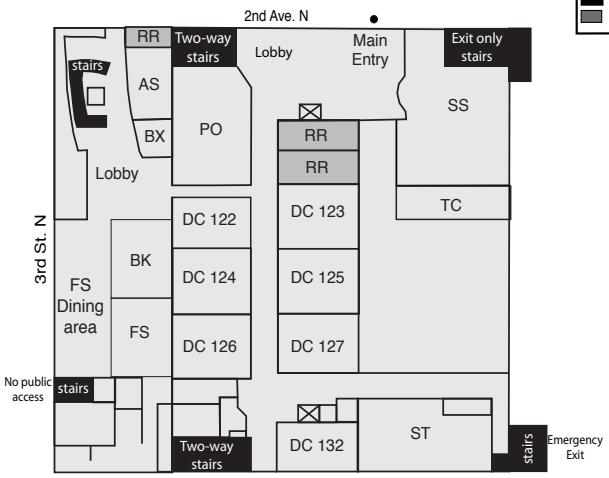


CLEARWATER BUILDING CODES

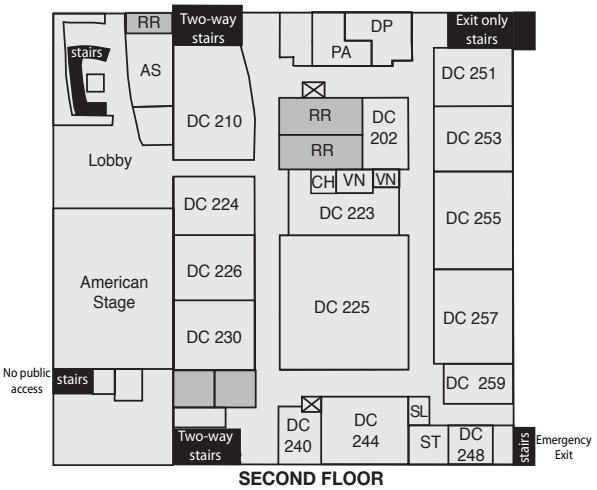
AA - Arts Auditorium
AD - Administration
BK - Bookstore
BT - Business Technologies
CA - Cafe/Food services
CC - Collaborative Center for Emerging Technologies
CR - Crossroads
CU - Central Utilities
ES - Ethics and Social Sciences
LA - Language Arts
LI - Michael M. Bennett Library
LSC - Learning Support Commons
MA - Maintenance
NM - Natural Science, Math and College of Education
PK - Student parking
SS - Social Sciences
ST - Student Life and Leadership
SV - Student Services

St. Petersburg College
DOWNTOWN

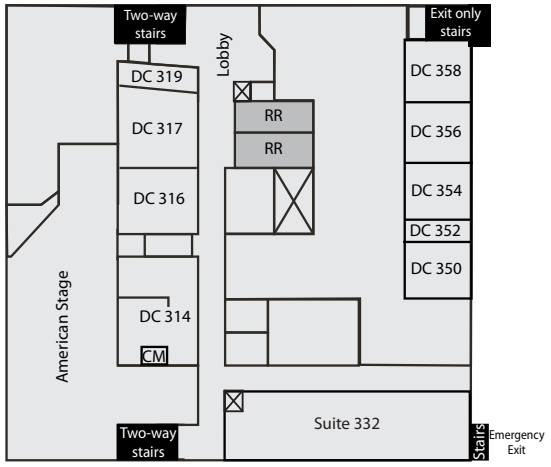
SPC Downtown
244 Second Ave. N
St. Petersburg



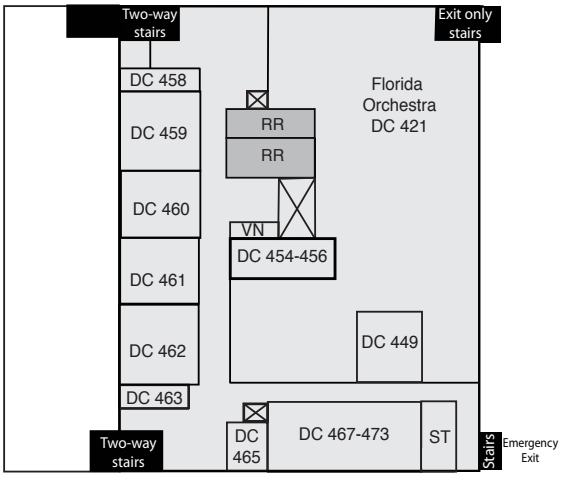
FIRST FLOOR



SECOND FLOOR



THIRD FLOOR



FOURTH FLOOR

SPC Downtown Room Codes

Classrooms

DC 122-127	- Classrooms
DC 224	- Classroom
DC 226, 230	- Classrooms
DC 251	- Classroom
DC 253	- Classroom
DC 257	- Interactive classroom
DC 316-317	- Classrooms
DC 459-462	- Classrooms

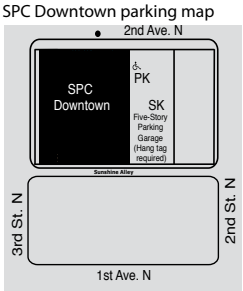
Numbered rooms

DC 132	- GED Program
DC 202	- Conference room
DC 210	- Community room
DC 223	- Student lounge
DC 225	- Student Life & Leadership, Student Government, Outreach
DC 240	- Science Prep
DC 244	- Science Lab
DC 248	- Staff offices
DC 255	- Learning SupportCommons Open Lab
DC 259	- Staff offices
DC 314	- Learning Support Commons Tutoring
DC 319	- Faculty offices
Suite 332	- American Stage offices
DC 352	- Offices
DC 350, 354, 356 &358	- Classrooms
DC 421	- Florida Orchestra
DC 449	- Staff Wellness Center
DC 454-456	- Palladium offices
DC 458 &463	- Science Prep
DC 459 &462	- Science Labs
DC 465	- TRS
DP	- Downtown Partnership offices
DC 467-473	- Faculty Offices

Un-numbered rooms

AS	- American Stage offices
BK	- Book store
BX	- Box office
DP	- Downtown Partnership
CH	- Change machine
CM	- Copy machine
FS	- Food service (cafe´)
PA	- Pier Aquarium office
PK	- Student parking
PO	- Provost Office
RR	- Restroom
SK	- Staff parking
SL	- Student lockers
SS	- Student Services: Admissions, Advising, Business office, Career Services Disability Resources, Financial Aid, Registration, Veterans Services
ST	- Storage
TC	- Testing Center
VN	- Vending

SPC Downtown parking map



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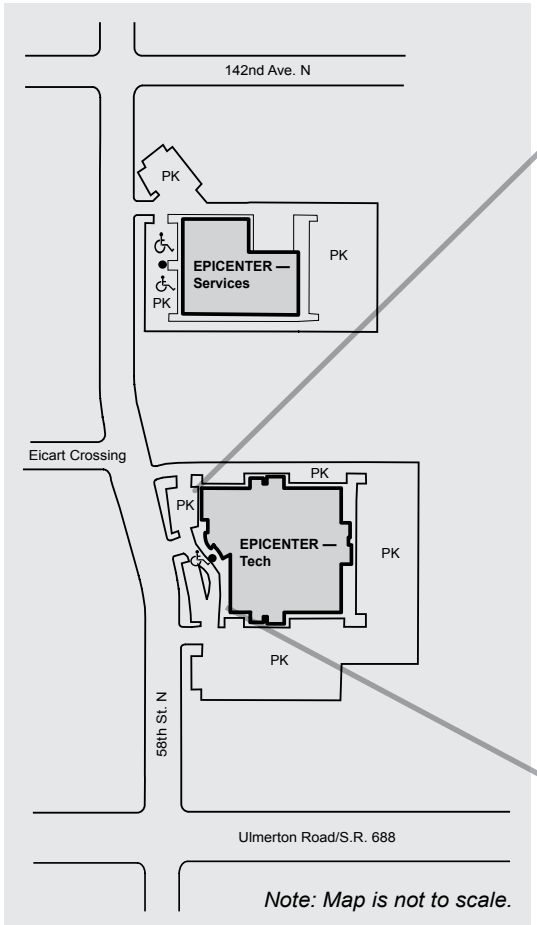
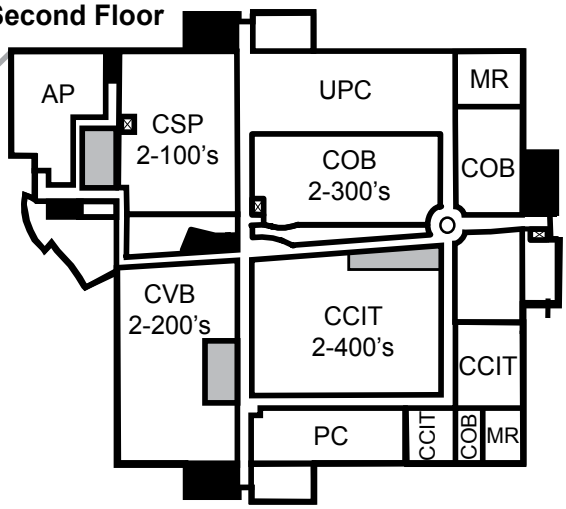
SPC EpiCenter Tech
Classroom locations

EpiCenter Tech
13805 58th St. N, Clearwater

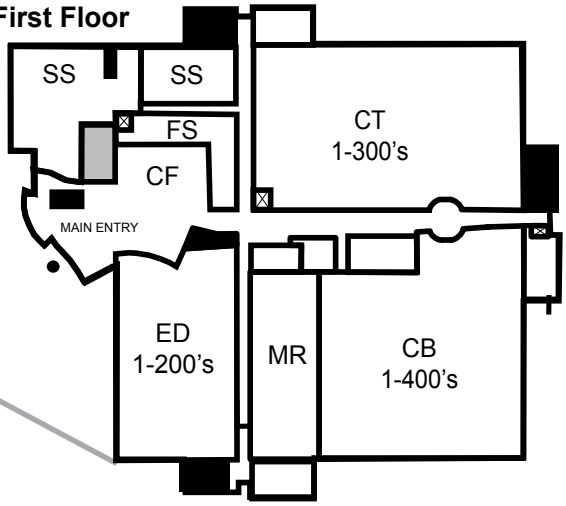
EpiCenter — Services
14025 58th St. N, Clearwater



Second Floor



First Floor



KEY
- STAIRS
- ELEVATOR
- RESTROOMS
- ACCESS TO DISABLED PARKING
- DISABLED ACCESSIBLE DOORS

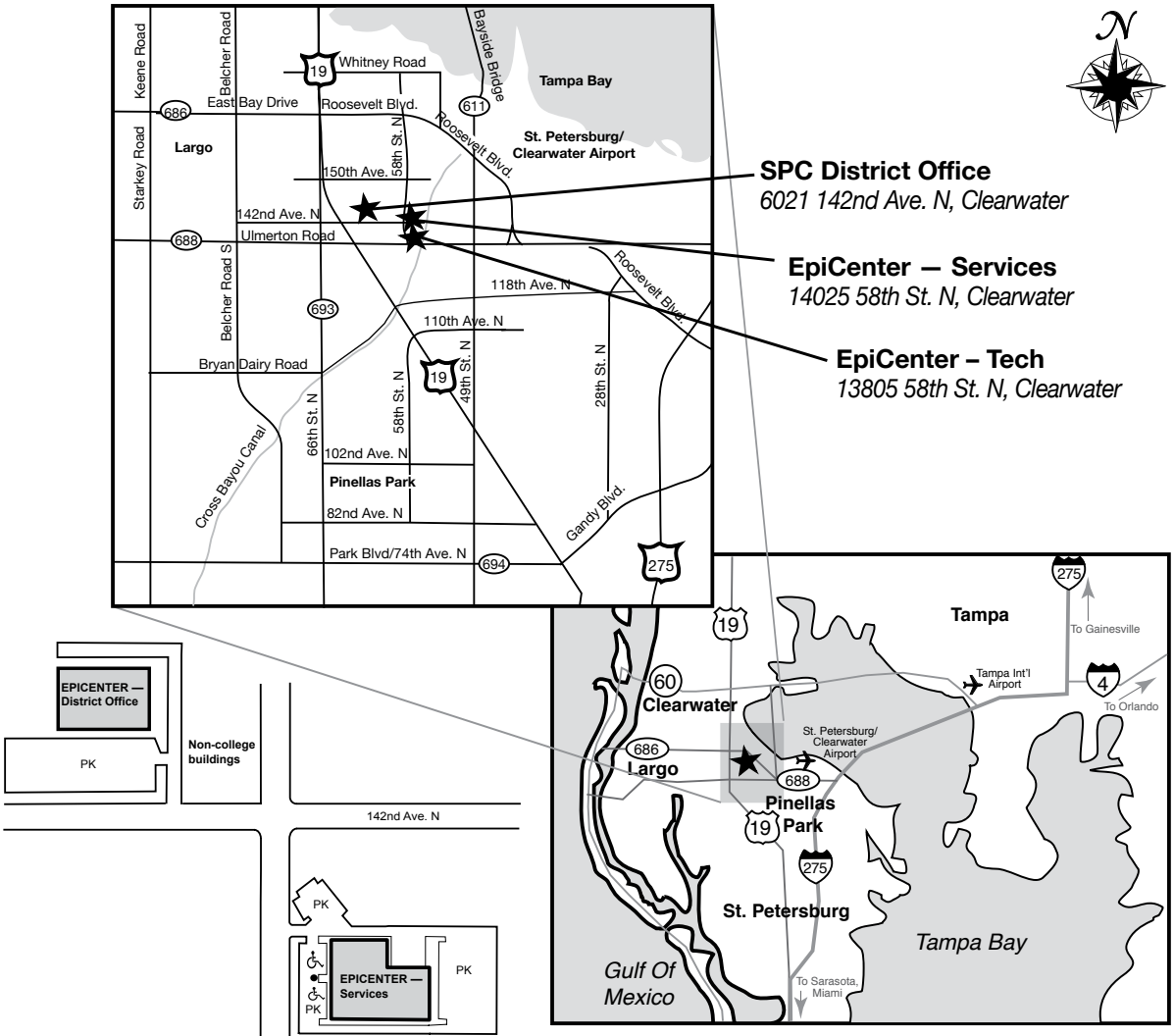
EpiCenter Room Codes

AP - Academic Programs
ASA - Academic & Student Affairs
BP - Baccalaureate Programs
CB - Collaborative Labs
CCIT - College of Computer and Information Technology
CF - Cafeteria
COB - College of Business
CSP - CareerSource Pinellas (formerly WorkNet Pinellas)
CT - Corporate Training
CVB - Pinellas County Convention & Visitors Bureau
ED - Pinellas County Economic Development
FS - Food service
MR - Meeting rooms
PC - Pinellas County
SS - Student Services
UPC - University Partnership Center

SPC St. Petersburg College

SPC District Office

Directions to the site

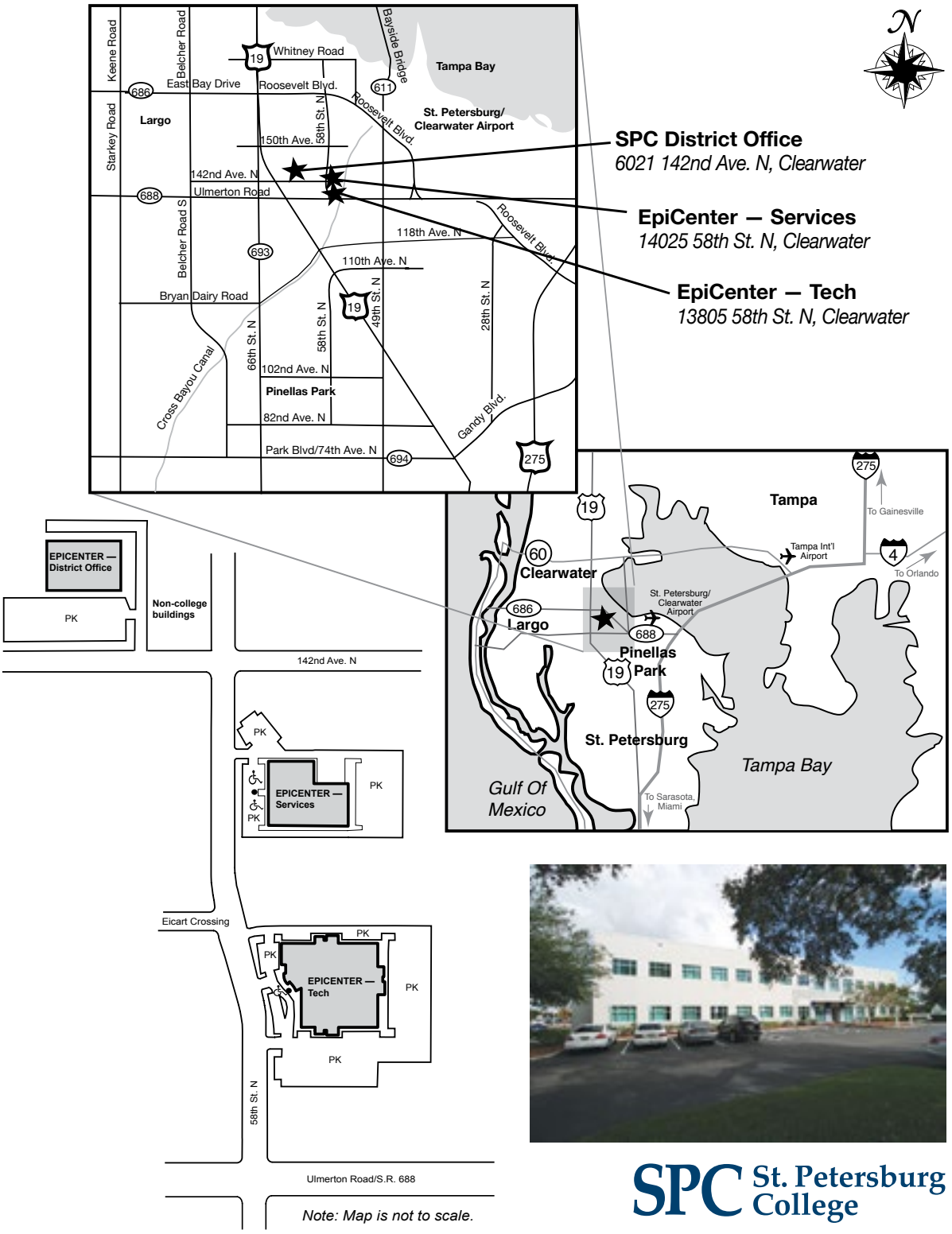


Note: Map is not to scale.

SPC St. Petersburg College

SPC EpiCenter – Services

Directions to the site



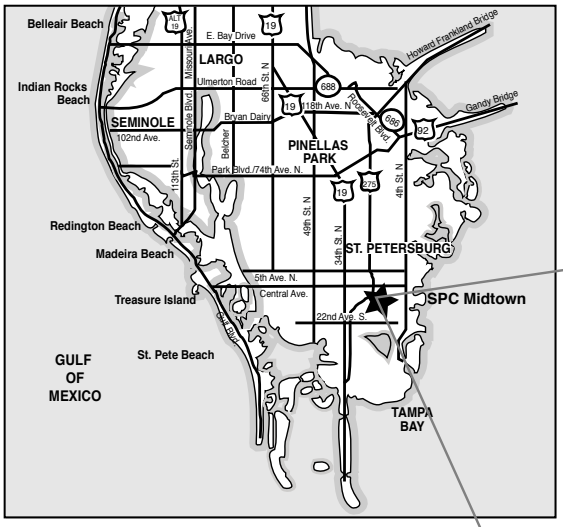
SPC St. Petersburg College

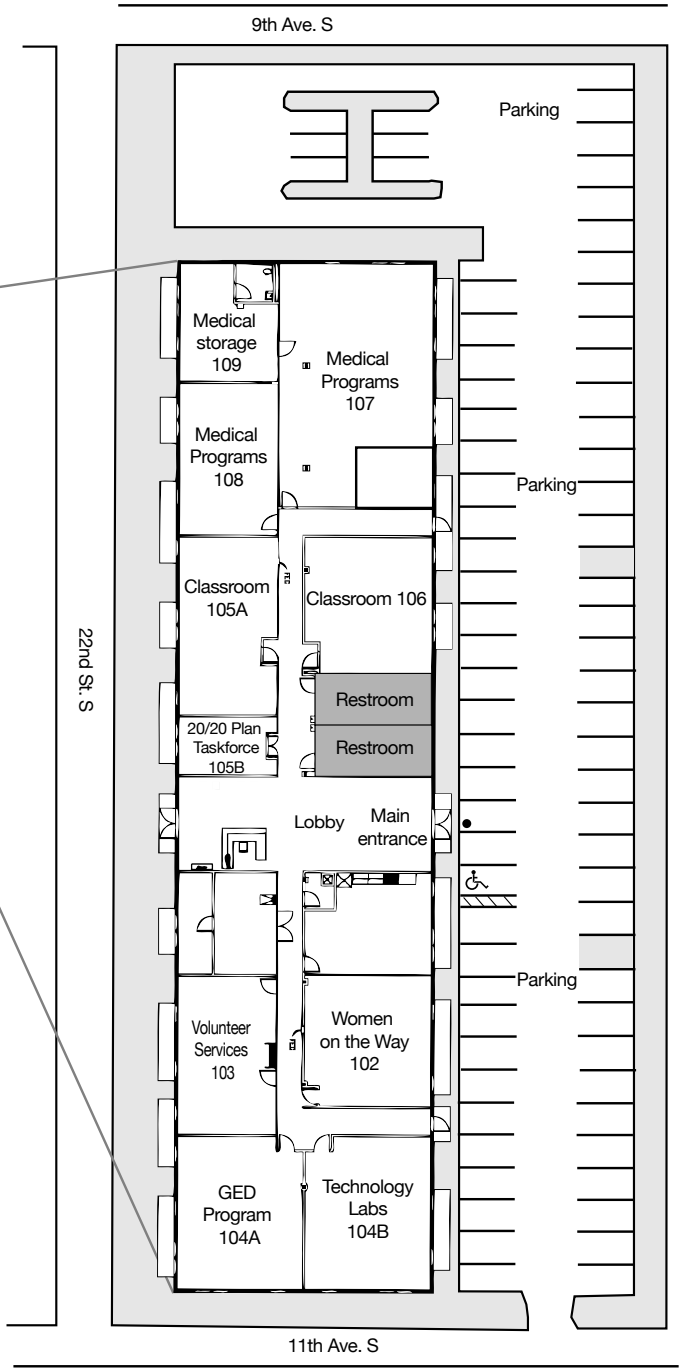
St. Petersburg College
MIDTOWN

Cecil B. Keene, Sr. Student Achievement Center
1048 22nd St. S
St. Petersburg

KEY

- ACCESS TO DISABLED PARKING
- DISABLED ACCESSIBLE DOORS
- RESTROOMS





St. Petersburg College
MIDTOWN

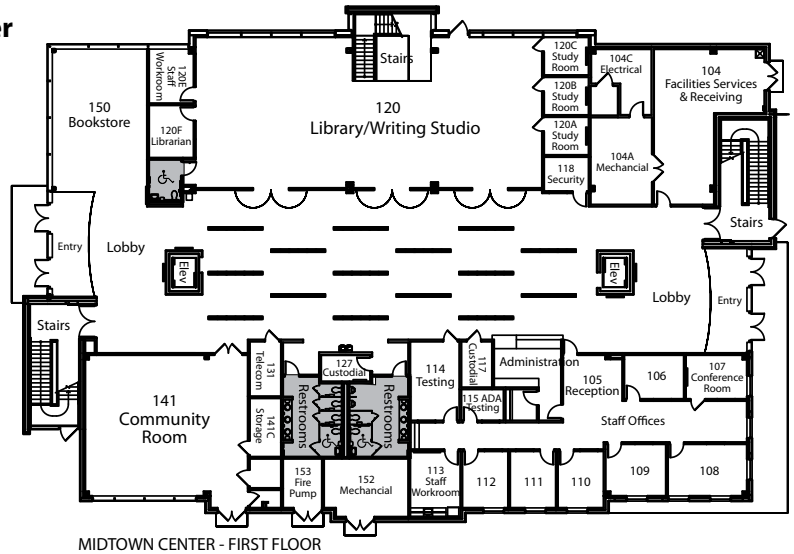
Douglas L. Jamerson, Jr. Midtown Center
1300 22nd St. S
St. Petersburg

SPC Midtown Room Codes

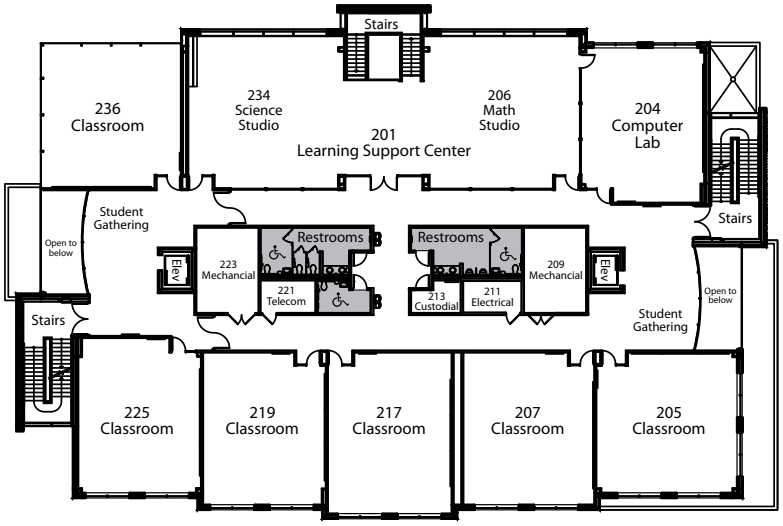
MT 104 - Facilities Services & Receiving
MT 105 - Reception
MT 106, 108-112 - Staff Offices
MT 107 - Conference Room
MT 113 - Staff Workroom
MT 114 - Testing
MT 115 - ADA Testing
MT 118 - Security
MT 120 - Library/Writing Studio
MT 120A - Study Room
MT 120B - Study Room
MT 120C - Study Room
MT 141 - Community Room
MT 150 - Bookstore

MT 201 - Learning Support Center
MT 204 - Computer Lab
MT 205 - Classroom
MT 206 - Math Studio
MT 207 - Classroom
MT 217 - Classroom
MT 219 - Classroom
MT 225 - Classroom
MT 234 - Science Studio
MT 236 - Classroom

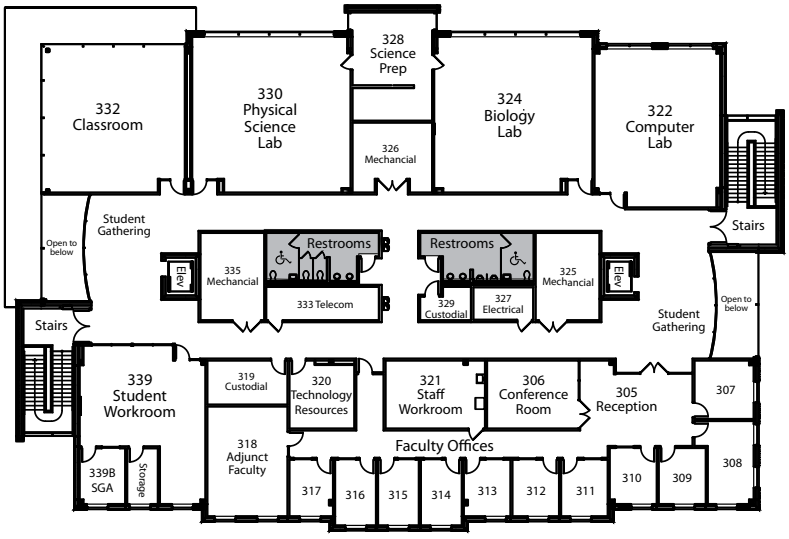
MT 305 - Reception
MT 306 - Conference Room
MT 307-317 - Faculty Offices
MT 318 - Adjunct Faculty
MT 320 - Technology Resources
MT 321 - Staff Workroom
MT 322 - Computer Lab
MT 324 - Biology Lab
MT 328 - Science Prep
MT 330 - Physical Science Lab
MT 332 - Classroom
MT 339 - Student Workroom
MT 339B - Student Government



MIDTOWN CENTER - FIRST FLOOR



MIDTOWN CENTER - SECOND FLOOR



MIDTOWN CENTER - THIRD FLOOR

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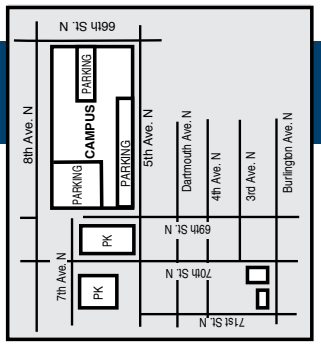
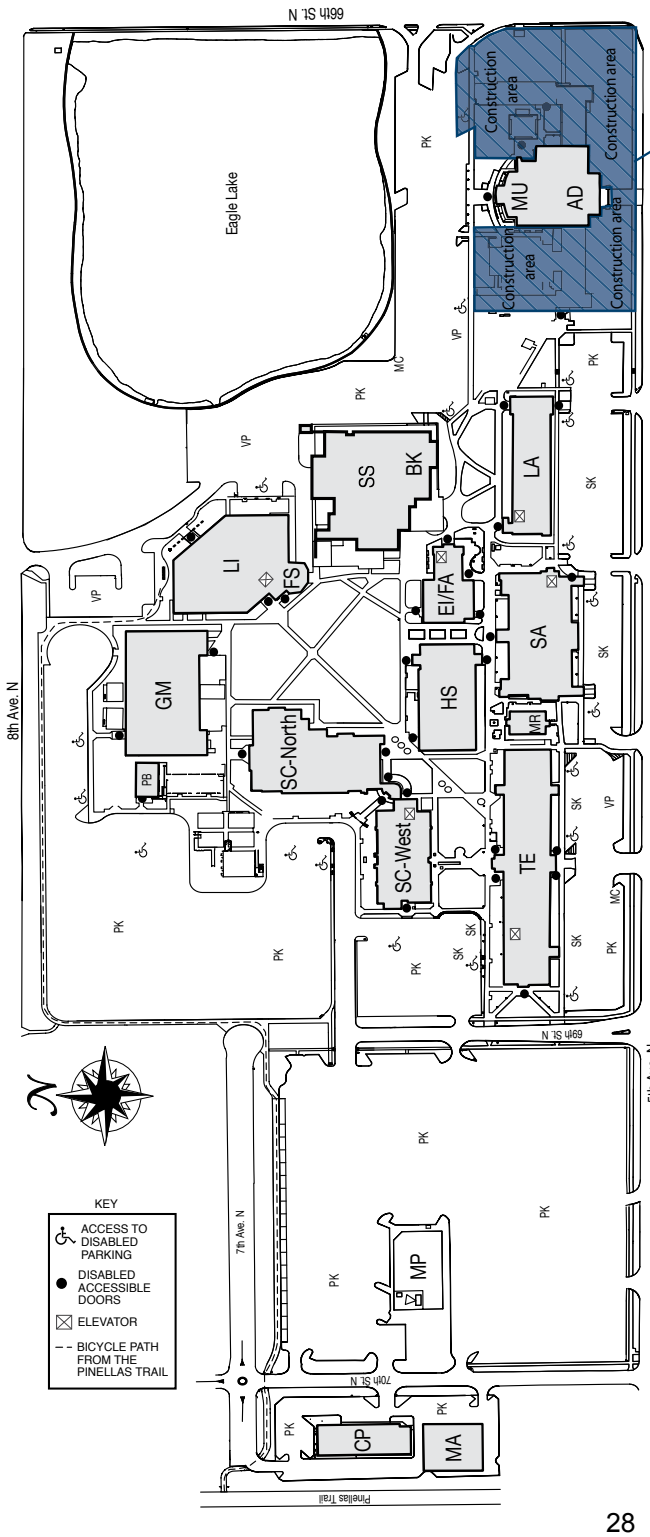
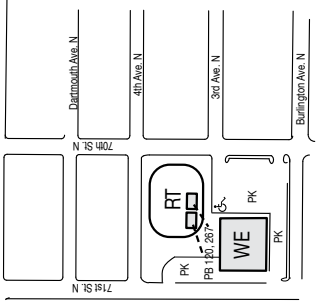
St. Petersburg/Gibbs Campus



St. Petersburg/Gibbs Campus
6605 Fifth Ave. N, St. Petersburg

New Student Success Center under construction. All services have been moved to the TE building.





ST. PETERSBURG/GIBBS CAMPUS BUILDING CODES

AD – ADMINISTRATION
The Administration Building is under construction and will become the new Student Success Center. The Provost office has been moved to SC 231. All other administrative departments have been moved to either the Technical Building (TE) or the Social Arts Building (SA). Please see the ist of departments for each building.

EI – ETHICS
Applied Ethics
Music

GM – GYMNASIUM

HS – HUMANITIES
Humanities and Fine Arts

LA – LANGUAGE ARTS
Communications

LI – LIBRARY
Café
Library
Writing Studio

MA – MAINTENANCE
Facilities/Receiving

MC – MUSIC CENTER

MR – MIRA
Music Industry/Recording Arts Studio

PB – PORTABLE 201
GED Program

RT – RUNNING TRACK

SA – SOCIAL ARTS
Career Services (Rm 137)
CROP College Reach Out Program (Rm 101))
International Programs/International Student Center (Rm 111)
Mathematics
Social and Behavioral Science
Special Programs (Rm 101)
Student Support Services (Rm 101)
Veteran's Services (Rm 133)
WOW Women on the Way (RM 124)

SC – NATURAL SCEINCE
Planetarium
Provost Office (Rm 231)
Science

SS – STUDENT SERVICES
Bookstore
St. Petersburg Collegiate High School
Student Life and Leadership

TE – TECHNICAL BUILDING
Accessibility Services (Rm 128)
Associate Provost (Rm 128)
Admissions and Registration (Rm 100)
Business Office (Rm 128)
Career and Academic Advising (Rm 100)
College of Business
College of Computer and Information Technology
College of Education
Financial Assistance (Rm 101)
Learning Support Commons (Rm 200)
Security (Rm 210)
Testing (Rm 103)

WE – WELLNESS CENTER

SPG_12-13-16

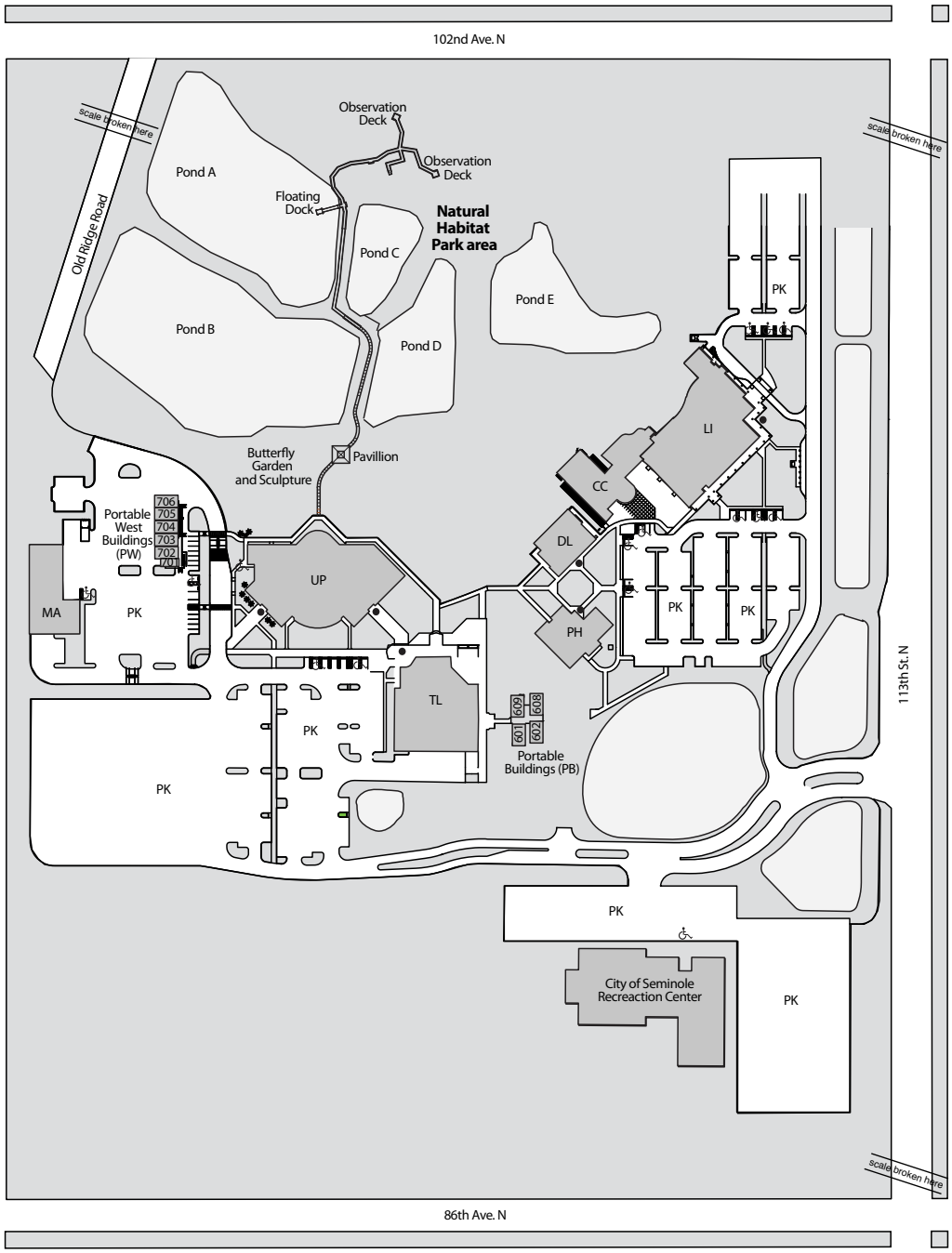
St. Petersburg College
SEMINOLE CAMPUS

Seminole Campus
9200 113th St. N
Seminole

KEY
- ACCESS TO DISABLED PARKING
- DISABLED ACCESSIBLE DOORS

Seminole Campus Room Codes

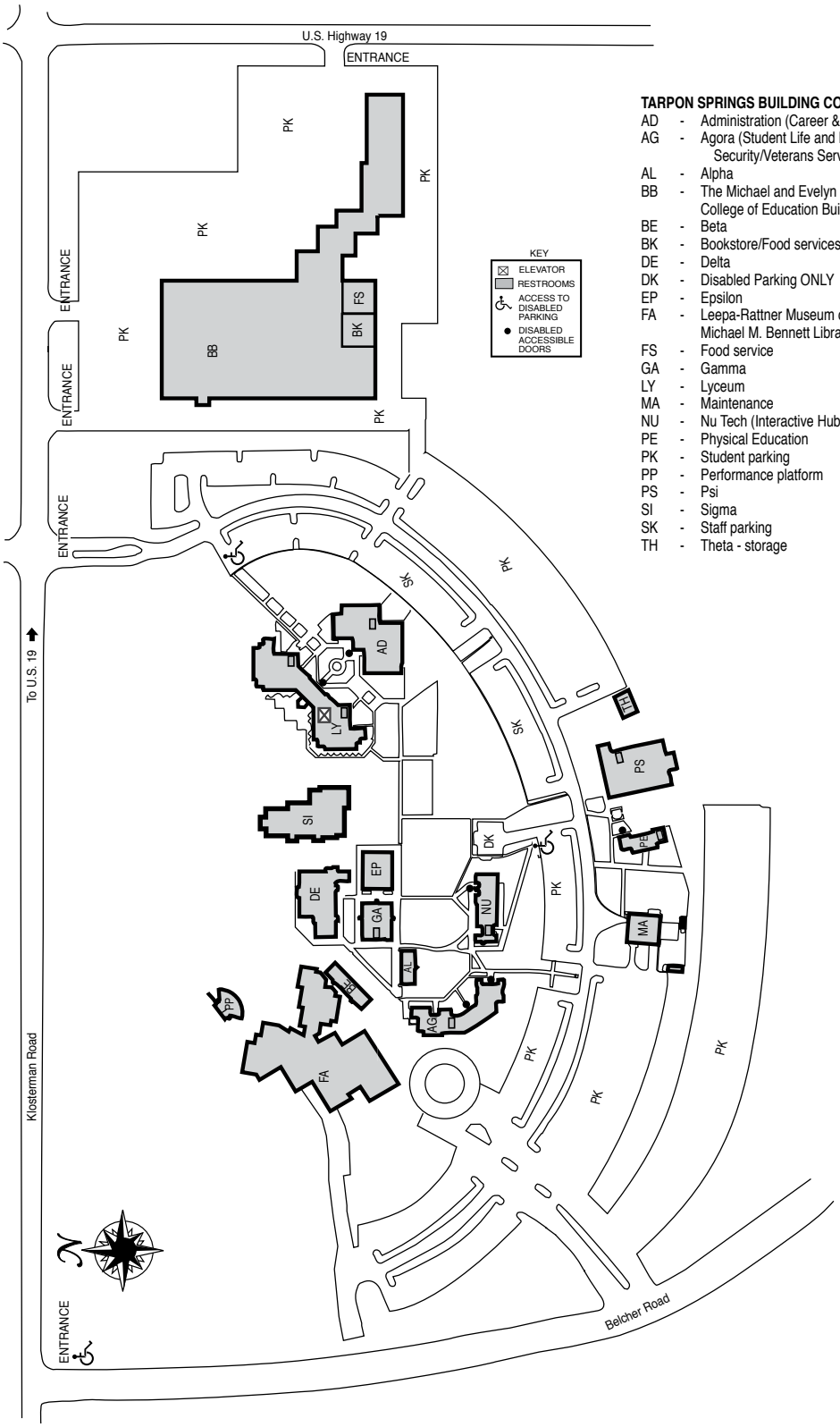
CC - Library Annex - Conference Center
DL - Dental building
LI - Dennis L. Jones Community Library at Seminole Campus
MA - Maintenance
PB - Portables
PH - Pharmacy
PK - Parking
PW - Portables West
PB 602 - GED Classroom
PB 608 - Classroom
PB 609 - Faculty offices/Restrooms
PW 701 - Restrooms and Drinking fountains
PW 702 - Faculty offices
PW 703 - Classroom
PW 704 - Classroom
PW 705 - Classroom
PW 706 - Classroom
TL - Technology Learning
UP - C.W. Bill Young University Partnership Center building Veteran Services



SE_12-12-16

St. Petersburg College
TARPON SPRINGS CAMPUS

Tarpon Springs Campus
600 Klosterman Road
Tarpon Springs



TARPON SPRINGS BUILDING CODES

AD - Administration (Career & Advising Center)
AG - Agora (Student Life and Leadership/ Security/Veterans Services)
AL - Alpha
BB - The Michael and Evelyn Bilirakis College of Education Building
BE - Beta
BK - Bookstore/Food services
DE - Delta
DK - Disabled Parking ONLY
EP - Epsilon
FA - Leepa-Rattner Museum of Art and Michael M. Bennett Library
FS - Food service
GA - Gamma
LY - Lyceum
MA - Maintenance
NU - Nu Tech (Interactive Hub Career & Transfers)
PE - Physical Education
PK - Student parking
PP - Performance platform
PS - Psi
SI - Sigma
SK - Staff parking
TH - Theta - storage

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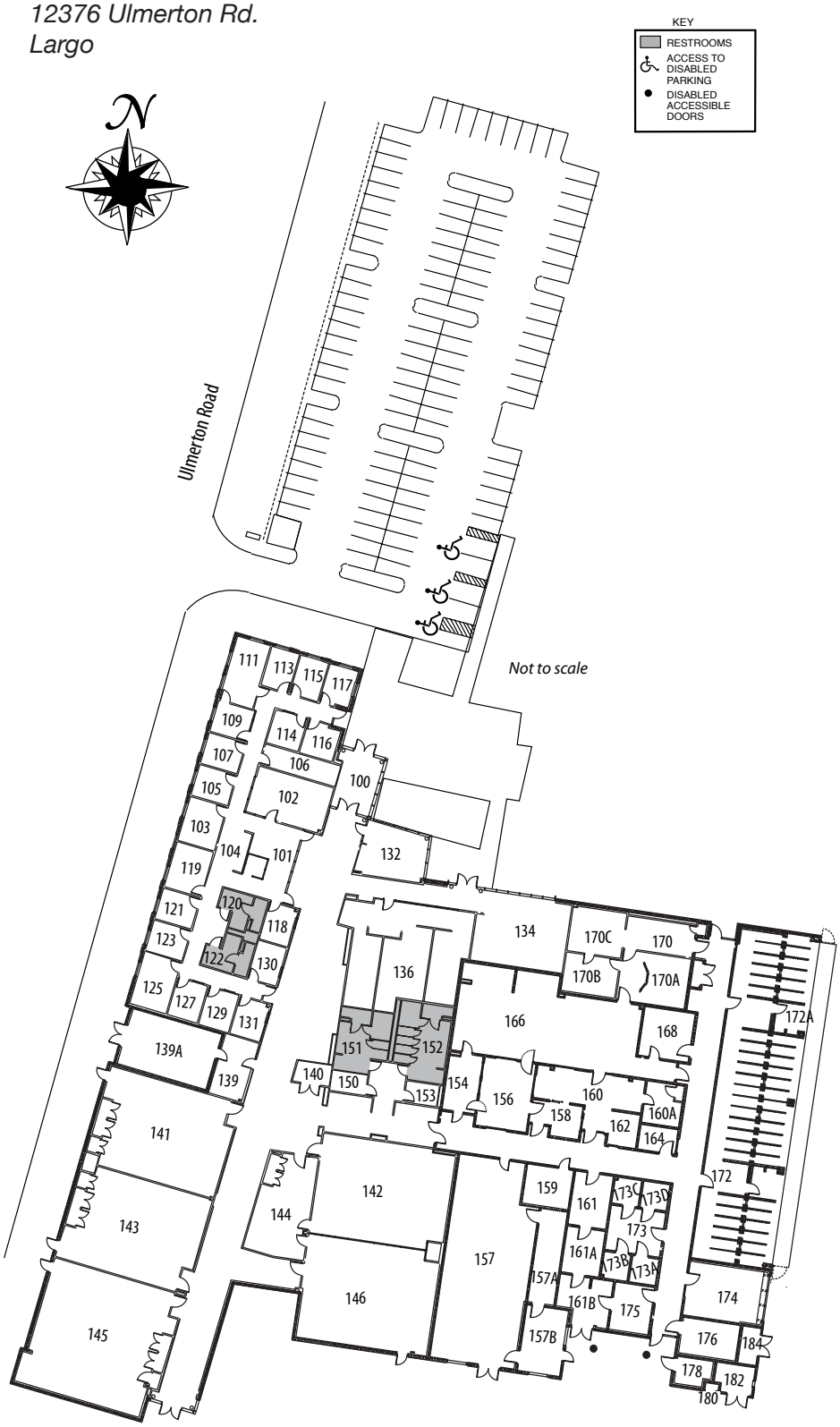
St. Petersburg College
VETERINARY TECHNOLOGY CENTER

SPC Veterinary Technology Center
12376 Ulmerton Rd.
Largo



SPC Veterinary Technology Center Room Codes

100 -119	-	TBA
120, 122	-	Restrooms
121-132	-	TBA
134	-	Student Work
136-139	-	TBA
139A	-	Mechanical
140	-	Electrical
141, 143	-	Computer Lab
142	-	Anatomy Lab
144	-	Lab Storage
145	-	Collaborative Lab
146	-	Pathology Lab
150	-	Custodial
151-152	-	Restrooms
153	-	Computer
154	-	Scrub
156	-	Surgery
157	-	Mechanical
157A	-	Electrical
157B	-	Generator
158	-	Recovery
159	-	Telecommunications
160	-	Control
160A	-	Pharmacy
161	-	Food Prep
161A	-	Food Storage
161B	-	Storage
162	-	Bath
164	-	Avary
166	-	Animal Procedures Lab
168	-	Lab Prep
170	-	Radiology
172	-	Dog Ward
173	-	Lab Animals
174	-	Cat Ward
175	-	Isolation
176	-	Custodial
178, 182	-	Storage
180	-	Oxygen
184	-	Mechanical

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The University Partnership Center at St. Petersburg College offers a variety of bachelor's and graduate degrees from fully accredited colleges and universities.

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- Business Administration
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  - Marketing
- Economics
- Hospitality Management
- Logistics Management
- Technical Management

Graduate Degrees

- Acquisition and Contract Management
- Business Administration
- Business Administration
  - Real Estate
- Business Administration in Aviation
- Healthcare MBA
- Human Resource Management
- International Business
- Leadership
- Logistics Management
- Logistics & Supply Chain Management
- Management
- Management Information Systems
- Management/Risk Management Insurance
- Management
  - Transportation Management
- Occupational Safety Management
- Project Management
- Real Estate

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Bachelor's Degrees

- Visual Disabilities Education

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- Adult Education
- Certifi cate in Mathematics
- Curriculum & Instruction
  - Curriculum Development
- Doctor of Philosophy in Leadership & Education
  - Higher Education Administration
- Education in Instructional Technology
- Educational Leadership Administration
- Educational Leadership Development
- Program Development
  - Educational Innovation
- Special Education
  - Autism Endorsement
- Visual Disabilities Education

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Bachelor's Degrees

- Aeronautics
- Aviation Security
- Computer Science
- Engineering Technology
  - Electrical Engineering
- Information Technology

Graduate Degrees

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- Computer Engineering
  - Network Security
- Engineering Management
- Systems Engineering

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Bachelor's Degrees

- Criminal Justice
- Legal Studies

Graduate Degrees

- Administration
- Biotechnology
- Criminology/Criminal Justice Studies
- Criminal Justice Administration
- Library & Information Science
- Mass Communications
  - Global Strategic Communications
- Public Administration

General or Interdisciplinary

Bachelor's Degrees

- Psychology

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Bachelor's Degrees

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- Microbiology and Cell Science

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- Doctor of Chiropractic
- Doctor of Dentistry-Residency & Continuing Education
- Doctor of Nursing Practice
- Doctor of Pharmacy
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- Health Services Administration & dual degree in Health Services Administration & Public Health
- Nursing
  - Clinical Nurse Leader
  - Forensic Nursing
  - Nursing Education
  - Specialized Populations
- Nursing Education
- Physician Assistant

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Case Western Reserve University

Cleveland State University

Daytona State College

Embry-Riddle Aeronautical University

Florida Gulf Coast University

Florida Institute of Technology

FIU Online
Florida International University
Connect Confidently.

National University

Saint Leo University

UF University of Florida

USF

USFSP University of South Florida St. Petersburg

USF University of South Florida Sarasota-Manatee

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SPC St. Petersburg College
UNIVERSITY PARTNERSHIP CENTER

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