

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
MONDAY, OCTOBER 18, 2010

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
 - 1. Robert W. Morey, Jr., Skilled Tradesworker, Facilities Planning In-House Construction, Tarpon Springs Campus
 - 2. Carol A. Nygard, Staff Assistant, Institutional Advancement, EpiCenter Services
- B. Recognitions/Announcements
 - 1. Dr. Julie Janssen, Superintendent, Pinellas County Schools
 - 2. SPC Wellness Recognition by *Tampa Bay Business Journal*

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of September 21, 2010

V. MONTHLY REPORTS*

- A. Board Attorney – Joseph H. Lang
- B. General Counsel – Syd H. McKenzie

- C. Provosts –Nicotera, Vittetoe, White
- D. Faculty Senate – Mahoney
- E. Student Success and Achievement - Update on African-American Male Initiative

VI. OLD BUSINESS (items previously considered but not finalized)

VII. NEW BUSINESS

A. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)

- 1. Quarterly Informational Report of Exempt and Non-Exempt Purchases
(*information*)

B. OTHER EXPENDITURES AND CONTRACTS

- 1. Quarterly Informational Report of Contracts (*information*)

C. GRANTS/RESTRICTED FUNDS CONTRACTS

- 1. Application/Acceptance
 - a. U.S. Department of the Navy—Space and Naval Warfare Systems Center—Continuation of the Area Security Operations Command and Control/Integrated Command and Control Alerting Tool Suite Training Initiative
 - b. Head Start Child Development & Family Services, Inc. d/b/a Pinellas County Head Start/Early Head Start—Head Start Training and Technical Assistance Funds
 - c. U.S. Department of Homeland Security/Florida Department of Education—Radio/Communication Equipment Funds

- 2. Amendment(s). **NONE**

D. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

- 1. Annual Report of Property Declared Surplus or Disposed of in FY 2009-2010 (Survey #532) (*information*)
- 2. Disposition of Surplus or Obsolete Property (Survey #534)
- 3. Annual List and Quarterly Selection of Pre-Qualified Small Contractors, Revision #17

4. Amendment #5 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #5) Acquisition of Property Owned by Faith United Church of Christ
 5. Amendment #6 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #6) Acquisition of Property Owned by Juvenile Welfare Board of Pinellas County
 6. Selection Process for Architectural Services of Master Planning Collegewide
 7. Acquisition of 6698 68th Ave. N., Pinellas Park, Florida, near the Health Education Center – Preliminary Approval
- E. AGENCY BILLINGS. **NONE**
- F. PERSONNEL
1. Personnel Report
- G. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing
- Rule 6Hx23-4.9111 Use of Computer Labs/Students Only
 - Rule 6Hx23-5.171 Miscellaneous Charges
 - Rule 6Hx23-6.900 Information Technology Acceptable Use Policy
- H. REPORT ON PURPOSE STATEMENTS OF DIRECT-SUPPORT ORGANIZATIONS (DSOs)
- I. AUDITS OF DIRECT-SUPPORT ORGANIZATIONS (DSOs) AND OTHER STATUTORY REQUIREMENTS – APRIL 1, 2009 THROUGH MARCH 31, 2010
- J. DIRECT-SUPPORT ORGANIZATION (DSO) COLLABORATION BETWEEN SPC FOUNDATION, INC. AND SPC ALUMNI ASSOCIATION, INC. – VALUES & VISIONS
- K. DIRECT-SUPPORT ORGANIZATION (DSO) COLLABORATION BETWEEN SPC FOUNDATION, INC. AND LEEPA-RATTNER MUSEUM OF ART, INC. – ARTWORK HOLDINGS
- L. FINANCIAL REPORT AND UPDATE (*information*)
- M. ST. PETERSBURG COLLEGE INSTITUTE FOR STRATEGIC POLICY SOLUTIONS

VIII. PRESIDENT'S REPORT

- Update on Naming Policy (*information*)*

IX. FUTURE AGENDA ITEMS

X. NEXT MEETING DATE AND SITE

Tuesday, November 16, 2010, EpiCenter

XI. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting Monday, October 18, 2010, 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) 341-3260.


***No packet enclosure**

Date Advertised: Sept. 17, 2010

[Confirmation of Publication](#)

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Quarterly Informational Report of Exempt and Non-Exempt Purchases

The following transactions, exceeding \$25,000 but not exceeding \$250,000, which are exempt from the bidding procedure, pursuant to State Board of Education Rule 6A-14.0734 (2) and Board of Trustees Rule 6Hx23-5.12, occurred since the July 2010 Quarterly Report or were not included in the previous Quarterly Report.

Because each transaction stands on its own and does not occur in sequence with other transactions, a cumulative dollar amount is not implied when the same vendor appears more than once on the report. A summary appears at the end of the report, grouping vendors that appear on the report more than once, showing a total for each during the period.

An excerpt from the July 27, 2004 Amended St. Petersburg College Board of Trustees Rule 6Hx23-5.12 relating to exemptions from bidding follows the summary of vendors appearing more than once during the quarter. This is provided as additional information.

The acronyms “SBE” and “BOT” stand for the State Board of Education and the St. Petersburg College Board of Trustees, respectively.

The listing is by Purchase Order Number:

- 1. P.O. #73762 – Baker and Taylor Books:** This is in the amount of **\$30,000.00** for baccalaureate program books as needed for the period 7/1/10-6/30/11. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational Materials.” **Recommended** by Kay M. Burniston, Vice President, Baccalaureate Programs and University Partnerships, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on May 19, 2010.
- 2. P.O. #73764 – NALCO Company:** This is in the amount of **\$87,679.20** for college-wide water treatment of HVAC systems (Heating, Ventilation and Air Conditioning) for the period of 7/1/10-6/30/11. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices.” **Recommended** by Susan Reiter, Vice President, Facilities Planning and

Institutional Services, and approved by Doug Duncan, Senior Vice President of Administration/Business and Information Technology, on May 19, 2010.

3. **P.O. #73995 – Follett Higher Education Group:** This is in the amount of **\$130,000.00** for textbooks as needed for St. Petersburg Collegiate High School (SPCHS) for the period of 7/1/10-6/30/11. **This is grant-funded (Fund 24). Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational Materials.” **Recommended** by Starla R. Metz, Principal, St. Petersburg Collegiate High School, St. Petersburg/Gibbs Campus, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on April 20, 2010.
4. **P.O. #74282 – Zagers Brand Inc/Gem Supply:** This is in the amount of **\$70,569.00** for cleaning supplies for the period of 7/1/10-6/30/11. **Authority:** SBE & BOT Rule 6Hx23-5.12, pursuant to Invitation to Bid SPC #8-08-09. **Recommended** by Susan Reiter, Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on May 14, 2010.
5. **P.O. #74309 – Oasis Refreshment Systems Inc:** This is in the amount of **\$90,000.00** for catering for the EpiCenter site for the period of 7/1/10-6/30/11. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption E: “Food.” **Recommended** by Susan Reiter, Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on June 16, 2010.
6. **P.O. #74346 – FL Department of Law Enforcement:** This is in the amount of **\$40,000.00** for background checks as needed for period 7/1/10-6/30/11 for Human Resources. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by Patty Curtin Jones, Vice President, Human Resources and Public Affairs, EPI Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on April 30, 2010.
7. **P.O. #74348 – City of Seminole:** This is in the amount of **\$47,936.58** for library staffing at the joint-use Seminole Campus Library for the period 7/1/10-6/30/11. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by James Olliver, Provost, Seminole Campus/eCampus, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on May 21, 2010.
8. **P.O. #74409 – Assessment Technologies Institute LLC:** This is in the amount of **\$170,000.00** for textbooks, DVDs and assessment and review program, for the period of 7/1/10-6/30/11 for the College of Nursing. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational Materials.” **Recommended** by Phillip V. Nicotera, Provost, Health Education Center and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on June, 17 2010.

9. **P.O. #74552 – Coleman Technologies Inc:** This is in the amount of **\$68,038.55** for maintenance of selected Cisco equipment. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology.” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on July 2, 2010.
10. **P.O. #74588 – Martin Audio Limited:** This is in the amount of **\$76,339.00** for sound system for the Palladium. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology.” **Recommended** by Susan Reiter, Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on June 22, 2010.
11. **P.O. #74623 – Hub City Ford:** This is in the amount of **\$35,900.75** for a 2010 Ford E350 Small Move/Cargo truck **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices.” **Recommended** by Susan Reiter, Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on July 1, 2010.
12. **P.O. #74660 – Zagers Brand Inc./Gem Supply:** This is in the amount of **\$71,674.00** for custodial supplies as needed for period 7/16/10-6/30/11 for Custodial Services. **Authority:** SBE & BOT Rule 6Hx23-5.12, pursuant to Invitation to Bid #SPC 05-09-10 results. **Recommended** by Susan Reiter, Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on July 12, 2010.
13. **P.O #74693 – Semantic Space:** This is in the amount of **\$29,992.00** for Bhavik Patel to provide PeopleSoft technical support and functional consulting services, to make corrections to the PASS (Personal Alert Safety System). **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology.” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on July 19, 2010.
14. **P.O. #74694 Semantic Space:** This is in the amount of **\$25,024.00** to provide PeopleSoft technical support and functional consulting services to assist SPC staff with creation of the Health Education Center online application with additional functionality. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology.” **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on July 19, 2010.
15. **P.O #74701– Gregory, Sharer and Stuart, PA:** This is in the amount of **\$30,000.00** for Consultant/Internal Auditor to provide certain accounting functions and advice on prospective donors to the College and/or foundation/museum. **Authority:** SBE & BOT Rule 6Hx23-5.12, G: “Professional Services.” **Recommended** by Theresa K. Furnas,

Associate Vice President, Financial and Business Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on May 7, 2010.

16. **P.O #74833 – Apple Computer Inc:** This is in the amount of **\$41,460.00** for Apple I-Macs with protection plan as replacements at the Seminole Campus – Digital Media. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology.” **Recommended** Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Services, on July 23, 2010.
17. **P.O #74836 – Interscreen America:** This is in the amount of **\$27,550.00** to support the National Forensic Science Technology Center (NFSTC) “Impression and Pattern Evidence Symposium” project. **This is grant-funded (Fund 21).** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by J.C. Brock, Jr., Campus Executive Officer, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on July 29, 2010.
18. **P.O #74841 – Quality Mowers:** This is in the amount of **\$28,170.75** for a diesel power wood chipper for Tarpon Springs Campus. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices.” **Recommended** by Susan Reiter, Vice President of Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Services, on July 23, 2010.
19. **P.O #74858 – Williams and Fudge Inc:** This is in the amount of **\$35,000.00** to provide collection services to the College’s delinquent student accounts for year two of a five-year agreement for the period of 7/1/10-6/30/11. **Authority:** BOT Rule 6Hx23-5.12 Exemption G: “Professional Services.” **Recommended** by Theresa K. Furnas, Associate Vice President, Financial and Business Services, and approved by Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology, on July 29, 2010.
20. **P.O #74884 – Florida Bullet, Inc:** This is in the amount of **\$26,777.28** to provide bullets for Criminal Justice Academies at the Allstate Center. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption I: “Single Source Procurement.” **Recommended** by JC Brock, Jr., Campus Executive Officer, Allstate Center, and approved by Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology, on August 2, 2010.
21. **P.O #74931 – Thyssenkrupp Elevator Corporation:** This is in the amount of **\$42,950.00** to provide elevator maintenance for all college-wide elevators. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices.” **Recommended** by Susan Reiter, Vice President of Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology, on August 6, 2010.

22. **P.O. #74949 – Milestone Systems, Inc:** This is in the amount of **\$40,118.13** to provide phone and email premium level support and software updates for the period of 9/13/10-9/12/11. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology.” **Recommended** by Daya Pendharkar, Associate Vice President, Information systems and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on August 9, 2010.
23. **P.O. #74962 – EQ Florida Inc:** This is in the amount of **\$41,600.00** for hazardous waste removal services for the period of 8/10/10-6/30/11. **Authority:** SBE & BOT Rule 6Hx23-5.12 Exemption D “Contract Prices.” **Recommended** by Susan Reiter, Vice President of Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on August 9, 2010.
24. **P.O. #75143 – Follett Higher Education Group:** This is in the amount of **\$40,000.00** for course materials and networking essentials for the Microsoft Certificate Program for the period of 8/25/10-6/30/11. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational Materials.” **Recommended** by Stan Vittetoe, Provost, Clearwater Campus, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on August 24, 2010.
25. **P.O. #75365 – Hillsborough Community College:** This is in the amount of **\$77,557.00** for expenses incurred as part of the Tampa Bay Consortium College Reach-Out Program (CROP) for the period of 9/1/10-8/31/11. **This is grant-funded (Fund 21).** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by Karen Kaufman White, Provost, St. Petersburg/Gibbs Campus, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on September 9, 2010.
26. **P.O. #75366 – State College of Florida Manatee-Sarasota:** This is in the amount of **\$64,203.00** for expenses incurred as part of the Tampa Bay Consortium College Reach-Out Program (CROP) for the period of 9/1/10-8/31/11. **This is grant-funded (Fund 21).** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by Karen Kaufman White, Provost, St. Petersburg Gibbs Campus, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on September 9, 2010.
27. **P.O. #75367 – University of South Florida:** This is in the amount of **\$66,478.00** for expenses incurred as part of the Tampa Bay Consortium College Reach-Out Program (CROP) for the period of 9/1/10-8/31/11. **This is grant-funded (Fund 21).** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by Karen Kaufman White, Provost, St. Petersburg/Gibbs Campus, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on September 9, 2010.

28. **P.O. #75387 – Arcadia:** This is in the amount of **\$35,810.42** for chairs/furniture for the Olympia build-out, Tarpon Springs Campus. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices.” **Recommended** by Susan Reiter, Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on September 9, 2010.

Change Orders listed in numeric order:

1. **P.O. #74660 – Zagers Brand Inc/Gem Supply:** This change order is in the amount of **\$3,840.00** (new total is \$75,514.00) increase for custodial supplies for period 7/16/10-6/30/11. **Authority:** SBE & BOT Rule 6Hx23-5.12, pursuant to Invitation to Bid #SPC 5-09-10 results. **Recommended** by Susan Reiter, Vice President of Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, on July 29, 2010.

Summary of Vendors Appearing More Than Once (exclusive of change orders)

Semantic Space		
P.O. #74693	\$29,992.00	
P.O. #74694	<u>\$25,024.00</u>	
Total		\$55,016.00

Zagers Brand Inc/Gem Supply		
P.O. #74282	\$70,569.00	
P.O. #74600	\$71,674.00	
Total		\$142,243.00

For Information: Excerpt from Board of Trustees’ Rule 6Hx23-5.12 Purchasing

All non-exempted purchases exceeding the Category Two threshold amount [\$25,000] as specified in Section 287.017, Florida Statutes, require a formal sealed competitive solicitation requested from at least three responsible vendors, when possible. In addition, competitive solicitation awards exceeding the Category Five threshold amount [\$250,000] as specified in Section 287.017, Florida Statutes, must be approved by the Board of Trustees. Whenever two or more such solicitations, which are equal with respect to price, quality, and service, are received for the procurement of commodities or services, a solicitation response received from a business that certifies that it has implemented a drug-free workplace program as specified in Section 287.087 Florida Statutes shall be given preference in the award process. In the event it is desired to competitively solicit commodities or services that are included in the exempt from competitive solicitation category, the competitive solicitation must originate through Purchasing.

The following are exceptions to competitive solicitations:

A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.

B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.

C. Library books, reference books, periodicals, and other library materials and supplies.

D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.

E. Food.

F. Services or commodities available only from a single or sole source.

G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

H. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

I. Single Source procurements for purposes of economy or efficiency in standardization of materials or equipment.

J. Emergency purchases not in excess of the Category Two threshold [\$25,000] as specified in Section 287.017, Florida Statutes as provided for in P6Hx23-5.123.

(Rule Authority: State Board of Education Rule 6A-14.0734 Bidding Requirements.)

This Quarterly Informational Report was compiled by Paul Spinelli, Director of Procurement and Asset Management.

pas1011103

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *wdl*
SUBJECT: Quarterly Informational Report of Contract Items

This informational report includes executed contracts and/or items that have been approved by either the President or designee; the President and Chair of the Board of Trustees; or the President's Cabinet during the preceding Quarter and are being reported to the Board pursuant to Board of Trustees' Rule 6Hx23-5.903.

Section A: The following transactions are related to contracts and/or items in amounts not exceeding \$250,000.

1. Agreement with **Emir Abreu** to provide professional subject matter expertise; support for curriculum and textbook development; instructional facilitation; interpretation services; and attendance at semi-annual meetings to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies in Puerto Rico and the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Abreu will be paid upon completion of each course. The cost to the College for this period will be up to \$25,000. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
2. Agreement(s) with **AccessData Corporation** whereby the College will purchase computer forensic training that will allow for an instructor to be certified in FTK (Forensic Tool Kit) which is the industry standard tool used by state and federal investigators. The Agreement(s) will also allow the College to then offer AccessData's Academic Program which will allow students to be FTK certified. As part of this initiative, the Agreement(s) will also include the purchase of a software license to conduct the training. The Agreement(s) will commence as soon as possible and are anticipated to continue through approximately December 31, 2011. The cost to the College for this initiative will be \$10,515. This item was approved by the President on September 23, 2010. Department—College of Public Safety, James Brock

3. Agreement with **Access Text Network** for a membership that will allow the College to access to alternative electronic textbooks for use by students with documented disabilities. The Agreement will commence as soon as possible and continue through June 30, 2011 at a cost to the College of \$360. This item was approved by the President on July 13, 2010. Department—Auxiliary Hearing Aids, Tonjua Williams
4. Affiliation Agreement with **Advanced Orthopedics & Prosthetics, Inc.** to provide clinical experience to students enrolled in the Orthotics & Prosthetics Program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by the President on August 12, 2010. Department—College of Health Sciences, Kay Burniston
5. Agreement with **AKHI Investments, Inc. d/b/a Double Tree Hotel Denver** to provide rooms, food and beverages, and audio visual services for the Community Oriented Policing Services Focus Group meeting to be held in Denver, Colorado on September 9-10, 2010. The cost to the College for this Agreement is \$6,940.66. This item was approved by the President on August 12, 2010. Department—Regional Community Policing Institute, JC Brock **This item is grant funded.**
6. Agreement with **Algorithmic Implementations, Inc. d/b/a Ai Squared** to provide a network license for the use of ZoomText Magnifier/ScreenReader software that will allow up to 15 users at a time. The Agreement will commence as soon as possible and will continue unless terminated by either party. The cost to the College for this Agreement is \$15.00. This item was approved by the President on September 1, 2010. Department—Special Populations Conference, Tonjua Williams
7. Agreement with **Analytical Adventures** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; instructional services; and attendance at semi-annual meetings to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies at various locations and on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Analytical Adventures will be paid upon completion of each course. The cost to the College for this period will be up to \$63,875. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
8. Agreement with **Annenberg Media** for a distance learning telecourse license that will allow the College to present *Unseen Life on Earth* courses from September 1, 2010 through August 31, 2011. The cost to the College for this Agreement will be \$2,000. This item was approved by the President on August 4, 2010. Department—eCampus, Jim Olliver

9. Agreement with **Baker & Taylor, Inc.** to continue the College's online access to Title Source 3 on the Web. The Agreement is ongoing unless terminated by either party; however, since costs vary each year, approval is sought on an annual basis. The cost to the College to continue the Agreement for another year (through August 2011) will be \$1,855. This item was approved by the President on August 12, 2010. Department—Director of Libraries, Anne Cooper
10. Agreement with **Behavioral Health Management Services, Inc. d/b/a Baycare Behavioral Health, Inc.** (BBH) to receive Student Assistance Intervention Services from BBH. The Agreement provides for counseling/intervention services for approximately 100 students for one year. Other services including faculty workshops, student workshops, student evaluations and critical incident stress debriefings are optional and may be used at an additional cost. The cost to the College will be \$9,000 plus costs for any counseling/intervention services over approximately 100 students or any other optional services used (billed at various hourly rates). Accordingly, the total cost to the College for this Agreement will not exceed \$15,000 for the period. The Agreement will commence on October 1, 2010 continue through September 30, 2011. This item was approved by the President on September 23, 2010. Department—Student Activities – Student Health, Tonjua Williams
11. Agreement with **The Biddle Consulting Group, Inc.** to provide consulting services associated with maintaining the College's Affirmative Action Plan during the 2010-11 Plan Year. The Agreement will commence as soon as possible and continue through August 31, 2011 at a cost to the College not to exceed \$5,500, plus necessary travel expenses, if any. This item was approved by the President on September 23, 2010. Department—Human Resources, Patty Jones
12. Agreement with **Biodex Medical Systems, Inc.** to continue to provide maintenance service for the Biodex equipment used in the Physical Therapist Assistant Program. The Agreement is for the period commencing September 24, 2010 and continuing through September 23, 2011 at a cost to the College of \$2,650. This item was approved by the President on July 22, 2010. Department—Physical Therapist Assistant, Phil Nicotera
13. Agreement with **Blackbaud, Inc.** to renew maintenance services for the customized accounting and finance software used by the College's Foundation. The cost to the College will be \$3,688.68. The renewal period for the maintenance will commence August 20, 2010 and continue through August 19, 2011. This item was approved by the President on July 22, 2010. Department—Resource Development, Janice Buchanan
14. Agreement with **Blue Star Consultants** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States, Puerto Rico and the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1,

2010 and will continue through September 30, 2011. Blue Star will be paid upon completion of each course. The cost to the College for this period will be up to \$72,325. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**

15. Agreement with **Boley Centers, Inc.** to provide training to Boley clients through its Pathways Out of Poverty Program. The College will provide instruction for various “Basic Executive Skills Assistant Training” courses. The College will be paid \$556 per student or \$2,780 per course with a minimum of 5 students per course. It is not known how many courses will be offered under this Agreement at this time. The Agreement will commence as soon as possible and will continue through February 2012. This item was approved by the President on September 23, 2010. Department—Corporate Training, Anne Cooper
16. Agreement with **Peter F. Boyce** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC’ Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States, in Puerto Rico and in the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Mr. Boyce will be paid upon completion of each course. The cost to the College for this period will be up to \$25,250. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
17. Agreement with **Brown and Brown of Florida, Inc.** to provide consulting services regarding market trends, insurance coverage and health reform legislation. Specifically, Brown will also: assist the College with benchmarking associated with the College’s current benefit plan; advise the College regarding compliance with healthcare reform; assist the College with Strategic Planning for upcoming policy years; and provide other services as may be requested. The Agreement period is for the period of one year. The cost to the College for Brown’s services under this Agreement will be \$10,000. This item was approved by the President on September 23, 2010. Department—Human Resources, Patty Jones
18. Agreement with **Catering Specialties by Steve** to provide catering services for the Constitution Week event to be held at the SPC Downtown Center on September 15, 2010. The cost to the College will be \$850. This item was approved by the President on August 12, 2010. Department—SPC Downtown, Yvonne Ulmer
19. Agreement between **CFS Allied Health Education (CFS), Orthofeet, Inc.** whereby CFS, Orthofeet and the College will partner to offer a *Certified Fitter of Therapeutic Shoes* course through the College’s Continuing Education (CE) Program. The cost to students for the course will be \$395. Of this amount, the College will retain \$131, Orthofeet will

receive \$132 (for product demonstration and instruction), and CFS will receive \$132 (for curriculum and materials). The College will provide services such as the classroom, AV equipment, registration, CE hours, Certificates of Attendance and marketing. After expenses, it is anticipated that the annual net revenue to the College will be approximately \$5,060. The Agreement will commence as soon as possible and will continue for the period of three years. This item was approved by the President on July 22, 2010. Department—CE Health, Stan Vittetoe

20. Agreement with **The Chronicle of Higher Education** to continue to allow all SPC authorized users, including employees and students, access to The Chronicle's website for college news and information. The Agreement will commence on August 20, 2010 and continue through August 19, 2011. The cost to the College for this renewal period will be \$2,800. This item was approved by the President on July 22, 2010. Department—Director of Libraries, Anne Cooper
21. Agreement with **Cisco WebEx, LLC** to provide WebEx meeting center for the four career development centers. The service will allow face-to-face contact without the necessity of travel for meetings, workshops, etc. The Agreement will commence as soon as possible and is on a month-to-month basis at a cost of \$49 per month and may be terminated with 30 days written notice. It is anticipated that this Agreement will be used for a 4-month period at a cost to the College of \$196. Should the Agreement be continued beyond this period, additional expenditure approval will be sought at that time. This item was approved by the President on September 23, 2010. Department—Career Development Services, Tonjua Williams
22. Agreement with **Citrix Systems, Inc.** for a one-year subscription to GoToMeeting that will assist the College in conducting efficient and user-friendly online meetings. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$468. This item was approved by the President on August 12, 2010. Department—Administrative Technology, Collegewide, Doug Duncan
23. Agreement with **Competitive Edge Software, Inc.** to provide security reporting, vehicle registration and dispatch software for use by Security Services. The Agreement will also include installation, training on the use of the software, software service and technical support. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$17,010. This item was approved by the President on July 27, 2010. Department—Security Services, Susan Reiter
24. Agreement with **Delectables Fine Catering** to provide catering services, including set up, for the Fall Faculty meeting to be held on August 19, 2010. The cost to the College for this Agreement will be \$11,208.25. This item was approved by the President on July 13, 2010. Department—Human Resources, Patty Jones

25. Agreement with **Dell Financial Services, LP** to lease 98 desktop computers to be used in the Information Commons at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$76,195.56. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$2,916.91. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$79,112.47. This item was approved by the President on July 13, 2010. Department—Business Services, Doug Duncan
26. Agreement with **Dell Financial Services, LP** to lease two iMacs for use in the Learning Support Commons at the Clearwater Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$2,688.16. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$101.44. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$2,789.60. This item was approved by the President on July 22, 2010. Department—Business Services, Doug Duncan
27. Agreement with **Dell Financial Services, LP** to lease 51 desktop computers for use in the Learning Support Commons at the Clearwater Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$40,388.16. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,546.14. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$41,934.30. This item was approved by the President on July 22, 2010. Department—Business Services, Doug Duncan
28. Agreement with **Dell Financial Services, LP** to lease 17 desktop computers for use in the Communications Department at the Clearwater Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$13,970.56. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$534.82. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$14,505.38. This item was approved by the President on July 22, 2010. Department—Communications, Stan Vittetoe
29. Agreement with **Dell Financial Services, LP** to lease 75 laptop and 41 desktop computers to be used for the Seminole Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$90,059.64. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$3,475.99. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$93,353.63. This item was approved by the President on August 12, 2010. Department—Business Services, Doug Duncan

30. Agreement with **Dell Financial Services, LP** to lease 35 desktop computers for use in the SA116 lab at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$27,639.52. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,073.38. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$28,712.90. This item was approved by the President on August 26, 2010. Department—Business Services, Doug Duncan
31. Agreement with **Dell Financial Services, LP** to lease 35 desktop computers for use in the SA330 lab at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$27,639.52. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,073.38. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$28,712.90. This item was approved by the President on August 26, 2010. Department—Business Services, Doug Duncan
32. Agreement with **Dell Financial Services, LP** to lease 24 desktop computers for use in the LA111 lab at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$18,952.84. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$736.03. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$19,688.87. This item was approved by the President on August 26, 2010. Department—Business Services, Doug Duncan
33. Agreement with **Dell Financial Services, LP** to lease 32 desktop computers for use in the LA210 lab at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$25,270.44. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$981.38. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$26,251.82. This item was approved by the President on August 26, 2010. Department—Business Services, Doug Duncan
34. Agreement with **Dell Financial Services, LP** to lease 24 desktop computers for use in the TE142 lab at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$18,952.84. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$736.03. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$19,688.87. This item was approved by the President on August 26, 2010. Department—Business Services, Doug Duncan

35. Agreement with **Dell Financial Services, LP** to lease 41 desktop and 12 laptop computers for use in the Facilities Department. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$43,076.64. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,672.88. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$44,749.52. This item was approved by the President on August 26, 2010. Department—Business Services, Doug Duncan
36. Agreement with **Dell Financial Services, LP** to lease 69 desktop and 6 laptop computers for use at the Health Education Center. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$58,771.36. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$2,282.38. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$61,053.74. This item was approved by the President on August 26, 2010. Department—Business Services, Doug Duncan
37. Agreement with **Dell Financial Services, LP** to lease 92 desktop computers for use in the Corporate Training labs at the EpiCenter. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$73,642.72. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$2,859.91. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$76,502.63. This item was approved by the President on August 26, 2010. Department—Business Services, Doug Duncan
38. Agreement with **Dell Financial Services, LP** to lease 3 PowerEdge servers for the SharePoint implementation at the College. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$27,244.88. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,058.05. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$28,302.93. This item was approved by the President on September 22, 2010. Department—Business Services, Doug Duncan
39. Agreement with **Dell Financial Services, LP** to lease 3 desktop computers for use at the Allstate Center. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$1,288.24. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$50.03. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$1,338.27. This item was approved by the President on September 23, 2010. Department—Business Services, Doug Duncan

40. Agreement with **Dell Financial Services, LP** to lease 25 laptop computers for use at the Midtown Center. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$25,291.64. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$982.20. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$26,273.84. This item was approved by the President on September 23, 2010. Department—Business Services, Doug Duncan
41. Agreement with **Dell Marketing, LP** to provide a QuickStart implementation of an enterprise content management and portal solution using Microsoft Office SharePoint Server 2010 for analysis and initial use by the College. The anticipated cost at this time for this Agreement will be \$33,000; however, the College is working with Dell to secure jumpstart funding from Microsoft for this project. Should jumpstart funding be approved by Microsoft (to be determined by the end of August), the expense for this project will be reduced. The Agreement will commence as soon as possible and will continue through the end of project completion (anticipated to be 24 days). This item was approved by the President on August 12, 2010. Department—AIS Information Systems, Daya Pendharkar
42. Agreement with **DFS Services, LLC** (Discover) whereby Discover will pay the College \$25,000 for increasing Discover Network Card Acceptance at the College. The College will receive this payment from Discover provided it enables 100% of the five targeted outlet areas (Corporate Training, Business Offices, C.E. Nursing, Palladium and online) to accept the use of Discover Network by October 31, 2010. The Agreement will commence as soon as possible and is applicable through October 31, 2010. This item was approved by the President on September 23, 2010. Department—Business Office, Doug Duncan
43. Agreement with the **Don CeSar Beach Resort, a Loews Hotel** to provide rooms, food and beverages, supplies and incidentals for the Bureau of Justice Assistance Executive Session on Police Leadership conference to be held on September 20-22, 2010. The cost to the College for this Agreement will be \$18,711.43. This item was approved by the President on August 26, 2010. Department—Regional Community Policing Institute, JC Brock **This item is grant funded.**
44. Agreement with **DxR Development Group, Inc.** to continue the annual subscription for the integrated medical curriculum product: Hemosurf. The cost to the College for this Agreement will be \$600. The cost includes 75 product codes and is based on 20 first-year students. The Agreement will continue through July 31, 2011. This item was approved by the President on August 12, 2010. Department—Director of Libraries, Anne Cooper
45. Agreement with **Ealain College** to create an affiliation whereby SPC and Ealain will partner to offer public safety related training and education. The Agreement will become effective upon execution and be ongoing unless terminated by either party. The courses to be offered, course content/details and payment of fees to SPC by Ealain will be determined through mutual agreement(s) that will be made part of this Agreement through Statements of Work (SOW) or Addendums as may be executed from time to time. The revenue to the College associated with this Agreement and any subsequent Statement of Work or

Addendums is unknown at this time. This item was approved by the President on September 21, 2010. Department—Provost, AC, James Brock

46. Agreement with **EnvisionWare, Inc.** to continue the maintenance/support associated with the PC Reservation Enterprise software used in the College's libraries, which allows students and library patrons the use of library computers via their student or library ID number. Users are limited to a 90-minute session for research. The software also provides management and reporting capabilities for library computers. The renewal period will be November 1, 2010 through October 31, 2011. The cost to the College for this Agreement period will be \$1,278.75. This item was approved by the President on September 23, 2010. Department—Director of Libraries, Anne Cooper
47. Agreement with **Everything But the Mime, Inc.** to provide customized dog tags for students attending the Student Life and Leadership Veteran's Day event to be held on the Clearwater Campus on November 10, 2010. The cost to the College for the event will be \$825. This item was approved by the President on September 1, 2010. Department—Student Life & Leadership, Stan Vittetoe
48. Agreement with **Facts on File, Inc.** that will give the College's libraries access to Today's Science and The World New Digest databases. The Agreement will commence on October 1, 2010 and continue through September 30, 2011. The cost to the College for this period will be \$2,753.49. This item was approved by the President on August 26, 2010. Department—Director of Libraries, Anne Cooper
49. Application/Notification for Spectrum Leasing Arrangement and other associated paperwork with the **Federal Communications Commission** that will allow the College to lease a portion of the excess capacity of its Educational Broadband Service Stations WFW-689 and WGV-752 to Clearwire Spectrum Holdings III, LLC. Any costs associated with filing this Application will be covered by Clearwire; there are no additional costs to the College. The lease will commence upon approval by the FCC and may be renewed up to 30 years, subject to renewal of the licenses and lease for successive periods. This item was approved by the President on July 13, 2010. Department—ITVS, Doug Duncan
50. Digital License Agreement with **Films Media Group** that will give SPC access to the Master Academic Collection which includes over 5,600 titles of streamed video content that will support learning outcomes of the College's University Partnership Center degree programs in academic areas of Social Science, Fine Arts, Science, Business/Economics and Health. The video content will be used for in-class and online instruction. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$17,455. This item was approved by the President on July 22, 2010. Department—Director of Libraries, Anne Cooper
51. New Special Purpose Investment Account (SPIA) Agreements with the **State of Florida, Department of Financial Services, Division of Treasury** to update the Agreements as follows: 1) clarification on the definition of state agencies and the state's legal ability to limit investments; 2) clarification that the College's SPIA will only be open on days that

the Federal Reserve Banks and Fixed Income Markets are operational; 3) addition of dispute resolution procedures; and 4) addition of severability language. The College has two SPIA Agreements—one account holds bond proceeds until expenditure and the other holds College investments and pays interest. There is no cost to the College associated with updating these Agreements. The anticipated revenue is unknown but would come through investment earnings and/or bond proceeds. These Agreements will commence as soon as possible and will be ongoing. This item was approved by the President on July 27, 2010. Department—Collegewide Revenue & Other, Doug Duncan

52. Agreement with **Florida Green Building Coalition** (FGBC) whereby the College and FGBC will partner to offer FGBC Certifying Agent Designation course(s) through Corporate Training. The College agrees to remit 50% of the revenue received to FGBC less instructor compensation and technical support maintenance fees per student; this amount is anticipated to be \$20,000. Although the exact net revenue to the College cannot be determined, it is estimated that the College may receive a net revenue after expenses of approximately \$30,000. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by the President on September 1, 2010. Department—Corporate Training, Anne Cooper
53. Agreement with **Florida State College at Jacksonville** (FSCJ) to partner with SPC's Corporate Training Department to offer FSCJ's Institute of Financial Studies, online insurance pre-licensing courses. Students will register through the Corporate Training website and Corporate Training will collect fees. Corporate Training will provide notice to the State regarding course completers, provide certificates of completion and maintain records required by the State. It is estimated that the College would receive a net revenue per course of approximately \$1,690 after remitting required fees to FSCJ. This calculation is based on a course of 10 students. The total revenue per year under this Agreement is not known at this time. The Agreement will commence upon execution and will initially continue for one year; thereafter, the agreement will automatically renew for up to three additional one-year terms unless terminated by either party with written notice. This item was approved by the President on September 23, 2010. Department—Corporate Training, Anne Cooper
54. Agreement with **Florida State University** (FSU) whereby the College would partner with FSU to provide a Master of Science in Industrial Engineering degree with a special focus on Orthotics & Prosthetics. The College would provide instruction in Orthotics and Prosthetics and FSU would provide learning opportunities in Materials Engineering and Management. Students would obtain their degree from FSU and the program would be administered by the FSU Industrial and Manufacturing Engineering Department. The costs to SPC for this Agreement are anticipated to be \$50,000. Such costs are for the purchase of videoconferencing equipment necessary at two sites for the delivery of instruction. The Agreement is proposed to commence August 2011 and will be reviewed every two years. This item was approved by the President on August 12, 2010. Department—College of Health Sciences, Kay Burniston

55. Agreement with **Getty Images (US), Inc.** to provide a royalty-free source of high resolution stock photos for use by the Graphics department in promotional items for the College. The photos will be used in a variety of printed materials, for online course illustration and on the College website. The cost to the College for this Agreement will be \$6,249. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by the President on August 4, 2010. Department—Institutional Advancement, Mike O’Keeffe
56. Agreement with **Giving Tree Music** to provide the *Drum Circle* interactive communications/team building activity for the following events: Welcome Week; Constitution Day; Tarpon Springs Campus 40th Anniversary celebration; and African American History Month. These four events will be held on the Tarpon Springs Campus on different dates during the period of August 25, 2010 through February 16, 2011. The cost to the College for the four events will be \$1,000. This item was approved by the President on August 3, 2010. Department—Student Life & Leadership, Conferlete Carney
57. Agreement with **Giving Tree Music** to provide the *Drum Circle* interactive communications/team building activity for the following events: Fall Welcome Back; International Festival; Spring Welcome Back; and African American History Month. These four events will be held on the St. Petersburg/Gibbs Campus on different dates during the period of September 2, 2010 through February 17, 2011. The cost to the College for the four events will be \$1,000. This item was approved by the President on September 23, 2010. Department—Student Life & Leadership, Karen Kaufman White
58. Agreement with **Giving Tree Music, Inc.** to provide “Drum Circle” entertainment for two student events on the Seminole Campus. The Agreement will cover events on September 22, 2010 and February 17, 2011. The cost to the College for this Agreement will be \$500. This item was approved by the President on September 23, 2010. Department—Student Life & Leadership, Jim Olliver
59. Agreement with **Goodwill Industries-Suncoast, Inc.** whereby Goodwill Industries-Suncoast will provide funding for education of eligible individuals within the Welfare Transition Services Program, the Workforce Investment Act, and the Trade Adjustment Act. The College will serve as the Training Agent and receive payment of tuition, fees, materials, supplies, etc. The College will provide the training to eligible individuals sent to SPC by the Career Central One-Stop Career Centers. The Agreement will commence upon execution and will continue through June 30, 2013 based on renewal conditions and/or unless terminated by either party. The annual revenue associated with this Agreement is expected to be approximately \$1,000. This item was approved by the President on July 13, 2010. Department—Workforce Continuing Education, Stan Vittetoe
60. Agreement with **Governet, a division of Nevada Contractors Registry** that will allow the College to implement the CurricUNET system for automated curriculum development and approval tracking. The Agreement will commence as soon as possible and continue for an initial period of one year; thereafter, the Agreement will automatically renew for additional periods of three years unless terminated by either party with 90 days written notice. This

item is to seek expenditure approval for year one of the Agreement (\$65,000) plus the maintenance and support fee of \$15,000 per year for the first three-year renewal period, should the College continue the Agreement beyond the initial term. Thereafter, should the Agreement be continued, additional expenditure approval will be sought at that time. Accordingly, the cost to the College anticipated under this Agreement at this time is \$105,000. This item was approved by the President on August 26, 2010. Department—Academic Technology, Doug Duncan

61. Agreement with **Granke Enterprises, LLC d/b/a Lieb Consulting** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States, Puerto Rico and the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Granke will be paid upon completion of each course. The cost to the College for this period will be up to \$109,875. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
62. Agreement with **Gulfcoast North Area Health Education Center, Inc.** whereby the College agrees to incorporate tobacco prevention and cessation content throughout the Dental Hygiene curriculum and to participate in the orientation, online training program, Afternoon of Learning and Day of Service at several middle schools in Pinellas County on Tobacco Training and Cessation. Under this agreement, SPC Dental Hygiene students will learn about tobacco and develop professional skills necessary to address its use with their patients. Students will also be prepared to educate youth about the dangers of tobacco. The Agreement will commence upon execution and will continue for one year. The College will receive \$25 per student. This item was approved by the President on September 23, 2010. Department—Dental Hygiene, Phil Nicotera
63. Affiliation Agreement with **HCA, Brandon Regional Hospital** to provide clinical experience to students enrolled in the Physical Therapist Assistant and Continuing Education Nursing Programs at no cost to the College. The Agreement will commence on December 1, 2010 and continue through November 30, 2011. This item was approved by the President on September 23, 2010. Departments—Physical Therapist Assistant, CE Nursing, Phil Nicotera
64. Affiliation Agreement **HCA, Largo Medical Center** to provide clinical experience for Professional Nurse Refresher/Remediation and Return-to-Work students taking courses through the College's Continuing Education Health Program. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue for the period of three years. This item was approved by the President on July 27, 2010. Department—CE Health, Stan Vittetoe

65. Agreement with **Highway Interdiction Training Specialists, Inc.** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States, Puerto Rico and the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Highway Interdiction will be paid upon completion of each course. The cost to the College for this period will be up to \$74,650. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
66. Agreement with **Holiday Inn Express ICOT** to provide lodging accommodations for participants attending the College's *Narrowing the Gulf Conference* to be held March 30-April 1, 2011. There is no cost to the College; the Agreement is necessary to secure the rooms for out-of-town Conference participants at the discounted group rate. This item was approved by the President on August 12, 2010. Department—Special Populations Conference, Tonjua Williams
67. Agreement with **International Training Consultants, Inc.** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Law Enforcement Training will be paid upon completion of each course. The cost to the College for this period will be up to \$85,350. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
68. Affiliation Agreement with **Kadlec Regional Medical Center** to provide clinical experience to students enrolled in the Medical Laboratory Technology Program at no cost to the College. The Agreement will commence as soon as possible and continue for the period of five years. This item was approved by the President on August 4, 2010. Department—Medical Laboratory Technology, Phil Nicotera
69. Agreement with **David E. Klement** to develop a comprehensive plan for the Public Policy Institute at the College's Seminole Campus and to assist the College with two Public Policy Forums. The Agreement will continue through completion of assigned deliverables, estimated to be by the end of September 2010. The cost to the College for this Agreement will be \$12,000. This item was approved by the President on August 6, 2010. Department—Public Policy Institute, Jim Olliver

70. Agreement with **Law Enforcement Training Techniques & Consulting Co.** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Law Enforcement Training will be paid upon completion of each course. The cost to the College for this period will be up to \$77,875. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
71. Agreement with **Law Tech Consultants, LLC** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Law Tech will be paid upon completion of each course. The cost to the College for this period will be up to \$93,750. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
72. Agreement with **Janet Long d/b/a JCL & Associates** to provide consulting services in the areas of federal visits, budget earmarks, dual enrollment agreements with private high schools, projects with the Institute on Public Policy Studies and projects with the Entrepreneurship Center. The Agreement is for the period of July 1, 2010 through June 30, 2011. The cost to the College for this Agreement will not exceed \$45,000. This item was approved by the President on July 29, 2010. Department—President's Office
73. Affiliation Agreement with **Manatee Prosthetics & Orthotics d/b/a Bradenton Prosthetics & Orthotics** to provide clinical experience to students enrolled in the Orthotics & Prosthetics Program at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by the President on September 23, 2010. Department—Orthotics & Prosthetics, Kay Burniston
74. Agreement with **Marriott International, Inc. d/b/a Key Bridge Marriott** to provide rooms, food and beverages, dinner and audio visual services for the Community Oriented Policing Services Director's Forum to be held in Washington, DC on September 22-24, 2010. The cost to the College for this Agreement is \$10,455.47. This item was approved by the President on August 3, 2010. Department—Regional Community Policing Institute, JC Brock **This item is grant funded.**

75. Agreement with **Donald R. Martin** to provide professional subject matter expertise; support for curriculum and textbook development; instructional review; attendance at semi-annual meetings; and facilitation services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States, Puerto Rico and the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Mr. Martin will be paid upon completion of each course. The cost to the College for this period will be up to \$32,000. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
76. Affiliation Agreement **Memorial Health Systems, Inc. d/b/a Florida Hospital Memorial Medical Center** to provide clinical experience for Professional Nurse Refresher/Remediation; Return-to-Work; and LPN Refresher/Remediation students taking courses through the College's Continuing Education Health Program. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue for the period of three years. This item was approved by the President on July 22, 2010. Department—CE Health, Stan Vittetoe
77. Agreement with **Nicholas F. Mooney** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States, Puerto Rico and the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Mr. Mooney will be paid upon completion of each course. The cost to the College for this period will be up to \$33,300. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
78. Agreement with **National Association of Drug Diversion Investigators, Inc.** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States, Puerto Rico and the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. National Association will be paid upon completion of each course. The cost to the College for this period will be up to \$58,750. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on

September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**

79. Agreement with **North Florida Regional Medical Center** to provide clinical experience to students enrolled in the College's Medical Laboratory Technology Program at no cost to the College. The Agreement will commence as soon as possible and will continue for the period of five years. This item was approved by the President on August 26, 2010. Department—Medical Laboratory Technology, Phil Nicotera
80. Agreement with **Palgrave Macmillan** for a site license to continue to access the New Palgrave Dictionary of Economics. The Agreement will commence as soon as possible and continue through June 8, 2011. The cost to the College for this Agreement will be \$960. This item was approved by the President on August 3, 2010. Department—Libraries, Anne Cooper
81. Agreement with **Pinellas County Fire Chief's Association (PCFCA)** to partner with the College to provide Blue Card Incident Command instruction to students in the College's Fire Science Program. PCFCA will provide a minimum of one Blue Card Incident Command instructor and the current/future software needed to run the program. SPC will provide computer labs and the necessary hardware to run the program. The anticipated cost to SPC will be \$8,000; however the anticipated revenue to SPC will be \$12,000 resulting in a net revenue to the College of approximately \$4,000. The Agreement will commence as soon as possible and will continue for a period of five years. This item was approved by the President on August 12, 2010. Department—Fire Academy In-Service, JC Brock
82. Agreement with **Plasma-Therm, LLC** whereby the College and Plasma-Therm agree to maintain the confidentiality of each other's confidential information as part of establishing a customer-supplier relationship. Specifically, Plasma-Therm has engaged the College to provide several Collaborative Lab events and has requested that this Confidential Disclosure Agreement be executed. There is no cost to the College associated with entering into this Agreement. The Agreement will commence upon execution and will continue for the period of three years. This item was approved by the President on July 19, 2010. Department—Collaborative Labs, Anne Cooper
83. Agreement with **Police Training Services** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States, Puerto Rico and the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Police Training Services will be paid upon completion of each course. The cost to the College for this period will be up to \$27,750. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**

84. Agreement with **Port-A-Pit-Bar-B-Que** to provide catering services for the “Constitution Day” celebration to be held on September 15, 2010 at the Tarpon Springs Campus. The cost to the College for this Agreement will be \$2,836. This item was approved by the President on July 13, 2010. Department—Student Activities, Conferlete Carney
85. Agreement with **Primal Pictures, Inc.** to provide a license for web access to Interactive Functional Anatomy 2 for five concurrent users. The course materials will be used for Physical Therapist Assistant, Orthotics & Prosthetics and Chiropractic instruction. The license will be for the period of one year at a cost to the College of \$990. The Agreement is for the period commencing August 19, 2010 and continuing through May 31, 2011. This item was approved by the President on August 3, 2010. Department—Libraries, Anne Cooper
86. Agreement with **Proquest, LLC** to renew the College’s online subscription to Wall Street Journal for the period commencing October 1, 2010 and continuing through September 30, 2011 at a cost to the College of \$7,010. This item was approved by the President on August 12, 2010. Department—Director of Libraries, Kay Burniston
87. Agreement with **Reach Local** to provide set-up and display of SPC advertising on local Internet search engines for bachelor and associate degree programs. Reach Local will track response and adjust keyword bids based on the click through traffic. The Agreement will commence on September 1, 2010 and continue for a period of 13 months. The cost to the College for 12 months will be \$48,000; the College will receive one additional month with free. This item was approved by the President on August 3, 2010. Departments—Institutional Advancement & Baccalaureate Programs, Patty Jones & Kay Burniston
88. Agreement with **Rosetta Stone Ltd.** for the College to purchase licenses for students to learn various foreign languages online. The cost to the College for the language-learning software and related online services/user documentation is \$139 per user. This Agreement will allow for the purchase of 100 course tickets at a total cost of \$13,900. After expenses, the College anticipates a net revenue for this Agreement of \$11,000. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by the President on August 26, 2010. Department—Corporate Training, Anne Cooper
89. Agreement with **John J. Ryan** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC’s Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States, Puerto Rico and the Virgin Islands on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. Mr. Ryan will be paid upon completion of each course. The cost to the College for this period will be up to \$22,200. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This

item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**

90. Application with the **St. Petersburg/Clearwater Film Commission** for a permit that will allow the College to film three Law Enforcement Training videos at 1710 29th Street South, in St. Petersburg on July 13-15, 2010. There is no cost to the College associated with entering into this Agreement. This item was approved by the President on July 13, 2010. Department—National Terrorism Preparedness Institute, JC Brock
91. Agreement with **The Star Group, Inc.** to provide professional subject matter expertise; support for curriculum and textbook development; new course development; attendance at semi-annual meetings; and instructional services to be rendered to SPC's Center for Public Safety Innovation (CPSI) and/or the Multijurisdictional Counterdrug Task Force Training (MCTFT) Program, on various topics. Classes are offered and presented to law enforcement agencies throughout the United States on various dates and times. The Agreement will be for the period commencing October 1, 2010 and will continue through September 30, 2011. The Star Group will be paid upon completion of each course. The cost to the College for this period will be up to \$48,000. The cost of services will be paid for from CPSI and/or MCTFT Program funding. This item was approved by the President on September 1, 2010. Departments—CPSI and/or MCTFT, JC Brock **This item is grant funded.**
92. Agreement with **A Sunset Entertainment, Inc.** to provide two hours of entertainment at an event to be held on the Seminole Campus on August 31, 2010. The cost to the College for this Agreement will be \$385. This item was approved by the President on August 4, 2010. Department—Student Life & Leadership, Jim Olliver
93. Agreement with **A Sunset Entertainment, Inc.** to provide two hours of entertainment at an event to be held on the Seminole Campus on September 1, 2010. The cost to the College for this Agreement will be \$385. This item was approved by the President on August 4, 2010. Department—Student Life & Leadership, Jim Olliver
94. Agreement with **A Sunset Entertainment, Inc.** to provide two hours of entertainment at the Club Rush/Welcome Back event to be held on the Clearwater Campus on September 13, 2010. The cost to the College for this Agreement will be \$225. This item was approved by the President on August 12, 2010. Department—Student Life & Leadership, Stan Vittetoe
95. Agreement with **A Sunset Entertainment, Inc.** to provide entertainment at several Student Life & Leadership events to be held on the St. Petersburg/Gibbs Campus from September 2, 2010 through July 5, 2011. The cost to the College for this Agreement will be \$2,250. This item was approved by the President on August 26, 2010. Department—Student Life & Leadership, Karen Kaufman White

96. Agreement with **A Sunset Entertainment, Inc.** to provide entertainment at the Fall Fest and Spring Fling events to be held on the Allstate Center on November 17, 2010 and March 16, 2011, respectively. The cost to the College for this Agreement will be \$450. This item was approved by the President on August 26, 2010. Department—Student Life & Leadership, JC Brock
97. Agreement with **A Sunset Entertainment** to provide entertainment for the Latino Hispanic Heritage Month Quad event to be held on September 23, 2010 at the St. Petersburg/Gibbs Campus. The cost to the College for this event will be \$225. This item was approved by the President on September 23, 2010. Department—Student Life and Leadership, Karen Kaufman White
98. Affiliation Agreement with **Tallahassee Memorial Healthcare, Inc.** to provide clinical experience to RN Refresher/Remediation/Return-to-Work students taking Continuing Education Nursing courses. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by the President on August 12, 2010. Department—CE Health, Stan Vittetoe
99. Agreement with the **Tarpon Springs Chamber of Commerce and S & T Magic Enterprises, Inc.** to partner with the College to host a family-oriented carnival on the open field area of the Tarpon Springs Campus (corner of Klosterman & Belcher Roads). The College will provide the land, security guards and some electrical power. The College will be reimbursed for its expenses and will receive a minimum of \$3,000. In addition to the rides, food and entertainment, the partners will provide sufficient liability insurance coverage, additional security, and portable restroom facilities. The event will be held November 8-16, 2010. This item was approved by the President on July 13, 2010. Department—Provost, Conferlete Carney
100. Agreement with **Times Publishing Company d/b/a St. Petersburg Times** to provide a one for one match in advertising space for various events held at the Palladium. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will not exceed \$35,000. This item was approved by the President on July 13, 2010. Department—Palladium Theater, Susan Reiter
101. Affiliation Agreement with the **U.S. Department of Veterans Affairs, Malcolm Randall VA Medical Center** to provide clinical experience to students enrolled in the Health Information Management Program at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by the President on September 23, 2010. Department—Health Information Management, Phil Nicotera
102. Agreement with **University of South Florida, St. Petersburg (USF)** whereby USF will offer various degrees through SPC's University Partnership Center. The Agreement establishes the responsibilities of USF and the College. The Agreement will commence as soon as possible and is anticipated to continue through mid August 2013. There are no

costs to the College associated with entering into this Agreement. This item was approved by the President on July 13, 2010. Department—University Partnership Center, Catherine Kennedy

103. Agreement with the **University of Tennessee, College of Veterinary Medicine** that will allow SPC Veterinary Technology students to work in the University of Tennessee, College of Veterinary Medicine to meet the necessary requirement for distance courses. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by the President on August 26, 2010. Department—Dean, School of Veterinary Technology, Phil Nicotera
104. Agreement with **Xerox Corporation** to lease a copier for use in the Nursing Department at a cost to the College over 48 months of \$14,904. The Agreement will commence as soon as possible and will continue for a period of four years. This item was approved by the President on September 1, 2010. Department—College of Nursing, Phil Nicotera

Section B: Confirmation/approval is sought with respect to the following transactions which are related to contracts and/or items which were previously approved, but have been amended, modified and/or extended.

105. Agreement(s) approved July 22, 2010 with **American Express Travel Related Services Company, Inc.** to provide Corporate Card account options for use by designated College employees and the College. The annual fee for the College's Corporate Card account will be \$75. The College will qualify for a 1% credit for all College payments made using its Corporate Card and such funds will be credited to the College's Foundation for scholarships. In addition, the Agreement will also provide a Business Travel Account (BTA) for use by the College. The annual fee for the BTA would normally be \$150; however, American Express is waiving the fee for the first year. Thereafter, the BTA fee may also be waived based on the volume of travel. Additionally, the College may also qualify for a one-time \$5,500 signing bonus (based on the annual charge volume the first year). The Agreement will commence as soon as possible and will be ongoing unless terminated by either party with 30 days written notice. **The Agreement was further amended to allow the College to use the BTA for limited hotel usage with grant funds with costs for the amendment being the actual costs incurred/charged to the BTA.** The amendment was approved by the President on September 23, 2010. Department—Accounting, Doug Duncan
106. Amendment to the agreement approved November 16, 2009 and modified March 19, 2010 with **Oertel, Fernandez, Cole & Bryant, P.A.** to represent the College with respect to an appeal to the Second District Court of Appeals filed by R.J. Bunbury Company, Inc. Oertel was successful in defending the College in the foregoing appeal. **This item is to advise regarding the change associated with Oertel's representation of the College.** Specifically, Oertel will now represent the College in litigation based on a new action, *R.J. Bunbury, Inc. v. Board of Trustees of St. Petersburg College*, filed by R.J. Bunbury in the 6th Judicial Circuit Court. The current expenditure approval for the Agreement is for an amount up to \$30,000. **This amendment will increase the expenditure approval by an**

additional \$15,000 for a total contract amount with Oertel for up to \$45,000. All other terms and conditions of the Agreement will remain as previously advised. This item was approved by the President on August 12, 2010. Department—Facilities Planning & Institutional Services, Susan Reiter

107. Agreement approved July 13, 2010 with **St. Mary's Medical Center** to provide clinical experience to students enrolled in the Medical Laboratory Technology Program at no cost to the College. **This item is to clarify the term of the Agreement. The Agreement will commence as soon as possible and will continue for the period of five years; thereafter, the Agreement will automatically continue for one-year periods unless terminated by either party.** All other terms and conditions will remain as previously advised. This item was approved by the President on September 23, 2010. Department—Medical Laboratory Technology, Phil Nicotera
108. Agreement approved June 23, 2010 with the **City of St. Petersburg** for the use of its Coliseum facilities for the Fall Faculty meeting held on August 19, 2010. **This item is to seek additional expenditure approval for event costs. The amount previously approved was \$2,675; however, the total cost is \$3,688.05, which includes added costs for sound, sound technicians and an increased rental fee for an additional five hours for use of the facility.** All other terms will remain as previously advised. This item was approved by the President on September 23, 2010. Department—Institutional Advancement, Patty Jones
109. Agreement approved by the Board November 17, 2009 with **Xerox Corporation** to provide the College's Institutional Advancement Department with Xerox Digital Color Press equipment and related software to update the College's direct mail/marketing/printing capabilities. **This item is to advise that the vendor that supplied Xerox with the software solution associated with this Agreement (FreeFlow Web Services) abruptly ended development of the product resulting in nonperformance under the College's agreement with Xerox. In order to resolve the issue, Xerox requested that the College execute an amendment to the Agreement whereby Xerox will credit the College in the amount of \$13,655.10 for payments made for the FreeFlow product. Xerox and the College are also in the process of obtaining a replacement software product to be used associated with this Agreement. It is anticipated that such replacement will be at the same or decreased pricing levels initially approved by the Board.** This item was approved by the President on July 14, 2010. Department—Institutional Advancement, Patty Jones

Section C: Confirmation/approval is sought with respect to the following transactions which are related to contracts and/or items which were previously approved, but need additional clarification.

110. Agreement approved September 1, 2010 with **Decision Partners, Inc.** that will give students in the Student Support Services Program the opportunity to take a Financial Literacy 101 course to learn about budgeting management, credit card debt, personal finances, interest rates and financial aid. The cost to the College will be \$1,750. **This item was further amended to clarify that the term of the Agreement is for one year.** The

clarification was approved by the President on September 23, 2010. Department—Student Support Services

111. Agreement approved July 13, 2010 with **Dell Financial Services, LP** to lease 27 laptop and 17 desktop computers to be used for the University Partnership Center on the Seminole Campus. The lease will commence as soon as possible and will continue for a period of 49 months. **This item was further amended to seek a corrected expenditure approval for this lease. The cost to the College for this lease is expected to be up to \$36,628.34 rather than as previously advised (\$36,236.07).** This correction was approved by the President on September 23, 2010. Department—Business Services, Doug Duncan
112. Agreement approved August 26, 2010 with **Everything But the Mime, Inc.** to provide customized license tags, key chains, bookmarks, and postcards 2 home; cappuccino ala carte for various Student Life and Leadership events to be held on the St. Petersburg/Gibbs Campus from September 2, 2010 through March 17, 2011. **This item is to clarify that the cost to the College was less than anticipated due to the change in the number of events covered by this Agreement. Accordingly, the cost to the College for the events will be \$7,281.11 rather than \$8,425.** All other terms and conditions will remain as previously advised. This item was approved by the President on September 1, 2010. Department—Student Life & Leadership, Karen Kaufman White
113. Agreement approved August 26, 2010 with **Gulfcoast North Area Health Education Center, Inc.** whereby the College agrees to incorporate tobacco prevention and cessation content throughout the curriculum for Allied Health Programs and to participate in the orientation, online training program, Afternoon of Learning and Day of Service at several middle schools in Pinellas County on Tobacco Training and Cessation. Under this agreement, SPC health students will learn about tobacco and develop professional skills necessary to address its use with their patients. SPC health students will also be prepared to educate youth about the dangers of tobacco. The College will receive \$25 per student. **This item is to clarify that the Agreement will continue through July 31, 2011 rather than as previously advised.** All other terms and conditions will remain as previously approved. This item was approved by the President on September 23, 2010. Department—College of Nursing, Phil Nicotera
114. Agreement approved June 3, 2010 with **I Make News, Inc.** to provide a newsletter publishing services for use by the National Terrorism Preparedness Institute (NTPI) and Center for Public Safety Innovation (CPSI). The CPSI/NTPI Live Response newsletter is distributed via email to a maximum of 1000 recipients per month. **This item is to clarify the period of the Agreement. The initial period of the Agreement is for the period of one year, which ends June 30, 2011; however, the Agreement will automatically renew unless terminated by either party 30 days prior to the end of the current term.** Should the department wish to continue this Agreement beyond June 30, 2011, additional expenditure approval will be sought at that time. This item was approved by the President on August 3, 2010. Department—NTPI, JC Brock

Section D: Confirmation/approval is sought with respect to the following transactions which are related to contracts and/or items which were previously approved, but have been canceled or the Request for Contract withdrawn.

115. Affiliation Agreement approved November 15, 2007 with **Faatz, Inc.** to provide clinical experience to students enrolled in the College's Orthotics & Prosthetics Program at no cost to the College. This item is to advise that the contract was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by the President on July 27, 2010. Department—College of Orthotics & Prosthetics, Phil Nicotera

116. Agreement approved August 3, 2010 with **Simone Salsa Dance School** to provide a variety of dance lessons for the Hispanic-Latino Heritage Month celebration to be held on the Tarpon Springs Campus on October 6, 2010 at a cost to the College of \$200. **This item is to advise that the vendor canceled this Agreement; therefore the Request for Contract is being withdrawn.** This item was approved by the President on September 23, 2010. Department—Student Life & Leadership, Conferlete Carney


Pamela Smith, Legal Services Coordinator, compiled this Quarterly Informational Report on contract items not exceeding \$250,000.

ps1011104

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of the Navy—Space and Naval Warfare Systems Center—
Continuation of the Area Security Operations Command and Control/Integrated
Command and Control Alerting Tool Suite Training Initiative

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of the Navy—Space and Naval Warfare Systems Center (SPAWAR) to provide additional tasks under the current SPAWAR contract. The additional tasks include continuing work on the Area Security Operations Command and Control (ASOCC)/Integrated Command and Control Alerting Tool Suite (IC2ATS) training initiative. This modification will continue the longstanding relationship between SPAWAR and SPC's National Terrorism Preparedness Institute (NTPI) whereby NTPI will develop, support and provide Maritime Domain Awareness and Port Security training in the Tampa Bay Region. **Permission is also sought to accept funding for this proposal and enter into any agreements and subcontracts, as necessary.**

Funds from this contract shall be used to design and develop a Navy Emergency Preparedness Liaison Officer (NEPLO) training course and an Emergency Response & Recovery for Special Populations training guide. The NEPLO training will include instructional and supporting video products suitable for use by instructors in both the classroom and hands-on training environments with video support. The Special Populations training guide will be geared toward first responders, including those within the Maritime Domain Awareness community, who face difficult challenges when assisting special needs populations during the response and recovery phases of emergency events.

The period of performance is anticipated to commence on September 30, 2010 and end approximately September 29, 2011. The total project budget is \$2.7 million. Of this amount, the College anticipates revenue of \$1.5 million for its services; the additional \$1.2 million provided will be used for subcontractors to perform specific tasks and deliverables required in the Agreement. See attached Information Summary for additional information.

Syd McKenzie, General Counsel; James C. Brock, Campus Executive Officer; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el1005103

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

Date of BOT Meeting: October 18, 2010

Funding Agency or Organization: U.S. Department of the Navy—SPAWAR

Name of Competition/Project: Integrated Command and Control Alerting Tool Suite (IC2ATS) Training and Support

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 9/30/10 **End:** 9/29/11 (Estimated)

Cabinet Member: James C. Brock

Manager: Eileen LaHaie

FOCUS OF PROPOSAL: St. Petersburg College’s Center for Public Safety Innovation, National Terrorism Preparedness Institute submitted a proposal to SPAWAR to design and develop a Navy Emergency Preparedness Liaison Officer (NEPLO) training course and an Emergency Response and Recovery for Special Populations training guide. NTPI will subcontract with SRI International to perform some of the tasks required in the contract. Specifically, the modification will add the following tasks:

- Design and develop Training Support Packages for the Navy Emergency Preparedness Liaison Officer (NEPLO) Pro Course.
- Research data delivery to military personnel and first responders via M-Learning tools.
- Determine IC2ATS tool 508 compliance requirements.
- Develop M-Learning Tool prototypes for potential data delivery of Maritime Domain Awareness System (MDAS), (Maritime Integrated Command and Control Alerting Tool Suite (MIC2ATS), or IC2ATS capability via mobile devices to military personnel and first responders.
- Design and develop Emergency Response and Recovery for Special Populations Training Guide and Develop MIC2ATS System Checklist Addressing Special Population Response and Recovery Needs.
- MIC2ATS and IC2ATS Graphic User Interface assessment for enhanced usability.

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

Personnel & Benefits	\$ 967,804
Travel	\$ 30,000
Consultants	\$ 55,000
Direct Costs	\$ 194,028

BOT—10/18/10 – Information Summary—
U.S. Department of the Navy—SPAWAR

BUDGET FOR PROPOSAL: (CONTINUED)

Subcontracts	\$1,186,535
Indirect Cost Recovery	<u>\$ 266,633</u>
Total Budget	\$2,700,000

FUNDING:

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

\$2.7 million

Total amount from funder:

\$2.7 million

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

RECOVERABLE BENEFITS BEYOND GRANT FOCUS (ABOVE):

Negotiated indirect cost	N/A
(Fixed) administrative fee	50.3% of salaries (\$266,633)
Software/material	N/A
Equipment	N/A
Services	N/A
Staff Training	N/A
FTE	N/A
Other	N/A

COLLEGE GOALS AND INSTITUTIONAL INITIATIVES ADDRESSED:

College Goal:

III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.


Institutional Initiative(s):

3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Head Start Child Development & Family Services, Inc. d/b/a Pinellas County Head Start/Early Head Start—Head Start Training and Technical Assistance Funds

Confirmation/approval is sought for a Letter of Agreement that was executed, subject to Board of Trustees' approval, with Head Start Child Development & Family Services, Inc. d/b/a Pinellas County Head Start/Early Head Start (Head Start). Under the terms of the Agreement, the College will collaborate with Head Start to support the professional development of Head Start staff and other interested/qualified students in the areas of childhood education and family services.

The Agreement, if approved, will provide the College with \$125,000 in funding to be used for tuition and books for Head Start staff to pursue course work towards an A.A. or bachelor's degree in early childhood education or related fields as outlined in Section 648A of the Head Start Act, as amended and \$23,200 which is restricted to the use of tuition and books for employed Head Start staff working towards Family Services related credentials. The Agreement commenced on September 30, 2010 and will continue through September 29, 2011. The parties may renew the Agreement for consecutive one-year terms upon mutual agreement.

Qualified students in the Program will receive financial assistance for tuition and books for coursework leading to A.A. degrees as well as bachelor's degrees in educational studies in either the preschool Educational Track or Pre-K Primary Track or other related fields as set forth in Section 648A of the Head Start Act, as amended. Students taking coursework for Family Services related credentials will also qualify for financial assistance as part of this Program. The College may offer some courses at Head Start's facility depending on the course offering, availability of instructors, and the number of students enrolled. Determinations as to whether a course will be conducted at the College's facilities or Head Start's facility shall be at the sole discretion of the College. See attached Information Summary for additional information.

Syd McKenzie, General Counsel; Anne Cooper, Senior Vice President, Academic and Student Affairs; Kay Burniston, Associate Vice President, Baccalaureate Programs; Karen Kaufman White, Provost, St. Petersburg/Gibbs Campus; Joseph Smiley, Dean, Social and Behavioral Sciences; and Sally Naylor, Dean, College of Education, recommend approval.

Attachment

js1005103

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

Date of BOT Meeting: October 18, 2010

Funding Agency or Organization: Head Start Child Development & Family Services, Inc. d/b/a Pinellas County Head Start/Early Head Start

Name of Competition/Project: Head Start Training and Technical Assistance Funds

SPC Application or Sub-Contract: Vendor/Sub-Contract

Grant/Contract Time Period: **Start:** 9/30/10 **End:** 9/29/11

Cabinet Member: Karen Kaufman White

Manager: Joseph Smiley

FOCUS OF PROPOSAL: The purpose of the College’s agreement with Head Start is to develop a partnership to provide professional development opportunities for Head Start staff and other qualified students. Under the program, qualified students will receive financial assistance for tuition and books for coursework leading to A.A. degrees as well as bachelor’s degrees in educational studies in either the preschool Educational Track or Pre-K Primary Track or other related fields as set forth in Section 648A of the Head Start Act, as amended. Students taking coursework for Family Services related credentials will also qualify for financial assistance as part of this Program. The College may offer some courses at Head Start’s facility depending on the course offering, availability of instructors, and the number of students enrolled. Determinations as to whether a course will be conducted at the College’s facilities or Head Start’s facility shall be at the sole discretion of the College. Head Start will pay the College \$148,200, and in return, the College will provide Head Start with \$148,200 in voucher/gift cards to be used on tuition and books for qualified participants.

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.)

Voucher/Gift Cards for Tuition/Books	\$148,200 _____
 Total Budget	 \$148,200

FUNDING:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$148,200

Total amount from funder: \$148,200

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

RECOVERABLE BENEFITS BEYOND GRANT FOCUS (ABOVE):

Negotiated indirect cost N/A
(Fixed) administrative fee N/A
Software/material N/A
Equipment N/A
Services N/A
Staff Training N/A
FTE Yes
Other N/A

COLLEGE GOALS AND INSTITUTIONAL INITIATIVES ADDRESSED:


College Goal: III. Promote the community’s economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.

Institutional Initiative(s): 3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Homeland Security/Florida Department of Education—
Radio/Communication Equipment Funds

Confirmation/approval is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Homeland Security/Florida Department of Education to receive funding in the amount of \$19,000 to purchase radio/communication equipment to enhance collegewide security services. Permission is also sought to accept funding for this proposal, if awarded, and to enter into any necessary agreements.

The funds requested by the College are part of the 2011 Homeland Security Program grant. If awarded, the College plans to purchase 20 UHF radios, two repeaters and one additional 800 mega-hertz radio. The UHF radios are an important component of the College's incident response capabilities on all campuses. Numerous tabletop exercises as well as direct feedback from Provosts and Associate Provosts identified the need for additional UHF radios for college incident responders as part of the campus incident response plans. Therefore, each campus will receive two UHF radios and the remaining will replace old and worn out equipment. The radios will be assigned to the Campus Incident Commander (usually the Provosts) and to the Campus Incident Operations Responder (usually the Associate Provosts), or their designees. These radios will enhance the campus and the College's response to emergency situations.

The funds will also allow for the purchase of 2 UHF repeaters to be installed at the Allstate Center and the Downtown Center. These are the only SPC sites whose radio communications are not supplemented through a repeater. The repeater should improve radio communications by alleviating transmission "dead zones" and thus enhance emergency responses at these sites.

Included in the grant application are funds for an 800 mega-hertz radio. This additional unit will provide the College Incident Commander communication ability with all site security responders, as well as local public safety personnel involved in a campus emergency. The 800 mega-hertz radio system provides College personnel the inter-operable communications for which the Regional Domestic Security Task Force and Homeland Security have been striving. This grant will help the College efficiently and effectively respond during an emergency, thus improving student, staff and faculty's well-being. See attached Information Summary for additional information.

Syd McKenzie, General Counsel; Susan Reiter, Vice President, Facilities Planning and Institutional Services; and Dan Barto, Director, Security Services, recommend approval.

Attachment

db1006104

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

Date of BOT Meeting: October 18, 2010

Funding Agency or Organization: Homeland Security/Florida Department of Education

Name of Competition/Project: 2011 State Homeland Security Program Grant

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 8/1/11 **End:** 7/31/13

Cabinet Member: Susan Reiter

Manager: Daniel P. Barto

FOCUS OF PROPOSAL: St. Petersburg College is requesting \$19,000 in 2011 Homeland Security grant funds to purchase 20 UHF radios, two repeaters and one additional 800 mega-hertz radio. The UHF radios are an important component of the college's incident response capabilities on all campuses. The radios will be assigned to the Campus Incident Commander (usually the Provosts) and to the campus Incident Operations Responder (usually the Associate Provosts), or their designees. These radios will enhance the campus and the college's response to emergency situations.

Also being requested are funds for 2 UHF repeaters to be installed at the Allstate Center and the Downtown Center. These are the only SPC sites whose radio communications are not supplemented through a repeater.

Included in the grant application are funds for an 800 mega-hertz radio. College security supervisors are in the process of being equipped with 800 mega-hertz radios. This additional 800 mega-hertz radio unit will provide the College Incident Commander communication ability with all site security responders, as well as local public safety personnel involved in a campus emergency.

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.)

20 UHF Radios	\$7,000
2 UHF Repeaters	\$8,000
800 mega-hertz Radio	<u>\$4,000</u>
Total Budget	\$19,000

FUNDING:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$19,000
Total amount from funder:	\$19,000
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A

RECOVERABLE BENEFITS BEYOND GRANT FOCUS (ABOVE):

Negotiated indirect cost	N/A
(Fixed) administrative fee	N/A
Software/material	N/A
Equipment	Yes
Services	Yes
Staff Training	N/A
FTE	N/A
Other	N/A


COLLEGE GOALS AND INSTITUTIONAL INITIATIVES ADDRESSED:

College Goal:	VIII. Build/Acquire and maintain a high-quality infrastructure, including technology, facilities, and equipment, to meet student and community needs.
Institutional Initiative(s):	6. Continue to provide a safe, secure and sustainable environment to enhance the delivery of college programs and services.

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Annual Report of Property Declared Surplus or Disposed of in FY 2009-2010
(Survey #532)

Board of Trustees Rule 6Hx23-5.13 (V) states that property declared surplus and/or disposed of during the past fiscal year is to be reported annually to the St. Petersburg College Board of Trustees.

This report also serves as an audit trail for the Office of the Auditor General in performing their annual audit. Accordingly, **Section 1** summarizes previous board action taken during the fiscal year to declare surplus property. **Section 2** write off capital assets not located for three consecutive years. **Section 3** identifies items of equipment not previously presented to the Board, which have been determined stolen. **Section 4** is included to account for numbers assigned to those items traded in or returned to vendors as part of the purchasing process for new items. **Section 5** identifies items purchased by grant funds for the National Terrorism Preparedness Institute (NTPI) and the Florida National Guard (FLNG) that were returned to the grantors. **Section 6** identifies previously leased computers purchased by the College at the end of the lease term. **Section 7** is the transfer of a computer.

The following constitutes the report of said property through June 30, 2010.

1. EQUIPMENT, FURNITURE, AND MISCELLANEOUS ITEMS PREVIOUSLY DECLARED SURPLUS

PROPERTY SURVEY NUMBER	BOARD APPROVAL DATE	RANGE OF ACQUISITION DATES INCLUDED IN SURVEY
522	July 21, 2009	From 1998 to 2004
523	Aug. 18, 2009	From 1981 to 2003
524	Sept. 15, 2009	From 1996 to 2003
526	Dec. 15, 2009	From 1982 to 2005
527	Jan. 19, 2010	From 1996 to 2005
528	March 16, 2010	From 1997 to 2005
529	May 18, 2010	From 1981 to 2005
530	June 15, 2010	From 1999 to 2005

2. WRITE OFF OF CAPITAL ASSETS

Assets acquired from 1981-2005 that have not been located for three consecutive years and were approved to write off by the Board of Trustees on May 18, 2010, Agenda Item IX.A-1.

3. EQUIPMENT DETERMINED STOLEN

TAG #	DESCRIPTION	ACQUISITION DATE	CONDITION	AMOUNT
16352	DAT/Recorder Plater w/RM	6/22/1999	Poor	3,657.86
31604	Golf Cart: Club Car	9/13/2005	Fair	5,067.40
35021	Laptop Computer: Dell	8/24/2006	Fair	1,259.56
38068	Laptop Dell Latitude D830	6/3/2008	Fair	1,034.16
				11,018.98

4. EQUIPMENT TRADED IN OR RETURNED TO VENDOR

TAG #	DESCRIPTION	ACQUISITION DATE	CONDITION	AMOUNT
03541	Cart: EZGO	8/1/1988	Poor	2,831.50
05029	Cushman Cart	9/1/1975	Poor	2,490.00
09920	Cart: EZGO	11/1/1995	Poor	2,142.00
11230	Cart: EZGO	5/13/1997	Poor	4,263.00
11452	Cart: EZ90 - 1995	8/15/1997	Poor	3,500.00
12802	E-Z-GO Golf Cart	9/29/1998	Poor	1,699.20
16939	EZ Golf Cart	3/9/2000	Poor	3,354.00
19409	Cart: EZ-GO	8/24/2001	Poor	3,238.33
20005	Forklift: Yale	8/17/2001	Poor	9,500.00
20006	Cart: EZGO	8/24/2001	Poor	3,461.67
21443	Popcorn Machine	6/19/2002	Poor	1,194.00
22286	Security Cart: EZGO	6/28/2002	Poor	2,799.00
22327	Security Cart: EZGO	6/28/2002	Poor	2,799.00
37808	Interpre-type keyboards	6/19/2008	Fair	2,413.21
L0793 +	Leased Computer: AppleG5	3/13/2006	Good	0.00
L0794 +	Leased Computer: AppleG5	3/13/2006	Good	0.00
L0795 +	Leased Computer: AppleG5	3/13/2006	Good	0.00
L0796 +	Leased Computer: AppleG5	3/13/2006	Good	0.00
L0797 +	Leased Computer: AppleG5	3/13/2006	Good	0.00
L0935 *	Leased PC Dell Precision M65	10/10/2006	Good	0.00
L0936 *	Leased PC Dell Precision M65	10/10/2006	Good	0.00
L0937 *	Leased PC Dell Precision M65	10/10/2006	Good	0.00
L0938 *	Leased PC Dell Precision M65	10/10/2006	Good	0.00
L0939 *	Leased PC Dell Precision M65	10/10/2006	Good	0.00
L0940 *	Leased PC Dell Precision M65	10/10/2006	Good	0.00

L0941 * Leased PC Latitude D620 04/12/2007 Good 0.00
45,684.91

SPC fulfilled a 36-month lease agreement with Apple Computer+ and Dell Financial*.
 Purchase option was not executed so the items were returned to the vendor.

5. TANGIBLE PERSONAL PROPERTY PURCHASED VIA GRANT FUNDS

The following items of tangible personal property were purchased via grant funds for the National Terrorism Preparedness Institute (NTPI) and Florida National Guard (FLNG) programs. In FY 2010, SPC received written notice that these items were being returned to the Florida National Guard and the Navy's Engineering Logistics Office.

TAG #	DESCRIPTION	ACQUISITION DATE	CONDITION	AMOUNT
11474	Mirage Portable Display Sys.	7/1/1997	Fair	1,625.00
11476	Mirage Portable Display System	7/1/1997	Fair	1,625.00
12658	Printer: Eltron	1/16/1998	Fair	1,136.12
14454	1Source/1Record Bank Machine	1/14/1999	Fair	1,277.35
15176	Wireless Intercom: Telex	11/19/1999	Fair	1,827.82
15177	Wireless Intercom: Telex	11/19/1999	Fair	1,827.83
15178	Wireless Intercom: Telex	11/19/1999	Fair	1,827.82
15179	Wireless Intercom: Telex	11/19/1999	Fair	1,827.82
15180	Wireless Intercom: Telex	11/19/1999	Fair	1,827.82
15181	Wireless Intercom: Telex	11/19/1999	Fair	1,827.82
15182	Wireless Intercom: Telex	11/19/1999	Fair	1,827.82
15928	Server: Dell PowerEdge 6300	10/12/1999	Fair	15,782.50
16483	APC Power Supply	10/6/2000	Fair	1,448.00
18263	Transmition Fiber Converter	10/6/2000	Fair	1,464.00
18264	Transmition Fiber Converter	10/6/2000	Fair	1,464.00
18377	Computer: Dell Pentium III	10/10/2000	Fair	2,213.41
20323	Cops Micro DNR Kit: Bartec	9/12/2001	Fair	11,355.00
23062	Library Pro Tape Backup Rack	8/9/2002	Fair	9,330.00
26295	Elisten Enterprise: ScanMark	6/30/2003	Fair	12,072.20
26592	Computer: Dell 533	9/29/2003	Fair	3,071.00
26594	Computer: Dell 533	9/29/2003	Fair	3,071.00
26595	Computer: Dell 533	9/29/2003	Fair	3,071.00
27052	Switch: Network Extreme	11/17/2003	Fair	18,722.70
28825	2.0 Hard Drive Array: LaCie	10/22/2005	Fair	1,378.00
28835	Server: Dell PowerEdge 2850	12/17/2005	Fair	11,696.12
33448	Server: Dell PowerEdge 6850	01/30/2006	Fair	1,800.25
33471	DVD Duplicator: Rimage	04/28/2006	Fair	3,399.90
34107	Server: Dell PowerEdge 2950	11/07/2006	Fair	6,841.40
34108	Server: Dell PowerEdge 2950	11/07/2006	Fair	6,841.40
34109	Blade Server: Dell	11/07/2006	Fair	28,249.85
34111	PowerVault 220s:Dell	11/07/2006	Fair	9,266.70
34112	PowerVault 220s:Dell	11/07/2006	Fair	9,266.70

34113	Server:Dell PowerEdge 6850	11/07/2006	Fair	14,755.28
34114	Server:Dell PowerEdge 6850	11/07/2006	Fair	14,755.28
34115	Server:Dell PowerEdge 6850	11/07/2006	Fair	14,384.98
34513	Laptop Computer: Apple	08/17/2006	Fair	4,207.00
34514	Laptop Computer: Apple	08/17/2006	Fair	4,207.00
34515	Laptop Computer: Apple	08/17/2006	Fair	4,207.00
34516	Laptop Computer: Apple	08/17/2006	Fair	4,207.00
35076	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35077	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35078	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35079	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35080	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35081	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35082	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35083	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35084	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35085	Laptop Computer: Dell M90	08/14/2006	Fair	4,066.39
35159	Laptop Computer: Dell D820	12/07/2006	Fair	2,030.76
35307	Server: Dell PowerEdge 6850	11/07/2006	Fair	14,384.98
35309	Network Switch: Extreme	11/07/2006	Fair	9,127.63
35413	UPStation	01/18/2007	Fair	1,870.00
35414	UPStation	01/18/2007	Fair	1,870.00
35422	Tripod	02/06/2007	Fair	1,755.00
35423	Tripod	02/06/2007	Fair	1,755.00
35629	Laptop Computer: Dell D820	12/27/2006	Fair	2,030.76
35928	Camcorder Sony	02/06/2007	Fair	3,910.00
35929	Camcorder Sony	02/06/2007	Fair	3,910.00
				324,294.92

6. ST. PETERSBURG COLLEGE PURCHASED COMPUTERS FROM DELL

The following computers were purchased from Dell at the end of their lease term.

TAG #	DESCRIPTION	ACQUISITION DATE	CONDITION	AMOUNT
L0642	Leased Laptop Computer: Dell	07/02/2009	Good	118.40
L0643	Leased Computer: Dell GX280	07/02/2009	Good	118.40
L0644	Leased Computer: Dell GX280	07/02/2009	Good	118.40
L0645	Leased Computer: Dell GX280	07/02/2009	Good	118.40
L0646	Leased Computer: Dell GX280	07/02/2009	Good	118.40
L0823	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0824	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0825	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0826	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0827	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99

L0828	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0829	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0830	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0831	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0832	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0833	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0834	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0835	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0836	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0837	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0838	PowerEdge Blade Server: Dell	09/09/2009	Good	483.99
L0839	PowerEdge Server 6850	09/09/2009	Good	483.99
L0840	POWER VAULT 220	09/09/2009	Good	483.99
L0842	PowerEdge Server 6850	09/09/2009	Good	483.99
L0843	POWER VAULT 220	09/09/2009	Good	483.99
L0844	PowerEdge Server 2950	09/09/2009	Good	483.99
L0845	PowerEdge Server 2950	09/09/2009	Good	483.99
L0848	PowerEdge Server: Dell	09/09/2009	Good	483.99
L0864	PowerEdger Server: Dell	09/09/2009	Good	483.99
L0865	PowerEdger Server: Dell	09/09/2009	Good	483.99
L0867	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0868	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0869	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0870	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0871	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0872	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0873	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0874	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0875	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0876	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0877	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0878	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0879	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0880	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0881	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0882	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0883	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0884	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0885	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0886	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0887	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0888	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0889	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0890	Lease Computer Dell GX620	09/17/2009	Good	85.92
L0891	Lease Computer Dell GX620	09/17/2009	Good	85.92

7. TRANSFER OF COMPUTER

Ownership of the following item was transferred to the former president per his contract.

TAG #	DESCRIPTION	ACQUISITION DATE	CONDITION	AMOUNT
39424	Computer Dell OptiPlex 780	11/23/09	Good	2,060.32

This information is provided by Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning & Institutional Services.

kr1005102

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Disposition of Surplus or Obsolete Property (Survey #534)

The following list of tangible personal property have been declared as surplus or obsolete and are of no further economical use to the College. Regarding the retirement of desktop computers, the College's Technology Oversight Group (TOG) recommends that any desktop computer comparable to or older than the Dell GX270 model be moved to surplus. Any laptop computer comparable to or older than the Dell D800 model, or any C series (or comparable) should be moved to surplus. These older computers do not efficiently support the Windows 2007 operating systems and application suites.

Pursuant to Board of Trustees Rule 6Hx23-5.13 (IV), the Property Survey Committee requests authorization to sell or otherwise dispose of this property in the manner prescribed by Chapter 274, Florida Statutes.

Tag Number	Description	Acquisition Date	Condition	Sum Amount
00195	Printer:HP 33440	3/1/1990	poor	\$1,506.00
01056	Scanner:Apple	1/1/1989	poor	\$1,363.45
01415	Hospital Bed:B-W Automat	10/1/1982	obsolete	\$1,288.95
01417	Hospital Bed:B-W Automat	10/1/1982	obsolete	\$1,288.95
01419	Hospital Bed:B-W Automat	10/1/1982	obsolete	\$1,288.95
01423	Hospital Bed:B-W Automat	10/1/1982	obsolete	\$1,288.95
01428	Hospital Bed:B-W Automat	10/1/1982	obsolete	\$1,288.95
01429	Hospital Bed:B-W Automat	10/1/1982	obsolete	\$1,288.95
01430	Hospital Bed:B-W Automat	10/1/1982	obsolete	\$1,288.95
01486	Multiviewing Outfit For	4/1/1981	obsolete	\$2,793.00
02192	Function/Sweep Generator	7/1/1988	obsolete	\$1,695.00
02206	Pulse Generator:50Mhz	6/1/1983	obsolete	\$1,115.50
02214	Feed Back Robotic Arm	8/1/1984	obsolete	\$1,313.00
02220	Curve Tracer Transistor:	2/1/1982	obsolete	\$3,968.35
02222	Function/Sweep Generator	12/1/1988	obsolete	\$1,702.22

02227	Pulse Generator:Hewlett	8/1/1988	obsolete	\$3,397.50
02228	Function/Pulse Gen:Rasca	1/1/1984	obsolete	\$1,280.00
02233	Logic Analyzer:Hewlett P	7/1/1988	obsolete	\$3,120.00
02236	Pulse Generator:Hewlett	8/1/1988	obsolete	\$3,397.50
02237	50mhz Pulse Generator:Wa	12/1/1988	obsolete	\$1,657.64
02238	Pulse Generator:Hewlett	8/1/1988	obsolete	\$3,397.50
02240	Oscilloscope:Hitachi	7/1/1988	obsolete	\$1,740.00
02245	50mhz Pulse Generator:Wa	12/1/1988	obsolete	\$1,657.64
02248	50mhz Pulse Generator:Wa	12/1/1988	obsolete	\$1,657.64
02251	Logic Analyzer:Hewlett P	7/1/1988	obsolete	\$3,120.00
02523	Digital Storagescope:Iwa	7/1/1987	obsolete	\$5,450.00
02526	Pulse Generator:50 Mhz	6/1/1983	obsolete	\$1,115.50
02530	Feedback Robotic Arm	8/1/1984	obsolete	\$1,313.00
02580	Feedback Robotic Arm	8/1/1984	obsolete	\$1,313.00
02582	Feedback Robotic Arm	8/1/1984	obsolete	\$1,313.00
02665	Ocilloscope:Tektronix	3/1/1981	obsolete	\$1,859.10
03995	Bookcase:DbI:5 Sect:90"	1/1/1983	obsolete	\$1,381.34
05421	Balance:Mettler	7/1/1984	poor	\$1,427.00
07225	Prophylaxis Scaling Syst	7/1/1992	obsolete	\$1,089.34
08174	Microscope:Swift	5/1/1993	obsolete	\$1,485.00
08176	Microscope:Swift	5/1/1993	obsolete	\$1,485.00
08178	Microscope:Swift	5/1/1993	obsolete	\$1,485.00
08648	Programmable Controller	5/1/1994	obsolete	\$1,203.36
08649	Programmable Controller	5/1/1994	obsolete	\$1,203.36
08650	Programmable Controller	5/1/1994	obsolete	\$1,203.37
08676	Programmable Controller	5/1/1994	obsolete	\$1,203.37
08677	Programmable Controller	5/1/1994	obsolete	\$1,203.37
08678	Programmable Controller	5/1/1994	obsolete	\$1,203.37
08876	T700 Traction Unit	9/1/1994	obsolete	\$2,098.25
09436	Tv:Sony	8/1/1995	obsolete	\$1,061.19
10771	Inkjet Plotter:Hewlett P	12/5/1996	obsolete	\$2,574.00
11034	Printer: HP 5M	4/8/1997	obsolete	\$1,539.00
11789	Printer:Lexmark S1650	7/15/1997	obsolete	\$1,422.95
12206	Copier:Minolta CS/Pro	11/11/1997	obsolete	\$1,707.40
12543	Film Processor/A/T 2000	12/16/1997	obsolete	\$3,837.00
12597	Printer:Lexmark 1650N	1/20/1998	poor	\$1,281.63
12732	Printer:Lexmark 1650N	4/15/1998	poor	\$1,301.41
13006	Printer:Lexmark 1855N	7/28/1998	poor	\$1,308.91
13011	Printer:Lexmark S1855N	8/21/1998	poor	\$1,308.91

13301	Switch SSII 3300 24-Port	9/15/1998	obsolete	\$2,157.00
14117	Printer:Lexmark 1625N	11/20/1998	poor	\$1,209.07
14482	Projector:LCD Video/Data	4/7/1999	poor	\$1,995.00
14558	Cut Sheet Imprinter	2/23/1999	obsolete	\$3,250.00
14641	Printer: Lexmark 1855N	3/23/1999	poor	\$1,308.91
14731	Laptop Computer:Gateway	4/9/1999	obsolete	\$2,528.00
14782	Laptop Computer:Dell Latitude	4/13/1999	obsolete	\$2,994.00
14792	Laptop Computer:Dell Latitude	4/13/1999	obsolete	\$3,082.50
14801	Projector:Epson	6/19/2000	poor	\$5,944.83
15211	Printer:Lexmark 1855N	8/31/1999	poor	\$1,308.26
15279	Computer:Dell P6400 GX1/MT+	8/26/1999	obsolete	\$1,287.00
15696	Projector:Dukane	1/10/2000	poor	\$1,849.00
15763	Computer:Dell PIII 500K GX1/T+	12/8/1999	obsolete	\$1,371.00
15798	Powerbook:Apple PBG3	10/7/1999	obsolete	\$2,249.00
16008	Laptop Computer:Dell Latitude	10/31/2000	obsolete	\$2,565.60
16451	Camcorder:Panasonic	11/29/2000	obsolete	\$1,047.00
16899	Dental Scaler:USI	2/5/2001	obsolete	\$1,817.95
17114	Printer:Lexmark 1200N	5/5/2000	poor	\$4,590.48
17152	Server:PowerEdge 2450	6/13/2000	obsolete	\$6,334.00
17674	Desktop Scanner:Canon	4/6/2000	poor	\$17,510.00
17819	Switch SSII 3900 36-Port	7/21/2000	obsolete	\$3,405.67
18269	Laptop Computer:Dell Latitude	6/12/2001	obsolete	\$3,357.21
18443	Video Magnifier:Aladdin	1/25/2001	obsolete	\$1,430.00
18446	Copier:Canon	3/27/2001	poor	\$1,377.00
18722	Printer:Lexmark 614NL	2/5/2001	poor	\$1,400.11
18868	Laptop Computer:Dell Latitude	2/22/2001	obsolete	\$2,281.00
18869	Laptop Computer:Dell Latitude	2/22/2001	obsolete	\$2,281.00
18930	Printer:Lexmark T614N	3/27/2001	poor	\$1,819.65
19280	CCTV Enlarger Portable:Aladdin	12/17/2001	obsolete	\$1,845.00
19295	Printer:Lexmark T614	6/29/2001	poor	\$1,378.56
19626	Computer:Dell GX150	6/28/2001	obsolete	\$968.00
19787	Security Cabinet:Black Steel	3/11/2002	obsolete	\$1,020.37
20331	Projector:Epson	10/1/2001	obsolete	\$4,149.00
20473	Copier:Sharp	4/25/2002	obsolete	\$1,464.00
20543	Computer: Dell GX150	4/3/2002	obsolete	\$1,424.04
20548	Computer: Dell GX240	4/16/2002	obsolete	\$1,665.55
20549	Computer: Dell GX240	4/16/2002	obsolete	\$1,665.55
20689	Printer:Lexmark T522N	11/27/2001	poor	\$1,214.21
21094	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00

21095	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21096	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21097	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21098	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21100	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21102	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21103	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21104	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21105	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21106	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21107	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21108	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21109	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21110	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21113	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21114	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21116	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21117	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21118	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21119	Computer:Dell GX240	12/7/2001	obsolete	\$1,598.00
21123	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21139	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21140	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21141	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21142	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21143	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21149	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21174	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21178	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21181	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21182	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
21357	Switch:Summit	12/27/2001	obsolete	\$6,368.87
22004	Laptop Computer: Dell Latitude	7/25/2002	obsolete	\$1,886.00
22037	Computer: Dell GX150	4/16/2002	obsolete	\$1,547.49
22068	Computer: Dell GX240	5/28/2002	obsolete	\$1,009.00
22226	Server:Dell 6650	7/2/2002	obsolete	\$31,787.00
22232	Dual Power System:Summit L2	7/24/2002	obsolete	\$17,596.88
22233	Dual Power System:Summit L2	7/24/2002	obsolete	\$17,596.88
22349	Printer: Lexmark T620n	9/16/2002	poor	\$1,322.00

22409	Computer: Dell GX260T	6/26/2002	obsolete	\$1,707.00
22427	Scanner: Fujitsu 3091	7/5/2002	obsolete	\$1,152.58
22428	Scanner: Fujitsu 3091	7/5/2002	obsolete	\$1,152.57
23084	Laptop Computer: Dell Latitude	7/25/2002	obsolete	\$1,886.00
23122	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23123	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23124	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23126	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23131	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23136	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23137	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23138	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23141	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23148	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23149	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23150	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23151	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23153	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23240	Computer: Dell GX260T	8/7/2002	obsolete	\$1,294.02
23241	Computer: Dell GX260T	8/7/2002	obsolete	\$1,294.02
23331	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23332	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23333	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23334	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23335	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23336	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23337	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23338	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23339	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23340	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23341	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23343	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23344	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23345	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23346	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23347	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23348	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23349	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23350	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00

23351	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23352	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23353	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23354	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23355	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23356	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23359	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23360	Computer: Dell GX260T	8/14/2002	obsolete	\$1,005.00
23386	Computer:Dell GX260T	8/13/2002	obsolete	\$1,527.00
23387	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23388	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23389	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23391	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23392	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23393	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23394	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23396	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23397	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23398	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23399	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23400	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23401	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23402	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23403	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23404	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23405	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23406	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23407	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23408	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23409	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23486	Computer: Dell GX260T	8/12/2002	obsolete	\$1,187.21
23488	Computer: Dell GX260T	8/12/2002	obsolete	\$1,187.21
23514	Smart UPS	9/4/2002	obsolete	\$1,199.00
23515	Smart UPS	9/4/2002	obsolete	\$1,199.00
23516	Smart UPS	9/4/2002	obsolete	\$1,324.99
23562	Copier: Lanier 5515	4/30/2003	poor	\$1,364.50
23619	Cable Analyzer:Wavetek	5/30/2003	obsolete	\$4,207.08
23622	Cable Analyzer: Fluke	5/30/2003	obsolete	\$4,408.08
23680	Computer: Dell GX260T	11/6/2002	obsolete	\$1,285.81

24271	Switch: Extreme Summit	4/15/2003	obsolete	\$5,716.75
24528	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24530	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24531	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24534	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24536	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24801	Computer: Power Mac G4	4/2/2003	obsolete	\$3,768.00
24802	Computer: Power Mac G4	4/2/2003	obsolete	\$3,768.00
24804	Computer: Power Mac G4	4/7/2003	obsolete	\$3,768.00
24805	Computer: PowerMac G4	4/9/2003	obsolete	\$3,768.00
24813	Computer: PowerMac G4	4/9/2003	obsolete	\$3,768.00
24815	Computer: PowerMac G4	4/9/2003	obsolete	\$3,768.00
24816	Computer: PowerMac G4	4/9/2003	obsolete	\$3,768.00
24818	Computer: PowerMac G4	4/9/2003	obsolete	\$3,768.00
24819	Computer: PowerMac G4	4/9/2003	obsolete	\$3,768.00
24823	Computer: PowerMac G4	4/9/2003	obsolete	\$3,768.00
24948	Computer: Dell GX260T	4/21/2003	obsolete	\$1,257.00
25124	Computer:Dell GX260T	5/30/2003	obsolete	\$1,269.00
25202	Computer: Dell GX260T	4/30/2003	obsolete	\$1,488.66
25204	Computer: Dell GX260T	4/30/2003	obsolete	\$1,488.66
25205	Computer: Dell GX260T	4/30/2003	obsolete	\$1,488.66
25206	Computer: Dell GX260T	4/30/2003	obsolete	\$1,488.66
25208	Computer: Dell GX260T	4/30/2003	obsolete	\$1,488.66
25209	Computer: Dell GX260T	4/30/2003	obsolete	\$1,488.66
25210	Computer: Dell GX260T	4/30/2003	obsolete	\$1,488.66
25215	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25221	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25231	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25236	Computer: Dell GX260T	4/30/2003	obsolete	\$1,239.00
25274	Projector:Epson 7800P	6/25/2003	obsolete	\$4,928.82
25665	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25667	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25668	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25669	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25673	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25675	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25676	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25678	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25681	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00

25682	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25793	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25885	Laptop Computer: Dell Latitude	5/12/2003	obsolete	\$2,648.00
25888	Laptop Computer: Dell Latitude	5/12/2003	obsolete	\$2,648.00
26062	Laptop Computer:Dell Latitude	10/21/2003	obsolete	\$2,158.09
26063	Laptop Computer:Dell Latitude	10/21/2003	obsolete	\$2,158.09
26249	Camera: Smart View 7000	10/9/2003	obsolete	\$2,795.00
26636	Laptop Computer:Dell Latitude	7/15/2003	obsolete	\$1,947.00
26639	Laptop Computer:Dell Latitude	7/15/2003	obsolete	\$1,947.00
26643	Laptop Computer:Dell Latitude	7/15/2003	obsolete	\$1,947.00
26785	Computer:Dell GX260T	7/29/2003	obsolete	\$1,029.00
26787	Computer:Dell GX260T	7/29/2003	obsolete	\$1,029.00
27017	Electronic Organ: Baldwin	9/8/2003	obsolete	\$2,500.00
27044	Projector:Epson	10/10/2003	obsolete	\$10,609.33
27082	Projector:Epson 7800	3/22/2004	obsolete	\$10,048.33
27246	Network Switch: Summit	5/21/2004	obsolete	\$5,079.11
27456	Computer:Dell GX270T	12/17/2003	obsolete	\$1,297.14
27647	Computer:Dell GX270	3/31/2004	obsolete	\$1,561.17
27718	Computer:Dell GX270	5/7/2004	obsolete	\$1,275.03
27771	Computer:Dell GX270	4/2/2004	obsolete	\$2,048.42
27777	Computer:Dell GX270	4/2/2004	obsolete	\$2,048.42
27782	Computer:Dell GX270	4/2/2004	obsolete	\$2,048.42
27788	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27789	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27790	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27793	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27805	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27809	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27814	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27815	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27816	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
27817	Computer:Dell GX270	4/7/2004	obsolete	\$1,416.18
28004	Computer:Dell Gx270	5/11/2004	obsolete	\$1,373.57
28005	Computer:Dell GX270	5/11/2004	obsolete	\$1,373.57
28006	Computer:Dell GX270	5/11/2004	obsolete	\$1,373.57
28009	Computer:Dell GX270	5/11/2004	obsolete	\$1,373.57
28290	Switch: Extreme Summit 5I	11/9/2004	obsolete	\$7,118.16
28388	Computer:Dell GX150*	7/18/2001	obsolete	\$121.52
28394	Computer:Dell GX150*	7/18/2001	obsolete	\$121.52

28395	Computer:Dell GX150*	7/18/2001	obsolete	\$121.52
28408	Computer:Dell GX150*	7/18/2001	obsolete	\$121.52
28549	Laptop Computer:Dell Latitude	8/20/2004	obsolete	\$1,791.00
28550	Laptop Computer:Dell Latitude	8/20/2004	obsolete	\$1,791.00
28551	Laptop Computer:Dell Latitude	8/20/2004	obsolete	\$1,791.00
28553	Laptop Computer:Dell Latitude	8/20/2004	obsolete	\$1,791.00
28555	Laptop Computer:Dell Latitude	8/20/2004	obsolete	\$1,791.00
28556	Laptop Computer:Dell Latitude	8/20/2004	obsolete	\$1,791.00
28590	Laptop Computer:Dell Latitude	8/25/2004	obsolete	\$2,787.00
28592	Laptop Computer:Dell Latitude	8/25/2004	obsolete	\$2,787.00
28630	Computer:Dell GX280	10/7/2004	obsolete	\$1,270.39
28709	Server: Dell	6/13/2005	obsolete	\$2,551.48
28806	Projector:Epson	8/29/2005	obsolete	\$4,965.58
29426	Laptop Computer:Dell Latitude	3/9/2005	obsolete	\$1,854.10
30600	Laptop Computer: Apple	6/14/2005	obsolete	\$2,228.00
30740	UPS:APC Smart	8/11/2005	poor	\$1,908.40
31598	Computer:Dell GX280	8/30/2005	obsolete	\$1,109.50
34110	Blade Server: Dell	11/7/2006	obsolete	\$5,002.91
34847	Laptop Cpu:Dell Latitude*	6/10/2003	obsolete	\$190.68
36350	Server: PowerEdge 1955	11/7/2006	obsolete	\$3,874.49
36351	Server: PowerEdge 1955	11/7/2006	obsolete	\$3,874.49
36352	Server: PowerEdge 1955	11/7/2006	obsolete	\$3,874.49
36353	Server: PowerEdge 1955	11/7/2006	obsolete	\$3,874.49
36354	Server: PowerEdge 1955	11/7/2006	obsolete	\$3,874.49
36355	Server: PowerEdge 1955	11/7/2006	obsolete	\$3,874.49
37150	Grease separator	8/18/2007	poor	\$3,605.00
			TOTAL:	\$677,803.52

*Note: Asset was a leased computer. Acquisition price was remaining buyout amount.

The following list consists of equipment/furniture or supplies valued at less than \$1,000 individually, which are not accounted for on the property inventory. These items have also been declared surplus.

Miscellaneous Chairs, Tables and Furniture

Miscellaneous Computer & Telephone Parts

Miscellaneous Custodial Equipment

Miscellaneous Scientific, Medical, Exercise, Classroom and Kitchen Equipment


Susan Reiter, Vice President, Facilities Planning & Institutional Services; Conferlete Carney, Provost, Tarpon Springs Campus; Paul Spinelli, Director of Procurement and Asset Management; Daya Pendharkar, Associate Vice President of Information Systems; and Doug

Duncan, Vice President, Administrative/Business Services & Information Technology,
recommend approval.

djh1005102

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Annual List and Quarterly Selection of Pre-Qualified Small Contractors, Revision #17

Board of Trustees Rule 6Hx23-5.12.X, provides that the Facilities Planning and Institutional Services Department may select and pre-qualify several small contractors and sub-contractors for use on an annual basis to perform small miscellaneous construction, remodeling, renovation, maintenance, and/or safety-to-life projects on a vendor rotation basis. Projects may not exceed \$25,000 in cost. All firms are required to be licensed in their particular field and to supply evidence of adequate insurance.

The College will utilize these firms for one year, with an option for renewal based upon acceptable performance, mutual agreement, proper license and insurance and annual approval by the Board of Trustees.

The following constitutes this annual list of pre-qualified small contractors. **Additionally, authorization is sought from the Board of Trustees to add to the list of approved Contractors the firms in bold type, received in the last two quarters.**

CONTRACTORS – AWNING

Thomas Sign & Awning Company (minority)
West Coast Awnings, Inc.

CONTRACTORS – CARPENTRY

Garrard Carpentry, Inc.

CONTRACTORS – CARPET/FLOORING

Adrienne Floorcoverings, Inc.
Florida Carpet Service
SPECTRA Contract Flooring (Tampa Bay)

CONTRACTORS – DOORS

Aldoors of Florida, Inc.
Florida Door Control, Inc.
Orange State Door Control, Inc.
Overhead Door of Clearwater
SM Door & Lighting, Inc.

CONTRACTORS - EARTH WORK

Scotty's Land Development
Sonny Glasbrenner, Inc.

CONTRACTORS - ELECTRICAL

APG Electric
Commercial Electrical Contracting, Inc.
Florida Electrical Service
Himes Electric Co, Inc.
M.C. Dean, Inc.
P & L Electric, Inc.
Progressive Electric, Inc.

CONTRACTORS – FIRE SPRINKLERS

IFS-VSC, Inc. (Ind. Fire & Safety)
Piper Fire Protection
Wayne Automatic Fire Sprinklers, Inc.

CONTRACTORS - GENERAL

A. D. Morgan Corporation
Bay Breeze Enterprises, Inc.
Biltmore Construction Co., Inc.
Castco Construction, Inc. (minority)
David Nelson Construction Co.
Gulf Atlantic Building Contractors, Inc.

Harvard General Contracting, Inc.

Huffman General Contractors
J. Kokolakis Contracting
J.W. Daniels Construction, Inc.
LEMA Construction & Developers, Inc.
Peter R. Brown Construction
Scherer Construction & Engineering
S.L. Construction & Remodeling (minority)
W. G. Mills, Inc.
Wallace Associates, LLC

CONTRACTORS –
IRRIGATION/LANDSCAPING

Commercial Maintenance Services
Florida Ground Control, Inc.
Gary Templeton & Florida’s Finest Landscape
Services, Inc.
Morelli Landscaping, Inc.
Nik’s Landscaping & Maintenance, Inc.
Professional Grounds Management

CONTRACTORS - MECHANICAL

Airite Air Conditioning, Inc.
Air Masters of Tampa Bay, Inc. (minority)
BCH Mechanical
Bentzel Mechanical, Inc.
Comfort Systems USA
Con-Serv Building Services
Derek Embody & Company
Done Right Insulation, Inc. (minority)
KCSI (minority)
Linc Services, LLC
Prime A/C & Refrigeration, Inc.

CONTRACTORS – PAINTING

Bayside Sandblasting & Painting, Inc.
Caravan Contractors, Inc.
Ganster & Company Inc. (minority)
Munyan Painting Service
Painters on Demand (minority)
Service Painting Corporation
Sourini Painting & Decorating, Inc.
Vic’s Painting & Reconstruction, Inc

CONTRACTORS - PAVING

All Phase Paving & Sealing, Inc. (minority)
DuraSeal Asphalt Sealing Co.
G.A. Nichols Company
(formerly Florida Highway Maintenance, Inc.)
O’Dell Asphalt and Sealing Co.

CONTRACTORS - PLUMBING

Bentzel Mechanical, Inc.

Besel Plumbing Inc.
C. Lacey Plumbing, Inc.
Cornwall Plumbing, LLC
Dunedin Plumbing, Inc.
CONTRACTOR – ROOFING
Commercial Roofing Concepts, Inc.
General Works of Tampa, LLC
Professional Roof Technology
THL Enterprises, Inc. (minority)
Tremco Inc.

CONTRACTOR - SAFETY/ALARM

APG Electric
A-Tech Consulting, Inc.
Borrell Fire Systems, Inc.
Commercial Fire & Communications, Inc.
IFS-VSC, Inc. (Ind. Fire & Safety)
Piper Fire Protection
Qualified Systems Contracting
Safe Fire Protection, Inc.
Siemens Industry, Inc.
Simplex Grinnel LP

CONTRACTORS – SIGNAGE

Allen Industries, Inc.
Creative Sign Designs
Signs Now
Thomas Sign & Awning Company (minority)

CONTRACTORS –
TELECOMMUNICATIONS

APG Electric
BCI Integrated Solutions
Com-Tek Communications (minority)
Metro Services Group, Inc.
Wilson Technology Group, Inc. (minority)

CONTRACTORS – TEST & BALANCE

Bay to Bay Balancing, Inc. (minority)
Southern Independent Testing Agency, Inc.
Test and Balance Corporation (TABC)
The Phoenix Agency, Inc. (minority)

CONTRACTORS – TREE WORK

O’Neils Tree Service
Pinellas Tree Service, Inc.
Yutzy Tree Service

CONTRACTORS – OTHER SPECIALTY

Alternative Building Solutions (minority)
(modular)
AwnClean USA, Inc. (minority) (all types of
cleaning)

Bayside Sandblasting & Painting, Inc.
(sandblasting)
Cam Connections, Inc. (access control service)

Caravan Contractors, Inc. (wall covering/-
window treatment)
Hangings Unlimited of St. Petersburg (wall
covering)

Hartman Integration, Inc. (audio/visual)
Hile's Curtain Specialties, Inc. (vertical blinds)
Infrasource Underground Construction Services
M Space Holdings, LLC (modular partitions)
Media Systems, Inc (audio/visual)
Spectrum Installations, Inc. (furniture installation)
West Coast Fence, Corp. Fence


Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

bs01006103

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #5 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #5) Acquisition of Property Owned by Faith United Church of Christ

In order to take advantage of a purchasing opportunity for additional property adjacent to the Clearwater Campus, the College is required to amend the Educational Plant Survey dated June 19, 2007. The purchase of this property will ensure future opportunity for growth at this land-locked site.

The Board of Trustees is required to amend the existing Educational Plant Survey utilizing the Spot Survey process. The attached Spot Survey is an official request for the State to accept the modifications to the Educational Plant Survey. Once this is approved by the Board of Trustees, the Department of Education is responsible for filing and updating the Educational Plant Survey as part of the official State record and future reference.

Approval is sought for Amendment #5 (Spot Survey #5) to the Educational Plant Survey dated June 19, 2007.

This amendment adds the following item to the Educational Plant Survey:

Site 2: Acquire property owned by Faith United Church of Christ, located at 2401 Drew Street, Clearwater, FL 33765 adjacent to the Clearwater Campus

Site acquisition

2.46 Acquire Faith United Church of Christ property, located at 2401 Drew Street, Clearwater, FL 33765; approximately 3.82 acres site with approximately 17,472 square feet of improvements (sanctuary, office, day care facilities and a single family structure); in accordance with Section 1013.40 (2) and (3), Florida Statutes, and Section 1.4, State Requirements for Educational Facilities, 2008.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

Attachment

bss1006103

AMENDMENT #5 (Spot Survey #5)
EDUCATIONAL PLANT SURVEY dated June 19, 2007
St. Petersburg College
October 18, 2010

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has conducted an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 19, 2007. In accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the Board of Trustees.

The following new recommendation is made.

The College is required to amend the Educational Plant Survey dated June 19, 2007 to include the following item:

Site 2: Acquire property owned by Faith United Church of Christ, located at 2401 Drew Street, Clearwater, FL 33765 adjacent to the Clearwater Campus

Site acquisition

2.46 Acquire Faith United Church of Christ property located at 2401 Drew Street, Clearwater, FL 33765; approximately 3.82 acres site with approximately 17,472 square feet of improvements (sanctuary, office, day care facilities and a single family structure); in accordance with Section 1013.40 (2) and (3), Florida Statutes, and Section 1.4, State Requirements for Educational Facilities, 2008.

Approved by the Board of Trustees of St. Petersburg College on October 18, 2010.

William D. Law, Jr., President of the College
and Secretary to the Board of Trustees
St. Petersburg College

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #6 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #6) Acquisition of Property Owned by Juvenile Welfare Board of Pinellas County

In order to take advantage of a purchasing opportunity for additional property near the Health Education Center, the College is required to amend the Educational Plant Survey dated June 19, 2007. The purchase of this property will ensure future opportunity for growth for the College's health-related programs. This new site acquisition includes a four-story, 50,138 square-foot building, and will provide an additional 209 parking spaces to the Health Education Center. The property is located within 0.4 miles of the Health Education Center.

The Board of Trustees is required to amend the existing Educational Plant Survey utilizing the Spot Survey process. The attached Spot Survey is an official request for the State to accept the modifications to the Educational Plant Survey. Once this is approved by the Board of Trustees, the Department of Education is responsible for filing and updating the Educational Plant Survey as part of the official State record and future reference.

Approval is sought for Amendment #6 (Spot Survey #6) to the Educational Plant Survey dated June 19, 2007.

This amendment adds the following item to the Educational Plant Survey:

Site 8: Acquire property owned by the Juvenile Welfare Board of Pinellas County, located at 6698 68th Avenue North, Pinellas Park, FL, 33781 adjacent to the Health Education Center.

Site acquisition

8.22 Acquire property owned by the Juvenile Welfare Board of Pinellas County, located at 6698 68th Avenue North, Pinellas Park, FL, 33781. This site is approximately 3.66 acres and contains a 4-story building with approximately 50,138 square feet. This is in accordance with Section 1013.40 (2) and (3), Florida Statutes, and Section 1.4, State Requirements for Educational Facilities, 2008.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

Attachment
bss1006103

AMENDMENT #6 (Spot Survey #6)
EDUCATIONAL PLANT SURVEY dated June 19, 2007
St. Petersburg College
October 18, 2010

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College has conducted an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 19, 2007. In accordance with Section 1013.31, Florida Statutes, the amendment shall be reviewed and approved by the Board of Trustees.

The following new recommendation is made.

The College is required to amend the Educational Plant Survey dated June 19, 2007 to include the following item:

Site 8: Acquire property owned by the Juvenile Welfare Board of Pinellas County, located at 6698 68th Avenue North, Pinellas Park, FL, 33781 adjacent to the Health Education Center.

Site acquisition

8.22 Acquire property owned by the Juvenile Welfare Board of Pinellas County, located at 6698 68th Avenue North, Pinellas Park, FL, 33781. This site is approximately 3.66 acres and contains a 4-story building with approximately 50,138 square feet. This is in accordance with Section 1013.40 (2) and (3), Florida Statutes, and Section 1.4, State Requirements for Educational Facilities, 2008.


Approved by the Board of Trustees of St. Petersburg College on October 18, 2010.

William D. Law, Jr., President of the College
and Secretary to the Board of Trustees
St. Petersburg College

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Selection Process for Architectural Services of Master Planning Collegewide

At its June 15, 2010 meeting, the Board of Trustees authorized the College to proceed with the selection of a Master Planning Consulting Firm to proceed with Master Planning Collegewide. (See attached.)

Since this meeting, we have established the Request for Qualifications package and advertised on August 25, 2010. To encourage more diversity of architectural firms, we advertised throughout the State of Florida. We had over 60 firms request the qualifications package and received 16 complete submissions on September 17, 2010.

The selection committee consists of James Pedicone, Project Coordinator; Jim Waechter, Director, Facilities Services; Charm Callahan, Interior Designer; Vivian DeRussy, Interior Designer; Bea Steele, Facilities Planner and Project Specialist; Michael Carter, Director, Design and Construction, Facilities Planning & Institutional Services; Carol Vassillion, Building Supervisor, Allstate Center; Conferlete Carney, Provost, Tarpon Springs Campus; Neil Keith, Counselor, Student Support Services, St. Petersburg/Gibbs Campus; Nicolle Panuthos, Academic Department Chair, Business Technologies, Seminole Campus; Stan Vittetoe, Provost, Clearwater Campus; and Yvonne Ulmer, Executive Officer, Downtown Center. The committee met to review the qualifications on October 7, 2010 and has short-listed the following firms (listed in alphabetical order) based on the criteria in the initial request for qualifications: (See attached – III. Initial Screening/Short Listing.)

- Canerday, Belfsky + Arroyo Architects, Inc.
- EMO Architects, Inc.
- FleischmanGarcia
- Hanbury Evans Wright Vlattas + company, LLC
- Harvard Jolly Architecture
- HKS Architects, Inc.
- Hoffman Architects, P.A.
- Mason Blau and Associates, Inc.

The interviews for these firms are scheduled for October 29, 2010, and we propose using the following criteria during the interview process. The final recommendations will be presented at

the November Board of Trustees meeting. (See attached – IV. Evaluation Form For Architectural Services Oral Presentation/Interviews.)

Additionally, the initial approval for the selection of a consultant suggested we select only one firm. Due to the specialized services required for Master Planning; our desire to have the process completed by the end of the fiscal year; and the diverse nature of our sites we would request authorization to select up to six firms to provide these services.

Approval is sought to continue the selection process using the attached evaluation criteria and to allow up to six architectural firms to be selected for Master Planning services.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

Attachments

mc1013103

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

Master Planning Collegewide

At its May 18, 2010 meeting, in the Capital Outlay Budget and Operating Budget and Auxiliary Fund Budget Board Memo (Agenda Item IX-L), the Board of Trustees authorized the College to advertise for and to recommend firms to the Board, ranked in preference, for projects following the selection process as provided for in Florida Statute 287.055, under the Consultants' Competitive Negotiations Act.

As a part of the State Requirements for Educational Facilities (SREF), the College is required to submit an updated Master Plan with each Educational Plant Survey. In preparation for the next Educational Plant Survey to be dated June 2012, we would like to proceed with the development of Master Plans for our College sites. The approved budget for Fiscal Year 2011-2011 identified \$100,000 for Master Planning Collegewide.

At the February 23, 2010 Board meeting, the Board approved the Clearwater Campus Master Plan prepared by Harvard Jolly Architecture. We also have a Master Plan for the Seminole Campus prepared by Bitterli and Associates Architects, Inc., that was completed in 1995 and needs to be updated. We would like to proceed with updating the Seminole Master Plan and develop Master Plans for the remaining College sites to comply with State Requirements for Educational Facilities (SREF). This process will be critical as we prepare our requests for future funding at each site.

The Facilities Planning and Institutional Services staff will work with the Provosts or Executive Directors of each location to generate a draft Master Plan. These plans will be brought to the Board for review and approval as they are completed.

Approval is requested to proceed with the selection of a Master Planning Consulting Firm to proceed with Master Planning Collegewide.

William D. Law, Jr., President; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

III. INITIAL SCREENING/SHORTLISTING (100 Total Points)

Respond to the following items on the forms provided in the Experience Questionnaire. (Attachment A)

A. General Information:

(10 points)

Complete this section of the Experience Questionnaire. The information contained therein is an essential part of the Firm's overview to be considered.

B. Ability:

(25 points)

Here the Selection Committee will consider the past experience of the Firm and that of the proposed staff to assign a rating to the Firm's ability to perform master planning services. Please indicate Firm's ability to fully perform (including services provided internally).

C. Related Experience:

(30 points)

Use a separate form for each completed and current master planning project similar to the size and scope of this master planning project.

D. Staff:

(30 points)

Describe the specific master planning project related capabilities of the Firm's staff. Provide a resume of the key personnel who will be in direct support of this project, including, but not limited to the following:

1. Name and title
2. Number of years with this firm
3. Number of years with other firms
4. Experience –
 - a) Types of projects
 - b) Size of projects (dollar value & square footage)
 - c) Specific project involvement
5. Education
6. Active registration including LEED (or related)
7. Other experience and qualifications that is relevant to these services

E. Presence in the Community:

(5 points)

Identify the location of the firm's office that will have direct responsibility for these master planning services.

**IV. EVALUATION FORM FOR
ARCHITECTURAL SERVICES ORAL
PRESENTATION/INTERVIEWS**

(100 Total Points)

PROPOSER: _____

CRITERION

A. Knowledge of Sites and Local Conditions and Ability to Deliver the Services: (20 points)

- Demonstrate knowledge of the campuses, centers, sites. **10 points** _____

- Indicate the Firm's ability to deliver the required services in a timely manner and describe the firms current work load. **10 points** _____

B. Proposed Project Staff and Functions: (40 points)

- Provide the names of the actual staff members to be assigned to key positions for this project: Principal or Project Executive, Prime Architect and Project Architect. Describe their individual ability and experiences and indicate the function of each within the organization and their proposed duties and responsibilities on this project **40 points** _____

C. Overall Approach, Methodology and General Master Planning Experience: (40 points)

- Demonstrate verbally and/or graphically the plan for performing these services, documenting the services to be provided and showing the interrelationship of all parties and the process you would recommend. **5 points** _____


- List experience of firm to provide these services based upon past experience in performing master planning services for Educational Institutions. Discuss any experience you have had with design charettes related to master planning. **35 points** _____

TOTAL _____

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Acquisition of 6698 68th Avenue North, Pinellas Park, Florida, near the Health Education Center – Preliminary Approval.

As discussed in its last Board Meeting, the College has been given the opportunity to consider for purchase a site located 4/10ths of a mile south of the Health Education Center. This property is owned by the Juvenile Welfare Board of Pinellas County, with the address of 6698 68th Avenue North, Pinellas Park, Florida. This property consists of approximately 3.66 acres and contains a four-story building with approximately 50,138 square feet and 209 parking spaces. The building is listed with the firm of Colliers Arnold with an asking price of \$2.95M.

This is an exciting opportunity because the Health Education Center has seen tremendous growth recently, and this site acquisition will provide some relief to the space needs (student support, existing programs, offices and related spaces), as well as parking needs and any new initiatives at the Health Education Center.

The College is in the process of securing an appraisal for the property and is requesting approval to enter into negotiations for the property, subject to proper notice and Board of Trustees' contract approval. Additionally, the College would like to have the opportunity to initiate due diligence inspections of the site, including but not limited to appraisals, surveys, Phase I, Environmental Site Assessment, Asbestos Survey, Title and Development Order/DRI-related issues.

As we have investigated this possibility, we have engaged good discussions with our university partner, the National University of Health Sciences (NUHS), who has been seeking to expand its educational presence in Pinellas County. The primary interest of NUHS is to develop a clinical location that can be used by their students in fulfillment of curriculum requirements. NUHS has indicated its strong interest in leasing approximately 10,000 square feet of space at the facility if the College makes the acquisition.

Consequently, there is an immediate need to occupy this property for the College and its partner NUHS for classes January 2011. If the purchase of the property cannot be secured by this timeframe, the College would like approval to begin negotiations for a short-term, 90-day lease while allowing the property acquisition to be completed. Additionally, NUHS has agreed to fund the renovations to lease their dedicated use space from the College as they are doing for their other dedicated use space at this time.

Preliminary approval is sought to proceed with the purchase of this property located at 6698 68th Avenue North, Pinellas Park, Florida to maximize the continued growth of the Health Education Center, including all necessary work, as well as the ability to enter into a short-term lease if the purchase cannot conclude until after January 2011.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; and Phil Nicotera, Provost, Health Education Center recommend approval.

bs1013103

October 18, 2010

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
9/27/2010	Belanger, Stephen G	Campus Security TS	Senior Security Officer
9/27/2010	Ellis, James R	Accounting DO	Senior Accountant
9/7/2010	Espino, Agustina	Custodial Services TS	Custodian I
9/27/2010	Francis, Robert B	Scholarships/Stu Fin Assist DO	Coach
9/27/2010	Kibler, Theresa	Instructional Computing SE	Web Programmer/Analyst
9/20/2010	Nugent, Willy A	Campus Security DO	Security Officer I
9/18/2010	Rivera-Suarez, Joseph	Custodial Services SPG	Custodian I
9/20/2010	Schneidenbach, Michele	Leepa/Rattner Museum - DO	Administrative Specialist II

HIRE Temporary/Supplemental			
Effect. Date	Name	Department/Location	Title
9/18/2010	Aguas, Jose S	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
9/9/2010	Baltrip, Timothy	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
9/17/2010	Belle Isle, Andrew Bayne	New Initiative Program - HC	OPS Career Level 4
9/13/2010	Benard, Jane E.	Education & Student Svcs DO	Other Professional- Temporary
9/4/2010	Berry, Nicholas	Athletics - DO	Lump sum -Spec.Proj.
9/20/2010	Cain, Christopher Lin	Letters SPG	OPS Career Level 4
9/30/2010	Capek, Catherine T	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
9/7/2010	Carter, Scott M.	Maintenance Services TS	OPS Maint/Trades Semi Skilled
9/13/2010	Clark, Lauren E	Facilities Plan & Inst Serv DO	OPS Career Level 2
9/18/2010	Culp, Bethany I.	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
9/18/2010	Day, Jeffrey B	Facilities Plan & Inst Svcs	OPS Career Level 3
9/4/2010	Dinamidis, Stephanie	Fine & Applied Arts CL	Student Assistant
9/4/2010	Dowdy, Jacob Bernard	District Library DO	Federal Work Study Student
9/20/2010	Garrido, Chris K	Provost SPG	OPS Career Level 2
9/4/2010	Germain, Michael A	District Library DO	Federal Work Study Student
9/4/2010	Gil, Gustavo Adolfo	Interpreter Training CL	Student Assistant
9/4/2010	Grinnell, Lynn Dean	Human Resources	Lump sum -Spec.Proj.
9/27/2010	Hampton, Michelle R	Counseling & Advisement SPG	OPS Career Level 2
9/18/2010	Johnson, James Thomas	Provost SPG	OPS Career Level 2
9/4/2010	Kanneh Jr, Moses Braima	Scholarships/Stu Fin Assist CL	Federal Work Study Student
9/4/2010	Knox, Jonathan Kendall	District Library DO	Federal Work Study Student
9/4/2010	Leon, Nicholas C	Provost SE	Student Assistant
9/18/2010	Long, Christopher D	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/18/2010	Medina, Anthony Jacob	Leepa/Rattner Museum - DO	Federal Work Study Student
9/4/2010	Moncada, Vanesa Kiomary	District Library DO	Federal Work Study Student
9/18/2010	Moore, Ruthie E.	BA Programs/UPC	OPS Career Level 5
9/4/2010	Moretti, Chris Michael	Library Science SE	Student Assistant

9/4/2010	Morrow, Leslie Tamara	Athletics - DO	Lump sum -Spec.Proj.
9/4/2010	Nash, Celeste A	District Library DO	Federal Work Study Student
9/18/2010	O'Dowd, Cecelia Messina	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
9/4/2010	Roark, Megan Ann	Athletics - DO	Lump sum -Spec.Proj.
9/10/2010	Robinson, Susan L.	Fine & Applied Arts SPG	Other Professional- Temporary
9/4/2010	Smolenskaya, Tatyana A	District Library DO	Federal Work Study Student
9/4/2010	Stenstrom, Sharon Delana	Scholarships/Stu Fin Assist CL	Federal Work Study Student
9/4/2010	Troanovitch, Nicole T	Interpreter Training CL	Federal Work Study Student
9/27/2010	Walton, Debbi Suzanne	Nursing HC	Other Professional- Temporary
9/13/2010	Wilkins, Jeffrey M	Education & Student Svcs DO	Other Professional- Temporary
9/20/2010	Will, Sarah C	Veterinary Technology HC	General Service/Maint. (unskil
9/4/2010	Wilmott, Leymis B	Fine & Applied Arts SPG	Other Professional- Temporary
9/4/2010	Wood, Erica L	District Library DO	Federal Work Study Student

REHIRE Temporary/Supplemental

Effect. Date	Name	Department/Location	Title
9/18/2010	Blanco, Richard R.	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/4/2010	Booth, Patrick D.	Athletics - DO	Lump sum -Spec.Proj.
9/30/2010	Borzewski, Lisa M.	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
9/18/2010	Brasser, Karrina L.	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/18/2010	Byers, Bradley A	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/18/2010	Byrd, William L.	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/20/2010	Cain, Christopher Lin	Letters SPG	OPS Career Level 4
9/4/2010	Carbart, George E.	Athletics - DO	Lump sum -Spec.Proj.
9/4/2010	Dukes, Tamica D	Athletics - DO	Lump sum -Spec.Proj.
9/8/2010	Foster, James A	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/4/2010	Girardi, Philip	Athletics - DO	Lump sum -Spec.Proj.
9/4/2010	Gurley, Nikki L.	Athletics - DO	Lump sum -Spec.Proj.
9/4/2010	Horsman, Vince S.	Athletics - DO	Lump sum -Spec.Proj.
9/18/2010	Jefferson Jr, Jerome Anthony	Athletics - DO	Federal Work Study Student
9/4/2010	Lemon, Jane Rayetta	Enrollment Management DO	Student Assistant
9/3/2010	Miles, David P.	Facilities Plan & Inst Svcs	OPS Technical Level 2
9/18/2010	Oduor, Beryl Akoth	Letters SPG	Student Assistant
9/9/2010	Pasto, Ronald L.	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
9/24/2010	Pelella, Timothy W.	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
9/4/2010	Prescott, Barbara	Fine & Applied Arts SPG	Other Professional- Temporary
9/24/2010	Roberts, Michael E.	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
9/4/2010	Robinson, Lisa M	Campus Security DO	OPS Career Level 2
9/24/2010	Rogers, Art	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
9/4/2010	Smith, Rosemary Lauren	Fine & Applied Arts SPG	Student Assistant
9/24/2010	Tapia, Richard	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
9/4/2010	Torres, Theresa Lynn	District Library DO	Student Assistant
9/24/2010	Walker, Richard T	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
9/4/2010	Wilson, Robert E	Athletics - DO	Lump sum -Spec.Proj.

TRANSFER/PROMOTION Budgeted

Effect. Date	Name	Department/Location	Title
9/18/2010	Cappleman, Tammy	Associate Provost HC	Generalist, MAP
9/4/2010	Chamberlain, Shannon Elisa	District Library DO	Senior Library Technician
9/4/2010	Hopkins, Jay C	Campus Security DO	Security Dispatcher
9/18/2010	Risberg, Chrissy	Business Technologies CL	Academic Department Chair
9/4/2010	Robinson, Diane J	Nursing HC	Nursing Skills Facilitator
9/18/2010	Westlund, Margo M.	Associate Provost HC	Senior Staff Assistant

TRAVEL OUTSIDE THE CONTINENTAL U.S.

Effect. Date	Name	Department/Location	Title
10/20-10/23/10	Bilirakis, Evelyn M.	Board of Trustees	Board Member
10/18-10/23/10	Burke, Kenneth P.	Board of Trustees	Board Member
10/20-10/23/10	Gibbons, Deveron M.	Board of Trustees	Board Member
10/20-10/23/10	Law, Jr., William D.	President	President

Travel to Toronto, Canada to attend the 2010 Association of Community College Trustees (ACCT) Annual Community College Leadership Congress. To acquire knowledge on issues facing community colleges and pertinent to service on the St. Petersburg College Board of Trustees and the ACCT Trust Fund Board.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Patty Curtin Jones, Vice President, Human Resources & Public Affairs; and the Cabinet members bringing the actions forward, recommend approval.

emg1015102

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Board of Trustees' Rules

Approval is sought for the following proposed changes to the Rules and Procedures Manual, which are being submitted for your consideration:

6Hx23-4.9111 Use of Computer Labs/Students Only The proposed changes will repeal this Rule, which is no longer needed. The use of computer labs is currently addressed in Board Rule 6Hx23-6.900 Information Technology Acceptable Use Policy.

6Hx23-5.171 Miscellaneous Charges The proposed revisions to the Rule will place the listed fees into a separate fee schedule document published in the online version of the College catalog.

6Hx23-6.900 Information Technology Acceptable Use Policy The proposed revisions to the Rule will clarify and add language regarding preserving and maintaining email and electronic records. The proposed revisions will also clarify that faculty and staff are to use their College email accounts when conducting College business.

Syd McKenzie, General Counsel, recommends approval.

Attachment

ps1011103

6Hx23-4.9111 USE OF COMPUTER LABS/STUDENTS ONLY

~~Computer laboratories on any campus, center or site are to be used only by students currently registered. The use is restricted to college-related educational matters.~~

Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64 (8), F.S.

History: Adopted: 10/20/93. Effective - 10/20/93; 10/18/10. Proposed Date to Be Repealed – 10/18/10. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-5.171 MISCELLANEOUS CHARGES

All miscellaneous charges shall be approved by the Board of Trustees. Unless otherwise designated, the effective date shall be prior to the starting date of registration for the term in which the fee is being assessed. A schedule of miscellaneous charges shall be updated immediately following Board action and published in the online version of the College catalog for reference by students and College staff.

The following miscellaneous charges apply for students, employees, and others who purchase the listed College services:

I. Pay-for-Print Charges

~~(This section does not apply to contracted vendor set fees.)~~

~~Black and white printing, per page _____ \$.10~~

~~Black and white printing, duplexing per sheet _____ \$.15~~

~~Color printing, per page _____ \$.50~~

~~Color printing, duplexing per sheet _____ \$.85~~

II. Duplication of Public and Student Records, per page with a charge of _____

~~_____ \$.15~~

~~(Additional charges may be made for unusual, extensive, certified, or other requests as authorized by Florida Statutes 119.07.) No sales tax on this.~~

- III. a. Dishonored Check Charge \$25.00
- b. Credit Card Charge Back \$25.00

IV. Duplication of Employee's Personal Material by Employee, per page ~~(Board Rule 6Hx23-5.28)~~ _____ \$.10

V. Unclaimed Check Fee _____ Amount of check or \$25.00 (whichever is less)

VI. Lost Keys ~~—each~~ \$1.00

VII. Rekeying Lockset ~~—each~~ \$12.00

VIII. Learning Resource Center Fines and Assessments (See Board Rule 6Hx23-3.05)

IX. Library Borrower's Card for Nonstudents and Nonstaff (Board Rule 6Hx23-3.05) \$15.00

- X. Student Traffic and Parking Control ~~(See Board Rule 6Hx23-4.34)~~
- XI. Dental Hygiene (Teeth Cleaning Charges, including optional bite-wing x-rays)
 - ~~Adults and children~~ _____ \$30.00
- XII. Dental Hygiene - full-mouth x-ray, each _____ \$15.00
- XIII. Withholding of child support payments from employee's salary - initial withholding \$5.00
 - each additional withholding \$2.00
- XIV. Charge for testing of non-SPC students, per test (e.g. correspondence, on-line or distance courses) \$20.00
- XV. "Stop Payment" of college payroll check \$7.50
- XVI. Reissue W-2 Forms Fee \$5.00
- XVII. Physical Therapy
 - ~~Patient Evaluation~~ _____ \$10.00
 - ~~Patient Treatment Session~~ _____ \$7.00
- XVIII. CLEP Testing Fee (waived for Bright Futures*) \$15.00
 - *Bright Futures includes Florida Merit and Florida Academic Scholars
- XIX. Collection Costs on Delinquent Accounts

~~Students will be assessed a collection amount equal to that which is payable to the collection agency if said account is turned over to the collection agency.~~

Specific Authority: 1001.64(2) & (4), F.S.
 Law Implemented: 1001.64(2) & (4), 1001.64(10), 1009.22, 1009.23, 1009.25, 1009.26, 1009.26(7), 1009.27, 1011.83, F.S.; Rules 6A-14.047, 6A-14.0261, 6A-14.054, F.A.C.

History: ...Filed – 9/15/09. Effective – 9/15/09; 10/18/10. Proposed Date To Be Filed – 10/18/10. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-6.900 INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

I. Intent

The Board of Trustees shall allow and restrict use of information technology as outlined in the following sections labeled Acceptable Use and Prohibited Use. In cases requiring authorization or approval as required herein, such approval will come from the cabinet member in charge of the area requesting such authorization or approval and the vice president for Information Technology, or their appointed designees.

II. Scope

The scope of this policy includes all students, employees, visitors, contractors, consultants, etc. using information technology resources at St. Petersburg College. Inappropriate use exposes St. Petersburg College to risks including virus attacks, compromise of network systems and services, and potential legal issues.

III. General

While St. Petersburg College's network administration desires to provide a reasonable level of privacy, users should be aware that the College reserves the right to restrict access and protect its systems from misuse or damage.

IV. Acceptable Use

- A. Information technology use that supports and enables the effective and efficient completion of job description duties and assigned tasks is acceptable.
- B. Information technology use by faculty (and students under the direction of faculty) that contributes to scholarly research and academic work within the boundaries of the approved curriculum is acceptable.
- C. Occasional and infrequent personal use by employees that does not interfere with job duties, supersede work responsibilities, or add additional costs to the College is acceptable. The cost to the employee per page for printing shall be the same as the cost per page for a photocopy as set forth in Board of Trustees' Rules 6Hx23-5.171 and 6Hx23-5.28.
- D. Occasional and infrequent personal use by students that does not interfere with teaching or add additional costs to the College is acceptable. The cost to the student per page for

printing shall be the same as the cost per page for a photocopy as set forth in Board of Trustees' Rule 6Hx23-5.171.

E. All electronic records created, transmitted or received in connection with the transaction of College business are considered public records. Email correspondence, as well as other electronic documents, messages or records, must be preserved and maintained to the extent possible and in accordance with applicable state law, and these Board of Trustees' Rules and Procedures. Faculty and staff are required to utilize their College email account (including, where appropriate, their ANGEL/LMS account) when transmitting and receiving electronic correspondence in the course of conducting work related to the College. It should be noted, however, that the use of personal email accounts or other non-college accounts to communicate College related business is subject to disclosure pursuant to the Florida Public Record Act. (Chapter 119, Fla. Stats.)

V. Prohibited Use

- A. Use of College information technology at any time, or use of personal non-College owned technology while connected to the College network, to break any international, federal, state or local law (or to aid in any crime) is prohibited.
- B. Use of College information technology for creation, storage, display or transmission for a profit-oriented, commercial, political, or business purpose is prohibited.
- C. Consistent with the College's sexual harassment policy, creating, viewing, storing, transmitting or publicly displaying pornographic (as defined by the U.S. Supreme Court), obscene, defaming, slanderous, harassing, or offensive data (including sound, video, text, and graphics data) is prohibited.
- D. Circumventing established College software security procedures or obtaining information system access and passwords to which one is not entitled is prohibited.
- E. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not licensed for use by St. Petersburg College is prohibited.

- F. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.) is prohibited.
- G. Revealing your account password to others or allowing use of your account by others is prohibited.
- H. Effecting security breaches or disruptions of network communication is prohibited. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
- I. Port scanning or security scanning is expressly prohibited unless prior notification to Information Systems – networks department is made.
- J. Unauthorized alteration, modification, or removal of College hardware security systems is prohibited.
- K. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam) is prohibited.
- L. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type is prohibited.
- M. Unauthorized use, or forging, of email header information is prohibited.
- N. Unauthorized access, alteration, or destruction of another employee's data, programs, or electronic mail is prohibited.
- O. Connecting or installing unauthorized personal or non-College owned information technology hardware or software to the College network without prior approval is prohibited.
- P. Installing non-College owned software without prior approval and documented proof of legal licensure is prohibited.

VI. Notification and Acceptance

- A. Electronic banners will be implemented wherever possible as a means of communicating the Information Technology

Acceptable Use Policy Rule 6Hx23-6.900 to students, faculty and staff.

- B. Printed posters and other means of notification of the Information Technology Acceptable Use Policy Rule 6Hx23-6.900 will also be posted in common areas, computer labs and information commons where possible.
- C. Student handbooks shall include information regarding the College's Information Systems rules and procedures including the Information Technology Acceptable Use Policy Rule 6Hx23-6.900.
- D. Faculty and staff are required to participate in a security awareness training class or video streamed presentation. This shall be done at least once during employment or at time of employee orientation.
- E. Faculty and staff are required to sign an acceptance waiver acknowledging his/her understanding of the Information Technology Acceptable Use Policy Rule 6Hx23-6.900 and other applicable Information Technology security rules and procedures.

VII. Inspection

- A. The Board reserves the right to review and inspect all data and materials on any computer, server, network or other information systems furnished by the College to any student or employee.
- B. St. Petersburg College reserves the right to audit or monitor networks and systems on a periodic basis to ensure compliance with this policy.
- C. For equipment not furnished by the College, permission to inspect must be granted by the owner, unless otherwise provided by law. In the event of suspected criminal activity local, state or federal law enforcement will be notified.

VIII. Consequences of Unacceptable Use

- A. Unacceptable use may result in the revocation of access to College information technology.
- B. Employees and students who violate this Rule shall be subject to discipline from reprimand to dismissal. The following disciplinary procedures shall apply:

1. Career Service Employees

Career service employees may be subject to disciplinary action as provided in the ~~Career Service Manual~~, Board of Trustees' Rules relating to career service employees and ~~Section 120.57 of the Florida Statutes~~.

2. Administrative Staff and Faculty Members

Administrative staff and faculty members may be subject to disciplinary action as provided in the rules of the Department of Education, Florida Administrative Code and Board Procedure P6Hx23-2.2012.

3. Students

Students may be subject to discipline as provided in Board of Trustees' Rules 6Hx23-4.33 and 6Hx23-4.35.

C. Remedial or disciplinary action will depend upon the nature of the incident(s).


Specific Authority: 1001.64 (2) & (4), F.S.

Law Implemented: 1001.64 (2), (4), (8), (18), & (45); 1006.60, F.S.

History: Adopted - 3/15/94. Effective - 3/15/94; 3/16/99. Filed - 3/16/99. Effective - April 1, 1999; 6/17/08. Filed 6/17/08. Effective - 6/17/08; 10/18/10. Proposed Date To Be Filed – 10/18/10. Proposed Date To Become Effective – Upon Board Approval.

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Report on Purpose Statements of Direct-Support Organizations

The Board of Trustees, at its April 1985 meeting, requested that each direct-support organization of St. Petersburg College furnish an annual statement of purpose.

Purpose statements are attached for the following direct-support organizations:

St. Petersburg College Alumni Association, Incorporated
St. Petersburg College Foundation, Incorporated
St. Petersburg College Leepa-Rattner Museum of Art, Incorporated

Currently, trustee liaisons serving on the direct-support organization boards are as follows: Ken Burke, Alumni Association; W. Richard Johnston, Foundation; and Evelyn Bilirakis, Leepa-Rattner Museum of Art.

Approval is sought to reaffirm the Board's certification that the operation, mission and goals of these direct-support organizations are consistent with the goals of the College and in the best interest of the state.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Theresa Furnas, Associate Vice President, Financial & Business Services; and Lynn Whitelaw, Director, Leepa-Rattner Museum of Art, Inc., recommend approval.

Attachments

tkf0927101



Alumni Association, Inc.

Serving alumni, the community and the college

To: Board of Trustees

From: Tiffany Stallard, Associate Director, SPC Alumni Association, Inc. *JS*

Re: Mission Statement of the St. Petersburg College Alumni Association, Inc.

Date: October 18, 2010

The purposes of the Association shall be:


- 1) To provide a vehicle through which alumni of the college can maintain both the friendships and ties with the institution which were developed during their college days.
- 2) To actively promote the advancement of St. Petersburg College in the community through the activities of the Association.
- 3) To maintain a communications link between the college and its alumni.
- 4) To provide a channel through which alumni can support the college financially.
- 5) To enable alumni to demonstrate their loyalty to the college in constructive and productive ways that will support the institution's missions and goals.
- 6) To recognize outstanding student achievement, as well as outstanding alumni accomplishments.

St. Petersburg College Foundation, Inc.

Mailing Address • P. O. Box 13489 • St. Petersburg, FL 33733
727-341-3302 • Fax: 727-341-3123 • spcfdn@spcollege.edu

MEMORANDUM

TO: Board of Trustees

FROM: Janice C. Buchanan, Ph.D., Interim Executive Director 

DATE: October 18, 2010

RE: SPC Foundation, Inc.

The purpose of the St. Petersburg College Foundation, Inc. is derived directly from the Articles of Incorporation. The St. Petersburg College Foundation, Inc. is a corporation formed for scientific, educational and charitable purposes under the provisions of Chapter 617 of the Florida Statutes and, for these purposes, adopted Articles of Incorporation.

Article II of the Articles of Incorporation states that the general nature of the object of the Foundation is to provide charitable and educational aid in the form of money and other forms of property and services to the Board of Trustees of St. Petersburg College, Florida, its successors and assigns, and persons, associations and corporations associated therewith; to promote education and other related activities of the said College; and to encourage research, learning and dissemination of information in which the said College is engaged.

The Board of Directors of St. Petersburg College Foundation, Inc. is very proud of St. Petersburg College and appreciates the opportunity to help enable the college more effectively to carry out its mission in serving the citizens of the Suncoast of Florida.

JCB:etq

MEMORANDUM

TO: Board of Trustees

FROM: R. Lynn Whitelaw, Director *RLW*

DATE: October 18, 2010

RE: The Leepa-Rattner Museum of Art, Inc.


The purpose of The Leepa-Rattner Museum of Art, Inc. is derived directly from the Articles of Incorporation. The Leepa-Rattner Museum of Art, Inc. is a corporation formed for cultural, educational and charitable purposes under the provisions of Chapter 617 of the Florida Statutes, and for these purposes adopted Articles of Incorporation.

Article IV of the Articles of Incorporation state that the general purposes for which this corporation is organized are to provide educational, cultural and charitable purposes within the meaning of the section 501(c)3 Internal Revenue Code (as amended) including more specifically, the following:

- A. Serve as the St. Petersburg College's Art Museum Direct Support Organization.
- B. To promote cultural and educational excellence by collecting, preserving and displaying works of art of artistic merit that reflect or support the aesthetic concerns of Abraham Rattner, Allen Leepa and other artists.
- C. To provide a facility for teaching, exhibiting and promoting of all aspects of the art spectra for the benefit of St. Petersburg College and the general public.
- D. Such other purposes as may be determined from time to time to be in the furtherance of the general purposes stated hereinabove.

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Audits of Direct-Support Organizations and Other Statutory Requirements April 1, 2009 through March 31, 2010

In accordance with Section 1004.70, Florida Statutes, the audits of the following direct-support organizations are submitted for your approval:

St. Petersburg College Alumni Association, Incorporated
St. Petersburg College Foundation, Incorporated
St. Petersburg College Leepa-Rattner Museum of Art, Incorporated

Each of the above St. Petersburg College direct-support organizations are in compliance with the Board of Trustees Rule 6Hx23-1.33 that states they shall make provisions for an annual audit of their financial accounts, to be conducted by an independent certified public accountant. The annual audit report shall be submitted to the Auditor General and the Board of Trustees for review.

Each auditor's report expressed an unqualified opinion on the financial statements, with no material weakness, no reportable conditions and no instances of noncompliance.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Theresa Furnas, Associate Vice President, Financial & Business Services; and Lynn Whitelaw, Director, SPC Leepa-Rattner Museum of Art, Inc., recommend approval.

Attachments

tkf0927101



Alumni Association, Inc.

Serving alumni, the community and the college

October 18, 2010

President William D. Law, Jr.
St. Petersburg College
PO Box 13489
St. Petersburg, FL 33733

Dear President Law,

This is to certify to you and the Board of Trustees that the St. Petersburg College Alumni Association, Inc. is in full compliance with Florida Statute 1004.70 and Board of Trustees Rule 6Hxx23-1.33.

If you need further information regarding this matter, please let me know.

Sincerely,

Tiffany Stallard
Associate Director
St. Petersburg College Alumni Association, Inc.

St. Petersburg College Foundation, Inc.

Mailing Address • P. O. Box 13489 • St. Petersburg, FL 33733
727-341-3302 • Fax: 727-341-3123 • spcfdn@spcollege.edu

October 18, 2010

William D. Law, Jr., Ph.D.
President
St. Petersburg College
P.O. Box 13489
St. Petersburg, FL 33733

Dear President Law:

This letter is to certify to you and the Board of Trustees that St. Petersburg College Foundation, Inc., certified as a community college direct-support organization, is in full compliance with S1004.70, Florida Statutes.

This information is provided as required by the Board of Trustees Rule 6Hx23-1.33.

Sincerely,



Janice C. Buchanan, Ph.D.
Interim Executive Director

JCB:eq



October 18, 2010

President William Law
St. Petersburg College
P.O. Box 13489
St. Petersburg, FL 33733

Dear President Law:

This letter is to certify to you and the Board of Trustees that The Leepa-Rattner Museum of Art, Inc., certified as a community college direct-support organization, is in full compliance with S1004.70, Florida Statutes.

This information is provided as required by the Board of Trustees Rule 6Hx23-1.33.

Sincerely,

A handwritten signature in cursive script that reads "R. Lynn Whitelaw".

R. Lynn Whitelaw.
Director

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Direct-Support Organization (DSO) Collaboration between SPC Foundation, Inc. and SPC Alumni Association, Inc. – Values & Visions

Approval is sought for a transaction whereby the SPC Foundation will sponsor a Values & Visions luncheon for the SPC Alumni Association on November 18, 2010 at 12 noon. This luncheon will provide Alumni Association members an opportunity to meet President Law and learn about his vision for the future of St. Petersburg College. Dr. Psalms Mack will also speak and give an update on the current efforts of the Alumni Association. Follow-up will be done with attendees regarding giving opportunities.


Janice Chapin Buchanan, Ph.D., Interim Executive Director of the SPC Foundation, Inc. and the SPC Alumni Association, Inc. & Coordinator for Development and Grants, Leepa-Rattner Museum of Art, Inc., recommends approval.

ts0930101

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Direct-Support Organization (DSO) Collaboration between SPC Foundation, Inc. and the Leepa-Rattner Museum of Art, Inc. (LRMA) – Artwork Holdings

Approval is sought for:

1. A transaction whereby the SPC Foundation, Inc. will transfer the majority of the works of art (with the exception of outdoor sculptures and installation pieces) from the Gulf Coast Museum of Art Collection to the Leepa-Rattner Museum of Art, Inc. for the purpose of accessioning said works into the holdings of the Museum. As with the Rattner-Leepa-Gentle Collection, the Gulf Coast Museum of Art Collection will remain owned and insured by the SPC Foundation, Inc.; and
2. A transaction whereby the SPC Foundation, Inc. will transfer all prints accessioned from the Canadian Print Collection to the holdings of the Leepa-Rattner Museum of Art, Inc., and to be insured by the Museum. All the remaining prints from the Canadian Print Collection will be included in the Foundation's holdings for additional use by the College as the Foundation deems appropriate.

Janice Chapin Buchanan, Ph.D., Interim Executive Director of the SPC Foundation, Inc. and the SPC Alumni Association, Inc. & Coordinator for Development and Grants, Leepa-Rattner Museum of Art, Inc., and R. Lynn Whitelaw, Director, Leepa-Rattner Museum of Art, Inc., recommend approval.

Jb1006102

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Financial Reports for FY10-11 September 1 – September 30

Attached for information are the financial reports for FY10-11 September 1-September 30 time period. These reports have been expanded to include a budget to actual expense analysis.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, and Jamelle Conner, Associate Vice President, Institutional Research, Planning, Budget and Compliance, recommend approval.

Attachment

dsd1018101

Board of Trustees Financial Report

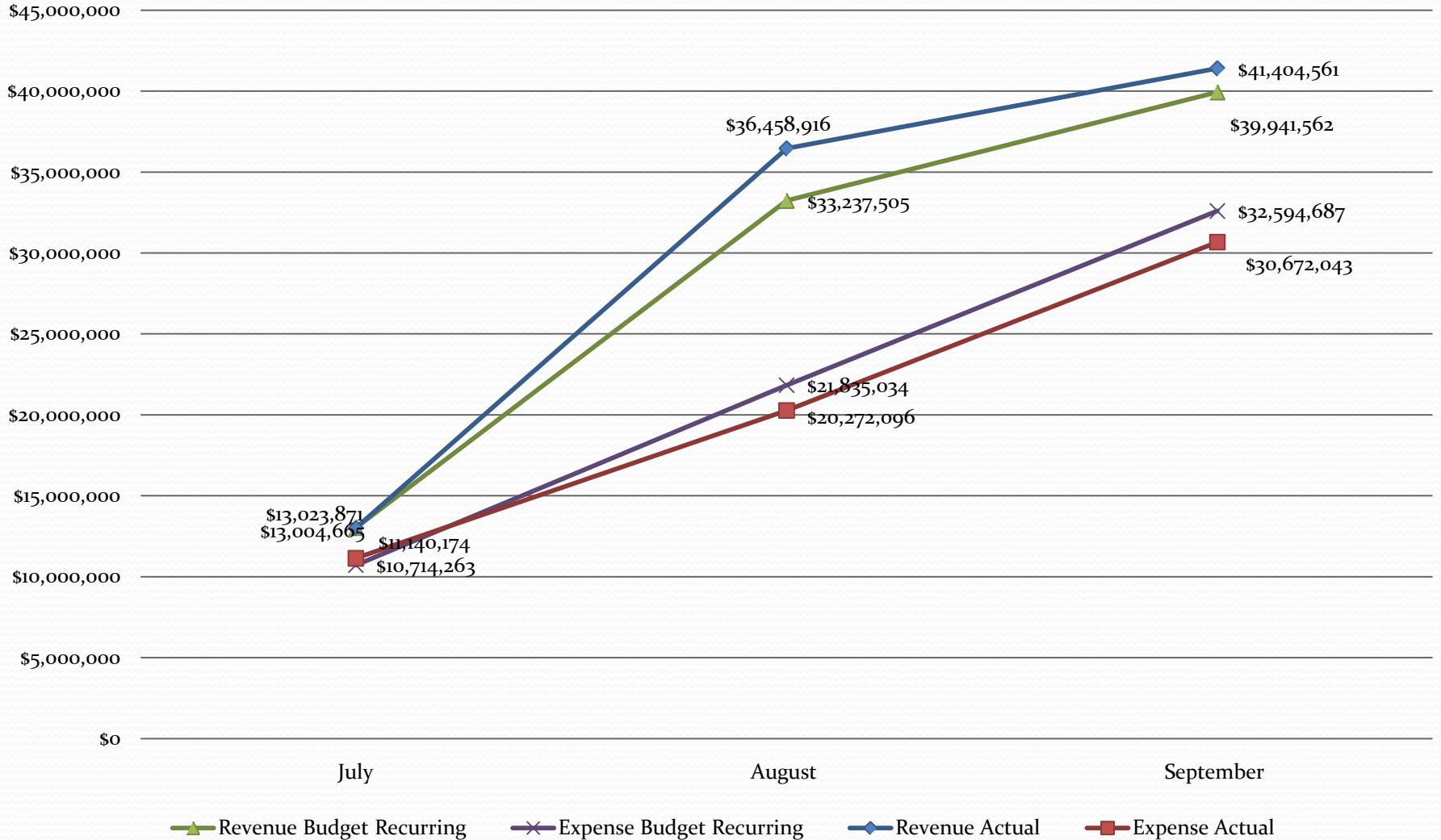
October 2010

ST. PETERSBURG COLLEGE

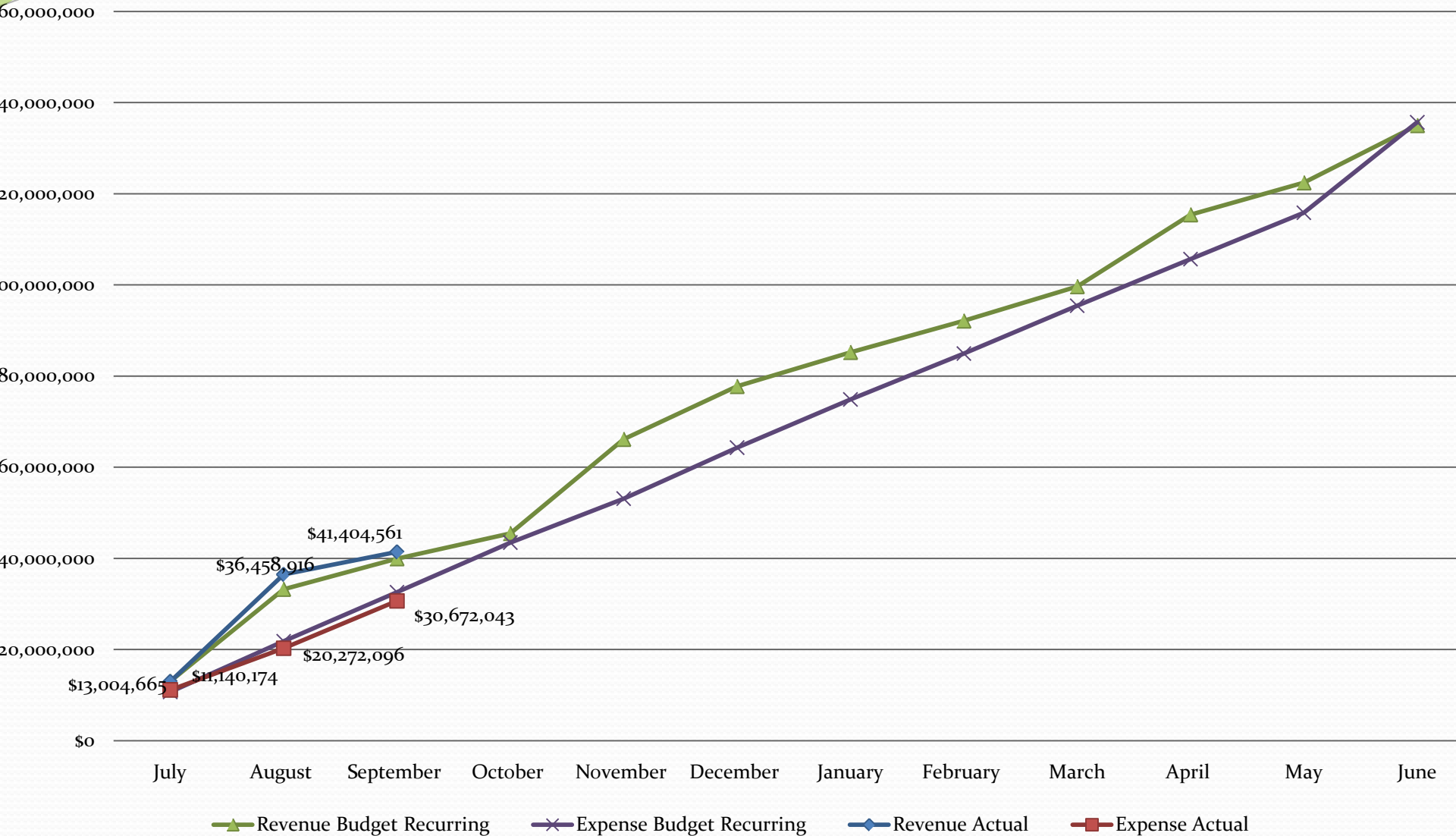
FY2010-2011 FUND 10 AND 12 BUDGET TO ACTUAL REPORTING: July 1 - September 30

Revenue				FY10-11 Budget	FY10-11 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance
	FY09-10 Budget	FY09-10 YTD Actual	% To Budget					
Revenue								
Student Tuition & Out-of-State Fees	\$ 44,157,443	\$ 20,133,939	45.6%	\$ 55,235,961	\$ 23,884,581	43.2%		\$ 3,750,641
State Appropriation - CCPF	\$ 47,727,373	\$ 12,062,447	25.3%	\$ 55,674,039	\$ 13,994,066	25.1%		\$ 1,931,619
Federal Stabilization Funds	\$ 5,097,571	\$ -	0.0%	\$ 5,180,294	\$ -	0.0%		\$ -
State Appropriation - Lottery	\$ 6,777,857	\$ -	0.0%	\$ 7,279,093	\$ -	0.0%		\$ -
Operating Cost for New Facilities	\$ 315,104	\$ -	0.0%	\$ 78,354	\$ -	0.0%		\$ -
State Appropriation - Bacc Program Fund	\$ 5,572,901	\$ 1,393,034	25.0%					\$ (1,393,034)
Distance Learning Fee	\$ 2,180,968	\$ 1,319,101	60.5%	\$ 3,026,400	\$ 1,184,897	39.2%		\$ (134,203)
Technology Fee	\$ 1,952,264	\$ 987,373	50.6%	\$ 2,475,440	\$ 1,171,767	47.3%		\$ 184,394
Other Revenues	\$ 4,351,831	\$ 687,574	15.8%	\$ 3,911,923	\$ 653,432	16.7%		\$ (34,142)
Other Student Fees	\$ 1,801,634	\$ 474,042	26.3%	\$ 1,821,439	\$ 515,468	28.3%		\$ 41,427
Fund Transfers In	\$ 1,029,753	\$ 5,166	0.5%	\$ 2,344,940	\$ 350	0.0%		\$ (4,816)
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0.0%	\$ 3,150,500	\$ -	0.0%		\$ -
Total Revenues - Fund 10 and 12	\$ 123,115,199	\$ 37,062,676	30.1%	\$ 140,178,383	\$ 41,404,561	29.5%	28%	\$ 4,341,885
Operating Costs								
Personnel & Benefits								
Instructional	\$ 33,021,800	\$ 7,567,359	22.9%	\$ 37,533,133	\$ 7,858,391	20.9%		\$ 291,033
Administrative	\$ 16,001,726	\$ 4,630,673	28.9%	\$ 17,907,721	\$ 5,240,606	29.3%		\$ 609,933
Career (Non-Instructional)	\$ 19,736,243	\$ 4,446,677	22.5%	\$ 21,832,241	\$ 4,702,898	21.5%		\$ 256,222
OPS and Overtime	\$ 1,656,228	\$ 420,490	25.4%	\$ 1,925,498	\$ 501,885	26.1%		\$ 81,395
Student Assistants	\$ 500,000	\$ 70,584	14.1%	\$ 500,000	\$ 79,873	16.0%		\$ 9,289
Personnel Benefits	\$ 21,969,320	\$ 5,279,191	24.0%	\$ 23,073,659	\$ 5,584,031	24.2%		\$ 304,840
Total Personnel & Benefits	\$ 92,885,317	\$ 22,414,973	24.1%	\$ 102,772,253	\$ 23,967,685	23.3%	24%	\$ 1,552,713
Current Expense								
Travel	\$ 515,721	\$ 52,903	10.3%	\$ 472,606	\$ 69,887	14.8%		\$ 16,984
Repairs & Maintenance	\$ 960,477	\$ 355,288	37.0%	\$ 948,643	\$ 247,495	26.1%		\$ (107,793)
Rentals/Leases	\$ 209,071	\$ 55,186	26.4%	\$ 397,153	\$ 88,411	22.3%		\$ 33,224
Insurance (Non-Health)	\$ 2,028,175	\$ 1,280,008	63.1%	\$ 2,025,147	\$ 1,238,841	61.2%		\$ (41,166)
Utilities	\$ 6,000,000	\$ 1,570,249	26.2%	\$ 6,401,500	\$ 1,563,558	24.4%		\$ (6,691)
Services and Fees	\$ 3,517,797	\$ 516,397	14.7%	\$ 4,066,634	\$ 735,979	18.1%		\$ 219,582
Scholarships/Fee Waivers	\$ 497,730	\$ 270,802	54.4%	\$ 1,110,895	\$ 119,097	10.7%		\$ (151,705)
Materials and Supplies	\$ 5,414,467	\$ 970,928	17.9%	\$ 5,595,954	\$ 987,592	17.6%		\$ 16,664
Tech Expense/Licensing	\$ 1,755,000	\$ 552,368	31.5%	\$ 1,956,061	\$ 656,930	33.6%		\$ 104,562
Other Current Expense	\$ 5,591,182	\$ 17,319	0.3%	\$ 6,767,625	\$ 54,543	0.8%		\$ 37,224
Total Current Expense	\$ 26,489,620	\$ 5,641,448	21.3%	\$ 29,742,218	\$ 5,762,333	19.4%	21%	\$ 120,885
Capital Spending								
Computer Refresh Leases	\$ 1,778,959	\$ 491,703	27.6%	\$ 2,126,836	\$ 564,724	26.6%		\$ 73,020
Capital Purchases- Non-Recurring	\$ 1,932,522	\$ 108,149	5.6%	\$ 1,024,978	\$ 377,302	36.8%		\$ 269,153
Debt Service - Construction Obligations	\$ -	\$ -		\$ 4,500,000	\$ -	0.0%		\$ -
Total Capital Spending	\$ 3,711,481	\$ 599,852	16.2%	\$ 7,651,814	\$ 942,025	12.3%	4%	\$ 342,173
Total Operating Costs - Fund 10 and 12	\$ 123,086,418	\$ 28,656,272	23.3%	\$ 140,166,285	\$ 30,672,044	21.9%	23%	\$ 2,015,771
Total Remaining Funds (Surplus/Deficit)	\$ 28,781	\$ 8,406,404		\$ 12,098	\$ 10,732,517			\$ 2,326,113

FY10-11 Monthly YTD Revenue and Expense Compared to Recurring Budget Trend



FY10-11 Monthly Revenue and Expense Recurring Version



**Year over Year Actual
Revenue/Expense Variance Analysis:
Revenues**

State Government funding increased annually by 4.4% (not including stimulus funding).
Student Fees increased year over year due to the tuition increase and enrollment growth.
Other Revenue decreased year over year primarily due to Misc Revenue (\$63k).
Fund Transfers In has a small decrease due to a \$5k Non-Mandatory Transfer In from Unrestricted Funds that occurred in July of last year but not again this year.

Expenses


Personnel expenses increased 6.93% primarily due to the net effect of the following: three pay periods in July this year vs two last year, the impact of the 4.5% pay increase for six pay periods so far this year vs the one-time 2% payout given in July last year, and new positions added this year.
Current Expenses primarily increased due to Consultant Fees (\$156k) and Computer Leases (\$71k).
Capital expenses primarily increased due to an increase in computer equipment (\$117k) and furniture and equipment (\$152k).



Questions?

October 18, 2010

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: St. Petersburg College Institute for Strategic Policy Solutions

This item requests the Board's support for the formal creation of the St. Petersburg College Institute for Strategic Policy Solutions.

At last month's meeting, I provided a draft white paper outlining the mission, program plan, and proposed activities; that document has been circulated widely through the College and with other interested parties. All responses have been most favorable.

Last month's memo contained the key description of our work:

With the start of the baccalaureate program and forum series, and encouragement from Congressman Young's office, the College seeks to move forward with the formal designation and program plan for the Institute. This abstract ties the Institute's mission squarely with the mission of the College, with a clear focus on world-class academic programs, civic engagement and community outreach, which have always been the hallmarks of SPC. We are particularly excited about ways the Institute will engage our students, and those in Pinellas K-12 institutions, in understanding and involvement in all levels of government.

As promised, the complete program plan document is attached to this memorandum for your consideration. Provost Jim Olliver and Vice President Dennis Jones have been the College's leaders in this initiative. We were fortunate to be able to retain the services of Mr. David Klement, a former member of the Florida Public Service Commission and the former director of a similar institute in Manatee County, to provide the ongoing development of the Institute's plan. All are available to respond to your questions.

This initiative is funded through a special grant received by the College for this purpose. Its creation has no impact on the College's operating budget. I am pleased to present this item for your favorable consideration.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; and James Olliver, Provost, Seminole Campus/eCampus, recommend approval.

Attachment
mb1013101

PROPOSAL FOR A POLICY INSTITUTE
at
ST. PETERSBURG COLLEGE

(working title)
INSTITUTE FOR STRATEGIC POLICY SOLUTIONS



Prepared by: DAVID E. KLEMENT
Oct. 1, 2010

ABSTRACT

As the first decade of the 21st Century turns, it seems there is crisis and uncertainty wherever one looks:

- A massive oil spill from a well blow-out in the deep Gulf of Mexico poses a serious threat to Florida's economy as oil devastated Panhandle beaches, fisheries, tourism and marine ecology and impacted the entire Gulf coastline.
- The worst recession since the Great Depression has destroyed jobs, businesses, homes and families.
- International terrorism has put America into two extended wars and a constant state of fear.
- Technology advances in quantum leaps, turning entire industries upside down and leaving existing systems obsolete.

In such a time of uncertainty, people look to their elected leaders for answers. But today many don't trust their leaders. Political partisanship has created a climate of rancor unseen in modern times. At the national and state level, gaining and holding on to power subsumes government's mission of developing sound public policy. Local government is hamstrung by shifting of governance responsibility and dwindling revenues as property values decline.

Thus this is a propitious time to launch an academic center dedicated to helping people deal with the uncertainty around them. Such a center would draw on the existing academic resources at St. Petersburg College as well as the civic and business community of Pinellas County, the Tampa Bay region, the state of Florida and beyond to provide guidance and seek solutions to the vexing problems in 21st Century society. As envisioned in the founding documents:

“The proposed Government Institute provides an opportunity to support a broad array of research, training, educational and policy analysis and support activities at the local, state, regional and national levels. The Institute would be a 21st century organization, leveraging technology effectively and remaining agile and ahead of, or at least abreast of, current public policy issues, allowing the Institute to become a major participant in public policy debate.”

In short, it would be a community resource that addresses real-world problems in a systematic, strategic way, providing leadership to address the needs of the community served by St. Petersburg College while better preparing its students for careers in a global marketplace and building upon SPC's already well-established reputation as a source of innovation, academic excellence and community involvement. The chapters that follow will provide background on policy institutes in general and specific recommendations for the mission, budget and timeline for the proposed institute at St. Petersburg College.

Background

In 2007, the Florida Legislature allocated \$7.5 million to establish a public policy institute at St. Petersburg College, also referred to at the time as a “government institute.” The need for such an institute had for some time been recognized by the college administration. That vision coincided with the long-time dream of veteran St. Petersburg Congressman C. W. “Bill” Young for a “think-tank” on the Seminole campus, where his local office is located. Rep. Young and Sen. Dennis L. Jones were instrumental in securing the funding to establish the center. For a number of reasons – not least of which has been the need to focus on the exploding growth of SPC – the policy center has not advanced beyond some initial planning done by Political Science/Government Professor Earl Fratus. Now, in Fall of 2010, under the presidency of Dr. William D. Law Jr., it may be time to make the dream a reality.

As noted in the **Abstract**, the confluence of several factors makes this a fortuitous time to launch the institute:

- The massive oil spill that threatened Florida’s economy put public officials and the public in general into a virtual panic. The three-part series begun in July as a pilot project of the institute provided welcome assurance and answers. Additionally, it serves as a model for the way SPC could address future crises and fulfills the vision of an institute that is “agile and ahead of, or at least abreast of, current public policy issues.”
- Similarly, the current recession, which has destroyed jobs, businesses, homes and entire industries, has leaders dueling along partisan lines while the unemployment rate stalls in double digits and the public grows increasingly insecure and angry. A policy institute tapping into SPC’s faculty and technology expertise could bring those parties together to seek solutions and promote citizen participation in government decision-making.
- International terrorism has changed the way America views the world – and vice versa. A policy institute can provide workshops that add to citizens’ understanding of national and international issues while promoting cultural understanding through student exchange programs.
- Technology changes so rapidly that many businesses and individuals are falling behind in their ability to appeal to or progress in the marketplace. SPC has the resources to help its constituency stay abreast of technology, thus promoting a healthy economy and a well-trained workforce.
- And last but not least, St. Petersburg College in the fall of 2010 launched a new baccalaureate degree program in Public Policy and Administration. The institute represents a valuable supplement to this academic program, a bridge between classroom theory and real-world policy-making.

Because government is failing to inspire the trust of so many citizens, a policy institute grounded in academic excellence and an objective approach offers a new form of

leadership for these times, a trusted source of thinking amid the clamor of the highly politicized information marketplace. Such a center would draw on the existing academic resources of SPC as well as those of collaborating institutions of higher education and the business community of Pinellas County, the Tampa Bay region and beyond to provide guidance and seek solutions to the vexing problems of today. The purpose of this report is to provide a realistic, detailed plan for launching the institute and establishing its initial direction. It is based on research done by Dr. Earl Fratus, extensive interviews with key stakeholders, a survey of relevant academic research on the topic, and the author's personal experience as director of a policy institute at USF Sarasota-Manatee. It is not intended to be the final word on the proposed institute, only a set of recommendations based on best available knowledge for the Board of Trustees and Administration to consider.

The goal is to provide a framework for an institute that will be a community resource to address real-world problems in a systematic, strategic way, providing solutions that meet the needs of the community served by St. Petersburg College and the world beyond Pinellas County. Five overarching objectives will be recommended for its primary focus. But it should be emphasized that the institute must remain nimble enough to address the strategic crisis of the moment, such as the Gulf oil spill, even as it attempts to resolve such knotty challenges as economic diversification, government efficiency, or renewable energy. This is a challenge that the St. Petersburg College institute is well-equipped to meet, with the college's already existing human and technology resources as well as the fortuity of a substantial endowment to facilitate its launch.

Think Tank Background

In considering establishment of a policy institute at St. Petersburg College, it helps to understand the background of such organizations. Institutes devoted to research and analyses of public policy have been part of the American academic and political structure for only about a century. Most scholars trace their origin to the Progressive Era shortly after the turn of the 20th Century, when corporate philanthropy was ascendant. Between 1900 and 1930, a number of corporate philanthropists decided to invest some of their vast wealth in promoting the public good, forming foundations that endure today. One such use on which this foundation activity focused was establishment of institutes dedicated to offering non-partisan policy and military advice to the U.S. government. The handful of institutions that emerged from this era include those that today are virtual household names, such as the Carnegie Endowment for International Peace, the Brookings Institution, Hoover Institution on War, Revolution and Peace, Twentieth Century Fund/Century Foundation, and the National Bureau of Economic Research, and Council on Foreign Relations.

The modern label for such institutions is "think tank," but that term wasn't coined until much later. In the early days they were known only by the name of the parent institution. During World War II, scientists, military and political leaders often met with these institutes' top strategists in highly secure rooms, which became known as "brain boxes," after the slang term for the skull. The phrase "think tank" gained favor in the

1950s as a slang way to categorize various types of organizations engaged in policy analysis. (Donald E. Abelson, "Do Think Tanks Matter? Assessing the Impact of Public Policy Institutes," Second Edition, P. 8). Today the term is generally applied to all institutes involved in public policy research, analysis and debate.

Between 1930 and the end of the Second World War, the number of think tanks exploded, from just 31 in 1930 to 98 by the end of the 1950s. Each succeeding decade since has seen a quantum leap in the number of such institutions: 161 at the end of the '60s, 324 by the end of the '70s, over 600 by 1990, and 940 by the end of the year 2000. Since the beginning of the 20th Century the industry has continued to grow, though at a somewhat slower pace, with the number of think tanks in the U.S. today put at 1,736. (James G. McGann, "Think Tanks and Policy Advice in the United States," Routledge Research in American Politics, 2007). According to McGann, 368 of the think tanks are inside the Washington Beltway, and the rest of the 1,368 are distributed throughout the 50 states, including 27 in Florida. About half are affiliated with colleges or universities, and the remainder with foundations, advocacy groups and individuals.

Until around 2000 the think tank proliferation was confined mostly to the United States, which analysts attribute to the fact that the U.S. political system is more open, pluralistic and permeable than many foreign political systems. Other factors cited for the relative lack of interest in think tanks abroad include stronger party systems, corporatist modes of decision-making, strong and relatively closed bureaucracies, and weak philanthropic sectors. (Diane Stone and Andrew Denham, "Think Tank Traditions: Policy Research and the Politics of Ideas," Manchester University Press, 2004) Yet in this century the think tank industry has experienced a surge in Europe, Asia and Latin America. According to McGann, "Today there are approximately 5,000 think tanks around the world, in almost every country that has more than a few million inhabitants and at least a modicum of intellectual freedom." (P. 140)

Reasons cited by Stone/Denham for the global proliferation of think tanks include constitutional changes and government reform, the intensity of political debate and opposition, attitudes of political leaders and the resulting political culture, rising levels of literacy and press freedom, and the globalizing effects of the United Nations, World Bank, European Union and bilateral trade agreements. (P. 6) McGann also cites as significant factors the fall of Communism in Europe, challenges to the welfare state, the revolution of information technology and telecommunications, the emergence of new threats with the terrorist attacks of 9/11, and the rise in partisan politics. (P. 2) Indeed, chapters could be devoted to the discussion of the latter point alone. Suffice to say that over the last century the role of think tanks has evolved from its roots as a small group of academics in a handful of elite institutions providing scholarly, objective advice in the framing of national military and policy issues. The partisan divide that has emerged since the 1980s, exacerbated by the 24/7 news cycle of cable TV and the Internet, has produced think tanks with definite partisan orientation, whose goals are "disseminating specialized, action-oriented policy assessments . . . aimed to influence the decision-making process/policy decisions... Think tanks have been enlisted to provide the ammunition in the battle over good and evil that seems to preoccupy many politicians today. Partisan

politics and the ‘war of ideas’ have become more complex, and partisan institutions have become more common.” (McGann, Pp. 2-3)

In size, think tanks range from one-person operations on shoestring budgets to gargantuan organizations with hundreds of employees and hundred-million dollar budgets. According to “Think Tank Directory: A Guide to Independent Nonprofit Public Policy Research Organizations,” (Lynn John Hellebust, Government Research Service, Topeka, Kan.) U.S. think tank sizes break down as follows:

Table 1

Operating Budget range	Number
\$50,000 and under	76
\$50,000-\$100,000	62
\$100,000-\$250,000	109
\$250,000-\$500,000	120
\$500,000-\$1 million	151
\$1 million-\$2 million	127
\$2 million-\$5 million	119
\$5 million-\$10 million	50
\$10 million and above	78

Santa Monica, Calif.-based RAND is the biggest, according to Abelson, with a \$200 million annual budget and 1,600 employees. Other major think tanks’ budgets include Brookings, \$41.5 million; Hoover, \$31 million; Heritage, \$38 million; CATO, \$15 million; and Council on Foreign Relations, \$31 million. (2005 figures from McGann)

See Table 2 on Page 11 for comparison of Florida think tanks.

THINK TANK DEFINITIONS AND TYPES

What is the definition of a think tank? McGann says they are “organizations that generate policy-oriented research, analysis, and advice on domestic and international issues in an effort to enable policy makers and the public to make informed decisions about public policy issues.” (P. 11) Stone and Denham say “think tank” is a “slippery term...applied haphazardly to any organization undertaking policy-related, technical or scientific research and analysis.” (P. 2) That applies to government-sponsored institutes, especially in foreign nations, they assert. But in North America think tanks are understood to be “relatively autonomous organizations engaged in the analysis of policy issues independently of government, political parties and pressure groups.” But, the scholars add, “It is a ‘relative autonomy,’ as think tanks are often in resource-dependent relationships with these organizations.” (Pp. 2-3) Abelson informs that “for some, the term ‘think tank’ should be reserved for a handful of large, well-funded organizations of high-powered intellectuals committed to studying critical political, social and economic issues.” (P. 8) Thus this group would include only such giant institutes as Brookings, RAND, Heritage, CATO, Hoover and the like, not the smaller, college-affiliated

institutes such as proposed here. Abelson concludes that, “Most scholars have acknowledged that there is no typical think tank,” and quotes McGann as saying simply, “I know one when I see one.” (P. 8).

Based on that assessment, we can confidently posit the proposed SPC institute as a think tank.

But there are many types of think tanks. Which shall St. Petersburg College’s be? McGann begins by classifying them as to function, and lists three:

1. Traditional Think Tank, which concentrates resources exclusively on scholarly policy research.
2. Think-and-Do Tank, which conducts research, policy analysis and public outreach.
3. Do Tanks, which focus all of their energies on the repackaging and disseminating of other think tanks’ ideas and policy proposals. (P. 12)

He also categorizes them as to type of affiliation:

1. Independent, with sub-categories (titles self-explanatory): academic-diversified; academic-specialized; contract research; advocacy, and policy enterprise.
2. Affiliated categories: party-affiliated, government-sponsored, private/for-profit, and university-based.

And then there are hybrids – those that combine one or more of the functions or affiliations listed above. The U.S., he said, has the most diverse array of independent think tanks in the world. (Pp. 11-20)

Abelson cites five categories of think tanks, the first three credited to McGann and colleague R. Kent Weaver, which includes both affiliation and function: (Pp. 18-20)

1. Universities Without Students: Those composed of academics hired to write scholarly studies, but not to teach or administer academic studies programs.
2. Government Contractors: (again, self-explanatory by title – who or what is their principal client and primary source of funding.)
3. Advocacy: Quoting Weaver: Organizations that “combine a strong policy, partisan or ideological bent with aggressive salesmanship (in) an effort to influence current policy debates.” (P. 20)
4. Vanity, or Legacy-Based Think Tanks: Created by aspiring or former office holders (or their supporters). Examples include Presidential libraries: Nixon, Kennedy, Carter, Clinton, Bush. Also Governors: Askew Foundation, Collins Center, Graham Center.
5. Policy clubs: Mostly a Canadian creation, a place or event where academics, policy analysts and occasionally policy-makers meet to discuss public policy issues.

In his 2006-'07 study, Prof. Fratus identified three types of institutions, according to primary mission:

1. School of Government: An institute directly connected with a university in order to offer degree programs as well as to be resource centers and catalysts for public outreach, each with its own area of special emphasis: Congress, the media, history, public service, etc.
2. Institute of Government: These are affiliated with colleges and universities and offer degree programs or are part of a larger "school of government." Many emphasize public outreach and continuing education over their educational programs. Each attempts to energize and motivate public participation in the political process.
3. Policy Center: Independent, non-profit organizations which provide in-depth study and analysis of issues. Many are affiliated with universities, but others are stand-alone groups that frequently promote an ideology.

Dr. Fratus suggested: "An 'Institute of Government' may be the best option for the college since many institutes across the country are associated with degree programs, but do not necessarily offer the undergraduate degrees. The institute model attempts to define specific areas of interest and targets programs to help attain the goal, namely increasing awareness and participation in government."

Thus it appears that, considering Dr. Fratus' previous research, overlaid with input provided by key stakeholders and consideration of contemporary events, a hybrid form of a policy institute is the most logical categorization for St. Petersburg College's proposed think tank.

THINK TANK MISSIONS

What do think tanks do? Abelson says one of their primary functions "is clearly to help educate policymakers and the public – not to mention the private and non-profit, or third, sectors – on pressing social, economic and political issues."

Stone and Denham believe they "are engaged in the rigorous analysis of policy issues and are concerned with the ideas and concepts that underpin policy. Towards this end, think tanks collect, synthesize and create a range of information products, often directed towards a political or bureaucratic audience, but sometimes also for the benefit of the media, interest groups, business, international civil society and the general public of a nation." (P. 3)

Of the scholars researched for this report, McGann offers the most complete summary of the role of an academic-diversified think tank such as the one envisioned for SPC. In their mission to "conduct research and analysis on a wide range of policy issues," McGann cites the following as being among the roles of think tanks:

- "Mediating between the government and the public;
- "Building confidence in public institutions;
- "Serving as an informed and independent voice in policy debates;

- “Identifying, articulating and evaluating policy issues, proposals, and programs;
- “Transforming ideas and emerging problems into policy issues;
- “Interpreting issues, events and policies for the electronic and print media, thus facilitating public understanding of domestic and international policy issues;
- “Providing a constructive forum for the exchange of ideas and information between key stakeholders in the policy formulating process;
- “Facilitating the construction of ‘issue networks’...”

Adopting this list of activities as reasonable guidelines seems a good way to begin establishing the type, mission and role of SPC’s institute, while keeping open the option of rejecting or adding our own standards as needs and opportunities present themselves. Now, let us next turn to a closer analysis of the institute’s projected roles.

TYPE, GOALS AND MISSION STATEMENT

As noted above, in his 2006-07 study of a public policy institute at St. Petersburg College, Dr. Fratus identified three types of institutions to which SPC’s could aspire, without recommending a specific type. Based on input provided by key stakeholders, administration leaders and the reality of needs, resources and contemporary events, the most logical type of institute for St. Petersburg College is a hybrid of the three types he identified. It will not focus primarily on scholarly research, it will not advocate, it is not a government contractor, a legacy agency or a club. It will be independent and non-profit while affiliated with St. Petersburg College. It will provide in-depth study and analysis of issues, and it will support academic programs – especially the Public Policy and Administration degree. At the time of Dr. Fratus’ study in 2006-07, that program had not been fully articulated; now it is.

Dr. Fratus’ most significant recommendation was that the institute “fill a need or find a niche,” noting that no other existing organization provided such services geared to a Pinellas County audience. While there is a statewide and national component in the institute’s focus, interviews with 25 key stakeholders conducted by this author in summer 2010 established a consensus that a focus on issues impacting Pinellas County also should be among the institute’s priorities. As a survey of Florida-based think tanks shows, there are several institutes conducting some of the kinds of research/reviews and providing some of the kinds of programs that will be recommended for the SPC institute. It will seek to collaborate with those think tanks when appropriate in order to avoid duplication and maximize resources. Still, some overlap is inevitable. But as Dr. Fratus points out, “Simply because a service is already provided there is no reason why it cannot be improved upon or done better. We will excel at anything we do and thus we will become the standard by which all others will be judged.”

That view was echoed in the 2010 stakeholder interviews. Several urged that in launching the institute the emphasis be on quality rather than quantity. “Let’s set a high standard from the get-go, and that will be our best claim to fame,” said one administrator.

Though the financial resources exist for a major investment in quick order, most recommended a modest launch, starting with a small staff and a limited agenda in existing space at the Seminole campus during its first year of existence. Or, as one stakeholder put it, first baby steps, then a tricycle and eventually a marathon runner.

To sum up: Thus far we have established these recommendations: A hybrid policy center that addresses issues impacting Pinellas County, the state of Florida and beyond, that is committed to high-quality programs, and that starts small and builds upon successful performance.

But what should be the primary focal points? The original proposal prepared by Dr. Fratus broke down projected roles into four categories: local, state, regional and national, with from three to ten proposed activities springing from each, which he indicated were merely suggestions to prompt thinking, “a type of menu for immediate choices,” rather than a template for going forward. This study has attempted to incorporate as many of those activities as feasible while taking into account the issues of urgency, cost-effectiveness and practicality.

Based on the input of stakeholders and research, it is recommended that the SPC institute specify the following five broad areas of focus on which to build policy programs in the future (specific programs detailed on Page 16):

- **Academic Enrichment:** Support existing academic programs of the college in ways that enhance the educational experience and provide intern and foreign exchange opportunities, hands-on exercises and personal engagement with experts in their respective fields. Special emphasis in this regard will go to students enrolled in the Public Policy and Administration Baccalaureate program launched in Fall 2010, and to seeking collaboration opportunities with the USF MS and Ph.D. curricula in Public Administration and Diplomacy. Other disciplines that present academic opportunities include Environmental Science, Consular Training, Business Administration and International Business.
- **Civic Engagement:** This topic encompasses many potential areas for policy input and development. Goals of this initiative are to promote efficiencies and professionalism among various units of government, improve quality of government leadership, and raise awareness of and involvement in government by citizens.
- **Public Discourse:** Public forums on issues of great immediate concern, from coping with the Gulf oil spill to locating the future new Rays stadium – these issues will suggest themselves, several times a year.
- **Economic Vitality:** Become a center of excellence for key economic activities, e.g., sustainable practices, from renewable energy to green building standards to enabling business development with a statewide, regional and Pinellas County focus.
- **State and National Connection:** This is a focus much encouraged by Congressman Young, and it was reinforced by a number of stakeholders interviewed. Ideally it would expect to draw on Representative Young’s vast

experience and network in Washington to facilitate programs and speakers that would in time vault the institute into the national arena. Moreover, it offers unique opportunities for SPC students to gain internships, engage with congressional staffers, and hone research skills working with Congressman Young’s archives, which he has generously donated to the college and which would become an integral part of the institute.

Having identified these five key areas of commitment, is it possible to create a mission statement that sums up the core values for which the institute will be known? The Board and Administration may wish to devote an entire workshop to brainstorming on this issue. But for research purposes, let us offer a beginning:

“The Institute for Strategic Policy Solutions at St. Petersburg College is dedicated to advancing academic excellence, community engagement, economic vitality and public understanding through high-quality, solutions-directed public policy programs. Its purpose is to enrich the education experience, engage with government at all levels to promote unity and efficiency, facilitate economic activity and involve citizens in their college and government.”

FLORIDA THINK TANK COMPARISONS

To drill down on specific programs the institute might offer, it is helpful to compare the work of similar institutes in Florida. According to McGann, there are 27 think tanks in Florida. But McGann focused only on those classified as “independent” organizations. Thus his reference would not give an accurate representation of the breadth and depth of think tank activity in Florida, for it excludes the many that are affiliated with colleges and universities, as SPC’s would be. It would be a Herculean task to evaluate the dozens of such institutes operating within the state’s higher education system that are devoted primarily to research and teaching in specific disciplines. To cite two examples from our region, the University of South Florida at Tampa is home to the Center for Urban Transportation Research and the School of Global Sustainability. Both are specialized research institutes within USF’s college structure devoted to a primary area of academic focus. They could best fit into McGann’s classification as “Think and Do” tanks, which as a previous section noted engage in research, policy analysis and public outreach. While they may occasionally be considered for partnering with SPC on projects tied in to their work, it did not seem relevant to include them in a comparison of hybrid institutes such as that recommended for St. Petersburg College’s think tank. Thus the following table compares those most similar in mission, focus and activities that are most relevant to that proposed for SPC:

Table 2

Name/Location	Mission	Focus	Staff	Budget
<i>Collins Center for Public Policy.</i> Offices in	Advancing the important social and economic public	Economic development, governance, health	19 FTEs	*Not shared

Tallahassee, Sarasota, St. Petersburg, Miami	policy issues facing Florida and beyond, and finding meaningful solutions to their challenges.	care, justice reform, mediation, sustainability		
<i>Askew Institute on Politics and Society</i> University of Florida, Gainesville	Assist Florida citizens in examining critical state issues and assessing ways to address these issues	Three goals: 1) Gather thoughtful men and women to converse with one another about the critical issues of the day; 2) to explore the past for insights into the future; 3) to assist state leaders in meeting the needs of the citizens.	*Not shared	*Not shared
<i>Bob Graham Center</i> University of Florida, Gainesville	A community of students, scholars and politically engaged citizens devoted to:	Enhanced citizenship, training current and future public and civic leaders to identify problems and spearhead change, develop policy on issues of importance to Florida, the nation and global community.	6 FTEs	*Not shared
<i>Institute for Public Policy & Leadership</i> University of South Florida Sarasota-Manatee at Sarasota	Engage strong academic resources, as well as local and global experts, to guide a dynamic exchange of ideas about important policy and leadership issues.	Encourage creative thinking and transcend perceived boundaries; prepare workforce for a rapidly changing economy; foster smart growth while respecting a fragile environment and a cherished lifestyle; re-think and streamline policies that support innovation and positive change. Three current areas: renewing human capital; fostering civility; supporting environmental economics	2 ½ FTEs	\$100,000
<i>The Lou Frey Institute of</i>	Promotes development of enlightened,	Civic education programs that	10 FTEs	\$400,000 \$500,000

<i>Politics and Government</i> University of Central Florida, Orlando	responsible, and actively engaged citizens	encourage thoughtful debate and discussion about current policy issues; experiential learning programs that encourage the development of civic and political skills; research, policy analysis, and advocacy; and help strengthen the civic education capacity of Florida's k-12 education system		operations; approx. \$1 million contracts & grants
<i>Florida Center for Public Policy and Leadership</i> University of North Florida, Jacksonville	Enable clients to build stronger, sustainable relationships to influence attitudes and behaviors in a rapidly changing world; value client and community perspectives and anticipate their needs; deliver informed analysis, strategic thinking and breakthrough creativity.	1) critical thinking, 2) global sustainability, 3) popular democracy, 3) social justice, 4) citizen action, 5) savvy strategic policy, and 6) breakthrough creativity	*Not shared	*Not shared
<i>James Madison Institute</i> Tallahassee	To keep the citizens of Florida informed about their government and to shape our state's future through advancement of practical free-market ideas on public policy issues.	Research, conferences, seminars and publications supporting limited government, economic freedom, federalism, traditional values, individual liberty and responsibility.	15 to 20 FTEs	\$1-2 million
<i>Haas Center for Business Research and Economic Development</i> University of West Florida, Pensacola	To serve as a business and economic information and analysis center for the 16-county region that comprises Northwest Florida.	Provide high-quality data collection from a synthesis of multiple primary and secondary data sources and maintain data sets describing economic activity and workforce issues in key areas such as agriculture, military, tourism, health care, construction, manufacturing. Leading resource for social, economic, and	12 FTEs	*Not shared

		demographic information for local areas across the state.		
<i>John Scott Dailey Florida Institute of Government</i> FSU, Tallahassee, with affiliations at USF, UCF, GCU, UF, FAU	To enhance the capacity of Florida governments to effectively serve their communities through education and training, technical assistance and applied research, and public service.	Develop and implement training and research programs, services, and grant and contract administration activities involving federal, state, and local governments, non-profit organizations, and the private sector for state, municipal, county, special district, and school district officials and employees, and a range of governmental organizations	Each Florida Institute of Government (FIOG) operates as an independent agency of the parent FIOG at FSU. USF has five FTEs	*Not shared
<i>The Pepper Institute on Aging and Public Policy</i> Florida State University, Tallahassee	Coordinates and facilitates the multidisciplinary work on aging issues at FSU. The resources of the Institute are used to support individual or collaborative research projects as well as graduate training and other educational initiatives campus wide.	The politics and economics of health policy, long-term care, and retirement; the challenges and benefits of technology for older adults; issues related to the onset and management of Alzheimer's Disease; subjective experiences of aging and life course transitions; the onset of disability and health trajectories in old age; public understandings of aging- and health-related policies; the spread of medical innovations and the dynamics of health care markets.	4 ½ FTEs plus 9 faculty attached to institute who do grant work for institute but not on its budget. Grant dollars flow to institute and fund some operations.	\$123,400

<i>Institute of Government</i> (formerly Florida Institute of Government) Palm Beach Community College, Lake Worth	Partners with Palm Beach County public sector and nonprofit organizations to meet the increasing challenges of providing excellent quality, service and productivity to their citizens and clients.	Professional development series for managers, supervisors, non-supervisory professionals and administrative support staff; public policy forums; strategic planning sessions; council-manager team building programs; the Institute for Elected Municipal Officials; and a variety of customized assistance to organizations.	*Not shared	*Not shared
<i>Southwest Florida Center for Public and Social Policy</i> Florida Gulf Coast University, Fort Myers	Provide an important educational and practical support service to governmental entities, special districts, and non-profit organizations throughout Southwest Florida.	Academic training in all levels of government and non-profit organizations to solve problems and implement solutions for all public service functions from law enforcement, to public health, to emergency service, to transportation infrastructure.	*Not shared	*Not shared
<i>Center for Civic Engagement,</i> University of South Florida, St. Petersburg	To make USF-SP distinctive in its commitment to civic and community engagement.	“Citizen Scholar” program combines classroom instruction with implementation of the concepts learned into the local community.	*Not shared	*Not shared

*Many institutes consider budget and staffing figures proprietary information and would not share that data.

Recommended Activities and Programs for SPC Institute

The above table offers a good cross-section of the kinds of policy programs offered by policy institutes in Florida. As can be seen, the initiatives range from academic instruction to scholarly research to training to public forums to surveys to scholarly

seminars. It is also apparent that the work of the various institutes often overlaps and in some cases is duplicated from institute to institute. For an institute with several areas of primary focus, that is inevitable. The concerns in Seminole or St. Petersburg at any given time may not be much different than those in Gainesville or Orlando. And like SPC's proposed institution, those at other colleges strive to meet the needs of their local market first, so duplication is to be expected. Recall Dr. Fratus' recommendation: Find a niche, but if it is crowded, do it better than anyone else.

At the same time, a degree of collaboration between institutes is to be expected and even encouraged. For example, the Bob Graham Center and the Lou Frey Center jointly sponsor the Florida Joint Center for Citizenship, which promotes civic engagement. And they actively collaborate on research projects focused on Florida issues. The SPC institute could well expand its reach and success by partnering with institutes in St. Petersburg, Sarasota, Tampa, Gainesville or Orlando for certain programs aimed at a broader audience. And, of course, the direct tie to the USF graduate program is a prime collaboration

Now, let us consider specific programs and activities envisioned at the SPC institute under the five overarching values:

- 1. Academic Enrichment:** As previously stated, a primary focus of the institute should be to support existing academic programs to enhance the educational experience, with special emphasis on the Public Policy and Administration Baccalaureate program. But there are opportunities in other disciplines as well, including Environmental Science, Consular Training, Business Administration and International Business. Some activities for immediate focus:
 - Develop student internships in Pinellas, Tallahassee and Washington.
 - Develop shadowing opportunities with officials from cities, counties and colleges.
 - Assist the dean and faculty in facilitating articulation of SPC Public Policy and Administration graduates into Master's studies in USF Master of Public Administration program.
 - Assist St. Petersburg College in facilitating planned new programs in Diplomatic Protocols with State Department and Non-Government Organizations; Military Language Training with Central Command at MacDill AFB, and Foster Care Training with Department of Children & Families.
 - Develop student exchange programs with foreign colleges and organizations in conjunction with the Center for International Programs.
 - Provide research opportunities with Congressman Young's archives.
 - Offer seminars with guest lectures by public leaders on key policy issues. Require significant paper to develop critical thinking as well as professional writing skills.
 - Make attendance at institute's public forums part of course credit when relevant (faculty decision), with an option for "global awareness points" in the transcript, again in conjunction with the Center for International Programs.

- Work with deans, faculty and students in creating curriculum and activities for and staging a Model Congress and/or Model United Nations.
- Work with the Graham, Frey and USF-St. Petersburg Institutes to promote civic education.

2. Civic Engagement: In addition to the State and National Connections noted later in this report, a primary focus of the Institute is to work with all 24 local government jurisdictions in Pinellas County to improve communications, efficiency and collaboration. Secondary: Advance the level of professionalism among local elected officials. Third: Increase citizen involvement in their government, from informed voting to attending government meetings to filing for public office. To put these goals into action:

- Become a center for assisting and mediating relationships between and among all 24 separate government units in Pinellas County. Approach it from an efficiency basis: how can the governments work together to improve service, cut costs and work across jurisdictional lines for infrastructure, disaster response, emergency services and transportation. Make use of the EpiCenter's Collaborative Labs and staff for staging and facilitation.
- Provide leadership training for local government officials, from basic instruction for newly elected officials to management training for mid-level supervisors to executive training for division directors and CEOs.
- Invite Florida League of Cities to stage Elected Officials Institute workshops on campus in partnership with the institute.
- Stage a "Candidate College" each election season to instruct those considering running for public office in the basics of conducting a campaign.
- Sponsor candidate debates during election season and forums on Constitutional Amendments.
- Offer classes on citizenship for community members.
- Collaborate with other policy institutes when appropriate, especially Florida Centers and Institutes with similar missions, to stage joint programs such as candidate debates and "Candidate College."

3. Public Discourse: Become a center for discussion of topical issues and initiator of discourse on topical issues that are difficult to resolve. Leading recommendations:

- Stage regular public forums on issues of great immediate concern, such as the current three-part series tied in to the Gulf oil spill.
- Lead the public debate on chronic local issues, such as locating the future new Rays stadium, or the future of light rail, water use and conservation, or health care concerns. Assemble teams from faculty and outside experts to develop consensus and invite stakeholders to seminars at EpiCenter Collaborative Labs.

- Engage students in relevant degree programs such as Business Administration, Public Policy, etc., to conduct surveys on local issues and offer findings to local news media and public officials.
 - Offer classes on citizenship and civic engagement for the public.
- 4. Economic Vitality:** Identify a key economic activity that best fits with the college’s programs and focus on becoming a center of excellence for that. The most often cited area is sustainable practices, from renewable energy to green building standards to enabling business development, with Pinellas as primary focus and Tampa Bay region secondary. Action steps:
- Specialize in renewable, sustainable economic activities to become a center for clean energy policy. Work with the A.S. and B.S. faculty to create this synergistic connection between the college and EDCs in Pinellas.
 - Identify business clusters in our immediate community and throughout Pinellas County and Tampa Bay. Bring together elements within those clusters to strategize on expanding ability of the clusters to access Small Business Administration loans. Cluster examples: health-care providers, assisted-living facilities, retail, real estate/construction. Hold workshop(s) at EpiCenter.
 - Partner with Seminole Economic Development Commission in its strategic plan for economic development called SWOT (Strengths, Weaknesses, Opportunities, Threats). Utilize EpiCenter Collaborative Labs for strategic planning sessions facilitated by appropriate Business faculty.
 - Work with organizations like Enterprise Florida and Workforce Florida to support analysis and discussion of local and statewide economic development and budget issues.
- 5. State and National Connection:** With the statewide support for this Institute and the involvement of Congressman Young in the initial visioning, this focal point has the most potential to put the institute – and St. Petersburg College – in the national spotlight. This key part of the Congressman’s and state leaders’ vision was reinforced by a number of stakeholders interviewed. Among opportunities:
- Draw on the Congressman’s vast experience and network in Washington to facilitate programs and draw speakers from the national arena. Create an annual dinner featuring a national-level speaker on a topical issue. Make this a revenue-generating event.
 - Separately, or in conjunction with above, develop an annual “flagship” workshop named for Congressman Young and focused on significant national issues with prominent speakers as headliners, again calling on Mr. Young and staff to help recruit world-class thinkers and leaders to campus. Topic examples: Veteran’s affairs as Iraq/Afghanistan wars wind down; national health care plan; new anti-terrorism tactics; coping with climate change; the national debt crisis. This workshop has the triple effect of enriching students’

academic experience, raising awareness of SPC, and generating economic activity for the Pinellas hospitality industry.

- Partner with Representative Young (and staff) to arrange internships and/or visits to Congress.
- Hone student research skills working with Congressman Young's archives.
- Stage a Model Congress curriculum for public high school students similar to the Enterprise Village program that teaches middle school students economic principles by role-playing in model main-street settings. Public Policy program students assist.
- Work with the Vice-President for Academic and Student Affairs, Center for International Studies and the Dean of the Public Policy program to create a Model UN especially to engage Public Policy and Administration students and A.A. and baccalaureate students in their global awareness components.
- Seek alliance with appropriate state and national think tanks and associations that share key elements of the Institute's mission and support proposed activities, e.g., Association of Centers for the Study of Congress (<http://www.congresscenters.org/>).

Special note: The institute will be an independent entity, but it cannot succeed solely on its own resources, at least not in its infancy. It is assumed that all departments within the St. Petersburg College system will provide support when called upon, especially in the areas of event staging, website development and maintenance, marketing/public relations, IT and administration. As a senior administrator aptly put it when asked if her department could be counted on to assist, "My theme is one college, and through collaborative efforts we all benefit and we all grow."

Projected Space Needs

As previously noted, the overwhelming recommendation from stakeholders was to start small and expand as the institute establishes its brand and gains credibility through successful programs. Using this as a guideline, and considering the high demand for space as enrollment continues to build (a good thing), a multi-phased approach makes sense: temporary space, potentially in a portable building to get the programs started, and develop both programs and facilities specifications during the upcoming master planning process. For that reason, cost projections for space are variable based on those plans, with an initial phase (Phase I) for program start-up and Phase II as the master plans for campus and institute growth are integrated. And good news: much of the space needed to support the program outlined in this report is already built, specifically the Conference Center and Digitorium.

Proposed Staffing Levels

As with the space recommendation, staffing levels should start relatively low and expand as the institute develops quality programs and perceives needs that it cannot meet at existing levels. Based on stakeholder input, think-tank staffing research and the author's own experience, a minimum of four FTEs is recommended for start-up. There is

no need to project staffing levels beyond the start-up phase. The needs will be self-evident as successful programs create additional demand.

The four essential positions are: (job descriptions appended)

- Executive director: The “chief thinker,” as it were – the person with the vision for institute programs, the management skills required to create and implement them, and the experience in public policy, academic affairs and public engagement required to be the point person in institute activities.
- Deputy Institute Director and Research Assistant: A person with high-level professional experience in managing, researching, public interaction, planning and teaching, capable of filling in for the director.
- Administrative Assistant: Standard administrative skills plus prefer some experience in event planning and staging.
- ½ FTE: Web designer, technology manager, etc., to ensure smooth AV transition with college systems and widest possible dissemination of programming.
- ½ FTE: Marketing/Public Relations specialist and event assistant.

Proposed Budget (detail in Appendix B)

Annual Expenses		Annual Revenues		
Personnel		Foundation	200,000	
Executive Director	83,334	Sponsorships	50,000	
Associate Director	42,125	Fees	25,000	
Admin. Assistant	35,610	Grants	50,000	
Benefits	48,049	Gifts	100,000	
Technology Manager ½	17,056			
Marketing Coordinator ½	27,725			
Total Personnel	253,800	Total Revenue	\$4245,000	
Operations		Balance		
Guest Speakers	\$10,000	Operating Revenue	\$225,000	
Meetings	10,000	Foundation withdrawal	<u>+\$200,000</u> \$425,000	
Receptions	10,000	Less Personnel, Operations	-\$293,899	

Travel	5,000	Net annual cost to corpus	-\$131,101	
Business Meetings	1,000			
Conference Fees, etc	500			
Misc.	3,500			
Total Operations	40,000			
Total Personnel, Operations as annual expense	\$293,000			
Equipment, supplies, furniture (one-time expense)				
Computers	5 Dell desktops @ \$800 1 Dell notebook @ \$1,020 – Total \$5,020			
Furniture	18,939			
Printer	Est \$100 mo. = \$1,200 annual			
Phones	5 @ 150 = \$750			
Supplies for startup	Est. \$500			
Total Equipment, supplies, furniture	\$26,409			
Capital Costs				
Phase I	TBD			
Phase II	TBD			
Total	TBD			

Startup Costs Phase I		
Space	TBD	
Work stations	26,409	
Media campaign (50 Target Rating Points - TRPs)	78,600	
Media campaign (75 Target Rating Points - TRPs)	117,000	
Reception (est.)	2,500	
Total (small media campaign) (space excluded)	\$107,509	
(large media campaign)	\$145,909	

Proposed Timeline

The precise timeline ultimately will depend upon decisions by the Board of Trustees and President. The following proposed dates are built around the author's contractual agreement with the President, the normal schedule of board meetings (third Tuesday of each month), and the assumption that a timely launch is desired.

Sept. 1: Draft plan delivered to President and Provost. (Completed)

Sept. 13: Cabinet review of Abstract. (Completed)

Sept. 15: Consultant complete revisions suggested by President, Provost. (Completed)

Sept. 21: Board of Trustees (BOT) receives Abstract. (Completed)

Oct. 1: Final report from consultant to President and Provost.

Oct. 19: Final report to BOT; official vote; begin ads for Executive Director.

Nov. 1: Screen applications for Executive Director

Create work orders for work stations, computers, furniture, equipment.

Create work order for temporary space.

Nov. 15: Interview top three candidates.

Nov. 16-Dec. 1 Hire Executive Director; begin advertising for staff positions.

Dec. 1-21: Director and College leadership plan agenda for first six months.

Mid-December: Stage event to announce institute; kick off multi-media campaign.

Jan. 3, 2011: Official opening of the institute.

Proposed Marketing Plan

The institute will be launched with an official press conference (morning) and program in mid-December. It will serve both to honor the Congressman for his long years of service and to officially announce creation of the Institute. Dr. Law will announce basic details of the institute and introduce a nationally known speaker who will give brief remarks about the importance of civic engagement and the work that policy centers like

this do. Also new director will be introduced and he/she will say a few words. After the ceremony, there will be a coffee/pastry reception in Seminole campus commons.

Partial List of Invitees:

- The governor.
- Pinellas Legislative Delegation
- Pinellas County Commissioners
- Mayors and elected officials of St. Petersburg and all other municipalities in Pinellas County.
- Directors of other think tanks in our region, including Graham, Askew, Collins, Frey, USF St. Petersburg and USF Sarasota-Manatee.
- A children's choir from a community church or community center to sing the national anthem and a closing patriotic song, a capella if possible.

Exact program will be determined as the day approaches. It should include a brief review of institute's background, perhaps by Congressman Young or, failing that, Sen. Dennis Jones who helped secure funding in Tallahassee. After speeches and closing patriotic song, guests invited to reception in Commons area.

A multi-media campaign will kick off in tandem with press conference and dedication. The campaign on radio, TV, theaters and internet will be phased throughout the year to coincide with upcoming institute programs, thus giving multiple reminders about the institute and letting public know of upcoming events they might want to attend. The media campaign will include:

- Press releases sent week before to all area print media outlets, including the St. Petersburg Times, Tampa Tribune, Bradenton Herald, Sarasota Herald-Tribune, and all identified community newspapers in SPC's market, announcing press conference and dedication.
- Guest column by president and/or institute director offered to mainstream print media week before launch.
- Radio spots on the stations with which the college has contractual agreements (including one Spanish and three streaming).
- A modest buy of television spots on BrightHouse Cable, WTOG and WMOR, the TV media outlets SPC normally uses.
- A billboard campaign employing the boards under contract to the college (10 to 12) for at least the first two months (other SPC priorities may take priority thereafter).
- In-theater spots at North Woodland and Parkside South multiplexes, where the college currently advertises
- Banner ads on the St. Petersburg Times online site plus ReachLocal search engine
- Banner atop SPC Homepage
- Complete campaign on social media including Facebook, Twitter, and YouTube.

- Get institute director booked on Florida This Week panel rotation on WEDU TV, Tampa. Try to appear on at least monthly basis on this news-in-review program.
 - Offer interviews with Dr. Law and/or director to TV channels WFLA, WTSP, WTVT, WFTS as well as WUSF radio and WMNF radio.
 - Offer interviews with Dr. Law and/or director to the St. Petersburg Times, Tampa Tribune columnists or reporters (personalities TBD).
- Cost estimates for the TV/Radio campaign to run four weeks during the year are \$78,600 to reach 50 Target Rating Points (i.e., 50 percent of 25-54-year-olds in Pinellas market), and \$117,000 to pull 75 TRPs.
 Cost estimate for reception: \$2,500

Summary

The new policy institute has the potential to be one of St. Petersburg College’s brightest stars, a public face of the college that emphasizes scholarship, leadership, community involvement, and entrepreneurial expertise. The plan outlined above is based on a conservative launch, as recommended by the majority of stakeholders. Yet it is bold in ambition, structurally phased for rapid expansion once well under way. Few such institutes associated with colleges or universities in Florida have the benefit of SPC’s approximately \$8 million endowment. Thus it will be able to take on initiatives that others may not be able to afford, always mindful, however, of the need to preserve the corpus of the state funding and spend only its earnings – and to return much of that by a consistent revenue stream from operations, sponsorships and philanthropy.

This plan is intended to be a road map for the institute’s launch and initial programs, as well as a blueprint for long-term sustainability. But it is not cast in stone. As with any map, the user can choose a different road if he knows a closer route – or if the route is blocked. New college priorities, changing events in the state, nation or world, new financial imperatives, may dictate a change of focus. It is important that the institute remain nimble enough to respond to change in a timely and strategic way.

One other caveat, which was noted in the text above but deserves repeating here: The institute can only succeed if it has the support of the entire college. It will exist to serve all units of the college; the resources of all units should be available to support its work. There should be no turf-guarding response to requests for support. Rather think of such requests as partnership opportunities – two or more entities of St. Petersburg College working together for the good of the college, the community and the public.

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BIBLIOGRAPHY

Stakeholders and sources interviewed

From St. Petersburg College:

Kay Burniston, Ph.D., Vice President, Baccalaureate Programs, Academic Effectiveness & University Partnerships
Terry L. Collier, Ed.D., OPS Adoption Project Support, Office of the CEO
Anne M. Cooper, Ph.D., Senior Vice President, Academic and Student Affairs
Susan Demers, Ph.D., Dean of Paralegal Studies and Director, Bachelor of Science in Public Policy & Administration Program
Earl Fratus, Ph.D., Professor, Political Science and Government
Thomas E. Furlong Jr., Ph.D., Former Acting President
Watson L. Haynes II, M.S., Coordinator, Consular Institute
Ken Hayward, Lead Technology Resource Specialist
Dennis L. Jones, D.C., State Senator and Vice President, Economic Development and Innovative Projects
Jeff Kronschnabl, Ph.D., Instructor in Charge, Bachelor of Science in Public Policy & Administration Program
William D. Law, Jr., Ph.D., President of SPC
Janet Long, State Representative and Consultant to the College
Michael O’Keefe, Director of Institutional Advancement
James Olliver, Ph.D., Provost, SPC-Seminole Campus
Susan Reiter, Vice President, Facilities Planning & Institutional Services
Kenneth T. Welch, M.B.A., Associate Vice President, Business Services

From the SPC Community and beyond:

Dan C. Berard, Economic Development Chairman, Greater Seminole Area Chamber of Commerce
John Daley, Ph.D., Director, School of Public Policy and Administration, University of South Florida, Tampa
Douglas Dobson, Ph.D., Executive Director, Lou Frey Institute, University of Central Florida
Frank P. Edmunds, City Manager, City of Seminole
Susan K. Glickman, Climate & Energy Advocate and consultant to the Institute
Barbara Harris, Grants Associate, Claude Pepper Institute on Aging and Public Policy
Gail Sassnett, Associate Director, Bob Graham Center for Public Policy, University of Florida
Judith Sedgeman, Ph.D., Director, Institute for Public Policy & Leadership, University of South Florida, Sarasota
Kevin Wagner, Program Planner and Analyst, Florida Institute of Government, USF Tampa

Reference Works

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Think Tanks and Policy Advice in the United States: Academics, Advisors and Advocates, James G. McGann

Think Tank Traditions: Policy Research and the Politics of Ideas, edited by Diane Stone and Andrew Denham
Do Think Tanks Matter? Assessing the Impact of Public Policy Institutes, Second Edition, Donald E. Abelson

APPENDIX A

Proposed Job Descriptions (based on SPC Job Classifications)

Position Title: Executive Director

Salary Schedule: A&P, Grade D

Basic Function:

Plans, directs and supervises all aspects of the Policy Institute, including creating appropriate academic and public events that further the goals of the college and meet the needs of the community it serves in informing, enlightening and leading on policy issues that affect the public.

Responsibilities:

- *Direct staff to maximum efficiency and productivity in presenting institute projects.
- *Stay pro-active in creating programs that anticipate emerging policy issues or react to them in a timely manner.
- *Read widely to stay abreast of current events and scientific, sociological and philosophical breakthroughs.
- *Use such knowledge and critical thinking skills to design programs for which no one else has identified the need.
- *Interact with college administration on a regular basis.
- *Go into the community to speak, meet potential policy-makers, interact with the public at all levels.
- *Moderate institute programs as appropriate.
- *Manage the institute's fund-raising, grant-making, and sponsorship efforts and maintain budget.
- *Provide assessment of institute programs to President and Board on regular basis.

Educational Requirements:

Master's degree, Ph.D. preferred, in Government, Public Policy, Journalism, Communication or a field related to responsibilities outlined above.

Experience Requirements:

Minimum five years senior-level experience as a Congressional or Legislative staff assistant, elected official, political consultant, academician in political science or related field, writer/editor for media addressing public policy issues, or government management.

Knowledge/Abilities/Skill Requirements:

Must have:

- *Good public speaking skills.

- *Proven experience as a writer.
 - *Knowledge of research methods and evidence thereof.
 - *Comfort level meeting the public in all situations.
 - *Basic knowledge of word processing technology.
 - *Management skills.
 - *Familiarity with Florida politics, culture and leaders.
 - *Multi-tasking abilities.
 - *Time-management skills.
 - *Proven leadership ability.
-

Title: Deputy Director/Research Assistant

Salary Schedule: Career; Grade 5

Basic Function: Assist the director in any way he/she requires; substitute for director in his/her absence. Act as his/her right-hand person.

Responsibilities:

- *Manage individual programs under director's oversight.
- *Conduct basic research as background for new projects.
- *Manage activities involving large groups of students; liaison with faculty to facilitate such opportunities.
- *Assist in staging public events such as forums, workshops, seminars.
- *Prepare academic-quality reports on institute activities to be posted on website.
- *May direct work of administrative staff and/or student aides as needed.
- *Perform related duties as required

Educational requirements:

- *Bachelor's degree, Master's preferred, in liberal arts or at minimum field related to public policy

Experience requirements:

- *Five years writing on or researching complex topics, some of it including supervising others. Prior event planning, public speaking experience helpful.

Knowledge/Abilities/Skill Requirements

- *Good public speaking skills.
 - *Proven experience as a writer.
 - *Knowledge of research methods and evidence thereof.
 - *Comfort level meeting the public in all situations.
 - *Basic knowledge of word processing technology.
 - *Familiarity with Florida politics, culture and leaders.
 - *Multi-tasking abilities.
 - *Time-management skills.
-

Position Title: Administrative Specialist I

Salary Schedule: Career; Grade 3

Basic Function: Perform advanced and complex administrative services to ensure institute is in compliance with college and state rules, regulations and laws; oversee day-to-day operations to keep the institute and executive director functioning smoothly and efficiently.

Responsibilities:

- *Coordinate all administrative activities involved in maintaining a professional office routine.
- *Process and analyze accounting and fiscal records and reports, including invoicing and vendor reimbursements.
- *Maintain efficient filing system for the institute's records.
- *Liaison with Business Office on reporting requirements.
- *Liaison with other departments as needed for joint projects.
- *Answer phone calls not directed to specific staff members.
- *Reserve venues for staging of institute events.
- *Create and maintain electronic data base of institute supporters and attendees.
- *Create and disseminate announcements of institute programs.
- *Handle registrations for upcoming programs.
- *Assist in planning and staging events involving the public and college departments.
- *Maintain a rolling log of institute activities and update on weekly basis.
- *Anticipate potential problems and advise director.
- *Attend meetings, seminars and conferences to explain or receive information relative to the institute's work.
- *Perform other advanced staff assistant tasks as assigned by the director

Educational Requirements:

Graduation from accredited high school or an acceptable equivalency diploma; Associate's Degree preferred.

Experience Requirements:

Five years in responsible office administrative work in an educational institution or comparable related experience.

Knowledge/Abilities/Skill Requirements:

- *Knowledge of office administrative procedures and practices.
- *Knowledge of computer applications relating to the area of work assignment, including Word, Outlook, Power Point, Excel, PDF and Acrobat.
- *Experience in data base management, calendaring, filing, typing, phone protocol, event staging.
- *Verbal and written communication skills.
- *Skill in reading comprehension.

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Part-Time Positions

There are two half-time positions budgeted to ensure that the institute navigates technology challenges seamlessly and that its work is disseminated to as wide an audience as possible. Some assistance in both areas is anticipated from the college departments responsible for IT and Marketing/Public Relations. However, it cannot be emphasized strongly enough that dedicated staff needs to be available to design and update the website, ensure audio-visual presentations run smoothly, post program content on the website, and assist with all social media communication and dissemination. Similarly, a staff person dedicated to assuring the institute's message gets out is essential – for media contacts, creating and distributing press releases, creating electronic invitations, creating programs and brochures. For this purpose it is recommended that the following job titles be referenced, except that each is limited to 20 hours per week for Phase I; further evaluation will be needed once the institute has a track record on whether the positions should be increased to full-time:

For the IT position, the following job description is recommended:

Part-Time Position I

POSITION TITLE: **Instructional Technician**

DEPARTMENT: **Instructional Technology** SITE: **Various**

SALARY SCHEDULE: **Career** GRADE: **4**

BASIC FUNCTION

Operates a computer to design and create a variety of Web and multimedia products to be utilized by the college for instructional purposes. Assists instructional technologists and faculty to produce technologically enhanced courses, which include blended, on-line and vidweb courses. Assists in the development of multimedia presentations for courses, meetings and seminars.

RESPONSIBILITIES:

- Assists in delegating Web pages and sites for educational purposes
- Produces and manipulates Web based graphics
- Produces animated GIF's and other simple animations
- Creates Web pages for educational purposes, using HTML code or Web Editors
- Builds course materials within WebCT as directed by the Instructional Technologist(s)
- Assists in building materials for instruction
- Utilizes the appropriate hardware and software for CD-ROM productions
- Uses appropriate tools to produce digital graphics and video
- Produces simple sound files for the Web and in multimedia presentations
- Assists in the development of multimedia presentations for courses, meetings and seminars

- Assists in the desktop publishing of instructional guides and documents

EDUCATIONAL REQUIREMENTS

Completion of one (1) year of college.

EXPERIENCE REQUIREMENTS:

Two (2) years experience in producing web sites and pages, using computer generated graphics, and developing basic audio and video clips.

KNOWLEDGE/ABILITIES/SKILL REQUIREMENTS:

Producing Web pages and sites using HTML, Page Composer, PageMill, Font Page or Dreamweaver. Working knowledge of Photoshop or Paint Shop Pro. Ability to use Fireworks, Director, Premiere Sound Forge, or Flash, along with other desktop publishing software, would be helpful.

Part Time Position II

POSITION TITLE: **Coordinator, Marketing**

DEPARTMENT: **Institutional Advancement** SITE: **Epicenter**

SALARY SCHEDULE: **APM** GRADE: **A**

BASIC FUNCTION:

Coordinates planning and implementation of college marketing/promotional activities, under the direction of the Director of Institutional Advancement.

RESPONSIBILITIES:

- Continually evaluate marketing efforts based upon target audience, medium, objectives, cost and outcomes.
- Coordinate media buys/direct mail activities and schedules.
- Participate in budget preparation and long-term planning.
- Manage auxiliary budget for all media buys, with oversight by Director.
- Coordinate deadline/production schedules for marketing and promotional projects in close cooperation with Graphics Manager.
- Monitor which brochures, ads, etc., need to be created/updated.

- Work closely with the Office of Enrollment Management regarding market research (such as focus groups) and marketing strategies.
- Act as a liaison with others in the college who need IA assistance in promotional/marketing efforts.
- Write AP-style copy for internal and external communications pieces as needed.
- Proof/edit copy for various informational pieces in accordance with AP style.
- Represent Institutional Advancement and SPC at various meetings/functions.
- Perform related duties as required.

EDUCATIONAL REQUIREMENT:

Bachelor's degree in marketing or related field, or the equivalent field-related experience.

EXPERIENCE REQUIRED:

Five years experience in marketing, public information or related experience.

TECHNICAL SKILL REQUIREMENTS

Knowledge of modern marketing techniques and practices. Knowledge of college programs and services. Ability to make presentations before groups; ability to communicate using speech and hearing skills. Ability to operate a motor vehicle to visit campus and outside sites. Ability to establish and maintain effective communications with the community, schools and college staff. Competence in Social Network media operations and functions. Associated Press style writing, proper sentence structure and word usage. Skill in editing, proofreading and reading comprehension. Knowledge of basic mathematics and budgeting. Computer skills.

APPENDIX B

Budget Detail

Office space

Minimum space levels using State Requirements for Educational Facilities formula, Section 6-1 Page 145, Staff Office Facilities

Director Office.....	150sf
Assistant Director office.....	125sf
Administrative Assistant office.....	100sf
IT & Marketing office, multiple.....	170sf
Reception (3 persons).....	45sf
Conference (5 persons).....	75sf
Files.....	110sf
Supplies.....	100sf
Storage.....	<u>125sf</u>

Total.....1,000sf
 State formula for circulation, restrooms,
 mechanical, etc. X 1.43%.....2,430sf

Space costs subject to conclusions
 of Master Planning meeting.....**To Be Determined**

Personnel

Salaries for 4 FTEs for Phase I (all estimated at the low point of the range
 + 1/3 per J. Olliver)

Director (Executive Dir., grade D).....\$83,334
 Deputy Director (executive staff asst.
 Grade 5).....41,225
 Admin. Asst. (Admin. Spec. I Grade 3)....35,610
 IT Assistant (Instructional Tech., grade 4)
 (\$34,112 FT, for ½ time).....17,056
 Marketing Coordinator (Grade A,
 55,450 FT, for ½ time).....27,725
 Benefits for 3 FTEs @ 30%.....48,049
Total Personnel:\$253,899

Equipment/Supplies

For 5 work stations

Computers (5 dell desktops @\$800).....\$4,000
 1 Dell Notebook.....1,020
 Printer (standard contract w/Sun Print
 Mgmt @ .01c pg. \$100 mo. X 12).....1,200
 Phones (5 @ \$150 (range \$100-175).....750
 Supplies (est. for startup).....500
Total Equipment/Supplies.....\$7,470

Furniture

Executive Director office (mid-level pkg: laminate, incl.
 L-shape desk, 2 pedestal files, keyboard
 tray, 1 bookcase, 1 lateral file, 1 ergonomic
 chair, 2 guest chairs).....\$3,250
 Associate Director office (faculty/staff pkg.: metal/
 laminate, incl. desk, 2 pedestal files,
 keyboard tray, 1 bookcase, 1 file, 1 ergo-
 nomic chair, 2 guest chairs.....2,800
 Administrative Assistant panel workstation pkg: tackable
 accoustal panels 66", desk, 2 pedestal files,
 keyboard tray, 1 bookcase, 1 file, 1 ergonomic
 chair, 2 guest chairs.....5,000

IT & Marketing Manager: 2 PT staff share panel workstation described above.....	5,000
Total	16,050
Delivery & setup, standard fee 18%.....	<u>2,889</u>
Total Furniture	\$18,939

APPENDIX C

Founding Documents

- I. Letter from Chancellor Rosenberg
- II. Letter from then-President Carl M. Kuttler Jr.