

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, May 18, 2010 at the St. Petersburg College EpiCenter, 13805 – 58th Street North, Largo, Florida. The following Board members were present: Chairman Terrence E. Brett, Vice Chairman Kenneth P. Burke, Mrs. Evelyn M. Bilirakis and Mr. Deveron M. Gibbons. Also present was Dr. Thomas E. Furlong, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Mr. Joseph H. Lang, Board Attorney. Trustee W. Richard Johnston was unable to attend.

10-139. The meeting was convened by the chairman at 8:30 a.m. The invocation was given by Mr. Gibbons and was immediately followed by the pledge of allegiance.

10-140. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
TUESDAY, MAY 18, 2010**

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

REGULAR MEETING: 8:30 A.M.

(THIS MEETING IS OPEN TO THE PUBLIC.)

**PLEASE NOTE: Items contained herein are subject to change
during a Board meeting before final Board action.**

- I. Call to Order
- II. Invocation
- III. Pledge of Allegiance
- IV. Preliminary Matters
 - A. Presentation of Retirement Resolutions and Motion for Adoption

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1. Danny B. Clark, Mathematics, Seminole Campus
2. Jane M. Johnson, Library, District Office
3. Pamela S. Neale, Word Processing, Health Education Center
4. Barbara L. Truett, Communications/Learning Support Commons, Clearwater Campus

B. Introduction of Employees

V. Review and Approval of Minutes – Board of Trustees’ Meetings of April 1, April 7, April 13 and April 21, 2010

VI. Old Business (items previously considered but not finalized). NONE

VII. Report of New Business from the Board Attorney – Joseph H. Lang

- Approval of Proposed Employment Agreement for Incoming President

VIII. Report of New Business from the General Counsel – Sydney H. McKenzie III

IX. Report of New Business from the President

A. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)

1. Removal of Certain Assets from Property Inventory
2. Student Use Print Management and Copier Service, Seminole Campus Joint-Use Library and Learning Support Commons

B. OTHER EXPENDITURES AND CONTRACTS

1. Clearwire Spectrum Holdings III LLC – Lease of Excess Capacity on Educational Broadband and Service Channel
2. ANGEL Learning, Inc. (formerly Cyberlearning Labs, Inc.)
3. Baynard, McLeod and Lang, PA – Legal Services as Board Attorney
4. Allen, Norton and Blue, PA – Legal Services

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C. GRANTS/RESTRICTED FUNDS CONTRACTS

1. Application/Acceptance
 - a. U.S. Department of Education, Congressionally-Directed Grant – Healthcare Informatics
2. Amendment(s). **NONE**

D. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

1. Disposition of Surplus or Obsolete Property (Survey #529)
2. 2009/10 Sanitation, Casualty, and Safety Inspection Report
3. Review of Phase III Construction Documents, Project 1707-X-08-18, Veterinary Technology Building, Veterinary Technology Special Purpose Center
4. Selection for Architectural Services for Ethics and Social Science Building at Clearwater Campus
5. Review of Phase I Schematic Design Plans and Preliminary Guaranteed Maximum Price for Project 151-F-10-15, Remodel for Classrooms, Labs and Offices, Phase IV, Downtown Center
6. Amendment #2, (Revision date of May 18, 2010) to the Educational Plant Survey Dated June 19, 2007 (Spot Survey #2, Revision date of May 18, 2010) (Social Science Building, Clearwater Campus)

E. AGENCY BILLINGS. NONE

F. PERSONNEL

1. Personnel Report
2. VALIC 401(a) Retirement Plan
3. Senior Management Service Class

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4. Vision Plan

G. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

- Rule 6Hx23-4.15 Academic Average and Repeated Courses
- Rule 6Hx23-4.36 Student Grievances and Appeals, Appeals to Waive Requirements of CLAST, Appeals to Exclude Coursework from Grade Point Average Calculations, Student Body Governance and Recommendations
- Rule 6Hx23-4.45 Testing of Students
- Rule 6Hx23-5.13 Property Records
- Rule 6Hx23-5.20 Waiver of Fees and Tuition

H. CURRICULUM

1. Credit Curriculum
2. Noncredit Curriculum and Fees

I. COLLABORATION BETWEEN DIRECT SUPPORT ORGANIZATIONS (DSOs) SPC ALUMNI ASSOCIATION, INC.; SPC FOUNDATION, INC; AND THE SPC LEEPA-RATTNER MUSEUM OF ART, INC.

J. UNCOLLECTIBLE ACCOUNTS

K. STUDENT TUITION AND FEES REPORT

L. FISCAL YEAR 2010-2011 ANNUAL CAPITAL OUTLAY BUDGET (FACILITIES PLANNING & INSTITUTIONAL SERVICES), OPERATING BUDGET AND AUXILIARY FUND BUDGET (ADMINISTRATIVE AND BUSINESS SERVICES)

M. FISCAL YEAR 2010-2011 LOWER AND UPPER DIVISION STUDENT FEES

N. PRESENTATION ON HONORS PROGRAMS
(Anne Cooper, Nadia Yevstigneyeva)

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O. FLORIDA DEPARTMENT OF EDUCATION, DIVISION OF FLORIDA COLLEGES – SPC’S ANNUAL EQUITY UPDATE REPORT FOR 2009-10

- X. Other Business – Items of Interest from the Board of Trustees
- XI. Confirmation of Next Meeting – Scheduled for Tuesday, June 15, 2010, 8:30 a.m. at the EpiCenter, Largo, Florida

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting Tuesday, May 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**

10-141. President Furlong recommended adoption of retirement resolutions for Danny B. Clark, Mathematics, Seminole Campus; Jane M. Johnson, Library, District Office; Barbara L. Truett, Communications/Learning Support Commons, Clearwater Campus; and Pamela S. Neale, Word Processing, Health Education Center. Mr. Clark, Ms. Johnson and Ms. Truett were all in attendance and, joined by colleagues, received their resolutions as presented by Chairman Brett and President Furlong. Mr. Gibbons moved to adopt the resolutions. Mr. Burke seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

An additional resolution was presented to trustee Ken Burke by Chairman Brett and Dr. Furlong on behalf of the Board and College family in recognition of Mr. Burke’s ongoing support of SPC through his work with the Association of Community College Trustees (ACCT) and the American Association of Community Colleges (AACC).

10-142. The minutes of the Meetings of the Board of Trustees of St. Petersburg College for April 1, April 7, April 13 and April 21, 2010 were presented by the chairman for approval. Mrs. Bilirakis moved approval of the minutes as submitted. Mr. Gibbons seconded the motion. Mr. Burke commended the Board clerk, Ms. Kim Corry, for the effort put into the accuracy and

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detail. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

10-143. Chairman Brett requested a report of any new business from the Board Attorney. On behalf of the negotiation committee, which included Mr. Brett as chair, Mr. Lang, General Counsel Syd McKenzie, and Dr. Doug Duncan, Senior Vice President of Administrative/Business Services, Mr. Lang presented the proposed Employment Agreement for incoming president William D. Law, Jr. in response to a charge by the Board to negotiate the contract, keeping it simple and straight-forward, and involving Ms. Tracey Jaensch of Ford & Harrison, LLP, who drew up the framework. He noted that the contract also incorporates recognition of SPC's commitment to the baccalaureate program, per Board request. He said he has met with Dr. Law, who was in attendance today, and his attorney Randy Hanna of Bryant, Miller and Olive, and negotiations were professional, straight-forward and candid. Mr. Lang stated he was submitting this proposed contract in agreement with Dr. Law.

Mr. Burke inquired as to similarities between the president's contract provisions and that of senior executive level employees, an earlier consideration requested by the Board. Mr. Lang stepped through each aspect of the contract and explained how each was similar or different. Specifically, he addressed Dr. Law's (1) term of employment being June 7, 2010 to June 30, 2013; (2) compensation in keeping with the advice of Search Consultant Dr. Jeff Hockaday to not remove any benefit Dr. Law currently has and to expect to give a 7 to 10 percent increase; (3) additional benefit over senior administration in that SPC will contribute to a deferred compensation program of Dr. Law's choosing, not to exceed \$85,000 annually or, non-invested funds will be added into his base salary; (4) annual leave of 30 days, plus 12 days of leave time requested by Dr. Law in keeping with his prior contract at Tallahassee Community College to allow involvement in activities that benefit the College in the long run or in private ventures such as participation as a board member, any compensation of which he would be entitled to keep; (5) provision of a suitable College-owned vehicle, though details have not yet been determined; (6) annual physical examination at the Board's expense; (7) annual performance review by the Board as required by Florida Statute; (8) annual contract review in conjunction with his annual performance; (9) reimbursement of expenses incurred for the good of the College; (10) provision for the Board to determine if termination cause could be curable; (11) agreement for the Board to hold the president harmless in any legal actions except for violations of contract employment as president; and (12) reimbursement up to \$15,000 to move to Pinellas County. Mr. Lang noted that all other provisions of the contract are in keeping with the benefits for senior management.

As a result of controversy surrounding the previous president's contract, Mr. Burke asked that the provisions of Dr. Law's contract be abundantly clear to avoid confusion for future Boards as to intent. He sought specifics in regard to paid leave that goes unused upon retirement (Para. 6C), and asked the Board, at the suggestion of legal counsel, to consider adding

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language that states, "Terminal pay for sick and annual leave shall be in accordance with Rule 6Hx23-2.07 of the College" so that the president's termination has the same limits as any other senior level administrator.

In addition, the Board discussed the requirement for the president's annual physical examination at the College's expense (Para. 6F) due to a high expense incurred under the previous president's contract. Mr. Burke asked that the Board consider either a cap on this expense or omitting this provision, as the president's health insurance policy covers an annual physical and the Board was unclear as to how the requirement for an annual physical exam would benefit the College or what its options would be upon unfavorable results.

In regard to the president's annual performance review (Para. 6G), Mr. Burke asked that the Board be more engaged in the review form, possibly even looking at other college reviews.

Mr. Burke further asked if a report can be provided to the Board annually of reimbursed expenses (Para. 6I). The Board concurred that language to this effect should be put into Board rule, and Mr. McKenzie agreed.

Mr. Burke reiterated the importance of Dr. Law being represented by his own legal counsel in matters involving his presidential contract rather than involving the College's legal counsel and creating an uncomfortable situation as in the past for both the Board and the College's attorney.

Mr. Lang expressed concern that the contract is scheduled to go into operation on June 7 and, since there is not another Board meeting before that time, it was his understanding it would go back to counsel with no agreement as of today's meeting. Mr. Burke made a motion to approve the contract as presented, with the understanding that the ideas discussed would be explored, and to authorize Chairman Brett to negotiate on the Board's behalf and sign the contract. Mr. Gibbons seconded the motion, Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows:

EMPLOYMENT AGREEMENT

AGREEMENT, date as of June 7, 2010 by and between ST. PETERSBURG COLLEGE (the "College"), a political subdivision of the State of Florida, and DR. WILLIAM D. LAW, (hereinafter "President") an individual residing in Pinellas County, Florida.

WHEREAS, the College desires to employ Dr. William D. Law as President of the College in accordance with the laws of the State of Florida and the provisions herein set forth; and

WHEREAS, Dr. William D. Law is willing to be employed by the College, all in accordance with provisions herein set forth:

NOW THEREFORE, in consideration of the premises and mutual covenants herein contained, the parties hereto agree as follows:

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1. **Term.** This Agreement shall commence on June 7, 2010, (the "Commencement Date") and shall continue to June 30, 2013, the termination date, if not terminated earlier by the College pursuant to the terms of this agreement. For the purposes of this Agreement, the term "Period of Employment" shall mean the period from the Commencement Date to the date of termination (the "Termination Date").

2. **Employment.** Subject to the terms and conditions and for the compensation herein set forth, the College employs President for and during the Period of Employment as President and President does hereby accept such employment.

3. **Duties.** President shall have such duties and responsibilities as are typically assigned to a College President of an historic Florida Community College now having additional baccalaureate authority and responsibility, including such duties as are authorized by Florida Statutes, along with such other responsibilities as shall be assigned by the Board of Trustees. Except as otherwise provided herein President shall use his best efforts and devote all of his business time during the Period of Employment to the performance of his responsibilities hereunder, and shall perform such responsibilities faithfully, diligently and to the best of his abilities. During the Period of Employment, except as otherwise provided herein, President agrees that he will not be employed or engaged in any other business or undertaking which is likely to either conflict with the interests of the College or adversely affect the efficient performance of his duties. President shall comply with all of the College's rules, regulations and policies from time to time in effect. President shall report directly to the St. Petersburg College Board of Trustees. President shall be based in the College's offices located in St. Petersburg, Florida, with such travel as maybe necessary to perform his duties hereunder

4. **Compensation.** As compensation for his full-time services hereunder, the College shall pay President during the Period of Employment a base salary ("Base Salary") at the annual rate of \$330,000, payable in accordance with the College's regular payroll practices.

5. **Expenses** The College shall reimburse President, not less often than monthly, for all actual and reasonable business expenses incurred in connection with his service to the College, upon submission of reasonably appropriate documentation therefor in accordance with College policy.

6. **Benefits**

A. The College shall make a contribution(s) to tax deferred annuity or annuities plan as and for additional compensation for The President during the original term of this agreement. Beginning with his first payroll check in June of 2010 the Board shall pay The President an additional sum which sum shall, until further directed by The President, be paid to a tax sheltered annuity plan or

plans to be selected at the President's sole discretion, which is established and qualified under the provisions of Section 457 of the Internal Revenue Code, or such other qualified tax deferred plan or plans accepted by the Internal Revenue Service of the President's choosing. The sum or sums not to exceed in the aggregate \$85,500 annually.. In the event the President does not elect to defer the entire sum, such sums not paid into deferred compensation plan or plans shall be paid to the President as additional base compensation in each fiscal year.

B. In addition to other benefits provided for herein, the President will be provided with all of the senior management benefit package as provided by Florida law which includes health, retirement and term life insurance.

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C. The President shall be provided with 30 days of paid annual leave and 12 days of paid sick leave each calendar year.

D. As additional compensation for the President, the Board shall reimburse the President in an amount equal to one hundred percent (100%) of the amount of the annual premium paid by the President to obtain disability insurance with the following coverages: (1) The disability income protection to be provided under the disability insurance policy issued to the President shall be in an amount equal to fifty percent (50%) of the President's annual minimum base salary, rounded upward to the closest \$1,000 increment; (2) The disability policy shall provide for a 180 day waiting period before beginning payment of benefits. In the event should become "disabled" within the meaning of the disability insurance policy during the 180 day waiting period of the policy, and after the President has used all of his then accrued and unused annual vacation or sick leave, the Board shall pay to the President the full amount of the salary and fringe benefits payable to him under this Agreement during the remainder of the 180 day waiting period.

E. The President will be provided with the use of a suitable College owned and maintained vehicle to be used by him for all College needs and personal needs not to exceed 1,000 miles per month.

F. Commencing on or before July 1, 2011, and on or before the 1st day of July of each succeeding calendar year of the original term of this agreement, or any year in which this agreement may be extended, the President shall undergo a comprehensive physical examination at the expense of the Board. The President shall report the results to the Chairman of the Board of the College.

G. An annual performance review will be performed annually on or before the 1st day of July of each calendar year (beginning in 2011) of the term of this agreement. Such performance review shall be in a mutually agreed upon format and shall be in compliance with applicable Florida law and administrative rules. The President's performance as President of St. Petersburg College shall be reviewed by the Board. The performance review shall be submitted to such parties as provided by Florida law and applicable administrative rules..

H. Annual contract review following the annual performance review shall be provided for before September 1st of the same calendar year, wherein the Board shall review the term, the base salary, and the additional compensation provided for in this contract, or as subsequently amended.

I. The reimbursement of expenses under paragraph 5 above shall include, but not be limited to, reimbursement for all reasonable dues and other expenses associated with the President's memberships in local, state and national professional, charitable and civic organizations to which the President currently holds or may hold membership and which benefit St. Petersburg College, which expenses will be paid either directly by the College or by the St. Petersburg College Foundation as may be agreed upon between St. Petersburg College and St. Petersburg College Foundation.

7. **Proprietary Rights and Information.** Any interest in patents, patent applications, inventions, technological innovations, copyrights, copyrightable works, developments, discoveries, designs, and processes ("Such Inventions") which President during the Period of Employment may own, conceive of, or develop shall be governed by Rule 6Hx23-1.35 of the Rules of the College.

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8. **Additional Leave.** The Board recognizes that certain outside activities by the President advance and enhance the image and reputation of the College. In furtherance of these activities the Board authorizes an additional 12 days of paid leave annually provided that the use of these days does not unreasonably interfere with the performance of other duties. It is anticipated that this professional leave will be used for those speaking and consulting opportunities in which the President is compensated through an honoraria consultant fees and/or for related expenses. It shall also be available for the President's use in fulfilling obligations as the Director of profit corporations provided that the Board is fully apprised of the identity and name of such corporation and that the same do not conflict with the mission and policies of the College. Such leave may be accrued from year to year.

9. **Termination**

A. **Death.** In the event of President's death during the Period of Employment, this Agreement shall automatically terminate on the date of death, and President's estate shall be entitled to payment of President's base salary and terminal benefits accrued hereunder through the date of death. All other benefits and compensation described herein shall terminate on the date of death unless otherwise stipulated in the applicable College plan.

B. **Disability.** In the event President shall be Disabled for a period of at least three (3) consecutive months or four (4) month in the aggregate in any twelve (12) month period during the Period of Employment, the College shall have the option to terminate President's employment and to terminate this Agreement. President's employment with the College shall terminate upon ten (10) days written notice of such termination to President, and all obligations of the College hereunder (other than eligibility for short-term or long-term disability benefits plus required payments therefore, under the plan in effect at the time) shall cease upon the date of such termination. "Disabled" as used herein shall mean the inability of President to perform his normal duties with or without reasonable accommodation. Notwithstanding the foregoing, President's salary as provided for hereunder shall continue to be paid for a period of up to 180 days during any period of the President is Disabled prior to and continuing after the date on which President's employment is terminated for any such disability.

C. **College's Rights To Terminate This Agreement**

(i) The College shall have the right, at any time during the Period of Employment, to terminate this Agreement and to discharge President for cause (hereinafter "Cause"), and all compensation to President shall cease to accrue upon discharge of President for Cause. For the purposes of this Agreement, the term "Cause" shall mean activity or actions by the President that constitute immorality, misconduct in office, incompetency, gross insubordination, willful neglect of duty (drunkenness) or conviction of any crime involving moral turpitude. Any delay in the College in exercising such right of termination shall not constitute a waiver thereof.

(ii) In the event the College elects to terminate President's employment for Cause, the Board may in its reasonable discretion also determine that such cause is curable. In the event that the Board makes such determination the College shall first give President written notice and a period of ten (10) days to cure such Cause, and if such Cause is not cured in said ten (10) days, such termination shall be effective ten (10) days after the College gives written notice of such failure

to cure to President. In the event of a termination of President's employment for Cause in accordance with the provisions of this Section 9(c), the College shall have no further obligation to President, except for the payment of salary and for any other compensation accrued and/or reimbursement of expenses incurred through the date of such termination from employment or President's vested entitlements under any of the College's benefit plans.

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(iii) The College shall have the right to suspend President on full pay pending any investigation into any potential dishonesty, gross misconduct or any other circumstances which may give rise to a right of the College to terminate President's employment for Cause.

D. **Directorships** In the event of the termination of the President's employment the President shall forthwith resign in writing from all directorships, trusteeships and other offices President may hold from time to time with the College or any affiliate of the College without compensation for loss of office, in the event of the termination of President's employment.

10. **Waiver** Any waiver by either party of a breach of any provision of this Agreement shall not operate as or be construed as a waiver of any other breach or default hereof.

11. **Governing Law** The validity of this Agreement or of any of the provisions hereof shall be determined under and according to the laws of the State of Florida, and this Agreement and its provisions shall be construed according to the laws of the State of Florida.

12. **Notices**. Any notice required to be given pursuant to the provisions of this Agreement shall be in writing and shall be delivered in person or by registered or certified mail to the respective parties at their addresses set forth on the first pay of this Agreement (or such other address as the party to receive notices has given by notice hereunder to the other party) Any such notice by personal delivery shall become effective upon receipt and any notice by registered or certified mail shall become effective five business days after mailed.

13. **Legal Actions**. To the extent permitted by Florida law and Florida government regulation, then the Board shall indemnify and hold the President harmless from any claim(s) or action(s) for damages, judgments, cost of defense, reasonable attorney fees, expenses or other financial loss, including attorney fees and costs for any appeal, for claim(s) or action(s) brought against him for acts alleged to have occurred within the scope of his employment during his tenure as President. This provision shall survive termination and/or consummation of this Agreement.

14. **Use of College Property**. The President may authorize the use of College property for events related to the College, the College's Foundation, or other organizations he may deem appropriate and beneficial to the College.

15. **Reimbursement for Moving Expenses**. The College agrees to reimburse The President for reasonable expenses incurred in moving to Pinellas County, Florida in an amount not to exceed \$15,000.

16. **Assignment** This Agreement shall not be assignable by President. This Agreement shall be assignable by the College and binding on a corporation or other business entity that succeeds to all or substantially all of the business of the College through merger, consolidation, corporate reorganization or by acquisition of all or substantially all of the assets of the College and which assumes College's obligations under this Agreement. The provisions of this Agreement shall be binding upon and inure to the benefit of President and his heirs and personal representatives, and shall be binding upon and inure to the benefit of the College and its successors and assigns.

17. **Modification** This Agreement contains the entire understanding between the parties hereto and supersedes all other oral and written agreements or understandings between them. No

modification or addition hereto or waiver or cancellation of any provision shall be valid except by a writing signed by the party to be charged therewith.

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18. **Obligations of a Continuing Nature** The covenants, agreements, representations and warranties contained in or made pursuant to this Agreement shall survive President's termination of employment, irrespective of the method or circumstances of such termination from employment or termination of this Agreement.

19. **Representation** President represents and warrants to the College that President is under no contractual or other restriction or obligation which is inconsistent with the execution of this Agreement, the performance of his duties hereunder, or the other rights of the College hereunder. In the event of a breach of such representation or warranty on his part or if there is any other legal impediment which prevents him from entering into this Agreement or performing all of his duties and obligation as hereunder, the College shall have the right to terminate this Agreement in accordance with Section 9(c) hereof.

20. **Descriptive Headings**. The paragraph headings contained herein are for reference purposes only and shall not in any way affect the meaning or interpretation of this Agreement.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first above written.

By _____

By _____

Dated _____

Dated _____

10-144. The president presented Items IX-A.1-A.2 under Bids, Expenditures and Contracts (through Purchasing). Mrs. Bilirakis moved approval of Items IX-A.1-A.2. Mr. Burke seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Mr. Burke commended staff on the excellent copier rates obtained for SPC students (Item IX-A.2). Mr. Paul Spinelli, Director of Procurement & Asset Management, said Ricoh notified staff on Friday that the lease rate is further being reduced, resulting in a savings to the College of another \$1,000.

Information regarding these items is as follows:

Board Material Relating to
Agenda Item IX-A.1
Meeting: May 18, 2010

**BOARD OF TRUSTEES
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Removal of Certain Assets from Property Inventory

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Approval is sought to write off capital assets not located for three consecutive years and to remove from the College's property inventory items incorrectly tagged.

Attachment "A" contains 30 capital assets valued individually at \$1,000 or more, with a total acquisition cost of \$62,314.07 and a current Net Book value of \$0. These assets were acquired between 1981 and 2005. Though diligently searched for during the College's annual physical inventory process, these items have not been accounted for in three consecutive years. Per guidelines established by the State of Florida's Chief Financial Officer, the Auditor General's Office and Florida Statutes, with proper approval, these assets can be removed from the property records. Attachment "B" contains 47 Self-Contained Breathing Apparatus (SCBA) units used by the Fire Training program. These were originally added to the Asset Management database as a complete unit – mask, air tank, regulator and backpack. However, these components are interchangeable and individually priced at less than \$1,000 each. As each part reaches its useful life, it is replaced as a separate piece. Similar equipment obtained after 2004 has been purchased as individual pieces and not considered a capital asset.

Thomas E. Furlong Jr., President; Doug Duncan, Vice President, Administrative/Business & Information Services; Theresa Furnas, Associate Vice President, Financial & Business Services; Jamelle Conner, Associate Vice President, Business Services; and Paul Spinelli, Director of Procurement & Asset Management, recommend approval.

Attachments

kr0504102

Attachment "A" BOT meeting May 18, 2010 Agenda item IX-A.1

BOT #	Description	Acquisition Date	Acquisition Value	Net Book Value
01818	X-Ray Machine Dental:Int	10/1/1981	\$3,070.00	\$0.00
08493	Cellular Back-Up Securit	2/1/1994	\$1,800.00	\$0.00

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13023	Laptop Computer:Dell Latitude	8/24/1998	\$2,500.00	\$0.00
14227	Computer:Powerbook	12/8/1998	\$2,519.00	\$0.00
14981	Desk,End Table/Bridge	1/12/1999	\$786.61	\$0.00
16869	Computer:Dell 500 Pentium III	2/24/2000	\$1,352.00	\$0.00
17147	Computer:Dell 667Mhz/133	6/28/2000	\$1,320.00	\$0.00
17275	Computer:Dell GX110L	6/19/2000	\$1,368.00	\$0.00
17481	Computer:Dell GX110 T	7/19/2000	\$1,227.00	\$0.00
18194	Table w/clay rollers	9/18/2000	\$1,000.00	\$0.00
18876	Computer:Dell GX110	2/28/2001	\$1,158.64	\$0.00
19199	Computer:Dell GX110	4/20/2001	\$1,154.01	\$0.00
19277	Computer:Dell Pentium III	5/9/2001	\$1,100.95	\$0.00
20537	Laptop Computer:Dell Latitude	3/28/2002	\$2,155.00	\$0.00
21531	Projector:Epson 7600P	4/26/2002	\$4,224.33	\$0.00
22405	Projector:AVP	6/24/2002	\$2,800.00	\$0.00
22866	Laptop Computer: Dell Latitude	6/20/2002	\$2,203.67	\$0.00
23297	Laptop Computer:Dell Latitude	8/22/2002	\$3,601.96	\$0.00
23573	ISDN Router Kit:Astricom	6/23/2003	\$1,349.00	\$0.00
24598	Laptop Computer:Dell Latitude	4/16/2003	\$1,493.00	\$0.00
25182	Computer:Apple G4	6/2/2003	\$2,500.00	\$0.00
26159	Player/Recorder:Sony 1500A	7/8/2003	\$5,356.33	\$0.00
26642	Laptop Computer:Dell Latitude	7/15/2003	\$1,947.00	\$0.00
27670	Laptop Computer:Dell Latitude	4/5/2004	\$2,503.36	\$0.00
28312	External Bus Converter	8/18/2004	\$1,312.25	\$0.00
28785	Laptop Computer:Dell Latitude	3/24/2005	\$1,420.04	\$0.00
29188	Projector:Epson	3/14/2005	\$2,051.00	\$0.00
29189	Projector:Epson	3/14/2005	\$2,051.00	\$0.00
29880	Digital Document Presenter:Elm	2/23/2005	\$2,802.92	\$0.00
31686	Laptop Computer:Dell Latitude	11/7/2005	\$2,187.00	\$0.00
			\$	
		Grand Total	62,314.07	

Attachment "B" BOT meeting May 18, 2010 Agenda item IX-A.1
Self Contained Breathing Aparatus (SCBA) Equipment

BOT #	Description	Acquisition Date	Acquisition Value	Net Book Value
06042	Scott Air Pack **	10/1/1989	\$1,201.12	\$0.00
11477	Air Pack **	6/30/1997	\$1,732.50	\$0.00

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13794	Tank & Back Pack **	10/17/1998	\$1,362.70	\$0.00
13795	Tank & Back Pack **	10/17/1998	\$1,362.70	\$0.00
13796	Tank & Back Pack **	10/17/1998	\$1,362.70	\$0.00
13797	Tank & Back Pack **	10/17/1998	\$1,362.70	\$0.00
13798	Tank & Back Pack **	10/17/1998	\$1,362.70	\$0.00
18360	Ultra MMR SCBA **	6/26/2002	\$2,199.05	\$0.00
19556	Ultra MMR SCBA **	6/26/2002	\$2,199.05	\$0.00
19557	Ultra MMR SCBA	6/26/2002	\$2,199.05	\$0.00
19558	Ultra MMR SCBA **	6/26/2002	\$2,199.05	\$0.00
20292	Ultra MMR SCBA	6/26/2002	\$2,199.06	\$0.00
20293	Ultra MMR SCBA **	6/26/2002	\$2,199.05	\$0.00
20294	Ultra MMR SCBA **	6/26/2002	\$2,199.05	\$0.00
20295	Ultra MMR SCBA **	6/26/2002	\$2,199.05	\$0.00
20319	Ultra MMR SCBA	6/26/2002	\$2,199.05	\$0.00
20320	Ultra MMR SCBA	6/26/2002	\$2,199.05	\$0.00
26575	MMR SCBA Air Mask **	8/28/2003	\$2,708.89	\$0.00
26576	MMR SCBA Air Mask **	8/28/2003	\$2,708.89	\$0.00
26577	MMR SCBA Air Mask **	8/28/2003	\$2,708.89	\$0.00
26578	MMR SCBA Air Mask **	8/28/2003	\$2,708.89	\$0.00
26579	MMR SCBA Air Mask **	8/28/2003	\$2,708.89	\$0.00
26580	MMR SCBA Air Mask **	8/28/2003	\$2,708.89	\$0.00
26581	MMR SCBA Air Mask **	8/28/2003	\$2,708.89	\$0.00
26582	MMR SCBA Air Mask **	8/28/2003	\$2,708.89	\$0.00
26583	MMR SCBA Air Mask **	8/28/2003	\$2,708.90	\$0.00
26584	MMR SCBA Air Mask **	8/28/2003	\$2,780.90	\$0.00
28793	MMR SCBA Air Mask **	4/28/2005	\$2,772.84	\$0.00
28794	MMR SCBA Air Mask **	4/28/2005	\$2,772.84	\$0.00
28795	MMR SCBA Air Mask **	4/28/2005	\$2,772.84	\$0.00
28796	MMR SCBA Air Mask **	4/28/2005	\$2,772.84	\$0.00
28797	MMR SCBA Air Mask **	4/28/2005	\$2,772.84	\$0.00
29158	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29159	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29160	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29161	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29162	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29163	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29164	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29165	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29166	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00

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29167	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29168	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29169	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29170	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29171	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00
29172	Scba Airpak 50:Scott	12/21/2004	\$2,787.69	\$0.00

** Currently on the Collegewide missing inventory report - BOT tagged piece was replaced

Board Material Relating to
Agenda Item IX-A.2
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**Student Use Print Management and Copier Service
Seminole Campus Joint-Use Library and Learning Support Commons**

BACKGROUND AND OVERVIEW: At the January 27, 2009 Board Meeting, the St. Petersburg College Board of Trustees confirmed approval of a 5-year agreement with Ricoh Americas Corporation to provide student pay-to-print and copying services (see attached memo). The income from the pay-to-print has covered the lease payments. The cost per page was realigned in 2009 to \$.10 for black & white (B/W) (\$.15 for duplex) and \$.50 for color copies (\$.85 for duplex). The cost for color represents a reduction of 50 percent, and prior to this Ricoh equipment, there was no duplex option available. At that time, the Seminole Campus was excluded as their system was not in need of replacement; however, the Seminole Campus now needs to replace old equipment.

Approval is sought to add a total of 4 Ricoh Copiers for the Library and Learning Support Commons. The lease will be coterminous (45 months remaining) with the existing lease that ends in January 2014. The equipment lease cost for the copiers will be an additional \$529.68 per month plus annual software licensing costs of \$1540.00. In addition, the cost per page charged to the College will be \$0.0075 for B/W copies and \$0.055 for color copies. This agreement is utilizing the University of Florida Master Agreement for Multifunctional and Specialty Application Copiers #07DD-162TC. The additional lease cost over the remaining lease period will be \$23,835.60 plus the per page costs set forth above.

AUTHORITY: BOT Rule 6Hx23-5.12 Exemption "D" – Purchase at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.

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Thomas E. Furlong, Jr, President; Doug Duncan, Sr. Vice President, Administrative/Business Services & Information Systems; James Olliver, Provost, Seminole/eCampus; Theresa Furnas, Associate Vice President, Financial and Business Services; Deborah Robinson, Director of Libraries; and Paul Spinelli, Director of Procurement and Asset Management, recommend approval.

Attachment

ps0511104

Board Material Relating to
Agenda Item IX-A.2
Meeting: January 27, 2009

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**Student Use Print Management & Copier Service College-Wide Libraries, Information
Commons, Learning Support Centers & Academic Resource Centers –
Excluding Seminole Campus**

At the December 16, 2008 Board meeting, the St. Petersburg College Board of Trustees approved entering into an agreement with Ricoh Americas Corporation to provide student print and copying services. This item was not included as part of the regular Board agenda and, therefore, is now being brought for confirmation of the action taken at the December Board meeting.

BACKGROUND: In 2004, the College entered into a 5-year agreement with Axsa Document Solutions to provide pay-to-print services at the College's libraries and other student support areas, excluding the Seminole Campus and the Clearwater Campus Learning Center. This lease agreement expires January '09. The average cost for the lease agreement has been \$5,934 per month. Per the current College procedures, the cost for use has been \$.10 per black and white page and \$1.00 per color page. The income from the pay-to-print has covered the lease expense.

The term of the agreement shall be for 5 years commencing upon the College's acceptance of installation of equipment and software, which is estimated to be in January 2009. The base lease rate is \$4,032.50 per month, which includes software licensing and maintenance (included in year 1 but not in years 2 through 5). The College will pay an additional \$6,526 per year for software license and maintenance at the beginning of the year for years 2 through 5. In addition, the cost per page charged to the College per month will be \$.0085 for black and white on monochrome equipment and \$.0750 for color and \$.0090 for black and white on the color equipment. This agreement is utilizing the University of Florida Master Agreement for Multifunctional and Specialty Application Copiers #07DD-162TC. The 5-year cost will be \$268,054 plus the per page costs as set forth above. This represents a savings of approximately \$87,000 over the 5-year period versus the previous contract vendor.

AUTHORITY: BOT Rule 6Hx23-5.12 Exemption "D"-Purchase at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.

Carl M. Kuttler, Jr. President; Doug Duncan, Vice President, Administrative/Business & Information Services; Theresa Furnas, Associate Vice President, Financial & Business Services; Deborah Robinson, Director of Libraries; and Paul Spinelli, Director of Purchasing, recommend approval.

ps0105091

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10-145. The president presented Items IX-B.1-B.4, Other Expenditures and Contracts, and Item IX-C.1a, Application for and Acceptance of Grants/Restricted Funds (if awarded). Mr. Burke moved approval. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Mr. Burke commended the staff on the Clearwire lease agreement (Item IX-B.1), stating it is an excellent benefit to the College. He inquired as to the intended use of the revenue received. President Furlong responded that the funds will become part of a recurring line in the Auxiliary budget, which will be discussed later in the meeting during the Budget presentation.

Information regarding these items is as follows:

Board Meeting Relating to
Agenda Item IX-B.1
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**Clearwire Spectrum Holdings III LLC—
Lease of Excess Capacity on Educational Broadband Service Channels**

Authorization is requested to enter into an Agreement(s) with Clearwire Spectrum Holdings III LLC to lease to Clearwire the excess capacity on the Educational Broadband Service Channels. The initial term of the Agreement will commence upon execution and be renewed for a maximum period of thirty (30) years. Within ten (10) business days of execution of the Agreement, Clearwire will pay the College an amount of \$547,306.85. Clearwire will also pay Dow Lohnes PLLC (legal services provider to the College associated with this Agreement) an amount of \$69,414.55 upon the same schedule. These two payments (totaling \$616,721.40) represent Clearwire's Prepaid Fee. Beginning within ten (10) business days of the Commencement Date, and on the first day of each month thereafter throughout the Term of the Agreement, Clearwire will pay the College a monthly fee of \$28,615.87 which will increase by 3% each year over the period of 30 years. The total lease revenue is anticipated to be \$16,953,664.33.

This includes the amount of the Prepaid Fee (\$616,721.40) plus \$16,336,942.93 in monthly fees over the period of 30 years. **Based on the foregoing, approval is sought to receive revenues in an amount estimated to be \$16,953,664.33 over 30 years.**

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Background Information

The Federal Communications Commission has authorized the College to operate on the EBS channels A2 and A3, and D2 and D3 under the call signs WFW689 and WGV752. The original Lease Agreement dated as of December 31, 2001 between the College and Sprint (Bay Area), LLC, an affiliate of Clearwire, whereby Clearwire Affiliate leases from the College the excess capacity on the Channels, will be replaced by this Agreement between the College and Clearwire Spectrum Holdings III LLC.

Thomas E. Furlong, Jr., President; Doug Duncan, Vice President, Information Systems and Business Services; Daya Pendharkar, Associate Vice President of Information Systems and Theresa Furnas, Associate Vice President of Business and Financial Services recommend approval.

dd:dvc:0503106

Board Meeting Relating to
Agenda Item IX-B.2
Meeting: May 18, 2010

BOARD OF TRUSTEES ST. PETERSBURG COLLEGE

ANGEL Learning, Inc. (Formerly Cyberlearning Labs, Inc.)

Authorization is sought to exercise the annual contract extension for the agreement with ANGEL Learning, Inc. for one additional year. The cost for extended software licensing and support and other services for one additional year will not exceed \$197,423. The funding source for this extension will be from the Learning Management Systems budget.

ANGEL Learning was recently purchased by Blackboard. This extension will provide the College with additional time and opportunity to evaluate future directions and options regarding distance learning software.

Background Information

ANGEL, the College's learning management system, is a piece of software that enhances the learning process for students and faculty. The software is used to teach SPC's online courses. Faculty, who are teaching face-to-face classes, are also using ANGEL to place content and classroom resources online so that they are readily available to students. In addition, the software

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is used for placing content online in other areas such as the College's National Terrorism Preparedness Institute, Multijurisdictional Counterdrug Taskforce Training Program and Corporate Training.

The current contract is a three-year contract spanning July 1, 2007 through June 30, 2010 with a provision to extend the contract for two additional years. Per the Optional Renewal Clause of the contract, the College exercised the first renewal option last year to continue the Agreement through June 30, 2011: The College now has the option to renew ANGEL LMS, ePortfolio, and XEI for one additional year. To exercise the final one-year renewal option, the College must notify ANGEL Learning of its intent to renew no later than the anniversary date of the prior year. (See chart below)

Optional Year	Notification Required By	Cost Per Year
July 1, 2011 through June 30, 2012	July 1, 2010	\$197,423

Thomas E. Furlong, Jr., President; Anne Cooper, Senior Vice President, Academic and Student Affairs; Doug Duncan, Vice President, Administrative/Business and Information Services; Vicki Westergard, Executive Director, eCampus and Ken Pereira, Director, Learning Management Systems recommend approval.

kp0504102

Board Material Relating to
Agenda Item IX-B.3
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

Baynard, McLeod and Lang, PA—Legal Services as Board Attorney

Authorization is sought to extend the agreement with Baynard, McLeod and Lang, PA to provide the legal services of Joseph H. Lang, Esquire, to continue to serve as the Board attorney, for the period commencing July 1, 2010 and continuing through June 30, 2011. Under the terms of the Agreement, Mr. Lang will receive a retainer of \$500 per month and an hourly rate of \$250 for services rendered. The Agreement will also provide that Mr. Lang may elect to use other

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firms, at agreed upon rates, for specialty issues not handled by Mr. Lang's firm. Although the total amount of this Agreement cannot be determined at this time, expenditure approval, for Mr. Lang's firm and other firms used to provide services contemplated herein, is requested for up to the approved budgeted amount for Fiscal Year 2010-11.

Thomas E. Furlong, Jr., President and Sydney H. McKenzie III, General Counsel, recommend approval.

ps0430102

Board Material Relating to
Agenda Item IX-B.4
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

Allen, Norton and Blue, PA—Legal Services

Authorization is sought to continue and extend the agreement with Allen, Norton and Blue, PA to provide the legal services of Mark Levitt, Esquire and other specialists as needed within the firm, at the hourly rate of \$200 per hour for the period commencing July 1, 2010 and continuing through June 30, 2011. Allen, Norton and Blue, PA will provide legal services related to labor and employment law issues. Although the total amount of this Agreement cannot be determined at this time, expenditure approval is requested for up to the approved budgeted amount for Fiscal Year 2010-11.

Thomas E. Furlong, Jr., President and Sydney H. McKenzie III, General Counsel recommend approval.

ps0430101

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Board Material Relating to
Agenda Item IX-C.1a
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**U.S. Department of Education, Congressionally-Directed Grant—
Healthcare Informatics**

Confirmation is sought for a grant proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education for a Congressionally-directed grant "for a healthcare informatics program, including curriculum development and purchase of equipment." The grant, if awarded, will provide funding to SPC in the amount of \$300,000. The project period for the grant will begin June 1, 2010 and end May 31, 2011. See attached Information Summary for additional information. **Permission is sought to enter into any necessary agreements and to accept funding for this grant proposal, if awarded.**

St. Petersburg College will use its congressionally-directed grant of \$300,000 to direct its efforts toward the revision and update of its healthcare informatics curriculum in accordance with new industry standards. The goal of this program is to provide students enrolled in the Healthcare Informatics training education, experience, and skill development that is consistent with "real world" healthcare records management requirements. The objectives of this initiative are as follows: 1) The course curriculum requirements and language will be modified to ensure consistency with the new federal regulations under the *Patient Protection and Affordable Care Act (P.L. 111-148)*; 2) The course curriculum will be integrated and updated to include the CERNER AES solution product; and 3) The course curriculum will be updated to address the new skill standards and core competencies required for the newly created employment positions that are established in cooperation with healthcare providers. Through the Healthcare Informatics A.S. and Certificate programs provided by St. Petersburg College, students with diverse educational backgrounds and skill sets will be fully prepared for current and future jobs opportunities as they emerge in the area of Health Information Technology.

The total award for the term of the contract is \$300,000. The award is to be used to cover Personnel (\$181,758); Fringe Benefits (\$56,017); Contractual services/costs (\$40,000); Travel (\$1,295) and Indirect Costs (\$20,930).

Thomas E. Furlong, Jr., President; Anne M. Cooper, Senior Vice President, Academic and Student Affairs and Phillip V. Nicotera, Provost, Health Education Center recommend approval.

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Attachment

saj0504103

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

Date of BOT Meeting:	May 18, 2010
Funding Agency or Organization:	U.S. Department of Education
Name of Competition/Project:	Congressionally-directed grant for a Healthcare Informatics Program, including curriculum development and purchase of equipment
SPC Application or Sub-Contract:	Applicant
Grant/Contract Time Period	Start: June 1, 2010 End: May 31, 2011
Cabinet Member:	Phil Nicotera
Manager:	Eric Carver

FOCUS OF PROPOSAL:

St. Petersburg College will use its congressionally-directed grant of \$300,000 to direct its efforts toward the revision and update of its healthcare informatics curriculum in accordance with new industry standards. The goal of this program is to provide students enrolled in the Healthcare Informatics training education, experience, and skill development that is consistent with “real world” healthcare records management requirements. The objectives of this initiative are as follows: 1) The course curriculum requirements and language will be modified to ensure consistency with the new federal regulations under the *Patient Protection and Affordable Care Act (P.L. 111-148)*; 2) The course curriculum will be integrated and updated to include the CERNER AES solution product; and 3) The course curriculum will be updated to address the new skill standards and core competencies required for the newly created employment positions that are established in cooperation with healthcare providers. Through the Healthcare Informatics A.S. and Certificate programs provided by St. Petersburg College, students with diverse educational backgrounds and skill sets will be fully prepared for current and future jobs opportunities as they emerge in the area of Health Information Technology.

The total award for the term of the contract is \$300,000. The award is to be used to cover Personnel (\$181,758); Fringe Benefits (\$56,017); Contractual services/costs (\$40,000); Travel (\$1,295) and Indirect Costs (\$20,930).

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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.)

<u>Category</u>	<u>Total</u>
Personnel	\$181,758
Fringe Benefits	\$ 56,017
Contractual Services/Costs	\$ 40,000
Travel	\$ 1,295
Indirect Costs	\$ 20,930
TOTAL	\$300,000

FUNDING

Total proposal budget:

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

\$300,000

Total amount from funder:

\$300,000

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

N/A

Software/materials

N/A

Equipment

N/A

Services

N/A

Staff Training

N/A

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FTE N/A

Other N/A

COLLEGE GOALS AND INSTITUTIONAL INITIATIVES ADDRESSED

College Goal:

I. Expand student access to baccalaureate programs, bachelor's degrees, graduate degrees, and careers; as well as prepare lower division students for successful transfer into baccalaureate programs through the associate in arts and articulated associate in science degree programs.

Institutional Initiative:

A. Develop and implement new academic programs/program tracks in high-demand areas in response to workplace and student demands.

10-146. The president presented Capital Outlay, Maintenance, Renovation, and Construction Items IX-D.1-D.2. Mr. Burke moved approval. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows:

Board Material Relating to
Agenda Item IX-D.1
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

Disposition of Surplus or Obsolete Property (Survey # 529)

The items of tangible personal property that follow 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

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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 2000 and beyond 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
00172	N-View li+ Viewframe Lcd	4/1/1990	Obsolete	\$1,438.18
02194	Data Analyzer:Tektronix	3/1/1981	Obsolete	\$3,162.65
02208	Function/Sweep Generator	12/1/1988	Obsolete	\$1,702.22
02212	Function/Sweep Generator	7/1/1988	Obsolete	\$1,695.00
02224	Oscilloscope:Hp:Digital	12/1/1988	Obsolete	\$2,772.00
02229	Function/Sweep Generator	12/1/1988	Obsolete	\$1,702.22
02254	Oscilloscope:Hp:Digital	12/1/1988	Obsolete	\$2,772.00
02521	Time Base Unit:Tektronix	3/1/1981	Obsolete	\$1,038.80
02897	Vcr:Sony Umatic	11/1/1988	Obsolete	\$3,864.00
02901	Character Generator:3M	1/1/1987	Obsolete	\$5,500.00
02925	Sweep Signal Generator:W	9/1/1982	Obsolete	\$2,350.14
02931	U-Matic Recorder:Sony	6/1/1988	Obsolete	\$2,312.00
02979	Power Meter:Hewlett Pack	12/1/1981	Obsolete	\$1,303.08
02985	Video Projector:Sony	7/1/1988	Obsolete	\$4,877.25
04921	Diazo Blueprint Printer	1/1/1983	Obsolete	\$1,195.00
05922	Plotter:Hewlett Packard	6/1/1984	Obsolete	\$1,683.00
06802	Signal Level Meter:Wavet	6/1/1992	Obsolete	\$1,536.50
09110	Pulse Oximeter	12/1/1994	Obsolete	\$2,200.00
09529	Laserjet Plotter	7/1/1995	Obsolete	\$1,854.59
10762	Camcorder:Panasonic	11/19/1996	Obsolete	\$1,953.00
11788	Printer:Lexmark S1650	7/14/1997	poor	\$1,422.95
12510	Printer:Lexmark 1855N	3/23/1999	poor	\$1,308.91
12592	Printer:Lexmark 1650N	1/21/1998	Obsolete	\$1,281.63
12609	Printer:Lexmark 1650N	1/21/1998	poor	\$1,281.63

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12765	Printer:Lexmark 1650N	5/19/1998	Obsolete	\$1,296.81
12798	Bushi Evaporator	6/30/1998	poor	\$2,450.00
13627	Printer:Lexmark 1275SN	8/21/1998	poor	\$3,208.83
13739	Test Scoring Machine	9/21/1998	Obsolete	\$1,861.00
13835	Printer:HP 455CA	10/7/1998	Obsolete	\$3,312.00
14438	2514 Configuration for CCNA	11/19/1998	Obsolete	\$2,000.00
14769	Projector:DuKane	12/16/1999	Obsolete	\$1,849.00
15205	Printer:Lexmark 1855N	8/31/1999	Obsolete	\$2,120.16
15208	Printer:Lexmark 1855N	8/31/1999	Obsolete	\$1,308.26
15408	Router:Cisco	9/20/1999	Obsolete	\$2,123.11
15409	Router:Cisco	9/20/1999	Obsolete	\$1,919.12
15412	Router:Cisco	9/20/1999	Obsolete	\$2,123.11
15486	Router:Cisco	9/20/1999	Obsolete	\$1,919.11
15488	Router:Cisco	9/20/1999	Obsolete	\$2,123.11
15491	Router:Cisco	9/20/1999	Obsolete	\$1,919.12
15493	Router:Cisco	9/20/1999	Obsolete	\$2,123.11
15495	Router:Cisco	9/20/1999	Obsolete	\$1,919.12
15498	Router:Cisco	9/20/1999	Obsolete	\$1,919.12
15533	Projector:Epson	7/30/1999	Obsolete	\$1,849.00
15592	Computer: Dell P6400	8/13/1999	Obsolete	\$1,314.00
15757	Printer: Lexmark 1855N	9/24/1999	Obsolete	\$1,284.49
15765	Laptop Computer:Dell Latitude	9/27/1999	Obsolete	\$3,410.00
16013	Printer:HP 4500N	11/15/1999	Obsolete	\$2,762.13
16247	Catalyst 5000, Cisco	12/17/2000	Obsolete	\$47,684.78
16370	1 Chop Student Camera System	12/1/1999	poor	\$8,603.17
16371	13X Presenter Camera System	12/1/1999	poor	\$23,603.17
16372	CRT Video Projector	12/1/1999	Obsolete	\$18,577.86
16447	Copyette:Telex	10/23/2000	Obsolete	\$1,130.00
16450	Camcorder:Panasonic	11/29/2000	Obsolete	\$1,047.00
16647	Router:Cisco	12/7/1999	Obsolete	\$2,331.26
16654	Router:Cisco	12/7/1999	Obsolete	\$2,331.26
16666	Catalyst 5500: Cisco	12/17/2000	Obsolete	\$23,789.80

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

17092	24 Port 10 Mb Switch	4/18/2000	Obsolete	\$1,167.51
17099	Emulator:Merge	4/20/2000	Obsolete	\$2,147.30
17100	Emulator:Merge	4/20/2000	Obsolete	\$2,147.30
17101	Emulator:Merge	4/20/2000	Obsolete	\$2,147.30
17418	Printer:HP 4500N	6/8/2000	Obsolete	\$2,125.20
17419	Printer:HP 2500	6/8/2000	Obsolete	\$1,111.00
17445	Printer:Lexmark 1275N	6/30/2000	Obsolete	\$1,798.54
17945	Router:Cisco	8/11/2000	Obsolete	\$1,968.00
17960	Router:Cisco	8/11/2000	Obsolete	\$1,968.00
18066	Router:Cisco	8/11/2000	Obsolete	\$1,968.00
18073	Switch:Cisco	8/11/2000	Obsolete	\$1,152.60
18118	Printer:HP C777#ABA	9/28/2000	Obsolete	\$1,025.00
18289	Laptop Computer:Dell Latitude	10/23/2000	Obsolete	\$3,297.46
18420	Cart:Bretford	6/22/1999	Obsolete	\$3,107.86
18435	Projector System:Sanyo	6/22/1999	Obsolete	\$26,739.11
18436	Projector System:Sanyo	6/22/1999	Obsolete	\$2,251.61
18570	Computer:Dell	2/27/2001	Obsolete	\$4,372.00
19298	Printer:Protocol Central Emul	6/29/2001	Obsolete	\$2,145.00
19299	Printer:Protocol Central Emula	6/29/2001	Obsolete	\$2,145.00
19307	Computer:Dell GX110	5/30/2001	Obsolete	\$903.03
19342	Computer:Dell GX110	6/20/2001	Obsolete	\$968.00
19344	Printer:Lexmark OptraC720DN	6/20/2001	Obsolete	\$3,370.00
19345	Printer:Lexmark Optra T614NL	6/20/2001	Obsolete	\$1,348.00
19461	Projector:Epson	9/25/2001	Obsolete	\$4,610.00
19730	Computer:Dell	6/29/2001	Obsolete	\$1,698.00
19768	Projector:Epson 5600	12/27/2001	Obsolete	\$3,909.00
20413	Computer:Dell GX150	8/21/2001	Obsolete	\$1,077.00
20469	Printer:HP 2200DTN	3/7/2002	poor	\$1,187.60
20504	Computer:Dell 530	12/11/2001	Obsolete	\$5,283.30
20505	Computer:Dell 530	12/11/2001	Obsolete	\$5,669.55
20547	Computer: Dell GX240	4/16/2002	Obsolete	\$1,665.55
20866	Computer: Dell GX240	11/13/2001	Obsolete	\$1,302.95

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

20872	Computer: Dell GX240	11/13/2001	Obsolete	\$1,313.95
20885	Computer: Dell 340	11/7/2001	Obsolete	\$2,950.95
20890	Computer: Dell340	11/7/2001	Obsolete	\$2,950.95
21144	Computer: Dell GX240	12/7/2001	Obsolete	\$1,598.00
21252	Computer:Dell GX240	12/11/2001	Obsolete	\$1,131.00
21257	Computer:Dell GX240	12/11/2001	Obsolete	\$1,131.00
21266	Computer: Dell GX240	12/11/2001	Obsolete	\$1,131.00
21286	Computer: Dell GX240	12/11/2001	Obsolete	\$1,131.00
21309	APS Smart UPS	1/16/2001	poor	\$1,324.66
21326	Access Point	1/11/2002	Obsolete	\$1,604.70
21327	Access Point	1/11/2002	Obsolete	\$1,604.70
21405	Firewire DVDRWC DRW	3/19/2002	Obsolete	\$1,035.75
21409	Computer: Dell GX240	4/8/2002	Obsolete	\$1,374.00
21542	Printer:Lexmark T620DN	5/14/2002	poor	\$1,779.00
22040	Computer: Dell GX150	4/16/2002	Obsolete	\$1,547.49
22211	Printer: Lexmark W810N	12/2/2002	poor	\$2,072.50
22230	Switchload Balancer Rack Unit	7/24/2002	Obsolete	\$2,650.13
22231	Switchboard Balancer Rack Unit	7/24/2002	poor	\$2,650.13
22355	Printer:Lexmark C750N	10/8/2002	poor	\$2,389.72
22457	Computer: Dell GX240	6/17/2002	Obsolete	\$1,445.00
23214	Sensor (Chassis):Cisco	5/30/2002	Obsolete	\$5,200.00
24368	Teacher Camera:Parkervision	11/22/2002	poor	\$7,374.18
24580	Laptop Computer: Dell Latitude	3/3/2003	Obsolete	\$2,676.00
24721	Router: Cisco 2601	1/8/2003	Obsolete	\$2,019.12
24799	Laptop Computer: Dell Latitude	4/16/2003	Obsolete	\$1,828.00
24949	Computer: Dell GX260T	4/21/2003	Obsolete	\$1,257.00
24954	Computer: Dell GX260T	4/21/2003	Obsolete	\$1,257.00
25087	Printer:Lexmark	5/20/2003	poor	\$1,255.29
25352	Computer: Dell GX260T	4/30/2003	Obsolete	\$1,308.00
26051	Computer:Dell 533	9/30/2003	Obsolete	\$3,288.00
26117	Wireless Access Point	7/1/2003	Obsolete	\$0.00
26119	Wireless Access Point	7/1/2003	Obsolete	\$0.00

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

26120	Wireless Access Point	7/1/2003	Obsolete	\$0.00
26121	Wireless Access Point	7/1/2003	Obsolete	\$0.00
26122	Wireless Access Point	7/1/2003	Obsolete	\$0.00
26124	Wireless Access Point	7/1/2003	Obsolete	\$0.00
26691	Imux Unit:Polycom	10/1/2003	Obsolete	\$1,535.74
27264	Quad Bri/Isdn:Polycom	8/31/2004	Obsolete	\$1,414.55
27272	Quad Bri/Isdn:Polycom	8/31/2004	Obsolete	\$1,407.15
27459	Computer:Dell GX270T	12/17/2003	Obsolete	\$1,297.14
27486	Laptop Computer:Dell Latitude	3/2/2004	Obsolete	\$2,192.47
28024	Printer:Lexmark	5/24/2004	Obsolete	\$1,043.12
28391	Computer:Dell GX150*	7/18/2001	Obsolete	\$121.52
28393	Computer:Dell GX150*	7/18/2001	Obsolete	\$121.52
28409	Computer:Dell GX150*	7/18/2001	Obsolete	\$121.52
28602	Laptop Computer:Dell Latitude	9/8/2004	Obsolete	\$2,427.96
28913	Quad Bri/Isdn Module:Polycom	12/6/2004	Obsolete	\$1,241.63
29072	Laptop Computer:Dell Latitude	12/21/2004	Obsolete	\$1,566.48
29423	Laptop Computer:Dell Latitude	3/9/2005	Obsolete	\$1,854.10
29445	Printer:Lexmark	3/23/2005	Obsolete	\$1,800.25
29928	Quad/SDN Module:Polycom	7/18/2005	Obsolete	\$1,568.94
			TOTAL:	\$409,186.84

*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

Thomas E. Furlong, Jr., President; Susan Reiter, Vice President, Facilities Planning & Institutional Services; Conferlete Carney, Provost, Tarpon Springs Campus; Paul Spinelli, Director of Purchasing; Daya Pendharkar, Associate Vice President of Information Systems; and

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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

djh0512103

Board Material Relating to
Agenda Item IX-D.2
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

2009/10 Sanitation, Casualty, and Safety Inspection Report

Florida Statutes, Chapter 1013, Educational Facilities requires that all educational facilities be inspected at least once during each fiscal year to determine compliance with the fire safety, casualty safety, and sanitation standards prescribed in the *State Requirements for Educational Facilities* and *Florida Fire Prevention Code*. The purpose of this annual inspection of existing facilities is to provide for the reasonable safety, comfort, and health of occupants in educational, auxiliary, and ancillary facilities.

Loss prevention specialists from the Florida Community Colleges Risk Management Consortium (FCCRMC) conducts an annual inspection of the College. All deficiencies found during the inspection are reported to the College on the attached inspection report forms.

The column titled "Prior Times Cited" indicates whether the deficiency was cited this year or during a previous inspection. In order to provide a plan for correction of the deficiencies, target dates are established for correction of the deficiencies. These are noted on the inspection report under the column "Deficiency Corrected By" Items that have been corrected following the inspection are listed as "Date Deficiency Corrected" followed by the date when the deficiency was corrected. The column titled "Master Code Violation Number" indicates the violation code number listed on the "Violation Master Code" in Schedule A to Rule Chapter 69A-58 of the *Florida Fire Prevention Code*.

Florida Statute Chapter 1013 and the *Florida Fire Prevention Code* require the report to be approved by the Board of Trustees. A copy of the report must also be submitted to the Division of State Fire Marshal to use in completion of an annual report to the Governor, Commissioner of Education and the House and Senate Education Committees. **Therefore, approval is sought by the Board of Trustees for the attached 2009/10 Sanitation, Casualty, and Safety Inspection Report.**

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Thomas E. Furlong, Jr., President; and Susan Reiter, Vice President, Facilities Planning and Institutional Services recommend approval.

Attachment
ag0505101



Florida Community Colleges Risk Management Consortium

5700 SW 34th Street • Suite 1205 • Gainesville, Florida 32608
(352) 955-2190 • Fax (352) 955-2069

November 30, 2009

MEMORANDUM

TO: Thomas Gregory, Safety/Environmental Specialist
St. Petersburg College

FROM: Barbara Ellison 

SUBJECT: SREF Inspection

Attached is the Fire Safety, Sanitation and Casualty Inspection report for the 2009-2010 year which was performed by Jeb W. Bynum, Brian Webber and Walter D. Spann, Jr. of Fire Prevention Specialists, Inc on November 16-17, 2009. If there are deficiencies noted on your SREF Inspection Report, please have your Facility Administrator sign the form where indicated at the bottom of the form.

The State Requirements for Educational Facilities (SREF) mandates that your annual Fire Safety, Casualty and Sanitation Inspection be submitted to your board no later than June 30th of each year. After board approval, a copy must be sent to the Florida State Fire Marshall's office and to Barbara Ellison at the following addresses:

Florida State Fire Marshall's Office
Scott Langston, Fire Prevention
200 East Gaines Street
Tallahassee, FL 32399-0342

FCSRMC
Barbara Ellison
5700 SW 34th Street, Suite 1205
Gainesville, FL 32608


If you have any questions on the inspection, please contact me.

Enclosure

CC: Anna Gillman, Environmental Services Coordinator
Kara Schrader-Smith, Risk Management Specialist

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT STATE BOARD OF EDUCATION ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58 FISCAL YEAR 2009-2010			
College Facility:	St. Petersburg College	FIRE DISTRICT: St. Petersburg	
SCHOOL / FACILITY:	Downtown		# OF SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
ADDRESS:	244 Second Ave. N, St Petersburg, FL		# OF NON-SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)		Job W. Bynum (Municipal Fire Safety Inspector)	November 17, 2009
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)		Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 321-757-7205	
SIGNATURE DATE	FIRE INSPECTOR CERTIFICATION NUMBER	INSPECTOR ADDRESS & PHONE NUMBER	133209
		COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE	FIRE INSPECTOR CERTIFICATION NUMBER
<p>LOCATION: Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.</p>			
St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) <input type="checkbox"/> YES <input type="checkbox"/> NO (Complete if Joint Inspection)			
Approval of Reports by Board (Including Letter) <input type="checkbox"/> YES <input type="checkbox"/> NO			
THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.			
Susan Reiter			
FACILITY ADMINISTRATOR NAME PRINTED		FACILITY ADMINISTRATOR SIGNATURE	
VP Facilities Planning & Institutional Svcs		5-5-10	
FACILITY ADMINISTRATOR TITLE		SIGNATURE DATE	

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Downtown	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description					
	JB	No deficiencies noted					1

CODE NUMBER SREF Ch. 5	Insp. Initials	SREF 2009/2010 Casualty/Sanitation Deficiencies - SPC Downtown	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
		Location, Deficiency Description				
	JB	No deficiencies noted				1

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT STATE BOARD OF EDUCATION ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58 FISCAL YEAR 2009-2010			
College Facility:	St. Petersburg College	FIRE DISTRICT: Clearwater	
SCHOOL / FACILITY:	Clearwater Campus		# OF SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
ADDRESS:	2465 Drew St. Clearwater FL		# OF NON-SERIOUS FIRE SAFETY VIOLATIONS <u>11</u>
FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)		Jeb W. Bynum (Municipal Fire Safety Inspector)	November 16, 2009
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)		Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 321-757-7205	
SIGNATURE DATE	FIRE INSPECTOR CERTIFICATION NUMBER	INSPECTOR ADDRESS & PHONE NUMBER	FIRE INSPECTOR CERTIFICATION NUMBER
		<i>Jeb W. Bynum</i> 11/16/09	133209
LOCATION:			
Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.			
St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) <input type="checkbox"/> YES <input type="checkbox"/> NO (Complete if Joint Inspection)			
Approval of Reports by Board (Including Letter) <input type="checkbox"/> YES <input type="checkbox"/> NO			
THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.			
Susan Reiter		<i>Susan Reiter</i>	
FACILITY ADMINISTRATOR NAME PRINTED		FACILITY ADMINISTRATOR SIGNATURE	
VP Facilities Planning & Institutional Svcs		5.5.10	
FACILITY ADMINISTRATOR TITLE		SIGNATURE DATE	

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Clearwater Campus				Master Code Violation Number	Line No.
		Location, Deficiency Description		Prior Times Cited	Deficiency Corrected By		
		AD/SV Bldg. 31					1
FFPC 1, 11.5.1.2.2	JB	AD/SV-114: Power strips linked together		0	5-30-10	804	2
FFPC 1, 11.5.1.2.2	JB	AD/SV-115: Power strips linked together		0	6-30-10	804	3
FFPC 1, 11.5.1.2.2	JB	AD/SV-152: Power strips linked together		0	6-30-10	804	4
							5
		LI Bldg. 32					6
FFPC 1, 11.5.1.2.2	JB	LI-143: Power strips linked together		0	6-30-10	804	7
							8
	JB	TA Bldg. 34: No deficiencies noted					9
							10
		SS Bldg. 35					11
FFPC 1, 4.5.B.1	JB	SS- 162: Inoperative secondary egress door		0	6-30-10	210	12
							13

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE


		LA/LSC/CA Bldg. 36						14
FFPC 1, 14.4.2.1	JB	LA-189: Blocked egress window	0	6-30-10			211	15
FFPC 1, 14.4.2.1	JB	LA-191: Blocked egress window	0	6-30-10			211	16
FFPC 1, 14.4.2.1	JB	LA-191: Egress door blocked	0	6-30-10			211	17
FFPC 1, 14.4.2.1	JB	LA-193: Blocked egress window	0	6-30-10			211	18
								19
	JB	BK/ST Bldg. 37: No deficiencies noted					NVO	20
								21
		CR Bldg. 38						22
FFPC 1, 4.5.8.1	JB	CR-B-146: Inoperative rear exit door	0	6-30-10			210	23
FFPC 1, 11.5.1.2.2	JB	CR-C-187C: Power strips linked together	0	6-30-10			804	24
								25
	JB	MA BLDG. 39: No deficiencies noted					NVO	26
								27
	JB	CU Bldg. 40: No deficiencies noted					NVO	28
								29
	JB	NM Bldg. 42: No deficiencies noted					NVO	30

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Clearwater Campus			Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description							
	JB	AA Bldg. 43: No deficiencies noted						NVO	31
									32
	JB	BT Bldg. 44: No deficiencies noted						NVO	33
									34
	JB	Storage Sheds: No deficiencies noted						NVO	35

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire/Casualty/Sanitation Deficiencies - SPC Clearwater Campus Portables			Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description							
	JB	Portable 101: No deficiencies noted						NVO	1
	JB	Portable 102: No deficiencies noted						NVO	2
	JB	Portable 103: No deficiencies noted						NVO	3
	JB	Portable 104: No deficiencies noted						NVO	4
	JB	Portable 106: No deficiencies noted						NVO	5
	JB	Portable 108: No deficiencies noted						NVO	6
	JB	Portable 140: No deficiencies noted						NVO	7
	JB	Portable 141: No deficiencies noted						NVO	8
	JB	Portable 142: No deficiencies noted						NVO	9
	JB	Portable 143: No deficiencies noted						NVO	10
	JB	Portable 144: No deficiencies noted						NVO	11
	JB	Portable 145: No deficiencies noted						NVO	12
	JB	Portable 146: No deficiencies noted						NVO	13
	JB	Portable 157: No deficiencies noted						NVO	14
	JB	Portable 158: No deficiencies noted						NVO	15
	JB	Portable 159: No deficiencies noted						NVO	16
	JB	Portable 160: No deficiencies noted						NVO	17
	JB	Portable 161: No deficiencies noted						NVO	18
	JB	Portable 162: No deficiencies noted						NVO	19
	JB	Portable 163: No deficiencies noted						NVO	20
	JB	Portable 164: No deficiencies noted						NVO	21

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT STATE BOARD OF EDUCATION ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58 FISCAL YEAR 2009-2010			
College Facility:	St. Petersburg College	FIRE DISTRICT: Clearwater	
SCHOOL / FACILITY:	Caruth Health Education Center		# OF SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
ADDRESS:	7200 66th St N, Pinellas Park, FL 33781		# OF NON-SERIOUS FIRE SAFETY VIOLATIONS <u>2</u>
FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (F JOINT INSPECTION)		Brian Webber (Municipal Fire Safety Inspector)	November 17, 2009
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (F JOINT INSPECTION)		Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 321-757-7205	INSPECTION DATE
SIGNATURE DATE	FIRE INSPECTOR CERTIFICATION NUMBER	INSPECTOR ADDRESS & PHONE NUMBER	126010
		COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE	FIRE INSPECTOR CERTIFICATION NUMBER
<p>LOCATION: Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency is in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.</p>			
<p>St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) <input type="checkbox"/> YES <input type="checkbox"/> NO (Complete if Joint Inspection)</p> <p>Approval of Reports by Board (Including Letter) <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
<p>THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.</p>			
<p>Susan Reiter FACILITY ADMINISTRATOR NAME PRINTED</p>		 FACILITY ADMINISTRATOR SIGNATURE	
<p>VP Facilities Planning & Institutional Svcs FACILITY ADMINISTRATOR TITLE</p>		<p>5-5-10 SIGNATURE DATE</p>	

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Caruth Health Education Center	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description					
	BW	Information Center (Thrift Store) - No deficiencies noted					1
FFPC 1, 4.5.8.1	BW	Veterinary Technology Bldg - Womens restroom - Emergency light requires repair	0		6-30-10	204	2
	BW	Caruth Health Education Center - No deficiencies noted					3
	BW	O & P Bldg.: No deficiencies noted					4
	BW	Cooling Tower Bldg.: No deficiencies noted					5
	BW	Storage Sheds (x3): No deficiencies noted					6

CODE NUMBER SREF Ch. 5	Insp. Initials	SREF 2009/2010 Casualty/Sanitation Deficiencies - SPC Caruth Health Education Center	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
		Location, Deficiency Description				
	BW	All Bldgs.: No deficiencies noted				1

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire/Casualty/Sanitation Deficiencies - SPC Caruth Health Ed. Center Portables	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description					
FFPC 1, 4.5.8.1	BW	PB 205 - Emergency light requires repair	0	5-30-10		204	1
	BW	PB 206 - No deficiencies noted				NVO	2

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58
FISCAL YEAR 2009-2010

College Facility: St. Petersburg College FIRE DISTRICT: St. Petersburg
 SCHOOL / FACILITY: Allstate Center # OF SERIOUS FIRE SAFETY VIOLATIONS 0
 ADDRESS: 3200 34th St. S, St Petersburg, FL 33711 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 2

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION): Jeb W. Bynum (Municipal Fire Safety Inspector) INSPECTION DATE: November 17, 2009
 SCHOOL BOARD FIRESAFETY INSPECTOR NAME PRINTED: _____

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION): _____
 INSPECTOR ADDRESS & PHONE NUMBER: Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 321-757-7205

SIGNATURE DATE: _____ FIRE INSPECTOR CERTIFICATION NUMBER: _____
 COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE: [Signature] 11/24/09 FIRE INSPECTOR CERTIFICATION NUMBER: 133209

LOCATION:
 Deficiency locations will be identified by a building number followed by the room number (e.g. 2-605 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency is in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): YES NO

The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) YES NO (Complete if Joint Inspection)

Approval of Reports by Board (Including Letter) YES NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.



Susan Reiter
 FACILITY ADMINISTRATOR NAME PRINTED FACILITY ADMINISTRATOR SIGNATURE
VP Facilities Planning & Institutional Svcs
 FACILITY ADMINISTRATOR TITLE SIGNATURE DATE 5.5.10

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Allstate Center	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description					
	JB	PSF Bldg. 72: No deficiencies noted				NVO	1
							2
	JB	Main Bldg. 75					3
	JB	North Lobby: Inoperative exit doors	0	5-30-10		210	4
	JB	Riser Room: Red tag noting deficiencies - Wayne Automatic quote to repair 6 items noted on annual insp. - \$1888.00 Dated 1	0	6-30-10		599	5
							6
	JB	FR Bldg. 76: No deficiencies noted				NVO	7
							8
	JB	AN Bldg.: No deficiencies noted				NVO	9
							10
	JB	Storage Sheds: No deficiencies noted				NVO	11

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

CODE NUMBER SREF Ch. 5	Insp. Initials	SREF 2009/2010 Casualty/Sanitation Deficiencies - SPC Allstate Center	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
		Location, Deficiency Description				
	JB	No deficiencies noted				1

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT STATE BOARD OF EDUCATION ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58 FISCAL YEAR 2009-2010			
College Facility:	St. Petersburg College	FIRE DISTRICT: St. Petersburg	
SCHOOL / FACILITY:	Midtown Campus		# OF SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
ADDRESS:	1048 22nd Street S, St Petersburg		# OF NON-SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)	Jeb W. Bynum (Municipal Fire Safety Inspector)	INSPECTION DATE	November 17, 2009
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)	Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 321-757-7205		
SIGNATURE DATE	FIRE INSPECTOR CERTIFICATION NUMBER	COMM/ COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE	FIRE INSPECTOR CERTIFICATION NUMBER
			133209
LOCATION: Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.			
St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) <input type="checkbox"/> YES <input type="checkbox"/> NO (Complete if Joint Inspection)			
Approval of Reports by Board (Including Letter) <input type="checkbox"/> YES <input type="checkbox"/> NO			
THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.			
Susan Reiter			
FACILITY ADMINISTRATOR NAME PRINTED		FACILITY ADMINISTRATOR SIGNATURE	
VP Facilities Planning & Institutional Svcs		5.5.10	
FACILITY ADMINISTRATOR TITLE		SIGNATURE DATE	

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Midtown Campus	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description					
	JB	No deficiencies noted					1

CODE NUMBER SREF Ch. 5	Insp. Initials	SREF 2009/2010 Casualty/Sanitation Deficiencies - SPC Midtown Campus	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
		Location, Deficiency Description				
	JB	No deficiencies noted				1

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT STATE BOARD OF EDUCATION ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58 FISCAL YEAR 2009-2010			
College Facility:	St. Petersburg College	FIRE DISTRICT: St. Petersburg	
SCHOOL / FACILITY:	Gibbs Campus		# OF SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
ADDRESS:	6605 5th Ave. North, St. Petersburg, FL 33710		# OF NON-SERIOUS FIRE SAFETY VIOLATIONS <u>24</u>
FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)		Walter D. Spann, Jr. (Municipal Fire Safety Inspector)	November 17, 2009
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)		Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 321-757-7205	INSPECTION DATE
SIGNATURE DATE		INSPECTOR ADDRESS & PHONE NUMBER	INSPECTOR CERTIFICATION NUMBER
		<i>Walter D. Spann, Jr.</i> 11/17/09	82373
		COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE	FIRE INSPECTOR CERTIFICATION NUMBER
<p>LOCATION: Deficiency locations will be identified by a building number followed by the room number (e.g. 2-805 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.</p> <p>St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) <input type="checkbox"/> YES <input type="checkbox"/> NO (Complete if Joint Inspection)</p> <p>Approval of Reports by Board (Including Letter) <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.</p> <p><u>Susan Reiter</u> FACILITY ADMINISTRATOR NAME PRINTED</p> <p><i>Susan Reiter</i> FACILITY ADMINISTRATOR SIGNATURE</p> <p>VP Facilities Planning & Institutional Svs FACILITY ADMINISTRATOR TITLE</p> <p>5.5.10 SIGNATURE DATE</p>			

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Gibbs Campus			Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description							
		AD Bldg. 1							1
FFPC 1, 11.1.5.2.2.	WS	AD-123: Power strips linked together at Teating Lab computers			0	6-30-10	11/17/09	804	2
FFPC 101, 39.3.3.2.2	WS	AD-123: Wood paneling does not meet minimum flame spread requirements			0	6-30-10	12/2/09	199	3
FFPC 1, 11.1.5.2.2.	WS	AD-204: Power strips linked together			0	6-30-10	11/17/09	804	4
									5
		LA Bldg. 2							6
FFPC 1, 11.1.5.2.2.	WS	LA-203: Power strips linked together			0	6-30-10	11/17/09	804	7
FFPC 1, 11.1.5.2.2.	WS	LA-210: Power strips linked together			0	6-30-10	11/17/09	804	8
FFPC 1, 4.4.3.1.1	WS	LA-218: Tree obstructing fire department access to emergency escape window			0	6-30-10	12/2/09	210	9
									10
		HS Bldg. 4: No deficiencies noted						NVO	11
									12
		TE Bldg. 5							13
NFPA 72, 5.6.3.1	WS	TE-200D: Heat detector mounted too low			0	6-30-10	3/25/10	499	14
									15
		SC Bldg. 6							16

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

NFPA 80, 2-1.4.1	WS	SC-101: Cross corridor doors not latching	0	6-30-10	12/1/09	209	17
FFPC 1, 10.19.3.1	WS	SC-110: Storage at center shelving to be kept 2' below ceiling	0	6-30-10	6/30/10	901	18
FFPC 1, 11.1.5.2.2	WS	SC-133: Power strips linked together	0	6-30-10	11/17/09	604	19
FFPC 1, 11.1.5.2.2	WS	SC-201: Power strips linked together	0	6-30-10	11/17/09	604	20
NFPA 80, 2-1.4.1	WS	SC-209: Corridor door not latching	0	6-30-10	12/2/09	209	21
FFPC 1, 4.4.3.1.1	WS	SC-212: Tree obstructing fire department access to emergency escape window	0	6-30-10	12/2/09	210	22
NFPA 13, 8.1.1(1)	WS	SC-Vending: Electrical closet in Vending Room missing sprinkler	0	6-30-10	1/10/10	510	23
							24
	WS	GM Bldg. 7: No deficiencies noted					NVO 25
							26
	WS	LI Bldg. 8: No deficiencies noted					NVO 27
							28
	WS	MA Bldg. 10: No deficiencies noted					NVO 29
							30

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Gibbs Campus	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description					
		SA Bldg. 11					31
FFPC 1, 13.3.3.7.1	WS	SA-Sprinklers: Inadequate number of spare sprinklers and no sprinkler wrench	0	6-30-10	12/23/09	511	32
NFPA 13, 8.15.1.1.8	WS	General: Sprinkler control valves to be indicated with signage	0	6-30-10	12/23/09	599	33
NFPA 13, 8.15.1.1.2.1	WS	SA-W. Mechanical Room: Non-indicating control valve installed just prior to NW sprinkler	0	6-30-10	12/23/09	599	34
NFPA 13, 6.2.7.2	WS	SA-312: Sprinkler escutcheon missing	0	6-30-10	12/2/09	599	35
NFPA 13, 6.2.7.2	WS	SA-342: Sprinkler escutcheon missing	0	6-30-10	12/2/09	599	36
							37
		WE Bldg. 13					38
FFPC 1, 13.7.1.4.7.6	WS	South exit: Puff station adjacent to exit door obstructed by low wall	0	6-30-10	4/30/10	499	39
NFPA 70	WS	1st Floor Dance Studio: Outlet cover missing	0	6-30-10	12/3/09	807	40
							41
		EI Bldg. 14					42
NFPA 72, 7.4.2.1	WS	EI-209: Fire alarm notification device not located in room or soundproof room. Students also wear headphones	0	6-30-10	3/23/10	411	43
NFPA 72, 7.4.2.1	WS	EI-210: Fire alarm audibility questionable. No devices at this end of bldg.	0	6-30-10	3/23/10	411	44
							45
	WS	PE Storage Shed 17: No deficiencies noted					NVO 46
							47
	WS	CP Bldg. 20: No deficiencies noted					NVO 48
							49
	WS	MIRA Bldg.: No deficiencies noted					NVO 50
							51
	WS	Sheds 129-133: No deficiencies noted					NVO 52
							53
		Bay Pines Center					54
FFPC 1, 18.2.4.1.3	WS	Access to fire hydrant at end of drive obstructed with overgrown Brazilian Pepper bush	0	6-30-10	12/3/09	1306	55

CODE NUMBER SREF Ch. 5	Insp. Initials	SREF 2009/2010 Casualty/Sanitation Deficiencies - SPC Gibbs Campus	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
		Location, Deficiency Description				
		LA Bldg. 2				1
5(1)(e)	WS	2nd Floor West Corridor: Stained ceiling tiles at Stair Door	0	6-30-10	11/17/09	2
						3
		TE Bldg. 5				4
5(17)(b)	WS	TE-146: Electrical sheathing damaged at power feed to table	0	6-30-10	12/3/09	5
5(16)(b)6	WS	TE-114: Low flow at drinking fountain	0	6-30-10	12/3/09	6
						7
		SC Bldg. 6				8
5(1)(d)	WS	SC-108: Eyewash not to be on emergency water shut-off switch	0	6-30-10	11/17/09	9
5(1)(e)	WS	SC209B: Stained ceiling tile with mold	0	6-30-10	11/17/09	10
						11
		GM Bldg. 7				12
5(16)(b)6	WS	NW outside water cooler - low flow	0	6-30-10	12/3/09	13
						14

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

		SA Bldg. 11					15
5(16)(b)6	WS	1st, 2nd & 3rd Floor Corridor: Low flow at drinking fountains	0	6-30-10	12/3/09		16
							17
		IWE Bldg. 13					18
5(1)(e)	WS	2nd Floor Dance Studio: Stained ceiling tiles with mold	0	6-30-10	11/17/09		19
							20
		EI Bldg. 14					21
5(16)(b)6	WS	EI-117: Low flow at drinking fountain	0	6-30-10	12/3/09		22
							23
		MU Bldg.					24
5(17)(b)	WS	Dressing Room: Open light sockets (x2)	0	6-30-10	12/3/09		25
							26
		Bay Pines Center					27
5(12)(e)1	WS	Bldg. 77: Ramp mat curling creating trip hazard	0	6-30-10	12/3/09		28

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire/Casualty/Sanitation Deficiencies - SPC Gibbs Campus Portables	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description					
		All portables to be removed					1

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58
FISCAL YEAR 2009-2010**

College Facility: St. Petersburg College FIRE DISTRICT: Clearwater
 SCHOOL / FACILITY: Fire Training Center # OF SERIOUS FIRE SAFETY VIOLATIONS 0
 ADDRESS: 5005 126th Ave N, Clearwater, FL 33762 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 0

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION): Brian Webber (Municipal Fire Safety Inspector) INSPECTION DATE: November 16, 2009
 FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION): [Signature] INSPECTOR ADDRESS & PHONE NUMBER: Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 321-757-7205
 SIGNATURE DATE: 11/24/09 FIRE INSPECTOR CERTIFICATION NUMBER: 126010
 COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE: [Signature] FIRE INSPECTOR CERTIFICATION NUMBER: 126010

LOCATION:
 Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency is in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): YES NO
 The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) YES NO (Complete if Joint Inspection)
 Approval of Reports by Board (Including Letter) YES NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

Susan Reiter
 FACILITY ADMINISTRATOR NAME PRINTED
VP Facilities Planning & Institutional Svcs
 FACILITY ADMINISTRATOR TITLE

[Signature]
 FACILITY ADMINISTRATOR SIGNATURE
5.5.10
 SIGNATURE DATE

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Fire Training Center	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description					
	BW	1701 Burn Bldg.: No deficiencies noted				NVO	1
	BW	1702 Apparatus Bldg.: No deficiencies noted				NVO	2
	BW	1703 Training Tower: No deficiencies noted				NVO	3

CODE NUMBER	Insp. Initials	SREF 2009/2010 Casualty/Sanitation Deficiencies - SPC Fire Training Center	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
		Location, Deficiency Description				
	BW	A1 Bldgs.: No deficiencies noted				1

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire/Casualty/Sanitation Safety Deficiencies - SPC Fire Training Center Portables	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description					
	BW	101 Portable Learning Lab: No deficiencies noted				NVO	1
	BW	103 Portable Office: No deficiencies noted				NVO	2
	BW	172 Portable Classroom: No deficiencies noted				NVO	3

**ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58
FISCAL YEAR 2009-2010**

College Facility: St. Petersburg College FIRE DISTRICT: Tarpon Springs
 SCHOOL / FACILITY: Tarpon Springs Campus # OF SERIOUS FIRE SAFETY VIOLATIONS 0
 ADDRESS: 600 Klosterman Rd. Palm Harbor, FL 34684 # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 16

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION) _____ Walter D. Spann, Jr. (Municipal Fire Safety Inspector) _____ November 16, 2009
 SCHOOL BOARD FIRESAFETY INSPECTOR NAME PRINTED _____ INSPECTION DATE _____
 FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION) _____ Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 .321-757-7205
 INSPECTOR ADDRESS & PHONE NUMBER _____
 SIGNATURE DATE _____ Walter D. Spann, Jr. 11-24-09 _____ 62373
 FIRE INSPECTOR CERTIFICATION NUMBER _____ COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE _____ FIRE INSPECTOR CERTIFICATION NUMBER _____

LOCATION:
 Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): YES NO
 The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) YES NO (Complete if Joint Inspection)
 Approval of Reports by Board (Including Letter) YES NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

Susan Reiter
 FACILITY ADMINISTRATOR NAME PRINTED _____ FACILITY ADMINISTRATOR SIGNATURE _____
VP Facilities Planning & Institutional Svs
 FACILITY ADMINISTRATOR TITLE _____ SIGNATURE DATE 5.5.10

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Tarpon Springs Campus		Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description						
	WS	NU Tech Bldg. 83: No deficiencies noted					NVO	1
								2
	WS	AG Bldg. 84: No deficiencies noted					NVO	3
								4
	WS	Alpha Bldg. 85: No deficiencies noted					NVO	5
								6
		Beta Bldg. 86						7
FFPC 1, 11.1.5.2.2	WS	Beta-413: Power strips linked together and damaged power cords (black cords)		0	6-30-10	11/16/09	804	8
								9
	WS	Gamma Bldg. 87: No deficiencies noted					NVO	10
								11
	WS	Delta Bldg. 88: No deficiencies noted					NVO	12
								13
		MA Bldg. 89						14
NFPA 72, 5.6.5.4.1	WS	Chiller Room: Heat detectors in Chiller Room to be located within 3' of the peak of the roof and spaced down the slope as per NFPA 72 for proper coverage.		0	6-30-10	3/15/10	499	15
NFPA 72, 4.4.5	WS	FACP: Smoke detection to be provided in the vicinity of the FACP.		0	6-30-10	3/15/10	405	16
								17
	WS	PE Bldg. 90: No deficiencies noted					NVO	18
								19
		Epsilon Bldg. 91						20
FFPC 1, 14.4.1	WS	Epsilon-453: Handicap desk & chair obstructing egress to the exit door		0	6-30-10	11/16/09	211	21
								22
		CE Bldg. 92						23
NFPA 13, 6.2.7.2	WS	CE-109: Sprinkler escutcheon missing		0	6-30-10	12/4/09	599	24
								25
	WS	Admin. Bldg. 93: No deficiencies noted					NVO	26
								27
		LY Bldg. 94						28
NFPA 72, 4.4.5	WS	FACP: Smoke detection required at FACP		0	6-30-10	3/15/10	405	29
								30

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Tarpon Springs Campus		Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description						
		FA Bldg. 96						31
NFPA 72, 4.4.1.8.1	WS	General: Fire alarm batteries to be dated with the date of manufacture		0	6-30-10	1/6/10	499	32
NFPA 13, 8.1.1(1)	WS	FA NW Exit: Closet next to NW exit door missing sprinkler		0	6-30-10	3/15/10	510	33
NFPA 13, 8.5.5.1	WS	FA Interactive Gallery: Sprinklers at entrance obstructed by multiple art hangings		0	6-30-10		508	34
FFPC 1, 14.14.1.2	WS	FA Interactive Gallery: Exit sign obstructed by ceiling hangings at entry. Add exit sign prior to the hangings		0	6-30-10	1/6/10	299	35
FFPC 1, 14.14.1.2	WS	FA Interactive Gallery: Secondary exit door to be equipped with exit signage		0	6-30-10	1/6/10	299	36
								37
		OL Bldg. 97						38
FFPC 1, 14.4.1	WS	Bookstore: N. exit from room and pull station obstructed with boxes and storage bins		0	6-30-10	11/16/09	211	39
FFPC 1, 11.1.5.2.2	WS	Bookstore Storage Room: Power strips linked together		0	6-30-10	11/16/09	804	40
NFPA 13, 6.2.7.2	WS	Janitor Closet 139: Sprinkler escutcheon missing		0	6-30-10	12/4/09	599	41
NFPA 13, 6.2.7.2	WS	East Server Room: Sprinkler escutcheon missing		0	6-30-10	12/4/09	599	42
								43
		Sigma Bldg 99						44
FFPC 1, 12.5.7.1	WS	Mechanical Room: Verify if wall is actually 2-hr rated (not required by NFPA) if so, then penetrations to be sealed		0	6-30-10	12/4/09	304	45
								46
	WS	Storage Sheds: No deficiencies noted					NVO	47

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

CODE NUMBER SREF Ch. 5	Insp. Initials	SREF 2009/2010 Casualty/Sanitation Deficiencies - SPC Tarpon Springs Campus	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
Location, Deficiency Description						
		Delta Bldg 88				1
5(17)(b)	WS	88-433: Damaged electrical cord at centrifuge	0	6-30-10	11/16/09	2
						3
		CE Bldg. 92				4
5(2)(a)7	WS	92-109: Plants growing in gutter	0	6-30-10	12/3/09	5
						6
		LY Bldg. 94				7
5(1)(e)h	WS	94-156: Water heater rusting out in Janitor Closet	0	6-30-10	1/6/10	8
						9
		FA Bldg. 96				10
5(2)(f)1	WS	Library Lobby; SE exit from Lobby and SE Classrooms discharges into recessed foliage area with non-conforming walkway	0	6-30-10	2	11
						12
		OL Bldg. 97				13
5(2)(f)5	WS	East walkway near worknet creating trip hazard with uneven sections of concrete	0	6-30-10	1/6/10	14

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire/Casualty/Sanitation Deficiencies - SPC Tarpon Springs Campus Portables	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
Location, Deficiency Description							
	WS	TAU Portable 100: No deficiencies noted					1
							2
NFPA 70	WS	IOTA Portable 105: Outlet cover missing	0	6-30-10	11/16/09	807	3
							4
	WS	RHO Portable 107: No deficiencies noted					5
							6
	WS	ZETA Portable 109: No deficiencies noted					7
							8
	WS	ETA Portable 110: No deficiencies noted					9
							10
	WS	KAPPA Portable 111: No deficiencies noted					11
							12
	WS	LAMDA Portable 112: No deficiencies noted					13
							14
	WS	OMICRON Portable 114: No deficiencies noted					15

ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT
STATE BOARD OF EDUCATION
ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58
FISCAL YEAR 2009-2010

College Facility: St. Petersburg College FIRE DISTRICT: Seminole
SCHOOL / FACILITY: Seminole Campus # OF SERIOUS FIRE SAFETY VIOLATIONS 0
ADDRESS: 9200 113th St N, Seminole, FL # OF NON-SERIOUS FIRE SAFETY VIOLATIONS 1

FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION) _____ Brian Webber (Municipal Fire Safety Inspector) _____ November 17, 2009
SCHOOL BOARD FIRESAFETY INSPECTOR NAME PRINTED _____ INSPECTION DATE _____

FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION) _____ Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 321-757-7205
INSPECTOR ADDRESS & PHONE NUMBER _____

SIGNATURE DATE _____ FIRE INSPECTOR CERTIFICATION NUMBER _____ COMM. COLLEGE BOARD FIRE SAFETY INSPECTOR SIGNATURE / DATE 11/24/09 _____ FIRE INSPECTOR CERTIFICATION NUMBER 126010

LOCATION:
Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency is in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavillion, etc.

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St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): YES NO

The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) YES NO (Complete if Joint Inspection)

Approval of Reports by Board (Including Letter) YES NO

THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.

Susan Reiter
FACILITY ADMINISTRATOR NAME PRINTED


FACILITY ADMINISTRATOR SIGNATURE

VP Facilities Planning & Institutional Svcs
FACILITY ADMINISTRATOR TITLE

5.5.10
SIGNATURE DATE

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Seminole Campus				Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description								
	BW	UP Bldg (University Partnership Center) Bldg. 52: No deficiencies noted							NVO	1
										2
		TL Bldg (Technology Learning) Bldg. 51								3
NFPA 101, 7.2.1.6.1 69A-58.005(2)(a)3	BW	TL-104 (Large student occupied computer room): 3 marked exits - 2 of these exits leading directly outside have door alarms with more than 15 second delay to release panic hardware. There is a sign on the door indicating a max. delay of 15 seconds.				0	12-22-09	12/2/09	211	4
										5
	BW	Chiller Bldg. 53: No deficiencies noted							NVO	6
										7
	BW	LI Bldg (Community Library at Seminole Campus) Bldg. 54: No deficiencies noted							NVO	8
										9
	BW	PH Bldg (Pharmacy Bldg) Bldg. 55: No deficiencies noted							NVO	10
										11
	BW	DL Bldg (Dental Bldg) Bldg. 56: No deficiencies noted							NVO	12
										13
	BW	CC Bldg (Library Annex Conference Center): No deficiencies noted							NVO	14
										15
	BW	MA Bldg (Maintenance Bldg): No deficiencies noted							NVO	16

CODE NUMBER SREF Ch. 5	Insp. Initials	SREF 2009/2010 Casualty/Sanitation Deficiencies - SPC Seminole Campus				Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
		Location, Deficiency Description							
		UP Bldg (University Partnership Center) Bldg. 52							1
SPC Policy	BW	UP-307: Papers/materials piled on top of Flammable and acid cabinets in room				0	6-30-10	11/17/09	2

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire/Casualty/Sanitation Deficiencies - SPC Seminole Campus Portables				Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
		Location, Deficiency Description								
	BW	Portable 601: No deficiencies noted							NVO	1
	BW	Portable 602: No deficiencies noted							NVO	2
	BW	Portable 603: No deficiencies noted							NVO	3
	BW	Portable 604: No deficiencies noted							NVO	4
	BW	Portable 605: No deficiencies noted							NVO	5
	BW	Portable 606: No deficiencies noted							NVO	6
	BW	Portable 607: No deficiencies noted							NVO	7
	BW	Portable 608: No deficiencies noted							NVO	8
	BW	Portable 609: No deficiencies noted							NVO	9

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ANNUAL COMPREHENSIVE SAFETY INSPECTION REPORT STATE BOARD OF EDUCATION ADMINISTRATIVE RULE - SREF 2008 & F.A.C. 69A-58 FISCAL YEAR 2009-2010			
College Facility:	St. Petersburg College	FIRE DISTRICT: St. Petersburg	# OF SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
SCHOOL / FACILITY:	Palladium Theater		
ADDRESS:	253 5th Ave. N, St Petersburg, FL 33701		# OF NON-SERIOUS FIRE SAFETY VIOLATIONS <u>0</u>
FIRE DISTRICT FIRE SAFETY INSPECTOR NAME PRINTED (IF JOINT INSPECTION)		Jeb W. Bynum (Municipal Fire Safety Inspector)	November 17, 2009
FIRE DISTRICT FIRE SAFETY INSPECTOR SIGNATURE (IF JOINT INSPECTION)		Fire Prevention Specialists, Inc., 6810 Whitetail Ct., Melbourne, FL 32940 321-757-7205	
SIGNATURE DATE	FIRE INSPECTOR CERTIFICATION NUMBER	11/24/09	133209
<p>LOCATION: Deficiency locations will be identified by a building number followed by the room number (e.g. 2-505 or 1-133A). These numbers are usually the F.I.S.H. numbers affixed above the door leading into that particular room. Or if the deficiency in an area other than an identifiable room number, the area in question will be specifically identified. For example: Pressbox, Field House, Pavilion, etc.</p> <p>St. Petersburg College has met the requirements of F.S.S. 1013.12(2)(d): <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The Local Fire District has met the requirements of F.S.S. 1013.12(3)(c) <input type="checkbox"/> YES <input type="checkbox"/> NO (Complete if Joint Inspection)</p> <p>Approval of Reports by Board (Including Letter) <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>THE UNDERSIGNED ATTESTS TO THE REVIEW OF THIS REPORT IN ITS ENTIRETY AND ACKNOWLEDGES AWARENESS OF THE DISCOVERED DEFICIENCIES.</p> <p>Susan Reiter FACILITY ADMINISTRATOR NAME PRINTED</p> <p>VP Facilities Planning & Institutional Svcs FACILITY ADMINISTRATOR TITLE</p> <p><i>[Signature]</i> FACILITY ADMINISTRATOR SIGNATURE</p> <p>5-5-10 SIGNATURE DATE</p>			

CODE NUMBER	Insp. Initials	SREF 2009/2010 Fire Safety Deficiencies - SPC Palladium Theater	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Master Code Violation Number	Line No.
	JB	No deficiencies noted					1

CODE NUMBER SREF Ch. 5	Insp. Initials	SREF 2009/2010 Casualty/Sanitation Deficiencies - SPC Palladium Theater	Prior Times Cited	Deficiency Corrected By	Date Deficiency Corrected	Line Number
	JB	No deficiencies noted				1

10-147. The president presented Capital Outlay, Maintenance, Renovation, and Construction Items IX-D.3-D.4. Ms. Susan Reiter, Vice President of Facilities Planning & Institutional Services, and Mr. Michael Carter, Director of Design & Construction, explained the Veterinary Technology project (Item IX-D.3) and provided a fly-through presentation. They

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noted the building should be completed in time for Fall 2011 classes. Mr. Burke asked that the architect consider signage on the building itself similar to the Downtown Center, as well as a monumental electronic sign on Ulmerton Rd. similar to other campus sites. Ms. Reiter said staff plans to get the maximum signage allowed on Ulmerton. The president added that Sen. Dennis Jones, Vice President, Economic Development & Innovative Projects, is looking at all campus signage along with Ms. Reiter and is to bring back a plan for enhanced or new signs at several locations, e.g., the EpiCenter.

Mr. Burke expressed surprise that the building cost for this project has not decreased more. Ms. Reiter explained the cost per square foot of approximately \$234, which she said is low considering the many environmental issues in this building and its placement on an undeveloped site. At Mr. Burke's request, she explained the funding source for the project, noting that the dollars are in-house and ready to be spent. Mr. Carter briefly reviewed the anticipated schedule for the project, which he said would bring it to completion very quickly. Mr. Burke moved approval of Items IX-D.3-D.4. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows: (*Supporting materials for Item IX-D.3 are included as Attachment A – 10-147.*)

Board Material Relating to
Agenda Item IX-D.3
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**Review of Phase III Construction Documents, Project 1707-X-08-18, Veterinary
Technology**

Building, Veterinary Technology Special Purpose Center

W. G. Mills, Inc., as the Design/Build Contractor, in conjunction with Flad and Associates, and College staff, have completed the Phase III Construction Documents for Project 1707-X-08-18, Veterinary Technology Building, Veterinary Technology Special Purpose Center.

This project will consist of a 32,768 square foot one-story building at the new Veterinary Technology Special Purpose Center. The building includes the following spaces for the Veterinary Technology Program:

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

- 3 Classrooms (2 Lecture / Computer Labs and 1 Computer Classroom / Collaborative Lab)
- 3 Labs and associated Prep/Storage Areas (Anatomy Dissection Lab, Clinical Pathology Lab and Animal Procedures Lab)
- Associated Animal Spaces and Surgical Suite for Cats, Dogs and Birds
- Office space for a dean, 2 program directors, 11 faculty offices, shared space for 10 adjunct faculty and associated administrative, conference and workspace
- Miscellaneous Related Spaces
- The building has been designed to allow for a 4,500 square foot future expansion

This project will include site clearing, installation of underground utilities and connections for power, water, sewer and communications. Additionally, two new roadway entrances and parking (including spaces for future expansion) are being provided.

The College will utilize the property directly adjacent to Pinellas County Animal Services on Ulmerton Road in Largo that was purchased by the St. Petersburg College Foundation on April 21, 2010. This location and partnership with the County will be very beneficial as our students are already working in their facility and will have even greater accessibility and more hands-on educational opportunities.

The revised GMP for this project remains at \$10,798,427. The total budget for this project remains at \$13,624,022. Through the Direct Purchase Program, the contractor plans to purchase approximately \$2,150,000 of materials which will provide approximately \$130,000 of tax savings for the project. The funding sources for this project are Public Educational Capital Outlay (PECO) monies. The anticipated date for substantial completion is August 2011.

These Phase III Construction Documents are presented today for your review and approval. They have been reviewed by Dr. Richard Flora, Dean of Veterinary Technology; Dr. Phil Nicotera, Provost, Health Education Center; and the User Advisory Committee.

Authorization is requested for the following:

- **To approve the Phase III Construction Documents**

Thomas E. Furlong, Jr., President; Susan M. Reiter, Vice President, Facilities Planning and Institutional Services; and Mike Wilson, Sr. Vice President, W.G. Mills Inc., recommend approval.

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Board Material Relating to
Agenda Item IX-D.4
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**Selection for Architectural Services for Ethics and Social Science Building at
Clearwater Campus**

At its May 19, 2009 meeting, in the Capital Improvement Program's Board Memo, (Agenda Item IX-M), the Board of Trustees authorized the College to advertise for and select firms for projects under the Professional Services Selection Process.

A Legal Notice for Request for Qualifications for Architectural Services at Clearwater Campus appeared in the *St. Petersburg Times* on March 15, 2010 and on the College's website.

This architect is being selected for a new Ethics and Social Science classroom building at the Clearwater Campus. The approximately 41,000 sf classroom building will replace the space that was removed due to the demolition of the Social Science building, addition to the parking lot and re-work and remodeling in the old Natural Science building last year. A majority of the funds for the construction of this project are from the proceeds of the Bond Resolution for Student Capital Improvement Fees (SCIF) approved at the February 23, 2010 Board Meeting.

The selection committee was comprised of the following members: Susan M. Reiter, Vice President of Facilities Planning & Institutional Services; Michael Carter, Director of Design and Construction, Facilities Planning & Institutional Services; John Evans, College Architect, Facilities Planning & Institutional Services; James Pedicone, Project Coordinator, Facilities Planning & Institutional Services; Stan Vittetoe, Provost of Clearwater Campus; Joseph Leopold, Academic Department Chair for Social Sciences, Clearwater Campus; Jason Green, Sustainability Coordinator, Instructor, Architect and Designer; Phil Scala, Site Supervisor, Clearwater Campus; and Bea Steele, Facilities Planner and Project Specialist. The College received twenty-two (22) submittals for the Request for Qualifications and interviewed eight (8) firms from those received.

Additionally, students enrolled in SPC's Architecture and Building Construction Technology programs were invited to passively participate in the selection process for architectural services. Students met with Facilities Planning and Institutional Services staff to learn about the selection process, review architectural qualification submitted and to view the architectural presentations. Approximately twelve students participated in various parts of the selection process.

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The Selection Committee is recommending in ranked order for Architectural Services at the Clearwater Campus:

1. **Harvard Jolly Architecture**
2. Canerday, Belfsky & Arroyo Architects, Inc.
3. Rowe Architects, Inc.
4. Mason Blau and Associates, Inc.
5. Hoffman Architects, P.A.
6. Klar and Klar Architects, Inc.
7. Renker, Eich, Parks Architects
8. HKS Architects, Inc.

Harvard Jolly Architectures is a 72-year-old architecture, planning and interior design firm. They have served 19 university and state/community college campuses throughout the State of Florida with varied experience on campuses including classrooms, lecture and conference centers, offices, libraries, laboratories and ancillary/support areas. Their firm has provided other work for St. Petersburg College and is familiar with the college's standards and practices. Recent projects at the Clearwater Campus, include the new campus master plan presented to the Board at the February 23, 2010 meeting. Their past experiences have given them an in-depth understanding of the site and environment for the proposed new building.

As with the current selection process, Susan M. Reiter Vice President of Facilities, Planning & Institutional Services, abstained from ranking the firms, however concurs with the ranking and recommends to the Board the firms as ranked above.

Authorization is requested to approve the ranking as recommended by Susan M. Reiter, Vice President of Facilities Planning & Institutional Services and to proceed with contract negotiations with the #1 ranked firm; to assign the project as deemed necessary in accordance with the advertisement for the respective project; to issue all purchases in accordance with the contract documents and upon receipt of individual proposals based upon the assigned Project; and to proceed without the need for additional approval by the Board (assuming availability of funds).

Thomas E. Furlong, Jr., President; Susan M. Reiter, Vice President, Facilities Planning and Institutional Services; and Stan Vittetoe, Provost of Clearwater Campus recommend approval.

mdc0511102

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10-148. The president presented Capital Outlay, Maintenance, Renovation, and Construction Items IX-D.5-D.6 and Personnel Items IX-F.1-F.4. Ms. Reiter and Mr. Carter explained the Downtown Center project (Item IX-D.5). The president noted an anticipated completion date of the classrooms for Fall 2010 and infrastructure work to be done in preparation for the science lab. Mr. Burke inquired about plans for science labs at the Seminole Campus. The president reported on plans to initially update existing science labs at other sites and stated that, although new labs are the next priority for Seminole Campus, no immediate plans are in place at this time. He said the College is proceeding with preparing master plans for all campuses.

Mr. Burke inquired as to the status of the Governor vetoing the PECO bill for community colleges, as reported in the media. President Furlong responded that we only have renovation/remodeling on the list, and his understanding is it is not in jeopardy. Chairman Brett inquired as to the Downtown Center space used for American Stage and the Florida Orchestra and sought information on when their leases are up. Ms. Reiter agreed to provide that information.

Mr. Burke moved approval of Items IX-D.5-D.6 and Items IX-F.1-F.4. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows: (*Supporting materials for Item IX-D.5 are included as Attachment B – 10-148*):

Board Material Relating to
Agenda Item IX-D.5
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

Review of Phase I Schematic Design Plans and Preliminary Guaranteed Maximum Price for Project 151-F-10-15, Remodel for Classrooms, Labs and Offices, Phase IV, Downtown Center

Biltmore Construction Company, as the Design/Build Contractor, in conjunction with Canerday, Belfsky & Arroyo, Architects, and College staff, have completed the Phase I Schematic Design Plans for Project 151-F-10-15, Remodel for Classrooms, Labs and Offices, Phase IV, Downtown Center. This design is based on the Design Criteria Package that was developed by College staff, users and consultants. These documents represent the first step in the development of construction documents.

This project will provide the build-out of the two 40 student station classrooms and a storage area on the third floor of the Downtown Center Building and provide the infrastructure to allow a fourth floor classroom to be modified into a science laboratory at a later date.

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The project will be completed for Fall 2010 classes to support the enrollment growth at the Downtown Center.

The total preliminary guaranteed maximum price (GMP) is \$320,045. The total budget for this project is \$364,091. The funding source for this project is Public Educational Capital Outlay (PECO). The anticipated date for substantial completion is August 2010. The preliminary GMP is subject to change based on the construction industry costs at the time of bidding for the GMP. This GMP is subject to mandatory reviews for building codes, safety-to-life and the Americans with Disabilities Act (ADA) and further refinements through the value engineering process.

These Phase I Schematic Design Plans are presented today for your review and approval. They have been reviewed by Yvonne Ulmer, Executive Officer, Downtown Center, along with the User Advisory Committee from the College.

Authorization is requested for the following:

- **To approve the Phase I Schematic Design Plans;**
- **To authorize staff to proceed with Design Development and Construction Documents;**
- **To approve the Preliminary GMP of \$320,045, subject to further refinements of terms, conditions and bidding.**

Thomas E. Furlong, Jr., President; Susan M. Reiter, Vice President, Facilities Planning and Institutional Services; Vito DiRuggiero, Project Manager, Biltmore Construction, recommend approval.

mdc0505101

Board Material Relating to
Agenda Item IX-D.6
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**Amendment #2, (Revision date of May 18, 2010) to the
Educational Plant Survey Dated June 19, 2007
(Spot Survey #2, Revision date of May 18, 2010)
(Social Science Building, Clearwater Campus)**

The Master Plan and revised CIP-2 and CIP-3 (Agenda Item IX-D.3 from February 23, 2010 packet) for the Clearwater Campus includes a new building to replace the recently demolished

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Social Science Building #35. In order to construct this building, the College is required to amend the Educational Plant Survey dated June 19, 2007. This amendment adds the following items to the Educational Plant Survey:

Site 2: Clearwater Campus

- 2.44 Construct classroom facilities and service areas; use codes 110, 115, 120, and 125; 625 student stations; approximately 26,875 Net Square Feet (NSF); 38,431 Gross Square Feet (GSF);
- 2.45 Construct office facilities and service areas; use codes 310, 315, 350 and 355; 1,600 NSF; 2,288 GSF.

The Board of Trustees is required to amend the existing Educational Plant Survey utilizing the Spot Survey process. The attached revised 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 Revised Amendment #2, (Revision date of May 18, 2010) to the Educational Plant Survey dated June 19, 2007 (Revised Spot Survey #2 – Revision date of May 18, 2010).

Thomas E. Furlong, Jr., President; and Susan M. Reiter, Vice President, Facilities Planning and Institutional Services, recommend approval.

Attachment

bs0511102

REVISED

**AMENDMENT #2, (Revision date of May 18, 2010)
(SPOT SURVEY #2, Revision date of May 18, 2010)
EDUCATIONAL PLANT SURVEY dated June 19, 2007
St. Petersburg College
May 18, 2010**

Pursuant to Section 1013.31, Florida Statutes, administrative staff of St. Petersburg College have 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.

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The following new recommendation is made.

The College needs to amend the Educational Plant Survey dated June 19, 2007 to include the following items:

Site 2: Clearwater Campus

- 2.44 Construct classroom facilities and service areas; use codes 110, 115, 120, and 125; 625 student stations; approximately 26,875 NSF; 38,431GSF;
- 2.45 Construct office facilities and service areas; use codes 310, 315, 350 and 355; 1,600 NSF; 2,288 GSF.

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

Thomas E. Furlong, Jr., President of the College
and Secretary to the Board of Trustees
St. Petersburg College

Board Materials Relating to
Agenda Item IX-F.1
Meeting: May 18, 2010

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

Approval is sought for the following recommended personnel transactions:

The report is organized by transaction type (hire, transfer, retire, etc.), name, department/location, and employee title. The "separation" transaction is further defined in the employee's record in the PeopleSoft HR Payroll system. Reasons for separation vary and could include such descriptions as: End of Contract; Resignation; Probationary Period; Death, etc.

HIRE Budgeted			
Effect. Date	Name	Department/Location	Title
4/19/2010	Baker,Angela C.	Associate Provost HC	Staff Assistant
4/5/2010	Carreira,Leta W	Scholarships/Stu Fin Assist CL	Veterans Services Specialist
4/12/2010	Conn,Richard A.	Admin Information Systems	Analyst/Programmer/Developer
4/7/2010	Hong,Hieu Van	Custodial Services SPG	Custodian I
4/19/2010	Kimsey,Wanda L	Counseling & Advisement CL	Senior Staff Assistant
4/7/2010	Ross,Kimberly C	Business Technologies SP	Academic Staff Assistant
4/12/2010	Wright,Lacrecia M.	College Reach Out Program DO	Coordinator II, Project

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HIRE Temporary/Supplemental			
Effect. Date	Name	Department/Location	Title
4/5/2010	Burner,Rebecca J	Asset Management	OPS Technical Level 1
4/5/2010	Coleman,Tiffany M	Enrollment Management DO	OPS Career Level 7
4/19/2010	Culp,Bethany I.	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
4/9/2010	Duncan,Margaret K.	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
4/9/2010	Estrada,Martha B	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
4/24/2010	Feirick,Nichole E	Provost CL	Federal Work Study Student
4/5/2010	Foster,Christine A	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
4/16/2010	Glover,Zelma L	Business Services	OPS Career Level 3
4/7/2010	Grissinger,Kevin M	Criminal Justice AC	Instructor- Temporary Non-Cred
4/26/2010	Hall,Dustin W.	Maintenance Services SPG	OPS Maint/Trades SkilledHelper
4/8/2010	Hamlett,Jeffrey A	Admin Info Sys - Development	Other Professional- Temporary
4/26/2010	Jenkins,Kristi A.	Business Services DO	OPS Career Level 2
4/22/2010	Johnson,James Thomas	Provost SPG	OPS Career Level 6
4/9/2010	Josephson,Dwayne S	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
4/26/2010	Kurleman,Francis A	Landscape Services DO	OPS Career Level 1
4/23/2010	Lemon,Jane Rayetta	Enrollment Management DO	Federal Work Study Student
4/12/2010	Miller,Stephanie J.	Scholarships/Stu Fin Assist CL	OPS Career Level 5
4/17/2010	Mossgrove,Terri Lynn	BA Programs/UPC	Supplemental Bach Prog.
4/12/2010	Nachman,Anneliesje C.	Central Records DO	OPS Career Level 3
4/15/2010	Naghitorabi,Christina F	Letters SPG	Instructor - Temporary Credit
4/16/2010	Nelson,Nivia	Associate Provost TS	OPS Career Level 1
4/26/2010	Newman,Micky Anne	District Library DO	OPS Career Level 1
4/26/2010	Pierson,Robert J.	Maintenance Services CL	OPS Maint/Trades SkilledTrades
4/26/2010	Ruggiero,Denise W.	Central Records DO	OPS Career Level 3
4/19/2010	Schneidenbach,Michele	Institutional Advancement DO	OPS Career Level 3
4/26/2010	Serna,Donna M	Academic Effective & Assessmt	Other Professional- Temporary
4/26/2010	Shea,Patrick J	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
4/19/2010	White,Annette T.	Business Services	OPS Career Level 5

REHIRE Temporary/Supplemental			
Effect. Date	Name	Department/Location	Title
4/19/2010	Akin,Thomas R	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
4/15/2010	Bannon,John M.	Education & Student Svcs DO	Lump sum -Spec.Proj.
4/16/2010	Bingnear,Lonnie L	Criminal Justice AC	Instructor- Temporary Non-Cred
4/19/2010	Brubaker,Jay M	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
4/16/2010	Hawkinson,Donna	Education & Student Svcs DO	OPS Career Level 3
4/12/2010	Hughes,Michael E.	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
4/16/2010	Johnson,James R	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
4/29/2010	Johnson,James R	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
4/19/2010	Kelley,Thomas E	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
4/7/2010	Lancraft,Thomas M.	BA Programs/UPC	Lump sum -Spec.Proj.
4/12/2010	Lyons,Jason J	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
4/19/2010	Miller,Lavester P.	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
4/19/2010	Mitten,Lewis L.	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
4/12/2010	Moore,Michael J	Fire Science AC	Instructor- Temporary Non-Cred
4/19/2010	Pernayan,Rosalind B	Seminole Campus Provost	OPS Technical Level 2
4/15/2010	Squitieri,Christopher J	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred

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4/16/2010	Walker, Richard T	Criminal Justice AC	Instructor- Temporary Non-Cred
4/12/2010	Whiteside, Amy Lois	Enrollment Management DO	OPS Career Level 7

RECLASSIFICATION Budgeted

Effect. Date	Name	Department/Location	Title
5/3/2010	Dusel, Jennifer	College of Education	Academic Staff Assistant

TRANSFER/PROMOTION Budgeted

Effect. Date	Name	Department/Location	Title
5/3/2010	Autry, Courtney	President	Staff Asst. to the President's Office
4/19/2010	Guzman II, Luis A.	Information Systems	Sr. Web Analyst/Programmer
4/19/2010	Hamilton, Dana S.	Provost HC	Administrative Specialist II
4/12/2010	Moreno, Luis	Custodial Services SPG	Custodian I

SEPARATION Budgeted

Effect. Date	Name	Department/Location	Title
4/9/2010	Barna, Leslie A.	Education & Student Svcs DO	Curr. Supp. Specialist
4/9/2010	Fazzini, Daniel C.	NTPI/WMD Grant - AC	Instructional Technologist
4/23/2010	Theriault, Jill L.	Purchasing	Administrative Specialist II

RETIREMENT Budgeted

Effect. Date	Name	Department/Location	Title
4/30/2010	Truett, Barbara L.	Letters CL	Instructional Asst III
4/30/2010	Wisniewska, Czeslawa	Custodial Services SPG	Custodian I

TERMINATION Temporary/Supplemental

Effect. Date	Name	Department/Location	Title
4/18/2010	Alvarez, Mario Alexander	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/29/2010	Benson, Susan D.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Billiris, Mark N.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Bodie, Matthew D.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/14/2010	Breedlove, Cathy Maria	Provost TS	Federal Work Study Student
4/22/2010	Breyan, Rebecca Anne	Provost CL	Federal Work Study Student
4/29/2010	Byrd, Gregory L.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Castro, Dominique Christin	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/18/2010	Connelly, Jeanette E	Natural Science CL	General Service/Maint. (unskil
4/18/2010	Cooper, Asia Deborah	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/29/2010	Cornett, Susan L	Seminole Campus Provost	Lump sum -Spec.Proj.
4/16/2010	Corry, Kimberly A	President	Lump sum -Spec.Proj.
4/16/2010	Cupp Jr. Jr, John Edward	Fine & Applied Arts CL	Federal Work Study Student
4/29/2010	Davis, Telisha D	OSSD - SP	Federal Work Study Student
4/18/2010	Days, Karla Angela	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/18/2010	Delatorre-Posso, Johanna	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/29/2010	Donovick, Jeffrey R.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Felos, Kimberly	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Fernandes, Jennifer S.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Fratus, Earl T.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Frazier, Dominique Garielle	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/29/2010	Gatz, Diana M.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Gibbons, John Lawrence	Provost SPG	Other Professional- Temporary
4/18/2010	Hardy, Lisa M	Scholarships/Stu Fin Assist CL	Federal Work Study Student

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4/18/2010	Hull, Kevin L.	Emergency Medical Services HC	Instructor- Temporary Non-Cred
4/29/2010	Hunter, Mark S.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Jenkins, Jamilah	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/18/2010	Jones, Valerie Elaine	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/29/2010	Kurnik, John P	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Lara, Monica R.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Lechner, Jennifer L.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Lechner, Thomas P.	Distance Learning TV SE	Instructor- Temporary Non-Cred
4/29/2010	Lightfoot, Randolph	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Long, Tony	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Mairn, Chad P.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Matchette, Patricia G.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/26/2010	Mercier, Shana Marie	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/29/2010	Munce, Nancy	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Newland, Gregory M	Health Education Ctr Provost	Instructor- Temporary Non-Cred
4/6/2010	Okafor, Louis	Enrollment Management DO	Student Assistant
4/18/2010	Pernayan, Rosalind B	Seminole Campus Provost	OPS Career Level 1
4/18/2010	Pernayan, Rosalind B	Seminole Campus Provost	OPS Technical Level 2
4/18/2010	Pountney, Jennifer Marie	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/29/2010	Rajaram, Lakshminarayan	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Riccardo, Lisa	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/29/2010	Roberson, Heather C.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/15/2010	Sackett, Chelsea J	Natural Science SPG	Federal Work Study Student
4/18/2010	Salmon, Karl P	EMS/CME - HC	Instructor- Temporary Non-Cred
4/23/2010	Sankner, Rebecca J.	BA Programs/UPC	Lump sum -Spec.Proj.
4/29/2010	Schultz, Stephen R.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/19/2010	Sharpless, Donna	Letters CL	Exp Learning Assessment
4/29/2010	Slater, Roy W.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Sullivan, David L.	Emergency Medical Services HC	Instructor- Temporary Non-Cred
4/9/2010	Tapia, Richard	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
4/18/2010	Thomas, Kevin W.	Job Center - SP	Non Instr Supplement-Not ECH
4/18/2010	Tisdale, Alishia Antonette	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/18/2010	Tisdale, Tarminyka S	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/18/2010	Tokarz, Terry A.	Health Education Ctr Provost	Instructor- Temporary Non-Cred
4/18/2010	Vincent, Collin Grant	Associate Provost SP	OPS Career Level 1
4/5/2010	West, Thomas R	Letters SPG	Instructor - Temporary Credit
4/5/2010	West, Thomas R	Letters TS	Instructor - Temporary Credit
4/7/2010	Whiteside, Amy Lois	Scholarships/Stu Fin Assist DO	Federal Work Study Student
4/8/2010	Willett, Suzanne	Clearwater Campus Provost	OPS Career Level 4
4/29/2010	Williams, Latrica	Seminole Campus Provost	Lump sum -Spec.Proj.
4/29/2010	Wiser, Barbara C.	Seminole Campus Provost	Lump sum -Spec.Proj.
4/18/2010	Wooden, Joquetta Vonciea	Scholarships/Stu Fin Assist CL	Federal Work Study Student
4/8/2010	Wright, Lacreacia M.	College Student Supp Svcs DO	Other Professional- Temporary

TRAVEL OUTSIDE THE CONTINENTAL U.S.

Effect. Date	Name	Department/Location	Title
5/16-5/23/10	Steffens, James	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
5/16-5/30/10	Fernandez, Ernesto	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred

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5/16-5/30/10 Rolon,Roberto Florida Natl. Guard Grant - AC Instructor- Temporary Non-Cred
Same day travel to El Salvador and Honduras to provide nationally recognized programs and to keep SPC in compliance with the Florida National Guard contract as part of the required law enforcement training.

5/18-5/21/10 Almodovar, Luis Florida Natl. Guard Grant - AC Instructor- Temporary Non-Cred
Same day travel to Gurabo Puerto Rico to provide nationally recognized programs and to keep SPC in compliance with the Florida National Guard contract as part of the required law enforcement training.

6/26-7/5/10 Boyle, Contance SP Collegiate High School Counselor
Hamacher, Alan Humanities TS Instructor - Temporary Credit
Alexander, Alex Humanities Student
Baccari, Christopher Humanities Student
Beck, Mary Alice Humanities Student
Bie, Linzy Humanities Student
Campbell, David Humanities Student
Cox, Kellie Humanities Student
DePew, Aleah Humanities Student
Janssen, Sarah Humanities Student
Masone, Christine Humanities Student
Moskalczyk, Jacqueline Humanities Student
Mullan, Kyle Humanities Student
Perry, Rachel Humanities Student
Swank, Austyn Humanities Student
Vermazen, Steven Humanities Student
Whitlock, Will Humanities Student

Travel to Rome, Italy to offer SPC students the educational opportunity to apply the humanities and fine arts culture of Italy to the study of REL 2300: World Religions, at Pontificia University. This travel is the result of approved curriculum to study in Italy during the summer of 2010.

Thomas E. Furlong, Jr., President; Patty Curtin Jones, Vice President, Human Resources & Public Affairs; and the Cabinet members bringing the actions forward, recommend approval.

emg 0511103

Board Material Relating to
Agenda Item IX-F.2
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

VALIC 401(a) Retirement Plan

Approval is sought to continue the agreement with VALIC regarding the St. Petersburg College Special Pay Plan, 401(a).

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

From Feb. 1, 2001, through June 30, 2006, the college had an agreement with Bencor, Inc. to provide plan administrative services for BENCOR National Plan participants. VALIC provided the investment vehicles for this retirement plan. During this period, employees who retired and were eligible for accumulated sick leave pay and/or vacation pay were required to participate in this plan. This plan provided a vehicle for retirees to take maximum advantage of the federal tax laws as determined by the specified contribution limits. Although the agreement with Bencor, Inc. was terminated June 30, 2006, there remain assets on deposit for participants from those transactions.

VALIC has updated its Governmental Volume Submitter Plan, as required by IRS regulations, to incorporate the provisions of the Economic Growth and Tax Relief Reconciliation Act of 2001 (EGTRRA) and subsequent legislation, and the IRS has approved the updated document. IRS regulations require St. Petersburg College to adopt this updated version of the document. VALIC's Governmental Volume Submitter Plan will be kept on file in the Human Resources department.

Thomas E. Furlong Jr., President, and Patty Curtin Jones, Vice President, Human Resources & Public Affairs, recommend approval.

emg0511104

Board Material Relating to
Agenda Item IX-F.3
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

Senior Management Service Class

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

Approval is sought to add the position of Campus Executive Officer, Downtown, #10235, to the Senior Management Class of the Florida Retirement System effective March 1, 2010.

Thomas E. Furlong Jr., President, and Patty Curtin Jones, Vice President, Human Resources & Public Affairs, recommend approval.

emg0503103

Board Material Relating to
Agenda Item IX-F.4
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

Vision Plan

Approval is sought for a three-month extension to the College's vision plan with Advantica Eyecare, Inc. through September 30, 2010.

This is a voluntary benefit for budgeted employees and represents no increase in rates. SPC is planning to switch the College's insurance plan year to October 1 through September 30.

Thomas E. Furlong Jr., President; and Patty Curtin Jones, Vice President, Human Resources & Public Affairs, recommend approval.

emg0503102

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

10-149. A rulemaking hearing was conducted for the purpose of amending and/or adopting changes to the Board of Trustees Rules and Procedures Manual. Proof of public notice of this meeting is included as a part of these minutes. Internal notice was published in the **Blue and White** and notices were duly posted. The chairman requested comments from the public. The president sought approval of Item IX-G. Mr. Burke inquired about Rule 6Hx23-4.36. Dr. Tonjua Williams, Vice President, Academic & Student Affairs, explained the changes made, which were primarily to better document information regarding the appeals process. Mr. Burke additionally sought clarification of the proposed change to Rule 6Hx23-4.15 regarding a grade of "C" or higher and retaking of courses. Dr. Williams explained that the state will not reimburse the College if a successful grade is received, which is consistent with other college policies.

Mrs. Bilirakis moved approval. Mr. Gibbons seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding the rules is as follows:

Invoice/Serial Number

10-04335

GULF COAST
BUSINESS REVIEW

Published Weekly
Clearwater, Pinellas County, Florida

COUNTY OF PINELLAS

S.S.

STATE OF FLORIDA

Before the undersigned authority personally appeared Amanda M. Scott who on oath says that he/she is Publisher's Representative of the Gulf Coast Business Review, a weekly newspaper published at Clearwater in Pinellas County, Florida; that the attached copy of advertisement,

being a

Notice of Meeting

in the matter of

Notice of Adoption, Amendment or Repeal of Rules

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

in the _____ Court, was published in said newspaper in the
issues of _____ April 16, 2010

Affiant further says that the said Gulf Coast Business Review is a newspaper published at Clearwater, Pinellas County, Florida, and that said newspaper has heretofore been continuously published and has been entered as periodicals matter at the Post Office in Clearwater in said Pinellas County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

Amanda M. Scott
Amanda M. Scott

Sworn to and subscribed before me this
16th day of April A.D. 2010,
by Amanda M. Scott, who is personally known to me.

Danielle Mandeville
Danielle Mandeville Notary Public, State of Florida
(SEAL)

NOTARY PUBLIC-STATE OF FLORIDA
Danielle Mandeville
Commission # DD971808
Expires: MAR. 16, 2014
BONDED THRU ATLANTIC BONDING CO., INC.

**NOTICE OF MEETING
BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE AND NOTICE OF ADOPTION, AMENDMENT OR REPEAL OF RULES AND HEARING**

The Board of Trustees of St. Petersburg College announces a public meeting to which all persons are invited.

DATE AND TIME: May 18, 2010; Board meeting commencing at 8:30 a.m.
PLACE: The meeting will be held at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58th Street North, Largo, Florida.
PURPOSE: The meeting will be held for the purpose of considering routine business and such other matters that come before the Board including adopting or amending rules of the Board of Trustees pursuant to its rule-making authority.

A copy of the Agenda, proposed rules and statement of regulatory costs may be obtained by writing the Board of Trustees in care of the Board Clerk, P.O. Box 134489, St. Petersburg, Florida 33733, or calling the Board Clerk at 727-341-3260 or may be reviewed at the Campus locations referred to below.

The proposed rules and/or amendments, together with the purpose and effect and specific legal authority, will be posted no later than Friday, April 16, 2010, on the official bulletin boards as follows: at the St. Petersburg/Gibbs and Clearwater Campuses in the entrance to the libraries; at the Tarpon Springs Campus in the Lyceum Building across from Room LY 104; at the EpiCenter—Services Building, in the north corridor across from Room 168; at the EpiCenter, in the hall near Room 1-106; in Work Room 147 at the EpiCenter—District Office; on the south wall, across from the waiting area under the stairs, at the Health Education Center; outside Room UP 156 at the Seminole Campus; outside the Florida Room at the Allstate Center; in the lobby across from the admissions and registration desk of the SPC Downtown Center; on the wall adjacent to Room 105 at SPC Midtown and advertised in a newspaper of general circulation and in the Blue and White Faculty and Staff Announcements.

RULE TITLE: STUDENT GRIEVANCES AND APPEALS, APPEALS TO WAIVE REQUIREMENTS OF CLAST, APPEALS TO EXCLUDE COURSEWORK FROM GRADE POINT AVERAGE CALCULATIONS, STUDENT BODY GOVERNANCE AND RECOMMENDATIONS

RULE NO.: 6Hx23-4.36
RULE NOTICE DATE: April 16, 2010

PURPOSE AND EFFECT: The proposed revisions will 1) change the title of the Rule to Student Grievances and Appeals; 2) clarify the definition of what constitutes a grievance; 3) clarify the process to include the involvement of academic leadership; 4) remove non-student segments within the Rule that will be placed within other correlating Board rules.

SUBJECT AREA TO BE ADDRESSED: See Purpose and Effect above.

SUMMARY: See Purpose and Effect above.

SPECIFIC AUTHORITY: 1001.64(2) & (4), F.S.

LAW IMPLEMENTED: 1001.64(4)(a) & (b), F.S.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect students filing grievances or appeals. There is no cost to the College associated with this amendment. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with this amendment. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE
RULE TITLE: TESTING OF STUDENTS

RULE NO.: 6Hx23-4.45
RULE NOTICE DATE: April 16, 2010

PURPOSE AND EFFECT: The proposed revisions will update language in the Rule

MINUTES OF THE REGULAR MEETING OF MAY 18, 2010

BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Notice(s) of Rule Development on the foregoing rule(s) appeared in the Blue & White Faculty & Staff Announcements and was posted on each of the College's official bulletin boards on March 26, 2010. Said Notice(s) also appeared in the Gulf Coast Business Review on March 26, 2010.

Please note that the proposed changes to the rules attached do not reflect changes (if any) which are pending or have recently been approved by the Board of Trustees.

Any person wishing to be heard on the proposed rule(s) and/or amendments will be provided an opportunity to do so by appearing before the Board at said meeting.

If requested within 21 days after the date of publication of this notice, a hearing on the proposed rule(s) or amendments thereto will be held at 9:30 a.m. or soon thereafter on May 18, 2010, held at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58th Street North, Largo, Florida. See Section 120.54(3)(c), Florida Statutes.

Any person who is substantially affected by the above rules may seek an administrative determination of the invalidity of any proposed rule on the ground that proposed rule is an invalid exercise of the Board's delegated legislative authority. Such request shall be by Petition in writing and filed within 21 days after the date of publication of this notice. See Section 120.56(2), Florida Statutes.

Any person who wishes to provide the Board with information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.54(1), Florida Statutes, must do so in writing within 21 days after the date of publication of this notice.

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

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/hearing/meeting is asked to advise the agency five business days before the workshop/hearing/meeting by contacting the Board Clerk at 727-341-3260. If you are planning to attend the workshop/hearing/meeting and are hearing impaired, please contact the agency five business days before the workshop/hearing/meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).

Information regarding the proposed rule(s) and/or amendments for consideration and intended action is attached to this Notice.

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE
RULE TITLE: ACADEMIC AVERAGE AND REPEATED COURSES
RULE NO.: 6Hx23-4.15
RULE NOTICE DATE: April 16, 2010

PURPOSE AND EFFECT: The proposed revisions will 1) delete the granting of exceptions for students to repeat a college level course taken at SPC when a grade of "C" or higher is earned; 2) update the list of extenuating circumstance that may allow a student a fourth attempt to repeat a course; 3) clarify that only the final grade received in repeated courses will be used to calculate grade point average, even if the final grade is lower than the grade received in initial attempts; and 4) delineate the guidelines to be used for requests to exclude coursework from grade point average calculations.

SUBJECT AREA TO BE ADDRESSED: See Purpose and Effect above.

SUMMARY: See Purpose and Effect above.

SPECIFIC AUTHORITY: 1001.64(2) & (4), F.S.

LAW IMPLEMENTED: 1001.64(8), 1004.68, 1001.02, 1001.03, 1009.26, 1009.285, 1004.99, F.S.; Articulation Agreements between University, Community College and School Districts

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect students repeating courses and requesting to exclude coursework from grade point average calculations. There is no cost to the College associated with this amendment. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with this amendment. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

to be consistent with changes in College-Level Academic Skills (CLAS) requirements and update language regarding utilization of the Computerized Placement Test.

SUBJECT AREA TO BE ADDRESSED: See Purpose and Effect above.

SUMMARY: See Purpose and Effect above.

SPECIFIC AUTHORITY: 1001.64(2) & (4), F.S.

LAW IMPLEMENTED: 1001.64(4) & (8), 1001.02, 1001.03, F.S.; Rules 6A-10.0315 and 6A-10.0311, F.A.C.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect students required to take the CLAS and those taking the Computerized Placement Test. There is no cost to the College associated with this amendment. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with this amendment. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE
RULE TITLE: PROPERTY RECORDS

RULE NO.: 6Hx23-5.13
RULE NOTICE DATE: April 16, 2010

PURPOSE AND EFFECT: The proposed revisions will update the Rule regarding the requirements for maintaining property records and disposing of College property, equipment and other tangible property of a non-consumable nature.

SUBJECT AREA TO BE ADDRESSED: See Purpose and Effect above.

SUMMARY: See Purpose and Effect above.

SPECIFIC AUTHORITY: 1001.64(2) & (4), F.S.

LAW IMPLEMENTED: 1001.64(5) & (44), Chapter 274, F.S.; Rule 6A-14.0262(3)(a), F.A.C.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect College staff that are responsible for maintaining property records and disposing of College property. There is no cost to the College associated with this amendment. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with this amendment. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

NAME OF AGENCY: BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE
RULE TITLE: FEES AND TUITION, WAIVER OF

RULE NO.: 6Hx23-5.20
RULE NOTICE DATE: April 16, 2010

PURPOSE AND EFFECT: The proposed revisions will incorporate the statute that provides for the determination of residency status for tuition purposes for senior citizens.

SUBJECT AREA TO BE ADDRESSED: See Purpose and Effect above.

SUMMARY: See Purpose and Effect above.

SPECIFIC AUTHORITY: 1001.64(2) & (4), F.S.

LAW IMPLEMENTED: 1007.27, 1001.64, 1009.21, 1009.22, 1009.23, 1009.25, 1009.26, 1009.265, 1009.27, 1007.263, 1011.62, 1011.82, 250.10, 110.1059, F.S.; SBE Rule 6A-14.054, F.A.C.

SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS: The proposed changes to the Rule will affect senior citizen students who qualify for a waiver of tuition and fees. There is no cost to the College associated with this amendment. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with this amendment. There is no anticipated adverse impact on small business.

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

April 16, 2010

10-04335

Board Material Relating to
Agenda Item IX-G
Meeting: May 18, 2010

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BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

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:

6Hx23-4.15 Academic Average and Repeated Courses The proposed revisions will: 1) delete the granting of exceptions for students to repeat a college level course taken at SPC when a grade of "C" or higher is earned; 2) update the list of extenuating circumstance that may allow a student a fourth attempt to repeat a course; 3) clarify that only the final grade received in repeated courses will be used to calculate grade point average, even if the final grade is lower than the grade received in initial attempts; and 4) delineate the guidelines to be used for requests to exclude coursework from grade point average calculations. *Submitted by Tonjua Williams.*

6Hx23-4.36 Student Grievances and Appeals, Appeals to Waive Requirements of CLAST, Appeals to Exclude Coursework from Grade Point Average Calculations, Student Body Governance and Recommendations The proposed revisions will: 1) change the title of the Rule to Student Grievances and Appeals; 2) clarify the definition of what constitutes a grievance; 3) clarify the process to include the involvement of academic leadership; 4) remove non-student segments within the Rule that will be placed within other correlating Board rules. *Submitted by Tonjua Williams.*

6Hx23-4.45 Testing of Students The proposed revisions will update language in the Rule to be consistent with changes in College-Level Academic Skills requirements and update language regarding utilization of the Computerized Placement Test. *Submitted by Pat Rinard.*

6Hx23-5.13 Property Records The proposed revisions will update the Rule regarding the requirements for maintaining property records and disposing of College property, equipment and other tangible property of a non-consumable nature. *Submitted by Doug Duncan.*

6Hx23-5.20 Waiver of Fees and Tuition The proposed revisions will incorporate the statute that provides for the determination of residency status for tuition purposes for senior citizens. *Submitted by Pat Rinard.*

Thomas E. Furlong, Jr., President and Sydney H. McKenzie, III, General Counsel recommend approval.

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Attachment

ps0503101

6Hx23-4.15 ACADEMIC AVERAGE AND REPEATED COURSES

PURPOSE AND INTENT:

To provide for a student's grade point average that will include grades on all college level work attempted. If a course is repeated more than once, only the grade on the last attempt will be used in computing the average.

- I. Effective with **college level** courses taken beginning in Session I, 1997-98, a student may not repeat a course for which a grade of "C" or higher has been earned. ~~Exceptions may be granted only by appeal to the campus academic appeals committee.~~ A student enrolled in the same college-level course more than twice will be assessed fees at 100 percent of the full cost of instruction equal to the rate charged non-Florida residents. Students may have their fees reduced once for each class due to extenuating circumstances as determined by the campus provost or associate provost or designee. However, the provost, associate provost or designee shall have the authority to review and reduce payment for increased fees due to continued enrollment in a class on an individual basis contingent upon the student's financial hardship, pursuant to definitions and fee levels established by the State Board of Education. An attempt shall be defined as each enrollment in a college/college preparatory course past the drop/add period regardless of the grade received. A fourth attempt may be allowed only through an academic appeals process based on major extenuating circumstances as defined below. In addition, at the third or any subsequent attempt, the student may not receive a grade of "W" or "X", but must receive the letter grade earned. When a course is repeated or when credit cannot be received in both of two courses, credit will be allowed only in the more recent course taken, even if the later grade is lower than a previous grade. Except where provided in the course description, multiple credit will not be granted for the same course.

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Extenuating circumstances are those circumstances determined by the College to be exceptional and beyond the control of the student, are accompanied by appropriate documentation and which may include but not be limited to one or more of the following:

- A. serious illness;
- B. documented medical condition preventing completion;
- C. death of an immediate family member;
- D. involuntary call to active military duty;
- E. documented learning disability;
- F. English as a second language background; or
- ~~G.~~ ~~documented change in conditions of employment; or,~~
- G.H. other emergency circumstances or extraordinary situations such as natural disasters.

The criteria for determining financial hardship shall include, but not be limited to, qualification for federal need-based financial assistance. Students with other documented financial hardships may also be considered. In either case, the exception for financial hardship should be granted only after the student has demonstrated reasonable effort to succeed in the course.

- II. Credit for previous attempts will not be taken away until the course has been repeated the maximum number of times allowable for credit.
- III. After the maximum has been reached, the loss of credit for earlier attempts will be applied first to the attempt with the lowest grade, then successively to the next highest grade, etc.

The symbols to be used for designating grades are standardized for all Florida community colleges in Appendix II (Common Transcript Standard Form) to the articulation agreement between the state universities and the public community colleges of Florida. The appendix also specifies a 4-point grading system for determination of grade point averages.

Section 2C of the articulation agreement provides that only the final grade received in courses repeated by the student shall be used in computing the grade point average even if the final grade received is lower than the initial attempt(s).

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The college uses the following letter grades (and grade points):

Grades used in G.P.A. computation:		Grades not used in G.P.A. computation:		
A	4 grade points	Excellent	W	Withdrawal
B	3 grade points	Good	S	Satisfactory (Non-Credit)
C	2 grade points	Average	X	Audit
D	1 grade point	Poor	I	Incomplete
F	0 grade points	Failure	N	No Credit
WF	0 grade points (Attendance Policy Violation)	Failure	P	Passing (College Level)

Grades are submitted by instructors electronically using a secure, password protected grade roster.

The computer program records the grade, assigns the grade points associated with the letter grade, and records the grade points earned for the course. The program then summarizes the course totals for the session:

- I. Hours earned: Actual hours earned (whether grade points are assigned or not; e.g., "S" grades).
- II. Hours attempted for G.P.A.: Includes all courses in which the assigned grade has a grade point value of 0-4.
- III. Total grade points.
- IV. Grade point average: The G.P.A. is the ratio obtained by dividing item III. by item II.

The program then searches the permanent record file to determine if any of the courses in the current session appear previously on the permanent record file. When such a course is present, the previous hours earned, hours attempted, and the grade points are excluded from the summary and the last (latest) attempt is

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designated by an "R" (repeat), even if the grade in the last attempt is lower (earning fewer grade points).

To determine repeated courses, the data systems programs will check transfer work as well as previous college work on the permanent record file.

The on-line permanent record file represents an accumulation dating back only to Session I, 1969-70. When a student's record includes work which has not been accumulated on the file, the college registrar adds "pre 69" data to the on-line permanent record.

IV. Requests to Exclude Coursework From Grade Point Average Calculations

A. Coursework attempted more than 10 years ago may be excluded from grade point average calculations according to the following criteria:

1. There must be a break in the student's continuous enrollment for a period of 5 or more years.
2. Evidence of a material change of circumstances (i.e., change of career direction) must be present and documented in writing by the student.

B. A written request to exclude coursework from grade point average shall be made by the student and submitted to the associate provost. The associate provost will consult with the director of admissions and records to determine if the student meets the criteria.

1. Decisions to exclude coursework attempted must include the exclusion of all coursework attempted prior to the date requested by the student, but not before the 10-year limit specified in Paragraph IV. A.
2. Coursework deemed to be eligible for grade point average exclusion shall remain on the student's permanent record and will be reflected on the student's transcript.

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- C. Coursework attempted within the last 10 years shall be included in grade point average calculations and is not eligible to be excluded from the student's grade point average.
- D. Exceptions to the above provisions may be considered in cases where the student is without opportunity to repeat a course(s) at St. Petersburg College as provided herein.
- E. Coursework used to award prior degrees, college certificates, or applied technology diplomas from St. Petersburg College is not eligible to be excluded from grade point average calculations.

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

Law Implemented: 1001.64(8), 1004.68, 1001.02, 1001.03, 1009.28, 1009.285, 1004.93, F.S.; Articulation Agreements between University, Community College and School Districts

History: ...Filed – 9/18/06. Effective – 9/18/06; 5/18/10. To Be Filed – 5/18/10. Proposed Date To Become Effective – 5/18/10.

6Hx23-4.36 ~~STUDENT GRIEVANCES AND APPEALS, APPEALS TO WAIVE REQUIREMENTS OF GLAST, APPEALS TO EXCLUDE COURSEWORK FROM GRADE POINT AVERAGE CALCULATIONS, STUDENT BODY GOVERNANCE AND RECOMMENDATIONS~~

I. Student Grievances and Appeals

A. Definitions

1. A "grievance" is defined for the application of this Rule to be a complaint, other than a discrimination grievance, which would include sexual harassment, alleging that a student's (grievant's) rights have been abridged, ~~through any of the following:~~

~~a. a violation of Rules and/or Procedures of the College;~~

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- ~~b. arbitrary or capricious action by a College employee;~~
- ~~c. improper removal from the College or a program of the College for academic reasons;~~
- ~~d. improper denial of admission or re-admission to the College or a program of the College;~~
- ~~e. information contained in the student's record (Board of Trustees' Rule 6Hx23-4.37);~~
- ~~f. arbitrary and/or capricious action in the award of a final grade;~~
- ~~g. an academic matter which may be grieved as an appeal. A petition may be filed for an individual determination concerning matters relating to any of the following:
 - ~~(1) belated withdrawals;~~
 - ~~(2) deviations from graduation requirements;~~
 - ~~(3) changes to permanent records;~~
 - ~~(4) academic probation, suspension, and dismissal under BOT Rule 6Hx23-4.46;~~
 - ~~(5) changes from audit to credit;~~
 - ~~(6) inappropriate action by the student based on misleading advice by a College employee;~~
 - ~~(7) exclusion of coursework from grade point average calculations and cumulative credit hours attempted;~~
 - ~~(8) extension of time allowed to complete work when an "I" (incomplete) grade has been assigned;~~
 - ~~(9) all other academic rules and procedures except those referred to in Paragraph I.A.1. a. through f. above.~~~~

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2. A "grievant" (~~petitioner~~) must be a student of the College and is the person making the complaint except as in Paragraph e. and d. above B.2.
3. "Other party" is the College person(s) or condition against whom the complaint is filed.
4. "Person directly involved" means the grievant(s), and the other party to the grievance.
5. "The Committee" referred to in this Section is the College Committee on Student Grievances.
6. "Working days" shall include Mondays, Tuesdays, Wednesdays, Thursdays and Fridays and shall exclude Saturdays, Sundays, and Board of Trustees' approved holidays.
7. "Calendar" days" shall include all days on the calendar including Board of Trustees' approved holidays.
8. "Arbitrary or Capricious" means without rational basis, or done in bad faith or constitutes disparate treatment and/or based on unlawful discrimination.

B. A student may bring a grievance alleging that his or her rights have been abridged by any alleged arbitrary and/or capricious action or decision involving the following:

1. a violation of Rules and/or Procedures of the College;
2. an arbitrary or capricious action in relation to an improper denial of admission or readmission to the College or program of the College;
3. an academic matter which may be grieved as an appeal and may be filed for an individual determination concerning matters relating to any of the following:
 - a. award of a final grade

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b. belated and involuntary withdrawals;

c. deviations from graduation requirements;

d. changes from audit to credit.

C. Appeals to exclude coursework from grade point average calculations shall be considered in accordance with Rule 6Hx23-4.15.

D. Appeals relating to a student's access to courses and credit granted towards his/her degree may be brought under Rule 6Hx23-4.362, Student Ombudsman Office, and pursuant to related procedures as outlined in P6Hx23-4.362.

II. Appeals and Resolution Process

AB. Time Limitations

A grievance should be promptly presented. A student must pursue any grievance as that term is defined above pursuant to this Rule within certain time limits. Failure to bring a grievance within 120 days of the abridgment of the student's right(s) shall constitute a waiver and bar of the student's right(s). This time limitation does not apply to ~~information contained in the student's record or~~ a final grade appeal. An appeal of final grades must be filed in writing pursuant to the process as outlined Paragraph I. F. herein, (Formal Resolution of Appeals) no later than the last day of regular classes for the session immediately following the session in which the disputed grade is awarded. Failure to file an appeal of a final grade within said time shall constitute a waiver and bar of the student's right.

BC. Discrimination grievances shall be processed in accordance with Board of Trustees' Rule 6Hx23-1.34, –Discrimination Grievance Rule, provided, however, when a claim of discrimination is brought in conjunction with a grievance as defined above, the student may use the ~~r~~Resolution process described herein in lieu of the Discrimination Grievance Rule.

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CD. Exhaustion of Department Procedures/Necessary Before Commencing Informal Resolution Process.

If an academic department of the College has a special published procedure designed to be utilized by the student for resolution of issues covered by this Rule then the student will be expected to follow the department's procedure before commencing the informal resolution process, unless excused by the provost or designee.

III.E. Informal Resolution of Student Grievances

~~None of the following is intended to preclude any discussion between the persons directly involved in a grievance. In fact, the student is to be encouraged to first discuss the matter with the other party. If then the student wishes to pursue the grievance, the matter would go to the associate provost or designee. (To commence a grievance, a grievant shall present the grievance to their campus or site associate provost or designee.)~~

In the case of a grievance concerning a course grade, before pursuing a formal written grievance, the student shall first attempt to resolve the issue directly with the instructor. If it is the instructor's decision to change a grade, the instructor must promptly initiate the process in accordance with college policy and procedures. If the student's grievance remains unresolved, the student shall seek an informal resolution by bringing his or her grievance to the program Instructor-in-Charge, program director or dean, as would be appropriate, by completing the Student Concerns Form. If an informal resolution cannot be achieved, the program Instructor-in-Charge, program director or dean will share options through which the student may pursue his or her grievance, including a referral to the campus associate provost. The associate provost shall arrange to meet with the student and shall provide the student with a copy of this Rule. To the degree permitted by law, all informal grievances shall be kept private except as required in for the completion of the informal resolution process. Completion of the informal resolution process is a prerequisite to filing a formal grievance.

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Review of the grievance by the associate provost or designee will include a thorough investigation of all pertinent facts in the case, including evidence presented by the grievant, and reaching an ~~impartial judgment as to the validity of a determination concerning~~ the grievance.

A decision in writing shall be given to the student by the associate provost or designee within 7 working days after the matter has been presented. This time period may be extended by the provost or designee of the site for extenuating circumstances. If the grievance cannot be resolved to the satisfaction of the student at the informal level, the student may file an appeal in writing to the Committee requesting a formal resolution.

Should the student desire to file a formal appeal, the Student Appeals Form ~~a petition~~ **must** be filed pursuant to Section IV below, Paragraph I. F. herein within 7 working days of ~~aforesaid date for the informal decision of the associate provost or designee is due.~~ Failure to file an appeal for formal resolution within said time period shall constitute a waiver and bar of grievant's rights.

IV.F. Formal Resolution of Appeals

A4. ~~The petitioner~~ student grievant shall timely file with the associate provost or designee of the campus or center where the alleged matter took place, ~~the Student Appeals Form~~ appeal in writing, stating the reasons and grounds for the appeal ~~to the Campus/Center Appeals Committee with a copy to the associate provost or designee, on the appropriate campus/center location.~~ A copy of the Form shall promptly be provided to all parties. If the reasons and/or grounds presented by the grievant are unclear, the associate provost or designee may return the written appeal to the grievant for clarification and supplements as may be directed by the associate provost or designee.

B. Upon the proper filing of the formal Student Appeals Form, a hearing will be scheduled with the campus appeals committee. The associate provost will not chair the committee hearing, but will notify the administrator who was pre-approved by the President to serve on the Student Grievances Committee.

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- C2. The Committee shall consist of two instructors, two students and one administrator. The President or designee shall appoint a pool of students, instructors and administrators for each campus or center. The associate provost or designee shall appoint from the campus or center pool a two students, two instructors and one administrator for each specific hearing. The administrator may be appointed by the associate provost or designee from a campus or center pool other than where the matter took place. The chairperson will be designated by the associate provost or designee. Committee members must not be associated with the situation being presented, nor can committee members be a member of the program/department/course that is affiliated with the appeal. Using the Instructions to the Committee Chair, the chairperson will prepare the Committee for the appeal. During periods when the College is not in session, substitute personnel may be appointed by the appropriate associate provost or designee.
- D3. The Committee's decision shall be by majority vote and shall be based upon the evidence presented. Committee members may ask questions of the persons directly involved and the witness(es). The hearing is intended to be informal and without application of any strict rules of evidence and any evidence which a reasonable person would rely upon may be accepted and the Committee may give particular evidence the weight it deems appropriate under the circumstances.
- E4. The chairperson shall be responsible for making arrangements for electronic recording of the Committee meeting or the recording thereof by a court reporter provided, however, the deliberations of the Committee shall not be recorded. If an appeal is taken of the Committee's decision, the chairperson shall be responsible for providing an original record. Should the student desire a copy of the record, the student shall be entitled to a copy at his/her expense. If a recording device(s) malfunctions or the record is inaudible or otherwise not available for an appeal, the provost or designee or President or designee may direct a new hearing if the parties (persons directly involved) and chairperson of the hearing panel cannot, after a good faith attempt, provide an agreed statement of the facts and matters

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that were presented before the panel within a reasonable time from the date of the appeal as determined by the provost or designee or the President or designee.

- F5. The associate provost or designee shall, in advance of the hearing, consult with each member of the Committee to determine their ability to be fair and unbiased in accordance with the same standards set forth in Board of Trustees' Procedure P6Hx23-4.36.
- G6. The Committee shall assemble for the hearing within 15 working days after receipt of the appeal ~~petition~~ or supplement, if any. The chairperson may extend the time for the hearing for extenuating circumstances. It shall be the duty of the chairperson of the Committee to notify the persons directly involved of the time and place of the hearing.
- H7. The grievant and the other party may, at their own expense, employ an attorney to be present, assist and counsel them, however, the attorney shall not directly participate in the hearing.
- I8. The chairperson shall schedule a hearing and give the persons directly involved notice of the hearing and shall furnish the other party with a copy of the grievant's ~~petitioner's~~ written appeal. The Notice of Hearing shall advise the parties of their right to testify, offer documentary evidence, witnesses and the right of cross-examination. The chairperson shall furnish the parties with a copy of the Rule. The grievant shall present his/her case first. The other party (who may be an associate provost, faculty, or dean) will then respond to the grievant's presentation. The parties are responsible for assuring the attendance of their respective witnesses. (The Committee has no subpoena power.)
- J9. The chairperson shall instruct all witnesses (except the parties) to wait outside of the hearing room and not discuss the case with the other witnesses during the course of the hearing. Witnesses will be called into the hearing room when the party offering their testimony is ready to offer the witnesses testimony. The parties, however, may discuss the case with the witnesses during recesses of the hearing.

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K40.The chairperson shall make rulings regarding hearing procedures, time allowed for presentations, admission of evidence, the limiting of cumulative evidence and/or witnesses and make such other rulings as otherwise may be necessary or appropriate.

L44.The chairperson may grant a continuance only in the event of extenuating circumstances.

M42.The Committee shall reach its decision based on the evidence presented at the hearing. The persons directly involved may offer witnesses and other evidence and shall have the right of cross-examination. The Committee members shall have the right to also question witnesses.

N43.When the grievant requests the reversal of action previously taken, the burden of proving that the action taken was improper, arbitrary or capricious shall be upon the grievant. The Committee shall consider procedural and substantive matters and concerns and shall take such action as is deemed by the Committee to be in the best interests of all concerned.

SPECIAL NOTE FOR GRADE APPEALS: The student grievant shall have the burden of demonstrating that the grade given was arbitrary and/or capricious. For the purpose of this provision, a grade shall be limited to grades of "A", "B", "C", "D" or "F". Except when the grade given was arbitrary and/or capricious, it is not appropriate for the Committee to substitute its judgment for matters within the instructor's professional judgment or discretion. If the grade given was not arbitrary and/or capricious, and is within the judgment and discretion of the instructor, the grade must be affirmed. If the grade given is arbitrary and/or capricious the Committee may recommend a change of grade subject to the appeal rights of the instructor and student through a timely appeal to the President or designee. Failure to timely appeal as provided for hereinafter shall cause the Committee's recommended decision to be final.

O44.At any point in the proceedings prior to the time when the Committee meets to consider its decision, the grievant(s) may withdraw the appeal by so informing the chairperson in writing.

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~~15. The Committee members shall have the right to question witnesses.~~

P16. The Committee shall record its decision in writing (decision letter), within 2 working days after the conclusion of the proceedings. The Committee chairman shall provide a copy of the decision letter to the associate provost or designee and a copy shall be mailed to the student at the student's last known address.

Q17. The parties directly involved have the right, and shall be so informed by the Committee, to appeal the decision reached to the provost or designee responsible for that instructional site. The party appealing must file the appeal with the provost or designee within 10 calendar days after the date of the decision letter from the Committee. Failure to file an appeal with the provost or designee within the aforesaid time period shall constitute a waiver and bar of the parties rights.

R18. The provost or designee shall provide the parties with a written decision regarding the appeal within 7 working days. If a person directly involved is not satisfied with the decision of the provost or designee he or she may appeal the decision to the President or designee whose decision is final and shall constitute final action. The appealing party must file the appeal with the President or designee within 10 calendar days after the date of the provost's or designee's decision letter. Failure to file an appeal with the President or designee within the aforesaid time period shall constitute a waiver and bar of the parties' rights. The President's or designee's written decision will be provided to the student within 10 working days and shall be a final determination.

~~II. Appeals to Waive Requirements of CLAST~~

~~A. Basis for Appeals~~

~~1. A student who, in the best professional opinion of the institution, has a specific learning disability such that he or she cannot demonstrate successful completion of one or more sections of the College-Level Academic Skills Test~~

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~~(CLAST), and is achieving at the college level in every area except that of the disability, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may appeal for special consideration. [F.S. 240.107(5)]~~

~~2. A student who has a physiological disorder(s) which substantially impairs his or her visual, auditory, manual or speaking abilities, or who has a learning disability(s), and who believes that a test or subtest has not been modified in administration so as best to ensure that his or her performance on the test or subtest accurately reflects achievement of the skill being measured may appeal for special consideration. [Florida Administrative Code 6A-10.0311]~~

~~3. A student who has failed any subtest of CLAST four times but has demonstrated proficiency through successful coursework in the tested area may appeal for a waiver. [F.S. 240.107(6)]~~

~~B. The President or designee will appoint a collegewide CLAST Appeals Committee to consider all appeals by St. Petersburg College students to waive the requirements of CLAST for the granting of the Associate in Arts degree. The Committee will be chaired by the vice president of Educational & Student Services or designee and will include four additional appointed members: the institutional test administrator, a faculty member from mathematics, a faculty member from English, and a faculty member from a department other than mathematics or English.~~

~~C. Students who have failed CLAST (or any subtest) four times and who believe they have demonstrated appropriate proficiency through coursework, and students who believe they have a disability(s) that precludes them from performing satisfactorily on CLAST and that they should be granted a waiver for all or part of the CLAST requirements, will submit their appeal in writing to their campus associate provost or designee or provost or designee who will forward the appeal to the vice president of Educational & Student Services, the chairperson of the collegewide CLAST Appeals Committee. Students who appeal on the basis of four failures must be able to demonstrate that they~~

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~~have made appropriate efforts to remediate their deficiencies and pass the test(s) and they must have met all other requirements for award of the Associate in Arts degree to be eligible for the waiver(s).~~

~~D. The Committee will meet within 20 working days of receipt of the written appeal and will submit a recommendation to the President or designee within 2 working days of their meeting. The Committee will examine the student's academic records, appropriate medical records, and other pertinent materials and may hear testimony from the student, faculty members, medical experts, or others relevant to the case.~~

~~E. The Committee may recommend a waiver for one or more sections of CLAST based on the results of its review and within the guidelines established by F.S. 240.107(5 and 6), and Administrative Code 6A-10.0311. The Committee may recommend the denial of a waiver for the appealed CLAST requirements or may specify modifications for future administrations of CLAST for the student who has appealed. Committee recommendations will be based upon majority vote.~~

~~F. The Committee's recommendation will be communicated in writing to the President or designee who, in cases of appeals based on disabilities, may accept or deny a Committee recommendation to approve or deny the appeal. In the case of a student appeal based on four failures, the President or designee may accept or deny a Committee recommendation to grant a waiver but cannot grant a waiver when the Committee recommended denial.~~

~~G. The President's or designee's decision will be communicated to the student and the Committee within 10 working days of receipt of the Committee's recommendation. If the decision is to approve a waiver, the vice president of Educational & Student Services will communicate the decision to the College registrar and to the Administrator of Assessment, Testing, and Evaluation Section for the Florida Department of Education. The decision of the President or designee based on the recommendation of the CLAST Appeals' Committee is final and cannot be further appealed.~~

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~~III. Appeals to Exclude Coursework From Grade Point Average Calculations~~

~~A. Coursework attempted within the last 10 years shall be included in grade point average calculations and may not be excluded by the Committee except as provided herein.~~

~~B. Coursework attempted more than 10 years ago may be excluded from grade point average calculations if there was a break in the student's continuous enrollment for a period of 5 or more years.~~

~~1. Decisions to exclude coursework attempted must include the exclusion of **all** coursework attempted prior to the date specified in the appeal, but not before the 10-year limit specified in Paragraph III. A.~~

~~2. Evidence of material change of circumstances (i.e., change of career direction) must be presented in an appeal.~~

~~C. Exceptions to the above provisions may be considered in cases where the student is without opportunity to repeat a course(s) at St. Petersburg College in accordance with Board of Trustees' Rule 6Hx23-4.15, Academic Average and Repeated Courses.~~

~~IV. Student Body Governance and Recommendations~~

~~A. The student governing associations are recognized as the official student organizations representing the student body of St. Petersburg College. They are the liaisons between the student body and the College administration. In this capacity, they receive all petitions for grievances, complaints, requests, and recommendations allegedly reflecting the opinion of the student body as a whole, or a significant portion thereof, or a recognized student organization on campus.~~

~~B. All such petitions shall be directed in writing to the student governing association and shall contain the signatures of the representatives of the student group making the presentation. The student governing association or any of its officers shall present the petition for discussion at the next regularly scheduled~~

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~~meeting of the association, provided there has been sufficient time for including the matter on the agenda.~~

- ~~C. Decision will be by majority vote of the association whether or not to support the petition and what recommendations, if any, the association desires to transmit to the College administration. All recommendations to the College administration shall be directed in writing to the associate provost or designee, on the campus or center where they originated. If the matter is not resolved at the site through the normal administrative channels, the provost or designee or associate provost or designee will then transmit it to the College Committee on Student Grievances for review.~~

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

Law Implemented: 1001.64(4)(a) & (b), F.S.

History: ...Filed – 1/23/04. Effective – 1/23/04; 5/18/2010. To Be Filed – 5/18/10. Proposed Date To Become Effective – 5/18/10.

6Hx23-4.45 TESTING OF STUDENTS

The College requires testing to quantitatively demonstrate students' preparation and likelihood for successful matriculation. The Computerized Placement Test (CPT) is utilized to determine placement into the appropriate developmental English, reading, and mathematics courses and as one means to determine placement into college level English, reading, and mathematics courses. CPT scores are used for placement as determined by the Florida Department of Education (State Board of Education Rule 6A-10.0315).

I. Placement Testing

Except as noted below, new degree or certificate seeking students in credit courses are required to take the Computerized Placement Test CPT, SAT, ACT or other approved placement instrument. The test must be taken prior to the student's first registration. Test results are used to aid in advisement and course placement.

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Students not required to take a placement test (unless the student plans to take a course that has Placement Test scores as a prerequisite) include:

- A. transient students from other colleges and universities;
- B. students who have earned an Associate in Arts, Bachelor, or higher degree;
- C. non-degree seeking students;
- D. students transferring to St. Petersburg College with sufficient evidence for course placement in reading, writing or mathematics from the transferring institution;
- E. students with passing scores on the SAT I (440 Math and 440 Verbal) or Enhanced ACT (17 English, 18 Reading and 19 Math) taken within the past 2 years;
- F. English as a Second Language students who take an approved Placement Test for ESL (i.e., CELT, LOEP).

II. Assessment Testing

- A. All students pursuing a certificate or an A.S. degree will be required to complete an End of Program Assessment which shall be used in certifying attainment of the standards of performance established for the program.
- B. Associate in Arts degree students and students wishing to transfer to or graduate from a bachelor program must satisfactorily meet ~~pass~~ the College-Level Academic Skills requirement (CLAS) Test ~~(CLAST)~~ unless they have been granted a waiver ~~exempt~~.
- C. Students pursuing all degrees and certificates may be required to participate in an Assessment of General Education Outcomes.

III. To qualify for admission to the College and for financial assistance, students who are not high school graduates or who do not possess

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the GED must demonstrate ability to benefit from college-level programs at SPC by completing the Computerized Placement Test with passing scores in all three areas of reading comprehension, sentence skills, and arithmetic. All three subject areas must be taken during the same sitting for initial testing and retests when attempting to demonstrate the ability to benefit.

IV. Students shall be allowed one free attempt at the CPT. A retest fee shall be implemented upon the second attempt. See the schedule of fees for retest amounts. The same fee shall be charged whether the student is retesting in one or all subject areas.

V. Appeals to Waive the CLAS Requirements

A. Basis for Appeals

1. A student who, in the best professional opinion of the institution, has a specific learning disability such that he or she cannot demonstrate proficiency in one or more sections of the College-Level Academic Skills area (CLAS), and is achieving at the college level in every area except that of the disability, and whose diagnosis indicates that further remediation will not succeed in overcoming the disability, may appeal for special consideration.

2. A student who has a physiological disorder(s) which substantially impairs his or her visual, auditory, manual or speaking abilities, or who has a learning disability(s), and who believes that a test or subtest has not been modified in administration so as best to ensure that his or her performance on the test or subtest accurately reflects achievement of the skill being measured may appeal for special consideration. [Florida Administrative Code 6A-10.0311]

3. Students who have failed to demonstrate the CLAS requirement (or any subtest) four times and who believe they have demonstrated appropriate proficiency through coursework may appeal for a waiver.

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- B. The President or designee will appoint a collegewide CLAS Appeals Committee to consider all appeals by St. Petersburg College students to waive the requirements of CLAS for the granting of the Associate in Arts degree. The Committee will be chaired by the vice president of Academic & Student Affairs or designee and will include four additional appointed members: the institutional test administrator, a faculty member from mathematics, a faculty member from English, and a faculty member from a department other than mathematics or English.
- C. Students who have failed to demonstrate the CLAS requirement (or any subtest) four times and who believe they have demonstrated appropriate proficiency through coursework, and students who believe they have a disability(s) that precludes them from performing satisfactorily on CLAS and that they should be granted a waiver for all or part of the CLAS requirements, will submit their appeal in writing to their campus associate provost, provost, or designee who will forward the appeal to the vice president of Academic & Student Affairs, the chairperson of the collegewide CLAS Appeals Committee. Students who appeal on the basis of four failures must be able to demonstrate that they have made appropriate efforts to remediate their deficiencies and pass the test(s) and they must have met all other requirements for award of the Associate in Arts degree to be eligible for the waiver(s).
- D. The Committee will meet within 20 working days after the deadline to apply and will submit a recommendation to the President or designee within 2 working days of their meeting. The Committee will examine the student's academic records, appropriate medical records, and other pertinent materials and may hear testimony from the student, faculty members, medical experts, or others relevant to the case.
- E. The Committee may recommend a waiver for one or more sections of CLAS based on the results of its review and within the guidelines established by Florida Administrative Code 6A-10.0311. The Committee may recommend the denial of a waiver for the appealed CLAS requirements or

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may specify modifications for future administrations of CLAS for the student who has appealed. Committee recommendations will be based upon majority vote.

F. The Committee's recommendation will be communicated in writing to the President or designee who, in cases of appeals based on disabilities, may accept or deny a Committee recommendation to approve or deny the appeal. In the case of a student appeal based on four failures, the President or designee may accept or deny a Committee recommendation to grant a waiver but cannot grant a waiver when the Committee recommended denial.

G. The President's or designee's decision will be communicated to the student and the Committee within 10 working days of receipt of the Committee's recommendation. If the decision is to approve a waiver, the vice president of Academic & Student Affairs will communicate the decision to the College registrar and to the Administrator of Assessment, Testing, and Evaluation Section for the Florida Department of Education. The decision of the President or designee based on the recommendation of the CLAS Appeals' Committee is final and cannot be further appealed.

Specific Authority: 100.64(2) & (4) F.S.

Law Implemented: 1001.64(4) & (8), 1001.02, 1001.03, F.S.; Rules 6A-10.0315 and 6A-10.0311, F.A.C.

History: ...Filed – 11/20/07. Effective – 11/20/07; 5/18/10. To Be Filed – 5/18/10. Proposed Date To Become Effective – 5/18/10.

6Hx23-5.13 PROPERTY RECORDS

- I. All College property, equipment and other tangible property of a non-consumable nature exceeding ~~\$500~~ \$1000.00 shall be inventoried annually, and all discrepancies shall be traced and reconciled.

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- II. Additional inventories shall be taken whenever it is deemed appropriate by the President or the Board of Trustees, site provost or site administrator.
- III. ~~The head of each organizational unit shall be the custodian of all College property assigned to that organizational unit.~~ Unless otherwise directed, the immediate budget supervisor shall be assigned custodianship of equipment and other tangible property of a non-consumable nature exceeding \$1000.00. The plant supervisor of each site shall be the custodian of general classroom property not specifically assigned to an ~~organizational unit~~ another custodian.
- IV. The President shall appoint a property ~~Survey~~ Committee. Throughout the year, an office of the Facilities Planning, Moving & Warehouse Services Department will provide the Survey Committee lists of items for review. ~~This committee shall have the authority, after having made a thorough investigation, to determine which items of equipment in each organizational unit have been lost, stolen or broken and to then remove said items from the organizational unit's tangible property inventory list.~~ In addition, the Survey Committee shall have the authority to classify as surplus any College equipment property which is obsolete or the continued use of which is uneconomical or inefficient or which serves no useful function. Items approved by the Survey Committee as surplus will be taken to the Board of Trustees by an office of the Facilities Planning, Moving & Warehouse Services Department.
- V. ~~The property survey committee~~ Facilities Planning, Moving & Warehouse Services shall, upon authorization of the Board of Trustees, St. Petersburg College, dispose of for value, donate, destroy or abandon any ~~equipment~~ property that is obsolete, or that is uneconomical or inefficient to continue to use, or which serves no useful function. The applicable provisions of Chapter 274, Florida Statutes, shall be used by the ~~property survey committee~~ Facilities Planning, Moving & Warehouse Services Department as a general guide in discharging ~~its~~ these duties. Surplus property having value but not wanted by another governmental entity or Not for Profit agency shall be disposed of in keeping with commercial business practices by utilizing various methods, including but not

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limited to, live or online auctions and sealed bids, provided however, that procedures are established to assure an ethical and fair disposal process. Surplus property that is obsolete, or that is uneconomical or inefficient or that serves no useful function shall be disposed of in accordance with procedures to be established by the property survey committee and approved by the President.

- VI. The ~~property survey committee~~ Facilities Planning, Moving & Warehouse Services Department shall ensure, whenever surplus property is disposed of for value, that the custodian of the specific property when it is declared surplus shall be prohibited from obtaining such property by participating in the disposal method used. Additionally, in keeping with the spirit of the Florida Code of Ethics for Public Officers and Employees, the ~~property survey committee~~ Facilities Planning, Moving & Warehouse Services Department shall ensure that a College employee cannot obtain surplus property the value of which exceeds ~~\$500~~ \$1000.
- VII. A report of the property declared surplus and disposed of is to be annually reported to the St. Petersburg College Board of Trustees.
- VIII. At least annually the libraries shall prepare a list of surplus books and other materials which are determined to be obsolete, or which are uneconomical or inefficient to continue to use, or which serve no useful function. The list shall be submitted to the President and upon his approval, the surplus books and other materials shall be disposed of in accordance with College procedures.
- IX. The President is authorized to accept gifts to the College on behalf of the Board.

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(5) & (44), Chapter 274, F.S.; Rule 6A-14.0262(3)(a), F.A.C.

History: Formerly - 6Hx23-5-7.02. Adopted - 7/2/68. Readopted - 12/19/74, 10/25/77. Amended - 12/16/71, 9/25/73, 10/16/75, 10/21/76, 11/30/81, 10/27/82 (effective 12/1/82), 5/24/83, 4/27/89. Filed - 4/27/89. Effective - 7/1/89; 6/20/06. Filed - 6/20/06. Effective - 6/20/06; 5/18/10. To Be Filed - 5/18/10. Proposed Date To Become Effective - 5/18/10.

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6Hx23-5.20 FEES AND TUITION, WAIVER OF

The President shall waive fees in the following categories. A list of persons for whom fees are waived shall be kept as a financial record.

- A. All students who meet the eligibility requirements as specified in Florida Statutes and the Rules of the State Board of Education.
- B. Employees and employee dependents – tuition, out-of-state, financial aid, student activities and services, and capital improvement fees (For eligibility, see BOT Rule 6Hx23-2.02).
- C. Senior citizens (persons 60 years of age or older) who are residents of the state of Florida)– (as determined by state statute 1009.21 determination of resident status for tuition purposes) shall have tuition, financial aid, student activities and services, and capital improvement fees waived. Fees waived under the provisions of this rule shall be granted only on space available basis for designated classes if such classes are not filled as of two business days prior to the close of registration for any eligible modmester or flexible format classes. Senior citizens who enroll in courses prior to the published dates for senior citizen registration will forfeit their right for the waiver of tuition and fees. Classes that will not be available include Weekend Computer Institute classes, Corporate Training classes, non-credit classes, limited access classes, options for study abroad programs and classes that are within limited access and four-year programs.
- D. All students required by a Pinellas County Circuit Court order to enroll in "Children and Divorce" classes on a fee waiver basis. (These are recreational and leisure [avocational] non-credit courses.)
- E. Full-time State employees who qualify under Section 1009.265 of Florida Statutes for a tuition waiver for up to six credit hours on a space available basis for qualifying courses. Full-time State employees who enroll in courses prior to the published dates for State employee registration will forfeit their right for the waiver of tuition and fees.

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Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1007.27, 1001.64, 1009.21, 1009.22, 1009.23, 1009.25, 1009.26, 1009.265, 1009.27, 1007.263, 1011.62, 1011.82, 250.10, 110.1099, F.S.; SBE Rule 6A-14.054, F.A.C.

History: Filed—8/19/08. Effective—8/19/08; 5/18/10. To Be Filed – 5/18/10. Proposed Date To Become Effective – 5/18/10.

10-150. The president sought approval of Items IX-H.1-H.2 under Curriculum; Item IX-I, Collaboration between Direct Support Organizations (DSOs); Item IX-J, Uncollectible Accounts; and Item IX-K, Student Tuition and Fees Report. Mr. Burke moved approval. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding these items is as follows:

Board Material Relating to
Agenda Item IX-H.1
Meeting: May 18, 2010

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Credit Curriculum

Confirmation is sought for the following courses to be changed effective Term III, 2009-2010:

(If no strike-throughs or underlines are reflected below, the changes occurred in the Major Learning Outcomes, Course Objectives, or Criteria Performance Standard.)

BTE 4401 SPECIAL METHODS OF TEACHING BUSINESS EDUCATION 3 credits
Prerequisite: Admission to Initial Certification. This course is designed to give the in-service business education teacher, on temporary teacher certification, specific theory and methodology most appropriate to this dynamic field. Experiences will reinforce practical applications of current research in the field and provide students with appropriate applied opportunities for learning. 47 contact hours.

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- EDE 4304 INTEGRATED MATHEMATICS AND SCIENCE 3-4 credits
Pre or co-requisite: EDE 4314 and EDE 4943. Prerequisite: (EDG 3620 or EEX 3241), EDF 3214 and admission to Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Canadian Elementary Education EPI, or Elementary Education EPI or Exceptional Education EPI. This course is designed to help the student gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school mathematics and science. It develops the theoretical bases for mathematics and science learning and teaching, illustrates and applies models for integrating elementary mathematics and science teaching, provides practical experience in curriculum, instruction and assessment. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and required for certification. 45-62 contact hours.
- EDE 4314 MATHEMATICAL CONCEPTS AND PROCEDURES IN THE K-6 CLASSROOM 1 credit
Prerequisite: Admission to the Elementary Education with Reading BS or the Exceptional Education with Reading BS program. This course introduces conceptually and developmentally appropriate mathematics content based on the five content areas identified by the state (Sunshine State Standards) and national standards (National Council of Teachers of Mathematics). These are Numeration & Number Sense, Geometry, Measurement, Algebraic Thinking, and Data Analysis & Probability. Within these content areas, students will learn techniques consistent with the national process standards including problem solving, computation, effective representation, communication, reasoning, and making connections as well as error pattern analysis and research-based procedural strategies. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for teacher certification. 17 contact hours.
- EDE 4942 INTEGRATED LANGUAGE ARTS, CHILDREN'S LITERATURE, AND SOCIAL SCIENCE PRACTICUM 1-2 credits
Prerequisites: EDF 3214, RED 3309 and admission to Elementary Education with Reading BS, Exceptional Student Education with Reading BS, Elementary Education BS, Exceptional Student Education BS, Elementary Education EPI or Exceptional Student Education EPI. Corequisite: EDE 4226. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with elementary classroom teachers and have an opportunity to teach both

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large and small group activities, particularly children's literature, language arts and social science. This course is designed to develop competencies relative to program planning instruction, daily schedule, record keeping, evaluation, classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of forty (40) to sixty (60) school-based hours in the elementary classroom. 17-32 contact hours.

- EDE 4943 INTEGRATED MATHEMATICS AND SCIENCE PRACTICUM 1 credit
Corequisite: EDE 4304. Pre or co requisite EDE 4314. Prerequisite: (EDG 3620 or EEX 3241) and EDF 3214 and admission to Elementary Education with Reading BS, Exceptional Education with Reading BS, Elementary Education BS, Exceptional Education BS, Elementary Education EPI, or Exceptional Education EPI. This course is designed to give practical experience to students through school-based experiences in public and approved private school classrooms. Students work directly with elementary classroom teachers and have an opportunity to teach both large and small group activities, particularly Math and Science. This course is designed to develop competencies relative to program planning, instruction, daily scheduling, record keeping, evaluation, and classroom management, reporting to parents, professional organizations, and teacher ethics. Students spend a minimum of sixty (60) school-based hours (SBH) in the elementary classroom. 15 contact hours.
- EEX 4291 EFFECTIVE LEARNING ENVIRONMENTS FOR AUTISM THROUGH DESIGN, ASSESSMENT, BEHAVIOR MANAGEMENT, AND PBS 3 credits
Prerequisite: Admission to the AUTISM-NO program. ~~Students must be in the AUTISM-NO program.~~ Corequisite: ~~EEX 4942.~~ This course offers instruction regarding behavior management of and classroom management supports for children with autism. Class members will examine various behavior analysis techniques, positive behavior and classroom supports for children with Autism Spectrum Disorders (ASD). Class members will evaluate behavior assessments and construct instructional planning for children with autism. 47 contact hours.
- EMS 1522C GENERAL PHARMACOLOGY FOR THE EMS PROVIDER 2 credits
Prerequisite: Successful completion of ~~BSC 2085/2085L~~, EMS 1119, EMS 1119L, EMS 1411, ~~and~~ EMS 1421, (BSC 1084C or BSC 2085/L and 2086/L), and EMS 2600C, with grades of "C" or better, or EMS program director approval. Corequisites: EMS 2601, EMS 2601L, ~~(BSC 2086, BSC 2086L or BSC 1084C)~~, and EMS 2664. This course will provide the EMS student with general pharmacology concepts and principles in the management of client care. The knowledge and skills required for safe, effective administration of therapeutic

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drugs and indications and contraindications associated with drug therapy are an integral part of this course. 47 contact hours.

- EMS 2600C INTRODUCTION TO PARAMEDIC PRACTICE 3 credits
Prerequisites: Computer/Information Literacy Competency Requirement met, admission to the Paramedic CT program, and current Florida EMT certification. Prerequisites: BSC 1084C or (BSC 2085/L and BSC 2086/L), ~~EMS 1522C~~ and HSC 1531, with grades of “C” or better, OR corequisites: BSC 1084C or (~~BSC 2085/L and BSC 2086/L~~), ~~EMS 1522C~~ and HSC 1531. This course is an in-depth introduction to the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which includes aspects of the prehospital environment which focuses on the well-being of the paramedic, paramedic roles and responsibilities, Emergency Medical Services (EMS) systems, illness and injury prevention, medical and legal considerations, ethics, history-taking, therapeutic communication, lifespan development, and basic patient assessment. 96 contact hours.
- EMS 2601 PARAMEDIC THEORY I 6 credits
Prerequisites: BSC 1084C or (BSC 2085, BSC 2085L, BSC 2086 and 2086L), ~~EMS 1522C~~, HSC 1531, EMS 2600C, with grades of “C” or better, admission to Paramedic CT program and current Florida EMT certification. Corequisites: EMS 2601L, ~~and EMS 2664~~ and EMS 1522C. This course is an in-depth study of the U.S. Department of Transportation, EMT Paramedic: National Standard Curriculum/EMS Education Standards which include aspects of the prehospital environment which focuses on general patient assessment and assessment-based management; airway and ventilation assessment; venous access and medication administration; clinical decision-making; shock and fluid resuscitation; pathophysiology and general pharmacology; aspects of advanced training on prehospital trauma and burn management; the respiratory system which includes disease pathophysiology and respiratory arrest management; management of geriatric and psychiatric patients; patients experiencing anaphylaxis and patients with disorders of the neurological system related to trauma and the pulmonary system. 92 contact hours.

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- EMS 2664 PARAMEDIC CLINICAL I 3 credits
Corequisites: EMS 2601, EMS 2601L, ~~EMS 1522C/HSC 1149C~~ and current Florida certification as an Emergency Medical Technician-Basic. This course involves the hospital and field clinical application of skills related to paramedic theory and application presented in Paramedic Theory I and Paramedic Laboratory I. 120 contact hours.
- MAE 3320 INTERACTIVE MIDDLE SCHOOL MATHEMATICS PROJECTS 3 credits
Prerequisite: Admission to Middle Grades Math Education BS, Secondary Math Education BS, Secondary Math EPI, Middle Grades Math EPI, or Initial Certification Mathematics Education BS program. Corequisite: MAE 3941 (not required for Initial Certification). This course is designed for students who are majoring in secondary mathematics education and who will be obtaining teacher certification in grades 6-12. In this course students learn principles of effective curriculum design and assessment and apply these principles by designing and developing interactive mathematics curriculum projects for middle school students. This course is offered concurrently with the one credit hour practicum, Interactive Middle School Mathematics Projects, ~~in which students present their projects in middle school classroom environments~~. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 47 contact hours.
- MAE 3941 INTERACTIVE MIDDLE SCHOOL MATHEMATICS PROJECTS PRACTICUM 1 credit
~~Prerequisite: EDF 3214 This course is designed for students who are majoring in secondary mathematics education in grades 6-12, and who will be obtaining teacher certification in grades 6-12. This practicum accompanies Interactive Middle School Mathematics Projects and provides students with opportunities to present their interactive curriculum projects to middle school students, in local area school districts. Project presentations will be coordinated with in service middle school teachers and their curriculum schedules and needs. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. Students spend a minimum of forty (40) to sixty (60) school based hours in the middle school classroom. 17 contact hours.~~
Prerequisite: EDF 3214 or DEP 3305 and Admission to Secondary Math Education BS, Middle Grades Math Education BS, Secondary Math EPI, Middle Grades Math EPI, or Initial Certification. Corequisite: MAE 3320 (not required for Initial Certification). This course is designed for students who are majoring in middle or secondary mathematics education. This practicum accompanies

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Interactive Middle School Mathematics Projects. Students spend a minimum of sixty (60) school-based hours in the middle school classroom. 17 contact hours.

- MTG 3212 MODERN GEOMETRIES 4 credits
Prerequisite: MAC 2311 and Admission to the Middle Grades Math Education BS or Secondary Math Education BS or by approval of the Dean. ~~This course is designed for in-service middle and high school teachers and for students who are majoring in secondary mathematics education.~~ This course presents the axioms, basic concepts, proofs and constructions of Euclidean geometry involving line segments, angles, triangles, polygons, circles, parallel lines and similarity. Constructions are made using both compass and straightedge and interactive geometry software. The course also presents basic concepts of non-Euclidean geometries including hyperbolic and spherical. Emphasis is on using technology to make conjectures and discoveries concerning geometrical relationships and then constructing proofs to verify the relationships. ~~Each student will develop an electronic portfolio of course projects and accomplishments incorporating appropriate Florida Educator Accomplished Practices. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. 62 contact hours. Mathematics education majors are required to complete MTG 3212.~~
- RED 4324 READING IN THE MIDDLE SCHOOL 3 credits
Prerequisite: Admission to ~~the College of Education~~ Middle Grades Math Education BS, Middle Grades Science Education BS, Middle Grades Math EPI, Middle Grades Science EPI or Initial Certification. This course is designed for middle grades teachers who need developmental reading/literacy and assessment strategies for adolescents. The major emphasis of the course is placed on current theories, practical strategies, development of teaching techniques, and materials used in reading/literacy instruction to improve both academic and recreational reading. The emphasis is placed on the key No Child Left Behind literacy areas of Fluency, Vocabulary, and Comprehension for both content understanding and diagnosis of reading difficulties at that level. Lecture, discussion, simulated teaching, and field work constitute different course activities. 47 contact hours. 20 school-based hours required.
- RED 4335 READING IN THE CONTENT AREA 2-3 credits
Prerequisite: ~~Must be in College of Education programs~~ Admission to Secondary Science Education BS, Business Technology Education BS, Middle Grades Math Education BS, Middle Grades Science Education BS, Secondary Math Education BS, Technology Education BS, Secondary Math EPI, Middle Grades Math EPI,

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Middle Grades Science EPI, Secondary Science EPI or Initial Certification. This course is designed to promote the effective teaching of literacy skills across the curriculum. The major emphasis of this course is placed on current theories, methods, and materials used in content area literacy instruction. Lecture, discussion, simulated teaching, and field work constitute different course activities. 32-47 contact hours.

RED 4940 FINAL READING INTERNSHIP 1 credit
Prerequisite: Admission to Elementary Education with Reading BS, or Exceptional Student Education with Reading BS. Corequisite: EDE 4940 or EEX 4940. This course is designed as a supervised reading portion of the final internship to give practical experience in reading for the pre-service teacher. This course aligns directly to the Florida Reading Competencies, which include language development, cognition, research-proven best practices, and differentiated instruction. Students will work directly with K-12 teachers and students in the public schools in large group, small group, and individual settings to connect all aspects of theoretical, campus-based literacy instruction to classroom practice. This course is designed to demonstrate specific skills and strategies in reading relative to program planning, instruction, daily scheduling, record keeping, evaluation, classroom management, communication, ethics, and professional development. Contact hours: Students will spend a minimum of 5 hours per week for 15 weeks ~~associated with the corequisite of EDE 4940 or EEX 4940.~~

Confirmation is sought for the following courses to be deleted effective Term III, 2009-2010:

CET 1486 INTRODUCTION TO LANS
CET 2123 MICROPROCESSOR FUNDAMENTALS
CET 2123L MICROPROCESSOR LABORATORY

Confirmation is sought for the following programs to be changed effective Term III, 2009-2010:

BS Degrees:

Middle Grades General Science Education (5-9) (MGSED-BS) – See attached
Middle Grades Mathematics Education (5-9) (MGMED-BS) – See attached

Approval is sought for the following courses to be changed effective Term I, 2010-2011:

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(If no strike-throughs or underlines are reflected below, the changes occurred in the Major Learning Outcomes, Course Objectives, or Criteria Performance Standard.)

- FFP 1111 FIRE CHEMISTRY 3 credits
Prerequisite: Permission of Dean. This course is a study of basic physical and chemical properties of materials applicable to the chemistry of fire. Emphasis is on emergency situations and the most favorable methods of handling incidents involving hazardous material. 47 contact hours.
- FFP 2120 BUILDING CONSTRUCTION FOR THE FIRE SERVICE 3 credits
Prerequisite: Permission of Dean. This course examines the various types and methods of building construction and their influence on fire travel and life safety. Fire resistance of building materials and problems inherent in new construction as well as existing buildings are examined closely. 47 contact hours.
- 2720
FFP ~~1780~~ COMPANY OFFICER 3 credits
Prerequisite: Permission of Dean. This course is a study of the basic concepts of fire company leadership, including the human skills, leadership tools, problem solving, and goal achievement of a company officer. Emphasis will be placed on the role of the officer in the setting of the fire company. 47 contact hours.
- 2780
FFP ~~2781~~ FIRE ADMINISTRATION 3 credits
Prerequisite: ~~FFP 1780~~ Permission of Dean. This course covers the principles of organization and administration in fire protection service; the structure and function of the department, battalion and company as components of municipal organization; duties and responsibilities of the fire officer; a study of fire personnel management, training, budgeting, records, reports and other relations. 47 contact hours.
- RTE 1503C RADIOGRAPHIC PROCEDURES I 3 credits
Prerequisite: Admission to the Radiography AS Program. This course is a study of radiographic anatomy, physiology, and positioning for radiologic examinations of the chest, abdomen, pelvis, bony thorax, spine and extremities. 62 contact hours.
- RTE 1513C RADIOGRAPHIC PROCEDURES II 2 credits
Prerequisites: RTE 1503C with a grade of "C" or higher. This course is a study of radiographic anatomy, physiology, and positioning of radiologic examinations of

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the skull and facial bones. Procedures requiring the use of contrast materials within the digestive system, ~~and~~ urinary system, and other special studies as well as the pharmacology of contrast agents will also be studied. 47 contact hours.

RTE 2563 **ADVANCED MEDICAL IMAGING** 3 credits
Prerequisites: RTE 1513C with a grade of “C” or higher. This course is the study of sectional anatomy, special radiographic procedures, ~~and~~ advanced radiologic modalities, registry review and employability skills. Topics specifically addressed include invasive and noninvasive specialized radiographic studies, Computed Tomography (CT), Magnetic Resonance Imaging (MR), ~~and~~ Cardiovascular procedures (CV) and Mammography. 47 contact hours.

Approval is sought for the following programs to be changed effective Term I, 2010-2011:

AS Degree:

Fire Science (FIRE-AS) – See attached

CT Program:

Fire Officer I (FOI-CT) – See attached

Fire Officer II (FSOII-CT) – See attached

Thomas E. Furlong, Jr., President and Tonjua Williams, Vice President for Academic and Student Affairs recommend approval.

rrm0511103

PROGRAM CHANGE – BS DEGREE

**COLLEGE OF EDUCATION
MIDDLE GRADES GENERAL SCIENCE EDUCATION (5-9)
(MGSED-BS)**

BACHELOR OF SCIENCE DEGREE

<http://www.spcollege.edu/program/MGSED-BS>

Dr. Sally S. Naylor, Dean, 727-712-5876

Prerequisites: Admission to the College of Education – Middle Grades Science Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

EDUCATION PREREQUISITES - Grade of “C” or higher required

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

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In addition to these Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

Additionally, the general education requirements and state-mandated prerequisites must be satisfied.

15 credits of College-level Science (with a grade of "C" or higher) to include:

- 8 credits Biology with Lab (or Chemistry with Lab or Physics with Lab)
- 4 credits Geology with Lab
- 3 credits Oceanography

CORE REQUIREMENTS (27 credits) - Grade of "C" or higher required

DEP	3305	* Psychology of Adolescence (5 SB hours)	3
EDF	4430	Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012	* Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
RED	4335	Reading in the Content Areas	3
SCE	4943	* Internship – Middle School General Science (5-9)	12

MAJOR REQUIREMENTS (30 credits) - Grade of "C" or higher required

AST	1002	Universe: The Infinite Frontier	3
AST	1XXX	Any Astronomy Class	3
Science Lab		Any College-Level Approved Science Lab	1
BSC	4032	Issues and Challenges in Science Education	2
EDG	4343	Cognitive Strategies Instruction in the Classroom	3
EDG	4943	* Cognitive Strategies Instruction Practicum (60 SB hrs)	1
EEX	4604	Behavior Management of Exceptional Students	3
PCB	3043C	Ecology with Lab	4
PCB	4674	Adaptations in Plants and Animals	3
SCE	3030	Science Matters	2
SCE	3420C	Physical Science for Middle Grades Teachers	4
SCE	3945	Interactive Projects That Promote Learning in Science	3
SCE	3941	* Secondary Science Field Experience (6-8) (60 SB hrs)	1

ESOL REQUIREMENTS (3 credits) - Grade of "C" or higher required

TSL	3080	* ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3
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TOTAL PROGRAM HOURS **120**

* School-based hours total 150 clinical clock hours plus a 15-week internship.

ADDENDUM: ADDITIONAL GRADUATION REQUIREMENTS

CULTURAL DIVERSITY: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours.

FOREIGN LANGUAGE:

Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required.

Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

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PROGRAM CHANGE – BS DEGREE

COLLEGE OF EDUCATION

MIDDLE GRADES MATHEMATICS EDUCATION (5-9) (MGMED-BS)

BACHELOR OF SCIENCE DEGREE

<http://www.spcollege.edu/program/MGMED-BS>

Dr. Sally Naylor, Dean, 727-712-5876

Prerequisites: Admission to the College of Education – Middle Grades Mathematics Education

Students pursuing an A.A. degree in Education from St. Petersburg College should consult the Education A.A. portion of the catalog for General Education requirements.

EDUCATION PREREQUISITES - Grade of "C" or higher required.

EDF	1005	Introduction to Education	3
EDF	2085	Teaching Diverse Populations	3
EME	2040	Introduction to Educational Technology	3

In addition to the Education courses listed above, students are required to complete the general education (Associates of Arts Degree) that corresponds with their catalog year/requirement term. Students who have earned a previous AA or bachelor's degree should consult an advisor for transcript review.

Additionally, the general education requirements and state-mandated prerequisites must be satisfied.

15 credits – College-level Mathematics to include:

4 credits	Calculus & Analytic Geometry
3 credits	Computer Programming Language
4 credits	Biological Science
4 credits	Elective in Mathematics or Elective in Physical Science

CORE REQUIREMENTS (27 credits) - Grade of "C" or higher required

EDF	4430	Measurement, Evaluation & Assessment in Education K-12	2
EDF	4781	Educational Issues for the 21st Century	2
EDG	3410	Classroom Management & Communication K-12	2
EEX	3012	* Nature & Needs of Exceptional Students K-12 (10 SB hrs)	3
DEP	3305	* Psychology of Adolescence (5 SB hrs)	3
RED	4335	Reading in the Content Areas	3
MAE	4943	* Internship – Middle School Mathematics (5-9)	12

MAJOR REQUIREMENTS (30 credits) - Grade of "C" or higher required

EDG	4343	Cognitive Strategies Instruction in the Classroom	3
EDG	4943	* Cognitive Strategies Instruction Practicum (60 SB hrs)	1
EEX	4604	Behavior Management of Exceptional Students	3
MAD	2104	Discrete Mathematics	3
MAE	3320	Interactive Middle School Mathematics Projects	3
MAE	3823	Connections through Algebraic Thinking	4
MAE	3941	* Interactive Middle School Mathematics Projects Practicum (60 SB hrs)	1
MAE	4642	Assessing Cognitive & Affective Issues in Learning Mathematics	2
MHF	4404	Perspectives in Mathematics	3
MTG	3212	Modern Geometries	4
RED	4324	Reading in the Middle School	3
STA	2023	Elementary Statistics	3

ESOL REQUIREMENTS – (3 credits) - Grade of "C" or higher required

TSL	3080	* ESOL Issues: Principles & Practices I K-12 (15 SB hrs)	3
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TOTAL PROGRAM HOURS

120

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* School-based hours total 150 clinical clock hours plus a 15-week internship.

ADDENDUM ADDITIONAL GRADUATION REQUIREMENTS

Cultural Diversity: (6 credits)

Six credits with an international or diversity focus. This requirement may have been satisfied in the first 60 semester hours

FOREIGN LANGUAGE:

Two years in high school or one year of college instruction in a single foreign language.

NOTES: For admission and graduation a cumulative GPA of 2.5 or higher is required. Questions regarding admissions, please consult with the Dean of College of Education.

Completing all program requirements, including ESOL, demonstrating competency in the Florida Educator Accomplished Practices (FEAPS) at the pre-professional level, passing all sections of the Florida Teacher Certification Examination (FTCE), and passing the final internship are conditions of graduation.

Students who have questions concerning catalog year requirements should consult the appropriate SPC College catalog or an academic advisor. Students who have questions concerning state mandated prerequisites should consult www.facts.org and review the appropriate common prerequisite manual or see an academic advisor.

PROGRAM CHANGE – AS DEGREE

FIRE SCIENCE TECHNOLOGY (FIRE-AS)

ASSOCIATE IN SCIENCE DEGREE

<http://www.spcollege.edu/program/FIRE-AS>

Anna Goree, Advisor, AC (727) 341-4456

Charles Crowther, Lead Instructor, AC (727) 341-4507

Brian Frank, Dean, AC (727) 341-4503

The goal of this program is to prepare students with a scientific understanding of fire hazards and their control with emphasis on effective operating procedures at fires and other emergencies. General education courses are included to prepare the graduate to communicate and work effectively with all levels of society. The general college admission policy applies to all students entering the Fire Science Technology program.

SPECIAL ADMISSION REQUIREMENTS

1. Complete SPC application.
2. Take SPC placement test.
3. Attend an advising session with the Lead Instructor, SEPSI Advisor or Dean.

SPECIAL GRADUATION REQUIREMENTS

Completion of an End-of-Program Assessment Examination

******GENERAL EDUCATION COURSES (21 credits)**

ENC	1101	Composition I or (Honors)	3
SPC	1017	Introduction to Speech Communication OR (SPC 1017H, 1065, 1608 or 1608H)	3
Humanities/Fine Arts Approved Course****			3
Mathematics One college-level course with MAC, MAP, MAS, MGF, MTG or STA prefix			3
Social & Behavioral Sciences Approved Course****			3
PHI	2649	Applied Ethics in Public Safety Professions OR (PHI 1600, 1602H, 1631 or 2635)	3
CGS	1100	Microcomputer Applications	3

SUPPORT COURSES (3 credits)

ENC	2210	Technical Writing	3
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MAJOR COURSES (3 credits)

FFP	1109	Fire Department Occupational Safety and Health	3
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<u>SUBPLAN A: FIRE INSPECTOR I (33 credits)</u>			
FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2510	Fire Codes and Standards	3
FFP	2521	Blueprint Reading and Plans Review	3
Electives		Any courses with a DSC or FFP prefix	18

TOTAL PROGRAM HOURS 60

OR

<u>SUBPLAN B: FIRE INSPECTOR II (33 credits)</u>			
FFP	1111	Fire Chemistry	3
FFP	2541	Private Fire Protection Systems II	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2706	Fire Service Public Information Officer	3
Electives		Any courses with a DSC or FFP prefix	21

TOTAL PROGRAM HOURS 60

OR

<u>SUBPLAN C: FIRE OFFICER I (33 credits)</u>			
FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	1780 2720	Company Officer	3
FFP	1824	Basic Incident Management System	1
FFP	1825	Intermediate Incident Management System	1
FFP	1832	Emergency Response to Terrorism: Basic Concepts	1
FFP	2120	Building Construction for the Fire Service	3
FFP	2740	Fire Service Course Delivery	3
FFP	2810	Firefighting Tactics and Strategy I	3
FFP	2811	Firefighting Tactics and Strategy II	3
Electives		Any courses with a DSC or FFP prefix	9

TOTAL PROGRAM HOURS 60

OR

<u>SUBPLAN D: FIRE OFFICER II (33 credits)</u>			
FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2770	Ethical and Legal Issues for the Fire Service	3
FFP	2741	Fire Service Course Design	3
FFP	27840	Fire Administration II	3
FFP	2706	Fire Service Public Information Officer	3
Electives		Any courses with a DSC or FFP prefix	15

TOTAL PROGRAM HOURS 60

OR

<u>SUBPLAN E: FIRE INVESTIGATOR I (33 credits)</u>			
FFP	1111	Fire Chemistry	3
FFP	1540	Private Fire Protection Systems I	3
FFP	2120	Building Construction for the Fire Service	3
FFP	2610	Fire Cause and Origin Determination	3
Electives		Any courses with a DSC or FFP prefix	21

TOTAL PROGRAM HOURS 60

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****To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Science degree:

LIT	2110	World Literature I
LIT	2110H	Honors World Literature I
LIT	2120	World Literature II
LIT	2120H	Honors World Literature II
HUM	2270	Humanities (East-West Synthesis)
HUM	2270H	Honors Humanities (East-West Synthesis)
REL	2300	World Religions
INR	2002	International Relations
INR	2002H	Honors International Relations
WOH	2040	The Twentieth Century
WOH	2040H	Honors The Twentieth Century

PROGRAM CHANGE – CT PROGRAM

FIRE OFFICER I CERTIFICATE (FOI-CT)

Anna Goree, Advisor, AC (727) 341-4456

Charles Crowther, Lead Instructor, AC (727) 341-4507

Brian Frank, Dean, AC (727) 341-4503

Job Related Opportunities:

- Fire Officer
- Fire Service Administrator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed fire officer. Students who complete SPC's Certificate program in Fire Officer Management will become eligible to take the Certificate of Competency test for Fire Officer I through the Florida State Fire College. Upon successful completion of the state exam, the student will become a certified Florida State Fire Officer. These courses apply towards the Fire Science Associate in Science degree.

PROGRAM REQUIREMENTS

FFP	1505	Fire Prevention	3
FFP	1540	Private Fire Protection Systems I	3
FFP	4780 2720	Company Officer	3
FFP	1824	Basic Incident Management System	1
FFP	1825	Intermediate Incident Management System	1
FFP	1832	Emergency Response to Terrorism: Basic Concepts	1
FFP	2120	Building Construction for the Fire Service	3
FFP	2740	Fire Service Course Delivery	3
FFP	2810	Firefighting Tactics and Strategy I	3
FFP	2811	Firefighting Tactics and Strategy II	3

TOTAL CERTIFICATE HOURS

24

PROGRAM CHANGE – CT PROGRAM

FIRE OFFICER II CERTIFICATE

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(FSOII-CT)

Anna Goree, Advisor, AC (727) 341-4456

Charles Crowther, Lead Instructor, AC (727) 341-4507

Brian Frank, Dean, AC (727) 341-4503

Job Related Opportunities:

- Fire Officer
- Fire Service Administrator

This certificate is designed to incorporate the theory and applications necessary to become a credentialed mid-management fire officer. Students who complete SPC's Certificate program in Fire Officer II will be eligible to apply to the Bureau of Fire Standards and Training to be State certified as a Fire Officer II. These courses apply towards the Fire Science Associate in Science degree.

PROGRAM REQUIREMENTS

FFP	1111	Fire Chemistry	3
FFP	2610	Fire Cause and Origin Determination	3
FFP	2770	Ethical and Legal Issues for the Fire Service	3
FFP	2741	Fire Service Course Design	3
FFP	27840	Fire Administration II	3
FFP	2706	Fire Service Public Information Officer	3

TOTAL CERTIFICATE HOURS **18**

Board Material Relating to
Agenda Item IX-H.2
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST.PETERSBURG COLLEGE**

Noncredit Curriculum and Fees

Confirmation is sought to add the following new noncredit course(s) effective Term II 2009-2010:

CFK0772	CFK (College for Kids) - Admiral Farragut Academy Sailing Camp
Fee:	\$175.00
Contact Hours:	30
Description:	Participants will experience the thrill of sailing in this one-week sailing camp. Youth in grades 4-9 will learn the basics of sailing, knot-tying, and seamanship. Goals for sailing camp participants include the mastery of basic sailing skills, boater safety, and

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appreciation for the outdoors and the ocean. Sailors will learn the joys of sailing while navigating the waters of Tampa Bay. Participation is limited to 15 sailors per week. This one-week sailing camp is offered as an independent camp within the Admiral Farragut Academy Camp program during the second and fourth weeks of the program for an additional fee.

RAP0148

Fee:

Contact Hours:

Description:

Appraiser News

\$39.00

3

This is a current events course on international, national, state, and local news and events that impact the appraisal profession as well as the sale, leasing, and financing of real property. This course is also offered as part of a full-day package.

Confirmation is sought for a standard change to the following noncredit course(s) effective Term II 2009-2010:

AAP0300

Description:

Wedding Planner Certification Wedding and Event Planner Certification

~~This hands-on program is designed to start individuals in the wedding planning business. The course is being offered in partnership with the Wedding Planning Institute and Lifelong Learning. The course will cover from start to finish everything a wedding planner will need to know; venue contracts, etiquette, flowers, music, day of services, marketing business practices, trade secrets, industry specific applications and more. All course materials are included in the fee. Field trips are also included. Students must pass a written and practical final exam as well as attend the entire program in order to successfully complete this certification.~~ This 40-hour, hands-on certification program offered in partnership with Lovegevity Wedding Planning Institute (LWPI) covers everything a wedding/event planner needs from start to finish. Topics include budgets, vendor relationships, contracts, revenue channels, wedding trends, bridal fashion, color themes, and signature wedding design. To address the demands of the industry, this course includes role-playing, vignettes, and other ways to practice for actual business objectives or work settings in the day-to-day of wedding/event planning. This curriculum is developed utilizing a dynamic, interactive teaching method,

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focused on clear concepts and principles derived from research-based theories of adult learning. After successfully completing this course, you will be proficient in business organization, logistics, networking, and client relationship management skills. As an SPC/LWPI graduate, you will have the option to participate in a customized internship that meets your career objectives, start your own wedding and event planning business, or join an existing company. This certification is recognized internationally by wedding industry associations. Course materials are included in registration fee.

Reason: Course description and title change. Course content now includes event planning.

RAP0134

~~Residential Appraisal Review and Roles and Rules of Supervisors and Trainees~~ **Full-Day Package: Deriving Adjustments and Roles and Rules of Supervisors and Trainees**

Fee: \$99.00

Contact Hours: 10

Description: ~~This package includes two standard Real Estate Appraisal classes, The Residential Appraisal Review and Roles of Supervisors and Trainees.~~ Deriving Adjustments: This course is designed not only to review, polish, and practice traditional methods, but also to explore the more unusual and in some cases new methodologies. The objective of this course is to aid the appraiser in deriving as well as defending adjustments made to comparables in the Sales Comparison Approach. Roles and Rules of Supervisors and Trainees: This course is an overview of roles and rules and satisfies Florida's requirement for continuing education.

Reason: Course content and title have changed. Residential Appraisal Review in the original package is being replaced by Deriving Adjustments. This package includes two standard Real Estate Appraisal classes in a single day.

RAP0135

~~Appraisal Now, Land Valuation, and Environmental Issues~~ **Full-Day Package: USPAP FAQ's and Q & A's and Appraiser News**

Fee: \$99.00

Contact Hours: 10

Description: ~~This package includes three standard Real Estate Appraisal classes, Introduction to Environmental Issues, Land Valuation, and~~

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~~Appraisal Now. Some materials must be purchased by the students from Follett's Bookstore. USPAP FAQ's and Q & A's - This course provides an in-depth analysis of real-world appraiser questions and answers about the Uniform Standards of Professional Appraisal Practice (USPAP) and how it relates to daily practice issues. The course is designed as an informative continuing education course for residential and general appraisers. Students will bring their own copies of the USPAP book.~~
Appraiser News: This is a current events course on international, national, state, and local news and events that impact the appraisal profession as well as the sale, leasing, and financing of real property.

Reason:

Course content and title have changed. Appraisal Now/Land Valuation/Environmental Issues in original package are being replaced by USPAP FAQ's and Q & A's and Appraiser News. This package includes two standard Real Estate Appraisal classes in a single day.

Confirmation is sought for a standard change to the following noncredit course(s) effective Term III 2009-2010:

AAP0576

~~Seniors, Get Comfortable with Your Computer~~ **Get Comfortable with Your Computer**

Fee:

~~\$25.00~~ \$35.00

Contact Hours:

4

Description:

~~This hands on workshop will teach the basics of turning on the computer, the parts of the computer, mouse skills and an overview of the programs installed on the computer and basic operational functions. This is the first part of a three part series. This hands-on workshop teaches the basics of the computer, mouse and keyboard skills, an overview of the programs installed on the computer, and operation of the Windows menu system. Additionally, students are introduced to the various components making up their computer, modern jargon, and common benefits of this appliance.~~

Reason:

Price for this class has not been increased for twelve years. Course title and description being updated.

AAP0577

~~Seniors, Discover Programs on Your Computer~~ **Discover MS (Microsoft) Word and Windows Programs**

Fee:

~~\$25.00~~ \$35.00

Contact Hours:

4

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Description: ~~This is the second course in the series familiarizing students with the Microsoft Word and Windows programs. Creating files, folders, word processing, saving, editing, copying, and other basic skills are covered. Need to have basic keyboarding and mouse skills.~~ The second course in the series familiarizes students with the Microsoft Word and Windows programs. Creating files, folders, word processing, saving, editing, copying, and other basic skills are covered. Participants must have basic keyboarding and mouse skills.

Reason: Price for this class has not been increased for twelve years. Course title and description being updated.

AAP0578

Discover Excel Manage Your Life with Excel

Fee: ~~\$49.00~~ \$55.00

Contact Hours:

8

Description:

~~This class covers spreadsheet design and usage in a simple and easy to understand format. Learn how to make spreadsheets and schedules for home or office using Excel's structured word processing, formatting and graph features.~~ This class covers spreadsheet design and usage in a simple and easy-to-understand format. Students learn to make spreadsheets and schedules for home or office using Excel's structured word processing, formatting, and graphing features.

Reason: Price for this class has not been increased for six years. Course title and description being updated.

AAP0579

Flash and Burn

Fee: ~~\$49.00~~ \$55.00

Contact Hours:

8

Description:

~~This class introduces the students to using a flash drive to copy, install and remove software, using file management procedures, and formatting and burning CD's, DVD's and backing up files/folders.~~ Learn how to use a flash drive to copy, install, and remove software, use file management procedures, format and burn CDs and DVDs, and back up files/folders.

Reason: Price for this class has not been increased for three years. Course description being modified for clarity.

AAP0580

PowerPoint for the Community Put More Power in Your Point

Fee: ~~\$49.00~~ \$55.00

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Contact Hours: 8
Description: ~~Learn to make dazzling presentations using this Microsoft program.~~ Students will learn to make dazzling presentations filled with formatted text, images, audio, animation, charts, and links to the web.
Reason: Price for this class has not been increased for six years. Course title and description being updated.

AAP0583 **All the News that Fits You Print! -- Using MS Publisher** **All the News that Fits You Print!**

Fee: ~~\$49.00~~ \$55.00
Contact Hours: 8
Description: ~~This course will introduce students to the affordable desktop publishing software, MS Publisher. During the class, participants will learn how to design, create and publish newsletters, brochures, greeting cards and other publications. Class will be offered hands-on in a computer lab. Prerequisite: MS Word. This course introduces students to the affordable desktop publishing software, MS Publisher. Participants will learn to design, create, and publish newsletters, brochures, greeting cards, and other publications. Classes are offered in a computer lab.~~
Reason: Price for this class has not been increased for five years. Course title and description being updated.

AAP0605 **You're on the Air! How to Make It in Voice-Overs** **You're on the Air! - How to Really Make It in Voice-Overs**

Fee: ~~\$25.00~~ \$30.00
Contact Hours: 2
Description: ~~This course focuses on how to become employed doing professional voice over work. The class includes the structure of advertising, how to make a demo tape, the kinds of voices in demand, and how to find work in a given Market. Students will record a simulated voice over during class, complete with background music.~~ This course includes information on the structure of advertising, how to make a demo tape, the kinds of voices in demand, and how to find work. Students will record a simulated voice-over during class, complete with background music. Dan Levine, a well-known commercial producer and Tony Award-nominated Broadway composer, will discuss voice-over techniques in a recorder portion of the class. Trish Basanyi, a

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successful voice-over artist (Pepsi, Walmart, Verizon), will introduce students to the overall voice-over business, and talk about numerous business opportunities, income potential, and the all-important demo and how to have it produced. You'll step up to the microphone to do some practice recording, and best of all, hear the results.

Reason: Price for this class has not been increased for several years. Course title and description being updated.

AAP0633

All About Stocks, Bonds, and Money

Fee:

\$75.00

Contact Hours:

15

Description:

~~Expand your knowledge of economic principles and practices, equity and debt investments, mutual funds and annuities. Rogers Quimby, a registered investment advisor and adjunct professor, will guide you into successful investing.~~ Expand your knowledge of economic principles and their impact on the creation of personal wealth; financial institutions and money; valuation principles for stocks, bonds, and mutual funds; portfolio creation and management risk; securities and security exchanges; and the interpretation and use of financial news and reports. Hal Hultman, an SPC adjunct professor, will guide students.

Reason:

Description needs updating to replace old instructor name.

AAP0637

~~**Financial Strategies for Successful Retirement**~~ **Passport to Retirement**

Fee:

~~\$29.00~~ \$39.00

Contact Hours:

~~10~~ 6

Description:

This class helps you plan your financially secure retirement, allocate your assets, maximize your income, and pinpoint your financial needs for retirement. The course is taught by a Certified Financial Planner.

Reason:

Price for this class has not been changed for six years. Course title being changed to be more "customer-friendly." Course hours being changed to fit the length of the material.

AAP0792

Welcome to E-Mail and the Internet

Fee:

~~\$25.00~~ \$35.00

Contact Hours:

4

Description:

~~This is the third course in the series that introduces students to the~~

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~~internet and their ability to communicate effectively electronically.~~
This is the third course in the series of three that introduces students to the Internet. Students will learn to choose an Internet provider, browse the Internet, set bookmarks, send e-mail, use search engines, communicate effectively electronically, add attachments, and become familiar with web browser security.

Reason:

Price for this class has not been increased for twelve years.

AAP0793

Create Your Own Web Page

Fee:

~~\$49.00~~ \$55.00

Contact Hours:

8

Description:

~~Learn how to establish a web page for personal or business use. This eight hour class will walk you through the construction of your page from start to finish. Learn to design, create, and establish a Web page for personal or business use. This eight-hour course walks students through the construction of a Web page from start to finish.~~

Reason:

Price for this class has not been increased for five years. Course description being updated.

AAP0794

~~Advanced Microsoft Word and Windows Programs~~ Discover More Microsoft Word and Windows Programs

Fee:

~~\$49.00~~ \$55.00

Contact Hours:

8

Description:

~~This course offers the student an in depth view and skills of the additional functions of the programs installed on home computers. Gain skills in the additional functions of the programs installed on home computers, managing files and folders.~~

Reason:

Price for this class has not been increased for five years. Course title and description being updated.

AAP0796

Buying and Selling on eBay

Fee:

~~\$49.00~~ \$55.00

Contact Hours:

8

Description:

~~This course presents to consumers in the community the pros, cons, and successful strategies for buying and selling on eBay. Learn the basics of setting up an eBay account, researching, listing items, bidding, payment methods, receiving and posting feedback, and mailing sold items.~~

Reason:

Price for this class has not been increased for five years. Course

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description being updated.

LGN0540

Fee:

Contact Hours:

Description:

Legal Guardian Professional Training

~~\$295.00~~ \$325.00

48

~~This 48-hour course is designed to help participants become familiar with the activities and requirements for legal guardians. The course is suitable for anyone who is serving or wants to serve as a professional, family or volunteer guardian. This course meets state-mandated education requirements for legal guardians in Florida. A computer accounting report component is included in the curriculum. This 48-hour course teaches the activities and requirements for legal guardians. The course is suitable for anyone who is serving or wants to serve as a professional, family, or volunteer guardian. This course meets state-mandated education requirements for legal guardians in Florida. A computer accounting report component is included in the curriculum. Lee R. Carr, II, Pinellas County law attorney, conducts this course.~~

Reason:

Price for this class has not been increased for five years. Course description being updated.

LGN0541

Fee:

Contact Hours:

Description:

~~**Legal Guardian Minor Child Training**~~ **Legal Guardian Minor Child Training - Person and Property**

~~\$75.00~~ \$85.00

8

~~This eight contact hour course is designed to help family members with specific aspects of guardianship of a child less than 18 years of age. It is approved by the Sixth Judicial Circuit Court and fulfills court-mandated education requirements for legal guardians residing in and outside of Pinellas County. A computer accounting report component is included in the curriculum. This eight-contact-hour course helps family members with specific aspects of guardianship of a child younger than 18 years old. It is approved by the Sixth Judicial Court and fulfills court-mandated education requirements for legal guardians living in and outside of Pinellas County. A computer accounting report component is included in the curriculum.~~

Reason:

Price for this class has not been increased for five years. Course title and description being updated.

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In accordance with Florida Statute 1004.70, the Board of Trustees must approve all transactions or agreements between one direct support organization and other direct support organizations.

Approval is sought for a transaction whereby the SPC Alumni Association, Inc., the SPC Foundation, Inc. and the SPC Leepa-Rattner Museum of Art, Inc., all direct support organizations of St. Petersburg College, will equally share the cost to renew a software service agreement with Metafile Information Systems for ResultsPlus, the company that administers our combined database. The effective dates of this renewal are July 1 through June 30 of each year.

Thomas E. Furlong, Jr., President; and Paul Hanna, Executive Director of the SPC Foundation, Inc. and the SPC Alumni Association, Inc., recommend confirmation.

ck0423101

Board Material Relating to
Agenda Item IX-J
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**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

Uncollectible Accounts

In accordance with the State Board of Education Regulation 6A-14.078, authorization is requested to write off uncollectible accounts totaling \$981,686.36 including collection costs of \$191,786.58. These uncollectible accounts, as shown on Attachment 1, have been delinquent for more than two years and represent (1.4%) of total student tuition and fee revenues. Last year's write-off (Attachment 2) represented (1.3%).

For the 2007/2008 fiscal year-end period, uncollectible financial aid increased 26.7% over last year mainly due to government regulations on Financial aid Return to Title IV as well as

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economic conditions. Overall, the write-off total increased by 31% over prior year while student revenues increased 23.7% due to an increase in both tuition and enrollment.

Accounts receivable in 2008/2009 is trending slightly lower which will likely result in a 5-10% decrease in next year's write-off. Payments received from previously written-off accounts have totaled over \$50,000 and should be close to \$70,000 by year-end.

The College, working with its collection agency, has exhausted all efforts to collect, including placing all accounts with the collection agency. A "HOLD" has been placed on all student receivables, which prevents them from obtaining transcripts or registering for classes.

The totals by account, not individual student, are listed on the attached page. Also attached are write-offs for the previous year.

Thomas E. Furlong, Jr., President; Doug Duncan, Senior Vice President, Administrative/Business Services & Information Systems; Theresa Furnas, Associate Vice President, Financial & Business Services; and Mike Meigs, Director of Student Accounting and Business Systems, recommend approval.

Attachments

mm0511103

St. Petersburg College				
Proposed Write-Off				
2007/2008 Student Accounts				
		<u>Write-Off</u>	<u>Allowance</u>	
		<u>Up To</u>	<u>Net Expense</u>	
			<u>To SPC</u>	
(1)	Returned Checks	\$10,454.82	\$10,454.82	\$0.00
(2)	Returned Checks - Charge	\$850.00	\$850.00	\$0.00
(3)	Collections - Financial Aid	\$587,612.28	\$587,612.28	\$0.00
(4)	Collections - Veterans	\$1,554.49	\$1,554.49	\$0.00
(5)	Collections Accounts Receivable	\$169,696.85	\$169,696.85	\$0.00
(6)	Short Term Loans	\$19,731.34	\$19,731.34	\$0.00
	Total Principal Write-Off	\$789,899.78	\$789,899.78	\$0.00

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(7) Collection Costs Unrecovered	\$191,786.58	\$191,786.58	\$0.00
Grand Total	\$981,686.36	\$981,686.36	\$0.00

- (1) Checks returned due to insufficient funds or closed bank account.
- (2) Charge for returned checks (Total: 34 checks).
- (3) Reductions in Financial Aid due to students dropping/withdrawing from classes resulting in student not meeting eligibility and subsequently, owing money. Tighter Government regulations regarding Return to Title IV have increased Financial Aid repayment by 26.7% over last year.
- (4) Veterans get a 60-day deferment. If a vet withdraws from classes, the student owes SPC the cost of tuition and fees.
- (5) Student tuition delinquencies resulting from:
 - (a) Did not qualify for Financial Aid
 - (b) Owed less than \$50.00 so did not get dropped from classes.
- (6) Payment plans are a 60-day deferral of tuition and fees.
- (7) In April 1999, SPC started charging back students for collection costs charged by our collection agency. The uncollected portion of these charges totals \$191,786.58

**St. Petersburg College
Proposed Write-Off
2006/2007 Student Accounts**

	<u>Write-Off Up To</u>	<u>Allowance</u>	<u>Net Expense To SPC</u>
(1) Returned Checks	\$13,590.77	\$13,590.77	\$0.00
(2) Returned Checks - Charge	\$1,125.00	\$1,125.00	\$0.00
(3) Collections - Financial Aid	\$463,970.56	\$463,970.56	\$0.00
(4) Collections - Veterans	\$7,416.63	\$7,416.63	\$0.00
(5) Collections Accounts Receivable	\$108,731.42	\$108,731.42	\$0.00
(6) Short Term Loans	\$8,311.05	\$8,311.05	\$0.00
Total Principal Write-Off	\$603,145.43	\$603,145.43	\$0.00

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(7) Collection Costs Unrecovered	\$145,961.19	\$145,961.19	\$0.00
Grand Total	\$749,106.62	\$749,106.62	\$0.00

- (1) Checks returned due to insufficient funds or closed bank account.
- (2) Charge for returned checks (Total: 45 checks).
- (3) Reductions in Financial Aid due to students dropping/withdrawing from classes resulting in student not meeting eligibility and subsequently, owing money. Tighter Government regulations regarding Return to Title IV have increased Financial Aid repayment by 92.5% over last year.
- (4) Veterans get a 60-day deferment. If a vet withdraws from classes, the student owes SPC the cost of tuition and fees.
- (5) Student tuition delinquencies resulting from:
 - (a) Did not qualify for Financial Aid
 - (b) Owed less than \$100.00 so did not get dropped from classes.
- (6) Payment plans are a 60-day deferral of tuition and fees.
- (7) In April 1999, SPC started charging back students for collection costs charged by our collection agency. The uncollected portion of these charges totals \$145,961.19

Board Material Relating to
Agenda Item IX-K
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**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

Student Tuition and Fees Report

Approval is sought for the following changes to the Student Tuition and Fee Schedule:

Additions

Type	Description	Amount	Due	Effective
Course/Fee	CGS2823 Web Site Design Concepts	\$60.00	with course registration	Aug 10/11
Course/Fee	ACG 2450 Microcomputer Accounting	\$60.00	with course registration	Aug 10/11
Course/Fee	BUL 3130 Legal and Ethical Environment of Business	\$45.00	with course registration	Aug 10/11
Course/Fee	ACG 3103 Intermediate Accounting I	\$45.00	with course registration	Aug 10/11
Course/Fee	ACG 3113 Intermediate Accounting II	\$45.00	with course registration	Aug 10/11

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Course/Fee	BUL 3583 Legal Aspects of Sustainability	\$45.00	with course registration	Aug 10/11
Course/Fee	COM 3131 Interpersonal Communication for Professionals	\$45.00	with course registration	Aug 10/11
Course/Fee	ECP 3703 Managerial Economics	\$45.00	with course registration	Aug 10/11
Course/Fee	FIN 3461 Financial Analysis	\$45.00	with course registration	Aug 10/11
Course/Fee	FIN 4345 Credit Analysis and Loan Structures	\$45.00	with course registration	Aug 10/11
Course/Fee	FIN 4930 Special Topics in Finance	\$45.00	with course registration	Aug 10/11
Course/Fee	ISM 3011 Management of Information Systems	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 3503 Managerial Risk Analysis and Decision Making	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 3593 Logistics Managements	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 3780 Sustainability in the Built Environment	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 3781 Sustainable Business Strategies	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 3784 Sustainability in the Natural Environment	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 3786 Sustainable Enterprise Planning	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 3860 Philanthropy and Management of the NPO	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 3861 Management of the Fund Development Process	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4061 Corporate Social Responsibility	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4584 Process Improvement Methodologies	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4720 Strategic Management and Policy	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4741 Change and Innovation Management	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4783 Sustainable Budget Management	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4787 Energy and Environmental Techniques	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4788 Sustainability and Environmental Issues	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4801 Business Plan Strategies	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4862 Advanced Strategies for NFP Success	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4900 Senior Capstone Project for Organizational Management	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4902 Senior Capstone in Sustainability	\$45.00	with course registration	Aug 10/11
Course/Fee	MAN 4910 Senior Capstone Project for Banking	\$45.00	with course registration	Aug 10/11
Course/Fee	MAR 4836 Concept and Product Development	\$45.00	with course registration	Aug 10/11
Course/Fee	QMB 3200 Quantative Methods for Business	\$45.00	with course registration	Aug 10/11
Course/Fee	REE 3043 Real Estate Business Fundamentals	\$45.00	with course registration	Aug 10/11
Course/Fee	REE 3433 Real Estate Law	\$45.00	with course registration	Aug 10/11
Course/Fee	REE 4103 Real Estate Appraisal and Valuation	\$45.00	with course registration	Aug 10/11
Course/Fee	RMI 3117 Personal Insurance	\$45.00	with course registration	Aug 10/11
Course/Fee	RMI 3200 Principles of Property and Liability Insurance	\$45.00	with course registration	Aug 10/11
Course/Fee	RMI 4211 Commercial Insurance	\$45.00	with course registration	Aug 10/11

Deletions

Type	Description	Amount	Due	Effective
NONE				

Fee Change

Type	Description	Amount	Due	Effective
Course Fee	PHT 2820L Physical Therapy Clinical Practice III (currently \$7.00)	\$13.20	with course registration	Aug 10/11
Course Fee	CTS 1327 Installing and Configuring Microsoft Windows Client (current \$500)	\$325.00	with course registration	Aug 10/11
Course Fee	BRC 3203 Banking Regulation and Compliance (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	BUL 3310 Advanced Legal Environment of Business (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	BUL 3322 Legal Issues in International Business (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	BUL 3564 Legal Aspects of Managing Technology (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	COM 3120 Organizational Communication (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ETI 3116 Quality Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11

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Course Fee	COM 3120 Organizational Communication (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ETI 3116 Quality Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ETI 3647 Supply Chain Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ETI 4448 Applied Project Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	FIN 3403 Financial Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	FIN 4140 Financial Planning (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	FIN 4244 Money, Banking and Financial Markets (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	FIN 4323 Bank Operations and Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	FIN 4324 Commercial Bank Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	FIN 4504 Investments (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	FIN 4634 International Business and Banking	\$45.00	with course registration	Aug 10/11
Course Fee	ISM 3232 Software Essentials (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ISM 3320 Core Security Principles (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ISM 3324 Applications in Information Security (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ISM 3330 Information Security Police, Admin & Mgmt (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ISM 4212 Database Design and Administration (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ISM 4220 Network Tech for Information Professionals (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ISM 4301 Global Information Systems (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ISM 4323 Security Essentials (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	ISM 4480 Electronic Commerce Systems & Strategies (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 3240 Applied Organizational Behavior (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 3303 Management and Leadership Practices (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 3504 Operations Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 3600 International Business (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 3802 Principles of Entrepreneurship (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 3930 Seminar in Business and Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 3949 Cooperative Work Experience (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 4102 Managing Cultural Diversity (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 4534 Business Architecture & Processing Modeling (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 4570 International Procurement and Outsourcing (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 4625 Managing Global Human Resources (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 4915 Senior Capstone Project for Tech Mgmt (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 4934 Senior Capstone Project for Int. Bus. (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAN 4935 Special Topics in Management (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAR 3802 Marketing for Managers (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAR 4413 Sales, Negotiations & Cust Relationship Mgmt (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAR 4424 International Sales and Marketing (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fee	MAR 4613 Marketing Research (currently \$71.28)	\$45.00	with course registration	Aug 10/11
Course Fees	Distance Learning Fee - Upper Division College of Technology and Management Online Courses (currently \$25.00)	\$15.00	with course registration	Aug 10/11

Other Changes to Schedule (Non-Monetary)

Type	Description	Effective
NONE		

Thomas E. Furlong, Jr., President, and Doug Duncan, Vice President, Administrative/Business and Information Services, recommend approval.

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10-151. President Furlong provided opening comments in regard to Item IX-L, Fiscal Year 2010-2011 Annual Capital Outlay Budget (Facilities Planning & Institutional Services), Operating Budget and Auxiliary Fund Budget (Administrative & Business Services), and thanked the trustees for the opportunity to brief them individually on the details, including the proposed pay package, all of which he felt very good about bringing forward. Current budget documents were distributed as a supplement to what was provided in the Board packet. He briefed the Board on the College's funding status, anticipated enrollment growth, budget resources and goals, 8-percent tuition increase (as permitted by the State), and pay package recommendation, which would include a 4.5 percent base pay increase. He charged the Board with looking at the budget being presented, making sure everything is covered and that there are sufficient reserves, and then determining if the 4.5 percent is an amount that trustees can support.

In follow-up to individual budget briefings held earlier with each trustee, Dr. Duncan and Ms. Jamelle Conner, Associate Vice President, Business Services, presented the following: (1) Budget Development Priorities; (2) Financial Status Contributing Factors. In light of the non-recurring increases given in the last three years, Mr. Burke asked for a report on how SPC faculty pay packages currently stack up against the other 27 colleges in the state who have had recurring increases during that time period. Dr. Duncan agreed to report back at a future Board meeting. He provided further information in response to Mr. Burke as to how the one-time pay adjustments given in the past figure into the FRS calculation; (3) Historical Revenue Source Trends; (4) FY10-11 Lower and Upper Division Operating Budget; (5) Budget Overview, including growth funding, contingencies, and construction debt obligations, the latter of which the president explained were from funds borrowed internally in anticipation of PECO funding. Ms. Reiter provided details on the projects and the amounts borrowed. Mr. Burke asked that Ms. Theresa Furnas, Associate Vice President of Financial & Business Services, provide further information to him later as to what fund paid for these projects and where the monies are owed; (6) Comparison of increased tuition between SPC's Upper and Lower Division and the University of South Florida; (7) Student Support Expense Allocated to Auxiliary Revenue, including allocation for textbook rental/purchase vouchers. The president and Dr. Duncan noted they would be bringing to the June meeting specifics on how to manage this allocation, which was clarified for the Board as a \$20 voucher per registered student vs. per book; (8) Auxiliary Budget, revenues and expenses. Mr. Burke asked that a future Board meeting include discussion and recommendations on future support of the arts and the various component costs, specifically the intended self-sufficiency of the Palladium and Florida International Museum. The president noted this presentation is planned for June Board. In addition, Mr. Gibbons asked that the presentation include a report on the Palladium usage; (9) Staff & Program Development, Lower and Upper Division; (10) Student Activities, Lower and Upper Division, including additional staff for the Male Outreach Initiative and Downtown Center; and (11) Self-Insurance.

Mr. Burke expressed appreciation for efforts related to this budget submission and expressed his support of the 4.5 percent increase for SPC employees, which he said sends a

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message that all employees are important in that it cuts across every element of the College, helps keep SPC competitive, and is just the right thing to do. He further expressed appreciation for President Furlong's leadership in this area.

Mr. Burke moved approval of Items IX-L and IX-M, Fiscal Year 2010-2011 Lower and Upper Division Student Fees. Mr. Gibbons seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Information regarding this item is as follows: (*Supporting materials for this item are included as Attachment C – 10-151.*)

Board Material Relating to
Agenda Item IX-L
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**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**Fiscal Year 2010-2011
Annual Capital Outlay Budget (Facilities Planning & Institutional Services),
Operating Budget and Auxiliary Fund Budget (Administrative and Business Services)**

Capital Outlay Funding

In compliance with Florida Statute 1013.61 Annual Capital Outlay Budget, the capital needs for Fiscal Year 2010-2011 are being presented for review and approval as proposed expenditures from the following capital budget funding sources, pending the Governor's approval.

Capital Improvement Program (CIP) requests for 2010-2011, Facility Enhancement Challenge Grants, and Public Education Capital Outlay (PECO) funding for Maintenance, Repair, Renovation and Remodeling based on the Sum of the Digits Allocation (SODA) formula resulted in the total **PECO funding of \$18,931,922** approved by the Legislature and to be included in the July 1, 2010 State Budget. Included in the approved construction projects will be upgrades for compliance with safety-to-life and Americans with Disabilities Act (ADA) requirements, as well as heating, ventilating and air conditioning (HVAC) and other equipment-related purchases. PECO funding includes a budgeted amount for furniture and equipment within each PECO project.

- Collegewide-General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements \$3,204,180
 - Collegewide – Site Acquisition, Veterinary Technology Special Purpose Center \$175,000
 - Clearwater Campus – Remodel/Renovate Social Science Building, Natural Science with Addition and Business Technology \$2,771,111
- Subtotal CIP Requests \$6,150,291**

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- General Maintenance, Repair, Renovation and Remodeling (90% of SODA) \$1,406,965
 - Fire Safety/ADA Corrections (10% of SODA) \$156,330
- Subtotal SODA \$1,563,295**

- Construct Social Science Building – Clearwater Campus \$7,180,000
 - Remodel/Renovate 2nd Floor Library – Seminole Campus \$1,135,000
 - 10% hold back as required by State (Not available for our current use) \$1,085,000
- Subtotal SCIF Bond Request \$9,400,000**

- Collegewide correction of safety deficiencies
 - Collegewide modifications for persons with disabilities
 - Collegewide replacement of roofs
 - Collegewide provision of sanitation and custodial facilities
 - Collegewide replacement of furnishings and equipment
- Subtotal of CO&DS Bond Request \$1,645,000**

	<u>Requested</u>	<u>Received</u>
• Facility Enhancement Challenge Grant* – Health Education Center, Renovate/Remodel O & P Building, Site Improvements	\$ 8,450	\$0
• Facility Enhancement Challenge Grant* – St. Petersburg/Gibbs Campus, Palladium Building, Site Improvements	\$ 300	\$0
• Facility Enhancement Challenge Grant* - EpiCenter, Renovate/Remodel District Office Building, Site Improvements	\$ 10,000	\$0
• Facility Enhancement Challenge Grant* - St. Petersburg/Gibbs Campus, Renovate/Remodel Student Services Building, Site Improvements	\$ 26,500	\$0
• Facility Enhancement Challenge Grant* - EpiCenter, Renovate/Remodel Annex 2 Building	\$2,000,000	\$0
• Facility Enhancement Challenge Grant* - Seminole Campus, Natural Habitat Park and Site Improvements	<u>\$ 100,000</u>	<u>\$0</u>
Subtotal Challenge Grants	\$2,145,250	\$0
Total PECO		\$18,931,922

***Note:** Matching funds for the Challenge Grants were on deposit with SPC Foundation as of February 2009 for use on these projects.

Authorization is requested to advertise for any architectural, engineering, construction manager at risk and/or design-build services necessary to complete any and all construction projects using the above funding. Authorization is also requested to utilize the College’s Direct Purchase Program for any and all construction projects using the above funding.

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Student Capital Improvement Fees estimated at estimated at **\$860,000** (both 2-year and 4-year). 2-year portion: **\$600,000** in carryover from 2009-2010 plus an estimated **\$0** for 2010-2011. 4-year portion: **\$110,000** in carryover from 2009-2010 plus an estimated **\$150,000** for 2010-2011.

Fund 10 and 12 Capital Spending – Approval is sought for the total of \$3,030,959 contained on the 2010-2011 Fund 10 and 12 Lower Division and Upper Division Operating Budget Picture Frame for Yellowsheet Capital Spending, and for estimated \$2,300,000 Lab Fee expenditures to be detailed on Provost/Campus Lab Fee Spending Plans separate from the Yellowsheet. These funds are for leases/purchases of computers and computer-related equipment, printers, software, networking equipment and instructional equipment related to academic and institutional support collegewide. Release for spending of FY2010-2011 Fund 10 and 12 Capital shall be authorized by the College President.

Collegewide Operating Budgets – Lower & Upper Divisions

Approval is sought for the Collegewide Operating Budgets for lower and upper divisions, the Auxiliary Fund Budget, and the Staffing and Program Development Budget for Fiscal Year 2010-2011.

Fund 10 Operating Budget for Lower Division - The Collegewide Fund 10 Operating Budget for the lower division is based on the 2010-2011 General Appropriations Act (House Bill 5001); including an anticipated 8% tuition increase for student fees.

If approved by the Board, the FY2010-2011 Fund 10 Operating Budget Picture Frame will be used as the basis for completing the FY2010-2011 Operating Budget Form Submission to the Florida Division of Community Colleges. The FY2010-2011 Division Form Submission will be included in a future Board Meeting Agenda for information purposes. (The FY2009-2010 submission is included as Attachment A1.)

Fund 12 Operating Budget for Upper Division - The Operating Budget for the upper division baccalaureate programs for Fiscal Year 2010-2011 is based on the 2010-2011 state appropriation for the baccalaureate program and also includes an anticipated 8% tuition rate increase for student fees.

FY2010-2011 Auxiliary Fund Budget - The recommended FY2010-2011 Auxiliary Fund Budget is provided in Attachment B1.

FY2010-2011 Operating Budget for Staffing and Program Development - The recommended FY2010-2011 Operating Budget for Staff and Program Development (SPD) has been developed and is provided in Attachment C1.

FY2010-2011 Student Activities Budget - The recommended FY2010-2011 Student Activities Budgets for both upper and lower division have been reviewed/approved by Student Government representatives and are provided in Attachments D1 and D2.

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The above has been reviewed by the President's Cabinet and is recommended by the President.

Attachments

jjc0511103

Board Material Relating to
Agenda Item IX-M
Meeting: May 18, 2010

**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**Fiscal Year 2010-2011
Lower and Upper Division Student Fees**

Approval is sought to modify the Lower and Upper Division Student Fees in accordance with the 2010-2011 General Appropriations Act (House Bill 5001), which establishes the standard tuition for community colleges, effective Fall 2010.

The Student Fees per Credit Hour would be modified as follows:

Lower Division Credit Programs

	2009-2010 Fees	2010-2011 Fees	% Change
Florida Residents			
Tuition Fee	\$67.60	\$73.00	8%
Student Activity & Service Fee	6.76	7.30	8%
Financial Aid Fee	3.38	3.65	8%
Technology Fee	3.38	3.65	8%
Capital Improvement Fee	6.00	6.48	8%
Total Registration Fees	\$87.12	\$94.08	8%
Non-Residents			
Tuition Fee	\$67.60	\$73.00	8%
Out-of-State Fee	202.93	219.16	8%
Student Activity & Services Fee	6.76	7.30	8%
Financial Aid Fee	13.53	14.61	8%
Technology Fee	13.53	14.61	8%

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Capital Improvement Fee	12.00	12.96	8%
Total Registration Fees	\$316.35	\$341.65	8%

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Lower Division Post-Secondary Adult Vocational Non-Credit Programs

	2009-2010 Fees	2010-2011 Fees	% Change
Florida Residents			
Tuition Fee	\$57.30	\$61.88	8%
Technology Fee	2.87	3.09	8%
Capital Improvement Fee	2.87	3.09	8%
Total Registration Fees	\$63.04	\$68.06	8%
Non-Residents			
Tuition Fee	\$ 57.30	\$61.88	8%
Out-of-State Fee	171.90	185.65	8%
Technology Fee	11.46	12.38	8%
Capital Improvement Fee	11.46	12.38	8%
Total Registration Fees	\$252.12	\$272.29	8%

Upper Division Credit Programs

	2009-2010 Fees	2010-2011 Fees	% Change
Florida Residents			
Tuition Fee	\$74.95	\$80.94	8%
Student Activity & Services Fee	10.14	10.14	0%
Financial Aid Fee	3.75	4.05	8%
Technology Fee	3.75	4.05	8%
Capital Improvement Fee	2.36	2.55	8%
Total Registration Fees	\$94.95	\$101.72	7%
Non-Residents			
Tuition Fee	\$ 74.95	\$80.94	8%
Out-of-State Fee	244.29	263.83	8%
Student Activity & Services Fee	10.14	10.14	0%
Financial Aid Fee	15.96	17.24	8%
Technology Fee	15.96	17.24	8%
Capital Improvement Fee	2.36	2.55	8%

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Total Registration Fees	\$363.66	\$391.93	8%
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The above has been reviewed by the President’s Cabinet, and approval is recommended by the President.

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10-152. President Furlong called upon Dr. Anne Cooper, Senior Vice President, Academic & Student Affairs, and Dr. Nadia Yevstigneyeva, Director of the Honors Program, for a presentation to the Board on the Honors Program (Item IX-N).

Dr. Cooper gave an overview of the goals and accomplishments of the Honors Program and introduced Dr. Yevstigneyeva, who distributed Honors Program-related promotional and informational materials to each of the trustees. Dr. Yevstigneyeva provided a PowerPoint presentation that included the following information on the Honors Program: (1) Mission, (2) Benefits; (3) Scholarships; (4) Recognitions & Awards; (5) Membership & Honors Enrollment. In response to Mr. Burke, she explained what is involved in a student being part of the Honors College or the Honors Program; (6) Demographics; (7) Academic Profile & Graduation Rate. Mr. Burke asked that the College do a more thorough job of marketing that SPC students have gone on as juniors to prestigious universities. Dr. Yevstigneyeva explained current marketing efforts and ways to explore further marketing opportunities to make the Honors Program more visible; (8) Diversity; (9) Research Opportunities; (10) Student Service-Learning Projects; (11) Baccalaureate Extension; (12) Memberships & Articulation Agreements. Dr. Cooper explained, in response to Mr. Burke, that these articulation agreements are mostly college-to-college, not specific to the Honors Program, and require more of a personal one-on-one between Dr. Yevstigneyeva and the director of the articulating college’s Honors Program to provide transferability to students. Dr. Yevstigneyeva noted she is hopeful for a statewide honors-to-honors agreement and encouraged trustees to show their support of the Honors Program by lobbying for this in the Legislature; (13) Technology in Honors College; (14) Student Profiles; and (15) Honors Events.

Mr. Burke commended Drs. Cooper and Yevstigneyeva and their team for an excellent presentation and the fact that SPC’s Honors College was developed by Dr. Yevstigneyeva and her team from scratch. *(Supporting materials for this presentation are included as **Attachment D – 10-152.**)*

10-153. President Furlong sought approval of Item IX-O, Florida Department of Education, Division of Florida Colleges – SPC’s Annual Equity Update Report for 2009-10. He explained the reporting requirement change of receiving the Board’s approval prior to submission. Dr. Psalms Mack, Associate Provost, St. Petersburg/Gibbs Campus, was joined by

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Dr. Jessie Coraggio, Director of Academic Effectiveness & Assessment, in highlighting aspects of the full report and recent corrections made. (*A revised full report was distributed to the trustees.*) Dr. Mack referenced pages 27-31 and pages 38-39 of the report, noting incremental increases and decreases. Mr. Gibbons sought clarification on the term “retention,” which was clarified as students who come back year after year (Fall to Fall). Mr. Burke sought an explanation on completion statistics, to which Dr. Mack responded. Dr. Coraggio noted that completions take longer to impact. Mr. Burke stated he believes that while the College is making progress in some areas, there are clearly areas where it is not making progress, which he believes is a lack of dedication to providing resources. He noted the largest gap being between part-time black male retention at 35 percent and full-time black male retention at 59 percent and challenged staff to get the part-time males into full-time course loads and to aim for increasing the 59 percent to 70 percent. Dr. Williams explained the challenges in the areas of staffing and resources and noted efforts underway to help move in the right direction with collegewide retention. Mr. Burke and Mr. Gibbons asked the College to set more ambitious goals for recruiting and retaining minorities than those in the state report and strive to meet those goals, particularly in light of increased enrollment at the Downtown and Midtown Centers. President Furlong asked that staff set a realistic goal for the Board to see. He noted an anticipated dramatic increase with the additional hire in the Male Outreach Initiative program.

In addition, Dr. Mack highlighted the decreasing disparity gaps in the math area among white/black and Hispanic/white student populations. Mathematics Dean Sharon Griggs was called upon to highlight some of the successes and strides made in the math area and noted efforts being made to close the gaps.

Mr. Gibbons commented on a recent growing trend at law schools to have “coaches” assisting with student completion and asked SPC to consider hiring academic coaches. Dr. Furlong agreed that staff should look at what others are doing, but noted that SPC already does something similar through Learning Support (i.e., peer tutoring, etc.).

Mr. Burke asked if SPC adopted any of the Chaffey College programs witnessed in California by visiting College staff. Dr. Williams reiterated a desire to have all of student services in one area on campus and explained how the College has implemented initiatives at Midtown and elsewhere.

Mr. Gibbons moved approval of Item IX-O. Mrs. Bilirakis seconded the motion. Mr. Gibbons voted aye; Mr. Brett voted aye; Mr. Burke voted aye; and Mrs. Bilirakis voted aye. Motion carried.

Dr. Mack acknowledged those in attendance who were involved in the preparation of the report.

Information regarding this item is as follows: (*Supporting materials for this presentation are included as Attachment E – 10-153.*)

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Board Material Relating to
Agenda Item IX-O
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**BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE**

**Florida Department of Education, Division of Florida Colleges—
SPC's Annual Equity Update Report for 2009-10**

Approval is sought to submit the St. Petersburg College's *Florida College System Annual Equity Update Report for 2009-10* which has been prepared in accordance with the Florida Educational Equity Act and the Community College Employment Equity Accountability Program. An Overview and Summary of the full Report (provided to the Board previously) is attached.

Background

The purpose of the College's Annual Equity Update Report is to update and provide a status report of the College's Educational Equity Plan which documents efforts to comply with state and federal civil rights laws related to nondiscrimination and equal access to postsecondary education and employment. Required components of the plan are based on Section 1000.05, Florida Statutes and Section 1012.86, Florida Statutes, and include:

- a description of the plan's development;
- a review of the college's nondiscrimination and equity-related policies and procedures;
- analysis of efforts to overcome underrepresentation of students;
- the College's plan for gender equity in athletics, if the College has an athletic program;
- analysis of the College's employment equity accountability program;
- a status report on any pending issues resulting from an on-site civil rights compliance review of the College's methods of administration; and
- certification of approval of the report by the College's governing board, including the signature of the College president and/or other College personnel as appropriate.

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The Report includes data and analysis of key indicators such as student enrollment and completions; student participation and enrollment and employment representation. Based on the analysis of data in these and other areas, a plan for increasing the representation of underrepresented groups was developed.

Upon the Board's approval, the Annual Equity Update Report will be submitted to the Florida Department of Education, Division of Florida Colleges for review.

Thomas E. Furlong, Jr., President and Psalms Mack, Associate Provost, St. Petersburg/Gibbs Campus recommend approval.

Attachment

pm0511103



OFFICE EQUAL ACCESS/EQUAL OPPORTUNITY

TO: The Members of the Board of Trustees, St. Petersburg College
FROM: Psalms Mack, Associate Provost, St. Petersburg College/St. Petersburg/Gibbs Campus and Liaison to Ms. Pam Smith, Equal Access/Equal Opportunity Director
DATE: May 6, 2010
RE: An Overview and Summary of the Florida College System Annual Equity Update Report 2009-10

Outlined below is a summary of the 2009-10 Implementation Plan for the Florida Equity Act Update. The summary is organized into five sections, with an overview of the progress that the college has made in each area.

Part I: Description of Plan Development

The following departments and staff contributed to the development of the Annual Equity Update:

The Athletic Director; Director of Academic Effectiveness and Assessment; Director of Human Resources Operations; Institutional Research Specialist; St. Petersburg College, St. Petersburg/Gibbs Campus; Program Director of Communications and Social Sciences; Principal of the Collegiate High School; Director of International Programs and Services; Director of Special Programs; Director of Early College/Dual Enrollment; Vice President of Human Resources and Public Affairs; Dean of

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Mathematics; Mathematics Department Faculty members; Director of Equal Access/Equal Opportunity; Associate General Counsel; Vice President of Academic and Student Affairs; Assistant to the President.

Part II (A): Policies and Procedures Prohibiting Discrimination: Describe the process used by the college's governing board to review policies and procedures used by the institution to assure compliance with the requirements of Section 1000.5, Florida Statutes, and Rules 6A-19.001-010.

1. Members of the President's Cabinet review and approve all upcoming rules and policies before submission to the college's governing board.
2. All policies and rules that were approved for submission to the governing board are sent to all Board members one week before the Board convenes and the Board members are given an opportunity to introduce questions and concerns.
3. The governing Board votes to approve or reject the new policies and rules.
4. After the vote is completed, the new policies and rules are enacted at the college.

Part II (B): Policy and Notice of Nondiscrimination and Notice of Equity Officer/Coordinator

1. The college submitted a copy of the college's notice of nondiscrimination as APPENDIX 1 a.
2. The college listed examples of publications or the college's notice of nondiscrimination and notification of the designated coordinator or Equity Officer

Part II (C): Policies and Procedures Prohibiting Discrimination

The college submitted the following Rules and Procedures in Appendix 2:

Rule 1.34 and Procedure 1.34: Complaint and Grievance Rule and Procedure

Rule 2.011: Sexual Harassment and Relationships

Rule 4.01: Student Admissions Programs and Activities

Part II (D): Revised Policies and Procedures

1. The college submitted the following revised Rules and Procedures in Appendix 3
Rule 1.34 and Procedure 1.34: Complaint and Grievance Rule
Rule 2.19: Career Service Employees

Part III (A-1): Enrollment of First-Time-in-College (FTIC) and Overall Enrolled Students

The college continues to increase in the enrollment of female, black and Hispanic students, but reflected a slight decrease among other minorities. A total of 4,632 students entered the college for the first time and females represented 53 percent, blacks represented 15 percent, Hispanics represented 7.7 percent and other minorities represented 3.7 percent in the FTIC student population.

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Overall Enrolled Student Population

A total of 35,712 students were enrolled in the 2008-09 school year. Females represented 61 percent, blacks represented 11 percent, Hispanic represented 6.4 percent and other minorities represented 3.7 percent of the overall enrolled student population.

Note: the highest increase of overall enrolled student population is among Hispanics

New student population in the 2009-10 Annual Update: Students with Limited-English-Language skills and students who self-reported a disability

The number of first-time-in-college female and male students with limited-English-language-skills decreased from 130 in 2006-07 to 128 in 2008-09. The number of first-time-in-college female and male students who self-reported a disability decreased from 64 in 2006-07 to 20 in 2008-09.

The overall enrollment for students with limited-English-language skills increased from 753 in 2006-07 to 834 in 2008-09. The overall enrollment for students who self-reported a disability decreased from 606 in 2006-07 to 541 in 2008-09.

Achievement of goals and timelines: Based on data, modify goals for 2010-11 through 2012-13 as necessary.

Goals are below:

- The college will continue its recruitment efforts to focus on the enrollment of first-time in-college male student population.
- The college will continue to seek measures to recruit more first-time in-college, other minorities students.
- The college will establish the following goals to increase enrollment of first-time in-college students:

Male students:

1. Increase the overall, first-time-in-college enrollment of white male students from 36 percent to 38 percent by the end of the academic school year in 2013.
2. Increase the overall, first-time-in-college enrollment of other minorities' male students from 1.6 percent to 1.8 percent by the end of the academic year in 2013.
3. Increase the overall, first-time-in-college black male student enrollment from 5.6 percent to 5.8 percent by the end of the academic year in 2013.
4. Increase the overall, first-time-in-college enrollment of Hispanic male students from 3.6 percent to 3.8 percent by the academic school year in 2013.

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Female students:

1. Increase the overall, first-time-in-college enrollment among black female students from nine percent to 9.2 percent by the end of the academic year in 2013.
2. Increase the overall, first-time-in-college enrollment of other minorities female students from 2.2 percent to 2.4 percent by the end of the academic year in 2013.
3. Increase the overall, first-time-in-college enrollment of Hispanic female students' enrollment from 4.1 percent to 4.3 percent by the end of the academic year in 2013.

Strategies to be used by the college to increase enrollments and achieve goals.

Strategies that have been successful and plans to continue them

1. Continue the Male Outreach Initiative that targets minority male students by offering workshops and programs designed to feature topics specific to this special population of students. This program has been very successful and has helped many male students with self motivation and feelings of accomplishment as they persist in SPC's learning community.
2. Continue offering early completion of Federal Financial Aid application and registrations of Fall and/or Spring term(s). Staff members in the Financial Aid department have developed workshops to assist students and their parents with the application for Pell grants and loans.

New methods and strategies to increase enrollments and achieve goals

1. Expand the Women on the Way program or an abbreviated version of the program to all campuses. This program is designed to engage female students who face challenges both in their personal, academic environments, and have barriers to overcome to succeed in college.
2. Expand the current partnership with Junior Achievement to explore creative means to introduce graduating high school students to SPC. Develop a calendar with Pinellas County Schools so parents and students will have dates available to participate in the open house and other activities to introduce high school students to college programs and resources.
3. Target recruitment efforts in local businesses and organizations that employ other minorities and Hispanics. Present special programs and learning opportunities to attract these groups to the college.

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Part III (A-2): Student Completions (College degree and certificate programs)

A total of 1,999 students completed A.A. degrees. Females and black students completed the most A.A. degrees. Females comprised 63.5 percent and blacks comprised 8.10 percent of A.A. completers.

A total of 755 students completed A.S. degrees. Females completed 72.2 percent, blacks completed 9.54 percent and 4.90 percent of Hispanic students completed A.S. degrees and 3.97 percent of other minorities students completed A.S. degrees.

The following two strategies were created to increase completions among minority student population.

A total of 584 students completed certificate programs. Male and black students completed the most certificate programs. Males comprised 60.5 percent; blacks comprised 8.22 percent; Hispanics comprised 6.51 percent; and other minorities comprised 3.11 percent of students who completed certificate programs.

Achievement of goals and timelines: Based on data, modify goals for 2010-11 through 2012-13 as necessary.

AA degrees:

1. Black students: Bring to parity with the 8.5 percent of the Census District, black students completing AA Degrees. The 8.10 percent of black students during the 2008-09 academic year falls below the Census benchmark. The College goal is to increase the 8.10 percent of Black students completing AA degrees to 8.50 by the end of the academic year in 2013.
2. Other minorities students: Bring to parity with the 5.2 percent of the Census District, Other Minorities students completing AA Degrees. The current 4.05 percent of students in this status falls below the Census benchmark. The college goal is to increase the 4.05 percent of other minorities students to the 5.2 census percentage by the end of the academic year in 2013.

AS degrees:

1. Other minorities students: Bring to parity with the 5.2 percent of the Census District, Other minorities students who are eligible to complete an AS Degrees. The current 3.97 percent falls below the benchmark of the Census percentage. The college goal is to increase the 3.97 percent of other minorities to 5.2 Census percentage by the end of the academic year in 2013.

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Certificate programs:

1. Black students: The college will bring to parity with the 8.5 percent Census District Black students who are candidates for completing certificate programs. The current 8.22 percent of certificate completers will be increased to 8.5 percent by the end of the academic year in 2013.
2. Other minorities students: The goal of the college is to increase 2.57 percent of other minorities completing certificate programs to the 5.2 Census percentage by the end of the academic year ending in 2013.

Strategies to be used by the college to increase enrollments and achieve goals

AA degrees:

- Continue the collaboration of the collegewide committees to implement strategies that will promote success of students, such as an online early alert progress report as an indicator of student progress.
- Enhance student success by improving the enrollment process and identifying gaps in service so that students can understand deadlines, registration options and their responsibility to ensure completion of graduation requirements.
- Continue to identify and implement interactive programs and improvements in career counseling and an online career services, and other initiatives.

AS degrees:

- Promote online, blended and dynamically dated classes to support students with high work and family demands.
- Develop financial aid workshops and seminars throughout the term to help students understand how scholarships, loans and other financial aid opportunities can support their ability to persist.

Certificate programs:

- Present a forum on how certificate programs connect to AA or AS degrees and the students' benefit of building upon a certificate program.
- Provide incentives to enrolled students to complete certificate programs as stepping stones to matriculate into an associate degree program.

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- Introduce GED students to certificate programs as an introduction to college-level coursework. Help students develop a plan to connect the certificate to a degree program.
- Target local organizations and businesses to introduce certificate programs to special populations.

Part III (A-3): Retention by race and gender

The following information represents a pattern of retention rates for the 2006-2007 year enrollment and compares data from one year to the next to determine student persistence

Full-time: First-Time-in-College Rate:

1. Black: 59 percent male and 63 percent of female students were retained
2. Hispanic: 61 percent male and 88 percent of female students were retained
3. American Indian: 0 percent of male and 0 percent of female students were retained
4. Asian: 71 percent of male and 84 of female students were retained
5. White: 67 percent of male and 71 percent of female students were retained
6. Male and female students: 66 percent of male and 72 percent of female students were retained.

Part time: First-Time-in-College Rate

1. Black: 35 percent male and 54 percent of female students were retained
2. Hispanic: 50 percent of male and 58 percent of female students were retained
3. American Indian: 60 percent of male and 50 percent of female students were retained
4. Asian: 33 percent of male and 58 percent of female students were retained
5. White: 50 of male and 56 percent of female students were retained
6. Male and female students: 49 percent of male and 55 percent of female students were retained.

The college listed the methods and strategies below to encourage persistence and retention.

1. Continue to use academic advisors/counselors as mentors to monitor coursework and evaluation of student progress at the 24-36-45 term hours through the end of 60 term hours.
2. Present basic training and life skill workshops to help students who face challenges and are at risk of dropping out of college.

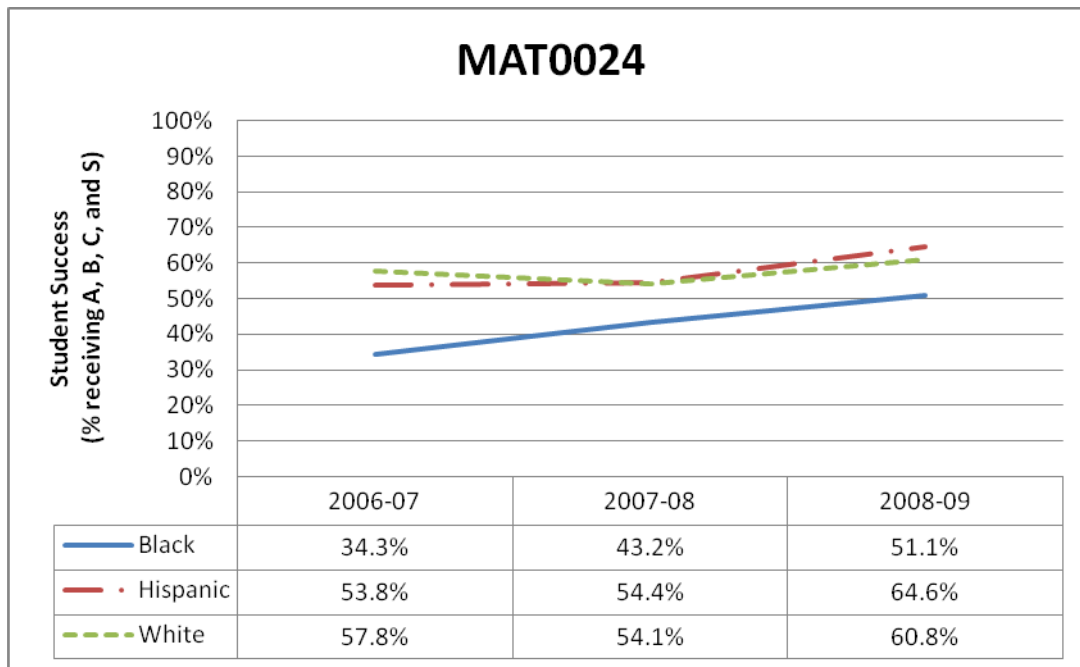
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3. Continue to conduct classroom visits with the first-time-in-college and second semester students to remind them of the resources that are available to them.
4. Continue to offer symposiums and other open forums, which will allow students to ask questions related to their academic endeavors, and to learn about the nature and culture of the learning community in which they are participants.

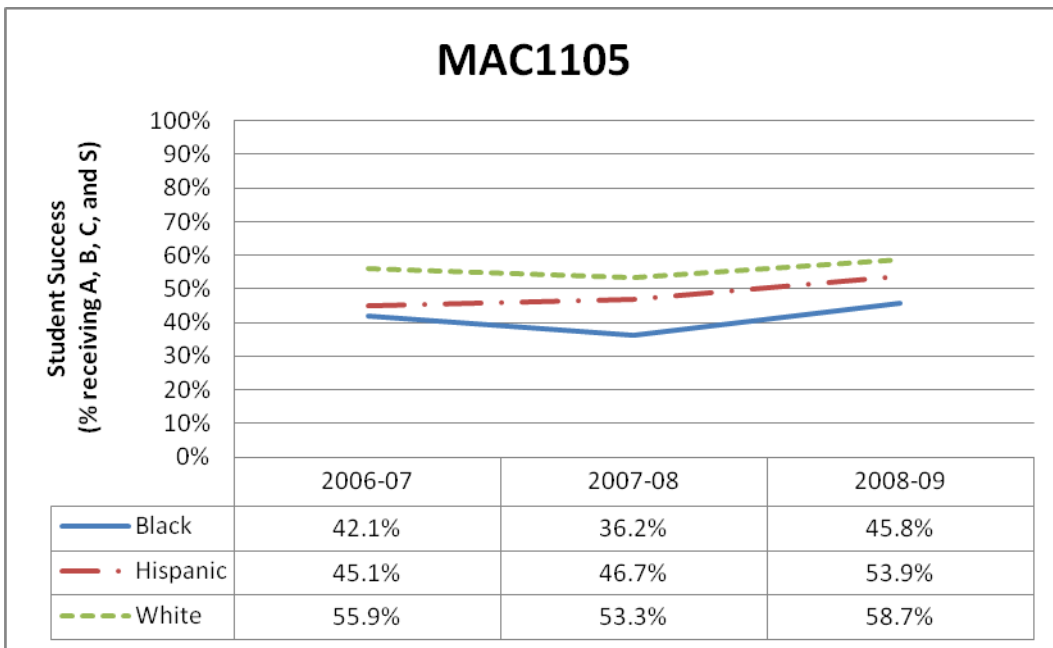
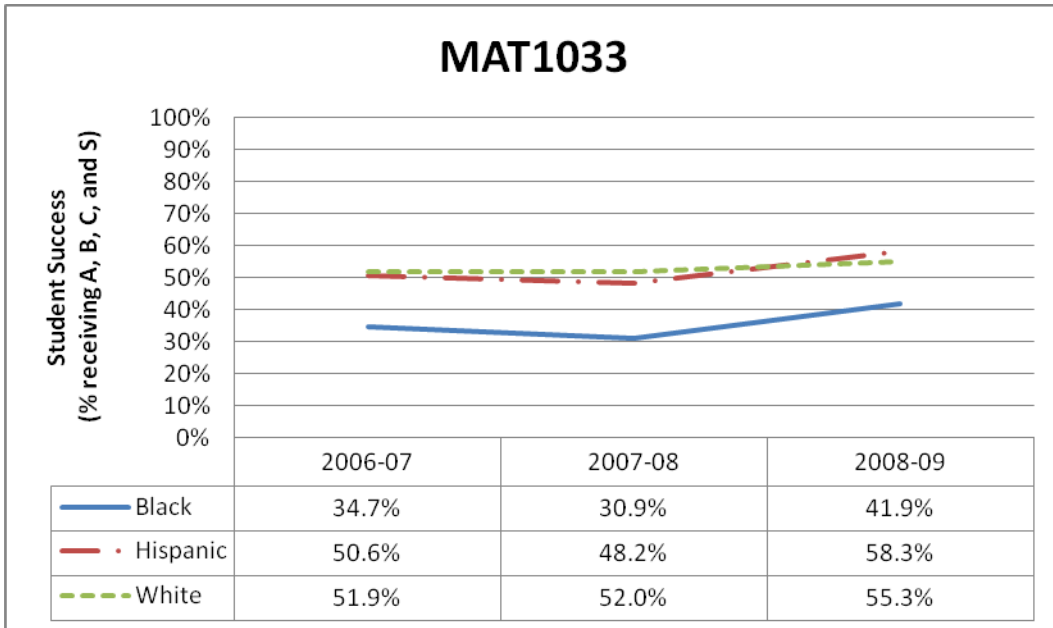
Part III (A-4): Success Rates in Gatekeeper Mathematic Courses by Race

The graphs below are snapshots of the gap that exists among white/black and Hispanic/white student population.



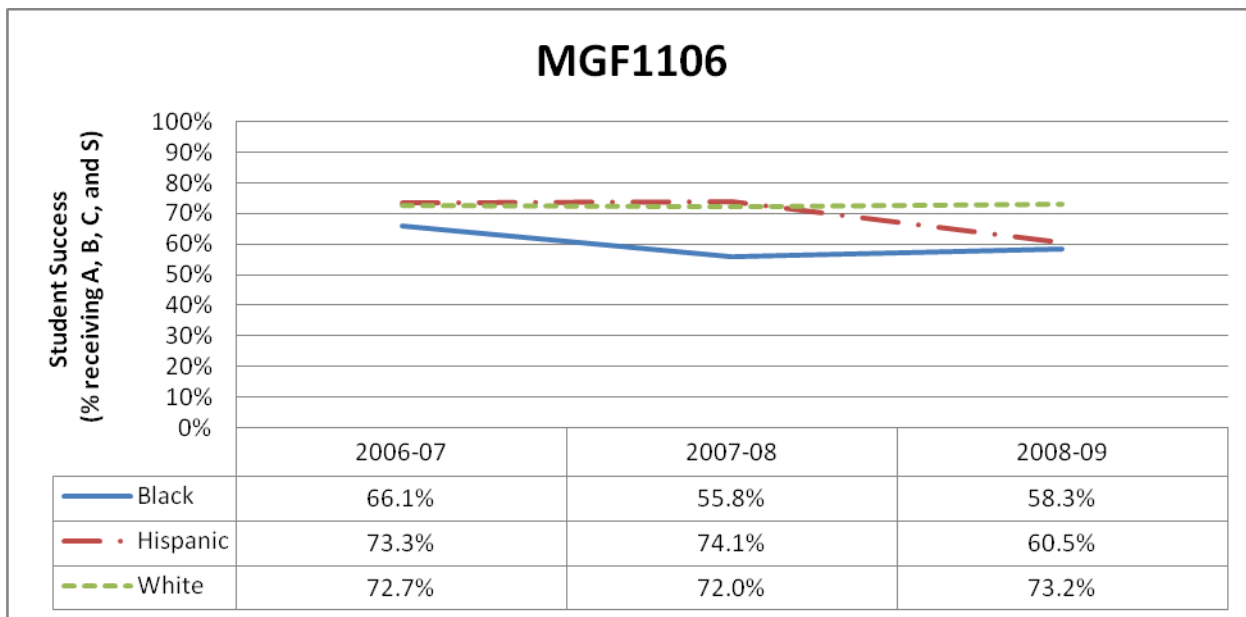
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While St. Petersburg College has enjoyed some success over the last two years in reducing the disparity gaps in the mathematics gatekeeper courses, there is more work to be done. The following list contains specific methods and strategies that will be implemented this year to address the current disparity gaps in gatekeeper math courses.

- Host a focus group of black and Hispanic students to learn more about their perspective on math success and areas of need. Also, assemble a focus group involving clubs such as Latinos United and Harambee for student input.
- Conduct periodic meetings of a college wide committee composed of at least one math faculty member from each campus that will focus on expanding faculty involvement toward closing the gap.
- Assess utilization of student academic services by minority students looking at academic and non-academic barriers to success.
- Target academically at risk students for workshops on such topics as building educational skills and time management.
- Work closely with academic advisors regarding recommendations of course scheduling to ensure students are enrolled in a balanced course load.

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- Pilot test monthly student communications regarding available student services and events to developmental math students (MAT 0024) to improve student involvement and engagement at the institution.
- Direct counselors and academic advisors to actively coordinate Financial Aid staff involvement, reducing distraction and allow at risk students to remain focused on their academic efforts.

Part IV: Substitution Waivers for Admissions and Course Substitutions for Student with Disabilities

There were 18 student requests for substitutions from Fall 2008 to Fall 2009 and there were 18 course substitutions granted from Fall 2008 to Fall 2009. The college submitted copies of policies and procedures developed for compliance with Section 1007.264, F.S., and Section 1007.265, FS. and in accordance with Rules 6A-10.041 (1)(2), in Appendix 4.

Part V: Issues in Athletics

The college is in full compliance with Title IX in maintaining gender balance to keep with current enrollment patterns. The college president was evaluated by the Board of Trustees on gender equity in intercollegiate athletics on July 21, 2009.

Part VI: Accountability in Institutional Employment

The following methods/strategies were submitted to the Department of Education, Office of Equity and Access, to address underrepresented groups among executive managerial positions, as well as those designated as faculty and continuing contract personnel.

The following Methods and Strategies were submitted to reflect the college's implementation of efforts to increase the employment of underrepresented females and/or minorities

- a. Executive/Administrative/Managerial (EAM) staff:
 1. Promote vacancies on the college website, which has open access to all groups 24/7.
 2. Advertise in industry publications such as higherjobs.com and the *Chronicle of Higher Education's* online version.

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3. Advertise in niche publications that serve underrepresented populations, as available and appropriate.
- b. Instructional staff (Full-time faculty):
 1. Advertise and post job vacancies in niche publications as available and appropriate to the special population.
 2. Advertise in niche publications that serve underrepresented populations, as available and appropriate.
- c. Continuing Contract Instructional Staff:
 1. Use Human Resources staff to regularly inform faculty of the continuing contract process.

The college listed barriers affecting the successful recruitment and/or retention of underrepresented females and/or minorities and recommendation to overcome the challenge.

- a. Executive/Administrative/Managerial (EAM) Staff:

Barriers:

1. The high cost of living in Florida and Pinellas County, along with the downturn of the housing market, has placed the county in an unattractive position to recruit females and/or minorities from other states to the college. There is also a low percentage of other minority, EAM candidates in the region.

Recommendations:

- o Continue to groom current employees and provide internal leadership workshops and develop and establish a formalized mentorship program.
- o Partner with universities (specific departments) to recruit graduates to the college.

10-154. The chairman opened the meeting for other business, including items of interest from the Board members.

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On behalf of the Board, Chairman Brett commended all involved in putting together the recent Spring Commencement, which he said was fabulous and a great opportunity to showcase all the wonderful aspects of SPC.

10-155. Chairman Brett noted Dr. Law's start day as president as June 7, 2010, although Dr. Furlong would be staying on through the end of June for the transition. He encouraged all to attend a reception planned for Dr. Furlong on Thursday, May 27, at the EpiCenter, 4:30 p.m., to thank him for his service during this transition. Mr. Gibbons expressed appreciation to Dr. Furlong for being exactly what the College needed, for being very responsive and receptive, and for doing a phenomenal job as interim president. Dr. Furlong commended Dr. Duncan, Ms. Conner and the budget team for their outstanding work during recent months in putting together an effective budget for 2010-11.

10-156. The Board confirmed its next meeting for Tuesday, June 15, 2010, 8:30 a.m. at the EpiCenter.

10-157. Having no further business to come before the Board, Chairman Brett adjourned the meeting at 11:20 a.m.

Thomas E. Furlong, Jr.

Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Terrence E. Brett

Chairman, Board of Trustees
St. Petersburg College
FLORIDA