

# **AGENDA**

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
November 15, 2011**

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

**REGULAR MEETING: 8:30 A.M.**

## **I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

## **II. PRELIMINARY MATTERS**

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Eva Hefner
  - 2. Susan Parcheta
  - 3. Yvonne Ulmer
  - 4. Tami Grzesikowski
- B. Recognitions/Announcements
  - 1. Evelyn Bilirakis
  - 2. Dick Johnston
  - 3. Introduction of Kevin Gordon, Provost, DT/MT, Tyrone Clinton, Associate Provost, SP/G, and Nancy Kelley, Associate Provost, HEC

## **III. COMMENTS**

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

## **IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of October 17, 2011

**V. MONTHLY REPORTS**

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Dr. Phil Nicotera, Provost, Health Education Centers; Dr. Stan Vittetoe, Provost, Clearwater; Dr. Karen Kaufman White, Provost, St. Petersburg/Gibbs

**VI. OLD BUSINESS (items previously considered but not finalized) - NONE**

**VII. NEW BUSINESS**

A. STUDENT SUCCESS AND ACHIEVEMENT (*information*)

- 1. Online Education Multi-state Authorization Summary and Update
- 2. Assn. of Florida Colleges Student Flow Update
- 3. Baccalaureate Graduates Analysis
- 4. Workforce Advisory Committee Update\*

B. BIDS, EXPENDITURES AND CONTRACTS - **NONE**

C. OTHER EXPENDITURES AND CONTRACTS

- 1. Quarterly Informational Report of Contract Items (*Information*)

D. GRANTS/RESTRICTED FUNDS CONTRACTS

- 1. Application/Acceptance
  - a. Florida Developmental Disabilities Council, Inc. (*Action*)
  - b. U.S. Department of Defense, National Guard Bureau (*Action*)

- 2. Amendment(s) - NONE

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

- 1. Review of Phase III Construction Documents, Project 1707, L-102, Construction, Ethics Social Science Building, Clearwater (*Action*)
- 2. Amendment 2 to Lease Agreement with JWB of Pinellas County for sublease with Pinellas Recovery Organizations United in Disaster, Inc. (PROUD) (*Action*)

3. Amendment 3 to Lease Agreement between SPC and St. Petersburg Pier Aquarium for lease of space at Downtown Center (*Action*)
4. Amendment 3 to Lease Agreement between SPC and Downtown Partnership for lease of space at Downtown Center (*Action*)
5. Amendment 1 to Lease Agreement with SPC and National University of Health Sciences (NUHS) for lease of portables at HEC (*Action*)
6. Disposition of Surplus or Obsolete Property Survey (*Action*)

F. ADMINISTRATIVE

1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Alternative to Social Security for Adjuncts/Temporary Employees Contract with Teacher's Insurance and Annuity Association/College Retirement Equities Fund (*Action*)
  - c. Stop Loss Policy (*Action*)
  - d. Health Plan and Open Enrollment Update (*Information*)
2. Business Services
  - a. Financial Report and Update (*Information*)
  - b. Extension of Current Agreement and Information on the Request for Proposal for Banking Services (*Action*)
  - c. Agency Billings (*Action*)
3. SPC Branding Project Update (*Information*)

G. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing (*Action*)

- Rule 6Hx23-4.35 Disciplinary Rule
- Rule 6Hx23-4.36 Student Grievances and Appeals Rule
- Rule 6Hx23-6.01 Sanitation and Maintenance of the Physical Plant Rule
- Rule 6Hx23-6.02 Organization of Physical Plant Rule
- Rule 6Hx23-6.04 Staffing of Physical Plant Rule
- Rule 6Hx23-6.05 Scheduling of Work Rule
- Rule 6Hx23-6.06 Evaluation of Physical Plant Operations Rule
- Rule 6Hx23-6.08 Professional Service Contracts with Architects, Engineers, and Surveyors Rule
- Rule 6Hx23-6.10 Construction Bids and Guaranteed Maximum Price Rule
- Rule 6Hx23-6.11 Payments to Contractor During Construction Rule
- Rule 6Hx23-6.13 Professional Service Contracts with Design-Build Firms

Rule

H. ACCREDITATION UPDATE

1. Paralegal Studies Reaccreditation (*Information*)
2. Other Specialty Studies (*Information*)
3. SACS (*Information*)

I. PROPOSED JOINT RESOLUTION

1. Regional Consortium Agreement (USF, HCC, PHC & SPC) (*Action*)

**VIII. PRESIDENT'S REPORT**

**IX. FUTURE AGENDA ITEMS**

**X. NEXT MEETING DATE AND SITE**

Board of Trustees, Strategic Planning Workshop, December 13, 2011, EpiCenter, Collaborative Labs, 8:30 – 11:30am.

**XI. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting of November 15, 2011, he or she will need a record of the proceedings. It is the obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3260.

**\*No packet enclosure**

Date Advertised: October 14, 2011

Confirmation of Publication: <http://www.spcollege.edu/pages/bot.aspx?id=2147484824>



# Student Life Skills for Pre-Health Students

## SLS 1101

- Pilot Project started in Spring of 2011
- Students who test into 2 Remedial Courses and express a desire for a health profession are recruited.
- Goal is to help students make informed career decisions.
- The class covers the same topics as the basic SLS class with a health focus and some specialized activities:
  - Library Research Assignment includes topics on healthcare.
  - Career Interview project is based upon the health career of their choice.
  - Career poster project is based upon the health career of their choice.
  - Budget project is based upon the anticipated salary for their career choice.
- Health Program Directors serve as guest speakers to provide the students with realistic expectations of the program, insight into the profession and the admission process.
- Each student is required to complete an Academic Portfolio; a map of all of the classes that must be completed to achieve their career goal along with a timeline for their completion.



**The NSF “DeafTec” Grant will support the development of techniques for helping deaf and hard-of-hearing students succeed in Science, Technology, Engineering and Math (STEM) Careers.**

# COLLEGE OF BUSINESS – A PATH TO THE FUTURE!

ST. PETERSBURG/GIBBS CAMPUS

ST. PETERSBURG COLLEGE

SPC

**269 SP/G AS Students**  
**376 SP/G BAS/BS Students**

## A.S. Degrees

- ▶ 234 Business Administration
- ▶ 13 Financial Services
- ▶ 9 Industrial Management
- ▶ 2 Insurance Services
- ▶ 11 Accounting

## Certificates and Sub-plan Concentrations in

- ▶ Management & Leadership
- ▶ Marketing
- ▶ International Business
- ▶ Accounting
- ▶ Entrepreneurship

**Student-Centered Faculty**



**338 Enrolled (SP/G)**

- ▶ 219 A.S. or Certificate
- ▶ 119 General A.A. Seeking

## Courses Offered On Campus –SP/G

- ▶ Accounting
- ▶ Finance
- ▶ Management
- ▶ Marketing

## B.A.S / B.S. Degrees

- ▶ 84 Bus Admin BS
- ▶ 18 Banking BAS
- ▶ 47 Int'l Bus BAS
- ▶ 186 Org Mgmt BAS
- ▶ 36 Sustainability BAS
- ▶ 5 Project Mgt (Certificate)

➔ **Certificates...to A.S. Degrees...to Bachelor's Degrees.....** ➔

# **Online Education Multi-state Authorization Summary and Update**

Financial and Student Impact  
for St. Petersburg College

October 2011

- Florida's Authorization Requirements for Public Colleges and Universities – June 2011
  - Developed by Board of Governors, SUS and legal counsel from various institutions.
  - Suzanne Gardner is acknowledged as a member of the workgroup which researched regulations and prepared the report.
  - Update provided by lead counsel Vikki Shirley to Florida Distance Learning Consortium July 22

**Resources used to date**

State	Students	State	Students
Arizona	2	Nebraska	1
California	11	New Hampshire	2
Connecticut	6	New Jersey	11
Delaware	0	New York	24
Hawaii	0	North Dakota	0
Idaho	2	Oklahoma	7
Indiana	7	Rhode Island	0
Louisiana	15	South Carolina	12
Maryland	9	South Dakota	1
Michigan	9	Virginia	22
Mississippi	2	West Virginia	1
Montana	0		

**States requiring no approval**

State	Students	Cost	State	Students	Cost
Alaska	2	\$100	Oregon	2	\$250
Colorado	7	\$3000	Pennsylvania	7	
D.C.	1		Tennessee	9	\$7500
Georgia	27	Letter	Texas	19	\$5000
Illinois	14		Utah	3	
Iowa	3	\$4000	Vermont	0	
Kansas	4	\$4100	Virginia	22	\$8500
Kentucky	1	\$5200	Washington	9	\$2000
Maine	0		Wisconsin	9	Letter
Missouri	3	Letter	Wyoming	0	\$100
New Mexico	2	\$500+ reports			
Ohio	10	\$7000	<b>Total</b>	<b>154</b>	<b>\$38,950</b>

## States Requiring Application for Exemption to Offer Online Education



State	Students	Requirements
Alabama	9	Substantial five-part application process.
Arkansas	1	\$250 notification, \$500/program up to \$2,500, security bond, physical presence at their meeting, must recertify after 2 years.
Massachusetts	6	\$10,000 application fee, \$2,000/degree, \$4,000 annual fee, possible \$4,000 for site inspection. Total \$26,000
Minnesota	2	\$2,000 1st Assoc. \$500 each add'l, \$1,200 renewal, 9-page application packet online.
Nevada	1	\$1,500 application fee, possible fee for subject matter expert to review application, security bond, lengthy application process.
North Carolina	18	\$5,000 for 4 degrees, annual fee, 12-step process including site visit. [Fee for additional programs in question – we now have 10 degrees represented.]

## States That Require Application & Fees



- Continue to operate without a physical presence in “free” states.
  - a. Complete paperwork for states that require notification and one state that requires application but no fees.
  - b. Take care in how we advertise in these states, and where we hire our faculty.
- Take steps to discontinue operation in states that require application, site visits and/or substantial fees in order to serve students in those states.
  - a. Indicate this on our web site and application interface.
  - b. Block student registrations from the states where we will not seek approval.
- Negotiate “teach-out” procedures to work with current students residing in discontinued states to support their program/degree completion.
- Continue to monitor out-of-state enrollments, state requirements and progress toward regional compacts.

## **Proposed recommendations**

# Baccalaureate Graduates Analysis

*SPC Board of Trustees  
Meeting*

**November 2011**



# History

## SPC Board of Trustees

4,427 SPC graduates in the baccalaureate programs since inception

**1998:**

Access to the Bacc degree was identified as a significant problem.

**1999:**

Legislature authorized community colleges to seek approval to grant Bacc degrees in areas of high demand.

**2001:**

SPC BOT was given authority to grant Bacc degrees in Nursing, Education, and Information Technology.

**2009:**

SPC BOT authorized to add additional degrees based on local workforce needs.



# Analysis

SPC Board of Trustees

November 2011

- Focus will be on the 1,002 graduates from the 2010-11 reporting year (Summer 2010, Fall 2010, Spring 2011)
- 22 Bacc Degrees and 7 certificates
  - Degrees in BS and BAS programs
  - Certificates include Educator Preparation Institute (EPI), Applied Technical Certificate (ATC), and post-bacc certificates



# Degree Awarded

SPC Board of Trustees

November 2011

## Degree Family

	Education	Nursing	Other
BS/BAS <i>n</i> =927	20.4%	18.7%	60.9%
Certificates <i>n</i> =75	66.7%	5.3%	28.0%
<b>Total</b> <b><i>n</i>=1,002</b>	<b>239</b>	<b>177</b>	<b>586</b>

*Note: All degrees and certificates organized by degree family.*



# Gender and Ethnicity

SPC Board of Trustees

November 2011

	% Male	% Minority
Education <i>n</i> =239	14.6%	8.4%
Nursing <i>n</i> =177	11.9%	24.3%
Other <i>n</i> =586	38.6%	15.5%
<b>Total <i>n</i>=1,002</b>	<b>28.1%</b>	<b>15.4%</b>

*Note: Within the 1,002 total graduates there are 4.4% (44 students) with undisclosed gender and 4.7% (47 students) with undisclosed ethnicity.*



# Age at Graduation

SPC Board of Trustees

November 2011

	22 and Under	23 to 29	30 to 39	40 to 49	50 and up	Median Age
Education <i>n</i> =239	11.3%	46.9%	18.4%	15.9%	7.5%	28
Nursing <i>n</i> =177	0.0%	20.9%	44.6%	24.9%	9.6%	36
Other <i>n</i> =586	4.4%	40.4%	31.7%	16.2%	7.2%	31
<b>Total <i>n</i>=1,002</b>	<b>5.3%</b>	<b>38.5%</b>	<b>30.8%</b>	<b>17.7%</b>	<b>7.7%</b>	<b>31</b>



# Part-time/Fulltime

SPC Board of Trustees

November 2011

	% Full Time	% Part-time
Education <i>n</i> =239	35.6%	64.4%
Nursing <i>n</i> =177	1.1%	98.9%
Other <i>n</i> =586	22.0%	78.0%
<b>Total <i>n</i>=1,002</b>	<b>21.6%</b>	<b>78.4%</b>





# Time to Degree

SPC Board of Trustees

November 2011

	1 to 3 terms (1 year)	4 to 6 terms (2 years)	7 to 9 terms (3 years)	10 to 12 terms (4 years)	13 or more terms	Average Terms
Education <i>n</i> =239	15.5%	41.8%	30.5%	8.4%	3.8%	6.6
Nursing <i>n</i> =177	0.6%	54.8%	31.6%	6.2%	6.8%	7.2
Other <i>n</i> =586	2.0%	45.6%	31.2%	12.5%	8.7%	7.5
<b>Total <i>n</i>=1,002</b>	<b>5.0%</b>	<b>46.3%</b>	<b>31.1%</b>	<b>10.4%</b>	<b>7.2%</b>	<b>7.2</b>



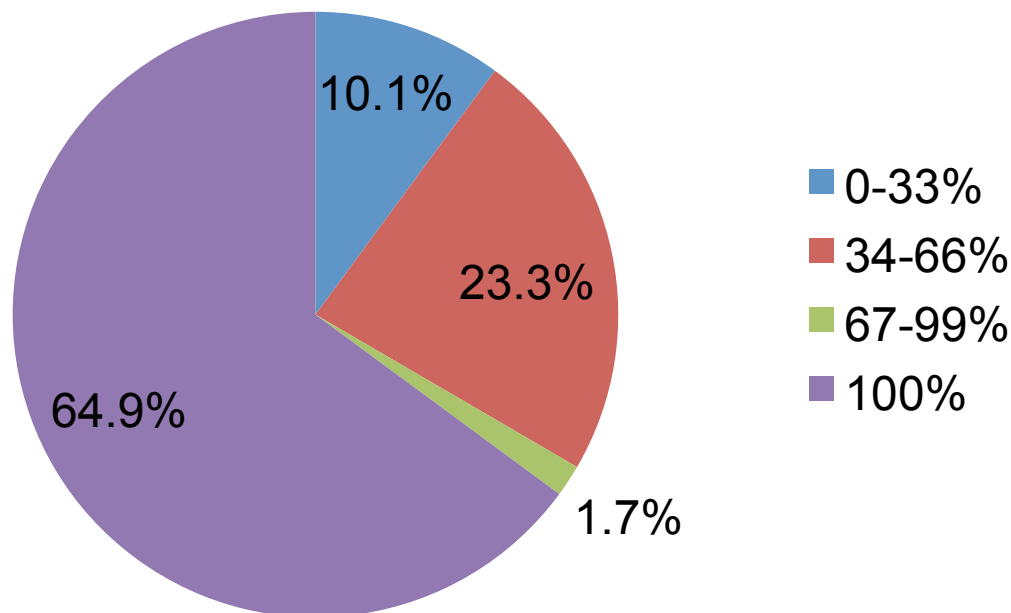
# Summer Enrollment

SPC Board of Trustees

November 2011

- 94.4% were enrolled at least one summer term

## Percent of Summer Terms Enrolled





# Institution Awarding Highest Degree Prior to Graduation

SPC Board of Trustees

November 2011

- Florida institutions made up 87.8% of highest degrees

Institution	N	%
St. Petersburg College	630	62.9
Hillsborough Community College	45	4.5
Pasco-Hernando Community College	29	2.9
University of South Florida	29	2.9
State College of Florida, Manatee	13	1.3
Valencia	13	1.3
Palm Beach	10	1.0
All Others (institutions with less than 1%)	233	23.3



# Highest Degree Earned at Graduation

SPC Board of Trustees

November 2011

	SPC BACC/Cert	Prior Award Higher
Education <i>n</i> =239	99.2%	0.8%
Nursing <i>n</i> =177	91.5%	8.5%
Other <i>n</i> =586	97.1%	2.9%
<b>Total <i>n</i>=1,002</b>	<b>96.6%</b>	<b>3.4%</b>

*Note: An example of a student in the “Prior Award Higher” group, would be someone who came to SPC with a prior Master’s degree but desired to enter a new career field and subsequently earned a bachelor’s degree or certificate from SPC.*



# Summary

SPC Board of Trustees

November 2011

SPC has a non-traditional Bacc graduates

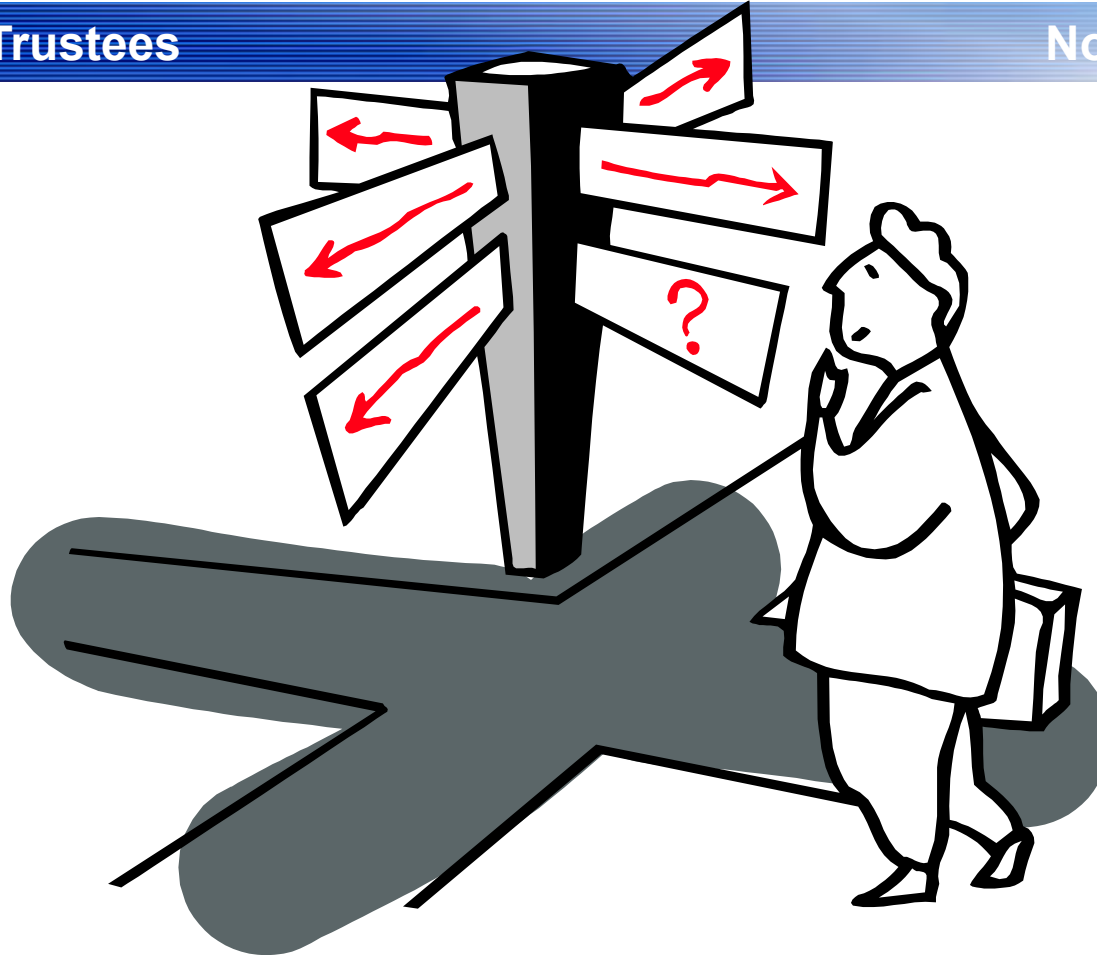
- Older: 56.2% are 30 or older
- Local: 74.5% of graduates received their previous degree within the local area.
- Part-time: 78.4% are part-time, although 82.4% completed within 3 years.
- Summer Enrollment: 94.4% were enrolled at least one summer term



# Questions/Next Steps


SPC Board of Trustees

November 2011



November 15, 2011

**MEMORANDUM**

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

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

**Section A:** Program Related Contracts

1. Affiliation Agreement with **Advanced Rehabilitation** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Phil Nicotera on September 16, 2011. Department—Physical Therapist Assistant, Phil Nicotera
2. Affiliation Agreement with **All Children's Hospital** to provide clinical experience to students enrolled in various health-related programs. The Agreement will commence as soon as possible and will continue for the period of three years at no cost to the College. This item was approved by Phil Nicotera on August 22, 2011. Department—Provost, HEC, Phil Nicotera
3. Agreement with **American Academy of Orthotists and Prosthetists** for the College's Orthotics and Prosthetics Program to have an exhibit booth at the American Academy of Orthotists and Prosthetists conference to recruit and build awareness of SPC programs. The conference will be held March 21-24, 2012. The cost to the College for this Agreement will be \$675. This item was approved by Kay Burniston on July 20, 2011. Department—Baccalaureate Programs, Kay Burniston
4. Agreement with **ATRiM Group, LLC** whereby the College's Center for Public Safety Innovation (CPSI) will include ATRiM products, in particular, the Identification Handler's Course and the ATRiM Critical Infrastructure audit software for use as part of its educational and training programs. Although the anticipated revenue cannot be determined at this time, the College will receive from 20%-50% of course revenue for all students generated by the College. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by James Brock on August 16, 2011. Department—CPSI, James Brock

5. Affiliation Agreement with **Bay Medical Center** to provide to provide clinical experience to Continuing Education Health students. Specifically, Bay Medical will provide the clinical site and preceptor for RN/LPN Refresher/Remediation/Return-to-Work students. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Stan Vittetoe on August 28, 2011. Department—Continuing Education Health, Stan Vittetoe
6. Articulation Agreement with **Brevard Community College (BCC)** to facilitate the transfer and transition of Associate’s Degree graduates from BCC into the Bachelor of Applied Science in Veterinary Technology at St. Petersburg College. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College associated with entering into this Agreement. This item was approved by the Phil Nicotera on August 4, 2011. Department—Veterinary Technology, Richard Flora
7. Agreement with **Carambola Tradeshow Group, Inc.** for the College’s Early Childhood Education Program to have an exhibit booth at the NAEYC Annual Conference to recruit and build awareness of the program. The conference will be held November 2-5, 2011. The cost to the College for this Agreement will be \$1,100. This item was approved by Kay Burniston on July 26, 2011. Department—Baccalaureate Programs, Kay Burniston
8. Affiliation Agreement with **Custom Orthopedic, Inc.** to provide clinical experience to students enrolled in the Orthotics & Prosthetics Program at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Kay Burniston on August 4, 2011. Department—College of Health Sciences, Kay Burniston
9. Agreement with **Daytona State College** to provide for a Memorandum of Understanding whereby the parties will offer a Bachelor of Science in Engineering Technology degree, with a concentration in Information Systems, through the College’s University Partnership Center. The Agreement will commence as soon as possible and will continue for a period of three years; thereafter, the Agreement will automatically renew for successive one-year periods unless terminated by either party. Although there is no cost to the College associated with entering into this Agreement, fees that may be applicable to costs for technical support, equipment, maintenance and facility maintenance, if any, will be handled via a separate agreement. This item was approved by Catherine Kennedy on July 15, 2011. Department—University Partnership Center, Catherine Kennedy
10. Agreement with **DC CY Owner, LLC d/b/a Courtyard Washington, DC/U.S. Capitol** to provide use of a meeting room, food and beverages, and AV/audio equipment as part of the COPS Emerging Issues Group meeting to be held on September 22, 2011. The cost to the College will be up to \$5,321.33. This item was approved by James Brock on September 15, 2011. Department—Regional Community Policing Institute, James Brock, **This item is grant funded.**



11. Agreement with **Desoto Memorial Hospital** to provide clinical site and preceptor for RN Refresher/Remediation/Return-to-Work students at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Stan Vittetoe on September 15, 2011. Department—Continuing Education Health, Stan Vittetoe
12. Affiliation Agreement with **Directions for Mental Health, Inc.** to provide clinical experience to students enrolled in the Health Information Management and Healthcare Informatics Programs at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Phil Nicotera on September 23, 2011. Department—Health Information Management, Phil Nicotera
13. Agreement with the **Florida Department of Law Enforcement (FDOE)** that will allow the College to be designated as a test site to administer the FDOE’s State Officer Certification Exam. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and continue for the period of five years. This item was approved by James Brock on September 26, 2011. Department—Provost, AC, James Brock
14. Agreement with **Florida State College at Jacksonville (FSCJ)** to continue to partner with SPC’s Corporate Training Department to offer FSCJ’s Institute of Financial Studies, online insurance pre-licensing courses. Students will register through the Corporate Training website and Corporate Training will collect fees. Corporate Training will provide notice to the State regarding course completers, provide certificates of completion and maintain records required by the State. Although the exact revenue is not known at this time, it is estimated that the College would receive a net revenue of approximately \$5,300 after remitting required fees to FSCJ. The Agreement will commence as soon as possible and will continue for the period one year. This item was approved by the Stan Vittetoe on September 26, 2011. Department—Corporate Training, Stan Vittetoe
15. Affiliation Agreement with **HCA, Brandon Regional Hospital** to provide clinical experience to students enrolled in the Physical Therapist Assistant and Continuing Education Nursing programs. The Agreement will commence as soon as possible and will continue for the period of one year. There is no cost to the College. This item was approved by Phil Nicotera on September 2, 2011. Departments—Physical Therapist Assistant & Continuing Education Nursing, Phil Nicotera
16. Affiliation Agreement with **Hawthorne Village Retirement Village** to provide clinical experience to student enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Phil Nicotera on September 2, 1011. Department—Physical Therapist Assistant, Phil Nicotera

17. Agreement with **Liberty University, Inc.** whereby SPC's Nursing Program will allow a student(s) from Liberty to precept with one of SPC's faculty members to obtain required classroom and clinical practicum experience for their Masters in Nursing Program. The Agreement will commence as soon as possible and will continue for the period of one year at no cost to the College. This item was approved by Phil Nicotera on September 2, 2011. Department—College of Nursing, Phil Nicotera
18. Agreement with **Medical Training Solutions, Inc.** (MTS) to continue the subscription to its MTS lab training library to support the Medical Laboratory Technology Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$797. This item was approved by Anne Cooper on August 31, 2011. Department—Director of Libraries, Anne Cooper
19. Agreement with **Pinellas County, Health and Human Services** to provide unclaimed bodies of deceased persons for the College's Funeral Services Program. The Agreement will commence October 1, 2011 and continue through September 30, 2013. There is no cost to the College associated with entering into this Agreement. This item was approved by Phil Nicotera on July 8, 2011. Department—Funeral Services, Phil Nicotera
20. Affiliation Agreement with **Sarasota County Public Hospital Board d/b/a Sarasota Memorial Health Care System** to provide to provide Continuing Education Health students with clinical experience. Specifically, the Hospital will provide the clinical site and preceptor for RN/LPN Refresher/Remediation/Return-to-Work courses. The Agreement will commence as soon as possible and continue for the period of three years. There is no cost to the College associated with entering into this Agreement. This item was approved by Stan Vittetoe on July 14, 2011. Department—Continuing Education Health, Stan Vittetoe
21. Affiliation Agreement with **Select Rehabilitation** to provide clinical experience to students enrolled in the College's Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Phil Nicotera on September 19, 2011. Department—Physical Therapist Assistant, Phil Nicotera
22. Agreement with the **City of St. Petersburg, Police Department** whereby the College agrees to continue to provide personnel, equipment and facilities to provide Florida Department of Law Enforcement and certified basic recruit training to City Police Cadets. The Agreement will be for the period of October 1, 2011 through September 30, 2012. The revenue to the College anticipated for this period is up to \$138,000. This item was approved by the President on September 12, 2011. Department—Criminal Justice Institute Academies, James Brock
23. Affiliation Agreement with the **U.S. Department of Veterans Affairs, North Florida/South Georgia Veterans Health System** to provide clinical experience to students enrolled in the Health Services Administration program. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party.

There is no cost to the College. This item was approved by Kay Burniston on August 22, 2011. Department—College of Health Science, Kay Burniston

24. Affiliation Agreement with **University Community Hospital** to continue to provide clinical experience to students enrolled in the Physical Therapist Assistant, Nursing, Emergency Medical Services, Radiography and Health Information Management programs. The Agreement will commence as soon as possible and will continue for a period of three years at no cost to the College. This item was approved by Phil Nicotera on September 2, 2011. Department—Provost, HEC, Phil Nicotera
25. Affiliation Agreement with **University Community Hospital** to continue to provide clinical experience to students enrolled in the Continuing Education Health Program. The Agreement will commence as soon as possible and will continue for a period of three years at no cost to the College. This item was approved by Stan Vittetoe on September 16, 2011. Department—Continuing Education Health, Stan Vittetoe
26. Agreement with **West Virginia University at Parkersburg** (WVUP) that will allow WVUP students to complete general education and support courses at WVUP and then transfer to SPC's AS Veterinary Technology Program. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue for the period of three years. This item was approved by Phil Nicotera on July 15, 2011. Department—Veterinary Technology, Phil Nicotera
27. Affiliation Agreement approved September 28, 2005 with **BayCare Health Systems, Inc.**, which covers several of the College's allied health programs, to provide clinical experience to students. The Agreement is ongoing unless terminated by either party and there is no cost to the College. **This modification will add the College's Health Care Services Administration Program to the Agreement.** All other terms and conditions will remain as previously advised. This item was approved by Phil Nicotera on September 20, 2011. Department—Provost, HEC, Phil Nicotera
28. Articulation Agreement approved June 8, 2011 with **Hernando County School Board** that will allow students completing the Veterinary Assistant Program at Hernando High School to enroll in the College's Veterinary Technology Program. **This item is to advise that the Agreement will be for the period of three years rather than as previously advised.** There is no cost to the College. This item was approved by Anne Cooper on August 30, 2011. Department—Veterinary Technology, Richard Flora
29. Agreement approved April 4, 2011 with **Robin Senesac Granados** to provide subject matter expertise in various Assisted Living Facility Core Training classes and Assisted Living Facility continuing education classes. The provider will teach the classes, update and maintain curriculum and assist the College with marketing. **This item is to advise that the period of this Agreement will be one year rather than three years as previously advised.** Based on the number of classes and anticipated students, it is estimated that the net revenue (after costs of approximately \$8,231.25) to the College will be \$7,518. This item was approved by Anne Cooper on August 25, 2011. Department—Continuing Education Health, Stan Vittetoe

30. Affiliation Agreement approved May 9, 2011 with **Tallahassee Medical Center, Inc. d/b/a Capital Regional Medical Center** to provide clinical experience to RN Refresher/Remediation/Return-to-Work students in the Continuing Education Health Program at no cost to the College. **This item is to clarify that the Agreement will commence as soon as possible and will continue for four years; thereafter, the Agreement will automatically renew on an annual basis.** This item was approved by Anne Cooper on August 11, 2011. Department—Continuing Education Health, Stan Vittetoe
31. Affiliation Agreement approved July 29, 2011 with **Tarpon Springs Hospital Foundation, Inc. d/b/a Helen Ellis Memorial Hospital** to provide clinical experience to students enrolled in the Nursing Program at no cost to the College. **This item is to clarify that the Agreement will commence as soon as possible and will continue for the period of one year; thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party.** This item was approved by Phil Nicotera on August 23, 2011. Department—College of Nursing, Phil Nicotera

#### **Section B:** Major Technology Contracts

32. Agreement with **Competitive Edge Software, Inc.** to continue to provide security reporting, vehicle registration and dispatch software for use by Security Services. The Agreement also includes software service and technical support. The Agreement will commence as soon as possible and continue for the period of 9 months at a cost to the College of \$7,020. This item, which was handled via the Purchase Order process, was approved by Susan Reiter on September 22, 2011. Department—Security Services, Susan Reiter
33. Agreement with **Dell Financial Services, LP** to lease 5 laptop computers for use at the Tarpon Springs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$7,839.68. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$304.88. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$8,144.56. This item was approved by Doug Duncan on July 14, 2011. Department—Administrative Technology & Academic Technology Fees, Doug Duncan
34. Agreement with **Dell Financial Services, LP** to lease 82 desktop computers for use in classrooms at the Tarpon Springs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$84,756.88. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$3,296.14. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$88,053.02. This item was approved by Doug Duncan on July 14, 2011. Department—Academic Technology Fees, Doug Duncan
35. Agreement with **Dell Financial Services, LP** to lease 5 computers for use at the Seminole Campus. The lease will commence as soon as possible and will continue for a

- period of 49 months. The cost to the College for this lease is expected to be \$8,853.08. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$344.29. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$9,197.37. This item was approved by Doug Duncan on July 15, 2011. Department—Administrative Technology & Distance Fees, Doug Duncan
36. Agreement with **Dell Financial Services, LP** to lease 25 computers for use at the Downtown Center. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$26,487.48. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,030.08. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$27,517.56. This item was approved by Doug Duncan on July 25, 2011. Department—Academic Technology Fees, Doug Duncan
  37. Agreement with **Dell Financial Services, LP** to lease 74 computers for use in Nursing classrooms at the Health Education Center. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$85,049.16. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$3,307.50. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$88,356.66. This item was approved by Doug Duncan on July 26, 2011. Department—College of Nursing, Doug Duncan
  38. Agreement with **Dell Financial Services, LP** to lease 27 MacPro's and accessories to be used for the MIRA computer lab at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$174,026.72. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$6,548.76. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$180,575.48. This item was approved by the President on August 4, 2011. Department—Humanities & Fine Arts, Doug Duncan
  39. Agreement with **Dell Financial Services, LP** to lease 10 computers for the Center of Excellence for Teaching and Learning. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$11,188.68. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$435.12. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$11,623.80. This item was approved by Anne Cooper on June 15, 2011. Department—Center of Excellence for Teaching and Learning, Anne Cooper
  40. Agreement with **Dell Financial Services, LP** to lease 23 computers for the Midtown computer lab. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$24,482.44. Should the College opt to purchase the equipment at the end of the lease term, the

purchase option price would be an additional \$954.48. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$25,436.92. This item was approved by Doug Duncan on August 3, 2011. Department—Academic Technology Fees, Doug Duncan

41. Agreement with **Dell Financial Services, LP** to lease 50 computers for Clearwater classrooms. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$51,551.36. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$2,009.80. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$53,561.16. This item was approved by Doug Duncan on August 3, 2011. Department—Academic Technology Fees, Doug Duncan
42. Agreement with **Dell Financial Services, LP** to lease 32 computers for the Learning Support Commons at Midtown. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$34,062.56. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,327.97. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$35,390.53. This item was approved by Doug Duncan on August 3, 2011. Department—Academic Technology Fees, Doug Duncan
43. Agreement with **Dell Financial Services, LP** to lease 4 Power Edge servers for the Angel System. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$21,405.04. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$831.26. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$22,236.30. This item was approved by Doug Duncan on August 9, 2011. Department—LMS/Student Support, Doug Duncan
44. Agreement with **Dell Financial Services, LP** to lease 29 computers for the SP/G Bunker. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$29,861.36. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,164.18. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$31,025.54. This item was approved by Doug Duncan on August 11, 2011. Department—Technology Fees/Distance Fees/SPG, Doug Duncan
45. Agreement with **Dell Financial Services, LP** to lease 30 computers for the College of Education at SP/G. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$39,199.56. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,528.25. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$40,727.81.

This item was approved by Doug Duncan on August 9, 2011. Department—College of Education/SPG, Doug Duncan

46. Agreement with **Dell Financial Services, LP** to lease 31 computers for the Math Department at SP/G. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$31,585.92. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,231.42. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$32,817.34. This item was approved by Doug Duncan on August 9, 2011. Department—Technology Fees/SP/G Math, Doug Duncan
47. Agreement with **Dell Financial Services, LP** to lease 20 computers for the Communications Lab at SP/G. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$22,139.44. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$863.14. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$23,002.58. This item was approved by Doug Duncan on August 9, 2011. Department—Technology Fees/SP/G Communications, Doug Duncan
48. Agreement with **Dell Financial Services, LP** to lease a server to support Administrative Information Systems. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$5,443.76. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$212.23. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$5,655.99. This item is being reported to the Board based on its approval of August 16, 2011. Department—Technology Fees/Administration, Doug Duncan
49. Agreement with **Dell Financial Services, LP** to lease six computers for classrooms at the Downtown Center. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$6,505.16. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$253.61. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$6,758.77. This item is being reported to the Board based on its approval of August 16, 2011. Department—Academic Technology Fees/DT, Doug Duncan
50. Agreement with **Dell Financial Services, LP** to lease ten computers for the Library at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$13,294.08. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$518.29. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$13,812.37. This item is being reported to the Board based on its approval of August 16, 2011. Department—Academic Technology Fees/Library, Doug Duncan

51. Agreement with **Dell Financial Services, LP** to lease 110 notebook computers for health programs at the Health Education Center. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$75,767.80. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$2,851.20. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$78,619.00. This item is being reported to the Board based on its approval of August 16, 2011. Department—Academic Technology Fees/HEC, Doug Duncan
52. Agreement with **Dell Financial Services, LP** to lease 25 computers for Library at the Health Education Center. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$26,467.08. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,031.86. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$27,498.94. This item is being reported to the Board based on its approval of August 16, 2011. Department—Academic Technology Fees/Library, Doug Duncan
53. Agreement with **Dell Financial Services, LP** to lease a PowerEdge server for use by Administrative Information Systems. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$4,525.36. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$176.43. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$4,701.79. This item is being reported to the Board based on its approval of August 16, 2011. Department—Administrative & Academic Technology Fees, Doug Duncan
54. Agreement with **Dell Financial Services, LP** to lease 18 computers for the Psychology Lab at the Clearwater Campus. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$19,419.64. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$757.10. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$20,176.74. This item is being reported to the Board based on its approval of August 16, 2011. Department—Academic Technology Fees, Doug Duncan
55. Agreement with **Dell Financial Services, LP** to lease 3 computers for the Fire Training facility at the Allstate Center. The lease will commence as soon as possible and will continue for the period of 49 months. The cost to the College for this lease is expected to be \$2,949.64. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$115. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$3,064.64. This item is being reported to the Board based on its approval of August 16, 2011. Department—Academic Technology Fees, Doug Duncan
56. Agreements with the **Federal Communications Commission** to continue licenses for OFS Microwave Stations WPNB390; WPNB391 & WPNB392. The FCC license



renewals will commence approximately on August 8, 2011 and continue for a period of up to 10 years. Although there is no charge by the FCC for filing these renewals, the cost to the College for the services of Dow Lohnes, PLLC to file the renewal applications will be approximately \$1,000. This item was approved by Doug Duncan on August 1, 2011. Department—Instructional TV Services, Doug Duncan

57. Applications to the **Federal Communications Commission** for Radio Service Authorization and Demonstration of Substantial Service documents required by the FCC associated with the College's EBS stations WGV752 and WFW689, a portion of which is deployed by Clearwire Corporation for operation of its commercial mobile wireless broadband network in Tampa, Florida. The College will pay Dow Lohnes, PLLC up to \$1,000 for filing this paperwork with the FCC and then will be reimbursed by Clearwire Corporation. This item was approved by Doug Duncan on August 23, 2011. Department—Instructional TV Services, Doug Duncan
58. Agreement with **Reliance Communications, Inc.** to provide unlimited notification services for the "School Messenger" product through November 30, 2012. The Agreement will also include configuration and pretesting, setup and training, and all plug-in software to allow for integration with the College's existing InformaCast system. The cost to the College through November 30, 2012 will be \$27,000. Thereafter, unless terminated, the Agreement will automatically renew for two additional terms of one year each at a cost of \$27,000 per year. Should the agreement be auto renewed for the additional two years, the total cost to the College for this Agreement would be \$81,000. This item was approved by Jamelle Conner for Doug Duncan. Department—Administrative Technology, Doug Duncan
59. Agreements with **Time Warner Telecom** to provide expedited installation of data and voice services for the Vet Tech site. The cost to the College for this expedited installation will be \$8,000. This item was approved by Jamelle Conner for Doug Duncan on July 29, 2011. Department—Unallocated Communications Expense, Doug Duncan
60. Agreement(s) with **Time Warner Telecom** to provide a right of entry and/or collocation to facilitate the installation of new fiber service for the Vet Tech and Midtown sites at the College. The Agreement(s) will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by Doug Duncan on September 21, 2011. Department—Unallocated Communications Expense, Doug Duncan

**Section C:** Contracts above \$100,000 (\$100,001-\$325,000)

NONE

**Section D:** Contracts above \$50,000 (\$50,001-\$100,000)

61. Agreement approved July 29, 2010 and further modified with **Janet Long d/b/a JCL & Associates** to provide consulting services in the areas of federal visits, budget earmarks, dual enrollment agreements with private high schools, projects with the Institute on

Public Policy Studies and projects with the Entrepreneurship Center. The Agreement was to continue through September 30, 2011 at a cost to the College not exceed \$56,250. **This amendment provides for an extension of the Agreement through March 31, 2012 at an additional cost to the College not to exceed \$22,500. All other terms will remain as previously advised.** This item was approved by the President on September 27, 2011. Department—President's Office

**Section E:** Contracts above \$10,000 (\$10,001-\$50,000)

62. Agreement with **Massachusetts Higher Education Assistance Corporation d/b/a American Student Assistance** to provide Debt Management Services for former and current students such as debt management, default prevention, borrower advocacy, financial literacy and similar services. The cost to the College for this Agreement will be \$30,000. The Agreement will commence as soon as possible and will continue for the period of two years. This item was approved by Tonjua Williams on September 14, 2011. Department—Financial Assistance Services, Michael Bennett
63. Agreement(s) approved December 1, 2010 with **SimplexGrinnell, LP** to provide for the programming and monitoring of fire alarm systems across the College. The Agreements will commence as soon as possible and will continue through June 30, 2012. The one-time programming cost and monthly monitoring costs for these Agreements will be a total of \$12,692.50 through June 2012. **This item is to provide a correction to the agreement period. The Agreements will commence as soon as possible and will continue for the period of 18 months.** This item was approved by Doug Duncan on July 27, 2011. Department—Access Control, Susan Reiter

**Section F:** Contracts below \$10,000

64. Agreement with **Annenberg Media** to continue the distance learning telecourse license through August 31, 2012. The contract provides access to the Unseen Life on Earth course content used for instruction. The cost to the College for this Agreement will be \$2,000. This item was approved by Jim Olliver on August 2, 2011. Department—eCampus, Jim Olliver
65. Agreement with **Baker & Taylor, Inc.** to continue the College's online access to Title Source 3 on the Web. The Agreement is ongoing unless terminated by either party; however, since costs vary each year, approval is sought on an annual basis. The cost to the College to continue the Agreement for another year through August 2012 will be \$1,580. This item was approved by Anne Cooper on August 30, 2011. Department—Director of Libraries, Anne Cooper
66. Agreement(s) with **Best Buy Stores, LP** that will allow the College to participate in the Best Buy and Clearwater Chamber of Commerce sponsored Hispanic Heritage Event to be held on September 18, 2011. The College will have the opportunity to display its materials highlighting the many degrees offered by SPC. The cost to the College for its participation in this event will be \$50. This item was approved by Pat Rinard on September 7, 2011. Department—Enrollment Management, Pat Rinard

67. Agreement with **BIC Graphic USA, Inc. a division of BIC USA, Inc.** to allow for BIC to film promotional videos for BIC backpacks. The filming will be done from 8 a.m. to 6 p.m. on the Clearwater Campus on August 17, 2011. BIC will pay the College \$100 per hour of use for up to 10 hours. This item was approved by Stan Vittetoe on August 23, 2011. Department—Associate Provost, CL, Stan Vittetoe
68. Agreement with **Biddle Consulting Group, Inc.** to provide consulting services associated with maintaining the College's Affirmative Action Plan during the 2011-12 Plan Year. The Agreement will commence as soon as possible and continue through August 31, 2012 at a cost to the College not to exceed \$5,500, plus necessary travel expenses, if any. This item was approved by Doug Duncan on August 8, 2011. Department—Human Resources, Patty Jones
69. Agreement with **Biodex Medical Systems, Inc.** to continue to provide maintenance service for the Biodex equipment used in the Physical Therapist Assistant Program. The Agreement is for the period commencing September 24, 2011 and continuing through September 23, 2012 at a cost to the College of \$2,650. This item was approved by Anne Cooper on July 8, 2010. Department—Physical Therapist Assistant, Phil Nicotera
70. Agreement with **Blackbaud, Inc.** to provide for continued maintenance associated with the College's Agreement for the SPC Foundation's finance and accounting Financial Edge system. The maintenance period will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$3,799.34. This item was approved by Doug Duncan on August 1, 2011. Department—Resource Development, Frances Neu
71. Agreement with **The Chronicle of Higher Education** for continued online access to The Chronical through its website. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$2,900. This item was approved by Anne Cooper on August 11, 2011. Department—Director of Libraries, Anne Cooper
72. Agreement with **Citrix Systems, Inc.** to continue the subscription to GoToMeeting that assists the College in conducting efficient and user-friendly online meetings. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$468. This item was approved by the President on July 29, 2011. Department—Administrative Technology Collegewide
73. Agreement with **Decision Partners, Inc.** to continue to give students in the Student Support Services Program the opportunity to take a Financial Literacy 101 course to learn about budgeting management, credit card debt, personal finances, interest rates and financial aid. The renewal Agreement will commence as soon as possible and will continue through August 31, 2012 at a cost to the College of \$500. This item was approved by Anne Cooper on July 8, 2011. Department—Student Support Services, Karen Kaufman White, **This item is grant funded.**

74. Agreement with **Getty Images (US), Inc.** that allows the College to access over 6 million images. The photos are used by the College's Marketing & Public Information Department in developing marketing materials for the College. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$8,358. This item was approved by Mike O'Keeffe on August 4, 2011. Department—Marketing & Public Information, Mike O'Keeffe
75. Agreement with **Haig Mardirosian** to present a solo organ concert at the St. Petersburg/Gibbs Campus Music Center on April 27, 2012 at a cost to the College of \$2,600. This item was approved by Karen Kaufman White on July 29, 2011. Department—Student Activities Fine Arts, Karen Kaufman White
76. Agreement with **InterMetro Industries Corporation** to provide for a one-year extended warranty on the medDispense equipment (Base 25MS Cart Serial #10-03-0923) used in the College's Nursing Skills lab. The cost to the College for this one-year extension will be \$925. This item was approved by the Phil Nicotera on August 24, 2011. Department—College of Nursing, Phil Nicotera
77. Agreement with **InterMetro Industries Corporation** to provide for a one-year extended warranty on the medDispense equipment (Base 25MS Cart Serial #09-03-0166) used in the College's Nursing Skills lab. The cost to the College for this one-year extension will be \$925. This item was approved by the Phil Nicotera on August 25, 2011. Department—College of Nursing, Phil Nicotera
78. Agreement with the **Live Free! Substance Abuse Prevention Coalition of Pinellas County** whereby the College will participate as a Key Leader Council member by attending meetings, supporting the Coalition's mission and maintaining active involvement in Coalition activities. The Agreement will commence as soon as possible and will continue unless terminated by either party. There is no cost to the College. This item was approved by Phil Nicotera on July 8, 2011. Department—Human Services, Phil Nicotera
79. Agreement with **Metafile Information Systems, Inc.** to have the *ResultsPlus* data, from the Leepa-Rattner Museum of Art, converted from JET to SQL format at a cost to the College of \$150. The Agreement will commence as soon as possible and continue through the conversion of the data. This item was approved by Conferlete Carney on September 23, 2011. Department—Leepa-Rattner Museum of Art, Conferlete Carney
80. Agreement with **Minute Clinic, LLC affiliate of CVS Caremark** to provide flu shots for SPC employees at various College sites during September and October 2011. The costs associated with this Agreement will be paid by individual employees getting flu shots. The Agreement will remain effective through March 31, 2012. This item was approved by Doug Duncan on September 6, 2011. Department—Human Resources, Patty Jones
81. Agreement with **MyiLibrary, LLC** for a license to the MyiLibrary reference materials. The Agreement will commence as soon as possible and will be ongoing unless terminated

- by either party. Since the College is being provided this license as part of the statewide contract, the annual platform fee is being waived; therefore, there is no cost to the College. This item was approved by Anne Cooper on July 8, 2011. Department—Director of Libraries, Anne Cooper
82. Agreement with **Naviance, Inc.** to provide access to its Naviance communication system, which will serve as a vital tool for the Collegiate High School to communicate more efficiently with parents and students. The system will also allow the Collegiate High School to gather and display data in graph format to assist in recruitment efforts and documenting student achievement. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will not exceed \$4,000. This item was approved by Starla Metz on July 22, 2011. Department—St. Petersburg Collegiate High School, Starla Metz
83. Agreement with **Ovid Technologies, Inc.** for a license to updated editions of various e-books to be used in libraries collegewide. The Agreement will commence as soon as possible and will continue unless terminated by either party. The cost to the College for this Agreement will be \$2,408. This item was approved by Kay Burniston for Anne Cooper on July 15, 2011. Department—Director of Libraries, Anne Cooper
84. Agreement with **Pure Yoga & Fitness** to provide yoga instruction to student-athletes of the College's baseball program on the Clearwater Campus. The instruction will occur twice per week commencing as soon as possible and continuing through December 16, 2011. The cost to the College for this Agreement will be \$2,400. This item was approved by Tonjua Williams on August 24, 2011—Department—Student Activities, Men's Baseball, Tonjua Williams
85. Agreement with **Scantron Corporation** for the use of a Scantron Scoring machine. There is no cost to the College for the machine, which is used as part of Scantron's Loaner Program; however, to use the machine, the College agrees to purchase a minimum of \$750 in Scantron forms per year. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Starla Metz on July 22, 2011. Department—St. Petersburg Collegiate High School, Starla Metz
86. Agreement with the **City of Seminole** to use the College's Bay Pines Property for Fire Training exercises such as smoke machines, ventilation fans, and water fog streams. The City will provide the necessary indemnifications associated with its use of the property. There is no cost to the College associated with entering into this Agreement. The Agreement will continue for the period of one year. This item was approved by Doug Duncan on August 1, 2011. Department—Facilities Planning, Susan Reiter
87. Agreement(s) with **SimplexGrinnell, LP** to provide for the programming and monitoring of fire alarm systems for the Vet Tech Building, the HEC Annex Building and the St. Petersburg/Gibbs Campus. The Agreements will commence as soon as possible and will continue for a period of 18 months. The one-time programming cost and monthly

monitoring costs for these Agreements will be a total of \$3,657.50. This item was approved by Doug Duncan on July 27, 2011. Department—Access Control, Susan Reiter

88. Agreement with the **City of St. Petersburg** for the use of the Coliseum for the Hurricane and Healthcare Conference to be held on March 15, 2012. The cost to the College for this Agreement is anticipated to be approximately \$3,050. The costs associated with this Agreement will be offset by participant fees. There are approximately 300 attendees expected at this Conference. This item was approved by Stan Vittetoe on July 25, 2011. Department—Continuing Education Health, Stan Vittetoe
89. Agreement with **Swank Motion Pictures, Inc.** to provide license for streaming rights for “Waiting for Superman” to be used as part of a course curriculum. The Agreement will commence as soon as possible and continue through July 31, 2012 at a cost to the College of \$250. This item was approved by Kay Burniston for Anne Cooper on September 14, 2011. Department—Director of Libraries, Anne Cooper
90. Agreement with **Taylor Publishing Company** to provide for the publication of the 2011-12 Yearbook for the St. Petersburg Collegiate High School. The Agreement will commence as soon as possible and will continue through May 30, 2012. The cost to the College will not exceed \$4,500. This item was approved by Starla Metz on August 19, 2011. Department—St. Petersburg Collegiate High School, Starla Metz
91. Agreement with **The Village Square, Inc.** whereby the College will affiliate with The Village Square to utilize their model for success, their logo and written materials and partner on programs. The Village Square will provide consulting, training, development of SPC’s Village Square web pages, e-mail newsletter management, blog content for state and national issues, sharing of publicity materials for programming and access to all written materials. The Agreement will commence as soon as possible and will continue for the period of up to one year. The cost to the College for this Agreement will be \$5,000 plus up to \$1,000 for travel. This item was approved by Doug Duncan on August 5, 2011. Department—Institute for Strategic Policy Solutions, Dennis Jones
92. Agreement approved May 27, 2011 with **Presstek, Inc.** to purchase software upgrades for the College’s Dimension 225 Digital Thermal Platesetter, which is used in Printing Services. The cost to the College for this Agreement will be \$4,250. **This item is to add an additional expenditure to this Agreement in the amount of \$795 to cover equipment installation and one day of training for a total Agreement cost of \$5,045.** This item was approved by Doug Duncan on July 21, 2011. Department—Printing Services, Patty Jones

Pamela Smith, Legal Services Coordinator, compiled this Quarterly Informational Report on contract items not exceeding \$325,000.


Suzanne Gardner, General Counsel, recommends approval.

ps1107113

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Florida Developmental Disabilities Council, Inc. – Program Wide Early Care and Inclusion Training Grant

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Developmental Disabilities Council, Inc. by the University of South Florida (USF) in partnership with St. Petersburg College for the Program Wide Early Care and Inclusion Training Grant.** St. Petersburg College will serve as a subcontractor to USF with the role of developing systemic training modules to be used statewide in the Florida Department of Education's Department of Early Learning as part of its *Steps to Success* Professional Development and Career Ladder program. The Program Wide Early Care and Inclusion Training project will focus on the career advancement training of early childhood and after-school professionals to understand, implement and coach others on the inclusion of young children from birth to five years who have a disability. Inclusion is the central belief that all opportunities for learning and advancement should be moving toward the wider inclusion of children with disabilities into mainstream settings. **Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.**

The overall goals of the proposal are to: 1) establish five program-wide implementation sites and provide training to Inclusion Specialists to serve as an external coach to the leadership teams of program-wide sites; 2) re-design the training modules that are used to teach practitioners the Pyramid Model practices and submit them for approval so that they can become a part of the Agency for Workforce Innovation (AWI) statewide system of outcome driven training; and 3) coordinate a train-the-trainer event that will provide AWI trainers with instruction on how to use the materials with fidelity and measure participant outcomes through the outcome driven training process.

The period of performance will be from December 1, 2011 through December 31, 2012. The total project budget is \$99,000 over thirteen months. Of this amount, the College will be subcontracted for \$22,000 to support supplemental personnel costs over the same period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Kay Burniston, Vice President, Academic & Student Affairs; and Mary Harper, Program Manager, recommend approval.

Attachment

el112112

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

**Date of BOT Meeting:** November 15, 2011

**Funding Agency or Organization:** Florida Developmental Disabilities Council  
via USF

**Name of Competition/Project:** Program Wide Early Care and Inclusion  
Training Grant

**SPC Application or Sub-Contract:** Sub-Contract from USF

**Grant/Contract Time Period:** **Start:** 12/01/11 **End:** 12/31/12

**Cabinet Member:** Kay Burniston

**Manager:** Mary Harper (P.M.)

**Focus of Proposal:**

The Program Wide Early Care and Inclusion Training project will focus on the career advancement training of early childhood and after-school professionals to understand, implement and coach others on the inclusion of young children from birth to five years who have a disability. Key activities include curriculum re-design, master train-the-trainer event on the adapted curriculum and the establishment of five program-wide implementation sites and to deliver training regionally via the master trainers.

**Budget for Proposal:**

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

Personnel (Supplemental for Dr. Harper)	<u>\$ 22,000</u>
Total Budget	\$ 22,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 22,000
Total amount from funder:	\$ 22,000

Amount/value of match:	Cash: N/A	In-kind: N/A
Required match or cost sharing:	No X	Yes
Voluntary match or cost sharing:	No X	Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	



(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

**College Goals and Institutional Initiatives Addressed:**

College Goal:	III. Promote the community’s economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives.
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Institutional Initiative(s):	3. Continue to promote SPC as a cultural center of the community through development of new partnerships and initiatives.
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**SPC 7/24 Initiative Addressed:**

Focus:	2. Increased Public Accountability
Observable Project:	Community Partnerships

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** U.S. Department of Defense, National Guard Bureau, Florida Department of Military Affairs – Florida National Guard Contract – Counterdrug Training

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the National Guard Bureau via the Florida Department of Military Affairs,** whereby St. Petersburg College's Multijurisdictional Counterdrug Task Force Training program will continue to serve as a subcontractor that provides counterdrug training throughout the United States and Puerto Rico as part of the National Guard's counterdrug initiative as set forth in the original statement of work and amended annually. Funding for the College's services will be provided through congressional appropriations to the U.S. Department of Defense— earmarked to the College's Multijurisdictional Counterdrug Task Force Training (MCTFT) program – through the National Guard Bureau (NGB). The College receives funding via a cost reimbursable contract with Florida's Department of Military Affairs (DMA), Florida National Guard. **Permission is sought to enter into the necessary contractual agreements, as appropriate, and to accept funding for this program.**

The total amount of estimated appropriation for the fiscal year October 1, 2011 through September 30, 2012 is up to \$5.0 million. Of this amount, it is anticipated that approximately \$900,000 may be withheld by NGB, on the College's behalf, to pay for administration, salaries/benefits of Guard personnel assigned to the program and up to \$60,000 may be held by DMA, on the College's behalf, to pay for specific expenses associated with the program such as shipping, military vehicle maintenance, counter drug instructional textbooks and other operational expenditures related to MCTFT. Accordingly, the actual contract between the College and the Department of Military Affairs is currently \$1,800,000 and anticipated to be up to \$4.0 million. Contract amounts may be increased/decreased depending on final appropriation amounts. Funding will allow the College to provide personnel, facilities, equipment and supplies to operate and manage the MCTFT program as defined in the Statement of Work. SPC recovers 5% of the total final contract amount as a fixed administrative fee.

The period of performance commences October 1, 2011 and ends September 30, 2012. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; James C. Brock, Campus Executive Officer, Allstate Center; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment  
e112112

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

**Date of BOT Meeting:** November 15, 2011

**Funding Agency or Organization:** U.S. Department of Defense, National Guard Bureau

**Name of Competition/Project:** MCTFT FY2012

**SPC Application or Sub-Contract:** Sub-Contract

**Grant/Contract Time Period:** **Start:** 10/1/11 **End:** 9/30/12

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

St. Petersburg College's Multijurisdictional Counterdrug Task Force Training (MCTFT) program provides counterdrug training throughout the United States and Puerto Rico as part of the National Guard's counterdrug initiative as set forth in the original statement of work and amended annually. Funding for the College's services will be provided through congressional appropriations to the U.S. Department of Defense through the National Guard Bureau (NGB). The College receives funding via a cost reimbursable contract with Florida's Department of Military Affairs (DMA), Florida National Guard.

The total amount of estimated appropriation for the fiscal year October 1, 2011 through September 30, 2012 is up to \$5.0 million. Of this amount, it is anticipated that approximately \$900,000 may be withheld by NGB, on the College's behalf, to pay for administration, salaries/benefits of Guard personnel assigned to the program and up to \$60,000 may be held by DMA, on the College's behalf, to pay for specific expenses associated with the program such as shipping, military vehicle maintenance, counter drug instructional textbooks and other operational expenditures related to MCTFT. Accordingly, the actual contract between the College and the Department of Military Affairs is \$1,800,000 and anticipated to be up to \$4.0 million. Contract amounts may be increased or decreased depending on final appropriation amounts.

**Budget for Proposal:**

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

Salaries	\$ 647,845
Benefits	\$ 226,745
Adjunct Instructor Cost	\$ 228,882
Travel	\$ 154,000
Equipment	\$ 5,000

Supplies	\$ 72,328
Consultants/Contractors	\$ 273,700
Facilities/Utilities	\$ 93,000
Other Costs	\$ 8,500
Fixed Administrative Fee	<u>\$ 90,000</u>
Total Budget	\$1,800,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$1,800,000

Total amount from funder: \$1,800,000

Amount/value of match: Cash: N/A  
 In-kind: N/A  
 Required match or cost sharing: No X Yes  
 Voluntary match or cost sharing: No X Yes  
 Source of match/cost sharing: N/A

Negotiated indirect cost: N/A  
 (Fixed) administrative fee: 5.0% of Contract (\$90,000)  
 Software/materials: N/A  
 Equipment: N/A  
 Services: N/A  
 Staff Training: N/A  
 FTE: N/A  
 Other: N/A

**College Goals and Institutional Initiatives Addressed:**

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

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

**SPC 7/24 Initiative Addressed:**


Focus: 4. Managing with Scarce Resources

Observable Project: Increase Non-state Resources

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Review of 100% Construction Documents (Phase III), Project 1707-L-10-2, Construct New Ethics and Social Science Building, CL (Building 35)

**Authorization is requested for the following:**

- **To approve the 100% Construction Documents (Phase III);**
- **To proceed with the Construction subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders.**

On May 17, 2011, the Board reviewed and approved the Schematic Design Documents and the Final Guaranteed Maximum Price for this project. They also approved early bid packages including sitework, underground utilities, concrete, masonry and structural steel scopes of work and allowed construction of these packages to commence.

Harvard Jolly Architecture, Inc., in conjunction with A.D. Morgan Corporation, the Construction Manager at Risk, and college staff have completed the 100% Construction Documents (Phase III) for Project 1707-L-10-2, Construct New Ethics and Social Science Building, Clearwater Campus (Building 35). This design is based on the Educational Specifications that were developed by college staff and the User Advisory Committee.

This *Type I Large Construction Project (over \$325,000)* consists of a three-story classroom building with approximately 60,145 square feet which includes the following spaces:

1	100 Student Station Classroom (replacing Teaching Auditorium)
2	60 Student Station Classrooms
13	40 Student Station Classrooms
4	36 Student Station Classrooms
4	30 Student Station Classrooms
2	24 Student Station Classrooms
2	Faculty/Adjunct/Staff Office Suites
1	Student Lounge and Gathering Spaces (Approximately 6,500 Square Feet)
1	Food Service Space

Additionally, the entire design and construction process has been open to the Architecture, Construction, Sustainability and Engineering Students and they are participating as follows:

- Architecture and Construction Students participated in the selection process for the Architect and Construction Manager, attended design sessions hosted at the Clearwater Campus and spent a day at the offices of Harvard Jolly Architecture, Inc., for a project overview, tour and discussion on the operation of an architect’s office.
- Engineering Students spearheaded a solar power component of the building and presented their recommendations for the project to college staff, Progress Energy, Project Architect, Project Engineer and the Construction Manager. This Solar Power Component was approved by the Board at the May 17, 2011 Board Meeting.
- Engineering Students toured the Project Engineer’s office to discuss the engineering profession, experience a working engineering office and have preliminary Solar Design Discussions.
- A kickoff meeting is being scheduled at the Engineer’s office with the students, contractor, subcontractor, college Staff, etc., to discuss the overall design and construction of the solar component of the building.
- Construction and Architecture Students taking Materials and Methods and Practicum credit classes this fall are attending monthly site meetings at the construction site to observe, discuss and learn about the current details of the construction.
- Facilities Planning and Institutional Services is coordinating to have at least two student interns earning college credit for the 2012 Spring Session.
- Architecture and Construction Students worked on conceptual designs of the Clearwater Campus Quad during the 2011 Spring Semester. Currently, in the Fall Architectural Design Studio III Class, students are developing the overall Quad design and specifically designing components adjacent to the new Building which is being presented today and will be included as part of this project.

The Final Guaranteed Maximum Price (GMP) remains at \$11,595,873 or \$193 per square foot with a total project budget of \$15,974,566 as approved by the Board on May 17, 2011. The funding sources for this project are Student Capital Improvement Fund (SCIF) Bond, proceeds from the sale of the Clearwater Gymnasium, Capital Outlay and Debt Services (CO&DS), CO&DS Bonds and Public Education Capital Outlay (PECO) funds. The anticipated date of Substantial Completion is August 2012.

The following reflects the anticipated funding sources and values based upon the current total project budget:

Public Education Capital Outlay (PECO) Funds	\$ 3,938,419
Student Capital Improvement Fee (SCIF) Bond Funds	\$ 9,660,120
Proceeds From Sale of Clearwater Gymnasium (Partial)	\$ 428,894
Student Capital Improvement Fee (SCIF) Funds	\$ 91,767
Capital Outlay and Debt Services (CO&DS) Funds	\$ 505,365
Capital Outlay and Debt Services (CO&DS) Bond	\$ 1,350,000
<b>Total Project Budget:</b>	<b>\$ 15,974,566</b>

These 100% Construction Documents (Phase III) are presented today for your review and approval. The 100% Construction Documents (Phase III) have been reviewed by Dr. Stan Vittetoe, Provost, Clearwater Campus, Dr. Joseph Smiley, Dean, Social and Behavioral Sciences, Anna Norman, Academic Department Chair, Social and Behavioral Sciences and Susan Demers, Dean, College of Policy and Legal Studies.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Ward Friszolowski, Principal, Harvard Jolly Architecture, Inc.; John Kalaf, Vice President, A.D. Morgan Corporation; and Stan Vittetoe, Provost, Clearwater Campus, recommend approval.

mdc1020111

## Agenda Item VII-E.1

Review of Phase III Construction Documents  
(Phase III), Project 1707-L-10-2, Construct  
New Ethics and Social Science Building  
(Building 35), Clearwater Campus



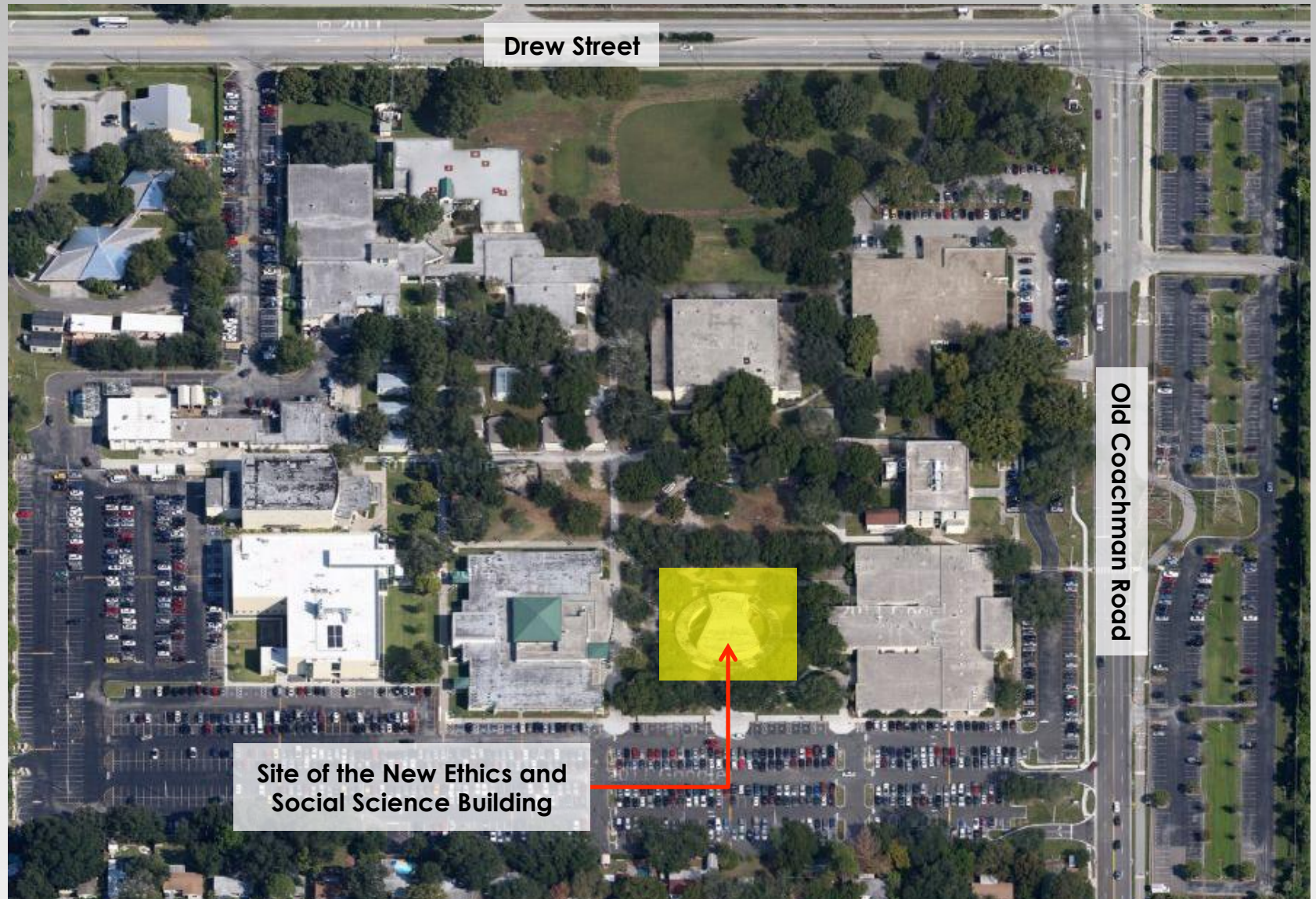
## New Building Details

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26 Classrooms, approximately 60,145 SF  
Three-Story Building

Qty	Description
1	100 Student Station Classroom (replacing the Teaching Auditorium)
2	60 Student Station Classrooms
13	40 Student Station Classrooms
4	36 Student Station Classrooms
4	30 Student Station Classrooms
2	24 Student Station Classrooms
2	Faculty/Adjunct/Staff Office Suites
1	Student Lounge and Gathering Space (approximately 6,500 square feet)
1	Food Service Area

# Aerial View of the Clearwater Campus



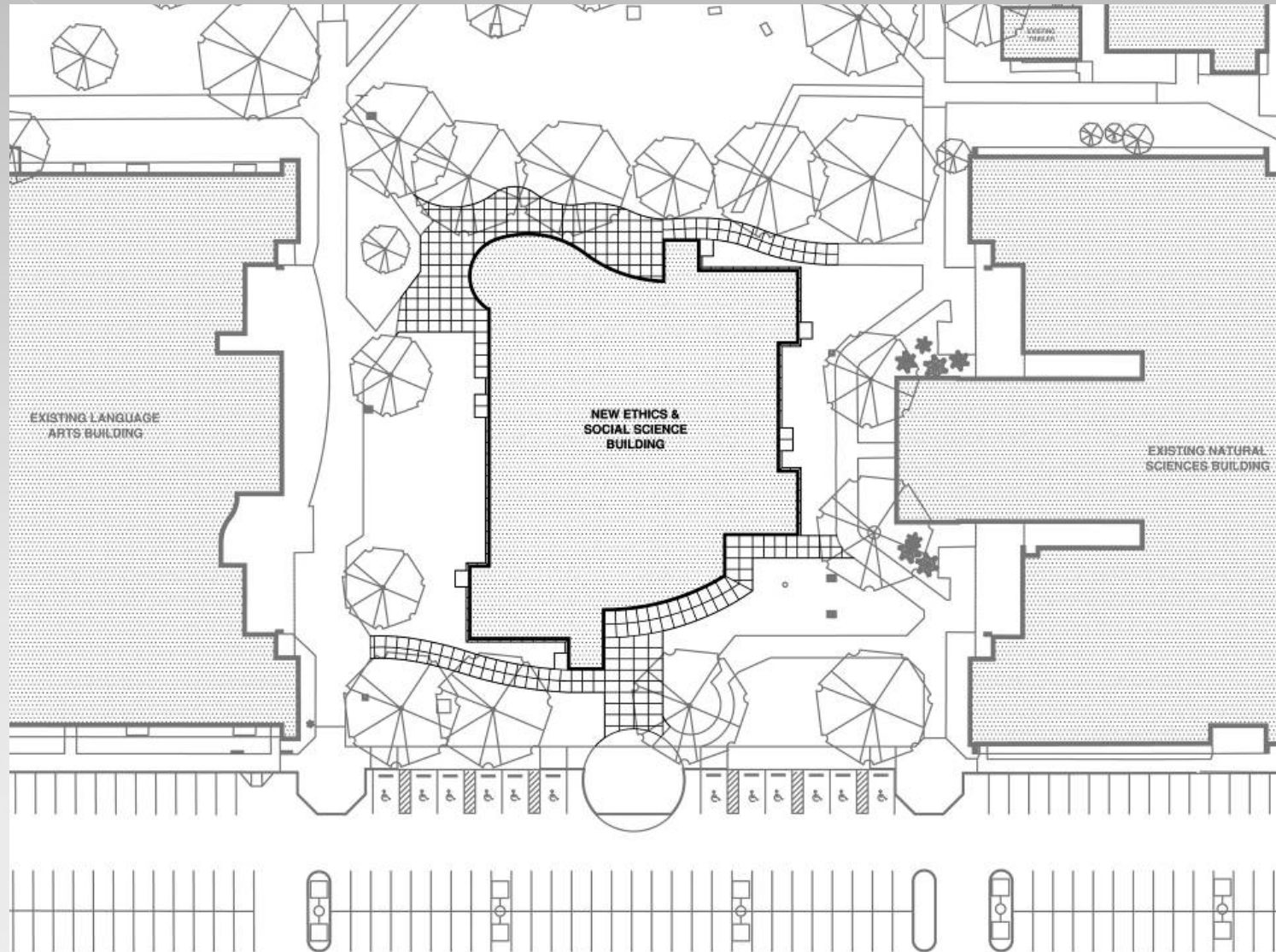
Drew Street

Old Coachman Road

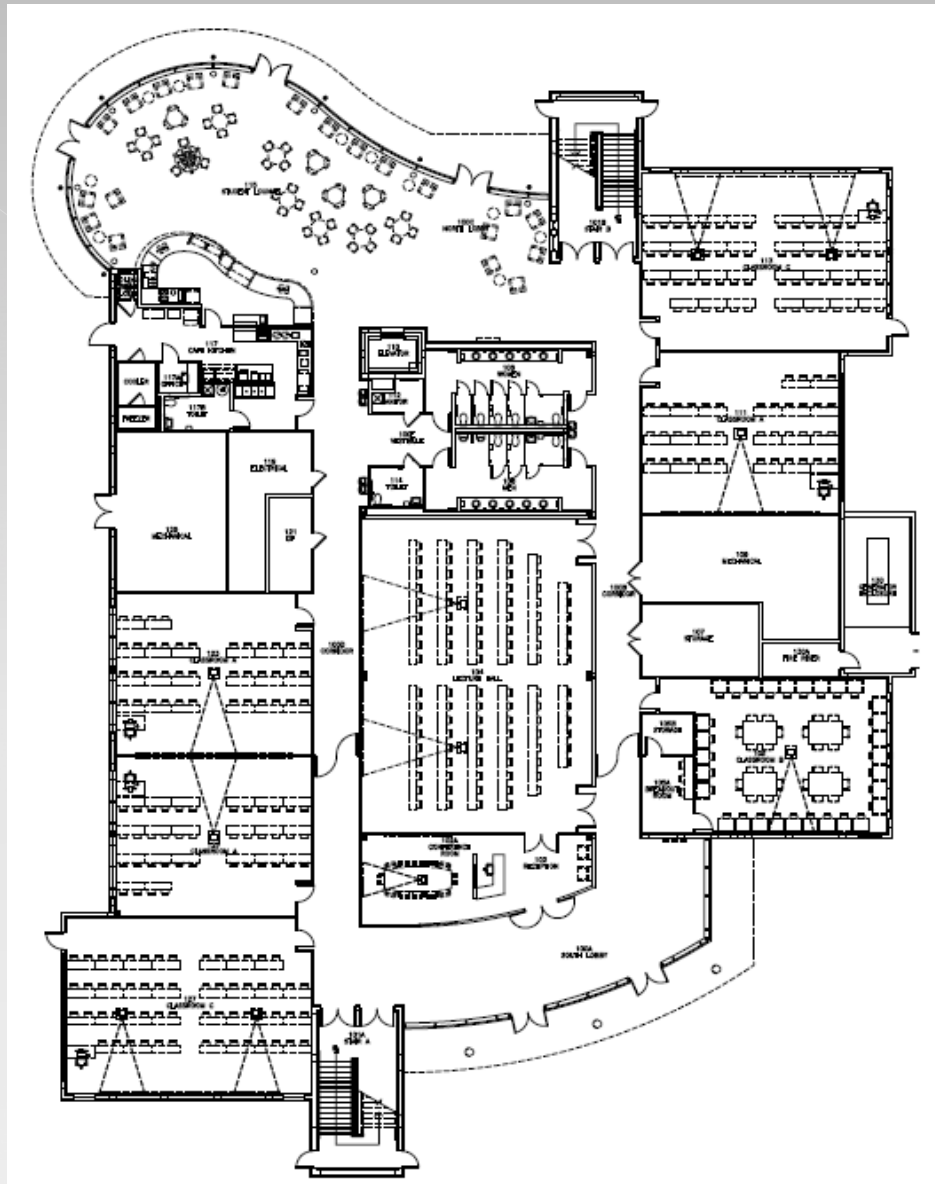
Site of the New Ethics and  
Social Science Building



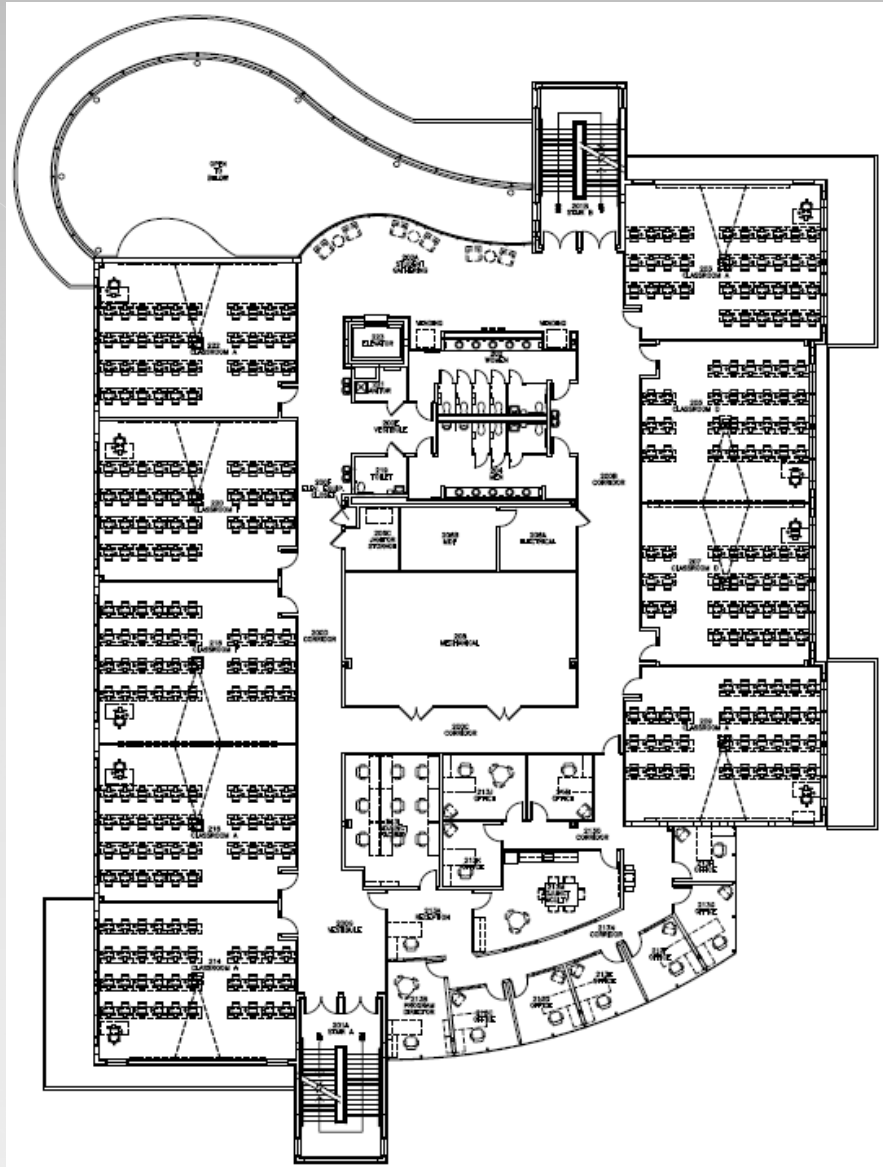
# Site Plan



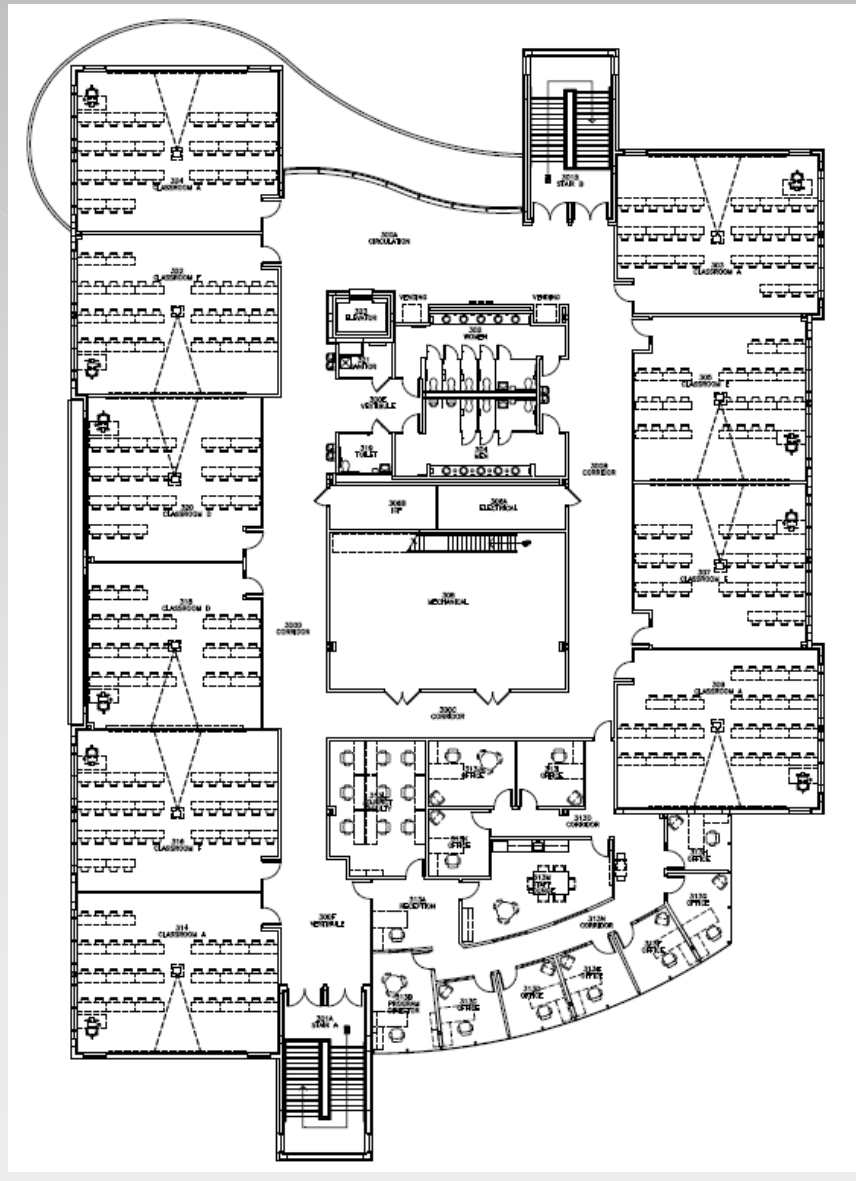
# First Floor



# Second Floor

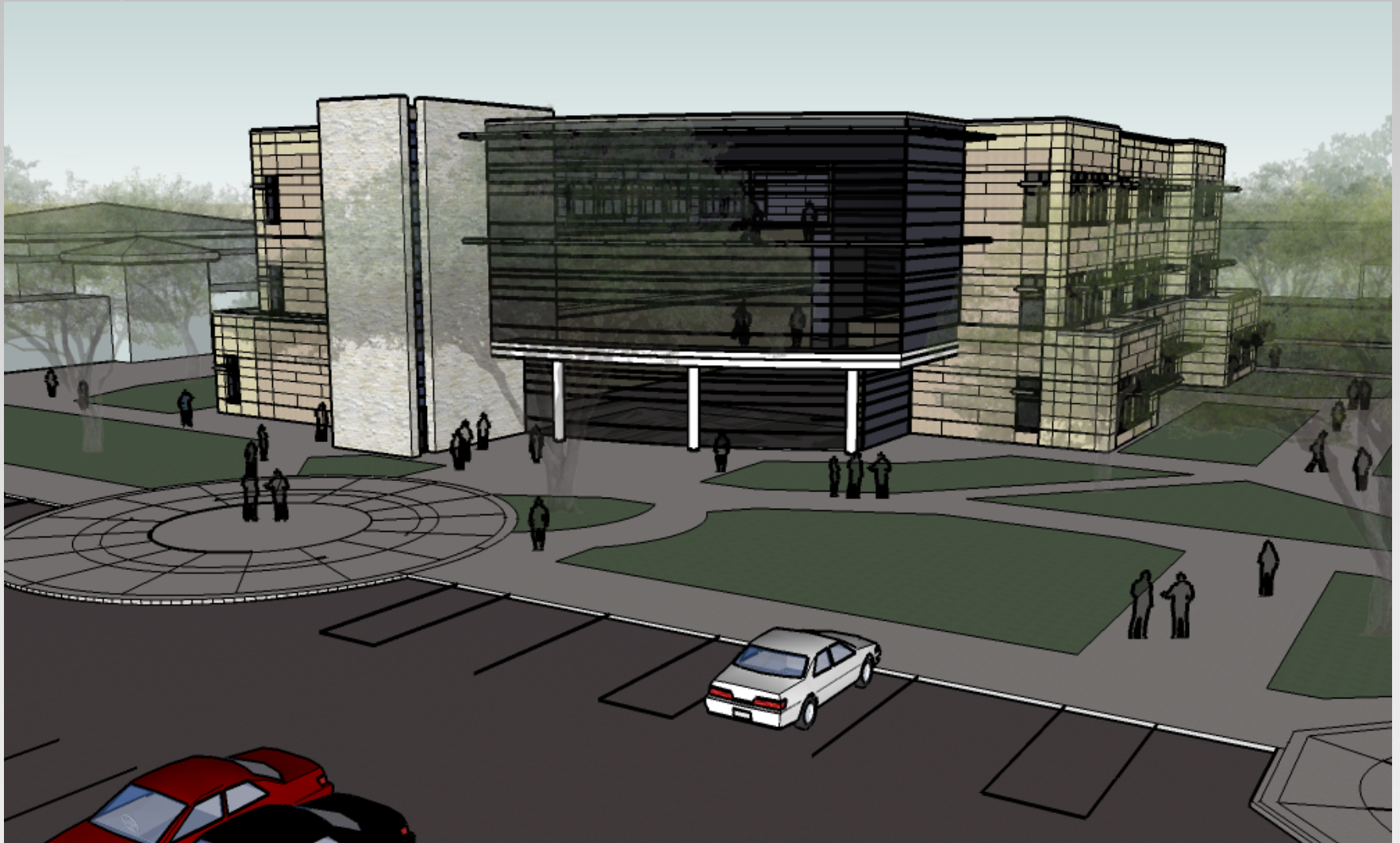


# Third Floor

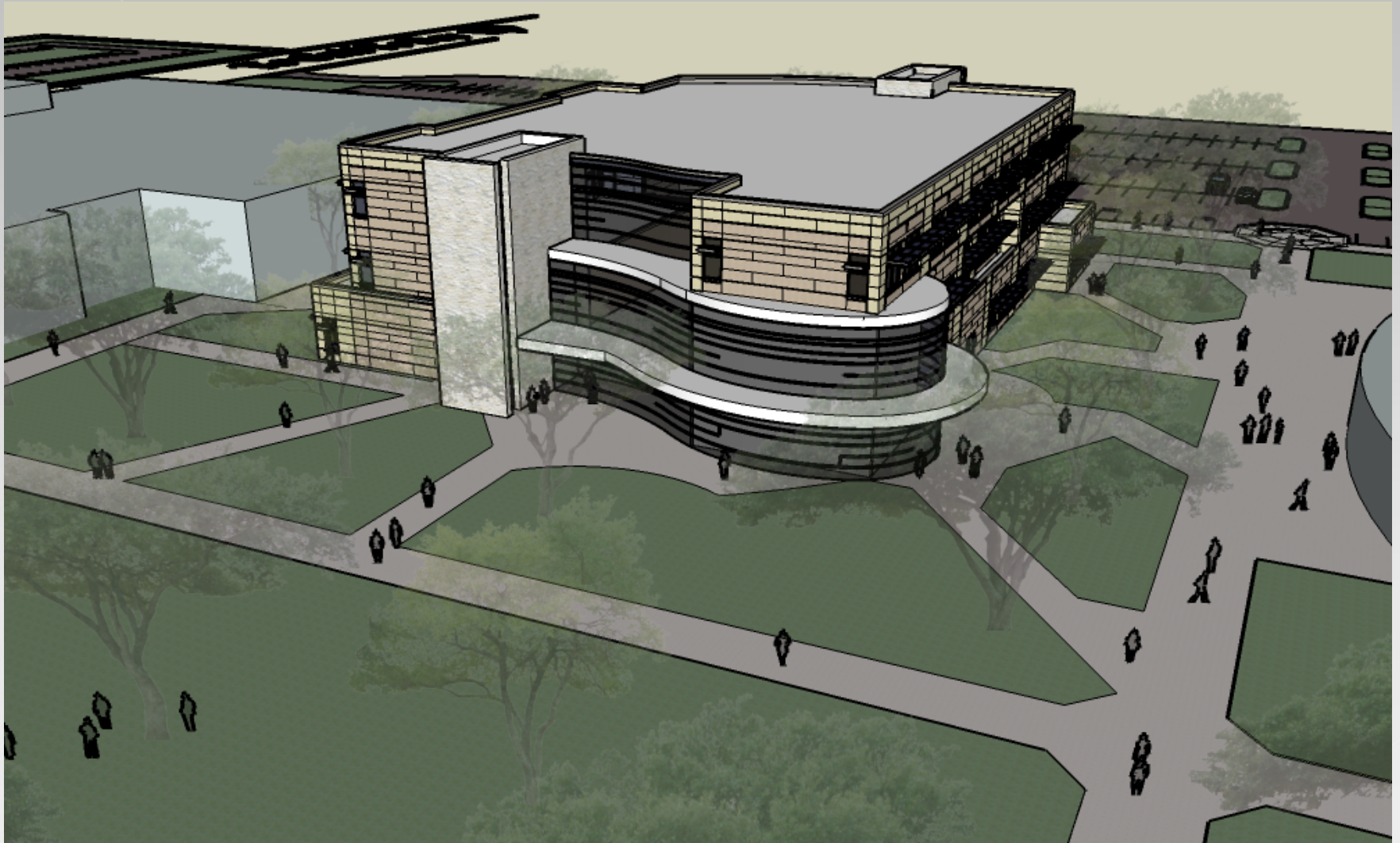




# South View



# North View From the Quad





# Fly Around of Building



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


**Questions?**

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Amendment #2 to the Lease Agreement with the Juvenile Welfare Board of Pinellas County (JWB) for sublease with Pinellas Recovery Organizations United in Disaster, Inc. (PROUD)

**Authorization is requested to execute Amendment #2, which modifies the JWB Lease Agreement to allow them to sublease general office space to PROUD.**

The original lease agreement with the Juvenile Welfare Board of Pinellas County (JWB) was approved by the Board of Trustees on December 17, 2007. Amendment #1 was approved on April 26, 2011, which modified the lease payments to be quarterly instead of monthly.

JWB has expressed an interest in subleasing a portion of their facility. Therefore, Amendment #2 to the Lease Agreement will allow the JWB to sublease a portion of their general office space to Pinellas Recovery Organizations United in Disaster, Inc. (PROUD). The other terms and conditions of the original agreement will remain the same.

The purpose and objective of PROUD is to lead an organized, efficient and effective long-term recovery effort by providing assistance to disaster-impacted individuals and families in Pinellas County who have unmet needs in the aftermath of a disaster. PROUD is a non-profit organization with a volunteer board. The organization has no employees unless a disaster impacts Pinellas County. The purpose of this Agreement is to provide assistance in the event of a disaster in Pinellas County.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1):

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

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

Attachment

mdc1020111

**MEMORANDUM OF AGREEMENT**  
**By and Between**  
**JUVENILE WELFARE BOARD OF PINELLAS COUNTY**  
**AND**  
**PINELLAS RECOVERY ORGANIZATIONS UNITED IN DISASTER, INC.**

This Agreement is by and between Juvenile Welfare Board of Pinellas County (hereinafter referred to as “JWB”) and the Pinellas Recovery Organizations United in Disaster, Inc. (hereinafter referred to as “PROUD”). For and in consideration of the mutual promises and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, JWB and PROUD represent and agree as follows:

**I. TERM OF THE AGREEMENT:**

This Agreement becomes effective when executed by both parties. The term of this Agreement is one year but may be terminated by either party at any time as set forth below. This Agreement is renewable annually with mutual written agreement executed by both parties.

**II. PURPOSE OF THE AGREEMENT:**

The purpose and objective of PROUD is to lead an organized, efficient, and effective long-term recovery effort by providing assistance to disaster-impacted individuals and families in Pinellas County who have unmet needs in the aftermath of a disaster. PROUD is a non-profit organization with a volunteer board. The organization has no employees unless a disaster impacts Pinellas County. The purpose of this Agreement is to provide assistance as set forth below to PROUD in the event of a disaster in Pinellas County.

**III. RESPONSIBILITIES:**

**A. JWB RESPONSIBILITIES:**

In the aftermath of a disaster (natural or otherwise, including, but not limited to a hurricane – JWB has sole discretion as to whether a “disaster” has occurred for purposes of this Agreement), JWB will sublease the following property and provide the following amenities to PROUD:

1. Office space at JWB located at 14155 58<sup>th</sup> Street North, Clearwater, FL 33760 (for 3 individuals ( three office spaces) (No Charge).
2. Meeting space for case presentations (as scheduled pursuant to JWB policies and procedures regarding scheduling of conference rooms) (No Charge)
3. Access to JWB’s existing phone and internet connection (JWB reserves the right to Charge PROUD should PROUD’s phone use and internet connection increase JWB’s bill for those services)
4. Use of building amenities (No Charge)

PROUD understands and agrees that JWB’s office/premises is located in evacuation zone C/D and understands that JWB will not grant PROUD access to the JWB office or premises nor may PROUD access JWB’s office or premises if mandatory evacuation orders or other order/law has been issued mandating evacuation from zone C/D (or covering the premises/offices located at 14155 58<sup>th</sup> Street North, Clearwater, FL 33760) until said order/law has been lifted and it has been determined that the premises/offices are safe for entry/use. Determination as to whether the premises/offices are safe for entry/use during and/or post disaster is at JWB’s sole discretion and whether PROUD may access JWB’s premises/offices during and/or post- disaster is at JWB’s sole discretion.

JWB is not guaranteeing that the phone or internet connections, electricity or water will be operative during or in the aftermath of a disaster and has no responsibility to PROUD to fix or restore said phone or internet connections, electricity or water. JWB does not represent or warrant the safety, condition or

appropriateness of its premises for use in any disaster or post-disaster situation or that its offices/premises will be available and/or useable during and/or post-disaster. JWB has no liability to PROUD should its offices/premises not be available and/or useable by PROUD during or post-disaster or should there be no phone or internet connections, electricity or water.

PROUD and its employees assume the risk of using JWB's premises and offices during and post-disaster. PROUD is responsible for all damages and injuries and illnesses sustained by its employees and agents and to its property during its use of JWB's offices/premises and will defend, indemnify and hold harmless JWB and the Board of Trustees of St. Petersburg College from all said damages and injuries.

In the event that JWB's premises are destroyed or rendered unusable by a disaster or otherwise, all of JWB's responsibilities under this Agreement will automatically terminate immediately (without notice as set forth below) and JWB shall have no further responsibility to provide any of the above to PROUD.

#### **B. PROUD RESPONSIBILITIES:**

In the aftermath of a disaster as determined by JWB, Proud agrees to sublease the office and meeting space subject to the following terms and conditions:

1. Follow all federal, state, and local laws, rules, orders and ordinances including, but not limited to, emergency orders that may be issued on the federal, state or local level following a disaster.
2. Follow all JWB rules, policies and procedures including, but not limited to, the lease terms with St. Petersburg College regarding parking, building access, reserve meeting rooms etc., as set forth in the lease dated December 18, 2007.
3. Supply all of their own office supplies and equipment, including but not limited to computer equipment including, but not limited to hardware, software, technical support etc.
4. Provide general liability, auto, and worker's compensation insurance as set forth below for PROUD employees/agents/volunteers and provide proof of said insurance to JWB.
  - a. General liability with a combined single limit of not less than \$1,000,000.00 per occurrence. The insurance must be in effect throughout the dates of the Sublease. On all general liability policies, the Board of Trustees of St. Petersburg College shall be named as an additional insured;
  - b. Automobile coverage for any vehicles brought onto the College's property, and
  - c. Workers compensation insurance as required by law;
  - d. Failure to provide evidence of insurance coverage as set forth herein may result in immediate termination of this Memorandum of Understanding.
- e. Defend, indemnify and hold harmless JWB and the Board of Trustees of St. Petersburg College for any and all damage, injury, illness or otherwise (including but not limited to attorney's fees and costs) caused by PROUD's agents, volunteers and employees and for any damages to JWB and St. Petersburg College and/or its premises/offices caused in any way by PROUD. Defend, indemnify and hold harmless JWB and the Board of Trustees of St. Petersburg College from all injuries, illness and damages sustained by PROUD agents, volunteers and employees in the course and scope of their duties for PROUD. PROUD will provide proof of insurance to JWB that meets with JWB's approval. The above provisions shall not limit JWB's or St. Petersburg College's right to remedies at law or to damages against PROUD.

#### **IV. EXTENSION AND MODIFICATION OF MEMORANDUM OF AGREEMENT:**

This Agreement is a complete representation of the responsibilities of the parties to this Agreement. Modification or extension of the terms of this Agreement may be made only in writing and will be effective only if signed by both parties.

#### **V. TERMINATION:**

Either party may terminate this Agreement at any time, without prior notice. Notice shall be made by regular mail certified receipt requested, overnight mail, hand delivery, or facsimile.

**Juvenile Welfare Board  
of Pinellas County**

**Pinellas Recovery Organizations  
United in Disaster, Inc.**

By: \_\_\_\_\_  
Gay Lancaster  
Executive Director

By: \_\_\_\_\_  
Luis Rosa  
President

\_\_\_\_\_  
Date


\_\_\_\_\_  
Date

FINAL REVIEW

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Amendment #3 to the Lease Agreement between St. Petersburg College and St. Petersburg Pier Aquarium, Inc., for a Lease of Office Space at the Downtown Center

**Authorization is requested to execute Amendment #3, which extends the lease agreement between St. Petersburg College and St. Petersburg Pier Aquarium, Inc., for an additional 18 months.**

On December 16, 2008, the Board approved the original lease agreement between St. Petersburg College and the St. Petersburg Pier Aquarium, Inc., for a one-year term. Subsequently, there have been two amendments to the lease agreement for additional one-year term extensions. Through Amendment #2 the current term is set to expire December 31, 2011.

The St. Petersburg Pier Aquarium has expressed an interest in renewing the lease agreement. Therefore, Amendment #3 renews the lease for an additional 18 month term to match the college's fiscal year in lieu of the schedule in the previous agreements. The lease rate will remain at \$10.00 per square foot per year for a total annual lease amount of \$4,500.00 (450 square feet x \$10.00 per square foot) and shall run from January 1, 2012 through June 30, 2013 for a total lease value of \$6,750.00. All other terms and conditions of the original Agreement shall remain the same.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1):

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

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

Attachment

mdc1028111

**THIRD AMENDMENT TO  
LEASE AGREEMENT  
ST. PETERSBURG COLLEGE AND  
PIER AQUARIUM, INC.**

**THIS SECOND AMENDMENT** is entered into by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the “College”) and Pier Aquarium, Inc., a Florida non-profit corporation, whose mailing address is 800 Second Avenue Northeast Suite 2001, St. Petersburg, FL, 33701-3503 (hereinafter, the “Aquarium”).

WITNESSETH:

**WHEREAS**, the College and the Aquarium did enter into that certain Lease Agreement dated December 17, 2008 whereby the College leased to the Aquarium a portion of the College’s premises located at the College’s Downtown Center, 244 2<sup>nd</sup> Ave N., St. Petersburg, Florida, 33701; as amended by that certain First Amendment executed by the College on December 15, 2009; as amended by that certain Second Amendment executed by the College on December 17, 2010 (collectively hereinafter “the Agreement”); and

**WHEREAS**, unless otherwise specifically stated in this Third Amendment to the contrary, the terms and definitions used herein shall have the same meaning as set forth in the Agreement; and

**WHEREAS**, the Lease Term is set to expire on December 31, 2011; and

**WHEREAS**, the College and Aquarium desire to extend the Agreement for an additional eighteen (18) month term beginning on January 1, 2012 and continuing through and until June 30, 2013 on such terms and conditions as are set forth in the Agreement; and

**NOW, THEREFORE**, in consideration of the premises and one dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties further agree as follows:

1. The recitals are true and correct and are incorporated herein by reference.
2. The Term of the Agreement shall be renewed for a period of eighteen (18) months beginning on January 1, 2012 and continuing through and until June 30, 2013. The Base Rent for this renewal term shall remain the same as the Base Rent for the initial term at \$10.00 per square foot. Payments shall continue to be made in quarterly installments with the with the payments due on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>.



All other terms and conditions of the Agreement shall remain in full force and effect except as specifically modified herein. If any of the provisions of this Third Amendment conflict with any terms of the Agreement, the provisions of the Third Amendment shall govern and control.

**IN WITNESS WHEREOF** the parties set their hands and seals on the dates set forth below.

Witnesses as to the College:

By: \_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_

Board of Trustees of St. Petersburg College

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

Date: \_\_\_\_\_

Witnesses as to the Aquarium:

By: \_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_

Pier Aquarium, Inc.


By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Amendment #3 to the Lease Agreement between St. Petersburg College and St. Petersburg Downtown Partnership, Inc., for a Lease of Office Space at the Downtown Center

**Authorization is requested to execute Amendment #3, which extends the lease agreement between St. Petersburg College and St. Petersburg Downtown Partnership, Inc., for an additional 18 month term and increases the cost per square foot per year to \$10.70 inclusive of tax.**

On December 16, 2008, the Board approved the original lease agreement between St. Petersburg College and the St. Petersburg Downtown Partnership, Inc., for a one-year term. Subsequently, there have been two amendments to the lease agreement for additional one-year term extensions. Through Amendment #2, the current term is set to expire December 31, 2011.

The St. Petersburg Downtown Partnership has expressed an interest in renewing the lease agreement. Therefore, Amendment #3 will extend this lease agreement for an additional 18 month term to match the college's fiscal year in lieu of the schedule in the previous agreement. The lease rate will change from \$10.00 per square foot per year inclusive of taxes to \$10.70 per square foot per year inclusive of taxes for a total annual lease amount of \$5,243.00 (490 square feet x \$10.70). The term of this amendment shall run from January 1, 2012 through June 30, 2013 for a total lease amount of \$7,864.50.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1):

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

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

Attachment

mdc1031111

**THIRD AMENDMENT TO  
LEASE AGREEMENT  
ST. PETERSBURG COLLEGE AND  
ST. PETERSBURG DOWNTOWN PARTNERSHIP, INC.**

**THIS THIRD AMENDMENT** is entered by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the “College”) and St. Petersburg Downtown Partnership, Inc., a Florida non-profit corporation, whose mailing address is 100 Second Avenue North, Suite 130, St. Petersburg, FL, 33701 (hereinafter, the “Downtown Partnership”).

WITNESSETH:

**WHEREAS**, the College and the Downtown Partnership did enter into that certain Lease Agreement dated December 17, 2008 whereby the College leased to the Downtown Partnership a portion of the College’s premises located at the College’s Downtown Center, 244 2<sup>nd</sup> Ave N., St. Petersburg, Florida, 33701; as amended by that First Amendment executed by the College on or about December 15, 2009; as amended by that Second Amendment executed by the College on December 17, 2010 (collectively hereinafter known as “ the Agreement”); and

**WHEREAS**, unless otherwise specifically stated in this Third Amendment to the contrary, the terms and definitions used herein shall have the same meaning as set forth in the Agreement; and

**WHEREAS**, the Lease Term is set to expire on December 31, 2011; and

**WHEREAS**, the parties desire to extend the Agreement for an additional eighteen (18) month term beginning on January 1, 2012 and continuing through and until June 30, 2013 on such terms and conditions as are set forth in the Agreement and as modified herein; and

**WHEREAS**, parties desire to amend Paragraph 4 to provide that the base rent for the Leased Premises will be \$10.70 per square foot inclusive of taxes for a total lease amount of \$7,864.50; and

**NOW, THEREFORE**, in consideration of the premises and one dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties further agree as follows:

1. The recitals are true and correct and are incorporated herein by reference.
2. The Term of the Agreement shall be renewed for a period of eighteen (18) months beginning on January 1, 2012 and continuing through and until June 30, 2013. The Base Rent for this renewal term shall be \$10.70 per square foot inclusive of taxes for a total lease amount of \$7,864.50. Payments shall

continue to be made in quarterly installments with payments due on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>.

All other terms and conditions of the Agreement shall remain in full force and effect except as specifically modified herein. If any of the provisions of this Third Amendment conflict with any terms of the Agreement, the provisions of the Third Amendment shall govern and control.

**IN WITNESS WHEREOF** the parties set their hands and seals on the dates set forth below.

Witnesses as to the College:

By: \_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_

Board of Trustees of St. Petersburg College

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

Date: \_\_\_\_\_

Witnesses as to the Downtown  
Partnership:

By \_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_

St. Petersburg Downtown Partnership, Inc.


By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Amendment #1 to the Lease Agreement between St. Petersburg College (SPC) and National University of Health Sciences (NUHS) for Lease of Existing Portables at the Health Education Center

**Authorization is requested to execute Amendment #1, which extends the lease agreement between St. Petersburg College and National University of Health Sciences on the same terms and conditions except for the term of eighteen (18) months and increases the lease rate to \$7.20 per square foot.**

On April 19, 2011, the Board approved a lease agreement between St. Petersburg College and the National University of Health Sciences for two existing portables at the Health Education Center. Amendment #1 will extend this lease agreement for an additional eighteen (18) month term. This duration adjusts the payment schedule to match the college's fiscal year in lieu of the schedule in the original lease agreement.

Additionally, the amendment increases the lease rate from \$7.14 per square foot to \$7.20 per square foot per year based on the operating costs for new facilities (OCNF). The total annual lease amount is \$17,281 (2,400 square feet x \$7.20 plus base rent of \$1.00 per year) and shall run from Jan 1, 2012 through June 30, 2013 for a total amended amount of \$25,921.50. The other terms and conditions of the original agreement will remain the same.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1):

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

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

Attachment

mdc1031111

**FIRST AMENDMENT  
TO LEASE AGREEMENT  
NATIONAL UNIVERSITY OF HEALTH SCIENCES  
AND  
ST. PETERSBURG COLLEGE**

**THIS FIRST AMENDMENT** is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2011 by and between the Board of Trustees of St. Petersburg College, a Florida public body corporate, whose mailing address is P.O. Box 13489, St. Petersburg, Florida 33733, (hereinafter, the “College”) and the National University of Health Sciences, an Illinois non-profit corporation, whose principal address is 200 E Roosevelt Road, Lombard, IL, 60148 (hereinafter, the “NUHS”).

**WITNESSETH:**

**WHEREAS**, THE College and NUHS did enter into that certain Lease Agreement dated November 11, 2009 whereby the College leased to NUHS two portable structures located at the HEC Campus as more fully described in Exhibit ‘A’ attached hereto; and

**WHEREAS**, unless otherwise specifically stated in this First Amendment to the contrary, the terms and definitions used herein shall have the same meaning as set forth in the Agreement; and

**WHEREAS**, the Term is set to expire on December 31, 2011; and

**WHEREAS**, the parties desire to extend the Agreement for an additional eighteen (18) month term on such terms and conditions as are set forth in the Agreement, except as specifically modified herein; and

**WHEREAS**, the parties desire to increase the Operating Fee to conform with the operational costs set forth by the State; and

**WHEREAS**, the parties wish to amend Paragraph 5 of the Agreement to provide that the Operating Fee will be \$7.20 a square foot based on the Operating Costs for New Facilities (“OCNF”) multiplied by the gross square footage of Portable 2 only, which is 2,400 square feet; and

**NOW, THEREFORE**, in consideration of the premises and one dollar and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties further agree as follows:

1. The recitals are true and correct and are incorporated herein by reference.

2. The Term of the Lease Agreement is hereby extended for an eighteen (18) month term commencing on January 1, 2012 and continuing through and until June 30, 2013.
3. The Operating Fee is \$7.20 per square foot multiplied by 2,400 square feet. The Base Rent will continue to be \$1.00 per year. The total amount of the Operating Fee and the Base Rent for the term of the Lease Agreement is \$25,921.50.
4. The Operating Fee will be paid in quarterly installments with the payments due on January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup>.

All other terms and conditions of the Agreement shall remain in full force and effect except as specifically modified herein. If any of the provisions of this First Amendment conflict with any terms of the Agreement, the provisions of the First Amendment shall govern and control.

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the dates indicated below.

Board of Trustees of St. Petersburg College

Witnesses as to the College:

By: \_\_\_\_\_  
Name: \_\_\_\_\_

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

By: \_\_\_\_\_  
Name: \_\_\_\_\_

National University of Health Sciences

Witnesses as to the NUHS:

By: \_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Disposition of Surplus or Obsolete Property (Survey # 539)

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 comparable to or older than the Dell GX270 model be moved to surplus. Any laptop computer comparable to or older than the Dell D800 model, or any C series (or comparable) should be moved to surplus. These older computers do not efficiently support the Windows 2007 operating systems and application suites.

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

Tag Number	Description	Acquisition Date	Condition	Original Acquisition Amount
01355	Bed:Special Care:Hausted	12/1/1981	obsolete	\$1,511.36
03553	Tractor:John Deere	8/1/1975	obsolete	\$2,000.00
03946	Card Catalog:60 Tray:Map	6/1/1978	obsolete	\$1,378.00
03948	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
03949	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
03950	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
03951	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
03952	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
03998	Bookcase:Dbl:6 Sect:90"	1/1/1983	obsolete	\$1,381.34
03999	Bookcase:Dbl:8 Sect:90"	1/1/1983	obsolete	\$1,381.34
04035	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
06242	Library Shelving:42" Db	4/1/1991	obsolete	\$3,419.28
08266	Muscular Anatomy Model	6/1/1993	obsolete	\$2,738.87
08664	Human Male/Female Torso	6/1/1994	obsolete	\$1,374.00
09392	Evacu-Trac	5/1/1995	obsolete	\$2,075.00
09549	Evacu-Trac	7/1/1995	obsolete	\$1,995.00



09763	Live Fire Option	6/1/1996	poor	\$13,400.00
10093	Evacu-Trac	6/1/1996	obsolete	\$2,007.00
11363	Printer:Lexmark	6/27/1997	poor	\$1,153.46
12608	Printer:Lexmark 1650N	1/21/1998	poor	\$1,281.63
12733	Printer:Lexmark 1650N	4/15/1998	poor	\$1,301.41
12991	Printer:Lexmark 1855N	7/28/1998	poor	\$1,310.19
13007	Printer:Lexmark 1855N	7/28/1998	poor	\$1,308.91
13016	Printer:Lexmark S1855N	8/21/1998	poor	\$1,308.91
13663	Projector:Epson	8/20/1998	poor	\$4,966.65
13668	Projector:Epson	8/24/1998	poor	\$4,966.65
13669	Projector:Epson	8/24/1998	poor	\$4,966.65
13723	Printer:Lexmark 1625N	8/28/1998	poor	\$1,194.27
14660	Projector:Epson	1/5/2000	obsolete	\$5,425.00
14661	Projector:Epson	1/5/2000	obsolete	\$5,425.00
14881	Printer:Lexmark 1855N	5/4/1999	poor	\$1,308.91
16229	Printer:Lexmark T614N	12/17/1999	poor	\$3,216.80
16288	Printer:Lexmark T612N	1/19/2000	poor	\$2,081.37
16890	Exercise Bike:Fitnex	9/12/2000	obsolete	\$2,409.00
16983	Computer:Dell 500 Pentium III	3/13/2000	obsolete	\$1,352.00
17826	Projector:Epson	7/24/2000	poor	\$4,746.00
17931	Projector:Epson 5350	5/8/2000	obsolete	\$5,547.54
18723	Printer:Lexmark 614NL	2/5/2001	poor	\$1,400.11
18922	Printer:Lexmark T614N	3/8/2001	poor	\$1,575.15
18988	Projector:Epson	11/7/2000	obsolete	\$5,278.00
18989	Projector:Epson	11/7/2000	obsolete	\$5,278.00
18991	Projector:Epson	11/7/2000	obsolete	\$5,278.00
19433	Projector:Epson	7/5/2001	obsolete	\$4,855.00
19452	Printer:Lexmark T614N	8/13/2001	poor	\$1,482.63
19505	Printer:Lexmark T614N	6/20/2001	poor	\$1,350.11
19510	Dual-Sex Muscular Mannikin	4/24/2001	obsolete	\$2,820.95
19859	Sync Stabilizer:Extron	6/1/2001	poor	\$1,385.74
19872	FX Slide Projector:Navitar	3/26/2001	obsolete	\$2,969.96
19873	FX Slide Projector:Navitar	3/26/2001	obsolete	\$2,969.96
20008	Projector:Epson	9/25/2001	obsolete	\$4,186.50
20009	Projector:Epson	9/25/2001	obsolete	\$4,186.50
20027	Projector:Epson 5600	8/21/2001	obsolete	\$5,646.76
20051	Projector:Epson	6/19/2002	obsolete	\$3,143.00
20678	Projector:Epson	7/26/2002	obsolete	\$6,148.66
20679	Projector:Epson	7/26/2002	obsolete	\$6,148.66
20681	Projector:Epson	7/26/2002	obsolete	\$6,148.66

20685	Printer:Lexmark T522N	11/27/2001	poor	\$1,257.80
20861	Computer:Dell GX240	11/13/2001	obsolete	\$1,313.95
20986	Computer:Dell GX240	11/13/2001	obsolete	\$1,302.95
21087	Projector:Epson	11/19/2001	obsolete	\$3,762.72
21089	Projector:Epson	11/19/2001	obsolete	\$3,762.72
21231	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21232	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21238	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21239	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21241	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21242	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21244	Computer:Dell GX240	12/11/2001	obsolete	\$1,200.00
21247	Computer:Dell GX240	12/11/2001	obsolete	\$1,131.00
21261	Computer:Dell GX240	12/11/2001	obsolete	\$1,131.00
21277	Computer: Dell GX240	12/11/2001	obsolete	\$1,131.00
21278	Computer: Dell GX240	12/11/2001	obsolete	\$1,131.00
21284	Computer: Dell GX240	12/11/2001	obsolete	\$1,131.00
21291	Computer: Dell GX240	12/11/2001	obsolete	\$1,131.00
21396	Magnetic Card Reader: Danyl	2/1/2002	obsolete	\$1,195.00
21515	Projector:Epson 810	4/8/2002	poor	\$3,912.95
22258	Projector:Epson	8/28/2002	obsolete	\$4,774.00
22259	Projector: Epson 7700P	8/28/2002	obsolete	\$4,774.00
22409	Computer:Dell GX260T	6/26/2002	obsolete	\$1,707.00
22411	Computer:Dell GX260T	6/26/2002	obsolete	\$1,559.00
22412	Computer:Dell GX260T	6/26/2002	obsolete	\$1,559.00
22413	Computer:Dell GX260T	6/26/2002	obsolete	\$1,559.00
22414	Computer:Dell GX260T	6/26/2002	obsolete	\$1,559.00
22448	Computer:Dell GX260T	6/18/2002	obsolete	\$1,513.00
22454	Computer:Dell GX260T	6/18/2002	obsolete	\$1,513.00
22455	Computer:Dell GX260T	6/18/2002	obsolete	\$1,513.00
22456	Computer:Dell GX240	6/17/2002	obsolete	\$1,445.00
22481	Computer:Dell GX240	6/17/2002	obsolete	\$1,554.00
22482	Computer:Dell GX240	6/17/2002	obsolete	\$1,554.00
22483	Computer:Dell GX240	6/17/2002	obsolete	\$1,554.00
22484	Computer:Dell GX240	6/17/2002	obsolete	\$1,554.00
22485	Computer:Dell GX240	6/17/2002	obsolete	\$1,554.00
22486	Computer:Dell GX240	6/17/2002	obsolete	\$1,554.00
22487	Computer:Dell GX240	6/17/2002	obsolete	\$1,554.00
22488	Computer:Dell GX240	6/17/2002	obsolete	\$1,554.00
22489	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00

22490	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22491	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22492	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22493	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22494	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22495	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22496	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22497	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22498	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22499	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22500	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22501	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22503	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22504	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22506	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22508	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22509	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22510	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22511	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22512	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22516	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22525	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22529	Computer: Dell GX260T	6/18/2002	obsolete	\$1,060.00
22545	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22547	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22548	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22550	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22552	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22555	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22557	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22558	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22559	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22563	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22564	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22565	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22566	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22568	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22569	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22570	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22571	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00

22572	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22579	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22580	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22581	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22582	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22583	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22584	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22587	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22590	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22592	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22598	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22599	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22604	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22613	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22614	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22615	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22617	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22618	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22621	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22622	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22623	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22624	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22625	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22627	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22628	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22631	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22632	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22633	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22634	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22638	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22639	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22641	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22648	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22649	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22650	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22651	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22652	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22657	Computer: Dell GX260T	6/19/2002	obsolete	\$1,513.00
22661	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22662	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00

22664	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22804	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22807	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22809	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22810	Computer: Dell 512MB	6/12/2002	obsolete	\$1,513.00
22822	Computer: Dell 512MB	6/12/2002	obsolete	\$1,513.00
22825	Computer: Dell 512MB	6/12/2002	obsolete	\$1,513.00
22826	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22829	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22831	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22832	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22838	Computer: Dell GX260T	6/27/2002	obsolete	\$1,731.00
22843	Computer: Dell GX260T	6/19/2002	obsolete	\$1,731.00
22844	Computer: Dell GX260T	6/19/2002	obsolete	\$1,731.00
22845	Computer: Dell GX260T	6/19/2002	obsolete	\$1,731.00
22846	Computer: Dell GX260T	6/19/2002	obsolete	\$1,731.00
22847	Computer: Dell GX260T	6/19/2002	obsolete	\$1,731.00
22848	Computer: Dell GX260T	6/19/2002	obsolete	\$1,731.00
22851	Computer: Dell GX260T	6/27/2002	obsolete	\$1,731.00
22879	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22880	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22881	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22882	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22883	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22884	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22885	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22886	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22888	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
22889	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22890	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22891	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22892	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22893	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22894	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22896	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22898	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22899	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22900	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22901	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22904	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00

22905	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22906	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22907	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22908	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22909	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22910	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22911	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22912	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22913	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22914	Computer: Dell GX260T	6/18/2002	obsolete	\$1,513.00
22916	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22921	Computer: Dell GX260T	6/27/2002	obsolete	\$1,513.00
22924	Computer: Dell GX260T	6/12/2002	obsolete	\$1,513.00
23122	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23123	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23124	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23126	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23131	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23136	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23137	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23138	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23141	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23148	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23149	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23150	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23151	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23153	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23238	Computer: Dell GX260T	8/7/2002	obsolete	\$1,351.62
23239	Computer: Dell GX260T	8/7/2002	obsolete	\$1,351.62
23240	Computer: Dell GX260T	8/7/2002	obsolete	\$1,294.02
23241	Computer: Dell GX260T	8/7/2002	obsolete	\$1,294.02
23381	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23383	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23384	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23385	Computer: Dell GX260T	8/13/2002	obsolete	\$1,527.00
23593	Projector:Epson	3/28/2003	obsolete	\$6,664.62
23594	Projector:Epson 7700	3/28/2003	obsolete	\$6,664.62
23595	Projector:Epson 7700	3/28/2003	obsolete	\$6,664.62
23596	Projector:Epson	3/28/2003	obsolete	\$6,664.61
23598	Projector:Epson	3/28/2003	obsolete	\$6,664.61

23646	Computer:Dell GX260T	10/29/2002	obsolete	\$1,923.37
23647	Computer:Dell GX260T	10/29/2002	obsolete	\$1,923.37
23682	Computer:Dell GX260T	11/6/2002	obsolete	\$1,285.81
23696	Projector:Epson	12/27/2002	obsolete	\$6,789.15
23707	Projector:Epson	8/21/2002	obsolete	\$6,789.15
23708	Projector:Epson	8/21/2002	obsolete	\$6,789.15
23740	Computer:Dell GX260T	8/13/2002	obsolete	\$1,527.00
23765	Computer:Dell GX260T	1/7/2003	obsolete	\$1,422.00
23779	Projector:Epson	5/12/2003	obsolete	\$6,583.90
23780	Projector:Epson	9/24/2002	obsolete	\$6,583.90
23867	Projector:Epson	9/24/2002	obsolete	\$6,583.91
23868	Projector:Epson	7/24/2002	obsolete	\$6,583.91
23869	Projector:Epson	9/24/2002	obsolete	\$6,583.91
23872	Projector:Epson	9/24/2002	obsolete	\$6,583.91
23873	Projector:Epson	9/24/2002	obsolete	\$6,583.90
23877	Projector:Epson	9/24/2002	obsolete	\$6,583.90
23878	Projector:Epson	9/24/2002	obsolete	\$6,583.90
23987	Computer:Dell GX260T	12/11/2002	obsolete	\$1,101.00
24003	Computer:Dell GX260T	1/27/2003	obsolete	\$1,424.41
24363	Projector:Epson 8100	11/22/2002	obsolete	\$13,287.23
24391	Projector:Epson	11/22/2002	obsolete	\$6,941.03
24393	Projector:Epson	11/22/2002	obsolete	\$6,922.01
24394	Projector:Epson	11/22/2002	obsolete	\$6,768.34
24396	Projector:Epson	11/22/2002	obsolete	\$7,034.41
24397	Projector:Epson	11/22/2002	obsolete	\$7,034.41
24468	Projector:Epson	3/12/2003	obsolete	\$6,789.15
24600	Computer:Dell GX260T	4/17/2003	obsolete	\$1,340.00
24633	Computer:Dell GX260T	2/13/2003	obsolete	\$1,422.00
24762	Scanner:Canon DR3060	5/12/2003	obsolete	\$2,740.29
24763	Scanner:Fujitsu	5/12/2003	obsolete	\$1,280.71
24766	Projector:Epson 7800	5/15/2003	obsolete	\$4,928.82
24793	Computer:Dell GX260T	4/16/2003	obsolete	\$2,163.00
24876	Printer:Lexmark T620N	5/6/2003	poor	\$1,282.00
24911	Computer:Dell GX260T	4/21/2003	obsolete	\$1,269.00
24912	Computer:Dell GX260T	4/21/2003	obsolete	\$1,269.00
24913	Computer:Dell GX260T	4/21/2003	obsolete	\$1,269.00
24922	Computer:Dell GX260T	4/21/2003	obsolete	\$1,269.00
24924	Computer:Dell GX260T	4/21/2003	obsolete	\$1,269.00
24927	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00
24928	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00

24929	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00
24930	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00
24931	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00
24932	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00
24933	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00
24934	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00
24935	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00
24941	Computer:Dell GX260T	4/21/2003	obsolete	\$1,296.00
24950	Computer:Dell GX260T	4/21/2003	obsolete	\$1,257.00
24951	Computer:Dell GX260T	4/21/2003	obsolete	\$1,257.00
24953	Computer:Dell GX260T	4/21/2003	obsolete	\$1,257.00
24955	Computer:Dell GX260T	4/21/2003	obsolete	\$1,257.00
24956	Computer:Dell GX260T	4/21/2003	obsolete	\$1,257.00
24968	Computer:Dell GX260T	4/22/2003	obsolete	\$1,171.00
24972	Computer:Dell GX260T	4/22/2003	obsolete	\$1,554.00
25106	Computer:Dell GX260T	4/21/2003	obsolete	\$1,299.00
25140	Computer:Dell GX260T	6/10/2003	obsolete	\$1,413.00
25141	Computer:Dell GX260T	6/10/2003	obsolete	\$1,413.00
25142	Computer:Dell GX260T	6/10/2003	obsolete	\$1,413.00
25143	Computer:Dell GX260T	6/10/2003	obsolete	\$1,413.00
25144	Computer:Dell GX260T	6/10/2003	obsolete	\$1,413.00
25145	Computer:Dell GX260T	6/10/2003	obsolete	\$1,413.00
25146	Computer:Dell GX260T	6/10/2003	obsolete	\$1,413.00
25147	Computer:Dell GX260T	6/10/2003	obsolete	\$1,413.00
25152	Computer:Dell GX260T	4/29/2003	obsolete	\$1,077.00
25153	Computer:Dell GX260T	4/29/2003	obsolete	\$1,077.00
25154	Computer:Dell GX260T	4/29/2003	obsolete	\$1,077.00
25155	Computer:Dell GX260T	4/29/2003	obsolete	\$1,077.00
25156	Computer:Dell GX260T	4/29/2003	obsolete	\$1,077.00
25203	Computer:Dell GX260T	4/30/2003	obsolete	\$1,488.66
25212	Computer:Dell GX260T	4/30/2003	obsolete	\$1,239.00
25218	Computer:Dell GX260T	4/30/2003	obsolete	\$1,239.00
25225	Computer:Dell GX260T	4/30/2003	obsolete	\$1,239.00
25230	Computer:Dell GX260T	4/30/2003	obsolete	\$1,239.00
25282	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25283	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25284	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25285	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25286	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25287	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00



25288	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25289	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25290	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25291	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25292	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25293	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25294	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25295	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25296	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25297	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25298	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25299	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25300	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25301	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25302	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25303	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25304	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25305	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25306	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25307	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25308	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25309	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25310	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25311	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25312	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25313	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25314	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25315	Computer:Dell GX260T	4/30/2003	obsolete	\$1,523.00
25326	Computer:Dell GX260T	4/30/2003	obsolete	\$1,272.00
25344	Printer:Dell S2500N	4/30/2003	poor	\$1,128.45
25347	Computer:Dell GX260T	4/30/2003	obsolete	\$1,540.00
25350	Computer:Dell GX260T	4/30/2003	obsolete	\$1,540.00
25351	Computer:Dell GX260T	4/30/2003	obsolete	\$1,308.00
25370	Computer:Dell GX260T	5/2/2003	obsolete	\$1,743.00
25390	Computer:Dell GX260T	5/1/2003	obsolete	\$1,272.00
25392	Computer:Dell GX260T	5/1/2003	obsolete	\$1,272.00
25399	Computer:Dell GX260T	5/1/2003	obsolete	\$1,272.00
25404	Computer:Dell GX260T	5/1/2003	obsolete	\$1,272.00
25409	Computer:Dell GX260T	5/1/2003	obsolete	\$1,272.00
25444	Computer:Dell GX260T	5/1/2003	obsolete	\$1,272.00

25448	Computer:Dell GX260T	5/1/2003	obsolete	\$1,272.00
25537	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25538	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25539	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25549	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25551	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25553	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25558	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25570	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25574	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25585	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25590	Computer:Dell GX260T	4/30/2003	obsolete	\$1,272.00
25607	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25610	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25616	Computer:Dell	4/30/2003	obsolete	\$1,234.00
25620	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25622	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25628	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25630	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25635	Computer:Dell	4/30/2003	obsolete	\$1,234.00
25637	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25639	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25640	Computer:Dell	4/30/2003	obsolete	\$1,234.00
25641	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25648	Computer:Dell	4/30/2003	obsolete	\$1,234.00
25650	Computer:Dell GX260T	4/30/2003	obsolete	\$1,272.00
25652	Computer:Dell	4/30/2003	obsolete	\$1,234.00
25653	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25654	Computer:Dell	4/30/2003	obsolete	\$1,234.00
25658	Computer:Dell GX260T	4/30/2003	obsolete	\$1,272.00
25659	Computer:Dell GX260T	4/30/2003	obsolete	\$1,272.00
25661	Computer:Dell GX260T	4/30/2003	obsolete	\$1,272.00
25662	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25685	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25705	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25706	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25708	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25709	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25714	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25715	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00

25716	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25717	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25718	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25723	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25724	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25725	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25726	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25728	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25729	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25732	Computer:Dell GX260T	4/30/2003	obsolete	\$1,313.00
25738	Computer:Dell GX260T	4/30/2003	obsolete	\$1,313.00
25741	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25742	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25745	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25750	Computer:Dell GX260T	4/30/2003	obsolete	\$1,313.00
25755	Computer:Dell GX260T	4/30/2003	obsolete	\$1,313.00
25758	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25761	Computer:Dell GX260T	4/30/2003	obsolete	\$1,313.00
25766	Computer:Dell GX260T	4/30/2003	obsolete	\$1,313.00
25770	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25778	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25782	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25783	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25785	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25790	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25791	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25792	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25796	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25797	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25802	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25804	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25809	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25812	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25815	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25817	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25818	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25819	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
25821	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25822	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25823	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00

25824	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25825	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25826	Computer:Dell GX260T	4/30/2003	obsolete	\$1,234.00
25834	Computer:Dell GX260T	4/29/2003	obsolete	\$1,234.00
26030	Computer:Dell GX260T	7/16/2003	obsolete	\$1,443.00
26041	Computer:Dell GX270T	9/3/2003	obsolete	\$1,327.15
26043	Computer:Dell GX270T	9/9/2003	obsolete	\$1,327.15
26045	Computer:Dell GX270T	9/19/2003	obsolete	\$1,183.15
26084	Projector:Epson	10/8/2003	obsolete	\$5,195.47
26085	Projector:Epson	10/8/2003	obsolete	\$5,195.47
26086	Projector:Epson	10/8/2003	obsolete	\$5,195.47
26206	Projector:Eiki	7/31/2003	obsolete	\$11,661.78
26207	Projector:Eiki	7/31/2003	obsolete	\$11,661.78
26232	Card Reader:Danyl	8/13/2003	obsolete	\$1,107.02
26505	Visual Presenter:Elmo	1/30/2004	obsolete	\$3,627.60
26837	Projector:Epson	8/25/2003	obsolete	\$13,331.62
26988	Computer:Dell GX270T	10/13/2003	obsolete	\$1,313.00
26989	Computer:Dell GX270T	10/13/2003	obsolete	\$1,313.00
26991	Computer:Dell GX270T	10/13/2003	obsolete	\$1,313.00
26992	Computer:Dell GX270T	10/13/2003	obsolete	\$1,313.00
26996	Computer:Dell GX270T	10/13/2003	obsolete	\$1,313.00
27127	Washing Machine:Wascomat	1/20/2004	poor	\$1,932.00
27181	Computer:Dell GX270T	10/23/2003	obsolete	\$1,358.00
27182	Computer:Dell GX270T	10/23/2003	obsolete	\$1,358.00
27185	Computer:Dell GX270T	11/4/2003	obsolete	\$1,320.24
27192	Computer:Dell GX270T	10/24/2003	obsolete	\$1,471.93
27193	Computer:Dell GX270T	10/24/2003	obsolete	\$1,471.93
27219	Computer:Dell GX270T	12/16/2003	obsolete	\$1,327.17
27221	Computer:Dell GX270T	12/17/2003	obsolete	\$1,327.17
27383	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27387	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27390	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27391	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27394	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27399	Computer:Dell GX270T	11/14/2003	obsolete	\$1,495.00
27409	Computer:Dell GX270T	12/2/2003	obsolete	\$1,504.00
27440	Computer:Dell GX270T	12/2/2003	obsolete	\$1,504.00
27450	Computer:Dell GX270T	12/2/2003	obsolete	\$1,504.00
27477	Computer:Dell GX270T	1/28/2004	obsolete	\$1,428.52
27508	Computer:Dell GX270T	12/23/2003	obsolete	\$1,639.27

27512	Computer:Dell GX270T	12/23/2003	obsolete	\$1,639.27
27533	Computer:Dell GX270T	12/23/2003	obsolete	\$1,240.88
27548	Computer:Dell GX270T	11/14/2003	obsolete	\$1,289.00
27559	Computer:Dell GX270T	1/8/2004	obsolete	\$1,205.51
27561	Computer:Dell GX270T	1/8/2004	obsolete	\$1,205.51
27562	Computer:Dell GX270T	1/8/2004	obsolete	\$1,205.51
27563	Computer:Dell GX270T	1/8/2004	obsolete	\$1,205.51
27564	Computer:Dell GX270T	1/8/2004	obsolete	\$1,205.51
27565	Computer:Dell GX270T	1/8/2004	obsolete	\$1,205.51
27568	Computer:Dell GX270T	1/8/2004	obsolete	\$1,205.51
27651	Computer:Dell GX270	4/1/2004	obsolete	\$1,668.50
27655	Computer:Dell GX270	4/1/2004	obsolete	\$1,481.84
27661	Computer:Dell GX270	4/1/2004	obsolete	\$1,481.84
27676	Computer:Dell GX270	4/13/2004	obsolete	\$1,630.20
27679	Computer:Dell GX270	4/5/2004	obsolete	\$2,370.50
27681	Computer:Dell GX270	4/14/2004	obsolete	\$1,558.45
27708	Computer:Dell GX270	4/27/2004	obsolete	\$1,252.38
27709	Computer:Dell GX270	4/27/2004	obsolete	\$1,252.38
27728	Computer:Dell GX270	5/11/2004	obsolete	\$1,299.14
27729	Computer:Dell GX270	5/11/2004	obsolete	\$1,299.14
27730	Computer:Dell GX270	5/11/2004	obsolete	\$1,299.14
27731	Computer:Dell GX270	5/11/2004	obsolete	\$1,299.14
27732	Computer:Dell GX270	5/11/2004	obsolete	\$1,299.14
27756	Computer:Dell GX270	3/29/2004	obsolete	\$1,621.00
27769	Computer:Dell GX270	3/29/2004	obsolete	\$1,621.00
27838	Projector:Epson	3/15/2004	obsolete	\$6,789.26
27840	Projector:Epson	3/15/2004	obsolete	\$6,789.26
27841	Projector:Epson	3/15/2004	obsolete	\$6,789.26
27842	Projector:Epson	3/15/2004	obsolete	\$6,789.26
27853	Projector:Epson	3/15/2004	obsolete	\$13,410.59
27854	Projector:Epson	3/15/2004	obsolete	\$13,410.59
27893	Projector:Epson	2/8/2005	obsolete	\$4,530.93
28034	Computer:Dell Gx270	5/27/2004	obsolete	\$1,508.63
28035	Computer:Dell GX270	5/27/2004	obsolete	\$1,508.63
28039	Computer:Dell GX270	6/3/2004	obsolete	\$1,703.68
28040	Computer:Dell GX270	6/3/2004	obsolete	\$1,703.68
28041	Computer:Dell GX270	6/3/2004	obsolete	\$1,703.68
28042	Computer:Dell GX270	6/3/2004	obsolete	\$1,703.68
28067	Computer:Dell GX270	7/23/2004	obsolete	\$1,500.16
28070	Computer:Dell GX270	7/29/2004	obsolete	\$1,272.70

28093	Computer:Dell GX270	9/8/2004	obsolete	\$1,553.75
28181	Printer:Lexmark	3/8/2005	poor	\$1,589.81
28236	Printer:Lexmark	5/27/2004	poor	\$1,210.40
28265	Projector:Eiki	8/31/2004	obsolete	\$6,131.18
28472	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28473	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28474	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28475	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28476	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28477	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28478	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28479	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28480	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28481	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28482	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28483	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28485	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28486	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28487	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28488	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28489	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28490	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28491	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28493	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28494	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28496	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28497	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28498	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28499	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28500	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28501	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28502	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28503	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50
28513	Projector:Eiki	3/8/2005	obsolete	\$6,958.16
28691	Computer:Dell GX280	11/22/2004	obsolete	\$1,289.64
28734	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28735	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28736	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28737	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28739	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00

28740	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28741	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28742	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28743	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28744	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28745	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28746	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28747	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28748	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28749	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28750	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28751	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28752	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28753	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28754	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28755	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28756	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28757	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28758	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28759	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28760	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
28761	Computer:Dell 370	9/15/2004	obsolete	\$2,293.00
29015	Printer:Dell 5100CN	11/15/2004	obsolete	\$1,348.00
29032	Computer:Dell GX280	12/3/2004	obsolete	\$1,169.30
29218	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29220	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29222	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29225	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29233	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29235	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29242	Printer:Okidata	1/28/2005	poor	\$3,190.65
29274	Computer:Dell GX280	2/25/2005	obsolete	\$1,197.74
29451	Computer:Dell GX280	4/1/2005	obsolete	\$1,036.31
29456	Color Printer:Dell	4/4/2005	poor	\$1,507.48
29649	Computer:Dell GX280	3/8/2005	obsolete	\$1,453.12
29683	Computer:Dell GX280	3/23/2005	obsolete	\$1,214.92
29687	Computer:Dell GX280	3/23/2005	obsolete	\$1,214.92
29696	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29697	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29698	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65

29699	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29700	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29701	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29704	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29705	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29709	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29711	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29751	Computer:Dell GX280	3/28/2005	obsolete	\$1,065.16
29941	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29942	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29943	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29945	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29946	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29947	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29951	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29952	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29953	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29954	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29955	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29956	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29957	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29958	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29959	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29961	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29963	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29965	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29966	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29967	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29969	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
29970	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
30003	Computer:Dell GX280	5/19/2005	obsolete	\$1,181.20
30846	Computer:Dell GX280	6/16/2005	obsolete	\$1,251.91
30898	Computer:Dell GX280	7/5/2005	obsolete	\$1,163.84
31116	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31120	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31291	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31295	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31300	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31302	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31310	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00



31311	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31312	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31313	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31314	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31315	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31319	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31320	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31328	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31330	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31332	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31334	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31336	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31347	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31355	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31576	Computer:Dell GX280	8/16/2005	obsolete	\$1,256.31
31577	Computer:Dell GX280	8/16/2005	obsolete	\$1,256.31
31584	Computer:Dell GX280	8/23/2005	obsolete	\$1,344.68
31633	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31638	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
32122	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32123	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32124	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32125	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32127	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32128	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32130	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32132	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32133	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32135	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32136	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32137	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32138	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32139	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32140	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32141	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32142	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32145	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32146	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32148	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32850	Scanner:Canon	6/5/2006	poor	\$3,360.00

32852	Scanner:Canon	6/5/2006	poor	\$3,360.00
32853	Scanner:Canon	6/5/2006	poor	\$3,360.00
33877	Printer:Dell M5200N	6/12/2006	poor	\$1,178.12
34620	6.4" Tilt Touchpanel	10/31/2006	poor	\$2,900.00
34876	Projector:Eiki	4/3/2006	obsolete	\$5,066.16
36922	Evacu-Trac	1/24/2008	obsolete	\$2,185.25
37242	Printer - Laser Dell 5310n	12/11/2007	poor	\$1,186.74
39053	Carbon Monoxide Monitor	5/19/2009	obsolete	\$1,032.50
39054	Carbon Monoxide Monitor	5/19/2009	obsolete	<u>\$1,032.50</u>
<b>TOTAL:</b>				<b>\$1,356,651.15</b>

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 Computers and Computer Parts and Telephone Parts

Miscellaneous Custodial Equipment

Miscellaneous Scientific, Medical, Exercise, Classroom and Kitchen Equipment

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Conferlete Carney, Provost, Tarpon Springs Campus; Paul Spinelli, Director of Procurement and Asset Management; and Daya Pendharkar, Associate Vice President of Information Systems, recommend approval.

djh1102111

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Personnel Report

**Approval is sought for the following recommended personnel transactions:**

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
10/15/2011	Bloom,Joshua A	Provost TS	Technology Resource Specialist
10/3/2011	Crew,Rosemary M	Scholarships/Stu Fin Assist TS	Financial Assist. Specialist
10/17/2011	Demers,Andrew M	Custodial Services SPG	Custodian I
10/3/2011	Disler,Heather H.	District Library DO	Learning Resources Specialist
10/3/2011	Geck,Carolyn B	Provost AC	Grants Writer
10/17/2011	Kent-Roberts,Sherrri M	College of Education	School Partnership Liaison
10/3/2011	Morgan,Amy L	Associate Provost HC	Senior Staff Assistant
10/17/2011	Omoto,Susan J	Leepa/Rattner Museum - DO	Coordinator, LRMA PR & Grants
10/10/2011	Skryd,Jacqueline Marie	Education & Student Svcs DO	Director of Grants Development
10/15/2011	Williams,Kimberly E	Payroll Support	Payroll Specialist II
10/31/2011	Young,Stephan C	Purchasing	Purchasing Manager

<b>HIRE Temporary/Supplemental</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
10/3/2011	Afienko,Kenneth J	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/17/2011	Baker,Laura M	College of Education	Adjunct Bach Prog.
10/17/2011	Barimo,John	Distance Learning TV SE	Instructor - Temporary Credit
10/7/2011	Bawell,Alexander H.	Business Technologies SE	Supplemental Instr - Credit
10/15/2011	Brauer,Kristen L	Veterinary Technology HC	Instructor - Temporary Credit
10/17/2011	Brzezinski,Sara B	Distance Learning TV SE	Instructor - Temporary Credit
10/3/2011	Byers,Bradley A	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/3/2011	Cuttitta,Christine	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/3/2011	Dixon,Deonne R	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/14/2011	Francey,George C	Seminole Campus Provost	OPS Career Level 2
10/15/2011	Francis,Jennelle L	Veterinary Technology HC	Instructor - Temporary Credit
10/3/2011	Franjesevic,Jason P	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred

10/13/2011	Gallagher,Ruth A.	Nursing HC	Supplemental Bach Prog.
10/19/2011	Getman,Heather M	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
10/3/2011	Gibson,Michael Charles	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/17/2011	Gregorich,Amy A	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
10/21/2011	Gunter,Brian T	BA Programs/UPC	OPS Technical Level 1
10/10/2011	Gurley,Nikki L.	Student Activities SPG	OPS Career Level 2
10/3/2011	Hale,Tammy L	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/5/2011	Heiser,Rudy N	Natural Science SE	Instructor - Temporary Credit
10/15/2011	Hern,Glenda Joyce	Veterinary Technology HC	Supplemental Instr - Credit
10/17/2011	Kish,George R	Natural Science SE	Instructor - Temporary Credit
10/24/2011	Larsen,Ann	Provost TS	OPS Career Level 7
10/17/2011	Leo,Stephen M	Distance Learning TV SE	Instructor - Temporary Credit
10/7/2011	Lindskoog,Nils E.	Business Technologies CL	Instructor - Temporary Credit
10/3/2011	Marth,Nicholas F	Help Desk Technical Support	OPS Technical Level 1
10/17/2011	Miker,Jamie B.	Distance Learning TV SE	Instructor - Temporary Credit
10/3/2011	Navarro,Rafael	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/31/2011	Neary,Jamie P	Associate Provost TS	OPS Career Level 4
10/15/2011	Palmer,Jennifer G	Associate Provost SP	Other Professional- Temporary
10/3/2011	Pappas,Shawn	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/17/2011	Plotts,Courtney S.	Distance Learning TV SE	Instructor - Temporary Credit
10/7/2011	Santos,Adriana Vianna	Corporate Training E&SS DO	OPS Career Level 2
10/18/2011	Schultz,Marilyn D.	Fine & Applied Arts SPG	Instructor - Temporary Credit
10/16/2011	Taylor,Jeffrey P	District Library DO	OPS Career Level 5
10/19/2011	Thompson,Joyce D.	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
10/17/2011	Tunceren,Lillian L	Distance Learning TV SE	Supplemental Instr - Credit
10/3/2011	Turner,Robert W	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
10/3/2011	Vares,Diana L	New Initiative Program - HC	OPS Career Level 1
10/18/2011	Vickrey,Austin T.	Fine & Applied Arts SPG	Instructor - Temporary Credit
10/14/2011	Welch,James S	Fine & Applied Arts SPG	Instructor - Temporary Credit

<b>TRANSFER/PROMOTION Budgeted</b>			
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
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
10/17/2011	Hunt,Janette N	Business Services DO	Acting Coord.,Budget Support&Dev.
10/17/2011	Johnson,Lena L	College Attorney DO	Executive Staff Assistant-Lgl
10/3/2011	Jurkovic,Frank M.	Student Activities SPG	Coord,Student Life Leadership
10/17/2011	Tearett,Yalonda R	Enrollment Management DO	Volunteer Specialist

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

sww110111

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Teachers Insurance and Annuity Association/College Retirement Equities Fund – Alternative to Social Security for Adjuncts/Temporary Employees

**Confirmation is sought for the continuation of the agreement with Teachers Insurance and Annuity Association/College Retirement Equities Fund (TIAA/CREF) to execute an Internal Revenue Code, Section 403(b) Alternative to Social Security plan on a mandatory pre-tax basis complying with the provisions of Internal Revenue Code, Section 3121(b)(7)(F), for all employees not covered by the Florida Retirement System (FRS), effective January 1, 2012.** This plan does not cover student employees.

TIAA/CREF will indemnify and hold the College harmless from every claim and demand (except for College's negligence) which may be by reason of the purchase of annuities including IRS rulings/penalties that the plan does not comply with the aforesaid Internal Revenue Code provisions as an alternative to Social Security. The extension of the TIAA/CREF contract will be reviewed annually. Based on continued need, satisfactory performance, negotiated fees, and acceptable terms and conditions, the contract, with Board approval, may be extended from year to year.

This plan relieves the College of paying Social Security taxes on affected employees – currently 6.2%. The College will continue to pay the Medicare portion of Social Security – currently 1.45%. The annualized savings to the College has increased from approximately \$300,000 in 2001 to \$857,011.98 in 2010.

The cost of participation by the participant will be 7.5% of payroll plus the Medicare portion of Social Security, 1.45%, for a total of 8.95%. However, the 7.5% contribution to TIAA/CREF would be paid by pre-tax dollars, thus permitting participants to net about the same salaries as they are currently receiving. In addition to the 7.5% cost of participation, the employee, within legal limits, may make additional contributions to the plan with pre-tax dollars.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; and Patty Curtin Jones, Vice President, Human Resources & Public Affairs, recommend confirmation.

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Renewal of College's Stop Loss Policy

**Confirmation is sought to renew the College's stop-loss policy for its self-funded health plan effective January 1, 2012, according to the agreed-upon terms.** The College carries stop-loss coverage on specific (individual person) as well as overall aggregate (college-wide) claims to reduce its risk of catastrophic loss. The recommendation is to maintain coverage at the current deductible level. The College will re-evaluate the coverage levels as part of an overall review of the plan coverage leading into the 2013 plan year.

The College's policy would continue with Symetra Financial. The Symetra Financial aggregate and specific stop-loss premium is \$284,653, which represents an increase of 0.8% from the previous year. The terms of the agreement are as follows:

**2012 Terms and Options:**

Specific Terms: Limit: UNLIMITED/person mandated by Health Care Reform legislation

Aggregate Terms: Limit \$1,000,000, 125% Aggregate Margin

Covered Benefits: Medical & Prescription Drugs

Third-Party Administrator: Aetna

	<u>Current</u>	<u>Renewal</u>	<u>Variance</u>
Contract:	12/15	12/15	NC
Specific Deductible*:	\$350,000	\$350,000	NC
Aggregate Deductible:	\$16,114,016	\$18,723,253	+16.19%
Composite Enrollment:	1,273	1,292	+1.5%
Composite Spec. Rate:	\$ 12.98	\$ 14.62	+12.63%
Composite Agg. Rate:	\$ 5.50	\$ 3.74	-31.99%
<b>Annual Premium Change:</b>	<b>\$282,300</b>	<b>\$284,653</b>	<b>**+ 0.8%</b>

\*Includes unlimited lifetime max feature mandated by Health Care Reform.

\*\*Adjusted to reflect total cost based on current average enrollment and annualization of premium

Douglas S. Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Patty Curtin Jones, Vice President, Human Resources & Public Affairs, recommend approval.

# St. Petersburg College Health Plan and Open Enrollment



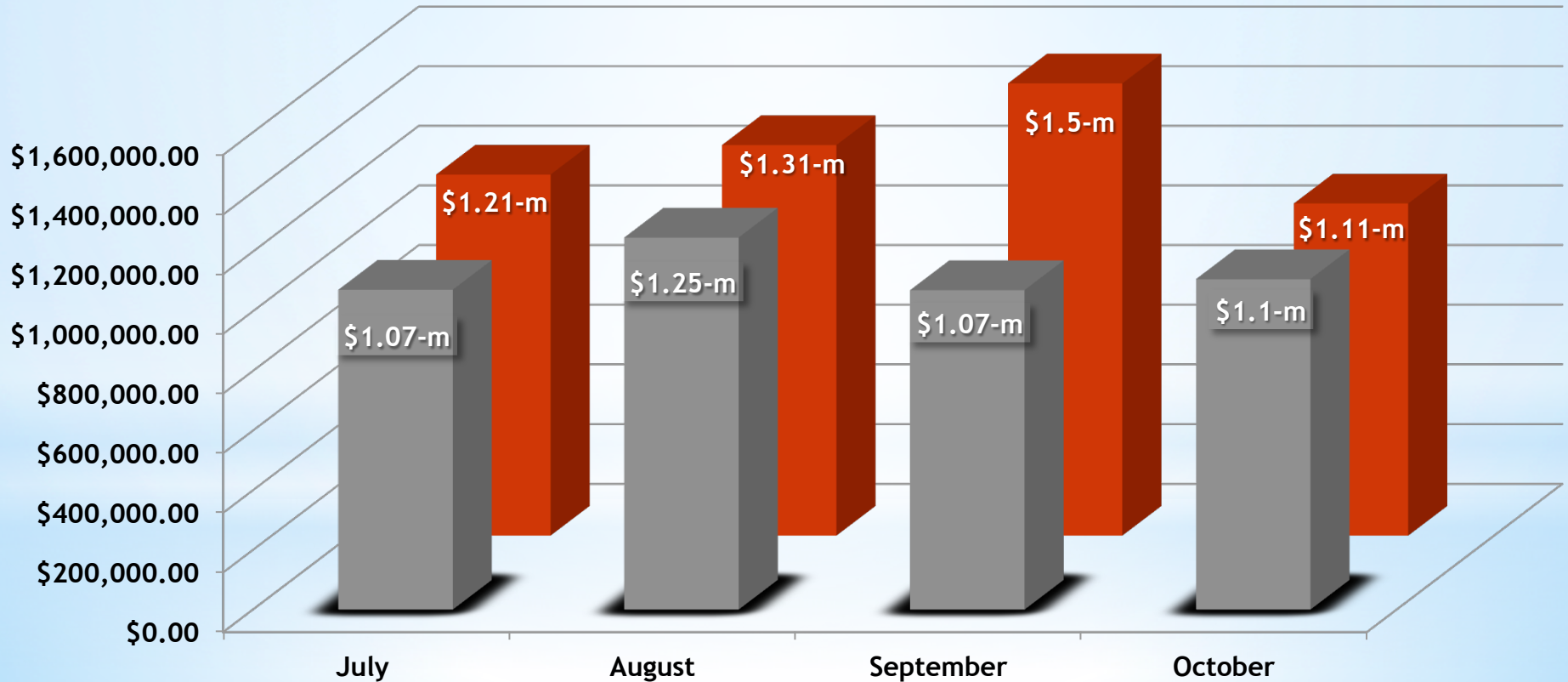


# Claims trends

## Monthly comparison

■ FY 2010-11

■ FY 2011-12





# Taking action in 2012

- ✓ The college and its employees share the cost
- ✓ The college contribution is increasing by 20%
- ✓ Meanwhile the employee \*increase will be phased:
  - 1) Jan. 1, 2012: 4%
  - 2) July 1, 2012: 4%
- ✓ Piloting high-deductible/low-premium option  
(funded with employee-controlled Health Savings Account)
- ✓ “Seeding” HSA accounts in first year of selection  
(Total seed during 2012 open enrollment: \$417,000)

*\* For non-HSA plans*

# Shifting enrollment

(as of 11.8.11)

	2011	2012
Open Access (OA) Select	1,174	1,011
Point of Service (POS) II	60	47
<b>New</b> OA plan with Health Savings Account (HSA)	N/A	146
<b>TOTAL employees *enrolled</b>	1,234	<sup>^</sup> 1,204

*\*Enrollment as of snapshot date*

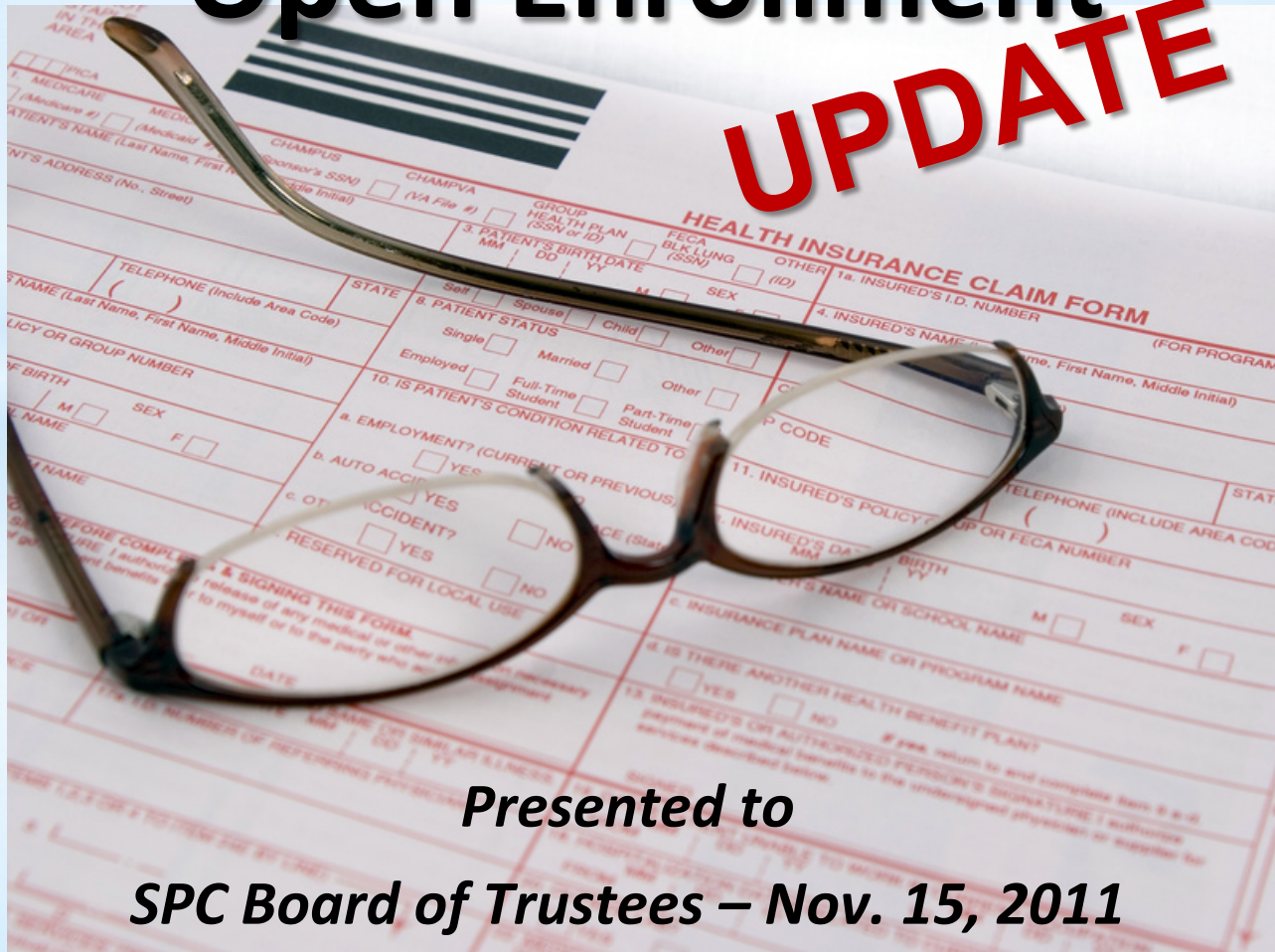
*<sup>^</sup>Total number of benefits-eligible positions = 1,415*

# Open Enrollment 2012

Enrollment by tier	Open Access Select	Point of Service (POS) II	Open Access with HSA	TOTAL
Employee only	631	26	47	704
<b>New</b> Employee + child/children	65	3	15	83
Employee + spouse or dom. partner	148	12	29	189
Family	167	6	55	228
<b>TOTAL</b>	<b>1,011</b>	<b>47</b>	<b>146</b>	<b>1,204</b>

# St. Petersburg College Health Plan and Open Enrollment

# UPDATE



**Presented to**

**SPC Board of Trustees – Nov. 15, 2011**

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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



**SUBJECT:** FY11-12 July 1-October 31, 2011 Fund 1 Financial Report

Attached for information is the Fund 1 financial report for FY11-12 July 1-October 31 time period.

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

Attachments

Jjc11311



**ST. PETERSBURG COLLEGE**  
**FY2011-2012 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 - October 31**

Revenue	FY10-11 Budget*	FY10-11 YTD Actual*	% To Budget	FY11-12 Budget	FY11-12 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance	% YOY Variance	Variance Explanation
<b>Revenue</b>										
Student Tuition & Out-of-State Fees	\$ 55,235,961	\$ 23,573,336	42.7%	\$ 61,777,468	\$ 24,803,209	40.1%		\$ 1,229,873	5%	Increase due to tuition increase and enrollment growth
State Appropriation - CCPF	\$ 55,674,039	\$ 18,649,504	33.5%	\$ 54,013,658	\$ 18,155,169	33.6%		\$ (494,335)	-3%	
Federal Stabilization Funds	\$ 5,180,294	\$ 1,531,087	29.6%	\$ -	\$ -	0.0%		\$ (1,531,087)	-100%	Federal Stabilization Funds ended in FY11
State Appropriation - Lottery	\$ 7,279,093	\$ -	0.0%	\$ 8,056,423	\$ -	0.0%		\$ -	0%	
Operating Cost for New Facilities	\$ 79,364	\$ -	0.0%	\$ 391,366	\$ -	0.0%		\$ -	0%	
Distance Learning Fee	\$ 3,026,400	\$ 605,805	20.0%	\$ 3,147,188	\$ 603,747	19.2%		\$ (2,058)	0%	
Technology Fee	\$ 2,475,440	\$ 1,162,494	47.0%	\$ 3,059,794	\$ 1,216,986	39.8%		\$ 54,493	5%	
Lab Revenue Fees	\$ 1,971,075	\$ 941,447	47.8%	\$ 2,620,549	\$ 872,436	33.3%		\$ (69,010)	-7%	
Other Revenues	\$ 3,911,923	\$ 1,317,189	33.7%	\$ 3,900,474	\$ 1,054,434	27.0%		\$ (262,756)	-20%	primarily due to less non-taxable revenues generated from the use of college facilities
Other Student Fees	\$ 1,821,439	\$ 1,545,831	84.9%	\$ 1,716,792	\$ 1,555,078	90.6%		\$ 9,246	1%	
Fund Transfers In	\$ 2,344,940	\$ 655	0.0%	\$ 2,465,057	\$ 1,129	0.0%		\$ 474	72%	timing difference of costs transferred last year vs this year
Revenue Stabilization Reserve	\$ 3,150,500	\$ -	0.0%	\$ 2,150,500	\$ -	0.0%		\$ -	0%	
One-Time Non-Recurring Funds	\$ -	\$ -	0.0%	\$ 1,569,328	\$ -	0.0%		\$ -	0%	
<b>Total Revenues - Fund 1x</b>	<b>\$ 142,149,458</b>	<b>\$ 49,327,347</b>	<b>34.7%</b>	<b>\$ 144,868,595</b>	<b>\$ 48,262,187</b>	<b>33.3%</b>	<b>34%</b>	<b>\$ (1,065,160)</b>	<b>-2%</b>	
<b>Operating Costs</b>	<b>FY10-11 Budget*</b>	<b>FY10-11 YTD Actual*</b>	<b>% To Budget</b>	<b>FY11-12 Budget</b>	<b>FY11-12 YTD Actual</b>	<b>% of YTD Expense</b>	<b>Year to Date %</b>	<b>\$ YOY Variance</b>	<b>% YOY Variance</b>	<b>Variance Explanation</b>
<b>Personnel &amp; Benefits</b>										
Instructional/Faculty-Full Time	\$ 23,011,520	\$ 7,235,764	31.4%	\$ 25,231,607	\$ 7,633,590	30.3%		\$ 397,825	5%	
Administrative	\$ 19,855,262	\$ 6,756,817	34.0%	\$ 21,807,449	\$ 7,074,376	32.4%		\$ 317,559	5%	
Career (Non-Instructional)	\$ 22,055,710	\$ 6,338,259	28.7%	\$ 23,893,276	\$ 6,808,254	28.5%		\$ 469,995	7%	
Adjunct/Supplemental/Instr OPS	\$ 12,785,639	\$ 4,078,236	31.9%	\$ 15,053,617	\$ 4,848,779	32.2%		\$ 770,543	19%	primarily reflects final summer pay and the increase in adjuncts in Fall
Non-Instructional OPS and Overtime	\$ 2,063,160	\$ 677,507	32.8%	\$ 2,657,669	\$ 698,029	26.3%		\$ 20,522	3%	
Student Assistants	\$ 500,000	\$ 124,993	25.0%	\$ 500,000	\$ 132,181	26.4%		\$ 7,188	6%	
Personnel Benefits	\$ 23,222,983	\$ 7,505,003	32.3%	\$ 21,537,702	\$ 6,885,940	32.0%		\$ (619,064)	-8%	primarily driven from the retirement changes that were effective July 1, 2011
<b>Total Personnel &amp; Benefits</b>	<b>\$ 103,494,273</b>	<b>\$ 32,716,580</b>	<b>31.6%</b>	<b>\$ 110,681,320</b>	<b>\$ 34,081,149</b>	<b>30.8%</b>	<b>32%</b>	<b>\$ 1,364,569</b>	<b>4%</b>	
<b>Current Expense</b>										
Travel	\$ 526,367	\$ 175,946	33.4%	\$ 578,631	\$ 151,543	26.2%		\$ (24,403)	-14%	decrease due to timing of travel/conference attendances
Repairs & Maintenance	\$ 1,071,939	\$ 342,747	32.0%	\$ 1,200,032	\$ 361,325	30.1%		\$ 18,578	5%	
Rentals/Leases	\$ 422,541	\$ 127,534	30.2%	\$ 430,012	\$ 89,079	20.7%		\$ (38,455)	-30%	decrease primarily due to timing difference
Insurance (Non-Health)	\$ 2,025,368	\$ 1,238,740	61.2%	\$ 2,025,368	\$ 1,089,142	53.8%		\$ (149,598)	-12%	due to a decrease in the premium for property and workers comp insurance
Utilities	\$ 6,443,555	\$ 2,088,555	32.6%	\$ 6,255,055	\$ 1,983,897	31.7%		\$ (114,658)	-5%	
Services and Fees	\$ 4,118,065	\$ 997,309	24.2%	\$ 4,430,637	\$ 1,136,303	25.6%		\$ 138,994	14%	due to increased consulting fees
Scholarships/Fee Waivers	\$ 1,110,895	\$ 217,940	19.6%	\$ 1,110,895	\$ 258,190	23.2%		\$ 40,250	18%	timing of utilization of fee waivers
Materials and Supplies	\$ 6,477,920	\$ 1,553,519	24.0%	\$ 6,614,473	\$ 1,979,081	29.9%		\$ 425,561	27%	due to an increase in educational materials and supplies
Tech Expense/Licensing	\$ 1,956,061	\$ 895,671	45.8%	\$ 2,126,939	\$ 1,104,649	51.9%		\$ 208,978	23%	due to timing of payments of software licensing
Bad Debt/Unemployment Comp/Misc	\$ 817,625	\$ (35,587)	-4.4%	\$ 1,170,257	\$ (37,340)	-3.2%		\$ (1,753)	5%	
Other Current Expense	\$ 5,950,000	\$ 440,114	7.4%	\$ 3,157,455	\$ 209,619	6.6%		\$ (230,494)	-52%	due to timing of transfers out to restricted funds
<b>Total Current Expense</b>	<b>\$ 30,918,336</b>	<b>\$ 8,052,487</b>	<b>26.0%</b>	<b>\$ 29,099,754</b>	<b>\$ 8,325,488</b>	<b>28.6%</b>	<b>28%</b>	<b>\$ 273,001</b>	<b>3%</b>	
<b>Capital Spending</b>										
Computer Refresh Leases	\$ 2,126,836	\$ 754,408	35.5%	\$ 2,839,737	\$ 760,797	26.8%	28%	\$ 6,390	1%	
Capital Purchases- Non-Recurring	\$ 1,024,978	\$ 535,903	52.3%	\$ 2,247,784	\$ 772,505	34.4%	16%	\$ 236,601	44%	Variance based on timing of one-time capital purchases
Debt Service - Construction Obligations	\$ 4,500,000	\$ -	0.0%	\$ -	\$ -	0.0%		\$ -	0%	
<b>Total Capital Spending</b>	<b>\$ 7,651,814</b>	<b>\$ 1,290,311</b>	<b>16.9%</b>	<b>\$ 5,087,521</b>	<b>\$ 1,533,302</b>	<b>30.1%</b>		<b>\$ 242,991</b>	<b>19%</b>	
<b>Total Operating Costs - Fund 1x</b>	<b>\$ 142,064,423</b>	<b>\$ 42,059,378</b>	<b>29.6%</b>	<b>\$ 144,868,595</b>	<b>\$ 43,939,938</b>	<b>30.3%</b>	<b>30%</b>	<b>\$ 1,880,561</b>	<b>4%</b>	
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ 85,035</b>	<b>\$ 7,267,969</b>		<b>\$ (0)</b>	<b>\$ 4,322,249</b>			<b>\$ (2,945,721)</b>	<b>-41%</b>	

\*As part of the one college efforts, the FY11-12 Budget includes lab fees previously budgeted separately. The FY10-11 Budget/Actuals shown include Lab Fees for comparison purposes in this report.

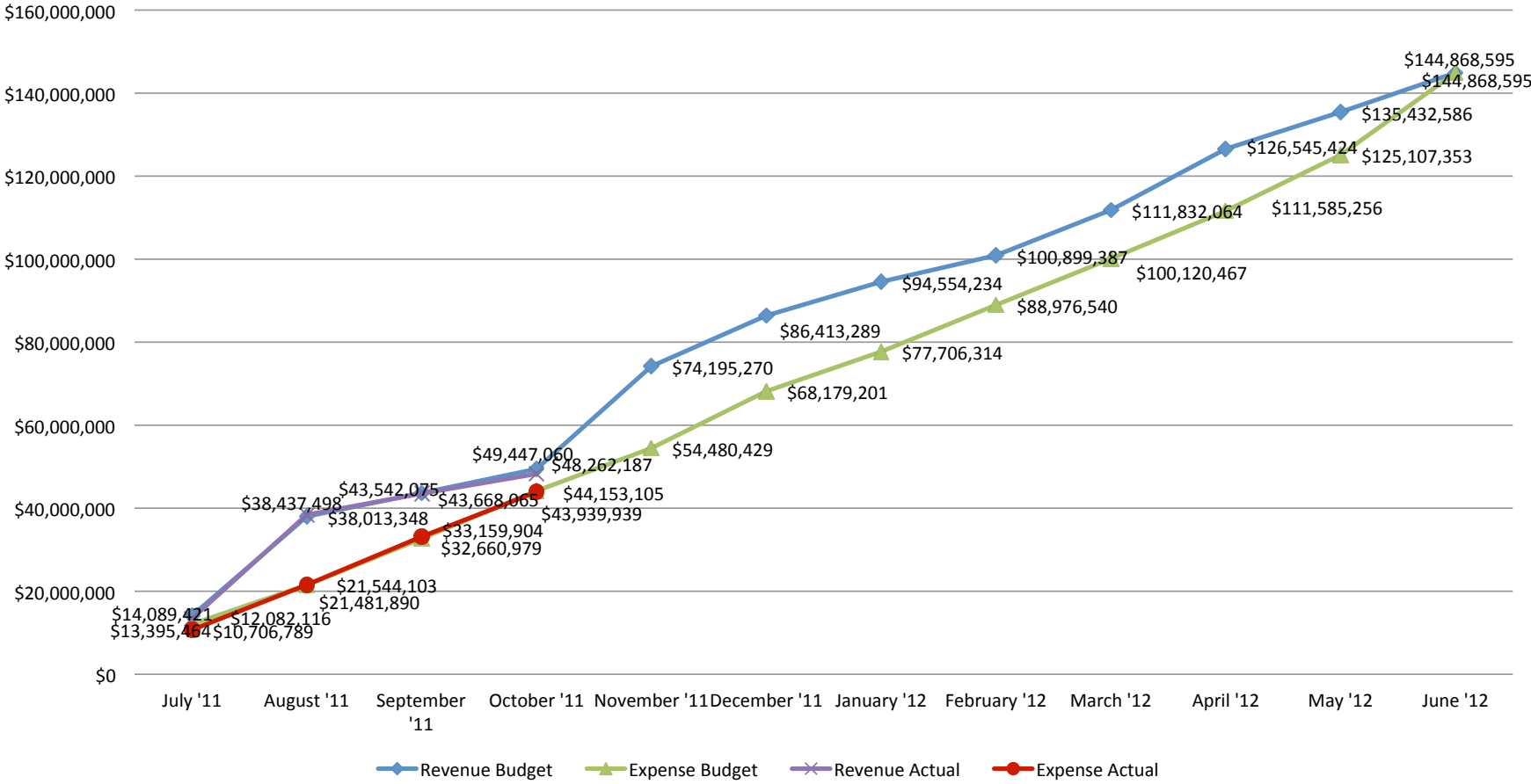
**St. Petersburg College  
Fund Analysis  
Unrestricted Current Fund  
As of October 31, 2011**

<b>Revenues</b>	<b>FY 2011-12 Budgeted</b>	<b>Projected Revenue for month of October</b>	<b>Actual October Revenue</b>	<b>Difference</b>	<b>Revenue Received Year to Date</b>	<b>YTD as % of Budget</b>	<b>YTD % Expected</b>	<b>Difference</b>		<b>Projected November</b>	<b>YTD Projected November</b>
Student Fees	\$72,321,790	\$1,366	(\$81,513)	(\$82,879)	\$29,051,456	40%	41%	-1%		\$19,806,837	\$48,858,293
State Government	\$62,461,446	\$5,061,938	\$4,497,797	(\$564,141)	\$18,155,169	29%	30%	-1%		\$4,634,155	\$22,789,324
Other Revenues	\$3,900,474	\$715,350	\$483,232	(\$232,118)	\$1,054,434	27%	28%	-1%		\$557,222	\$1,611,656
Non Revenue Sources	\$6,184,885	\$341	\$297	(\$44)	\$1,129	0%	0%	0%		(\$4)	\$1,124
<b>Total Revenues</b>	<b>\$144,868,595</b>	<b>\$5,778,995</b>	<b>\$4,899,813</b>	<b>(\$879,183)</b>	<b>\$48,262,187</b>	<b>33%</b>	<b>34%</b>	<b>-1%</b>		<b>\$24,998,210</b>	<b>\$73,260,397</b>

<b>Expenses</b>	<b>FY 2011-12 Budgeted</b>	<b>Projected Expense for month of October</b>	<b>Actual October Expense</b>	<b>Difference</b>	<b>Expense Year to Date</b>	<b>YTD as % of Budget</b>	<b>YTD % Expected</b>	<b>Difference</b>		<b>Projected November</b>	<b>YTD Projected next month</b>
<b>Personnel</b>											
Administrative	\$21,807,449	\$1,847,366	\$1,629,464	(\$217,902)	\$7,074,376	32%	32%	1%		\$1,710,258	\$8,784,634
Instructional	\$40,285,224	\$3,412,667	\$3,827,702	\$415,035	\$12,482,369	31%	32%	-1%		\$3,159,385	\$15,641,754
Non-Instructional	\$23,893,276	\$2,024,062	\$1,752,211	(\$271,851)	\$6,808,254	28%	32%	-3%		\$1,873,840	\$8,682,094
OPS	\$3,157,669	\$267,494	\$104,159	(\$163,335)	\$830,210	26%	32%	-5%		\$197,641	\$1,027,851
Personnel Benefits	\$21,537,702	\$1,824,515	\$1,604,434	(\$220,082)	\$6,885,940	32%	32%	0%		\$1,689,103	\$8,575,043
<b>Total Personnel Costs</b>	<b>\$110,681,320</b>	<b>\$9,376,104</b>	<b>\$8,917,969</b>	<b>(\$458,135)</b>	<b>\$34,081,149</b>	<b>31%</b>	<b>32%</b>	<b>-1%</b>		<b>\$8,630,227</b>	<b>\$42,711,375</b>
<b>Current Expenses</b>											
Services	\$14,341,104	\$913,174	\$761,365	(\$151,810)	\$4,659,746	32%	28%	5%		\$709,755	\$5,369,502
Materials and Supplies	\$11,581,149	\$737,433	\$856,739	\$119,306	\$3,844,527	33%	28%	5%		\$773,163	\$4,617,690
Other Current Charges	\$6,017,238	\$383,149	\$41,020	(\$342,130)	\$582,012	10%	28%	-18%		\$97,799	\$679,811
<b>Total Current Expenses</b>	<b>\$31,939,491</b>	<b>\$2,033,757</b>	<b>\$1,659,123</b>	<b>(\$374,634)</b>	<b>\$9,086,285</b>	<b>28%</b>	<b>28%</b>	<b>1%</b>		<b>\$1,580,717</b>	<b>\$10,667,002</b>
<b>Capital Outlay</b>	<b>\$2,247,784</b>	<b>\$82,265</b>	<b>\$125,361</b>	<b>\$43,096</b>	<b>\$772,505</b>	<b>34%</b>	<b>16%</b>	<b>18%</b>		<b>\$116,381</b>	<b>\$888,885</b>
<b>Total Expenses</b>	<b>\$144,868,595</b>	<b>\$11,492,125</b>	<b>\$10,702,453</b>	<b>(\$789,672)</b>	<b>\$43,939,938</b>	<b>30%</b>	<b>30%</b>	<b>0%</b>		<b>\$10,327,324</b>	<b>\$54,267,263</b>

## St. Petersburg College Operating Budget Year-To-Date Revenue and Expense Budget to Actual





**ST. PETERSBURG COLLEGE**

**REQUEST FOR PROPOSAL**

**#SPC 03-11-12**

**Banking Services**

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### Attachments

Attachment 1 – Proposer Response Form
Attachment 2 – Statement of No Proposal
Attachment 3 – Interest Bearing Account Proposal for Cash Concentration Account
Attachment 3a- Flowchart
Attachment 3b- Deposit Slip example
Attachment 4 – Interest/Overnight Sweep/Earnings Credits
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Attachment 10 – References
Attachment 11 – Acknowledgement of Addenda
Attachment 12 – Certification of Drug Free Workplace Program
Attachment 13 – Conflict of Interest Statement
Attachment 14 – Equal Employment Opportunity Statement
Attachment 15 – Statement on Public Entity Crimes
Attachment 16 – Proposal Checklist

**I. INTRODUCTION**

The Board of Trustees of St. Petersburg College (College) is currently seeking proposals from qualified public depositories (Chapter 280, Florida Statutes) interested in providing comprehensive banking services to the College. The objective of the College is to secure the most efficient and effective banking services while maintaining sufficient liquidity and protection of all the funds entrusted to the College.

**II. QUALIFICATIONS**

- 2.1 The Proposer must meet the following criteria in compliance with Chapter 280.17, Florida Statutes:
  - a. Be designated by the Chief Financial Officer of the State of Florida as a Qualified Public Depository.
  - b. Maintain the designation of Qualified Public Depository throughout any contract period(s) resulting from this solicitation and the selected proposer will be required annually to show proof of the Qualified Public Depository designation.
  
- 2.2 The Proposer must provide proof of the above qualification furnishing copies of letters, certificates, etc. which document said status. Such proof must be provided in the Qualifications Section.
  
- 2.3 The College currently has eight locations. These locations must be served by the same banking organization. The Proposer must have branch offices within a reasonable proximity of each of these locations providing deposit services and petty-cash check cashing services. The locations are:

Tarpon Springs Campus  
600 Klosterman Road  
Tarpon Springs, FL 34683

Clearwater Campus  
2465 Drew St.  
Clearwater, FL 33765

EpiCenter  
13805 58<sup>th</sup> St. N  
Largo, FL 33760

Seminole Campus  
9200 113<sup>th</sup> St. N  
Seminole, FL 33772

Health Education Center  
7200 66<sup>th</sup> St N  
Pinellas Park, FL 33781

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

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

Allstate Center  
3200 34<sup>th</sup> St. S  
St. Petersburg, FL 33711

III. **PROPOSAL PROCEDURES**

3.1 **Proposal Schedule**

Activity	Location	Date	Time
Advertise RFP		Sunday, October 16, 2011	
Issue RFP		Wednesday, October 19, 2011	
Deadline to Submit		Wednesday, October 26, 2011	4:00 p.m.
Questions for Clarification		Monday, October 31, 2011	10:00 a.m.
Mandatory Attendance Required Pre-Proposal Meeting		Thursday, November 3, 2011	
Email Addendum to Proposers at Meeting		Wednesday, November 30, 2011	2:00 p.m.
Proposal Submission Deadline and Public Opening		Thursday, December 8, 2011	
Evaluation of Proposals		Tuesday, January 17, 2012	
Board of Trustees Approval		Thursday, March 1, 2012	
Commencement of Contract			

The above schedule is subject to change. All changes will be posted on the web site at: <http://www.spcollege.edu/central/purchasing/>

3.2 **Pre-Proposal Meeting – Mandatory attendance required**

The purpose of the pre-proposal meeting is to familiarize prospective Proposers or their representatives with the specification requirements and to answer questions that may arise prior to the proposal submission date. The Pre-Proposal Meeting will be held at the St. Petersburg College District Office 6021 142<sup>nd</sup> Ave N, Clearwater FL 33760 at 10:00 am Room # TE #143.

To facilitate the clarification of requirements, Proposers are requested to submit questions no later than 4:00 p.m. on October 26, 2011. As well as submitting written questions, Proposers will have an opportunity to ask questions at the pre-proposal conference.

Please submit all questions to [Spinelli.paul@spcollege.edu](mailto:Spinelli.paul@spcollege.edu). Written responses to questions by e-mail as well as those generated at the pre-proposal conference will be issued to all prospective Proposers on November 3, 2011.

3.3

Preparation of Proposal

For ease of evaluation, each proposal must:

- a. be bound (3 ring binder or proposer's choice of binding)
- b. be submitted on 8 1/2 "x 11" paper
- c. have headings and sections numbered as indicated below
- d. have sections separated using divider tabs for easy reference and may be either pre-numbered or include the section title.
- e. be typed. Proposal information may not be hand written (except for signatures).

Proposer shall submit six (6) complete sets [one (1) labeled original with signatures and five (5) copies] all complete with supporting documentation in a sealed, opaque envelope/container marked as noted below. Please include a CD or thumb drive with the electronic file. This quantity is required so that a full and complete copy of your proposal can be provided to each member of the evaluation team.

Proposals must be delivered as stated above and clearly marked with the following:

Proposer's Name  
Return Address  
RFP #SPC 03-11-12 Banking Services  
Due Date and Time

Each proposal must include an Executive Summary of not more than two (2) pages that highlights each of the key areas of the proposal and that summarizes the Proposer's case why such bank should be selected as the College's depository.

The proposal shall be divided by tabs. The sections shall be numbered and named:

1. Executive Summary
2. Proposer Response Form (Attachment 1)
3. Scope of Services
4. Qualifications and Experience
5. Personnel
6. Interest/Overnight Sweep/Earnings Credits (Attachment 4)
7. Investments (Attachment 5)
8. Deposit Processing
9. Wire Transfers
10. Disaster Recovery
11. Account Reporting/Cash Management System (Attachment 6)
12. Positive Pay
13. E-Commerce (Attachment 7)
14. Employment and Student Banking Programs
15. Customer Service and Quality
16. Bank Fees (Attachment 8)
17. Payment for Banking Services
18. Merchant Card Services (Attachment 9)
19. Conversion Plan
20. Reports

21. References (Attachment 10)
22. Sample Contract
23. Required Forms and Certifications (Drugfree Workplace, etc.) (Attachment 11-15)
24. Check List (Attachment 16)

See Section 6 and the noted attachments for details required in each section.

3.4 Submission of Proposals

Proposals must be mailed or delivered to:

Paul Spinelli,  
Director of Procurement at EpiCenter Services Building  
St. Petersburg College  
14025 58<sup>th</sup> St N,  
Clearwater, FL 33760

Proposer's response to this RFP shall be due and must be received by the College's Director of Procurement no later than November 30, 2011 at 2:00 p.m.

**The College shall not extend or waive this time requirement for any reason whatsoever. Proposals or amendments to proposals that arrive after November 30, 2011 at 2:00 p.m. will be disqualified and shall be returned unopened. Telephone, including facsimile, electronic mail, and telegraphic proposals and/or amendments to proposals shall not be accepted at any time.**

If the Proposer elects to mail in its proposal package, the Proposer must allow sufficient time to ensure the College's proper receipt of the proposal package by the time specified above. Regardless of the delivery method, it is the responsibility of the Proposer to ensure that the proposal package arrives on time to the College's Director of Procurement.

On November 30, 2011, the opening of all timely proposals will commence at 2:00 p.m. for the sole purpose of recording the names of the Proposers submitting written proposals.

3.5 No Proposal

If the banking institution **does not** wish to submit a proposal, it must complete and submit the "Statement of No Proposal" form, Attachment 2.

#### IV. CONTRACT INFORMATION

4.1 Contract Period

The selected banking institution shall be designated as the College's depository for a five (5) year term commencing March 1, 2012. The contract may be extended for three (3) additional one year periods. Service fees will remain fixed for the duration of the initial contract.

4.2 Award of Contract

The contract for banking services is expected to be awarded during the Board of Trustees meeting to be held at 8:30 a.m. on January 17, 2012 at the Epi-Tech Center 13805 58<sup>th</sup> Street N, Clearwater, FL 33760.

4.3 Cancellation of Contract

The College reserves the right to cancel the banking services agreement at any time upon ninety (90) days prior written notice to the bank indicating the intent to terminate the agreement.

4.4 Special Conditions

It is the preference of the College that a single bank provide all the banking services specified in this RFP. However, in that certain services are provided independently of financial institutions, the College reserves the right to consider proposals for specific services requested herein separate from a complete proposal.

#### V. SCOPE OF SERVICES/MINIMUM SERVICES REQUIRED: Note these minimum services must be met in order for your proposal submission to move to the Evaluation and Award Criteria section(XIII)

- 5.1 Establish demand deposit accounts as may be necessary to meet the banking requirements of the College (Attachments 3 and 3a). Post deposit and withdrawals in a timely manner.
- 5.2 Provide the College all the necessary deposit slips (Attachment 3b) for each campus location.
- 5.3 Provide the College with an accelerated float collection schedule.
- 5.4 After minimum concentration account balance requirements are met, if applicable, sweep any excess cash balances into an approved overnight investment vehicle. Proposer must submit proposals offering services based on an actual cost basis.
- 5.5 Provide fraud prevention services such as Positive Pay for checks and ACH transactions.
- 5.6 Provide monthly activity statements and reports for all accounts. These statements will include a monthly account analysis. The statement cutoff must be the last day of the month.

Statements must be sent no later than the 10<sup>th</sup> of the following month. The Proposer will provide overdraft protection services to the College. In the event of an overdraft, presented checks shall be paid by the bank after confirmation by the College and the overdraft situation rectified within 24-48 business hours.

- 5.7 Provide cashing of College created checks at no charge to the payee.
- 5.8 Provide a dedicated Customer Representative to service the College's accounts.
- 5.9 Provide the College with a semi-annual Treasury Review focused on new services available and services that will streamline the current banking process.
- 5.10 The bank will provide thirty (30), 8" x 11" locking night depository bags or similar substitute acceptable to the College.
- 5.11 Daily deposits taken to vault services (currently Dunbar armored car services) will be counted and verified upon presentation and receipts returned within 24 hours. Deposits taken to the bank during banking hours will be counted and verified by the bank upon presentation.
- 5.12 The Proposer will provide deposit slips in conformity with the College's specifications for color, design, paper stock, consecutive numbering by Campus, and MICR encoding.
- 5.13 The Proposer must make duplicate deposit slips available for each cash collection location and have the ability for that location to be designated on the deposit slip.
- 5.14 The Proposer will provide the College with money and coin wrappers as required. Coin sorting and counting services may be required.
- 5.15 The Proposer will provide the College with endorsement stamps for each collection location.
- 5.16 The Proposer will re-deposit NSF checks a second time prior to debiting the College's account and returning the check to the College.
- 5.17 Checks that have been re-deposited and still do not clear shall be clearly stamped with a notation that this action has taken place and that the check should not be re-deposited.
- 5.18 Provide credit card processing. The College accepts VISA, MasterCard, American Express and Discover at all college business office locations and online via our student registration system.
- 5.19 Provide a money market account for the investment of cash not used during the course of several days.
- 5.20 Provide the College all the software and training necessary to access and utilize the Proposer's on-line systems.



- 5.21 Provide the College with on-line access that equals or exceeds the safety, security and standards established by the information and technology industry.
- 5.22 Disburse funds via repetitive and non-repetitive wire transfer from an on-line system, or if necessary, telephonic request of an authorized person.
- 5.23 Accept and send all ACH transactions (payroll, disbursement and deposit) and provide on-line notification of ACH deposits the same day.
- 5.24 Provide automated on-line balance reporting services for all College accounts. Available information should include: closing ledger, closing collected, opening ledger, opening collected, float, previous day debit and credit detail (including bankcard deposits and ZBA transfers), and ACH credit and debit detail. In addition, each business office location receives electronic daily deposit detail reports
- 5.25 Provide the ability to place on-line stop payments and cancellation of issues and on-line access to information regarding cleared, canceled and stop payment checks.
- 5.26 Provide the College with the capability to retrieve images on-line.
- 5.27 Provide the College with the capability to view images of paid checks on-line.
- 5.28 Provide the College with on-line return check information.
- 5.29 Provide on-line detailed reports of wire transfers received by the College.
- 5.30 The College requires the capability to initiate stop payment orders electronically.
- 5.31 When a stop payment is initiated, the College shall be able to view if the check has been paid and be provided an image of the paid item.
- 5.32 If not paid, the Proposer will provide an electronic confirmation of the stop payment placement.
- 5.33 Stop payment shall be effective for a period of not less than twelve months.
- 5.34 All checks paid by the Proposer after a stop payment order has been confirmed will be the responsibility of the Proposer.

## VI. INFORMATION REQUESTED

### 6.1 Qualifications and Experience

- Describe the organization, date founded, ownership, and other business affiliations
- Provide evidence that the proposer meets the designation of a certified public depository according to Florida Statute Chapter 280.17.
- Provide the address of the primary office location that will service the account.
- Describe the experience of the financial institution in providing similar services for other Florida college clients.
- Include (2) copies of the most recent audited financial statements with the proposal. If available, please provide an online address or link to your most recently audited financial statements.
- Provide a list of branch addresses for banking centers located within close proximity of each of the College's campuses.

### 6.2 Personnel

- Provide biographical information on all bank officers that will be directly involved in the management of the College's accounts; who the primary contact will be and what, if any, experience these officers have in working with governmental clients. Please include customer services personnel.
- Provide an organization chart for the personnel who will be associated with the College's accounts, including the roles of each person that illustrates the relationship among the personnel.
- Provide the geographical area of responsibility for each person on the responder's team that will support the college.

### 6.3 Interest/Overnight Sweep/ Earnings Credits

- Describe the investment options and how interest on the overnight sweep investment will be calculated and credited on all accounts. Be specific.
- Quote the interest rate the Proposer is offering the College on funds remaining in an account overnight (Attachment 4).
- Provide earnings history for overnight sweep investment agreements or any other appropriate sweep facility for the last 12 months.
- Describe the method used to calculate the earnings credit rate (ECR). Is the reserve requirement deducted from the available balance before the ECR is calculated? If not, please include in the bank explanation the impact of the bank reserve requirement, the bank formula for converting service charges to balance requirements and a listing of the bank earnings credits and reserve requirements for the last 12 months.
- For a Public Funds account, describe how interest will be calculated and credited on all accounts. Be specific. (Attachment 4).

### 6.4 Investments

- Describe what investment custody and advisory services are available for a short-term portfolio that is in compliance with Florida Statute Section 218.415 and Florida Administrative Code 6A.14-0765. The bank's Trust Department must provide these services and the College will require a separate agreement with the Trust Department (Attachment 5).

- The College currently has money invested in SPIA, Florida Prime (SBA), and Certificates of Deposit with RBC Wealth Management.
- Outline the investment program being proposed and provide a performance comparison to the State Board of Administration (Florida PRIME) and the Special Purpose Investment Account (SPIA). Assume a fixed investment of \$3,000,000 for the last three years. The performance comparison should be net of expenses.
- Charges for maintaining the proposed investment program should be expressed as a percent of the account's market value and be provided for in investment thresholds listed in Attachment 5.
- The proposal must certify that the program being proposed is derivative free and complies with Florida Statutes and Florida Administrative code relative to investments by Florida College System Institution.
- Services to be provided by the bank, at the College's option, include but are not limited to: assistance in the refinement of the College's Investment Policy, timely reporting of investment results, and periodic meeting with designated College personnel to evaluate results.
- Proposal quotations on the above services should be provided in Attachment 4.

#### 6.5 Deposit Processing

- What is the deposit cutoff time for same day ledger credit? Is it the same for cash as for checks?
- Are there any benefits to the College to separate cash and checks into two deposit bags?
- What is the standard procedure for reporting deposit adjustments?
- What is the Proposer's policy on receipt of tampered deposit bags?
- When counterfeit bills are discovered, what are the Proposer's notification and adjustment policy/process?
- Funds availability will be determined on the following schedule:

Items on depository, wire transfers, payroll/ACH deposits, cash – **SAME DAY**  
 Items on local institutions – **NEXT DAY**  
 Other Items – **FEDERAL RESERVE AVAILABILITY SCHEDULE**

The above schedule shall be the maximum clearing schedule. If the Proposer can offer faster clearing services, the service schedule should be outlined in the proposal.

#### 6.6 Wire Transfers

- What are the beginning and ending cut-off times in Eastern Standard Time for initiating wire transfers to ensure same-day execution?
- What specific detail is provided describing sender information, etc.?
- Do on-line wire-transfer services to the College have the ability of dual control release options?
- Can dollar limits by user and function be established for single transaction amounts and daily aggregate amounts?

6.7 Disaster Recovery

- Describe the Proposer's procedures used to provide banking services along with backup and recovery capabilities in the event of a disaster.
- Are off-site facilities strategically located away from each other in the event of a disaster?
- How quickly can the "hot" site be implemented in the case of an emergency?
- How often are emergency operations tested? How are they tested?

6.8 Account Reporting

- The College requires that the account reporting system be on-line and provide beginning and ending ledger (book) balanced, collected balances, available balance and float assignment.
- Ledger and collected balances should be available for opening and current day. Transaction details for prior and current day should include debits and credits (i.e. wire transfer, ACH transactions, bankcard deposits, ZBA transfers)
- What current day reporting is available through the reporting system?
- How many business days is data stored on the Proposer's reporting system and available for the College to access.
- What technical specifications will be required of the College's systems?
- How soon after the close of the billing period is the account analysis available to the College?
- How are adjustments reflected on the account analysis?
- Is the Proposer's account analysis available electronically via the Internet?

6.9 Positive Pay

- The College currently uses Positive Pay on checks and online ACH control for ACH transactions as a fraud prevention service. Please provide information on your Positive Pay services or other fraud prevention services.
- Please explain when mismatched items are available to view and when decisions to pay or not to pay need to be sent to the Proposer.
- What are the Positive Pay transmission deadlines? What transmission method does the Proposer recommend the College use to transmit files to the Proposer?
- Does the Proposer offer Positive Pay at the teller line? How often does the Proposer update the teller system?
- What is the Proposer's policy regarding an individual attempting to cash a check that is not listed on the teller system?
- Does the Proposer's system allow on-line manual additions and voids as well as stop payment information?
- Does the Proposer have the capability to provide full reconciliation services with positive pay protection services? Images of all paid items must be provided on-line and a CD-ROM provided monthly.

6.10 E-commerce (Attachment 7)

- The College currently uses many aspects of e-commerce such as web payment collection, purchasing cards, and electronic documents. Does the Proposer offer these and/or any other e-commerce solutions? If so, please describe the e-commerce solutions offered by the Proposer and any associated costs.
- How does the Proposer promote or assist in the development of Business to Business (B2B) and Business to Consumer (B2C) transactions?
- Does the Proposer have a technical sales team that will assist the College in the identification of e-commerce opportunities?

6.11 Employee and Student Banking Programs

- Will the Proposer provide College check cashing to non-account holders without a fee assessed?
- Include any information on Employee and Student Banking Programs offered by the Proposer.
- Does the proposer offer educational programs for students addressing responsible banking and personal finance?

6.12 Customer Service and Quality

- Does the Proposer provide a dedicated customer service representative assigned to handle the College's accounts?
- Describe the responsibilities of the customer service personnel, including the chain of command for problem resolution.
- Is local customer service support available for the College's accounts?
- What are the hours of operation for the Proposer's Customer Service unit?
- How does the Proposer handle inquiries requiring research and adjustment items?
- Does the Proposer provide technical customer support for computer hardware, software and communication problems?

6.13 Bank Fees

- Provide the proposed prices for the list of banking services as presented on the Prices and Services Chart (Attachment 8).
- Prices must be guaranteed for the initial five (5) year term of the contract.
- In an extended contract period, the Proposer has the right to request an increase in service charges. If there is to be an increase, the Proposer must notify the College in writing six (6) months prior to the price increase. However, the College reserves the right to reject or reduce requested increases.
- Will the Proposer charge any one time implementation fees to the College for setting up new services? Please explain these fees if not included in your pricing proposal.
- Is there a fee or other assessment for FDIC Insurance? If so, how does the Proposer calculate the charge?
- Please list any fees for additional services not specifically request related to conversion, training, and/or other Banking Services.

6.14 Payment for Banking Services

- The College is receptive to either paying banking fees directly or applying compensating balance earnings toward bank charges.
- The Proposer should make recommendations on a semi-annual basis as to the best mix of balances to offset services charges.
- Please evaluate the best scenario for the College's accounts at this point in time.

**VII. MERCHANT CARD SERVICES**

- 7.1 Provide a brief history and overview of your Merchant Card Program and identify any joint venture or affiliated relationship, if relevant to this program.
- 7.2 The College uses CASHNet software for its cashiering and receipting. Is there additional equipment needed to process credit cards?
- 7.3 If the College has bank accounts with the bank providing the merchant services, when will funds be made available to the College? If the merchant provider is different from the banking services provider when will funds be available?
- 7.4 The Proposer must provide end-to-end Merchant Banking Services including equipment/software, credit and charge transaction authorization, routing and settlement for Visa and MasterCard (debit and credit), Discover and American Express.
- 7.5 Proposer must provide gross settlement using Automated Clearing House (ACH) to the designated College depository account no later than forty-eight (48) hours after the payment and credit records have been batched and transmitted.
- 7.6 Must have electronic reporting capabilities detailed below that will produce at a minimum daily/monthly summary reporting by Terminal ID and/or Merchant ID location.
- Total sales and transaction count by card type.
  - Average transaction size by card type.
  - Total disputed charges by card type.
  - Electronic charge-back notification.
- 7.7 Must provide an invoice for services on a monthly basis for all transaction costs (processing fees and other fees) associated with the payment and credit records processed. Sufficient back-up documentation to support all costs invoiced, including breakout by card type and/or transaction type, gross sales, returns, net sales and transaction counts.
- 7.8 Must provide training to College personnel as required related to payment and credit/debit card processing requirements, charge backs, accessing reports and transaction data, equipment, and/or other processes and procedures which may be required. In addition, provide notification of pass-through fee increases.
- 7.9 Must be able to provide a twenty-four (24) hour seven (7) day a week help desk for customer assistance to College staff.

- 7.10 Must have the capability of servicing and/or replacing any broken hardware no later than the next business day after the College reports the problem.
- 7.11 Must provide regular updates regarding PCI compliance and data standards.
- 7.12 See Attachment 8 for Merchant Service transaction information.

## VIII. CONVERSION

- 8.1 Describe a conversion plan to transfer assets of the College to your financial institution.
- 8.2 What lead time do you expect will be necessary before the conversion begins?
- 8.3 Indicate your plans for educating and training the College employees in the use of your systems.
- 8.4 Indicate any and all costs associated with conversion and/or training.

## IX. REPORTING

Please provide copies of the reports most likely to be used by the College based on the services recommended by the Proposer.

## X. REFERENCES

Provide three to four (3-4) higher education or public references within the state of Florida including the length of time the Proposer has provided services, client name, contact personnel, address, email address, and phone number. If three Florida higher education or public references are not possible, provide three private references whose banking services most closely resemble the account structure used by the college. (Attachment 9)

## XI. SAMPLE CONTRACT

Provide a sample of a proposed contract for all bank services.

## XII. IMPLEMENTATION

- 12.1 Provide a copy of all agreements that will be required to initiate the banking services agreement.
- 12.2 Provide a detailed description of the implementation process, including testing and a sample implementation schedule.
- 12.3 What is the lead time required for implementation, based on a start date of March 1, 2012? What are the critical factors that may impact lead time?

- 12.4 Does the Proposer assign an implementation team? If so, is an Implementation Manager assigned?

**XIII. EVALUATION AND AWARD CRITERIA**

**NOTE: All Minimum Services Required as noted in section V must be met in order to be considered for the Evaluation and Award portion of this Request for Proposal.**

Proposed Fees and Compensation	22
Lowest cost for Credit Card Services	25
Cash Management System	20
Accessibility and Convenience to College	8
Investment Options with the Highest Interest Rate	10
Quality of Scope of conversion/implementation plan	10
Innovation/Additional Services	5
TOTAL	100

13.1 Evaluation Method

- The College will appoint an evaluation committee consisting of members of its staff to evaluate proposals and to recommend award of a contract with the proposer which meets the best interests of the College. The committee members are:

SVP Administrative/Business Services/Information Technology  
 Associate VP of Financial & Business Services or Designee  
 Vice President of Human Resources and Public Information  
 Associate VP of Information Technology  
 Associate VP of Planning, Budget and Compliance

- The Board of Trustees will make the final award.
- The College shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. The College's decision will be final.
- Proposer and employees of proposer are not allowed to contact the College's Board of Trustees members or Administration during the RFP selection process.



13.2 Non-Responsive Proposals

- Non-responsive proposals will be rejected by the purchasing department and will not be distributed to the evaluation team for consideration.
- The evaluation team may determine that the required submittals/documentation is so inadequate as to be determined non-responsive.
- Non-responsive proposals may include, but are not limited to the following:
  - Failure to follow required format
  - Failure to sign the proposal
  - Failure to acknowledge addenda (unless all changes are not material)
  - Failure to provide required submittals/documentation
  - Submission of late proposal
  - Proposer does not meet minimum qualifications/requirements
  - Failure to notarize document

13.3 The evaluation team will evaluate all responsive written proposals to determine which proposal best meet the needs of the College based on the evaluation criteria.

13.4 In the event two (2) or more proposers are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:

- Lowest Cost for Merchant Fees
- Proposed Fees and Compensation
- Reference Checks
- Best Investment Strategy

ST. PETERSBURG COLLEGE

Banking Services RFP #03-11-12

Attachment #1

PROPOSER RESPONSE FORM

I hereby certify that this proposal is submitted without prior understanding, agreement or connection with any corporation, firm or persons submitting a proposal for the same materials, supplies, or services and is, in all respects fair and without collusion or fraud. I agree to abide by all conditions of this request for proposals and further certify that I am authorized to sign this proposal for the proposer.

Name of Certifying Official: \_\_\_\_\_

Title of Certifying Official: \_\_\_\_\_

Signature of Certifying Official: \_\_\_\_\_

Institution Name and Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Federal Tax Id Number: \_\_\_\_\_

ST. PETERSBURG COLLEGE

Banking Services RFP # SPC 03-11-12

Attachment #2

STATEMENT OF NO PROPOSAL

The undersigned declines to propose on RFP # SPC 03-11-12 for the following reason(s):

\_\_\_\_\_ Schedule would not permit us to perform

\_\_\_\_\_ Unable to meet specifications\*

\_\_\_\_\_ Other\*

\*Provide explanation: \_\_\_\_\_

\_\_\_\_\_

We understand this if this "Statement of No Proposal" is not executed and returned, our name may be deleted from the list of qualified proposers.

Company Name: \_\_\_\_\_

Company Name and Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Signature of Company Officer: \_\_\_\_\_

ST. PETERSBURG COLLEGE

Banking Services RFP # SPC 03-11-12

Attachment #3

INTEREST BEARING ACCOUNT PROPOSAL  
FOR CASH CONCENTRATION ACCOUNT

Bank: \_\_\_\_\_

Provide the best proposal for earning interest on funds on deposit in the Cash Concentration Account.

Type of Account: \_\_\_\_\_

Current Interest Rate: \_\_\_\_\_

Basis for Rate: \_\_\_\_\_

Frequency of Rate Adjustment: \_\_\_\_\_

Where are funds placed?

Overnight Sweep \_\_\_\_\_

Interest Bearing Account \_\_\_\_\_

Compensating Balance Account \_\_\_\_\_

If Compensating Balance Account:

What is the required compensating balance to support service costs?

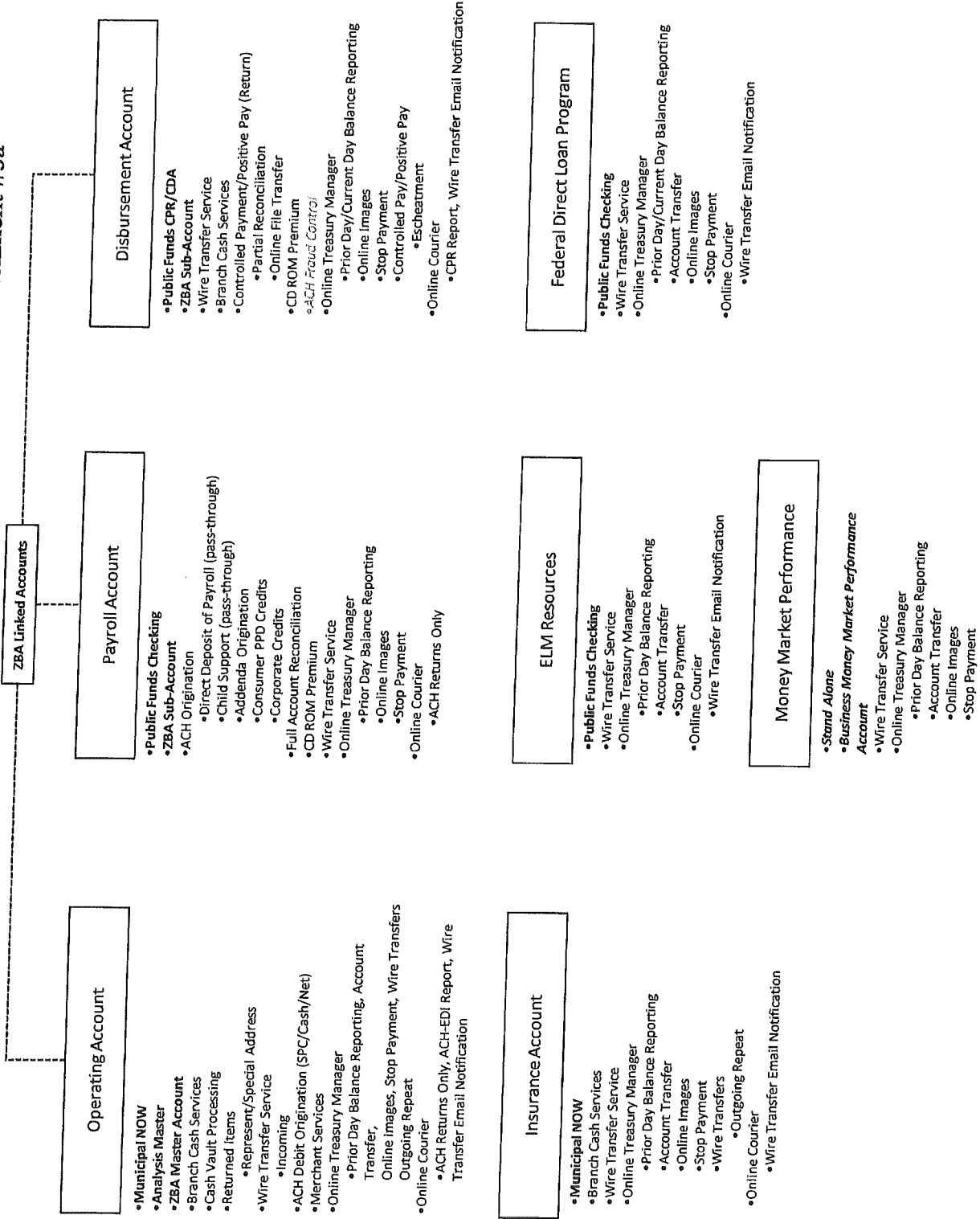
\_\_\_\_\_

\_\_\_\_\_

What is the earnings credit rate on which the compensating balance is calculated?

\_\_\_\_\_

\_\_\_\_\_



ST. PETERSBURG COLLEGE

Banking Services RFP # SPC 03-11-12

Attachment #3b

DATE	CURRENCY	DOLLARS	CENTS
	COINS		
	TOTAL CASH		
	CHECKS		
	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
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	27		
	28		
	TOTAL FROM OTHER SIDE OR ATTACHED LIST		

BOARD OF TRUSTEES OF  
ST PETERSBURG COLLEGE  
EPI CENTER SITE #0007



ACH RT 081000104

65

DEPOSIT TICKET

63-215/631

TOTAL ITEMS

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

RE-ENTER GRAND TOTAL IN SCREENED BOXES

ST. PETERSBURG COLLEGE  
Banking Services RFP #SPC 03-11-12  
Attachment #4

INTEREST/OVERNIGHT SWEEP/EARNINGS CREDITS

Bank: \_\_\_\_\_

Interest rate is to be paid on daily collected balance. State the rate in terms of the daily effective federal funds rate (or monthly average of same) as reported in the prior day **Wall Street Journal**.

\_\_\_\_\_ %                      Date: \_\_\_\_\_

Describe the investment vehicle proposed by the bank to provide the overnight investment of College funds.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the method of collateralization of overnight investments. Verify that the proposed method is in accordance with appropriate Florida statutes and/or rules.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any charges related to the overnight investment? If so, what?

_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>Total Charges for Overnight Investments</b>	\$ _____

ST. PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12  
Attachment #5  
INVESTMENT SERVICES

Bank: \_\_\_\_\_

Quotations are required at specified investment portfolio levels in order to provide comparability of proposals. If the bank can provide a better rate at some other portfolio level it should provide that information under other.

<u>Portfolios Size</u>	<u>Fee/\$1,000</u>
Up to \$5 million	_____
\$5-\$10 million	_____
\$10-\$20 million	_____
Over \$20 million	_____
Other	_____

Describe below the banks(s) Investment Services to meet the College's requirements. Include evidence of bank(s) qualifications to provide the service. Please specify if the Bank is recommending a pooled fund, mutual fund or individually managed portfolio at each portfolio size listed above. Please provide performance history against the six month treasury for higher liquidity, the 1-5 year treasury index for two year investments and the Barclays Intermediate Government Credit index for the four year duration investments.



ST. PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12

Attachment #6

CASH MANAGEMENT INFORMATION SYSTEM

Proposing Bank: \_\_\_\_\_

Initial cost of software including installation and training (per workstation with 3-5 workstations):

\$ \_\_\_\_\_

Number of days: \_\_\_\_\_ Number of employees: \_\_\_\_\_

Annual charges for use and maintenance of system: \$ \_\_\_\_\_

Describe the bank's cash management system below. Provide any additional attachments which may be useful to the College in evaluating the system.

ST. PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12  
Attachment #7  
OTHER SERVICES

Proposing Bank: \_\_\_\_\_  
(Attach additional sheets as necessary)

**PROCUREMENT CARD SERVICES/E-COMMERCE (Describe):**

**SPECIAL EMPLOYEE/STUDENT PROGRAMS (Describe):**

ST. PETERSBURG COLLEGE  
 Banking Services RFP # SPC 03-11-12  
 Attachment 8  
 BANK SERVICE FEES

Listed below is a summary of the average monthly volumes for the various types of services currently being utilized by the College.

Average Monthly Balance is \$3,774,949

BANK ACTIVITY FOR 6 ACCOUNTS :	Number of Units Per Month	Bank Proposed Unit Cost	Total Monthly Cost
<b>GENERAL OPERATING ACCOUNT</b>			
<b>BALANCE SERVICES</b>			
FDIC EXPENSE PER \$1,000	0	0	0
<b>DEMAND DEPOSIT SERVICES</b>			
ACCOUNT MAINTENANCE - MONTHLY	1		
AUDIT CONFIRMATION MANUAL	0		
INSUFFICIENT FUNDS ITEMS	0		
CHECK RESEARCH/COPY	0		
DDA AUDIT CONFIRMATIONS	0		
ANALYSIS INVOICE FEE	0		
DEPOSITS CREDITED	140		
ELECTRONIC CREDITS POSTED	521		
ITEMS DEPOSITED	1043		
TRANSIT ITEMS PRE-ENCODED	0		
DEPOSIT CORRECTION	1		
ON US ITEMS - PRE-ENCODED	0		
CLEARINGHOUSE ITEMS	0		
LOCAL FED/IN STATE FED ITEMS	0		
OUT OF STATE ITEMS	0		
ELECTRONIC DEBITS POSTED	42		
OTHER MISC DEBITS	0		
<b>ZERO BALANCE SERVICES</b>			
ZBA MASTER ACCOUNT	1		
<b>RETURNED CHECK SERVICES</b>			
RETURNED ITEMS	5		
RETURN ITEMS - REPRESENTED	5		
RETURN ITEMS - SPECIAL ADDRESS	3		
<b>BRANCH/NIGHT DEPOSIT SERVICES</b>			
BRANCH CASH OTC DEPOSIT/\$1000	3		
BRANCH CURR ORD/STRAP	0		
BRANCH CURR ORD/PARTIAL STRAP	0		
BRANCH COIN ORDER/ROLL	0		
<b>CASH VAULT SERVICES</b>			
CASH VAULT DEPOSITS	180		
CASH VAULT DEPOSIT ERRORS	1		
VLT MANUAL CHANGE ORDER	0		
VLT ROLLED COIN ORDER	0		
BR/V BRANCH CASH DEP/\$1000	214		

ST. PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12  
Attachment 8

BANK SERVICE FEES

	Number of Units Per Month	Bank Proposed Unit Cost	Total Monthly Cost
BR/V NIGHT BAG PROCESS DISP	0		
BR/VLT DEP CURR PER \$1000	0		
DEPOSIT RECEIPT EMAIL	180		
DEPOSIT RECEIPT FAXED	0		
<b>ACH SERVICES</b>			
ACH MONTHLY MAINTENANCE	1		
ACH FILE TRANSMISSION, VENDOR FILE	0		
ACH DELETIONS - ITEM	0		
ACH DELETIONS BATCH OR FILE	0		
WEB DEBITS ORIGINATED	77		
ACH FAX PAGE	6		
ACH EXCEPTION PROCESSING	0		
ACH RETURN ITEM	5		
ACH NOC ITEM	1		
<b>EDI SERVICES</b>			
EDI TRANSLATED RPT - FAXED PAGE	0		
EDI TRANSLATED RPT OTM & COURIER	1		
<b>WIRE TRANSFER SERVICES</b>			
WIRE TRSF MONTHLY MAINT/ACCT	1		
W/T OUT REP/SEMI (OPER ASSIST)	0		
W/T OUT NON-REP (OPER ASSIST)	1		
W/T OUT REP (OTM PC WIRE)	21		
INTERNAL WIRE TRANSFER CREDIT	0		
W/T INCOMING	15		
W/T INTERNAL REP (OTM PC WIRE)	0		
W/T TRACER/REVERSAL	0		
<b>ONLINE TREASURY MANAGER</b>			
INFO RPTG MAINTENANCE FEE	1		
PD SERVICE/PER MONTH	1		
PD ACCT MAINT/PER ACCT	7		
PD DETAIL/PER ITEM	2605		
SD SERVICE/PER MONTH	1		
SD ACCT MAINT/PER ACCT	2		
SD DETAIL/PER ITEM	1412		
SPECIAL RPT SERVICE/PER MONTH	1		
ACH-EDI REPORT/PER DAY	20		
CPR - REPORT(S)/PER DAY	20		
STOP SERVICE/PER MONTH	1		
STOP PAYMENT/PER STOP	0		
ACH SERVICE/PER MONTH	1		
ACCT TRANSFER/PER TRANSFER	10		
WIRE SERVICE/PER MONTH	1		
IMAGE ITEM RETRIEVAL/PER IMAGE	7		
<b>ONLINE COURIER</b>			
WIRE TRANSFER ADVICE - EMAIL	41		

ST. PETERSBURG COLLEGE  
 Banking Services RFP # SPC03-11-12

Attachment 8

BANK SERVICE FEES

	Number of Units Per Month	Bank Proposed Unit Cost	Total Monthly Cost
ACH RETURNS REPORT	14		
<b>INTERNATIONAL SERVICES</b>			
INTERNATIONAL ITEMS DEPOSITED	0		
INTL INCOMING WIRE TRANSFER	0		
INTL OUTGOING WIRE TRANSFER	2		
INTL BRANCH/EDP INITIATED W/T	0		
<b>DISBURSEMENT ACCOUNT</b>			
<b>DEMAND DEPOSIT SERVICES</b>			
ACCOUNT MAINTENANCE - MONTHLY	1		
AUDIT CONFIRMATION MANUAL	0		
COLLECTION ITEMS - INCOMING	0		
ELECTRONIC CREDITS POSTED	0		
ELECTRONIC DEBITS POSTED	0		
OTHER MISCELLANEOUS DEBITS	0		
<b>ZERO BALANCE SERVICES</b>			
ZBA SUB ACCOUNT	1		
<b>BRANCH/NIGHT DEPOSIT SERVICES</b>			
BRANCH CURR ORD/STRAP	2		
BRANCH CURR ORD/PARTIAL STRAP	15		
BRANCH COIN ORDER/ROLL	5		
BRANCH CASH OTC DEPOSIT/\$1000	0		
<b>CONTROLLED PAYMENT SERVICES</b>			
CONTROLLED PAYMENT - MTN MAINT	1		
CONTROL PAYMENT - CHECKS PAID	1408		
CONTROLLED PAYMENT - MISMATCHES	4		
COTL PYMT ISSUES-BANK CREATED	0		
CPR AUTO D/T TO BANK/TRAN	35		
CPR AUTO D/T TO BANK/RCRD	1633		
CPR AUTO D/T TO CLIENT/TRAN	20		
CPR AUTO D/T TO CLIENT/RCRD	1408		
CPR RETURNED ITEM	3		
<b>ARP SERVICES</b>			
PARTIAL RECON - BASE FEE	1		
FAX CHARGE - PAGE	0		
<b>DISBURSEMENT CD ROM SERVICES</b>			
CD-ROM PAID ITEMS CD	1		
CD ROM IMAGES PER ITEM	1408		
CD-ROM ROLLING 12 MONTHS	0		
<b>ACH FRAUD CONTROL</b>			
AFC DEBIT FILTER-BLOCK SET UP	0		
AFC FRAUD CNTRL MONTHLY MAINT	1		
<b>WIRE TRANSFER SERVICES</b>	1		
<b>PAYROLL ACCOUNT</b>			
<b>DEPOSITORY SERVICES</b>			

ST. PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12  
Attachment 8

BANK SERVICE FEES

	Number of Units Per Month	Bank Proposed Unit Cost	Total Monthly Cost
ACCOUNT MAINTENANCE	1		
AUDIT CONFIRMATION MANUAL	0		
ELECTRONIC CREDIT	2		
ON US ITEMS	0		
ITEMS PAID NOT ENCLOSED	119		
ELECTRONIC DEBIT	7		
<b>ZERO BALANCE SERVICES</b>			
ZBA SUB ACCOUNT	1		
<b>ARP Services</b>			
FULL RECON - BASE FEE	1		
FULL RECON - ITEM CHARGE	119		
ARP AUTO D/T TO BANK/TRAN	1		
ARP AUTO D/T TO BANK/RCRD	57		
MANUAL VOID - ITEM CHARGE	4		
MANUAL ISSUE - ITEM CHARGE	0		
<b>DISBURSEMENT CD ROM SERVICES</b>			
CD ROM IMAGE SERVICE	1		
CHECK IMAGE CD-ROM ITEM	119		
CD-ROM REPLACEMENT REQUEST	0		
<b>ACH SERVICES</b>			
ACH MONTHLY MAINT	1		
CONSUMER PPD DEBITS ORIGINATED	2		
CONSUMER PPD CREDITS ORIGINATED	5891		
ACH ADDENDA ORIG	49		
CORP CREDITS ORIG CCD, CCD+CTX	56		
ACH COLLECTION APPLIC PROCESS	0		
ACH CREDITS ORIG	0		
ACH DELETIONS	0		
ACH DELETIONS BATCH OR FILE	0		
WEB DEBITS ORIGINATED	0		
ACH REVERSALS	2		
ACH FAX PAGE	6		
ACH EXCEPTION PROCESSING	0		
UNRECOGNIZED FILE RECEIVED	0		
ACH RETURN ITEM	7		
ACH NOC ITEM	11		
OTM ACH PASS-THRU FILE	27		
<b>WIRE TRANSFER SERVICES</b>			
WIRE TRSF MONTHLY MAINT/ACCT	1		
<b>ONLINE TREASURY MANAGER</b>			
STOP PAYMENT/PER STOP	0		
<b>INSURANCE ACCOUNT</b>			
<b>BALANCE SERVICES</b>			
FDIC EXPENSE PER \$1,000	0		

ST. PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12

Attachment 8

BANK SERVICE FEES

	Number of Units Per Month	Bank Proposed Unit Cost	Total Monthly Cost
<b>DEMAND DEPOSIT SERVICES</b>			
ACCOUNT MAINTENANCE - MONTHLY	1		
AUDIT CONFIRMATION MANUAL	0		
ELECTRONIC CREDIT	4		
ELECTRONIC DEBIT	16		
<b>BRANCK/NIGHT DEPOSIT SERVICES</b>			
BRANCH CURR ORD/STRAP	1		
BRANCH CURR ORD/PARTIAL STRAP	4		
BRANCH COIN ORDER/ROLL	2		
<b>WIRE TRANSFER SERVICES</b>			
WTRSF MONTHLY MAINT/ACCT	0		
W/T OUT REP/SEMI (Oper Asslst)	0		
W/T OUT REP (OTM PC WIRE)	1		
<b>ELM RESOURCES ACCOUNT</b>			
<b>DEMAND DEPOSIT SERVICES</b>			
NEGATIVE COLLECTED CHARGE	0		
FDIC EXPENSE PER \$1,000	0		
>250K DEPOSIT INSURANCE/\$1000	0		
ACCOUNT MAINTENANCE - MONTHLY	1		
INSUFFICIENT FUNDS ITEMS	0		
ELECTRONIC CREDITS POSTED	4		
ELECTRONIC DEBITS POSTED	2		
<b>WIRE TRANSFER SERVICES</b>			
WIRE TRSF MONTHLY MAINT/ACCT	1		
W/T OUT REP (OTM PC WIRE)	0		
<b>FEDERAL DIRECT LOAN PROGRAM</b>			
<b>DEMAND DEPOSIT SERVICES</b>			
DEPOSIT INSURANCE PER \$1000	0		
ACCOUNT MAINTENANCE - MONTHLY	1		
ELECTRONIC CREDITS POSTED	0		
ELECTRONIC DEBITS POSTED	0		
<b>WIRE TRANSFER SERVICES</b>			
WIRE TRSF MONTHLY MAINT/ACCT	0		

ST. PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12  
Attachment 8

BANK SERVICE FEES

This information was based on monthly average volumes for the past fiscal year (July 1, 2010– June 30, 2011). Volumes are estimated and not guaranteed as minimums or maximums. Additionally, the College has seasonal volumes during months with tuition payment deadlines and those months that start the beginning of a semester (August, January, May).

Based on the information provided above, the Proposer must provide unit charges for the listed services. The Proposer must use the form above and complete the 2 columns labeled Bank Proposed Unit Cost and Total Monthly Costs. Please use this format for any other services and fees that will be charged but are not listed.

Total Monthly Treasury Fees \$ \_\_\_\_\_

NOTE: The College analysis is based on a 3 month average.

Direct Deposit (ACH) Payrolls

Provide the number of days and deadline time prior to payday that the deposit information needs to be submitted electronically to the bank.

\_\_\_\_\_  
Number of Days

\_\_\_\_\_  
Time of Day

Provide the number of days and deadline time on which actual funds are transferred to appropriate employee demand accounts at various banks.

\_\_\_\_\_  
Number of Days

\_\_\_\_\_  
Time of Day

Provide the number of days and the deadline time actual college funds are transferred and do not earn interest.

\_\_\_\_\_  
Number of Days

\_\_\_\_\_  
Time of Day



ST.PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12  
Attachment #9  
CREDIT CARD SERVICES

Bank: \_\_\_\_\_

Merchant Activity Data for St. Petersburg College for July 2010- June 2011

Total Net Sales:	\$24,937,792.
Total # of Transactions	69,982
Average Transaction	\$356.35

Merchant Service Fees

Discount Rate \_\_\_\_\_ %

Other Costs (please specify):

Total annual costs based on FY 2010-2011 volume: \$ \_\_\_\_\_

What is the cost, if any, for the following equipment:

Swipe Terminals	\$ _____	each
Printers	\$ _____	each
Installation Cost	\$ _____	

Other Charges:

Credit Card Information for the fiscal year ended 6/30/2011 by card type for Attachment # 9

Oct. 14, 2011  
11:38:30 am

Payments Report - Credit Card Summary-  
Business Date 07/01/2010 to 06/30/2011

Page 1  
Printed By: Mike Meigs

		Amount
Payment Code:	800 - Credit Card	
	(other)	(Count: 2) 38.20
	American Express	(Count: 1,146) 371,130.32
	Discover Card	(Count: 312) 85,653.38
	MasterCard	(Count: 6,595) 1,621,123.87
	VISA	(Count: 14,443) 3,639,014.53
TOTAL for Payment Code:	800 - Credit Card	(Count: 22,498) 5,716,960.30
Payment Code:	850 - WEB-CC	
	American Express	(Count: 3,031) 1,597,255.47
	Discover Card	(Count: 881) 387,924.73
	MasterCard	(Count: 13,702) 5,479,814.58
	VISA	(Count: 29,790) 11,759,837.30
TOTAL for Payment Code:	850 - WEB-CC	(Count: 47,404) 19,220,832.04
GRAND TOTAL		(Count: 69,902) 24,937,792.34

SELECTION CRITERIA

Payment Group: CC  
Transaction Status: C  
Include Convenience Fee: Y  
Include Hi Fees: N

An asterisk (\*) following the Customer Code denotes multiple customers on the transaction.

ST. PETERSBURG COLLEGE  
Banking Services RFP #SPC 03-11-12  
Attachment #10  
REFERENCES

Firm or Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Last Service: \_\_\_\_\_ Email \_\_\_\_\_

Firm or Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Last Service: \_\_\_\_\_ Email \_\_\_\_\_

Firm or Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Last Service: \_\_\_\_\_ Email \_\_\_\_\_

Firm or Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Last Service: \_\_\_\_\_ Email \_\_\_\_\_

ST. PETERSBURG COLLEGE

Banking Services RFP # SPC 03-11-12

Attachment #11

ACKNOWLEDGEMENT OF ADDENDA

The proposer shall acknowledge receipt of any addenda issued to the solicitation by completing the blocks below and including it in the proposal. Failure to acknowledge an addendum that has a material impact on the solicitation may negatively impact the responsiveness of your proposal. Material impacts include but are not limited to changes with specifications, scope of work, delivery time, performance period, bonds, letters of credit, insurance, qualifications, etc.

Addendum Number	Date	Signature

ST. PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12

Attachment #12

CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

IDENTICAL TIE RFP's- Whenever two or more Proposals which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a Proposal received from a business that certified that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie Proposals will be followed if none of the tied vendors have a drug-free workplace program, or if all of the tied vendors have drug-free workplace programs. In order to have a drug-free workplace program a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under PROPOSAL a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under PROPOSAL, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.**

Signature of Bank Representative: \_\_\_\_\_

Typed or printed name of Bank representative: \_\_\_\_\_

Responding Bank name: \_\_\_\_\_

ST. PETERSBURG COLLEGE  
Banking Services RFP #SPC 03-11-12  
Attachment #13

CONFLICT/NON-CONFLICT OF INTEREST STATEMENT

CHECK ONE

- To the best of our knowledge, the undersigned firm has no potential conflict of interest due to any other clients, contracts, or property interest for this project.
- The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

LITIGATION STATEMENT

CHECK ONE

- The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- The undersigned firm, **BY ATTACHMENT TO THIS FORM**, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

Banking Institution: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name(print or Type): \_\_\_\_\_

Title: \_\_\_\_\_

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and or judgments, may result in disqualification of your proposal.

ST. PETERSBURG COLLEGE

Banking Services RFP # SPC 03-11-12

Attachment #14

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The undersigned Proposer, by the signature below, represents that the foregoing information is true and correct. The undersigned Proposer, by the signature below, provides assurances to the College of its compliance with Federal, State and County affirmative action and equal employment opportunity requirements.

IN WITNESS WHEREOF, this Equal Employment Opportunity Statement is hereby signed as of the date indicated.

PROPOSER: \_\_\_\_\_

ATTEST: By: \_\_\_\_\_  
Authorized Signature signed in ink

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Typed name of person signing above

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Typed name of person signing above

Date Signed \_\_\_\_\_

Notary Public, State of \_\_\_\_\_

My Commission Expires \_\_\_\_\_

St. PETERSBURG COLLEGE

Banking Services RFP # SPC 03-11-12

Attachment #15

STATEMENT ON PUBLIC ENTITY CRIMES

In accordance with Florida Statute 287.133, the following information is provided:

An affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a Proposal on a Contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statute 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_



ST. PETERSBURG COLLEGE  
Banking Services RFP # SPC 03-11-12  
Attachment #16  
PROPOSAL CHECKLIST

This checklist is provided to assist each proposer in the preparation of their proposal. Included in this check list are important requirements which are the responsibility of each proposer to submit with their response in order to make their proposal response fully compliant. This checklist is only a guideline - it is the responsibility of each proposer to read and comply with the Request for Proposal in its entirety.


**Check each of the following when accomplished:**

- Proposer Response Form
- Bank Service Fee Chart Completed
- Minimum Qualifications Are Met
- W9 Taxpayer form is completed, signed and attached
- Drug-Free Work Place Form is completed, signed and attached
- Reference Form Completed
- Disputes Disclosure form included
- Proposal envelope is marked accordingly
- Required number of proposal submittals included
- Financial statements enclosed
- Acknowledgment of Addenda completed.
- All Other Attachments Completed
- Proposal Divided into Appropriate Sections

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Agency Billings

Board of Trustees' Rule 6Hx23-5.174 requires that the trustees approve each business, industry, governmental unit or civic organization that furnishes the College a written promise of payment of student fees and charges for books and supplies. College records collectively consider these "Agencies."

**Confirmation is sought to include all "agencies" listed below as approved "agencies" for billing of student fees and charges that was entered into subject to Board of Trustee's approval:**

- Clearwater for Youth
- Dell Scholars Program
- Illinois Vocational Rehabilitation
- Kansas Vocational Rehabilitation
- Life Skills of Sarasota
- Leesburg High School Foundation
- Southeastern Association of School Business Officials
- Sun Towers Residents Good Samaritan Fund
- Pop Warner Southeast Region
- City of Safety Harbor
- Citrus High School
- Pop Warner Little Scholars
- Indian Rocks Rotary Foundation
- Ohio State Eagles
- Cancer for College
- Community Health Centers of Pinellas
- St. Petersburg Elks Lodge #1224
- Dunedin High School Girls Softball Booster Club
- Tampa Bay Downs
- Hillsborough Head Start Community Foundation
- Verizon Foundation
- Raytheon Company
- Englewood Community Funeral Home
- Wal-Mart Foundation Scholarship Program

Sarasota High School Girls Basketball Boosters Association  
Building Association of Florida Suncoast Chapter  
Express Employment Professionals  
Lightning Foundation  
Premier Designs, Inc.  
Citrus County Circle of Friends  
Longboat Key Kiwanis Foundation  
New York Mets  
Phi Theta Kappa Foundation  
Police and Fireman Fund

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

Bf110111

St. Petersburg College

**SPC**

# The SPC branding initiative

## Marketing and Public Information

Presented to SPC Board of Trustees – Nov. 15, 2011

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# Background

- ▶ **No comprehensive look at branding since SPJC became SPC**
  - ▶ **No comprehensive, research-based branding initiative for at least 20 years**
  - ▶ **Hired CLARUS Corporation to help SPC:**
    - **update marketing and recruitment strategies**  
(the most far-reaching)
    - **update branding for the college**  
(the most visible)
-

# Branding and advertising

- ▶ **Our brand reflects the promises we make**
  - ▶ **We raise brand awareness through advertising**
  - ▶ **Effective branding requires research**
-

# Positioning statement

**St. Petersburg College provides a foundation for ongoing achievement and success in school and the workplace through access to a combination of the ideal mix of post-secondary programs and an innovative network of support and partnerships.**

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# Brand direction and expression

## Core messages:

1. An SPC credential is the foundation for ongoing achievement and success.
  2. An SPC education is within reach.
  3. SPC faculty are expert and caring.
  4. Individual student success is SPC's top priority.
  5. SPC has the ideal mix of relevant academic and training programs.
  6. SPC's innovative and creative partnerships benefit our students and community.
-



# Brand direction and expression

## Marketing/Recruitment Strategy:

- ▶ Support “One College” approach
- ▶ Focus on career paths or areas of study
- ▶ Target specific audiences
- ▶ Shift to year-round brand awareness to emphasize the breadth and depth of offerings

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Enlisted local creative consultants (Aqua) to develop visual brand and advertising concepts

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# TAG LINES

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# Brand Direction & Expression

- ▶ **The tagline must:**
    - ▶ be simple
    - ▶ embody the key messages
    - ▶ be adaptable
    - ▶ be distinct from competitors
-

***Within reach***

*Keep reaching*



*Taking you farther*



---

***Where your future finds its course***



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*Within reach*

*Keep reaching*

*Taking you farther*

*Where your future finds its course*

---

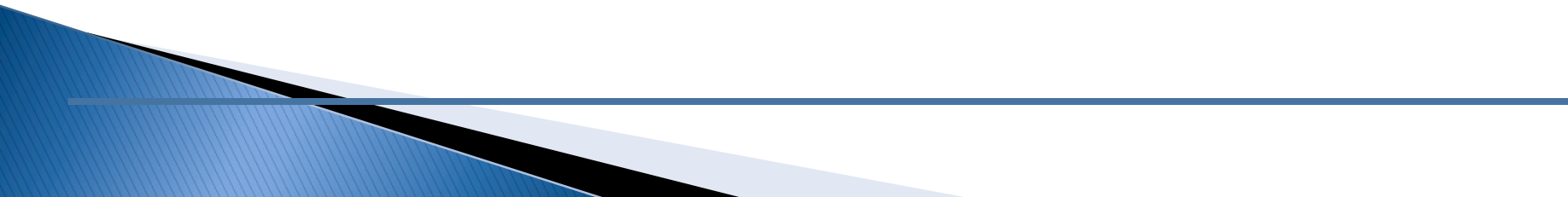


LOGO

# Logo

## Design disciplines:

- ▶ simple
  - ▶ send visual signal about key messages
  - ▶ adaptable
  - ▶ distinct from competitors
-







ST.PETERSBURG

C O L L E G E





St. Petersburg  
COLLEGE



St. Petersburg  
COLLEGE



ST. PETERSBURG  
COLLEGE

St. Petersburg College

**SPC**

*Excellence in education since 1927*

# ADVERTISING





**Melissa Stone**  
Pre-K Teacher  
Class of 2010



**Jesus Ortiz**  
Pilot  
Class of 2009



**Pamela Duncan**  
Pharmacist  
Class of 1988



**St. Petersburg**  
COLLEGE

*Keep Reaching.*





**Melissa Stone**  
Pre-K Teacher  
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*Within Reach.*



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**SPC**  
**ST. PETERSBURG**  
**COLLEGE**

*Taking You Farther.*



**Melissa Stone**  
Pre-K Teacher  
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**Jesus Ortiz**  
Pilot  
Class of 2009



**Pamela Duncan**  
Pharmacist  
Class of 1988

St. Petersburg College

**SPC**

*Where Your Future Finds Its Course.*

# Anticipated next steps

## November/December 2011

Testing creative concepts via online survey:

- ▶ all current students
- ▶ all SPC employees
- ▶ community members
- ▶ representative group of alumni

## January 2012

Start phased implementation of redesigned marketing materials and updated strategies

## June 2012

Full implementation of mass marketing materials

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St. Petersburg College

**SPC**


# The SPC branding initiative

Marketing and Public Information

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College

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

**SUBJECT:** Board of Trustees' Rules

The College is in the process of undertaking a comprehensive and systematic review of its Rules and Procedures to ensure that each reflect the policies and practices of the institution. The purpose of this initiative is to ensure the College remains in compliance with the mandate in 120.74, Florida Statutes, to review, clarify, simply and streamline rules where needed to improve efficiency and correct deficiencies. Further, procedural provisions found in the Rules are being moved to Procedures in an ongoing effort to strengthen the College's Procedures and promote accessibility and usability by employees and students. As this initiative will involve a review of Rules and Procedures over a period of months, the proposed revisions below primarily involve policies of the College which are found in Section VI. of the Rules Manual.

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

**6Hx23-4.35 Disciplinary Rule** The purpose of this revision is to enhance the disciplinary process at the campus level, eliminate unrecorded probations and move procedural provisions of the Rule into a new Procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.36 Student Grievances and Appeals** The purpose of this revision is to streamline and clarify the student grievance/appeals process, as well as students' rights and protections in this process, and to shift procedural provisions of the Rule to a College Procedure. *Submitted by Tonjua Williams.*

**6Hx23-6.01 Sanitation and Maintenance of the Physical Plant** The purpose of this change is to change the title of the Rule and update the College's policy and process related to the safety, sanitation, and inspection of public education and ancillary plants. *Submitted by Susan Reiter.*

**6Hx23-6.02 Organization of Physical Plant** The proposed change will repeal this Rule and move its provisions to a College Procedure. *Submitted by Susan Reiter.*

**6Hx23-6.04 Staffing of Physical Plant** The purpose of this change is to repeal this Rule as it is unnecessary. *Submitted by Susan Reiter.*

**6Hx23-6.05 Scheduling of Work** The purpose of this change is to repeal this Rule as it is unnecessary. *Submitted by Susan Reiter.*

**6Hx23-6.06 Evaluation of Physical Plant Operations** The purpose of this change is to repeal this Rule as it is unnecessary. *Submitted by Susan Reiter.*

**6Hx23-6.07 Special Purpose Classrooms** The proposed change clarifies that the Board delegates the approval of the conversion of general purpose classrooms and laboratories for other uses to the President. *Submitted by Susan Reiter.*

**6Hx23-6.08 Professional Service Contracts with Architects, Engineers, and Surveyors** The proposed change will change the title of the Rule and clarify and update the College's policy in regard to the acquisition of architectural, engineering, landscape architectural or surveying and mapping services. *Submitted by Susan Reiter.*

**6Hx23-6.10 Construction Bids and Guaranteed Maximum Price** The proposed change will change the title of the Rule and update the policy to make it comply with current law. *Submitted by Susan Reiter.*

**6Hx23-6.11 Payments to Contractor During Construction** The proposed change will repeal this Rule and move its provisions to a College Procedure. *Submitted by Susan Reiter.*

**6Hx23-6.13 Professional Service Contracts with Design-Build Firms** The proposed change will change the title of the Rule and streamline the policy regarding the acquisition of professional services with Design-Build firms and shift procedural provisions to a College Procedure. *Submitted by Susan Reiter.*

Suzanne L. Gardner, Acting General Counsel, recommends approval.

Attachment

ps112112

## 6Hx23-4.35 DISCIPLINARY RULE

- I. The handling of all student disciplinary cases, including alleged violations of student regulations or other student misconduct, shall be in accordance with this Rule and its accompanying procedures. In cases in which disciplinary suspension or dismissal could result, the student's enrollment status shall remain unchanged throughout the disciplinary process provided, however, that nothing in this Rule shall be so construed as to prevent ~~the President or designee or the~~ appropriate provost or designee from taking such immediate action as deemed necessary, except that final action shall be in accordance with this Rule and college policies and procedures as prescribed. Any decision to suspend a student for disciplinary reasons prior to final action under this Rule must be approved by the ~~President or designee or the~~ appropriate provost or designee.
  - A. Alleged violations of student regulations or other student misconduct shall be referred to the campus associate provost or designee or to the provost or designee. Exceptions (relating to financial obligations and delinquent accounts) to this Rule are covered in Board of Trustees' Rule 6Hx23-5.27.
  - B. Reprimands, ~~unrecorded disciplinary probations,~~ and recorded disciplinary probations (which are recorded on the student's permanent record and result in a hold being placed on the student's permanent record), suspensions from a campus or the college, and dismissal from a campus or the college may be approved, and discipline administered, by the associate provost or designee or the provost or designee on the student's home campus or center in accordance with this Rule and accompanying procedure.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Discipline, P6Hx23-4.35.**

- C. *Investigation of Alleged Violation(s)/Notice of Charges/Summary Proceedings and Hearing Rights*
  1. *The associate provost or designee will conduct an investigation of the possible violation. Prior to taking action on any charge(s), the associate provost or designee will attempt to meet with the accused student. At the meeting, the associate provost or designee will inform the student of the his/her rights under this Rule and will give the student a copy the Rule. The associate provost or designee will inform the student of the charges and will further inform the student that the student is not required to admit or deny the charges. The associate provost or designee will, however, give the student an opportunity to admit or deny the charges. As a part of the meeting, the associate provost or designee will complete the*



*Disciplinary Investigative Summary Sheet, and give a copy to the student.*

- (a) *If the student admits to the charges and agrees to Summary Proceedings, the associate provost or designee may conduct Summary Proceedings in order to determine the appropriate discipline. Such discipline may include suspension or dismissal. Prior to conducting Summary Proceedings, the associate provost or designee must inform the student in writing that by agreeing to Summary Proceedings, the student is waiving the right to a hearing, face his/her accusers, and have an attorney present. The student will be asked to sign the Admission of Student Regulations Violation and Agreement to Submit to Summary Proceedings. Summary Proceedings include those investigative steps deemed appropriate by the associate provost or designee in order to determine whether a violation of College policy by the student has, in fact, occurred and may include interviewing witnesses and examining written evidence. If the student is less than 18 years of age, the Agreement to Submit to Summary Proceedings must also be signed by the student's parent or guardian.*
- (b) *If the student denies the charges, the associate provost or designee will determine whether to dismiss the charges or to proceed further. If the associate provost or designee decides to proceed, and the discipline which the associate provost or designee recommends is suspension or dismissal, the case will be referred to the Chair, hereinafter referred to as the "Hearing Officer" of the Disciplinary Board. If the penalty is not suspension or dismissal, the associate provost or designee may impose discipline which may include, but is not limited, to an administrative reprimand or disciplinary probation, which may or may not be recorded on the student's permanent record. In the latter case, there shall be no review available before the Disciplinary Board. The student may, however, appeal through the Student Grievance Rule 6Hx23-4.36 Paragraph I. F. Formal Resolution of Appeals, by filing a petition with the Grievance Committee within 10 working days after the date the associate provost or designee imposes the discipline of administrative reprimand or unrecorded disciplinary probation. The petition shall allege the associate provost's or designee's violation of Paragraph I.A.1.a. and/or b. of the aforementioned Student Grievance Rule. The failure to file a petition within the required time period shall constitute a waiver and bar of the student's rights.*
- (c) *If the student denies the charges or admits the charges but does not agree to Summary Proceedings, and the*

*associate provost or designee recommends suspension or dismissal, the matter is referred to the Disciplinary Board Hearing Officer for determination. The Disciplinary Board shall have the authority to impose any of the stated actions found in Paragraph V. C. of this Rule and shall not be limited in any way by the associate provost's or designee's recommendation.*

- (d) If the associate provost or designee is unable to meet with the student, the associate provost or designee may, nonetheless, conclude the disciplinary investigation and may inform the student of the results through mail to the last known address shown on the student's record. If the discipline recommended involves suspension or dismissal and the student does not agree to the same within 10 calendar days after the date of mailing the letter, the matter shall be referred to the Disciplinary Board Hearing Officer for hearing.*
- (e) On sites where there is no provost and/or associate provost, the President shall designate the person(s) to undertake the duties of the provost and/or associate under this Rule.*

## *II. Disciplinary Board Hearing Officer - Responsibilities and Duties*

*The Disciplinary Board Hearing Officer shall:*

- A. Be appointed by the President or designee;*
- B. The Hearing Officer shall be a licensed Florida attorney with 3 or more years of experience in trial practice and/or administrative hearings.*
- C. Schedule the hearing and give Notice of Hearing as required by this Rule.*
- D. Schedule a pre-hearing conference when needed in the discretion of the Hearing Officer or upon request made by a party to the action at least 4 working days before the hearing;*
- E. Upon request of a party, be permitted to assist, ex parte, the party in procedural matters only.*
- F. Serve as chairperson and be present throughout the proceeding and deliberation;*
- G. Be responsible for making arrangements for electronic recording of the Disciplinary Board's meeting or the recording thereof by a court reporter provided, however, that the deliberations of the Disciplinary Board shall not be recorded. If an appeal is taken of the Disciplinary Board's decision, the Hearing Officer 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. The Hearing Officer shall forward the original record to the President or designee in the event of an appeal.*

- H. Direct the exchange of writings, documents and exhibits, and, a list of names and addresses of witnesses;*
- I. 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;*
- J. Be permitted to ask questions of the parties and/or witnesses;*
- K. In advance of the hearing, consult with each member of the Disciplinary Board 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. If the student is represented by an attorney, the attorney may assist and counsel the student but may not otherwise directly participate in the proceeding. In such a case, the associate provost or designee is also entitled to an attorney who may provide assistance and counsel but may not otherwise participate in the proceeding.*
- L. Grant a continuance of a hearing only in the event of extenuating circumstances.*
- M. At the close of the testimony of the parties, and the completion of closing statements, if any, the Hearing Officer shall instruct the Disciplinary Board on the legal issues presented for the Board's determination.*
- N. Upon decision of the Disciplinary Board, the Hearing Officer shall prepare a Decision Letter in accordance with the Board's decision advising the parties of the Board's action.*
- O. Undertake such other responsibilities and duties as are expressed or implied in this Rule.*

### *III. Notice of Hearing*

- A. The Hearing Officer is responsible for scheduling disciplinary hearings and providing Notices of Hearing as required by this Rule.*
- B. The Hearing Officer shall provide reasonable notice to the parties generally not less than 14 calendar days prior to the hearing; however, the 14 calendar day notice of hearing requirement may be waived by the Hearing Officer without the consent of the parties.*

C. *In all cases in which disciplinary suspension or dismissal could result, the Hearing Officer shall notify the student by certified mail at the student's last known address. The Notice of Hearing shall include the nature of the charges, the grounds against said student and the time and date of the hearing. The Notice of Hearing shall also inform the student of his/her rights to appear at the hearing, face his/her accuser, present any applicable evidence on the student's behalf, cross-examine witnesses, and have an attorney present at the student's expense to assist and counsel the student in the student's presentation before the Disciplinary Board. The Notice shall also advise the student that if the student intends to have an attorney present, the student must notify the Hearing Officer and associate provost or designee at least 5 working days prior to the hearing. Failure of the student to so notify the Hearing Officer or associate provost or designee may be grounds to exclude the student's attorney.*

D. *The Notice of Hearing shall also advise the parties regarding the attendance of witnesses as follows:*

*It is the responsibility of each party to notify their witnesses and to assure their presence at the hearing. Upon specific written request of a party, at least 7 working days in advance of the hearing, the Hearing Officer will give written notice to the witnesses of the hearing and request their attendance. Neither the Hearing Officer nor the Disciplinary Board has subpoena power and cannot compel the attendance of any witness.*

E. *The parties may have an attorney present to advise and counsel them. The associate provost or designee presenting the charges shall also receive a copy of the Notice of Hearing. The parties shall also receive a copy of this Rule. Prior to the hearing, the associate provost or designee presenting the charges and the student shall exchange lists of witnesses (including their names, addresses and phone numbers, if available) and copies of any writings, documents and/or exhibits as directed by the Hearing Officer. The failure of a party to name a witness(es) or exchange writing, documents and/or exhibits shall be grounds for exclusion of same.*

F. *A Notice of Hearing substantially in the form of the Sample Letter accompanying this Rule shall be sufficient.*

#### IV. *Pre-hearing Conference*

*The Hearing Officer may also require or a party to the action may request a pre-hearing conference (See Paragraph II. C.). At the pre-hearing conference, issues may be clarified, simplified and/or limited, resolution discussed, writings, documents and/or exhibits exchanged, witnesses names and addresses exchanged, procedural and evidentiary issues discussed and resolved, such other matters as the Hearing Officer may determine are necessary*

*or appropriate to a fair, prompt and efficient hearing; and a pre-hearing stipulation entered into as may be appropriate.*

*V. Disciplinary Board*

- A. The Disciplinary Board shall consist of two students, two faculty members and one administrator. To ensure the ability of the College to schedule hearings on a timely basis, the President or designee shall appoint a pool of students, faculty members and administrators. The Hearing Officer shall appoint from the pool two students, two faculty members and one administrator for a specific hearing. The appointees shall constitute the voting members of the Disciplinary Board. The associate provost or designee presenting the charges to the Disciplinary Board shall not serve on the Board during the hearing on such charges.*
- B. The Disciplinary Board shall serve as a fact finding body and shall conduct its hearings in an effort to determine the truth. Disciplinary Board Members may ask questions of the parties and witnesses.*
- C. The Disciplinary Board, following a careful and thorough hearing on the case, shall deliberate and, based on the evidence admitted by the Hearing Officer, make a final determination (decision) by majority vote of the membership within 2 working days of the conclusion of the hearing. Thereupon, the Hearing Officer shall undertake, prepare and sign the Decision Letter in accordance with the decision of the Disciplinary Board and shall, within 2 working days after the decision of the Disciplinary Board, place a copy in the mail to the parties. In order to reach a finding that the student violated the provisions of the student regulations, there must be a preponderance of the evidence supporting the finding. Preponderance of the evidence means that the evidence, as a whole, shows the facts sought to be proved are more probable than not. The final action of the Disciplinary Board shall be in accordance with one of the following:*
- 1. Removal of the charges against the student;*
  - 2. Administrative reprimand;*
  - 3. Disciplinary probation, which may or may not be recorded on the student's permanent record;*
  - 4. Disciplinary suspension for a specific period of time (The Disciplinary Board may also impose requirements for re admission.);*
  - 5. Dismissal from the College or a program of the College.*

*In addition, the Disciplinary Board may place a hold on the student's permanent record, withhold diplomas or transcripts*

*pending compliance with the Rules. In all cases in which disciplinary suspension or dismissal from the College has been determined, a copy of the decision shall be forwarded to the President or designee and associate provost or designee.*

*VI. Appeal to the President/Final Action*

- A. Decisions of the Disciplinary Board may be appealed to the President or designee. In all cases in which disciplinary suspension or dismissal from the College have been determined by the Disciplinary Board, a copy of the record of the hearing shall be sent to the President or designee. If a recording device(s) malfunctions or the record is inaudible or otherwise not available for an appeal, the President or designee may direct a new hearing if the parties and Hearing Officer cannot, or do not, provide an agreed upon statement of facts within a reasonable time from the date of the appeal as determined by the President or designee.*
- B. Said appeal must be filed, in writing, with the President or designee within 10 calendar days after the date of the Decision Letter of the Disciplinary Board by the Hearing Officer. In addition, a recorded disciplinary probation may be appealed to the President or designee. The President's or designee's decision shall be final and shall constitute final action. If no appeal is taken to the President or designee within the specified time stated above, the action of the Disciplinary Board shall be final.*

*VII. Communications with Members of the Disciplinary Board*

*No party shall, at any time, have any communications regarding the disciplinary matter with any member of the Disciplinary Board. All communications of the parties regarding the disciplinary matter are to be addressed to the Hearing Officer and any matter presented by a party requesting any determination or action (other than assistance with understanding the procedure as permitted in Paragraph II. D. herein above) by the Hearing Officer shall be made in writing with a copy delivered or mailed to the other party.*

*VIII. Conduct of the Disciplinary Hearing*

- A. The associate provost or designee is responsible for the presentation of the disciplinary charge(s) brought against a student. The associate provost or designee presenting the charge(s) will be responsible for presenting evidence supporting the charges, and will be excused from serving on the Disciplinary Board for that hearing. If the student is represented by attorney, the associate provost or designee is also entitled to an attorney who may provide assistance and counsel but may not otherwise directly participate in the proceeding.*

- B. The student is responsible for the presentation and defense on behalf of the student. If the student is represented by an attorney, the attorney may assist and counsel the student but may not otherwise directly participate in the proceeding.*
- C. The Hearing Officer 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 the course of the hearing.*
- D. The Hearing Officer shall, in advance of the hearing, consult with each member of the Disciplinary Board 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.*
- E. At the conclusion of the of the hearing, the hearing participants and all other persons present, except the Hearing Officer and the members of the Disciplinary Board, will be excused. The Disciplinary Board will deliberate in closed session and reach a decision by majority vote. The Board will first vote on each charge (unless it is an appeal of the penalty only) and, second on the appropriate penalty for any charges for which the student is found to have violated. The standard of proof to be applied by the Disciplinary Board is that the evidence against the student must be by preponderance.*
- F. Evidentiary Standards*
- 1. All witnesses shall be under oath or affirmation.*
  - 2. Each party shall have the right to impeach any witness regardless of which party called the party to testify.*
  - 3. Hearsay evidence may only be admitted into evidence to supplement or explain other evidence and shall not be sufficient in and of itself to support a finding.*
  - 4. Irrelevant, immaterial and unduly repetitious evidence shall be excluded, but all other evidence commonly relied upon by reasonably prudent persons in the conduct of their affair shall be admissible, whether or not such evidence would be admissible in a trial in the courts of Florida.*
  - 5. Witnesses who are not listed on an exchanged witnesses list as required in Paragraph III. E. above shall be excluded, except upon showing good cause and a lack of prejudice to the other party.*
  - 6. Writings, documents and/or exhibits not exchanged as required by Paragraph III. E. above shall be excluded,*

*except upon showing good cause and a lack of prejudice to the other party.*

- G. *If the parties have an attorney, the attorney shall be permitted to advise and counsel their client, but may not otherwise directly participate in the proceedings, unless in the judgment of the Hearing Officer, fairness and justice require such participation.*

IX. *Continuances*

*The Hearing Officer may continue a hearing but shall do so only in extenuating circumstances.*

X. *Fairness*

*This Rule is intended to provide a fair and equitable format for disciplinary proceedings and substantial compliance with this Rule shall be sufficient. The Hearing Officer shall have reasonable discretion to vary from strict compliance with this Rule when it is deemed necessary or appropriate by the Hearing Officer in administering this Rule. It is not possible to anticipate all circumstances which may arise during a proceeding. Common sense and the application of traditional concepts of fairness and justice go a long way in providing a fair hearing. The foregoing guidelines are intended as a general guide. The failure of the Hearing Officer or Disciplinary Board to strictly follow the guidelines will not be grounds for an appeal and only when the failure to follow the guidelines results in fundamental unfairness or a denial of due process and adversely affects the appealing party will it be grounds for an appeal. However, substantial compliance does not apply to the time period for filing an appeal. Strict compliance is required. An appeal must be filed with the President or designee within 10 calendar days after the letter of notification of the decision of the Disciplinary Board by the Hearing Officer.*

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

Law Implemented: 120.81, 1001.64(4)(a) & (b), (8), F.S.

History: ..... 10/17/85, 11/20/86 (effective 11/20/86 for Session II, 1986-87), 6/18/87, 4/27/89. Filed - 4/27/89. Effective - 4/27/89; 4/20/93. Filed - 4/20/93. Effective - Session I, 1993-94; 7/16/96. Filed - 7/16/96. Effective - 7/16/96; 10/19/98. Filed - 10/19/98. Effective - 10/19/98; 1/9/99. Filed - 1/19/99. Effective - 1/19/99; 1/23/04. Filed - 1/23/04. Effective - 1/23/04; 11/15/11. To Be Filed - 11/15/11. Proposed Date To Become Effective 11/15/11.

**SAMPLE LETTER**

**Notice of Hearing**

Date

Mr. Joe College  
1234 Knowledge Lane



Pinellas Park FL 33781

Dear Mr. College:

You have been charged with violating Board of Trustees' Rule (INSERT: Name, number and section of BOT Rule(s) violated) and as further noted on the Investigative Summary Sheet which is enclosed. You have (INSERT: admitted or denied) the charge(s) as reflected on the associate provost's Disciplinary Investigative Summary Sheet.

Since the recommended discipline for your alleged misconduct is (INSERT: suspension or dismissal), this matter has been referred to me as Hearing Officer for the Disciplinary Board for a hearing. A copy of the Board of Trustees' (BOT) Rule 6Hx23-4.35 - Disciplinary Rule is enclosed for your review. It is very important that you **carefully** review this Rule as it serves as a guideline for the student disciplinary proceedings and hearings. You should also **carefully** read this letter as it sets forth important rights and responsibilities.

This letter shall serve as your **Notice of Hearing**. The hearing in your disciplinary matter has been scheduled for hearing by the Disciplinary Board at (INSERT time) (AM/PM) on the (INSERT day) day of (INSERT Month), 20\_\_, at (INSERT: location in which hearing is to be held).

**At the hearing** you shall have the right to appear at the hearing, face your accuser(s), present any applicable evidence on your own behalf, cross-examination witnesses, and have an attorney present at your expense to assist and counsel you and your presentation before the Disciplinary Board. Should you decide to have an attorney present, you must notify me and the associate provost at least five (5) working days prior to the hearing. Failure to do so may be grounds to exclude your attorney from the hearing.

You are further advised, that it is your responsibility to notify **your witnesses** and to assure their presence at the hearing. Upon your specific written request to me at least seven (7) working days in advance of the hearing, I will give written notice to the witnesses of the hearing and request their attendance. I do not, nor does the Disciplinary Board, have Subpoena power, and we cannot compel the attendance of any witness.

**I hereby direct that you and the associate provost exchange any and all writings, documents and exhibits that either of you may wish to offer into evidence at the hearing and a complete witness list with the witnesses' name, address and phone numbers, if available, that either of you may wish to call as witnesses at the hearing. (or INSERT: a location designated by the hearing officer). The exchange must occur before 5 PM on the (INSERT day) day of (INSERT Month), 20\_\_.** The associate provost shall have the writings, documents, exhibits and list of witnesses with addresses and phone numbers, if available, ready for your pick up at the associate provost's office (or INSERT: a location designated by the hearing officer) between the hours of 1 PM and 5 PM on the aforesaid date. Copies of the aforesaid documents exchanged by each of the parties must also be provided to me by placing the same in the mail to me no later than the date set forth above for exchange of documents and witness lists.

(ALTERNATE provision if hearing officer deems it appropriate to have a pre-hearing conference) I have scheduled a pre-hearing conference at (INSERT time) (AM/PM) on the (INSERT day) day of (INSERT Month), 20\_\_, at (location which pre-hearing is to be held). You and the associate provost are each to bring two (2) copies of any and all writings, documents and exhibits that either of you may wish to offer into evidence at the hearing and all witness lists with the name, address and phone numbers, if available, that either of you may wish to call as witnesses at the hearing. At the pre-hearing conference the matters set forth in BOT Rule 6Hx23-4.35 may also be considered and determined.

The failure of a party to name a witness(es) or exchange writings, documents or other exhibits shall be grounds for exclusion of the same at the hearing on this matter.

Mr. Joe College - Notice of Hearing  
(Date)  
Page 3

*A continuance of the hearing will be granted only upon extenuating circumstances.*

*You should also note that the Disciplinary Rule at Paragraph V. C. sets forth the action that the Disciplinary Board may consider. Unless you have admitted violation of the charges, the Disciplinary Board will determine whether or not you are guilty of the charge(s). The Disciplinary Board is not bound by the determination of the associate provost as to the appropriate discipline. The Disciplinary Board may also impose no discipline, a lesser discipline or when appropriate a greater discipline than that imposed by the associate provost.*

*Again, I would ask you to **carefully** read the Disciplinary Rule which is enclosed. This Rule provides for many other important things that you will need to be familiar with during the Disciplinary Proceeding process and hearing.*

*A copy of this letter, with enclosures, is being sent to the associate provost.*

*Very truly yours,*

*Hearing Officer*

*pc: \_\_\_\_\_, Associate Provost with enclosures*

## 6Hx23-4.36 STUDENT GRIEVANCES AND APPEALS

### 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.~~
- ~~2. A "grievant" must be a student of the College and is the person making the complaint except as in Paragraph 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.~~

A. ~~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 as delineated below. ~~involving the following:~~ The term "arbitrary or capricious" means without rational basis, or done in bad faith or constitutes disparate treatment and/or based on unlawful discrimination. The following may constitute the basis for a student grievance or appeal:

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
- b. belated and involuntary withdrawals;
- c. deviations from graduation requirements;
- d. changes from audit to credit.

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

C.-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. Student grievances and appeals may be timely brought forward for resolution in accordance with this Rule and College policy, and as outlined in its accompanying procedure.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Student Grievances and Appeals, P6Hx23-4.36.**

## *II. Appeals and Resolution Process*

### *A. 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 a final grade appeal. An appeal of final grades must be filed in writing pursuant to the process as outlined 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.*

*B. 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 resolution process described herein in lieu of the Discrimination Grievance Rule.*

*C. 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. Informal Resolution of Student Grievances*

*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 for the completion of the informal resolution process. Completion of the informal resolution process is a prerequisite to filing a formal grievance.*

*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 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 **must** be filed pursuant to Section IV. Below, within 7 working days of the informal decision of the associate provost or designee. Failure to file an appeal for formal resolution within said time period shall constitute a waiver and bar of grievant's rights.*

### *IV. Formal Resolution of Appeals*

*A. The 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, stating the reasons and grounds for the appeal. 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.*
- C. 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 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.*
- D. 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.*
- E. 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 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.*

- F. 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.*
- G. The Committee shall assemble for the hearing within 15 working days after receipt of the appeal 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.*
- H. 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.*
- I. 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 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.)*
- J. 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.*
- K. 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.*
- L. The chairperson may grant a continuance only in the event of extenuating circumstances.*
- M. 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.*

- N. 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.*

- O. 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.*
- P. 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.*
- Q. 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.*
- R. 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.*

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

Law Implemented: 1001.64(4)(a) & (b), 1001.64(8), F.S.

History: ..... 1/23/04. Filed – 1/23/04. Effective – 1/23/04; 5/18/10. Filed – 5/18/10. Effective – 5/18/10; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Become Effective – 11/15/11.

6Hx23-6.01 ~~SANITATION AND MAINTENANCE OF THE PHYSICAL PLANT SAFETY, SANITATION AND INSPECTION OF PUBLIC EDUCATION AND ANCILLARY PLANTS~~

~~The physical plant consists of all real estate, buildings, and installed building equipment owned by the College. It is the policy of the Board that the physical plant be maintained in a manner that will insure the~~

~~health and safety of the occupants, provide an environment conducive to learning, and insure the preservation of the physical plant--all to the extent possible within the limitations of the resources available to the College and priorities for resource utilization.~~

The Board of Trustees delegates to the President the responsibility to develop procedures for Facilities Planning and Institutional Services to establish a comprehensive program of safety, sanitation and periodic inspections for the protection of occupants of public educational and ancillary plants in accordance with state law.

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1001.64(34), 1013.12, F.S.  
History: Formerly 6Hx23-3-10.00 & 6Hx23-3-10.01; Adopted 7/15/71; Readopted, filed and effective 10/25/77; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Become Effective – 11/15/11.

## 6Hx23-6.02 ORGANIZATION OF PHYSICAL PLANT

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Organization of Public Education and Ancillary Plants, P6Hx23-6.02.**

- I. Responsibility for the physical plant is assigned to the Vice President for Facilities Planning and Institutional Services, with a Director of Physical Plant on each campus responsible for that*

*campus and an assigned number of additional sites, and with the Facilities Manager being responsible for the college in-house construction crew and the roofing crew.*

- II. The organization of the physical plant operation on each campus consists of
  - A. Campus Physical Plant Office.*
  - B. Grounds Department.*
  - C. Custodian Department.*
  - D. Maintenance Department.**
- III. The grounds, athletic fields, and parking areas are maintained by the campus Grounds Departments.*
- IV. Sanitation in buildings is the responsibility of campus custodial departments. Buildings are cleaned in accordance with established housekeeping standards.*
- V. Repair and maintenance of buildings and fixed equipment is the responsibility of the campus maintenance departments for emergency, preventive, and routine maintenance.*
- VI. Construction and renovation of projects up to \$50,000 may be accomplished by the college construction and renovation crew or roofing crew. These crews operate on a college-wide basis and are directly responsible to the Facilities Manager. Construction and renovation projects are initiated for programming/budgeting on an annual basis by proponents.*

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: ~~240.313, 240.319(3)(a), F.S.; SBE Rules 6A-14.248, 6A-14.249, F.A.C.~~  
History: Formerly 6Hx23-3-10.02; Adopted 7/15/71; Readopted 10/25/77; Amended, filed and effective 9/18/80; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Be Repealed – 11/15/11.

#### 6Hx23-6.04 STAFFING OF PHYSICAL PLANT

~~Staffing for physical plant departments is recommended annually in the budget process.~~

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: ~~240.313(7), 240.319(3)(a), 240.327, F.S.; SBE Rules 6A-14.248, 6A-14.249, F.A.C.~~

History: Formerly 6Hx23-3-10.04; Adopted 7/15/71; Readopted filed, and effective 10/25/77; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Be Repealed – 11/15/11.

6Hx23-6.05 SCHEDULING OF WORK

~~Work and preventive maintenance is scheduled for each site by the Director of Physical Plant. Within this framework of scheduled activities, other services may be performed as resources permit. Construction and renovation is schedule on a priority basis. Adjustments to schedules may be made to avoid interference with essential college functions.~~

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

~~Law Implemented: 240.319(3)(a), F.S.; SBE Rules 6A-14.248, 6A-14.249, F.A.C.~~

History: Formerly 6Hx23-3-10.05; Adopted 7/15/71; Readopted 10/25/77; Amended, filed, and effective 9/18/80; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Be Repealed – 11/15/11.

#### 6Hx23-6.06 EVALUATION OF PHYSICAL PLANT OPERATIONS

~~Evaluation of physical plant operations is done on a periodic basis by the members of the Physical Plant Department.~~

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

~~Law Implemented: 240.319(3)(a), F.S.; SBE Rules 6A-14.248, 6A-14.249, F.A.C.~~

History: Formerly 6Hx23-3-10.06; Adopted 7/15/71; Readopted, filed, and effective 10/25/77; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Be Repealed – 11/15/11.

6Hx23-6.07 SPECIAL PURPOSE CLASSROOMS

~~The conversion of general purpose classrooms and laboratories into any other use requires the approval of the District Board of Trustees.~~

The Board of Trustees delegates to the President the responsibility to approve the conversion of general purpose classrooms and laboratories into any other use pursuant to State Board of Education guidelines.

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1001.64(34), 1001.65, F.S.

History: Adopted, filed, and effective 9/17/81; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Become Effective– 11/15/11.

6Hx23-6.08 PROFESSIONAL SERVICE CONTRACTS WITH ARCHITECTS, ENGINEERS, AND SURVEYORS ACQUISITION OF PROFESSIONAL ARCHITECTURAL, ENGINEERING, LANDSCAPE ARCHITECTURAL OR SURVEYING AND MAPPING SERVICES

~~The President shall formulate procedures to carry out the provisions of the Consultants' Competitive Negotiation Act, 287.055, F.S., for selecting professional services of architects, professional engineers, and registered land surveyors.~~



The Board of Trustees delegates the responsibility for developing and implementing procedures for the selection of acquisition of professional architectural, engineering, landscape architectural, or surveying and mapping services to the President or his designee, to be implemented in accordance with state law and regulations.

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1001.64(34), 287.055, 1013.45, F.S.  
History: Formerly 6Hx23-3-12.00; Adopted 1/31/74; Readopted 10/25/77; Amended, filed, and effective 11/30/81; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Become Effective – 11/15/11.

## 6Hx23-6.10 CONSTRUCTION BIDS AND GUARANTEED MAXIMUM PRICE

### ~~I. BIDS~~

~~The President or designee may receive, open, and tabulate bids contracting for buildings or improvements to College property at the time and place designated in the advertisement sent to bidder, then bring before the Board of Trustees for consideration a tabulation of all bids and recommendations as to the lowest responsive and responsible bid meeting specifications.~~

## II. GUARANTEED MAXIMUM PRICE

The President or designee may receive a Guaranteed Maximum Price (GMP) on contracting for buildings or improvements to College property from a Construction Manager at Risk at the Office of ~~the Director~~, Facilities Planning and Institutional Services, then bring before the Board of Trustees for consideration.

Exception:

For projects valued at or exceeding CATEGORY TWO of \$1,500 up to, but not exceeding CATEGORY FIVE as such amounts are delineated pursuant to 287.017, F.S.—the Guaranteed Maximum Price will be presented by the Construction Manager at Risk, reviewed and approved by Facilities Planning and Institutional Services, the architect/engineer (when applicable) and the President or designee, whereupon a purchase order will be issued, provided however, that such purchase orders are listed and reported to the Board quarterly. GMPs for projects exceeding the CATEGORY FIVE 287.017, F.S. threshold shall be approved by the Board of Trustees as stated above.

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

Law Implemented: 1001.64(34), 1013.45, Chapter 255, F.S.

History: Formerly 6Hx23-5-10.01 and 6Hx23-5.15. Renumbered, adopted, filed, and effective 11/30/81; 8/21/01. Filed – 8/21/01. Effective – 8/21/01; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Become Effective – 11/5/11.

### 6Hx23-6.11 PAYMENTS TO CONTRACTOR DURING CONSTRUCTION

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Payments to Contractor During Construction, P6Hx23-6.11.**

- I. Contractors retained by the Board shall submit periodically, usually monthly, an itemized application for payment. Payments shall be based on one hundred percent (100%) of the monthly proportion of*

*the contract sum for the cost of work completed and the value of materials suitably stored, less ten percent (10%) retainage.*

- II. *Ten percent (10%) of the total monthly value of the cost of the work completed and materials suitably stored shall be retained by the Board until the project has been certified as substantially complete by the architect, an Occupancy Certificate has been issued and accepted by the Board, the project has obtained final completion and been inspected by a qualified and certified inspector pursuant to Chapter 468, F.S. who issues a certificate of final inspection through the Office of Facilities Planning and Institutional Services on behalf of the Board.*

*Exception:*

*On projects not exceeding the CATEGORY FIVE 287.017, F.S. threshold, the Occupancy Certificate may be accepted by the President or President's designee, provided however, that such Occupancy Certificates are listed and reported to the Board quarterly.*

- III. *Final payment constitutes the payment of ten percent (10%) retainage for the total project cost. This shall be paid only after the above conditions have been complied with. However, when a delay in inspection is anticipated, the retainage may be reduced to five percent (5%) upon the approval of the President.*
- IV. *For projects that do not require the services of an architect or engineer, inspection by a qualified and certified inspector pursuant to Chapter 468, F.S. satisfies inspection and payment certificate requirements.*
- V. *On projects in which portions of the work are completed and accepted in stages, the retainage can be reduced proportionately on those completed portions of the work but not to less than 1% of the contract amount, with that portion of the retainage paid only after final completion and acceptance of the project by the Board and inspection by a qualified and certified inspector pursuant to Chapter 468, F.S.*

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

Law Implemented: ~~287.017, Chapter 468, F.S.; Rules 6A-14.0247, 6A-14.0262, F.A.C.~~

History: Adopted 2/18/82; Amended 9/15/83; Filed and effective 9/15/83; 8/21/01. Filed – 8/21/01. Effective – 8/21/01; 11/15/11. To Be Repealed – 11/15/11. Proposed Date To Become Effective – 11/15/11.

6Hx23-6.13 ACQUISITION OF PROFESSIONAL SERVICES CONTRACTS WITH DESIGN-BUILD FIRMS

The President or designee has direct responsibility for developing and implementing procedures for the selection of acquisition of professional services with Design-Build firms in accordance with state law and regulations.

**\* Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on**

**Acquisition of Professional Services with Design-Build firms, P6Hx23-6.13.**

*I. Purpose:*

*This Rule establishes a uniform set of procedures for the procurement and administration of design-build contracts for construction projects as contemplated by Section 287.055(10) and State Requirements for Educational Facilities (SREF) under 4.1(7).*

*II. Definitions:*

*A. "Design-Build" means providing one single administrative entity (design-build firm) responsible for design and construction under one contract where services within the scope of practice of architecture, or professional engineering as defined by the laws of the State of Florida are performed by a registered architect or professional engineer and where those services within the scope of construction contracting as defined by the laws of the State of Florida for construction are performed by a certified or registered contractor as applicable according to Florida Statutes.*

*B. "Design Criteria Package" means clear, concise, performance oriented drawings and/or specifications of the public construction project.*

*C. "Design Criteria Professional" means the architect or professional engineer under contract to an agency for providing professional services in the preparation of the design criteria package or who is employed by college, otherwise qualified by their practice act, to provide professional services in the preparation of the design criteria package.*

*III. Selection of the Design Criteria Professional:*

*The design criteria professional shall be selected and contracted with in accordance with the requirements of Section 287.055(10) F.S. and with SREF 4.1(7), unless the design criteria professional is an employee of the College. The design criteria professional will not be eligible to render services under the design-build contract. The design criteria professional may attend the selection committee meetings in the capacity of an advisor and not as a voting member of the selection committee.*

*IV. Design Criteria Package Requirements:*

*A design criteria package shall be prepared by the design criteria professional. It shall include, but not be limited to, performance-oriented drawings and/or specifications incorporating the legal description of the site, site survey, interior space requirements,*

*material quality standards; schematic layout (at a minimum would include interior adjacencies), conceptual design criteria, cost or budget estimates, design and construction schedules, site development requirements, provisions for stormwater retention and disposal, parking requirement and statement of required compliance with the requirements under SREF 4.1(7).*

V. *Minimum Qualifications Requirements for Firms Providing Design-Build Services:*

*Before submitting a proposal, firms offering to provide design-build services shall satisfy the qualification requirements by submitting to the director of Facilities Planning and Institutional Services a response to a "Request for Qualifications" applicable to each project advertised.*

VI. *Public Announcement Procedures:*

*As required by 255.0525(2) F.S., the solicitation of competitive bids or proposals for a construction project that is projected to cost more than \$200,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 21 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference. The solicitation of competitive bids or proposals for a construction project that is projected to cost more than \$500,000 shall be publicly advertised at least once in a newspaper of general circulation in the county where the project is located at least 30 days prior to the established bid opening and at least 5 days prior to any scheduled prebid conference. Bids or proposals shall be received and opened at the location, date, and time established in the bid or proposal advertisement. In cases of emergency, the procedures required in this section may be altered by the local governmental entity in any manner that is reasonable under the emergency circumstances.*

VII. *Qualification and Competitive Selection:*

*If the College determines to solicit the services of the design-build firm through the use of the competitive selection process, the selection committee shall determine the relative ability of each firm to perform the services required for each project. Determination of ability shall be based on such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firms; and the volume of work previously awarded to each firm by the College, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. Said process shall be in full compliance with both 287.055(3), (4), (5), F.S. and SREF 4.1.*

VIII. *Competitive Proposals for Design-Build Services:*

*If the College makes a determination to solicit the services of the design-build firm through the use of the competitive bid or proposal process pursuant to 287.055(10)(c), F.S., the selection committee shall receive from no fewer than three and no greater than six design-build firms, including the partners or members thereof, those bids or proposals which shall include a proposed price and a conceptual design in response to the design criteria package with an acknowledgment that terms and conditions of the College's proposed contract are acceptable. The selection committee shall establish a relative weighing factor, based upon price, technical and design aspects of the project. The contract shall be awarded to the design-build firm with the lowest bid or best proposal meeting specifications or evaluative criteria submitted. Said process shall be in full compliance with both 287.055, F.S. and SREF 4.1.*

*The criteria from which the qualified design-build firms are evaluated shall be established by the design criteria professional and approved by the director of Facilities, Planning & Institutional Services prior to the solicitation of competitive proposals.*

*The design criteria professional shall assist with the evaluation of the responses or bids submitted by the design-build firms, shall evaluate compliance with project construction with the design criteria package, consult with the College regarding the detailed working drawings of the project.*

- IX. *In the case of public emergencies, for the President or designee to declare an emergency and authorize negotiation with the best qualified design-build firm available at that time.*

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

Law Implemented: 1001.64(34), 1013.45, 287.055, F.S.; SREF 4.1

History: Adopted 10/17/01. Effective – 10/17/01; 11/15/11. To Be Filed – 11/15/11. Proposed Date To Become Effective – 11/15/11.

**ABA Standing Committee on Paralegals Approval Commission**

321 North Clark Street, Chicago, Illinois 60654-7598

Laura C. Barnard, Chair  
Telephone: (312) 988-5618  
FAX: (312) 988-5483  
[www.abaparalegals.org](http://www.abaparalegals.org)  
[www.americanbar.org](http://www.americanbar.org)

October 25, 2011

Susan Demers, Legal Assisting Program Director  
St. Petersburg College  
2465 Drew Street  
Clearwater, FL 33765

Dear Ms. Demers:

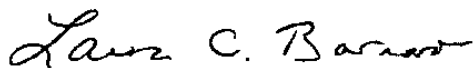
At its meeting October 21-22, 2011, the Approval Commission of the American Bar Association Standing Committee on Paralegals recommended that the Legal Assisting Program at St. Petersburg College be recommended for reapproval by the Standing Committee on Paralegals. On October 22, 2011, the Standing Committee found the program to be in compliance with the Guidelines for the Approval of Paralegal Education Programs.

The Standing Committee on Paralegals will recommend that the American Bar Association House of Delegates adopt its endorsement at the ABA Midyear Meeting in February 2012. We will send you additional correspondence at that time setting forth specific dates and obligations.

The Approval Commission reminds you that, once reapproved, you must submit an Interim Report three years after reapproval (G-104H). In the report, you must provide updated information and documentation that demonstrates your ongoing compliance with the Guidelines. Dates for submitting the Interim Report and other required documentation will be in the letter sent after the Midyear Meeting, and you will receive a reminder about the Interim Report approximately six months before it is due. The forms for the Interim Report and exhibits are found on our website, <http://www.abaparalegals.org>.

If you have any questions, please do not hesitate to call Mattie Evans, Approval Process Manager, 312-988-5617, or e-mail, [mattie.evans@americanbar.org](mailto:mattie.evans@americanbar.org).

Yours truly,




Laura C. Barnard, Chair  
ABA Standing Committee on Paralegals Approval Commission



November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Paralegal Studies Program Reaccreditation

On October 25, 2011 we received word that our Associate in Science, Bachelor of Science and Post Baccalaureate Certificate Paralegal programs are recommended for re-approval by the Standing Committee on Paralegals of the American Bar Association.

The American Bar Association approves paralegal programs that meet their rigorous standards. The approval process involves examination of the curriculum on a course, credit hour and outcome basis. Campus services, library resources and instructional quality are also scrutinized. Approval is given for a seven year term with two interim reports and mandated biannual reports. Currently no paralegal licensing exam exists in the United States. However, the American Bar Association accredits law schools nationally and is therefore recognized as the gold standard by lawyers when reviewing our graduates' credentials. This voluntary accreditation distinguishes the quality of SPC's programs and our graduates. SPC is the only college in the nation to have three American Bar Association approved Paralegal programs. Our program is listed on the American Bar Association website which generates numerous contacts for the program

Dean Susan Demers and her faculty and staff are to be commended for their outstanding accomplishment.

**ABA Standing Committee on Paralegals Approval Commission**

321 North Clark Street, Chicago, Illinois 60654-7598

Laura C. Barnard, Chair  
Telephone: (312) 988-5618  
FAX: (312) 988-5483  
[www.abaparalegals.org](http://www.abaparalegals.org)  
[www.americanbar.org](http://www.americanbar.org)

October 25, 2011

Susan Demers, Legal Assisting Program Director  
St. Petersburg College  
2465 Drew Street  
Clearwater, FL 33765

Dear Ms. Demers:

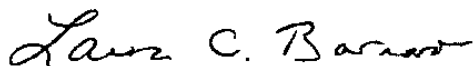
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Yours truly,




Laura C. Barnard, Chair  
ABA Standing Committee on Paralegals Approval Commission

# Specialized Accreditation

- ✘ **BS Nursing Reaccredited 9/2011**
  - Commission on Collegiate Nursing Education (CCNE)
- ✘ **AS and BAS Paralegal Studies Reaccredited 10/2011**
  - American Bar Association (ABA)
- ✘ **Emergency Medical Services Reapproved 11/2011**
  - State Bureau of Emergency Medical Services (EMS)
- ✘ **Orthotics and Prosthetics Reaccreditation Visit 2012**
  - National Commission on Orthotics and Prosthetics Education(NCOPE)
- ✘ **AS Nursing Reaccreditation Visit 2/2012**
  - National League for Nursing Accrediting Commission NLNAC (NLNAC)
- ✘ **AS and BAS Veterinary Technology Reaccreditation Visit 12/2011**
  - American Veterinary Medical Association (AVMA)
- ✘ **AS Dental Hygiene Reaccreditation Visit 11/2012**
  - American Dental Association Commission on Dental Accreditation (CODA)
- ✘ **College of Business Accreditation Application Submitted 2012 Site Visit 2013**
  - Accreditation Council for Business Schools and Programs (ACBSP)

November 15, 2011

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Regional Consortium Agreement (USF, HCC, PHC & SPC)

**The Board of Trustees is asked to approve a resolution to support St. Petersburg College's membership in a newly-formed Tampa Bay Regional Consortium.**

St. Petersburg College is joining with Pasco Hernando Community College, Hillsborough Community College and the University of South Florida to create the Tampa Bay Regional Consortium for Higher Education. This effort emerges directly from discussions and planning that has taken place among the institutional presidents in the past several years.

The resolution is intended to have the institutions work as closely as possible to help students enroll at our colleges, select the correct major or career field, transfer as may be beneficial among the institutions and streamline the path to baccalaureate and advanced degrees. Most importantly, I think that the Consortium will prove to be a vehicle for enhanced responsiveness to regional employers, assuring that we have an adequate and well-prepared workforce to grow our industries.

A public signing ceremony is schedule for Wednesday, November 16<sup>th</sup>.

I expect this effort will be very well received by our communities and I recommend it for your approval.

**A JOINT RESOLUTION OF THE  
UNIVERSITY OF SOUTH FLORIDA,  
HILLSBOROUGH COMMUNITY COLLEGE,  
PASCO-HERNANDO COMMUNITY COLLEGE,  
AND ST. PETERSBURG COLLEGE**

**INDICATING THEIR COMMITMENT OF A REGIONAL STRATEGY FOR HIGHER EDUCATION DESIGNED TO EXPAND ACCESS, MEET THE EXTRAORDINARY DEMANDS FOR GROWTH, AND PROVIDE FOR A COMPETITIVE WORKFORCE IN THE TAMPA BAY REGION**

**WHEREAS, the demand for higher education in the Tampa Bay region is continually growing; and**

**WHEREAS, the availability of highly skilled technicians, scientists, professionals, and managers is a critical factor in the economic growth of the region; and**

**WHEREAS, the Tampa Bay region is currently host to a large, motivated, yet undereducated workforce; and**

**WHEREAS, this region boasts an educational infrastructure with one of the most effective two-plus-two systems of higher education in the nation; and**

**WHEREAS, a regional consortium of higher education institutions can be employed to create a deep pool of highly skilled and educated technicians, scientists, professionals, and managers to provide a competitive advantage for the Tampa Bay region in economic development and diversification; and**

**WHEREAS, the signatory parties of this Agreement believe the region's two-plus-two system can further collaborate and expand to meet the demands described above;**

**NOW, THEREFORE, BE IT RESOLVED THAT THE UNIVERSITY OF SOUTH FLORIDA, HILLSBOROUGH COMMUNITY COLLEGE, PASCO-HERNANDO COMMUNITY COLLEGE, AND ST. PETERSBURG COLLEGE AS CONSORTIUM PARTNERS AGREE TO THE TENETS OF THIS CONSORTIUM AGREEMENT AS FOLLOWS:**

- I.** Consortium partners commit to a proactive strategy of cooperation to produce
  - A. substantial, measurable increases in access to public higher education and degree production at the associate's, bachelor's and graduate degree levels;
  - B. better preparation of students at every level to promote further study;
  - C. increased transfers from community colleges to the university or other four-year programs within the consortium;
  - D. reduced time to degree for the associate's and bachelor's degree programs; and
  - E. other measures of strategic importance to the region's educational and economic progress.
  
- II.** Consortium partners are committed to planning, developing, and aligning instructional programs at the undergraduate, graduate and post-graduate levels to create a deep, flexible, and highly skilled workforce in response to demands and anticipated economic growth opportunities.

- III. Consortium partners will collaborate in innovative ways to promote expanded access for regional students to include
  - A. guaranteed admission to the university for the Associate of Arts (AA) graduates and the Associate of Science (AS) graduates consistent with statewide articulation policy and AS-to-BS agreements;
  - B. concurrent enrollment status for selected community/state college students with university advisors assigned to these students;
  - C. preferential admission to selective upper-division programs at the university for graduates from consortium partners; and
  - D. expansion of financial aid resources to support two-plus-two students.
- IV. Consortium partners will collaborate on possible joint staffing opportunities for faculty, student services and other key personnel for the benefit of the consortium.
- V. Consortium partners pledge to expand the two-plus-two model as both the most effective and efficient system for producing quality graduates at all levels.
- VI. Consortium partner community colleges agree that they will not seek to offer bachelor's degrees, nor invite other baccalaureate providers to its campuses unless the university declines to deliver a program which has been identified as needed by the residents within a service area of the community college. Similarly, the university will not seek to develop programs in areas that would be in competition with the curriculum available through the consortium community colleges.
- VII. Consortium partners will create a specific operating plan to guide the local strategy within the framework of the resolution. Routine collaboration among consortium partners will provide a climate for planning, trust, and innovation capturing best practices and creative thinking from each partner.
- VIII. Consortium partners will establish an interdependent arrangement that enables deeper alignment of systems, policies, and procedures ensuring seamless and concurrent transitions for students. Data sharing will enable the consortium to improve the quality of processes and student learning in a systematic manner and advance public accountability for the results to which we pledge.
- IX. Consortium partners will collaboratively establish, publish and annually review the Addendum to this agreement which outlines specific inter-institutional admission processes, arrangements, communications, operations and staffing in support of the consortium agreement framework outline herein (**see attached Addendum**).
- X. Consortium partners agree, while this resolution is not a legally binding agreement, it is a pledge to share our stewardship of this consortium, advance the prosperity of our regional community, and serve the students to whom we are enjoined by offering the very best possible educational opportunities.

**INDICATING THEIR COMMITMENT TO A REGIONAL STRATEGY FOR HIGHER EDUCATION DESIGNED TO EXPAND ACCESS, MEET THE EXTRAORDINARY DEMANDS FOR GROWTH, AND PROVIDE A BETTER COMPETITIVE AND SKILLED WORKFORCE IN THE TAMPA BAY REGION.**

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**Ken Atwater**  
**President**  
**Hillsborough Community College**

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**Date**

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**Katherine M. Johnson**  
**President**  
**Pasco-Hernando Community College**

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**Date**

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**William D. Law**  
**President**  
**St. Petersburg College**

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**Date**

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**Judy Genshaft**  
**President**  
**University of South Florida**

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**Date**

## **ADDENDUM**

### **CONSORTIUM AGREEMENT**

#### **A JOINT RESOLUTION OF THE UNIVERSITY OF SOUTH FLORIDA, HILLSBOROUGH COMMUNITY COLLEGE, PASCO-HERNANDO COMMUNITY COLLEGE, AND ST. PETERSBURG COLLEGE**

**Dated:** \_\_\_\_\_

THE PARTIES OF THIS CONSORTIUM AGREEMENT WILL COLLABORATE TO ESTABLISH INTER-INSTITUTIONAL POLICIES WHICH PROMOTE AND PROVIDE THE FOLLOWING:

1. Joint admission among Florida State Colleges (SCs)/Community Colleges (CCs) and USF with guaranteed transfer for AA graduates who meet GPA and complete prerequisites.
2. Modified transfer admission criteria, where appropriate, for graduates of regional college of the consortium versus those from colleges outside the region.
3. Transitional advisors from USF to work closely with community/state college advisors and their students throughout their AA progress toward admission to USF (i.e. – visits to SC and CC on regular basis to meet with advisors and students, arrange trips to USF for campus tours, other special arrangements).
4. Work toward information sharing system that will allow prospective transfer students from regional colleges to access USF's degree audit (Degree Works) system for clear understanding of actual progress toward baccalaureate degrees.
5. Outline of variations in transfer requirements to USF's regional institutions.
6. Sharing of information for transfer from USF institutions to SC programs.
7. Establish a policy to transfer coursework back from USF to SCs and CCs for students without AA to fulfill requirements to be granted AA from their original institutions.
8. Data sharing from USF to CCs and SCs regarding transfer student success by academic major to identify potential issues for course articulation (content and standards) to improve student success.