

AGENDA

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
TUESDAY, APRIL 26, 2011**

**TARPON SPRINGS CAMPUS
OLYMPIA/MICHAEL AND EVELYN BILIRAKIS BUILDING, RM. 212
600 KLOSTERMAN RD.
TARPON SPRINGS, FLORIDA**

SPECIAL 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. Sammie H. Elser, Instructor/Coordinator, Sign Language Interpretation Program, Clearwater Campus
 - 2. Marilyn A. Ryan, Curriculum Services Coordinator, Academic and Student Affairs, EpiCenter Services
- B. Recognitions/Announcements

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of March 15, 2011

V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Provosts – Nicotera, Vittetoe, White
- D. Faculty Senate – Mahoney

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

VII. NEW BUSINESS

A. STUDENT SUCCESS AND ACHIEVEMENT

- 2011-2012 Budget Initiatives*

B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)

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

C. OTHER EXPENDITURES AND CONTRACTS

1. Quarterly Informational Report of Contract Items (*information*)
2. Amendment to Agreement with Higher One, Inc.

D. GRANTS/RESTRICTED FUNDS CONTRACTS

1. Application/Acceptance
 - a. U.S. Department of Labor, Employment and Training Administration – Career Pathways Innovation Fund Grants Program
 - b. United Way of Tampa Bay – Early Literacy Initiative – Pilot Summer Reading Tutoring
2. Amendment(s). **NONE**

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

1. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*information*)
2. Remodel/Renovate/Roof, Annex 2, EpiCenter, Project 186-J-07-1
3. Agreement between St. Petersburg College and the National University of Health Sciences (NUHS) for a Lease of Space at the Health Education Center Annex, Building 67, Site 8

4. Certificate of Final Inspection and Release of Final Payment, Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus
5. Review of Phase III Construction Documents and Final Guaranteed Maximum Price (GMP), Project 186-B-11-4, Science lab Upgrades, UPC Building, Seminole Campus
6. Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 186-C-11-4, Additional Classrooms/Offices (Modulars), Seminole Campus
7. Review of Construction Documents (Phase III), Change Order #1 (Proposal Request #1) and Final Guaranteed Maximum Price (GMP), Project 1707-B-11-15, Remodel and Buildout of Lab and Classrooms on 3rd and 4th Floors, Downtown Center
8. Lease Agreement with the City of St. Petersburg for Parking at the St. Petersburg/Gibbs Campus
9. Amendment #1 to the Lease Agreement with the Juvenile Welfare Board of Pinellas County
10. Preliminary Planning for the Replacement of the Student Support Functions and Spaces at the St. Petersburg/Gibbs Campus
11. Amendment #8 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #8) Construct Student Support Services Building, St. Petersburg/Gibbs Campus, Site 3
12. Quarterly Selection of Pre-Qualified Small Contractors, Revision #19
13. Advertise for Professional Architectural Services for Health Education Center, Health Education Center Annex and Midtown Center
14. Advertise for a Construction Manager at Risk for Health Education Center, Health Education Center Annex and Midtown Center

F. AGENCY BILLINGS. **NONE**

G. PERSONNEL

1. Personnel Report
2. Executive/Administrative/Managerial & Professional Annual Contract Recommendations

H. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

- Rule 6Hx23-1.15 Agents, Solicitors, Salesmen
- Rule 6Hx23-1.151 Free Speech and Assembly
- Rule 6Hx23-1.16 Fund Drives and Ticket Sales
- Rule 6Hx23-4.32 General Education Requirements for Associate Degree Programs
- Rule 6Hx23-4.461 Student Affairs: Academic Honesty Policies
- Rule 6Hx23-4.53 Health Related Programs: Associate in Science, Certificate, and Applied Technology Diploma – Special Rules
- Rule 6Hx23-5.903 Contract Administration

I. FINANCIAL REPORT AND UPDATE (*information*)

J. CREDIT CURRICULUM

K. LEARNING MANAGEMENT SYSTEM (LMS) RECOMMENDATION

VIII. PRESIDENT’S REPORT

- A. SPC Commitment to Diversity (Mission Language Proposal)
- B. Learn to Earn (Workforce Development Initiative)*
- C. Career Service Employee Council (CSEC) (*information*)

IX. FUTURE AGENDA ITEMS

X. NEXT MEETING DATE AND SITE

Tuesday, May 17, 2011, 8:30 a.m., EpiCenter

XI. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting Tuesday, April 26, 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.

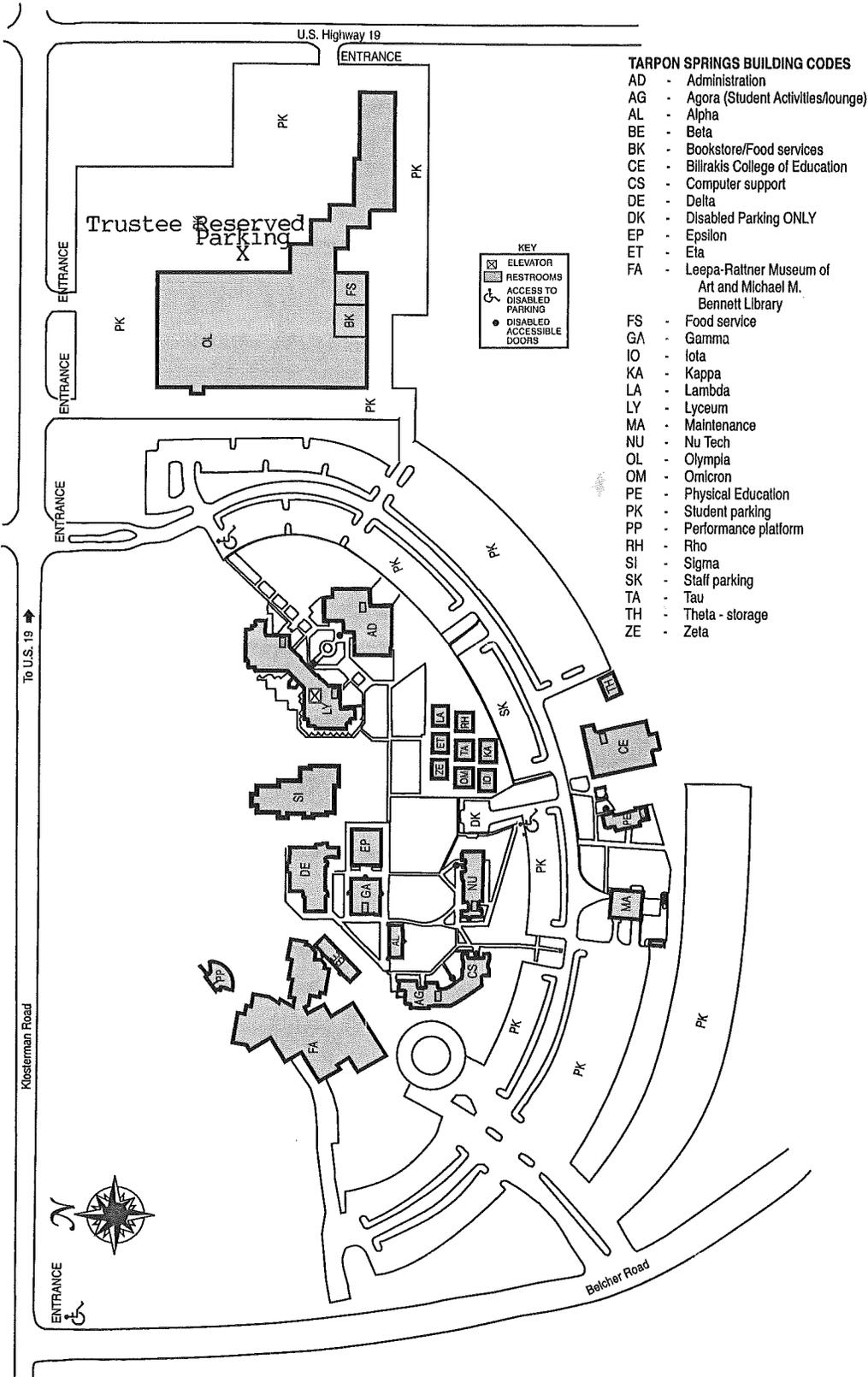
***No packet enclosure**

Date Advertised: March 25, 2011

[Confirmation of Publication](#)

Tarpon Springs Campus

Tarpon Springs Campus
600 Klosterman Road
Tarpon Springs





**Provost Reports
Board of Trustees Meeting
April 2011**

Community Outreach



Clinic

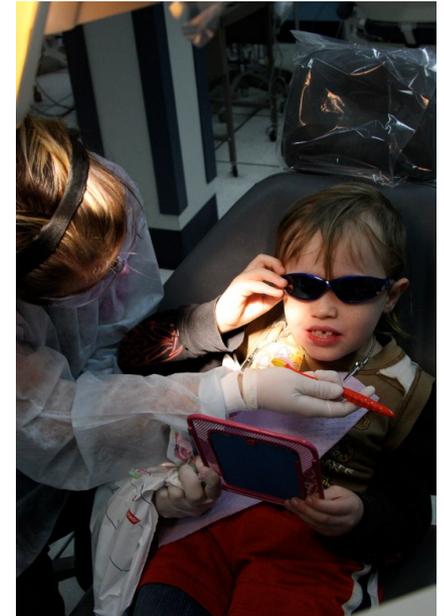
- 2500 patients = 9000 Appointments annually

Community Education

- Participation in the Florida State Tobacco Cessation Program educating Pinellas County Middle School children

Give Kids A Smile

- Annual Event
 - Approximately 75 children receive free cleanings, X-Rays, Fluoride Treatments and dental exams



Dr. Greg Byrd
Fulbright Fellow
Albania

Teaching Creative Writing at the
University of Tirana

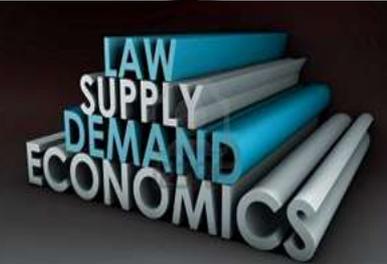
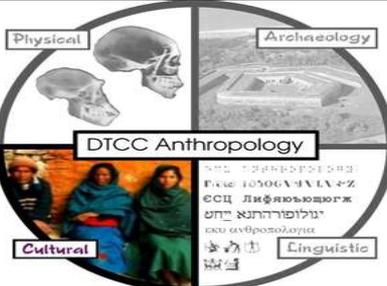
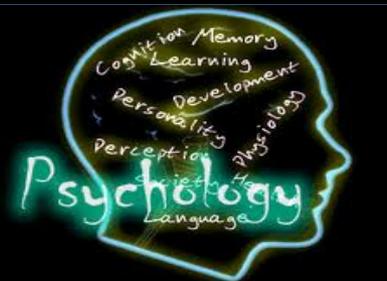
Lectured on African American
literature at Alexander Xhuvani
University in Elbasan

Read his poetry in the historic
town of Berat for International
Poetry Day

Four of his translated poems are
being published in the Albanian
journal/newspaper *Milosao*.

Dr. Byrd will hold State
Department-sponsored readings
and lectures in Montenegro.





PSYCHOLOGY

General Psychology
Abnormal Psychology
Developmental Psychology
of the Life Span

SOCIOLOGY

Intro to Sociology
Marriage and the Family
Social Problems

GEOGRAPHY

Geography/Developed World
Geography/Developing World

GOVERNMENT

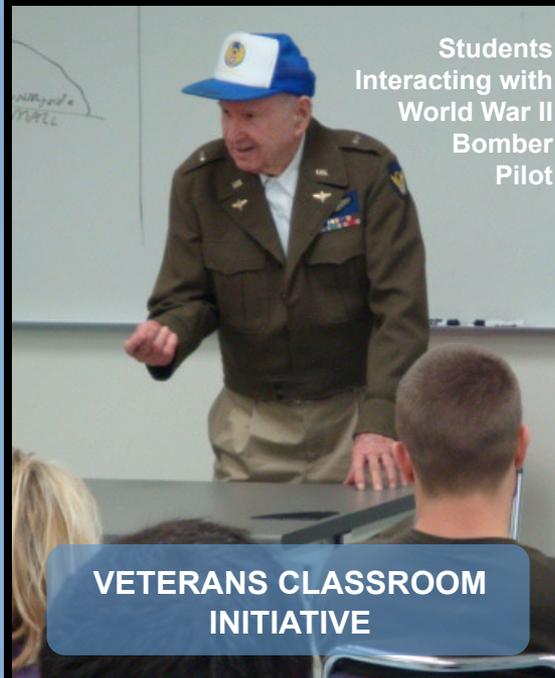
American National Government
State and Local Government
Honors American Government
International Relations
Comparative Government

ANTHROPOLOGY

Intro to Anthropology
Cultural Anthropology
Survey of Anthropology

ECONOMICS

Principles of Macroeconomics
Principles of Microeconomics



VETERANS CLASSROOM INITIATIVE

EDUCATION

Intro to Education
Teaching Diverse Populations
Intro to Educational
Technology

EARLY CHILDHOOD EDUCATION

Early Childhood Planning
Guiding the Young Child
Early Childhood
Development
Children with Special Needs
Developing Cognitive Activities
Leadership/Management
in Childcare
Early Childhood Teacher

COLLEGE EXPERIENCE

The College Experience
Career & Life Planning
Study Skills

U.S. HISTORY

History of U.S. I & II
Western Civilization
World History



Faculty Senate Report
Board of Trustees Meeting
April 2011

Faculty Governance Organization

- ◉ Continuing contract bill
- ◉ Compensation committee
- ◉ Professor Emeritus
- ◉ FGO Constitution

Retired Professor Emeritus Candidates

Mr. Bob Bohan, retired professor of communications (deceased) - taught speech and communication at the St. Petersburg/Gibbs campus of St. Petersburg College for more than 42 years and was the former chairman of the college's television department and assisted with the forensic department.

Mr. Al Downing, retired professor of music (deceased) - Teaching first at Gibbs Junior College, he transferred after integration to the Clearwater campus of St. Petersburg Junior College. He taught piano, organ, music theory, brass, woodwind and instrumental percussion techniques and applied music courses until his retirement in 1983.

Mr. Rhodell Fields, retired political science professor- During his tenure at St. Petersburg Jr. College, he conducted courses in International Relations, American National Government (the American Political System), and State and Local Governments. His on-campus activities included Vice President of the Faculty Senate, Chairperson of the Clearwater Faculty Council, Membership on the College-wide Salary Equity Committee.

Mrs. Helen McKinnon, retired professor of Arts and Letters- worked as a professor of Composition and Literature at St. Petersburg Junior College from 1963 to 2002. She was the first instructor to design an individualized approach for teaching English Composition.

Dr. Roland Martens, retired counselor - From 1965-2000 Roland taught in the Department of Social Science at St. Petersburg Junior College. He became a counselor in the counseling center, then Director of Counseling. Throughout his SPC career Roland was active in the former Faculty Forum and later was on the planning committee that developed the present Faculty Governance Organization.

Dr. Heyward Matthews, retired marine biology professor - Came to SPJC as an Instructor of marine biology in 1967. He started the scuba program at the Clearwater Campus in 1970, a program that has certified over 1,350 divers to date.

Mrs. Rita Osbourne, retired music and humanities professor - completed her 25-year career teaching piano and music theory, Western Humanities, and Eastern Humanities During her tenure at St. Petersburg College she led the efforts to create healthier environments in classrooms and practice rooms, which resulted in large-scale reconstruction in recent years.

Mr. Gerald Ramsberger, retired professor of political Science - From 1968 - 98 he taught Political Science courses at SPJC on the Clearwater Campus. From 1998 – 2007, Gerald ran the Press Box at Tropicana Field for the Rays.

Mr. Daryl Schrader, retired professor of mathematics and astronomy - Professor of Mathematics and Astronomy at St. Petersburg College where he has taught since 1977. He holds a variety of high-ranking black belts in several martial art disciplines and has taught Karate courses at St. Petersburg College.

Dr. George Schultz, retired mathematics professor - During his teaching career at SPJC from 1965 to 1997, George was heavily involved with the teaching and improvement of the calculus and post-calculus math courses.

Dr. Mary Walthall, retired professor of Business Technologies- has been teaching business subjects from Shorthand to Microsoft Applications at secondary and college levels for over one-half of a century. She has edited more than 20 computer software textbooks, written several Instructor Guides, and electronic test bank questions.

2011-12 Budget Development
Board of Trustees meeting
April 26, 2011

SPC 2011-12 Operating Budget
Key Considerations

Builds on 2010-11 Program and Priorities



Supports Student and Mission Focus



Reflects College-wide Transparent and Open Process



Reflects Strategic Plan Priorities from the Board Workshop of January 18, 2011



Limits Tuition Increases, Phased-in

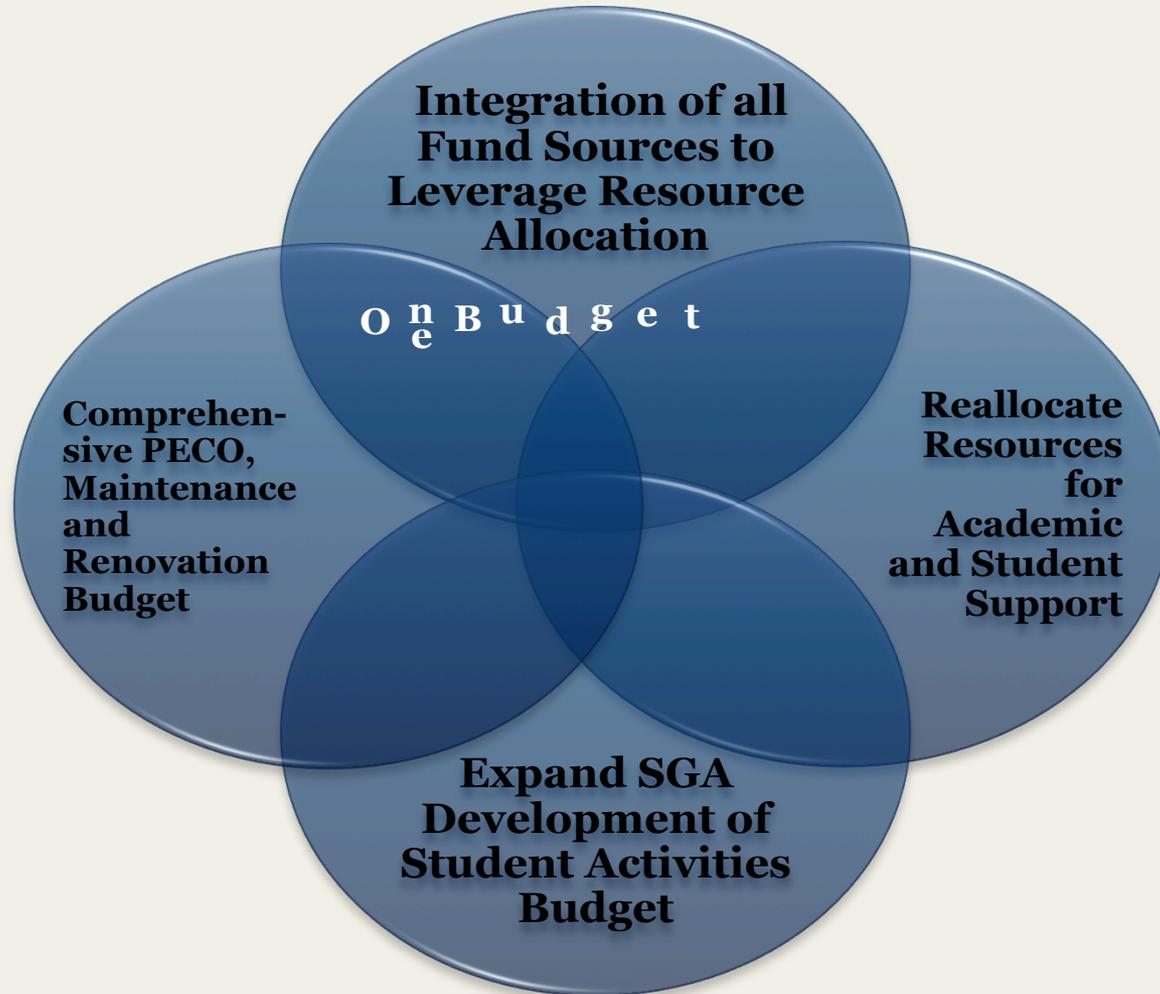


Anticipates 8% enrollment growth



Does Not Require Layoffs of any Existing Personnel

“ONE COLLEGE” BUDGET



Budget Reallocated to Academic and Student Service Programs: \$538,000

Administrative positions:

- Legal Services
- Business Services
- Other Administrative Support positions

Reallocated to:

- Grant Program Development
- Workforce Programs
- Student Services

Projected Sources of Revenue

Funds	<u>FY11-12 Projection</u>	
		<u>Total Avail</u>
Student Tuition & Out-of-State Fees	\$63,941,012	\$8,705,051
State Appropriation - CCPF	\$52,833,957	(\$2,840,082)
Federal Stabilization Funds	\$0	(\$5,180,294)
State Appropriation - Lottery	\$10,374,307	\$3,095,214
Operating Cost for New Facilities	\$0	(\$78,354)
Distance Learning Fee	\$3,301,920	\$275,520
Technology Fee	\$3,061,907	\$586,467
Lab Fee Revenues	\$2,620,549	\$649,474
Other Revenues	\$3,636,643	(\$275,280)
Other Student Fees	\$1,716,792	(\$104,647)
Fund Transfers In	\$2,295,679	\$20,739
Indirect Cost Transfers	\$0	(\$70,000)
Total Funds	\$143,782,765	\$4,783,807
Other Sources of Funds		
Revenue Stabilization Reserve	\$2,150,500	
One-Time Non-Recurring Funds	\$1,421,623	
Total Other Sources of Funds	\$3,572,123	
Total	\$147,354,888	

Funding Our Strategic Priorities



Funding Our Strategic Priorities



Funding Our Strategic Priorities



Funding Our Strategic Priorities



Funding Our Strategic Priorities



Compensation

Challenges

- Newly required employee contribution to retirement accounts
- Costs of Self-funded Health Plan
- Classification Study for Career Compensation Plan
- Faculty Compensation Plan Development

2011-12 Proposed Budget includes a 3% base salary adjustment



The End
Questions?

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Quarterly Informational Report of Exempt and Non-Exempt Purchases

The 2010 Florida Statutes, Chapter 287.017, has adjusted the threshold amounts upward. The College's Board of Trustees Rule 6Hx23-512 refers specifically to Category TWO and Category FIVE. Category TWO has increased from \$25,000 to \$35,000 and Category FIVE has increased from \$250,000 to \$325,000. This report reflects purchases above the new threshold amounts.

The following transactions, exceeding \$35,000 but not exceeding \$325,000, which are exempt from the bidding procedure, pursuant to State Board of Education Rule 6A-14.0734 (2) and Board of Trustees Rule 6Hx23-5.12, occurred since the January 2011 Quarterly Report or were not included in the previous Quarterly Report.

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

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

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

The listing is by Purchase Order Number:

- 1. P.O. #76488 – Extensys, Inc.:** This is in the amount of **\$41,487.00** for various tape libraries, data projectors and related technology support. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: "Information Technology." **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on December 20, 2010.
- 2. P.O. #76527 – Semantic Space:** This is in the amount of **\$92,736.00** for consultant Bhavik Patel to provide PeopleSoft technical and functional support regarding the

development of individualized student learning plans and student system modifications. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: "Professional Services." **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 3, 2011.

3. **P.O. #76555 – Extensys, Inc.:** This is in the amount of **\$36,000.00** to implement a new storage and backup environment at the disaster recovery site in Sanford, Florida and the data center at District Office. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: "Information Technology." **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 5, 2011.
4. **P.O. #76759 – Oracle America, Inc.:** This is in the amount of **\$58,967.61** for software updates and support for PeopleSoft Enterprise systems for the period 3/19/2011 through 3/18/2012. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: "Information Technology." **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 13, 2011.
5. **P.O. #76787 – Audio Visual Innovations:** This is in the amount of **\$200,661.26** for audio visual installation and equipment for a specialized room at the Veterinary Technology Building. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: "Contract Prices," per State Contract Pricing #800-000-09-1 and Pinellas County School Bid Pricing, #08-480-053. **Recommended** by Daya Pendharkar, Associate Vice President, Information Systems, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 12, 2011.
6. **P.O. #76806 – Don Reid Ford, Inc.:** This is in the amount of **\$42,690.00** for two (2) 2011 Ford Crown Victoria police interceptor training vehicles. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: "Contract Prices," per State Contract Pricing #071-000-11-1. **Recommended** by J.C. Brock, Jr., Campus Executive Officer, Allstate Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 18, 2011.
7. **P.O. #76910 – Premier Agendas, Inc.:** This is in the amount of **\$70,200.00** for thirty thousand (30,000) 2011-2012 editions of the Student Planner and Handbook for Enrollment Management. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: "Single/Sole Source." **Recommended** by Tonjua Williams, Vice President, Academic & Student Affairs, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 2, 2011.
8. **P.O. #77002 – Xerox Corporation:** This is in the amount of **\$197,080.68** to provide for the lease of the Xerox Digital color press with monthly billing for copies and maintenance for the period 1/03/2011 through 12/31/2011. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: "Contract Prices." **Recommended** by Michael O’Keeffe, Director,

Marketing and Public Information, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 9, 2011.

9. **P.O. #77263 – Dell Marketing:** This is in the amount of **\$38,095.20** for thirty-six (36) Latitude E5510 Standard Notebooks with Genuine Windows 7 Professional software for the Nursing Skills Lab. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology.” **Recommended** by Phillip Nicotera, Provost, Health Education Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on March 24, 2011.

Change Orders listed in numeric order:

1. **P.O. #71892 – Ernesto Fernandez Santiago:** This change order is in the amount of **\$14,000.00** (new total is \$111,500.00) increase for continued deliverables from 3/20/11-7/20/11. **This is grant-funded (20).** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by J.C. Brock, Jr., Campus Executive Officer, Allstate Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 12, 2011.
2. **P.O. #72696 – Nancy McKeon:** This change order is in the amount of **\$30,000.00** (new total is \$68,400.00) increase for continued support of the Law Enforcement Executive Session project. **This is grant-funded (20).** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by J.C. Brock, Jr., Campus Executive Officer, Allstate Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 6, 2011.
3. **P.O. #73259 – Infusion Knowledge, Inc.:** This change order is in the amount of **\$10,000.00** (new total is \$40,000.00) increase for increased classroom enrollments. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by Stan Vittetoe, Provost, Clearwater Campus, and Vice President, Workforce and Continuing Education, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on January 3, 2011.
4. **P.O. #74345 – Allegiance Security Group:** This change order is in the amount of **\$20,000.00** (new total is \$88,231.00) increase for additional services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional Services.” **Recommended** by Susan Reiter, Vice President, Facilities Planning & Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 8, 2011.
5. **P.O. #74962 – EQ Florida, Inc.:** This change order is in the amount of **\$10,000.00** (new total is \$51,600.00) increase for additional hazardous waste removal services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices,” per Pasco County Contract Pricing #07-125K. **Recommended** by Susan Reiter, Vice President, Facilities

Planning & Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 15, 2011.

6. **P.O. #76806 – Don Reid Ford, Inc.:** This is in the amount of **\$930.00** for changes in the original quoted amounts due to standard equipment option changes. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices,” per State Contract Pricing #071-000-11-1. **Recommended** by J.C. Brock, Jr., Campus Executive Officer, Allstate Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services & Information Technology, on February 15, 2011.

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

Extensys, Inc.		
	P.O. #76488	\$41,487.00
	P.O. #76555	<u>\$36,000.00</u>
Total		\$77,487.00

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

All non-exempt purchases exceeding the Category Two threshold amount [\$35,000] as specified in Section 287.017, Florida Statutes, require a formal sealed competitive solicitation requested from at least three responsible vendors, when possible. In addition, competitive solicitation awards exceeding the Category Five threshold amount [\$325,000] as specified in Section 287.017, Florida Statutes, must be approved by the Board of Trustees. Whenever two or more such solicitations, which are equal with respect to price, quality, and service, are received for the procurement of commodities or services, a solicitation response received from a business that certifies it has implemented a drug-free workplace program as specified in Section 287.087, Florida Statutes, shall be given preference in the award process. In the event it is desired to competitively solicit commodities or services that are included in the exempt from competitive solicitation category, the competitive solicitation must originate through Purchasing.

The following are exceptions to competitive solicitations:

- A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.
- B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.
- C. Library books, reference books, periodicals, and other library materials and supplies.
- D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.
- E. Food.

- F. Services or commodities available only from a single or sole source.
- G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, “professional services” shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.
- H. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college’s information technology plan.
- I. Single Source procurements for purposes of economy or efficiency in standardization of materials or equipment.
- J. Emergency purchases not in excess of the Category Two threshold [\$25,000] as specified in Section 287.017, Florida Statutes as provided for in P6Hx23-5.123.

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

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

pas0413112

April 26, 2011

MEMORANDUM

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

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

Section A: The following transactions are related to contracts and/or items in amounts not exceeding \$325,000.

1. Agreement with **1st Class Catering, LLC** to provide food for the African-American History month event to be held on the Seminole Campus on February 10, 2011. The cost to the College for this Agreement will be \$2,887.50. This item was approved by the President on January 13, 2011. Department—Student Life & Leadership, Jim Olliver
2. Agreement with **1st Class Catering, LLC** to provide food for the African-American History month event to be held on the St. Petersburg/Gibbs Campus on February 17, 2011. The cost to the College for this Agreement will be \$4,350. This item was approved by the President on January 28, 2011. Department—Student Life & Leadership, Karen Kaufman White
3. Agreement with **1st Class Catering, LLC** to provide food for the African-American History month event to be held at the Downtown Center on February 7, 2011 and the Midtown Campus on February 23, 2011. The cost to the College for this Agreement, which will cover both events, will be \$735. This item was approved by the President on February 2, 2011. Department—Student Life & Leadership, Yvonne Ulmer
4. Agreement with **1st Class Catering, LLC** to provide food for 300 people for the African-American History Celebration to be held on the Tarpon Springs Campus on February 16, 2011. The cost to the College for this Agreement will be \$2,475. This item was approved by the President on February 2, 2011. Department—Student Life & Leadership, Conferlete Carney
5. Agreement with **1st Class Catering, LLC** to provide food for the African-American History Celebration to be held on the Clearwater Campus on February 2, 2011. The cost to

the College for this Agreement will be \$2,598. This item was approved by the President on February 2, 2011. Department—Student Life & Leadership, Stan Vittetoe

6. Agreement with **1st Class Catering, LLC** to provide food for the college wide Spring Ball to be held at Kapok Gardens on March 25, 2011. The cost to the College for this Agreement will be \$4,765. This item was approved by Anne Cooper on March 11, 2011. Department—Student Life & Leadership, Karen Kaufman White
7. Agreement(s) with **Dr. Susan E. Abbe** to provide consulting services to the faculty and administration in the Nursing Program to assist them in preparation for continuing accreditation from the National League of Nursing Accrediting Commission. Dr. Abbe will provide various services such as making on-site visits during the preparation process; reviewing standards prepared by faculty and staff and provide feedback; reviewing the Systematic Plan for Program Evaluation and providing feedback; reviewing the final draft of Self-Study Report; being available to answer questions during the preparation of the Self-Study Report; and conducting a “mock faculty meeting” and other meeting(s) with College personnel prior to the accreditation visit. The cost to the College for Dr. Abbe’s services will be \$8,150. The services will commence as soon as possible and continue through February 28, 2012. This item was approved by Anne Cooper on March 7, 2011. Department—Nursing, Phil Nicotera
8. Agreement with **American Media Entertainment, LLC** to provide a public address announcer for home baseball games. The Agreement will commence as soon as possible and will continue through April 18, 2011. The cost to the College for this Agreement will be \$675. This item was approved by Doug Duncan on February 18, 2011. Department—Athletics, Tonjua Williams
9. Agreement with **ATRiM Group, LLC** whereby the College agrees not to disclose ATRiM’s proprietary information. The College’s Center for Public Safety Innovation and ATRiM are considering working together on a project and this non-disclosure Agreement is being required by ATRiM in order to discuss the details regarding the project and business relationship. The Agreement will commence as soon as possible and will continue unless terminated by either party. This item was approved by Anne Cooper on March 14, 2011. There is no cost to the College associated with entering into this Agreement. Department—Center for Public Safety Innovation, James Brock
10. Agreement with **Brown and Brown of Florida, Inc.** to develop Requests for Proposal for: 1) all health and welfare lines of coverage including medical, dental, vision, life, and disability insurance; 2) stop loss insurance; 3) an Rx carve out program; and 4) retiree Medicare supplement policies. Brown and Brown will provide the services commencing as soon as possible and continuing through December 2011. The cost to the College for these services will be \$75,000. This item was approved by Doug Duncan on March 18, 2011. Department—Human Resources, Patty Jones
11. Agreement with **Jessica Cardwell** to provide background music for the Spring Ball to be held at the Kapok Gardens on March 25, 2011. These services will be provided from 7:00

p.m. to 12:00 a.m. for a cost to the College of \$400. This item was approved by Anne Cooper on March 21, 2011. Department—Student Life & Leadership, Conferlete Carney

12. Agreement with **Chocolat Affairs** to provide chocolate fountains with strawberries, bananas and pretzels for the Spring Ball to be held at the Kapok Gardens on March 25, 2011. The cost to the College for this Agreement will be \$899. This item was approved by Anne Cooper on March 21, 2011. Department—Student Life & Leadership, Conferlete Carney
13. Agreement with **Cisco WebEx Communications, Inc.** to provide capabilities for virtual engagements for the Collaborative Labs. The Agreement will commence as soon as possible and continue for a period of three months. The cost to the College for this period will be up to \$9,285. This cost includes the monthly fees (totaling \$5,535) plus added costs for the capability to accommodate approximately 300 participants at a large Collaborative Lab event being held in February (\$3,750). This item was approved by the President on January 21, 2011. Department—Collaborative Labs, Stan Vittetoe
14. Agreement with **Clarus Corporation** to provide consulting services associated with the brand positioning project including materials review, SPC focus sessions, and high school and community scan surveys and analysis. The Agreement will commence as soon as possible and will continue through project completion. The cost to the College for this Agreement will be \$60,122. This item was approved by Doug Duncan on February 23, 2011. Department—Marketing & Public Information, Mike O’Keeffe
15. Affiliation Agreement with **D1 Sports Training/Therapy Tampa** 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 continue for the period of approximately two years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on March 1, 2011. Department—Physical Therapist Assistant, Phil Nicotera
16. Agreement with **DaySpring Episcopal Conference Center** to provide meals and meeting space for 40 participants as part of a Male Outreach retreat being held on February 18-19, 2011. The cost to the College for this event will be \$2,400. This item was approved by the President on January 13, 2011. Department—Student Activities – Male Outreach, Tonjua Williams
17. Agreement with **Dell Financial Services, LLC** to lease two PowerEdge SQL servers to be used in Administrative Information Systems. 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 \$24,291.16. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$943.35. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$25,234.51. This item was approved by the President on January 6, 2011. Department—Administrative Technology, Doug Duncan

18. Agreement with **Dell Financial Services, LLC** to lease two PowerEdge R710 servers to be used for Business Intelligence implementation. 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 \$17,082.36. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$663.39. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$17,745.75. This item was approved by the President on January 6, 2011. Department—Administrative Technology, Doug Duncan
19. Agreement with **Dell Financial Services, LLC** to lease four computers for use at the Allstate Center. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$3,765.12. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$146.42. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$3,911.54. This item was approved by the President on January 21, 2011. Department—Administrative Technology & Academic Technology Fees, Doug Duncan
20. Agreement with **Dell Financial Services, LLC** to lease 2 desktop computers for use in the Communications Department at the Clearwater Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$1,559. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$60.54. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$1,619.54. This item was approved by Doug Duncan on February 9, 2011. Department—Academic Coordinator Communications, Stan Vittetoe
21. Agreement with **Dell Financial Services, LLC** to lease 11 desktop computers for use in the LA Classroom at the Clearwater Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$8,574.56. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$332.99. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$8,907.55. This item was approved by Doug Duncan on February 9, 2011. Department—Academic Coordinator Communications, Stan Vittetoe
22. Agreement with **Dell Financial Services, LLC** to lease 6 servers for use in the Administrative Technology Department. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$31,687.84. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,230.60. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$32,918.44. This item was approved by Doug Duncan on February 9, 2011. Department—Administrative Technology, Jamelle Conner

23. Agreement with **Dell Financial Services, LLC** to lease 5 servers for use in the Administrative Technology Department. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$26,406.52. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,025.50. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$27,432.02. This item was approved by Doug Duncan on February 9, 2011. Department—Administrative Technology, Jamelle Conner
24. Agreement with **Dell Financial Services, LLC** to lease 40 desktop computers for use in the SP/G Bunker. 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 \$41,801.52. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,625.63. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$43,427.15. This item was approved by Doug Duncan on February 9, 2011. Departments—Academic Technology Fees/Distance Fees/General, Jamelle Conner
25. Agreement with **Dell Financial Services, LLC** to lease 31 desktop 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 \$22,091.72. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$857.93. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$22,949.65. This item was approved by Doug Duncan on February 9, 2011. Departments—Academic Technology Fees/Distance Fees/General, Jamelle Conner
26. Agreement with **Dell Financial Services, LLC** to lease 79 desktop computers for use in the TE Building at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$70,923.68. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$2,758.17. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$73,681.85. This item was approved by Doug Duncan on February 16, 2011. Department—College of Computer & Information Technology, Karen Kaufman White
27. Agreement with **Dell Financial Services, LLC** to lease 12 desktop computers for use in Administrative Technology. 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 \$12,622.88. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$490.90. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$13,113.78. This item was approved by Doug Duncan on February 17, 2011. Department—Administrative Technology, Daya Pendharkar

28. Agreement with **Dell Financial Services, LLC** to lease 27 desktop computers for use in the LA Building at the Clearwater Campus. The lease will commence as soon as possible and will continue for a period of 49 months. The cost to the College for this lease is expected to be \$29,243.28. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$1,137.25. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$30,380.53. This item was approved by Doug Duncan on February 18, 2011. Department—Academic Coordinator, Communications, Stan Vittetoe
29. Agreement with **Dell Financial Services, LLC** to lease 132 desktop computers for use in libraries college wide. 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 \$142,967.08. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$5,559.89. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$148,526.97. This item was approved by the President on March 1, 2011. Department—Technology Fees, Doug Duncan
30. Agreement with **Dell Financial Services, LLC** to lease one server for use by Learning Management/Student Support Systems. 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 \$8,504.20. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$330.26. Based on the foregoing, the total cost to the College for this Agreement will not exceed \$8,834.46. This item was approved by Doug Duncan on March 17, 2011. Department—Learning Management/Student Support Systems, Doug Duncan
31. Agreement with **Dolphin Computer Access, Ltd.** to renew licenses for two software titles that are used by Disability Resources’ staff and students. The software licenses being renewed are for Easy Converter and Dolphin Publisher. The cost to the College to renew the licenses, including free updates and upgrades, for a 12-month period will be \$478. This item was approved by Doug Duncan on February 17, 2011. Department—Academic & Student Affairs/Special Needs, Stan Vittetoe
32. Agreement with **Elsevier B.V.** to provide the College with a license to its Health and Life Sciences Journal Collection for use in the College’s libraries. The Agreement subscription will be for the period of one year commencing May 1, 2011 and continuing through April 30, 2012. The cost to the College for this period will be \$2,550.45. This item was approved by Anne Cooper on March 21, 2011. Department—Libraries, Anne Cooper
33. Agreement with **eSkill Corporation** to continue the eSkill Test Center subscription that allows the College to conduct unlimited testing for the period of one year. This testing assessment capability will be used by Corporate Training in providing training services to Hospice. The cost to the College for a one-year period will be \$2,920. This item was approved by the President on January 13, 2011. Department—Corporate Training, Stan Vittetoe

34. Agreement with **Estudio Sampere**, headquartered in Madrid, Spain, to continue to offer Spanish language and culture programs for SPC's students to study at any of Estudio's institutes in Cuenca, Ecuador or Spain. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College associated with entering into this Agreement. Any fees associated with this study abroad program will be paid by program participants. This item was approved by the President on January 21, 2011. Department—Center for International Programs, Karen Kaufman White
35. Agreement with **Everything But the Mime, Inc.** to provide students with Postcards 2 Home at the Arrive Alive Tour event to be held at the St. Petersburg/Gibbs Campus on February 23, 2011. The cost to the College for this Agreement will be \$1,250. This item was approved by Doug Duncan on February 21, 2011. Department—Student Life & Leadership, Karen Kaufman White
36. Agreement with **Everything But the Mime, Inc.** to provide three hours of Big Chair photos for a student activities event to be held on the Clearwater Campus on February 28, 2011. The cost to the College for this Agreement will be \$1,350. This item was approved by the President on January 6, 2011. Department—Student Life & Leadership, Stan Vittetoe
37. Agreement with **Everything But the Mime, Inc.** to provide entertainment for the Spring Fling event to be held Thursday March 31, 2011 at the Seminole Campus. The cost to the College associated with this Agreement will be \$1,800. This item was approved by Doug Duncan on February 16, 2011. Department—Student Life & Leadership, Jim Olliver
38. Agreement with the **Florida Department of Health, Pinellas County Health Department** to allow Dental Hygiene and Health Services Administration students to do their Capstone Practicum at this facility. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by the President on February 2, 2011. Department—College of Health Sciences, Phil Nicotera
39. Agreement with the **Florida Department of Health, Seminole County Health Department** to allow Dental Hygiene and Health Services Administration students to do their Capstone Practicum at this facility. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by the President on February 2, 2011. Department—College of Health Sciences, Phil Nicotera
40. Agreement with **Florida Lambda Rail, LLC (FLR)** to continue the College's membership with FLR to provide the College with access to university research networks, Internet2, the SPC Disaster Recovery site and high availability internet connectivity. The Agreement will commence approximately March 1, 2011 and continue for the period of one year. The cost to the College for this period will be \$40,320. This item was approved by the President on January 21, 2011. Department—University Partnership Center, Kay Burniston

41. Agreement with the **Florida Music Educators' Association** to provide exhibit space at the 2012 Florida Music Educators' Association Annual Clinic-Conference to be held in Tampa on January 11-14, 2012. The cost to the College for this Agreement will be \$550. This item was approved by Anne Cooper on March 1, 2011. Department—Enrollment Management, Patrick Rinard
42. Agreement with **Getty Images (US), Inc.** to provide an upgrade to the Thinkstock.com plan which will include a royalty-free source of all high resolution stock photos (approximately 6 million) for use by the Graphics department in promotional items for the College. The photos are used in a variety of printed materials, for online course illustration and on the College website. The cost to the College for the upgrade to this plan is \$914. The upgrade will continue through the period of the current plan agreement which is September 27, 2011. The College currently has a Purchase Order in the amount of \$6,249; the cost for this upgrade will be in addition to that amount. This item was approved by Doug Duncan on February 23, 2011. Department—Marketing & Public Information, Mike O'Keefe
43. Agreement with **Harland Technology Services** to provide maintenance on the Scantron machine used at the Downtown Center. The Agreement is for the period commencing April 19, 2011 through April 18, 2012 at a cost to the College of \$557. This item was approved by the President on February 2, 2011. Department—SPC Downtown, Yvonne Ulmer
44. Affiliation Agreement with **Health Corporation of America (HCA)** affiliated hospital **Edward White Hospital** to allow students in the Physical Therapist Assistant Program to obtain clinical experience at no cost to the College. The Agreement will commence as soon as possible and will continue for the period of approximately two years. This item was approved by Anne Cooper on March 1, 2011. Department—Physical Therapist Assistant, Phil Nicotera
45. Agreement with **Health Corporation of America (HCA)** affiliated hospital **Largo Medical Center, Inc.** to expand enrollment in the Nursing Program to assist in alleviating the nursing shortage in the Tampa Bay area. The parties to the Agreement will provide qualified candidates (current eligible hospital employees and if needed, candidates from SPC's applicant pool) to obtain an Associate in Science degree in Nursing. In addition, Largo Medical Center will coordinate employee work schedules; provide classroom, lab and office space for students and faculty; and provide some faculty and lab facilitation support as part of the initiative. SPC will coordinate admissions; reserve slots for students, if needed; schedule initiative classes, skills labs, and clinicals at Largo Medical Center and HEC on certain days; place students at HCA affiliated hospitals for clinical rotations as available; and provide schedule and contact hour information to the hospital/instructors at the beginning of each semester. The Agreement will commence as soon as possible and is subject to review and renegotiation in August 2012. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on March 1, 2011. Department—Nursing, Phil Nicotera

46. Affiliation Agreement with **Health Corporation of America (HCA)** affiliated hospital **Largo Medical Center, Inc.** to provide clinical experience to students enrolled in Emergency Medical Services program. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Anne Cooper on March 14, 2011. Department—Emergency Medical Services, Phil Nicotera
47. Agreement with **Hernando County School Board** to provide internship experience in Hernando County schools for students in the College of Education. 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 Doug Duncan on February 17, 2011. Department—Baccalaureate Programs, Kay Burniston
48. Agreement with the **Hilton St. Petersburg** at Carillon Park for the use of its facilities for the Bureau of Justice Assistance Executive Session on Police Leadership to be held July 7-9, 2011. The cost to the College for this Agreement will be \$20,952. This item was approved by Anne Cooper on March 24, 2011. Departments—Regional Community Policing Institute/Center for Public Safety Innovation, James Brock **This item is grant funded.**
49. Agreement with **The Hospice of the Florida Suncoast, Inc. d/b/a Suncoast Hospice** to allow students in the College of Health Science to do their Capstone Practicum at this facility. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. There is no cost to the College. This item was approved by the President on February 2, 2011. Department—College of Health Sciences, Phil Nicotera
50. Affiliation Agreement with **The Hospice of the Florida Suncoast Inc. d/b/a Suncoast Hospice** to provide clinical experience to students enrolled in the Nursing Program at no cost to the College. The Agreement will commence as soon as possible and be ongoing unless terminated by either party. This item was approved by Anne Cooper on March 1, 2011. Department—Nursing, Phil Nicotera
51. Agreement with **Iknowledgenow, Inc.** to continue to provide access to the database of the Journal of the American Hospital Association and other publications and grants. Although the College has an ongoing Agreement in place, the cost to the College for this annual renewal period (March 1, 2011 through March 1, 2012) will be \$485. This item was approved by Doug Duncan on February 16, 2011. Department—Director of Libraries, Kay Burniston
52. Agreement with **InfoGroup, Inc.** and its affiliates to continue to provide access to an internet-based reference service which will allow students to find up-to-date quality business and industry information, including details necessary for complicated business papers and class projects. The Agreement will be for the period of one year at a cost to the College of \$3,150. This item was approved by Anne Cooper on March 10, 2011. Department—Director of Libraries, Anne Cooper

53. Agreement with **Juniper Networks, Inc.** whereby the College agrees not to disclose Juniper's proprietary information. The College desires to evaluate Juniper's new firewall technology and this non-disclosure Agreement is being required by Juniper as part of the College's evaluation of Juniper's products. The Agreement will commence as soon as possible and will continue unless terminated by either party. This item was approved by Doug Duncan on March 11, 2011. There is no cost to the College associated with entering into this Agreement. Department—Information Systems—Networks, Doug Duncan
54. Agreement with **K2Share, LLC** whereby the College agrees not to disclose K2Share's proprietary information. The College's Center for Public Safety Innovation and K2Share, LLC are considering working together on a potential grant project and this non-disclosure Agreement is being required by K2Share in order to discuss the details regarding the project and business relationship. The Agreement will commence as soon as possible and will continue unless terminated by either party. This item was approved by Doug Duncan on March 1, 2011. There is no cost to the College associated with entering into this Agreement. Department—Center for Public Safety Innovation, James Brock
55. Agreement with **Kapok Special Events** for the use of its facility for the college wide *Dream Ball – A Night to Remember* to be held on March 25, 2011. Approximately 400 students are anticipated to attend this event. The cost to the College for this Agreement will be up to \$9,240 with the possibility of an additional refundable \$500 deposit. This item was approved by Anne Cooper on March 4, 2011. Department—Student Life & Leadership, Karen Kaufman White
56. Agreement with the **Kiwanis Club of Seminole Florida, Inc.** to provide the use of the College's Seminole Campus parking lot for a fire truck pull event to be held on March 13, 2011. There is no cost to the College. The Agreement was approved by Anne Cooper on March 3, 2011. Department—Provost, Jim Olliver
57. Agreement with **Kuumba Dancers and Drummers** to provide entertainment for the event to be held on the Tarpon Springs Campus on February 16, 2011. The cost to the College for this Agreement will be \$750. This item was approved by the President on January 13, 2011. Department—Student Life & Leadership, Conferlete Carney
58. Agreement with **Lake City Community College (LCCC)** to provide for the articulation of LCCC students to the College's Distance AS Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by the President on February 2, 2011. Department—Veterinary Technology, Phil Nicotera
59. Agreement with **Laser Marketing, Inc. d/b/a Find and Convert** to offer Find and Convert online courses through Corporate Training. 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. The College will pay Laser Marketing 50% of the revenues received and after expenses, anticipates a

net revenue of \$5,000 per year. This item was approved by Anne Cooper on March 17, 2011. Department—Corporate Training, Stan Vittetoe

60. Agreement with the **Library of Congress** to continue to provide the Classification Web access for use in the College's libraries. The renewal period will commence as soon as possible and will continue for the period of one year. The cost to the College will be \$525. This item was approved by Anne Cooper on March 1, 2011. Department—Director of Libraries, Anne Cooper
61. Agreement with **Life Force Cultural Center Arts Academy** to provide dance, music and audience participation for the African American History month celebration to be held at the Allstate Center on February 21, 2011. The cost to the College for this Agreement will be \$500. This item was approved by Doug Duncan on February 9, 2011. Department—Student Life & Leadership—Special Programs, James Brock
62. Agreement with **Lowry Park Zoological Society of Tampa, Inc. d/b/a Lowry Park Zoo** to provide animals to display and lecture content on habits and country of origin for animals at the African American History Month event to be held on the St. Petersburg/Gibbs Campus on February 17, 2011. The cost to the College for this Agreement will be \$395. This item was approved by Doug Duncan on February 16, 2011. Department—Student Life & Leadership, Karen Kaufman White
63. Agreement with **Mac Dill Air Force Base, 6th Medical Group** to continue to allow SPC Dental Hygiene students to rotate through MacDill AFB's Dental Squadron. Students will be providing dental hygiene services to patients of the dental clinic and will be supervised by the dentists in the 6th Dental Squadron. The Agreement will commence as soon as possible and continue unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Doug Duncan on February 9, 2011. Department—College of Health Sciences, Dental Hygiene, Phil Nicotera
64. Agreement with **Microsoft Corporation** to provide consulting services to implement the Microsoft System Center Configuration Manager infrastructure as part of the replacement of an existing antivirus product. The Agreement is effective through May 30, 2011; however, the consulting services under the Agreement are anticipated to be provided by February 28, 2011. The cost associated with this Agreement will be approximately \$49,473. This item was approved by Doug Duncan on February 7, 2011. Department—Administrative Information Systems, Daya Pendharkar
65. Agreement(s) with the **National Institute of Health (NIH)** that will allow student(s) in the College of Health Sciences to participate in NIH's Student Career Experience Program (SCEP). NIH requires that a general Student Employment Program Agreement be executed between NIH and SPC in addition to specific SCEP Work Agreements for each student. The Program Agreement is ongoing, and individual student SCEP Agreements are effective until the student graduates from the College. Currently, there is one student in the Health Services Administration Program that is seeking to participate; however, other

students may also participate in this Program in the future. Students are paid by NIH; there is no cost to the College. This item was approved by Doug Duncan on February 17, 2011. Department—College of Health Science, Kay Burniston

66. Agreement with **Nova Southeastern University** to provide the use of a room at the Health Education Center on 6/26/11; 7/23/11; and 8/20/11 from 10:00 a.m. to 2:00 p.m. Nova Southeastern will pay the College a total of \$1,725 for the use of this space. This item was approved by Doug Duncan on March 16, 2011. Department—Provost, Phil Nicotera
67. Agreement with **Orange Blossom Catering** to provide food for the Picnic in the Park event to be held at the Downtown Center on April 29, 2011. The cost to the College for this Agreement will be \$1,390. This item was approved by Doug Duncan on February 17, 2011. Department—Student Life & Leadership, Yvonne Ulmer
68. Affiliation Agreement with **Orange Park Medical Center, Inc.** to provide clinical experience to students enrolled in RN Refresher/Remediation/Return to Work Continuing Education Health programs. 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 Anne Cooper on March 1, 2011. Department—CE Health, Stan Vittetoe
69. Agreement with **Anthony Ottaviani, DO** to provide medical direction for the Respiratory Care Program, which is necessary to meet the requirements for Program accreditation. The Agreement will cover the period commencing July 1, 2011 and continuing through June 30, 2012. The cost to the College will be \$4,400. This item was approved by Anne Cooper on March 3, 2011. Department—Respiratory Care, Phil Nicotera
70. Agreement with the **District School Board of Pasco County** to provide teaching observation/field experience to students in the College of Education program. There is no cost to the College associated with entering into this Agreement. The Agreement will commence August 1, 2011 and continue for the period of four years. This item was approved by the President on January 13, 2011. Department—Baccalaureate Programs, Kay Burniston
71. Affiliation Agreement with the **District School Board of Pasco County** that will allow students enrolled in the Physical Therapist Assistant Program to obtain clinical experience. The Agreement will commence as soon as possible and will continue through June 30, 2013. There is no cost to the College. This item was approved by the President on January 21, 2011. Department—Physical Therapist Assistant, Phil Nicotera
72. Agreement with the **District School Board of Pasco County** to provide for the articulation of students completing Veterinary Assistant programs at Pasco High School and Hudson High School into SPC's AS—Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by Doug Duncan on February 9, 2011. Department—Veterinary Technology, Phil Nicotera

73. Agreement with **Physio-Control, Inc.** to renew technical support/maintenance for LifePak equipment/software used in the Emergency Medical Services Program. The Agreement will commence April 1, 2011 and continue for the period of one year. The cost to the College will be \$3,240. This item was approved by Anne Cooper on March 4, 2011. Department—Emergency Medical Services, Phil Nicotera
74. Affiliation Agreement with **Physiotherapy Associates** to provide clinical experience to students enrolled in the Physical Therapist Assistant and RN Refresher/Remediation/Return to Work Continuing Education Health programs. The Agreement will commence as soon as possible and will continue for the period of approximately two years. There is no cost to the College. This item was approved by Anne Cooper on March 1, 2011. Departments—Physical Therapist Assistant & CE Health, Phil Nicotera
75. Agreement with **Pinellas County** that will allow the College to provide instructors to teach Hazardous Materials and Technical Rescue classes for the County. The Agreement will be for the period of one year and will commence as soon as possible. Thereafter, the College and County will have four one-year options for renewal. The College will receive approximately \$24,669.12 for the first year of the Agreement; after expenses, the College anticipates a net revenue of approximately \$3,000. Should the Agreement be renewed, additional approval will be sought at that time. This item was approved by the President on January 13, 2011. Department—Fire Academy, James Brock
76. Agreement with **Pinellas County** whereby the County will give the College permission to relocate the County's water line as part of the College's Veterinary Technology Center construction project. The cost to the College for this Agreement will be \$50,000; however, such cost is already included as part of the project scope of work and agreement with W.G. Mills. The Agreement covers the period of March 21, 2011 through June 1, 2011. This item was approved by Doug Duncan on March 24, 2011. Department—Facilities Planning & Institutional Services, Susan Reiter
77. Agreement with **Port-a-Pit Catering, Inc.** to provide food for the African American History Month Celebration to be held on the Seminole Campus on February 10, 2011. The cost to the College for this Agreement will be \$822. This item was approved by the President on February 2, 2011. Department—Student Life & Leadership, Jim Olliver
78. Agreement with **Port-a-Pit Catering, Inc.** to provide food for the African American History Month celebration to be held on the St. Petersburg/Gibbs Campus on February 17, 2011. The cost to the College for this event will be \$1,135. This item was approved by Doug Duncan on February 16, 2011. Department—Student Life & Leadership, Karen Kaufman White
79. Agreement with **Valerie Prosser** to provide exercise instruction for exercise programs offered to College employees. The Agreement will commence as soon as possible and will continue through October 2011. Participants will pay any associated fees directly to the instructor; therefore, there is no cost to the College. This item was approved by Doug Duncan on February 17, 2011. Department—Human Resources, Patty Jones

80. Affiliation Agreement with **Regional Medical Center Bayonet Point** to continue to provide clinical experience to students enrolled in the Medical Laboratory Technology, Health Information Management and Physical Therapist Assistant Programs. The Agreement will commence as soon as possible and will continue for the period of five years. There is no cost to the College associated with entering into this Agreement. This item was approved by the President on January 28, 2011. Departments—Medical Laboratory Technology, Physical Therapist Assistant & Health Information Management, Phil Nicotera
81. Affiliation Agreement with **RehabCare Group, Inc.** to provide clinical experience to students enrolled in the Physical Therapist Assistant and RN Refresher/Remediation/Return to Work Continuing Education Health programs. The Agreement will commence as soon as possible and will continue for the period of approximately two years. There is no cost to the College. This item was approved by Anne Cooper on March 1, 2011. Departments—Physical Therapist Assistant & CE Health, Phil Nicotera
82. Agreement with **Rita's** to provide Italian Ice desserts for the Spring Fling event to be held on the Seminole Campus on March 31, 2011. The cost to the College for this Agreement will be \$550. This item was approved by Doug Duncan on February 16, 2011. Department—Student Life & Leadership, Jim Olliver
83. Agreement with **Barbara Shimer** to provide exercise instruction for exercise programs offered to College employees. The Agreement will commence as soon as possible and will continue through October 2011. Participants will pay any associated fees directly to the instructor; therefore, there is no cost to the College. This item was approved by Doug Duncan on February 17, 2011. Department—Human Resources, Patty Jones
84. Agreement with **Significant Event Consulting, Inc.** to provide consulting services, develop curriculum and provide instruction for five healthcare groups including 30 tabletop exercises. Significant Event Consulting will also provide post program analysis. The curriculum and instruction will be for a Hurricanes and Healthcare Conference to be held on March 3, 2011. Approximately 300 attendees are expected at the Conference. The College agrees to pay Significant Event Consulting \$14,200 for its services under this Agreement. The Agreement will commence as soon as possible and will continue through approximately April 1, 2011. The costs associated with this Agreement will be funded through sponsorship funds from the St. Petersburg Metropolitan Medical Response System (SPMMRS). SPMMRS is offering funds to the College in the amount of \$42,718. After all other costs associated with the Conference are paid, the net revenue to the College is anticipated to be approximately \$19,000. This item was approved by the President on February 2, 2011. Department—CE Health, Stan Vittetoe
85. Agreement with **Smarthinking, Inc.** to continue to provide one-to-one online tutoring services to students enrolled in various courses for the period of March 1, 2011 through June 30, 2012. The cost to the College for an addition 2,380 hours of tutoring services will be \$49,980 for this period. The Master agreement with Smarthinking is ongoing; however, individual Statements of Work (SOWs) allow for the increase of tutoring service hours and

extension of use timelines. The College has an existing SOW that will continue through June 30, 2011; however, should any tutoring hours remain unused, they will roll forward to this new SOW for use through the end of the new SOW period. This item was approved by Anne Cooper on February 25, 2011. Department—Academic & Student Affairs, Anne Cooper

86. Agreement with **Springshare, Inc.** to continue to provide LibGuides, a template-driven content management system for libraries. The system will be used to create attractive multimedia content, share knowledge and information and promote library resources to the community. The system also allows integration of interactive content such as videos, podcasts, RSS feeds and widgets such as chat and feedback from polls/surveys. The Agreement is for the period of one year at a cost to the College of \$3,698. This item was approved by Doug Duncan on February 9, 2011. Department—Director of Libraries, Anne Cooper
87. Agreement with the **St. Petersburg/Clearwater Film Commission** to allow the College to film a documentary entitled “No Such Place as Away” at the Pinellas County Solid Waste Facility. The filming will take place on March 30-April 1, 2011. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on March 29, 2011. Department—Digital Media Program, James Olliver
88. Affiliation Agreement with **Sun Dance Rehabilitation Corporation** 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 continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on March 17, 2011. Department—Physical Therapist Assistant, Phil Nicotera
89. Agreement with **A Sunset Entertainment, Inc.** to provide entertainment for the Taste of Soul event being held on February 2, 2011 at the Clearwater Campus. The cost to the College for this Agreement will be \$225. This item was approved by the President on January 21, 2011. Department—Student Activities, Stan Vittetoe
90. Agreement with **A Sunset Entertainment, Inc.** to provide entertainment for the campus dance party to be held on the Seminole Campus on February 11, 2011. The cost to the College for this event will be \$495. This item was approved by Doug Duncan on February 9, 2011. Department—Student Life & Leadership, James Olliver
91. Agreement with **A Sunset Entertainment, Inc.** to provide entertainment for the Spring Ball to be held at the Kapok Gardens on March 25, 2011. The cost to the College for this event will be \$465. This item was approved by Anne Cooper on March 21, 2011. Department—Student Life & Leadership, Conferlete Carney
92. Agreement with **O.C. Tanner Recognition Company** to provide annual awards for purchase as part of SPC’s employee recognition program. The Agreement period is from January 1, 2011 through June 30, 2012. During this 18-month period, the College plans to purchase awards for two annual employee awards cycles. The cost to the College during

this period will not exceed \$50,000. This item was approved by the President on January 13, 2011. Department—Human Resources, Patty Jones

93. Agreement with **Tarpon Springs Trauma Informed Community Initiative** whereby the College will participate as a community partner/member to advance trauma awareness in the Tarpon Springs community. The initiative is designed to increase trauma awareness through education, prevention, and the provision of trauma resources and assistance. The College, as a partner/member, will designate an individual(s) to serve on a community Steering Committee and on one other action related committee. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Anne Cooper on March 1, 2011. Department—Social & Behavioral Sciences/TS, Conferlete Carney
94. Agreement with **TrainingTECH1** to partner with the College to provide a 40-hour Rope Rescue Level 2 operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$385 per student and the College will receive \$75 per student for its services. Based on an estimate of 20 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,500. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue up to one year. This item was approved by the President on January 6, 2011. Department—Fire Academy/In-Service, James Brock
95. Agreement with **TrainingTECH1** to partner with the College to provide a 40-hour **Rope Rescue Level 2** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$385 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,300—\$1,800. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock
96. Agreement with **TrainingTECH1** to partner with the College to provide a 24-hour **Confined Space Level 1** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$290 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,600. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock

97. Agreement with **TrainingTECH1** to partner with the College to provide a 24-hour **Confined Space Level 2** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$190 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,400. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock
98. Agreement with **TrainingTECH1** to partner with the College to provide a 24-hour **Trench Rescue Level 1** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$400 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,500. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock
99. Agreement with **TrainingTECH1** to partner with the College to provide a 24-hour **Trench Rescue Level 2** operations course at the College through the Fire Science Program. Training TECH1 will provide the curriculum, instructors and some promotion; the College will provide promotion, registration and classroom facilities. TrainingTECH1 will receive \$350 per student and the College will receive \$75 per student for its services. Based on an estimate of 24 students taking the course during the term of the Agreement, the College anticipates a net revenue of approximately \$1,600. Costs for the course will be offset by student fees. The Agreement will commence as soon as possible and continue for up to one year. This item was approved by Anne Cooper on March 11, 2011. Department—Fire Academy/In-Service, James Brock
100. Agreement(s) with **Trebron Company, Inc./Sophos, Ltd.** to continue the use of the Sophos antivirus software for 300 users. The cost to the College for this Agreement(s) will be \$16,100 over three years. The Agreement will commence as soon as possible. This item was approved by Anne Cooper on February 11, 2011. Department—Information Systems, Doug Duncan
101. Affiliation Agreement with **Trinity Spine Center** 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 continue for the period of two years. This item was approved by Anne Cooper on March 1, 2011. Department—Physical Therapist Assistant, Phil Nicotera

102. Agreement with **Unique Venues** to assist the College in marketing the Collaborative Labs as a venue for conferences and meetings through online promotion. 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 \$1,716. This item was approved by the President on January 13, 2011. Department—Collaborative Labs, Stan Vittetoe
103. Agreement with **UNITE International, Inc.** to provide students a simulator experience for texting, distracted driving and drunk driving awareness at the Arrive Alive Tour event to be held on the St. Petersburg/Gibbs Campus on February 23, 2011. The cost to the College for this Agreement will be \$1,800. This item was approved by Doug Duncan on February 21, 2011. Department—Student Life & Leadership, Karen Kaufman White
104. Affiliation Agreement with the **U.S. Department of Veterans' Affairs** whereby Orthotics and Prosthetics students will obtain clinical experience at the James A. Haley Medical Center. 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 this Agreement. This item was approved by the President on January 6, 2011. Department—Orthotics & Prosthetics, Phil Nicotera
105. Acknowledgement Agreements with the **U.S. Department of Veterans Affairs (DVA)** whereby the College acknowledges receipt of the DVA's directive regarding the disclosure of Protected Health Information. Since the DVA has several agencies that may require execution of these Agreements, this item is to seek approval to sign Acknowledgement Agreements for various DVA agencies and various health related programs at SPC. There is no cost to the College. Such Acknowledge Agreements will be reviewed by the VA every two years. This item was approved by Doug Duncan on February 9, 2011. Department—Provost, HEC, Phil Nicotera
106. Affiliation Agreement with **U.S. Department of Veterans Affairs, Bath BA Medical Center** to provide clinical experience to students enrolled in the Medical Laboratory Technology 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 associated with entering into this Agreement. This item was approved by the President on January 28, 2011. Department—Medical Laboratory Technology, Phil Nicotera
107. Agreement with the **University of South Florida** to facilitate the admission of SPC's Business Administration students into USF's Master of Business 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 associated with entering into this Agreement. This item was approved by Doug Duncan on February 16, 2011. Department—College of Business, Kay Burniston
108. Agreement with the **University of South Florida, College of Medicine** to provide the services of David A. Solomon, MD whereby Dr. Solomon will provide physician input and related clinical expertise regarding pulmonary medicine during Sessions I & II, 2011-12.

The cost to the College for this Agreement will be \$2,000. This item was approved by Anne Cooper on March 4, 2011. Department—Respiratory Care, Phil Nicotera

109. Agreement with **Jeanne Wolfe** to provide exercise instruction for exercise programs offered to College employees. The Agreement will commence as soon as possible and will continue through October 2011. Participants will pay any associated fees directly to the instructor; therefore, there is no cost to the College. This item was approved by Doug Duncan on February 17, 2011. Department—Human Resources, Patty Jones
110. Agreement with **Wolters Kluwer Health, Inc.** to continue the subscription to *Clin-eguide*, an online clinical decision support tool for health care providers in the clinical setting. This resource tool will be used by allied health program students for research. The one-year renewal period is from April 15, 2011 through April 15, 2012 at a cost to the College of \$5,250. Thereafter, Agreement will continue for one-year periods unless terminated by either party. Should this Agreement continue beyond the current period, additional expenditure approval will be sought at that time. This item was approved by Anne Cooper on March 24, 2012. Department—Director of Libraries, Kay Burniston
111. Agreement with **Xerox Corporation** whereby Xerox will move one of its copiers from the Word Processing Department at the Health Education Center to the Provost Office at the Tarpon Springs Campus. The cost to the College for the copier move will be \$237. This item was approved by the President on January 13, 2011. Department—Provost Office, Conferlete Carney
112. Agreement with **Xerox Corporation** to provide maintenance for the copier to be used at the Tarpon Springs Campus. The agreement will commence as soon as possible and continue for the period of four years. The anticipated cost to the College over that time is approximately \$1,816. This includes the annual maintenance costs and charges for copies. This item was approved by the President on January 28, 2011. Department—Provost Office, TS, Conferlete Carney

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

113. Agreement approved December 20, 2010 with **Dell Financial Services, LLC** to lease equipment to provide data backups for collegewide systems. The lease will commence as soon as possible and will continue for a period of 60 months. The not to exceed cost to the College for this lease was in the amount of \$133,152.20; however, this amount did not include shipping charges which were added later. Accordingly, this item is to amend the total cost of this Agreement for an amount not to exceed 133,433.30. This item was approved by the President on February 2, 2011. Department—Business Services, Doug Duncan
114. Agreement approved June 23, 2010 with the **Florida Department of Health, Palm Beach County Health Department** to allow SPC students in healthcare professions to obtain clinical/internship experience at the Agency. **This item is to advise that the Agreement**

will only apply the Dental Hygiene students rather than as previously approved. The Agreement automatically renews for one-year periods unless terminated by either party. All other terms and conditions will remain as previously advised. This item was approved by the President on January 6, 2011. Department—Dental Hygiene

115. Agreement approved October 30, 2010 with **Memorial Hospital** to provide clinical experience to students enrolled in the Health Information Management Program at no cost to the College. **This item is to add the CE Nursing Program to this Agreement and establish that the Agreement will be for a period of five years.** There is no cost to the College. All other terms will remain as previously advised. This item was approved by Anne Cooper on February 11, 2011. Department—Provost, HEC, Phil Nicotera
116. Agreement of Cooperation approved October 6, 2010 with **Pontificia Universita Urbaniana**—Vatican City to continue to promote the exchange of experiences and staff in the fields of education, science, culture and other areas in which both parties are involved. There is no cost to the College associated with entering into this Cooperation Agreement. **This item is to correct the period of the Agreement.** The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on February 11, 2011. Department—Center for International Programs, Karen Kaufman White
117. Agreement approved January 28, 2011 with the **City of St. Petersburg** for the use of the Coliseum for the Hurricane and healthcare Conference to be held on March 3, 2011. Approximately 300 attendees are expected for the Conference. The anticipated cost to the College was \$2,950; however, **added costs for electrical outlet use and additional hours needed for facility use will increase the cost up to an additional \$1,170.** Costs associated with this Agreement will be offset by participant fees. This item was approved by Anne Cooper on March 4, 2011. Department—CE Health, Stan Vittetoe
118. Agreement approved January 13, 2011 with the **University of Florida, College of Veterinary Medicine** (UF) for UF to provide instruction for a class on “Large Animal Rescue” at a cost to the College of \$600. The Agreement is for the period of up to one year. The previous approval was for one class; however, **the Agreement is being modified for an additional class being offered March 18-19, 2011.** Although the exact dollars associated with the second course are not known at this time, the College anticipates a cost from \$2,000 to \$3,200. After costs, based on the maximum enrollment of 15 students, the College estimates a possible net revenue of approximately \$1,300. Should any additional courses be offered under this Agreement, additional approval will be sought at that time. This item was approved by Doug Duncan on February 9, 2011. Department—Fire Science, James Brock

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

NONE

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

119. Non-Disclosure Agreement approved November 17, 2010 with **D2L Ltd., a subsidiary of Desire2Learn, Inc.** whereby the College would maintain confidentiality of D2L's business information while looking at D2L's products. This item is to advise that this Agreement was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by Anne Cooper on March 7, 2011. Department—eCampus, Web & Instructional Technology, Jim Olliver
120. Agreement approved February 17, 2011 with **George Washington University (GWU)** to provide use of dormitory space for study abroad students in the American Dream Program to be held July 7-16, 2011. Students would pay costs for dorm accommodations. This item is to advise that this Agreement was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by Anne Cooper on March 7, 2011. Department—International Programs, Karen Kaufman White
121. Agreement approved January 10, 2008 with **Florida Institute of Technology (FIT)** whereby FIT was to offer various degrees through SPC's University Partnership Center. The Agreement was to establish the responsibilities of FIT and the College for a period of three years. This item is to advise that this Agreement was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by Anne Cooper on March 21, 2011. Department—University Partnership Center, Catherine Kennedy
122. Agreement approved August 12, 2010 with the **Pinellas County Fire Chief's Association (PCFCA)** to partner with the College to provide Blue Card Incident Command instruction to students in the College's Fire Science Program. The anticipated cost to the College was \$8,000; however after costs, the anticipated net revenue was expected to be \$4,000. This item is to advise that the Agreement was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by Doug Duncan on February 22, 2011. Department—Fire Science, JC Brock
123. Agreement approved September 23, 2010 with **U.S. Department of Veterans Affairs, Malcom Randall VA Medical Center** to provide clinical experience to students enrolled in the Health Information Management Program. This item is to advise that the Agreement was not entered into; therefore, the Request for Contract is being withdrawn. This item was approved by the President on January 21, 2011. Department—Health Information Management, Phil Nicotera

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

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

pss0413112

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Amendment to Agreement with Higher One, Inc.

Authorization is sought to enter into an Amendment to the current Services Agreement with Higher One, Inc. The amendment will allow the College to: 1) extend the Services Agreement through June 30, 2015; 2) realize a cost savings by changing to an annual subscription pricing structure for the OneDisburse service provided by Higher One, Inc. at a total cost of \$245,000 through the extension period; and 3) establish a coterminous period for the College's Agreement with Higher One, Inc. and its Agreement with Informed Decisions Corp d/b/a CASHNet (now owned by Higher One's wholly-owned subsidiary Higher One Payment, Inc.). **Approval is also sought for an additional expenditure amount of approximately \$76,465 to continue the Informed Decisions Corp d/b/a CASHNet Agreement through June 30, 2015.**

On December 20, 2005, the Board approved entering into an Agreement with Higher One, Inc. to provide automated student refund disbursement services through June 30, 2012. The Agreement initially provided for a fee structure based on student participation and revenue sharing. Given the relatively recent increased number of students and demand for refund services, the average annual cost to the College has been approximately \$75,000. In order to realize a cost savings and to further streamline refund disbursement services, Higher One has agreed to shift to a fixed fee per year. The pro-rated amount agreed to for services provided between January 1, 2011 through June 30, 2011 would be \$25,000; thereafter, the annual fixed fee would be \$55,000 for a total Services Agreement cost of \$245,000. The new fixed pricing structure represents a cost savings to the College of approximately \$20,000 per year and includes:

- New cards
- Replacement cards
- Disbursements (DDA, ACH, Paper Check and default Title IV paper checks)
- Refund reversals
- The Higher One Collects Program, where Higher One will collect active replacement card fees directly from Users, taking the burden of collecting these fees off the College.

The College also agrees to transition to an electronic-only disbursement program (ACH to a third-party bank account or deposit to the DDA) within 60 days of the execution of this Amendment. All students with an existing paper check disbursement preference shall be grandfathered into this disbursement choice subsequent to such transition. The only impact to

students will be the elimination of paper check disbursements to those students new to the program. The administration has received positive feedback regarding this change when it was presented to SGA (Student Government Association) Leadership.

On February 8, 2008, the College entered into an Agreement with Informed Decisions Corp d/b/a CASHNet to migrate the College's cashiering system to the CASHNet.com web-based environment. Costs for that migration and annual maintenance were approved in the amount of approximately \$192,458 through February 14, 2013. Since Higher One now owns CASHNet and will be providing cashiering services through its subsidiary, the term of this Agreement will be extended through June 30, 2015. The added cost of \$76,465 represents an estimate of the pro-rated amount to continue the Agreement for an additional 26 months.

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

mm0420114

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: U.S. Department of Labor—Employment and Training Administration— Career Pathways Innovation Fund Grants Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Labor—Employment and Training Administration, to receive funding under the Career Pathways Innovation Fund Grants Program. The proposal was submitted by WorkNet Pinellas, Inc. on behalf of a coalition representing WorkNet Pinellas, Inc., BayCare Health System, Inc. and St. Petersburg College for the *Pathways to Healthy Careers in the Tampa Bay, FL Region* project. The partner organizations will clearly define strategies for unemployed and incumbent workers to pursue career pathways in allied healthcare and nursing occupations in the Tampa Bay area. As the educational and training representative in this collaborative partnership, SPC will provide curriculum development, training activities, and appropriate certifications/degrees for graduating program participants. **Permission is also sought to accept funding for this proposal and enter into any agreements and subcontracts, as necessary.**

The overarching goals of the project are to: 1) increase the number of individuals who earn credentials that enable them to compete for employment in in-demand and emerging industries/occupations; 2) lead program participants to employment; 3) articulate and ease academic and employment transitions for students of different skill levels and at varying academic levels; 4) establish multiple entry and exit points for students along the post-secondary education continuum; and 5) create systemic change that will last beyond the grant period, including strengthening the role of the public workforce system in career pathway programs.

The period of performance is anticipated to commence on July 1, 2011 and end June 30, 2014. The total project budget is \$3,925,544.52 over three years. Of this amount, the College anticipates receiving \$1,224,951 over this same three-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Stan Vittetoe, Provost, Clearwater Campus and Vice President for Workforce and Continuing Education; and Phil Nicotera, Provost, Health Education Center, recommend approval.

Attachment

el0413113

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

Date of BOT Meeting: April 26, 2011

Funding Agency or Organization: U.S. Department of Labor - Employment and Training Administration - via WorkNet Pinellas, Inc.

Name of Competition/Project: Career Pathways Innovation Fund Grants Program

SPC Application or Sub-Contract: Subcontract from WorkNet Pinellas, Inc.

Grant/Contract Time Period: **Start:** 07/01/11 **End:** 06/30/14

Cabinet Member: Stan Vittetoe

Manager: Phil Nicotera

Focus of Proposal:

A partnership was formed among WorkNet Pinellas, Inc., BayCare Health System, Inc. and St. Petersburg College to administer the *Pathways to Healthy Careers in the Tampa Bay, FL Region* project. The partner organizations will clearly define strategies for unemployed and incumbent workers to pursue career pathways in allied healthcare and nursing occupations in the Tampa Bay area. As the educational and training representative in this collaborative partnership, SPC will provide curriculum development, training activities, and appropriate certifications/degrees for graduating program participants.

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

Personnel & Benefits	\$1,074,054
Travel	\$ 18,000
Consumables/Supplies	\$ 22,500
College Admin Fee	<u>\$ 110,397</u>
Total Budget	\$1,224,951

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$1,224,951

Total amount from funder: \$1,224,951

Amount/value of match: Cash: N/A
In-kind: N/A

Required match or cost sharing: No Yes

Voluntary match or cost sharing: No Yes

Source of match/cost sharing: N/A

Recoverable benefits beyond grant focus (above):

Negotiated indirect cost N/A
(Fixed) administrative fee \$110,397 – College Administrative Fee
Software/material N/A
Equipment N/A
Services N/A
Staff Training N/A
FTE 60 – 72 FTE’s anticipated
Other \$150,000 (Offset of Fund 10 salaries)

College Goals and Institutional Initiatives Addressed:

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

Institutional Initiative(s): 1. Develop and implement new academic programs/program tracks in high-demand areas to respond to workplace and student demands.

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: United Way of Tampa Bay Early Literacy Initiative – Pilot Summer Reading Tutoring

Confirmation is sought to accept a grant award for a proposal that was submitted, subject to Board of Trustees' approval, to the United Way of Tampa Bay to receive \$15,000 to pilot the Ready-Set-Read Summer Reading Tutoring Initiative.

This project will allow ten (10) St. Petersburg College of Education pre-service teachers to provide a small, 8-week intensive tutoring program in ten (10) non-profit locations with a total of twenty (20) sites, identified by United Way of Tampa Bay, during the summer of 2011 (June – August). Children at risk, especially children of poverty, lose significant ground during the summer months. One way to prevent this summer reading loss is to provide “at risk” readers with small group (two or three children) intensive engaging tutorials. The Pilot Summer Reading Tutoring Initiative will examine the impact that an 8-week small group intensive reading program, led by student teachers, has on reading development of 240 “at-risk” children.

The award funds will be used to pay ten (10) student tutor stipends and travel expenses, and two faculty project coordinators.

Suzanne L. Gardner, Acting General Counsel; Kay Burniston, Vice President, Baccalaureate Programs; and Theron Manly, Interim Dean, College of Education, recommend approval.

Attachment

kb0415116

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

Date of BOT Meeting: April 26, 2011

Funding Agency or Organization: United Way of Tampa Bay

Name of Competition/Project: Early Literacy Initiative – Pilot Summer Reading Tutoring

SPC Application or Sub-Contract: SPC application

Grant/Contract Time Period **Start:** 4/01/11 **End:** 09/30/11

Cabinet Member: Kay Burniston

Manager: Dr. Marie Biggs

Focus of Proposal: The Ready-Set-Read Summer Reading Tutoring Initiative will allow ten (10) St. Petersburg College of Education pre-service teachers to provide a small, 8-week intensive tutoring program in ten (10) non-profit locations with a total of twenty (20) sites, identified by United Way of Tampa Bay, during the summer of 2011 (June – August). This pilot project will examine the impact that an 8-week small group intensive reading program, led by student teachers, has on reading development of 240 “at-risk” children. The award funds will be used to pay ten (10) student tutor stipends and travel expenses, and two faculty project coordinators.

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

Personnel & Benefits	\$ 4,000
Travel	\$ 1,000
Student tutor stipends	<u>\$10,000</u>
 Total Budget	 \$15,000

Funding:
Total proposal budget
(includes amount requested from funder,
cash and in-kind matches listed below) \$15,000

Total amount from funder: \$15,000

Amount/value of match: Cash: N/A
In-kind: N/A

Required match or cost sharing: No Yes
Voluntary match or cost sharing: No Yes
Source of match/cost sharing: N/A

Recoverable benefits beyond grant focus (above):

Negotiated indirect cost N/A
(Fixed) administrative fee N/A
Software/materials N/A
Equipment N/A
Services N/A
Staff Training N/A
Other Strategic partnership

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.

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

Board of Trustees Rules 6Hx23-6.09 and 6Hx23-6.10 authorize the President to approve construction contracts and change orders to construction contracts for extensions of time and for increases in an amount not to exceed CATEGORY FIVE, Florida Statutes 287.017 (currently \$325,000), with the stipulation that the Board of Trustees will be informed of these approvals on a quarterly basis. This memo is to **inform the Board of Trustees** of the following items approved from January 1, 2011 through March 31, 2011 and those not included in the previous Quarterly Report.

- 1) **Approval was granted** to accept Change Order #3, Final Accounting, Project 186-Y-08-4, Parking Lot Expansion, Seminole Campus, in the deductive amount of (\$51,424.55) for this project as outlined below. This final accounting change order brings the final Contract Value to \$591,575.45. The details of the final accounting are as follows:

This project consisted of an additional 314 parking spaces at the southwest corner of the Seminole Campus which provided additional parking for the University Partnership and the Technical Learning Building. Additionally, this project provided a combination of landscaping and fencing to the south and west of the parking lot to provide a visual barrier for the surrounding neighbors.

Part A: Project Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner's Contingency is established. This is utilized for Owner changes throughout the project. Part A, as listed below will deduct the balance of the Owner's Contingency (including Buyout Contingency) from the final contract amount. The details of Change Order #2 are as follows:

Owner Contingency:	<u>(\$29,780.01)</u>
Total Contingency:	<u>(\$29,780.01)</u>

Part B: Owner Direct Purchases and Sales Tax Savings:

As approved by the Board on September 23, 2003, this project utilized the direct purchase program which resulted in a decrease of (\$21,644.54) from the original GMP for material purchase orders and associated tax savings which have been issued directly

to other vendors during the course of the project. The Total Tax Savings represents all taxes not paid due to materials directly purchased by the Owner through this project. Part B, as listed below will deduct the Direct Purchases and Sales Tax Savings from the final contract amount:

Materials-Owner Purchased:	(\$20,372.21)
Total Sales Tax Savings:	<u>(\$1,272.33)</u>
Total Direct Purchase and Sales Tax Savings:	(\$21,644.54)
NET CHANGE ORDER #1 (Parts A & B):	(\$51,424.55)
Original Guaranteed Maximum Price (GMP):	\$1,106,500.00
Change Order #2 (Extension of Time)	(\$0.00)
Change Order #3 (Final Accounting)	<u>(\$51,424.55)</u>
Final Contract Value:	\$591,575.45

Funding Source:

Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$591,575.45
Final Contract Value:	\$591,575.45

There was no loss of revenue or interruption to operation of the college as a result of this change order.

2) **Approval was granted** to accept Change Order #1, Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus. The Final Guaranteed Maximum Price (GMP) for this project of \$9,176,884 was approved by the Board on August 17, 2010, and included a \$13,033 allowance for exterior signage. Since the building is being renamed we have an increased signage package including the following:

- Four (4) signs that read “ Michael and Evelyn Bilirakis Building”
- Five (5) blue square signs identifying the letter designations and functions in the building
- Two (2) signs on the East elevation identifying “Tarpon Springs Campus”
- One (1) sign over the East entrance identifying “Bilirakis College of Education”

Additionally, there is a shelled space by the student lounge and lobby space that will be built-out for a student vending area and office suite and conference room. The total value of this Change Order #1, for the additional signage, office suite, conference room and vending area is \$121,765.00.

Authorization was requested and approved for Change Order #1 in the amount of \$121,765.00 and to approve the revised GMP of \$9,298,649.

- 3) **Approval was granted** to accept Change Order #2, Final Accounting, Project 151-F-10-15, Remodel for Classrooms, Labs, and Offices-Phase 4, Downtown.

This project consisted of the interior build-out of two general classrooms and one unassigned space on the third floor of the existing four-story classroom building. Further, this project remodeled a previous tenant space as a new larger Learning Support Commons, which made one more classroom available for use. In addition, all plumbing and electrical infrastructure was installed in the third floor ceiling space above the classrooms for a future chemistry laboratory to be built in an existing classroom on the fourth floor at a later date.

Change Order #2:

Change Order #2 provides for the deduction of the Project Contingencies as detailed below from the overall project.

Project Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner's Contingency is established. This is utilized for Owner changes throughout the project. Change Order #2 as listed below will deduct the balance of the Owner's Contingency from the final contract amount.

Owner Contingency:	(\$43,571.11)
Total Contingency:	(\$43,571.11)
Original Guaranteed Maximum Price (GMP)	\$320,045.00
Change Order #1 (Extension of Time)	(0.00)
Change Order #2 (Final Accounting)	(\$43,571.11)
Final Contract Value:	\$276,473.89

Funding Source:

Local Funding – Rem/Ren Downtown Center	\$276,473.89
Final Contract Value:	\$276,473.89

There was no loss of revenue or interruption to operation of the college as a result of this change order.

- 4) **Approval was granted** for Change Order #1, Final Accounting, Project 186-Y-10-1, Renovation for Surge/Lightning Protection, District Office Building, EpiCenter, in the deductive amount of (\$15,365.19) for this project as detailed. This final accounting change order brings the final Contract Value to \$63,263.81.

This project consisted of installing a complete Class I Copper Lightning Protection System for the EpiCenter District Office Building to assist in reducing future damages and power outages associated with lightning strikes to the building. The lightning protection system is a Franklin Rod type system with connection to the building steel/bar, electrical switchboard, generator, satellite dish/antennae on rooftop and roof mounted equipment. Transient Voltage Surge Suppressors (TVSS) were installed on main

switchboards and coaxial lead-in cables from two rooftop antennae. Down leads were also installed on the exterior of the building in PVC conduit painted to match the building exterior.

Change Order #1:

Change Order #1 provides for the deduction of the Project Contingencies as detailed below from the overall project.

Project Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner's Contingency is established. This is utilized for Owner changes throughout the project. Additionally, a buyout contingency is established by the contractor when they finalize their bids. This change will deduct the balance of the Owner's Contingency (including Buyout Contingency) from the final contract amount.

Construction Manager Buyout:	(\$11,620.12)
Owner Contingency:	<u>(3,745.07)</u>
Total Contingency:	(\$15,365.19)
Original Guaranteed Maximum Price (GMP)	\$78,629.00
Change Order#1 (Final Accounting)	<u>(\$15,365.19)</u>
Final Contract Value:	\$63,263.81

Funding Source:

Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$63,263.81
Final Contract Value:	\$63,263.81

There was no loss of revenue or interruption to operation of the college as a result of this change order.

- 5) **Approval was granted** to accept the Certificate of Final Inspection and Release of Final Payment, Project 186-Y-10-1, Renovation for Surge/Protection, District Office Building, EpiCenter.

The engineering firm of Engineering Matrix, Inc. and college personnel has inspected the work on this project and certifies that as of September 15, 2010, this project was substantially complete in accordance with the contract documents, subject to the correction of final punch list items, including building code requirements.

This project consisted of installing a complete Class I Copper Lightning Protection System for the EpiCenter District Office Building to assist in reducing future damages and power outages associated with lightning strikes to the building. The lightning protection system is a Franklin Rod type system with connection to the building steel/bar, electrical switchboard, generator, satellite dish/antennae on rooftop and roof mounted

equipment. Transient Voltage Surge Suppressors (TVSS) were installed on main switchboards and coaxial lead-in cables from two rooftop antennae. Down leads were also installed on the exterior of the building in PVC conduit painted to match the building exterior.

The State Requirements for Educational Facilities, 2008, and as amended in 2009, Chapter 4, Section 4.2(3), requires that final payment shall not be made until a certificate of occupancy has been issued, the project has been completed, and the Board of Trustees accepts the project.

- 6) **Approval was granted** to accept Change Order #2, Extension of Time, Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus.

Southwest Florida Water Management District determined that the existing pond and under drains located south of the Olympia Building required repair and modifications to be in compliance with the current regulations (this work was installed prior to our purchase of the property). Peter R. Brown Construction, Inc. and the project team determined that this additional work, and the timing of the work, has impacted the project schedule and the substantial completion date of this project. This time extension was a result of the permitting lead times and the amount of time to accomplish work due to the required permit amendments.

The value of this additional work has been funded by the contractor's buyout contingency and does not change the value of the contract. This change has been determined by the staff to be needed as part of the project and the requested extension of time is valid.

Change Order #2 extends the contract duration from January 11, 2011 to February 11, 2011. There was no loss of revenue, no additional cost and no additional funding necessary as all associated costs are covered in the project contingency. Additionally, there was no interruption to instruction or operation of the College as a result of this change order.

TOTAL CALENDAR DAYS ADDED: 31

This information is provided by Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Susan Reiter, Vice President, Facilities Planning and Institutional Services, pursuant to Board of Trustees Rules 6Hx23-6.09 and 6Hx23-6.10.

mdc0414111

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Remodel/Renovate/Roof, Annex 2, EpiCenter, Project 186-J-07-1

Project 186-J-07-1 Remodel/Renovate/Roof, Annex 2, EpiCenter included remodeling the Annex 2 facility with a new structural system, roof system and interior finishes. When the final accounting for this project was approved, \$327,449.13 of owner's contingency and owner direct purchase tax savings were returned from the contractor.

Since this project was completed, there has been an increase of moisture in the concrete slab beneath the new flooring systems. This is a challenge that can happen in existing facilities, although we have not had a widespread occurrence of this at any of our facilities previously. We have consulted with the projects architect, engineers and contractors as well as two moisture specialists to determine the source of this moisture and the recommended corrective actions.

After extensive destructive investigation and reports from our specialists, it has been determined that the existing concrete slab (which was not replaced as part of the construction project) had an ineffective moisture barrier underneath it (the thickness of the membrane and the material were substandard), had an uncommon chemical admixture added to the top of the concrete (that effects the chemical makeup of the upper portion of the concrete) and that the concrete was placed with a very high level of water creating excessive voids that facilitates moisture movement through capillary action.

Therefore, moisture from groundwater, rain, irrigation, etc. has been migrating through the soil and into the concrete slab. Once in the slab, the moisture collects because of the flooring systems in place in the facility (vinyl backed carpet tiles, vinyl composition tile and porcelain tile) is acting as a moisture barrier.

The project team and the moisture specialists unanimously agreed that the following multipronged approach is required for correcting this deficiency.

The first item recommended is to install a moisture retardant system on top of the concrete slab (without removing the concrete slab it is impossible to place a new vapor barrier underneath the concrete slab). The recommended system requires removing the carpet and adhesive, bead blasting the existing concrete slab (to allow better adhesion), install the multilayer moisture barrier and then install new carpeting.

The second recommendation is to install a drainage system around the exterior of the building including a sump and pump in order to remove moisture from the soil surrounding the building.

Third, they recommend that we continue to monitor the relative humidity in the slab and maintain a relative humidity in the air within the building less than 50%.

In order to keep the occupants utilizing the facility during this process, we will use a phased plan (only working in smaller sections of the building so it can remain in use while this work is taking place).

If we were aware of the condition of the concrete slab as we were planning this project, we would have replaced the concrete slab as part of the original construction. This would have cost approximately \$300,000. Additionally, with our experiences from this project, we determined to replace the existing concrete slab at the Olympia Building Warehouse as part of the Bilirakis College of Education Building to prevent a similar situation (based on a similar aged building with a concrete slab designed for warehouse use).

In addition to the funding returned at the final accounting, it will cost \$206,414.87 (bringing the total value of this corrective work to \$533,864 to complete this work. This includes all moving, demolition, floor preparation, new floor coverings, exterior drainage system, etc.

Authorization is requested to approve moving forward with this process and issue all necessary purchase orders.

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

mdc0415113

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Agreement between St. Petersburg College and the National University of Health Sciences (NUHS) for a Lease of Space at the Health Education Center Annex, Building 67, Site 8

St. Petersburg College (College), in conjunction with the National University of Health Sciences (NUHS), has agreed, under the following terms and conditions, to enter into a lease for a portion of the first floor of the Health Education Center Annex Building at 6698 68th Avenue North, Pinellas Park, located near the Health Education Center. The summary of the terms and conditions are set forth below:

- The College will lease to the NUHS a portion of the first floor of the Health Education Center Annex consisting of approximately 7,238 square feet of exclusive use space and 753 square feet of joint use space.
- The lease period runs from May 9, 2011 through June 30, 2012.
- The Agreement may be extended for consecutive one (1) year terms upon mutual agreement of the parties in writing before the end of any Term.
- The NUHS shall pay to the College base rent for the Leased Premises in the amount of One and 00/100 Dollars (\$1.00) per year to be paid at the commencement of the Term. The College shall provide utilities, including electrical, heating, ventilation and air conditioning, water, garbage and sewer, custodial services, and maintenance services, including maintenance of HVAC systems, roof, exterior walls and structural systems. NUHS shall pay to the College an operating fee for the Exclusive Use Space and the Joint Use Space. The operating fee for the Exclusive Use space will be \$7.20 a square foot or \$52,113.60 a year (7,238 sq. ft. X \$7.20), and the operating fee for the Joint Use Space shall be \$3.60 a square foot or \$2,710.80 a year (753 sq. ft. X \$3.60). The operating fee for the Exclusive Use Space and the Joint Use Space shall hereinafter be collectively referred to as the "Operating Fee." The Operating Fee will be paid in four quarterly installments throughout the 2011/2012 College fiscal year. Additionally, NUHS will pay a prorated value for the use of the space from May 9, 2011 to June 30, 2011. NUHS shall pay to the College its pro-rata share of any utility rate assessment,

storm water fee or other surcharge that may be assessed from time to time to the College for the Health Education Center Annex.

- The College will provide limited security to the Leased Premises in the form of periodic monitoring of the parking lot and the HEC Annex Building by College security personnel during the normal hours of operation of the College.
- The College will not provide phone lines and internet access to the Leased Premises.
- NUHS shall reimburse the College for any and all costs and expenses associated with the renovation of the space for NUHS use.
- The Leased Premises shall be used and occupied by the NUHS for educational and administrative office purposes, consistent with the NUHS's mission and business purpose and for no other purposes. Unless otherwise agreed to by the College in writing, the HEC Annex Building shall be open from 7:00am to 10:00pm, Monday-Thursday, and 7:00am – 6:00pm on Friday.
- NUHS may use the parking lots owned by the College at the Health Education Center and the HEC Annex Building except for parking spaces designated for specific College personnel.
- The College may provide, at the College's sole discretion, interior signage at the HEC Annex Building indicating the location of the Premises. Any such signage shall comply with all applicable codes, rules, and regulations governing 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.

Authorization is sought to enter into a Lease Agreement with the NUHS on such terms and conditions as are set forth in this Agreement.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Phil Nicotera, Provost, Heath Education Center; and Catherine Kennedy, Associate Vice President, University Partnership Center, recommend approval.

Attachments

mdc0416112

**LEASE AGREEMENT
BETWEEN
NATIONAL UNIVERSITY OF HEALTH SCIENCES
AND
ST. PETERSBURG COLLEGE**

THIS LEASE AGREEMENT (“Agreement”) 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, NUHS operates a Doctorate in Chiropractic Medicine degree program (“Program”) in Pinellas County, Florida through the College’s University Partnership Center; and

WHEREAS, NUHS utilizes the College facilities to offer the Program, including facilities at the at the College’s Health Education Center campus located at 7200 66th Street North, Pinellas Park, Florida (“HEC Campus”); and

WHEREAS, NUHS is in need of additional space to offer the Program to students; and

WHEREAS, in order to accommodate NUHS’ need for additional space, the College desires to lease to NUHS a portion of the first floor of the Health Education Center Annex Building at 6698 68th Avenue North, Pinellas Park, which is located near the Health Education Center and as is more fully set forth below; and

NOW THEREFORE, in consideration of the premises and one dollar and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, and the promises and covenants contained herein, the parties hereto agree as follows:

1. **RECITALS.** The recitals set forth above are true and correct and are incorporated herein by reference.
2. **LEASED PREMISES.** The College does hereby lease to NUHS, and NUHS does hereby lease from the College that portion of the first floor of the Health Center Annex as shown in Exhibit “A” consisting of approximately 7,238 square feet of space of dedicated use space and 753 square feet of concurrent use space for educational and administrative purposes.

3. **TERM.** The term of this Agreement shall be for a period commencing on May 9, 2011 and continuing through and until June 30, 2012. This Agreement may be extended for consecutive one (1) year terms upon mutual agreement of the parties in writing before the end of any Term. Either party may terminate the Agreement with or without cause during a Term upon giving the other party no less than 180 days prior written notice. For purposes of this Agreement "Term" shall mean the initial term or any renewal term.

4. **BASE RENT.** NUHS shall pay to the College base rent for the Leased Premises in the amount of One and 00/100 Dollars (\$1.00) per year to be paid at the commencement of the Term.

5. **OPERATING FEE:** The College shall provide to NUHS for the Leased Premises: (i) utilities, including electrical, heating, ventilation and air conditioning, water, garbage and sewer; (ii) custodial services; and (iii) maintenance services, including maintenance of HVAC systems, roof, exterior walls, and structural systems. In return for such services, NUHS will pay to the College an operating fee for the Exclusive Use Space and the Concurrent Use Space. The operating fee for the Exclusive Use Space will be \$7.20 a square foot or \$52,113.60 a year (7,238 sq. ft. X \$7.20). The operating fee for the Concurrent Use Space shall be \$3.60 a square foot or \$2,710.80 a year (\$753 sq. ft. X \$3.60). The operating fee for the Exclusive Use Space and the Concurrent Use Space shall be collectively referred to as the "Operating Fee". Additionally, NUHS will pay a prorated value for the use of the space from May 9, 2011 to June 30, 2011. Operating Fee payments shall be due and payable as follows:

May 9, 2011	\$7,960.60	Prorated Rate, 05/09/11 – 06/30/2011
July 1, 2011	\$13,706.10	Regular Quarterly Lease Payment, 07/01/2011 – 09/30/2011
October 1, 2011	\$13,706.10	Regular Quarterly Lease Payment, 10/01/2011 – 12/31/2011
January 1, 2012	\$13,706.10	Regular Quarterly Lease Payment, 01/01/2012 – 03/31/2012
April 1, 2012	#13,706.10	Regular Quarterly Lease Payment, 04/01/12 – 06/30/12
Total	\$62,785.00	

NUHS shall pay to the College its pro-rata share of any utility rate assessment, stormwater fee or other surcharge that may be assessed from time to time to the College for the Health Education Center.

The College will **NOT** provide phone lines and internet access to the leased premises.

6. **SECURITY.** The College will provide limited security to the Leased Premises in the form of periodic monitoring of the parking lot and the HEC Annex Building by College security personnel during the hours of use set forth below in Paragraph 8.
7. **USE.** The Leased Premises shall be used and occupied by the NUHS for educational and administrative office purposes, consistent with the NUHS' mission and business purpose and for no other purposes. All use of the Leased Premises shall be in compliance with all laws. For purposes of this Agreement, "Laws" means all applicable present and future (i) federal, state, and local laws, statutes, ordinances, rules regulations, and codes and the federal and state constitutions; (ii) decrees, orders, applicable equitable remedies and decisions by courts in cases where such decisions are binding precedent in the State of Florida; (iii) decisions of federal courts applying the Laws of the State of Florida; (iv) rules and regulations of the Board of Trustees of St. Petersburg College; and (v) rules, regulations and orders of quasi official entities or bodies (e.g., boards and bureaus), as the same may be amended or supplemented from time to time.
8. **HOURS OF USE.** Unless otherwise agreed to by the College in writing, the HEC Annex Building shall be open from 7:00am to 10:00pm, Monday-Thursday, and 7:00am – 6:00pm on Friday.
9. **PARKING.** NUHS may use the parking lots owned by the College at the Health Education Center except for parking spaces designated for specific College personnel.
10. **SIGNAGE.** The College may provide, at the College's sole discretion, interior signage at the HEC Annex Building indicating the location of the Premises. Any signage shall comply with all applicable codes, rules, and regulations governing the same.
11. **ALTERATIONS TO THE PREMISES.** NUHS will not, without the College's prior written consent, which consent may be given or withheld in the College's sole discretion, make any material changes or alterations, additions or improvements in or about the Leased Premises. Such consent may be given in writing by the College's Facilities, Planning and Institutional Services, and shall be subject to the College's building and permitting

department in compliance with the Florida Building Code (FBC), Florida Fire Prevention Code (FFPC), and the American's with Disability Act (ADA).

NUHS shall reimburse the College for any and all costs associated with the renovation of the space for NUHS use as shown in Exhibit "B".

12. NO FURTHER ENCUMBRANCES. NUHS shall not have any right to encumber or mortgage the Leased Premises or otherwise place a lien or judgment upon its leasehold interest or the fee, and shall save the College harmless from any liens, claims judgments and demands, of whatsoever nature, made by any third party, including, but not limited to, any subcontractors, materialmen and vendors in connection with any work performed upon the Leased Premises by or on behalf of NUHS.
13. DEFAULT. Default by NUHS. "Default" shall be the occurrence of any one or more of the following events which shall permit the College, subject to the cure periods herein stated, to immediately terminate this Agreement and take possession of the Leased Premises:
 - a. NUHS' failure to pay any sums payable to the College which shall be and remain unpaid for more than thirty (30) days after the same are due and payable.
 - b. NUHS' abandonment or vacation of the Leased Premises.
 - c. NUHS' voluntary or involuntary transfer of its leasehold interest hereunder to any other person or other entity, without the prior written approval of the College.
 - d. NUHS' material breach of the performance of any of the other covenants, agreements, stipulations or conditions herein and such breach shall not be cured within a period of thirty (30) days after written notice by the College to NUHS of such breach.
 - e. The filing of any bankruptcy proceedings on behalf of or against the NUHS.
 - f. Use of the Leased Premises by NUHS other than as specified in Paragraph 7 or in non-compliance therewith.
 - g. NUHS' encumbrance of the Leased Premises or the fee, or its allowing the Leased Premises or fee to be encumbered, or any other breach of the provisions in paragraph 11, herein.
14. ASSIGNMENT. NUHS shall not have the right to assign, sublease or otherwise dispose of this Agreement or any part thereof, or of its right, title or interest therein or created thereby, or its power to execute this Agreement or any amendment or modification thereto, to any person, company or corporation, without the prior written consent of the College, which consent may be withheld in the sole discretion of the College.

15. **INSURANCE.** NUHS shall maintain commercial liability insurance for personal injury and/or bodily injury including death, of not less than \$1,000,000 per person, or \$2,000,000 per occurrence. NUHS shall be required to maintain hazard insurance on its personal property located on or about the Leased Premises. The College shall be named as additional insured on all liability policies and a certificate of insurance shall be provided to the College prior to occupancy by NUHS of the Leased Premises. NUHS shall further, at its expense, obtain and maintain workers' compensation insurance and unemployment insurance for NUHS employees working at the Leased Premises. NUHS shall require the insurance carrier notify College at least thirty (30) days in advance of any cancellation or modification of such insurance policy and shall provide to College, upon request, certificates of insurance evidencing the above coverage and renewals thereof.
16. **TAXES.** NUHS shall be responsible for and shall pay before delinquency all municipal, county, state and federal taxes assessed during the Term, against personal property of any kind owned by or placed in, upon or about the Leased Premises by NUHS. NUHS shall pay all applicable fees and taxes, if any, levied on the Leased Premises or NUHS' leasehold interest therein, or the contents thereof including but not limited to sales taxes, property taxes and stormwater fees, and provide notice to the College of the payment of the same.
17. **LATE CHARGE.** If any payment due to the College is not paid within thirty (30) days after its due date, NUHS shall pay a late charge equal to five percent (5%) of the late amount to compensate the College for the additional administrative expense and loss occasioned thereby. In addition, the College may assess a charge at the maximum rate allowable by law for any check from NUHS returned to the College for insufficient funds. The late charge provided herein may be waived by the College upon a showing of good cause by NUHS for such late payment.
18. **FUNDING FOR COLLEGE.** The College represents that it is a political subdivision existing under the laws of the State of Florida and is funded and relies upon the State for its programs and services. Should legislative appropriations be insufficient, to continue the operation of the Health Education Center Campus, including the Leased Premises, the College may terminate the Lease with thirty (30) days notice to NUHS, without further liability to NUHS or any third party.
19. **THIRD PARTY CLAUSE.** This Agreement is for the sole benefit of NUHS and the College and not for any third party. Except as expressly provided in this Agreement, there are no third-party beneficiaries of this Agreement. This Agreement does not create or confer any legal claim or cause of action in favor or any party not a signatory to this Agreement and the obligations and legal duties imposed on any party by this Agreement are owed exclusively to

the other party or parties and are not owed to any party not a signatory to this Agreement.

20. **DISCRIMINATION.** Neither the College nor NUHS will discriminate in its employment practices, provision of services to College's students and the general public or otherwise on the basis of race, color, religion, age, sex, marital status or national origin nor will either discriminate against any qualified handicapped individual. The parties agree that sexual harassment constitutes discrimination on the basis of sex.

21. **BIOMEDICAL AND ENVIRONMENTAL/HAZARDOUS WASTE.** NUHS shall not use, generate, manufacture, produce, store, release, discharge or dispose of, on, under or about the Leased Premises, or transport to or from the Leased Premises, any Hazardous Substances (as defined herein) or allow any other person or entity to do so. NUHS shall keep and maintain the Leased Premises in compliance with, and shall not cause or permit the Leased Premises to be in violation of, any applicable environmental laws, rules and regulations. NUHS shall indemnify, defend and hold the College harmless, including the College's directors, officers, employees, agents, successors and assigns, from and against any and all loss, damage, cost, expense or liability (including attorney's fees and costs) directly or indirectly arising out of or attributable to the use, generation, manufacture, production, storage, release, threatened release, discharge, disposal, transport or presence of a Hazardous Substance or Biomedical Waste by NUHS on, under, about, to or from the Leased Premises, including without limitation all foreseeable consequential damages and the costs of any necessary repair, cleanup or detoxification of the Leased Premises. The College shall have the right to inspect the Leased Premises and audit NUHS' operations thereon to ascertain NUHS' compliance with the provisions of this Agreement at any reasonable time, and upon request, and the College shall have the right but not the obligation, to enter upon the Leased Premises and perform any obligation of NUHS hereunder of which NUHS is in default, including without limitation any remediation necessary due to environmental impact of NUHS' operations on the Leased Premises, without waiving or reducing NUHS' liability for NUHS' default hereunder. At the College's request, NUHS shall provide periodic certifications to the College of compliance with the provisions hereof. All terms and provisions of this paragraph shall survive expiration or termination of the Agreement for any reason whatsoever. **"Hazardous Substance"** means any substance, whether solid, liquid or gaseous which is listed, defined or regulated as a "hazardous substance," "hazardous waste" or "solid waste," or pesticide, or otherwise classified as hazardous or toxic, in or pursuant to any environmental requirement; or which is or contains asbestos, radon, any polychlorinated biphenyl, urea formaldehyde foam insulation, explosive or radioactive material, or motor fuel or other petroleum hydrocarbons; or which causes or poses a threat to cause a contamination or nuisance on the Leased

Premises or any adjacent property or a hazard to the environment or to the health or safety of persons on the Leased Premises.

22. **RADON GAS DISCLOSURE:** Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of Radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding Radon and Radon testing may be obtained from your county public health unit.
23. **INSPECTION AND ACCESS TO PREMISES.** The College shall have the right to enter the premises at all times (except in the case of an emergency, in which case no prior notice need be given), upon reasonable notice to NUHS, to examine the Leased Premises, to survey the Leased Premises and make such repairs, alterations, improvements, or additions as the College may deem necessary or desirable at the College's expense, except for expenses incurred for such examination, surveying, repairs, alterations improvements or additions due to the actions of the NUHS, its officers, directors, agents, employees, contractors, invitees or licensees.
24. **INDEMNIFICATION.** NUHS covenants and agrees to indemnify, defend and hold harmless the College and its students, faculty, employees, staff and invitees from and against any and all loss, claims, liabilities, fines, injury and/or damages to persons or property (including personal and real property of the College), penalties, suits, attorney's fees, including but not limited to fees incurred for service in trial and appellate courts, and expenses by reason of or arising out of any damage or injury to personal property, real property, or to persons caused by or resulting from the acts and omissions of NUHS in its use or occupancy of the Health Education Center Campus or the Leased Premises.
25. **CONDEMNATION.** In the event of condemnation, the College may, in its sole discretion, terminate this Agreement as of the date the condemning authority takes title or possession, whichever first occurs. Any award or payment made in connection with a condemnation shall be the property of the College, whether such award shall be made in settlement of contemplated condemnation proceedings or as compensation for diminution in value of the leasehold or for the taking of the fee, or as severance or other damages; provided, however, NUHS shall be entitled to any separate award made to NUHS which does not diminish the College's award, such as for loss of or damage to NUHS' trade fixtures and removable personal property and any business damages or moving expenses. In the event that this Agreement is not terminated by reason of such condemnation, the College shall, to the extent of severance damages received by College in connection with such condemnation repair any damage to the Leased Premises caused by such

condemnation, except to the extent that NUHS has been reimbursed therefore by the condemning authority.

26. CASUALTY. If the Leased Premises is destroyed or substantially damaged by fire or other casualty, the College in its sole discretion may either: (i) rebuild the Leased Premises and rent/operating fee shall be abated until the NUHS is able to reoccupy the Leased Premises; or (ii) terminate this Agreement. If the College elects to terminate this Agreement as set forth herein, the College will repay the NUHS a pro-rata portion of the rent/operating fee paid during the quarter when the Leased Premises was destroyed or substantially damaged based upon the number of days remaining in such quarter.
27. PUBLIC RECORDS/STUDENT RECORDS. The provisions of Chapter 119, Florida Statutes; Family Educational Rights and Privacy Act (FERPA); and Section 1002.22, Florida Statutes shall apply to this Lease Agreement.
28. NOTICES. All notices given to NUHS hereunder shall be forwarded to NUHS at the following address, until the College is notified otherwise:

National University of Health Sciences
Attn: Vincent De Bono
Vice President for Academic Services
200 East Roosevelt Road
Lombard, IL, 60148-4583

All notices given to the College hereunder shall be forwarded to the College at the following address, until NUHS is notified otherwise:

St. Petersburg College
Attn: Susan Reiter, Vice President, Facilities, Planning &
Institutional Services
P. O. Box 13489
St. Petersburg, FL 33733

29. GOVERNING LAW AND VENUE. This Agreement shall be governed by the laws of the State of Florida. Any changes in the applicable laws, which govern this Agreement, will necessitate a change in Lease terms and conditions, which may be effected thereby, at the time such changes may arise. In the event of any legal or equitable action arising from, growing out of or related to this Agreement, the parties agree that the jurisdiction and venue of such action shall lie exclusively within the courts of record of the State of Florida located in Pinellas County, Florida, and the parties specifically waive any other jurisdiction and venue.
30. LOSS; DAMAGE; INJURY; DEFECTS. NUHS shall store its property in, and shall occupy the Leased Premises at, its own risk. The College shall not

be responsible or liable at any time for damage to NUHS' merchandise, equipment, fixtures or other personal property or NUHS' business regardless of the cause, unless such damage is due to the College's negligence or wrongful act. The College shall not be responsible or liable to NUHS for damage to either person or property that may be occasioned by or through the acts or omissions of third parties. Unless due to the College's negligence, wrongful act, or failure to comply with this Lease Agreement, the College shall not be liable for any defect in the Health Education Center, or parking area or any of the equipment, machinery, utilities, appliances or apparatus therein, nor shall it be responsible or liable for any damage to any person or to any property of NUHS or other person caused by the running, backing up, seepage, or overflow of water or sewage in any part of the Leased Premises, the failure of any public utility in supplying utilities to the Leased Premises or for any damage caused by or resulting from any defect or negligence in the occupancy, construction, operation, use of any of the Leased Premises, Health Education Center, equipment, machinery, utilities, appliances or apparatus by any other person or by or from the acts of negligence of any occupant of the Leased Premises or the Downtown Center. Notwithstanding the foregoing, nothing provided herein shall act as a waiver of the College's sovereign immunity beyond that provided in Section 768.28, Florida Statutes.

31. QUIET ENJOYMENT. Subject to the terms, covenants and conditions of this Agreement, the College warrants and covenants that NUHS shall peacefully and quietly have, hold and enjoy the Leased Premises during the Term.
32. SEVERABILITY. If any clause or provision herein shall be adjudged invalid or unenforceable by a court of competent jurisdiction or by operation of any applicable law, it shall not affect the validity of any other clause or provision, which shall remain in full force and effect.
33. WAIVER. The failure of either party to enforce any of the provisions of this Lease shall not be considered a waiver of that provision or the right of the party to thereafter enforce the provision.
34. COMPLETE AGREEMENT. This Agreement constitutes the entire understanding of the parties with respect to the subject matter hereof and may not be modified except by an instrument in writing and signed by the parties.
35. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be effective only on delivery and thereafter shall be deemed an original, and all of which shall be taken to be one and the same instrument, for the same effect as if all parties hereto had signed the same signature page. Any signature page of this Agreement may be detached from any counterpart of this Agreement without impairing the legal effect of any signatures thereon and may be attached to another counterpart of this

Agreement identical in form hereto but having attached to it one or more additional signature pages.

- 36. SURRENDER OBLIGATIONS. NUHS shall surrender the Leased Premises to the College at the expiration or sooner termination of this Agreement in good order and condition, broom clean, except for reasonable wear and tear. At its expense, NUHS shall remove from the Leased Premises all of its property and the College shall repair, at NUHS' sole cost and expense, any damage caused by NUHS' removal of its property. Any property of NUHS remaining on the Leased Premises after the expiration or sooner termination of the Agreement, may, at the option of the College, be deemed to have been abandoned, and in that case, those items may be retained by the College as the College's property to be disposed of by the College, without accountability to NUHS or any other party, in the manner the College determines, at NUHS' expense.

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

COLLEGE:
Witnesses as to the College:
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

By:
Name:

NUHS:
Witnesses as to the NUHS:
By:
Name:

National University of Health Sciences
By:
Name:
Its:

By:
Name:

EXHIBIT A

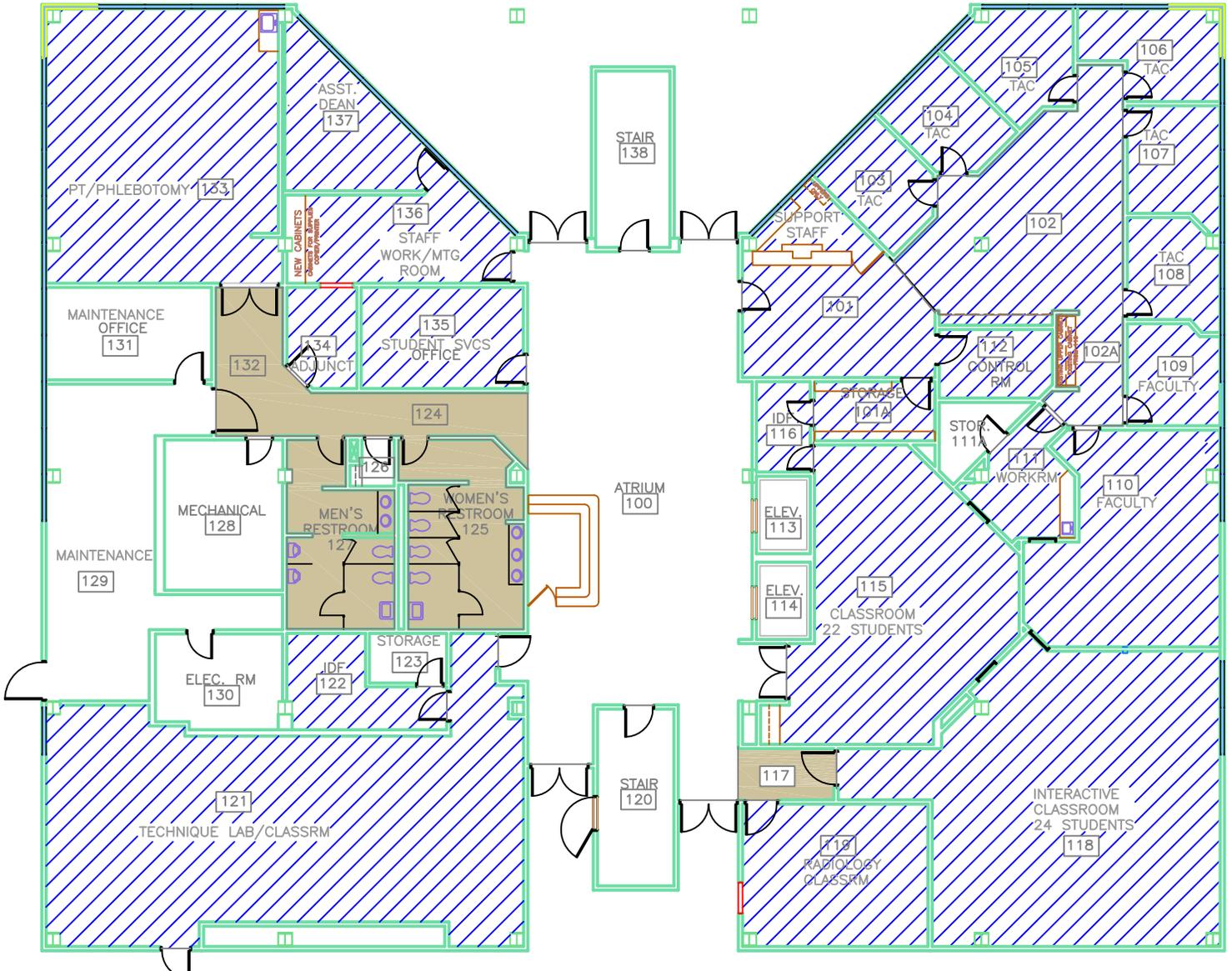
NUHS Dedicated Use Space at HEC ANNEX

Room No.	Name	Square Feet				
101/102/102A	Waiting/Lounge	892				
101A	Storage	82				
103	TAC	103				
104	TAC	103				
105	TAC	120				
106	TAC	129				
107	TAC	121				
108	TAC	110				
109	Faculty	107				
110	Faculty (multi)	445				
111	Workroom	112				
111A	Storage	53				
112	Control	89				
115	Lecture Classroom	629				
116	IDF	78				
118	Interactive Classroom	968				
119	Digital Radiology Lab	305				
121	Technique Lab	1,267				
122	IDF	87				
133	PT/Phlebotomy	750				
134	Adjunct Faculty	78				
135	Student Services	192				
136	Staff Workroom	227				
137	Asst. Dean	191				
Total Dedicated SF		7,238	\$	7.20	\$ 52,113.60	\$ 4,342.80

NUHS and SPC Joint Use Space at HEC ANNEX

Room	Name	Square Feet				
117	Corridor	57				
124/132	Corridor	247				
125	Women's Restroom	245				
127	Men's Restroom	204				
Total Joint Use Space		753	\$	3.60	\$ 2,710.80	\$ 225.90
Total Annual Lease Rat \$ 54,824.40						
Total Monthly Lease Rate \$ 4,568.70						

EXHIBIT B



ST PETERSBURG COLLEGE -NUHS@HEC ANNEX FIRST FLOOR

- NUHS DEDICATED SPACE
- NUHS and SPC JOINT USE SPACE

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., Presiden 

SUBJECT: Certificate of Final Inspection and Release of Final Payment, Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus

The architects from Mason Blau and Associates, Inc., and College personnel have inspected the work on this project and certify that as of February 11, 2011, this project was substantially complete in accordance with the contract documents, subject to the correction of final punch list items, including building code requirements.

Peter R. Brown Construction, Inc., as the Construction Manager at Risk, was responsible for providing the necessary labor and materials for Project 597-D-10-5, Remodel/Renovate for Classrooms/Labs, Olympia Building, Tarpon Springs Campus.

This project consisted of approximately 39,232 SF of two-story space at the center section of the Olympia Building warehouse space (connecting to the existing bookstore and café) and leaves the north side of the Olympia Building as approximately 40,000 SF of warehouse space. This project provided a new structural system and exterior fenestration at the center of the Olympia Building and built out the interior of this space as a consolidated location for the College of Education at the Tarpon Springs Campus. This project included a new main entry to the Olympia Building (College of Education, bookstore and café) from the parking at the east side of the Olympia Building. Additionally, this project has provided a new entry on the west side of the Olympia Building and a more direct connection of this new space to the balance of the Campus.

The State Requirements for Educational Facilities, 2008, and amended in 2009, Chapter 4, Section 4.2(3), requires that final payment shall not be made until a certificate of occupancy has been issued, the project has been completed, and the Board of Trustees accepts the project.

Approval is sought to accept this project in order that the final inspection can be completed and the certificate of occupancy issued, subject to the conditions noted above. Final payment to the contractor is subject to the issuance of the certificate of occupancy.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Susan Reiter, Vice President, Facilities Planning & Institutional Services; Gregory Hayes, Vice President, Peter R. Brown Construction, Inc.; Michael Mason, President, Mason Blau & Associates, Inc.; and Conferlete Carney, Provost, Tarpon Springs Campus, recommend approval.

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Review of Phase III Construction Documents and Final Guaranteed Maximum Price (GMP), Project 186-B-11-4, Science Lab Upgrades, UPC Building, Seminole Campus

A.D. Morgan Corporation, the Construction Manager at Risk, in conjunction with Fleischman Garcia Architects, and College staff, has completed the Review of Phase III Construction Documents and the final GMP for Project 186-B-11-4, Science Lab Upgrades, UPC Building, Seminole Campus. This design is based on the Educational Specifications that were developed by College staff and the User Advisory Committee.

This project will consist of science lab upgrades at the University Partnership Building rooms 307 and 309. This upgrade allows the labs to more effectively teach Biological Science Lab, Anatomy and Physiology I and II Labs, Field Biology of Florida with Lab, and Biology of Marine Life with Lab. Additionally, this project allows for the addition of Biology I Lab, Biology II Organism and Ecology Lab and an Oceanography Lab, which cannot be taught in the current space. The renovation will include casework with chemical resistant counters, lab tables, teaching bunkers and demonstration tables with chemical resistant tops and sinks. Additionally, the project will be upgrading the heating ventilating and air conditioning system to provide 100% outside air (including separation from the air flow in the rest of the building to avoid migration of odors) and provide an emergency exhaust system.

The contractor has bid out the Phase III Construction Documents and provided a Final GMP of \$546,262 which is the same value that was provided in the Preliminary GMP and approved by the Board on February 22, 2011.

The Final GMP for this project is \$546,262 or \$230 per square foot with a Total Project Budget remaining at \$654,671. The funding sources for this project are Public Education Capital Outlay (PECO) monies. Through the Direct Purchase Program, the contractor plans to purchase approximately \$180,000 of materials, which will provide approximately \$9,000 of tax savings for the project. The anticipated date for substantial completion is August 2011.

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

Fund 1 Contingency	\$	600,000
Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$	54,671
Total Project Budget:	\$	654,671

These Phase III Construction Documents are presented today for your review and approval. They have been reviewed by James Olliver, Provost, Seminole Campus; John Vaughan, Dean, Natural Science; and the User Advisory Committee.

Authorization is requested for the following:

- **To approve the Phase III Construction Documents;**
- **To approve the final GMP of \$546,262, and authorized to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding and to issue all necessary purchase orders.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Rebecca Smith, President, A.D. Morgan Corporation; Jeff Pelszynski, Senior Associate, Fleischman Garcia Architects, Inc; James Olliver, Provost Seminole Campus; and John Vaughan, Dean, Natural Science, recommend approval.

mdc0416112

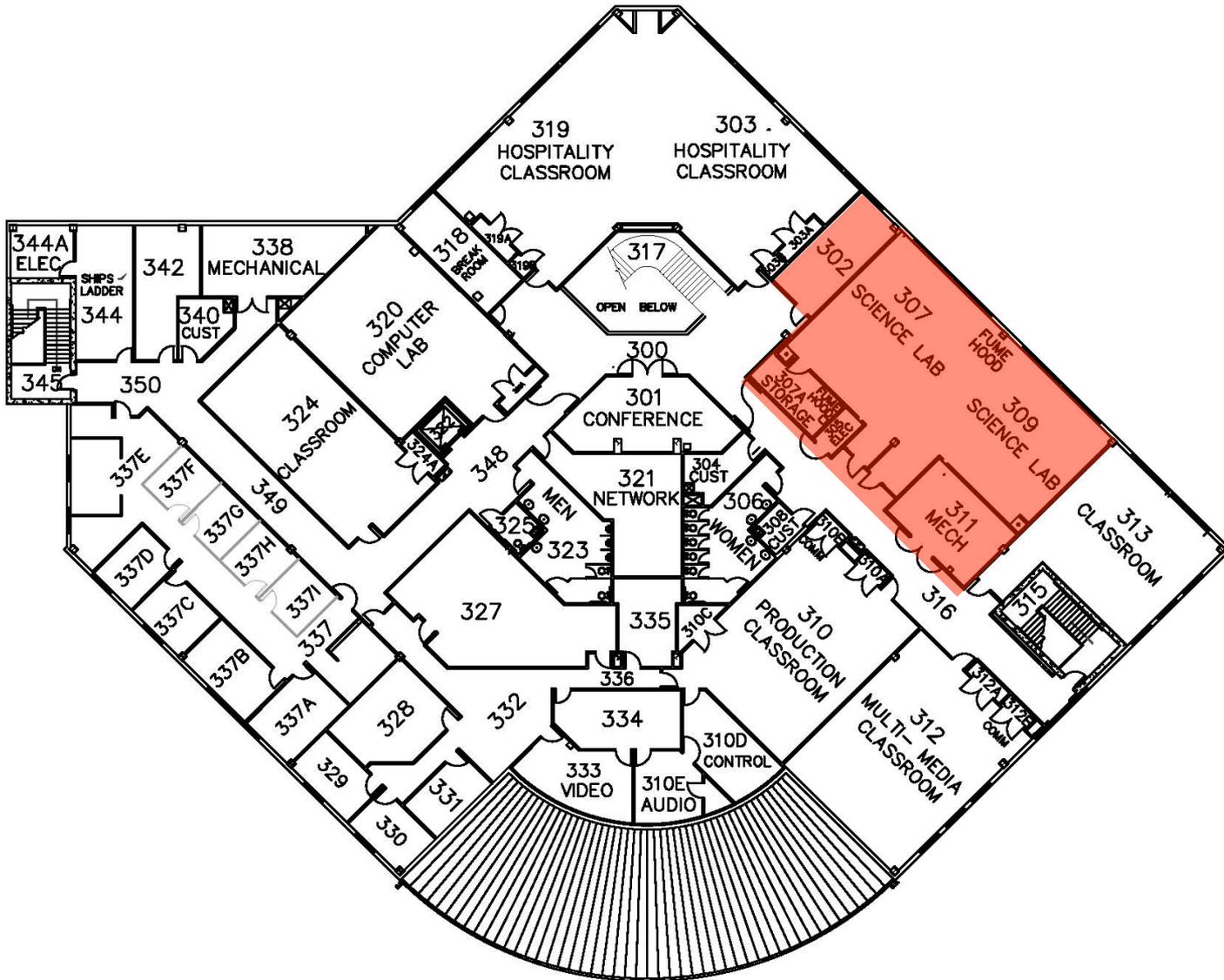
Review of Phase III Construction Documents
and Final Guaranteed Maximum Price
(GMP), Project 186-B-11-4, Science Lab
Upgrades, UPC Building, Seminole Campus

Agenda Item VII-E.5

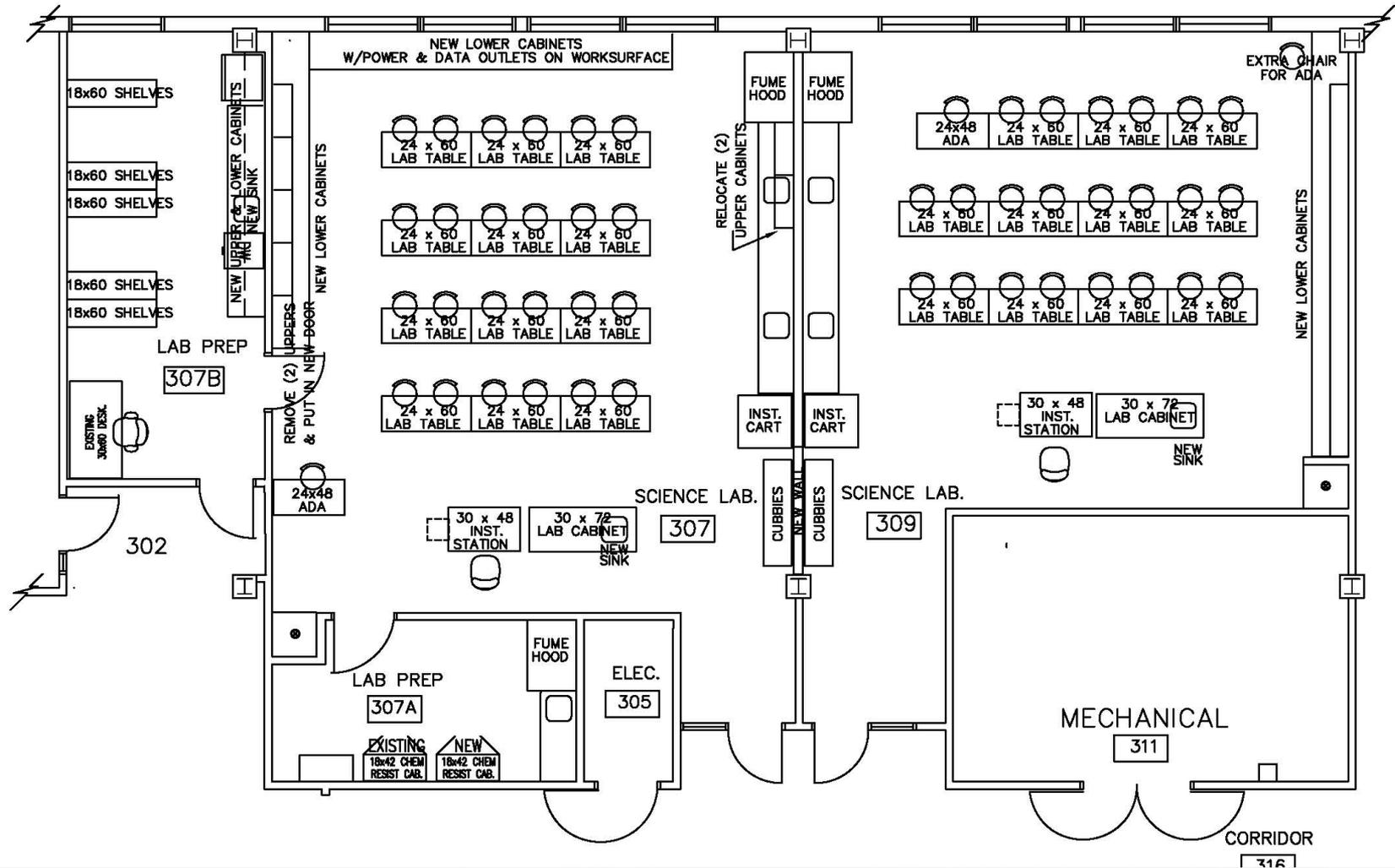
Seminole Science Lab Upgrades



Seminole Science Lab Upgrades



Seminole Science Lab Upgrades





Questions?

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Review of Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP), Project 186-C-11-4, Additional Classrooms/Offices (Modulars), Seminole Campus

ARC3 Architecture, Inc., in conjunction with A.D. Morgan Corporation, the Construction Manager at Risk, and College staff, has completed the Schematic Design Documents (Phase I) for Project 186-C-11-4, Additional Classrooms/Offices, Seminole Campus. This design is based on the Educational Specifications that were developed by College staff and the User Advisory Committee.

This project will consist of the purchase of modular units:

3	1,056 square foot, 40 Student Station Classrooms
1	1,056 square foot, 30 Student Classroom with storage
1	1,056 square foot, Office Suite for 6 Faculty Offices
1	360 square foot, Restroom/Custodial Facility
1	1,200 sf of walkway deck, stairs and ADA ramp and the extending of the associated electric, fire alarm, data, domestic and sanitary sewer required for the work

The Preliminary Guaranteed Maximum Price (GMP) for this project is \$850,987 or \$150 per square foot of building space with a Total Project Budget of \$1,115,699. As with many of our projects that we bring Preliminary Guaranteed Maximum Prices based on the Schematic Design Documents, we anticipate the Final Guaranteed Maximum Price to be less. The funding sources for this project are Fund 1 Contingency and Public Education Outlay (PECO) funds. Through the direct purchase program, the contractor plans to purchase approximately \$400,000 of materials, which will provide approximately \$20,000 of tax savings for the project. The anticipated date of substantial completion is August 2011. This GMP is subject to mandatory reviews for building codes, safety-to-life and the Americans with Disabilities Act (ADA), and further refinements through the value engineering process.

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

State Board of Education Bonds from Capital Outlay and Debt Service	\$	320,299
Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site 186	\$	297,259
Fund 10	\$	498,141
Total Project Budget:	\$	1,115,699

These Schematic Design Documents (Phase I) and Preliminary Guaranteed Maximum Price (GMP) are presented today for your review and approval. The Schematic Design Documents (Phase I) have been reviewed by Dr. James Olliver, Provost, Seminole Campus, and the User Advisory Committee.

Authorization is requested for the following:

- **To approve the Schematic Design Documents (Phase I);**
- **To approve the Preliminary GMP of \$850,987 and to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders;**
- **To approve the A.D. Morgan Corporation to procure the modulars and any other long lead items and to allow for construction to commence this summer.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Steve Vinci, Principal, ARC3 Architecture, Inc.; John Kalaf, Vice President, A.D. Morgan Corporation; and James Olliver, Provost, Seminole Campus, recommend approval.

mdc0416113

Review of Schematic Design Documents
(Phase I) and Preliminary Guaranteed
Maximum Price (GMP), Project 186-C-11-4,
Additional Classrooms/Offices (Modulars),
Seminole Campus

Agenda Item VII-E.6

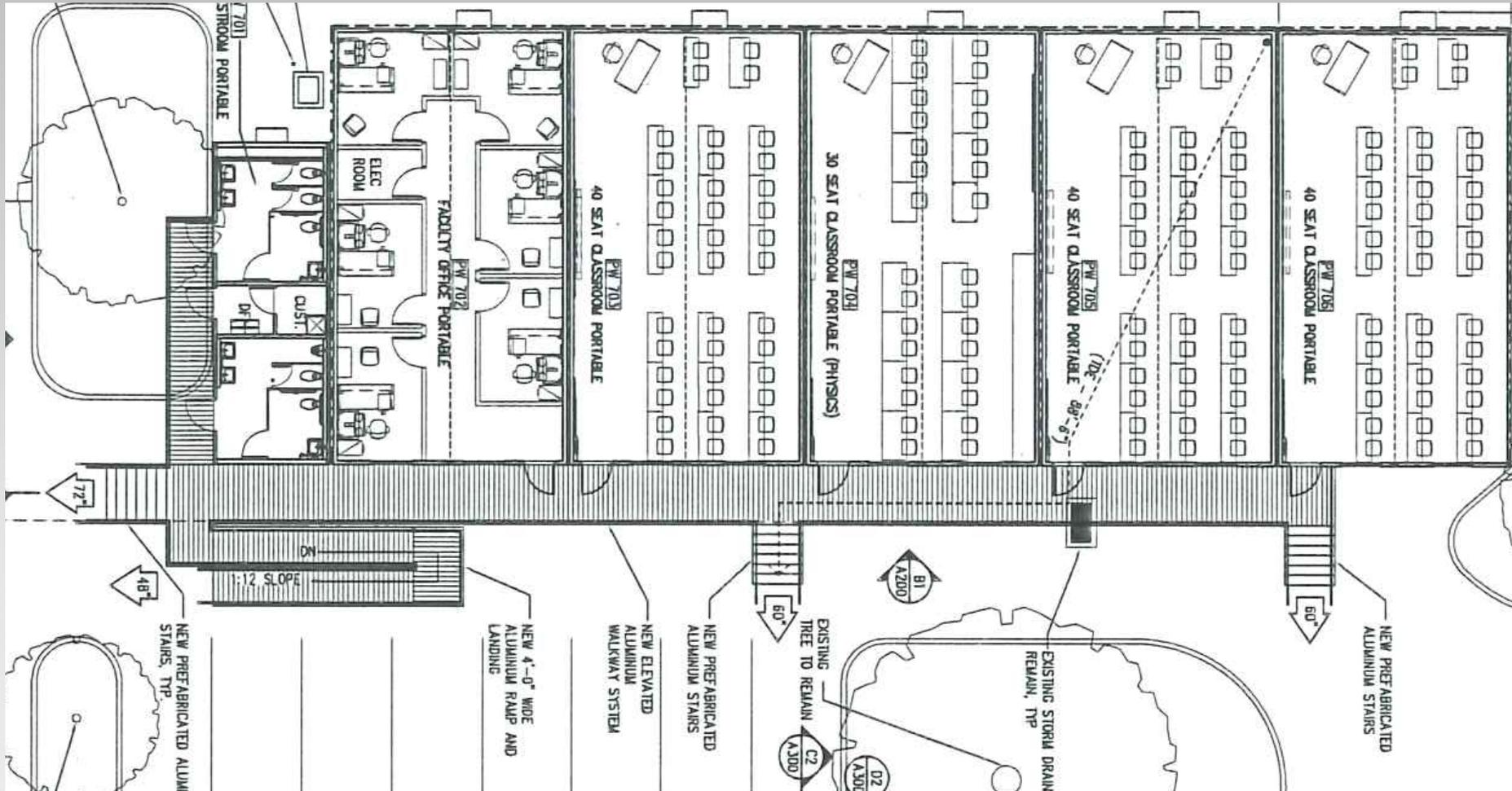
Seminole Modular Buildings



Seminole Modular Buildings



Seminole Modular Buildings





Questions?

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Review of Construction Documents (Phase III), Change Order #1 (Proposal Request #1) and Final Guaranteed Maximum Price (GMP), Project 1707-B-11-15, Remodel and Buildout of Lab and Classrooms on 3rd and 4th Floors, Downtown Center

Biltmore Construction Company, as the Design/Build Contractor, in conjunction with Canerday, Belfsky & Arroyo, Architects, and College staff, has completed the Construction Documents (Phase III) for Project 1707-B-11-15, Remodel and Buildout of Lab and Classrooms on 3rd and 4th Floors, Downtown Center. This design is based on the Design Criteria Package that was developed by College staff, users and consultants.

This project will consist of modifying an existing 1,500 square foot classroom and storage space on the fourth floor of the main Downtown Center building into a chemistry science laboratory and laboratory preparation space capable of teaching all current chemistry and science classes. A portion of the infrastructure was installed in a previous project, but this project will provide all of the specialty lab furniture with chemical resin countertops, specialty lab equipment (blast proof refrigerator, commercial dishwasher, etc.), four (4) fume hoods, mechanical supply and exhaust systems as well as laboratory specific floor and wall finishes. Additionally, this project builds out 5,140 square feet of the third floor shelled space into two (2) classrooms with a central storage room (allowing for a future build out of anatomy and physiology laboratories and preparation space) as well as an extension to the third floor corridor.

Change Order #1 (Proposal Request #1) increases the scope of work to construct two (2) additional classrooms on the third floor. The total scope for this project will now include four (4) classrooms and one chemistry science lab.

The Guaranteed Maximum Price (GMP) for the original scope of work was \$973,385 or \$150 per square foot. The value of Change Order #1 is \$379,094. The final GMP (inclusive of Change Order #1) is \$1,352,479 with a total project budget of \$1,704,799. The funding sources for this project are Fund 1 Contingency and Public Education Capital Outlay (PECO) funds. Through the direct purchase program, the contractor plans to purchase approximately \$250,000 of materials which will provide approximately \$15,500 of tax savings for this project. The anticipated date for substantial completion is August 2011 for the science lab and September 2011 for two of the third floor classrooms. The two additional classrooms from Change Order

#1 will be completed December of 2011 for classes Spring of 2012. This GMP is subject to mandatory review for building codes, safety-to-life, the Americans with Disabilities Act (ADA) and further refinements through the value engineering process.

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

2-Year Student Capital Improvement Fee	\$ 477,847
Fund 1 Contingency	\$ 817,148
Public Education Capital Outlay (PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$ 409,804
Total Project Budget:	\$ 1,704,799

These Construction Documents (Phase III) and Change Order #1 are presented today for your review and approval. The Construction Documents (Phase III) have been reviewed by Yvonne Ulmer, Downtown Center; John Vaughan, Dean, Natural Science; and the User Advisory Committee.

Authorization is requested for the following:

- **To approve the Construction Documents (Phase III);**
- **To approve Change Order #1 of \$379,094 and the Final GMP of \$1,352,479 and to proceed with the Construction Documents subject to further refinements of the terms, conditions, and bidding, value engineering and to issue of all necessary purchase orders;**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Susan Reiter, Vice President, Facilities Planning and Institutional Services; Yvonne Ulmer, Campus Executive Officer, Downtown and Midtown Centers; John Vaughan, Dean, Natural Science; Vito Diruggiero, Vice President, Biltmore Construction Company; and Leo Arroyo, Principal/Director of Design, Canerday, Belfsky and Arroyo, Architects, recommend approval.

mdc0416113

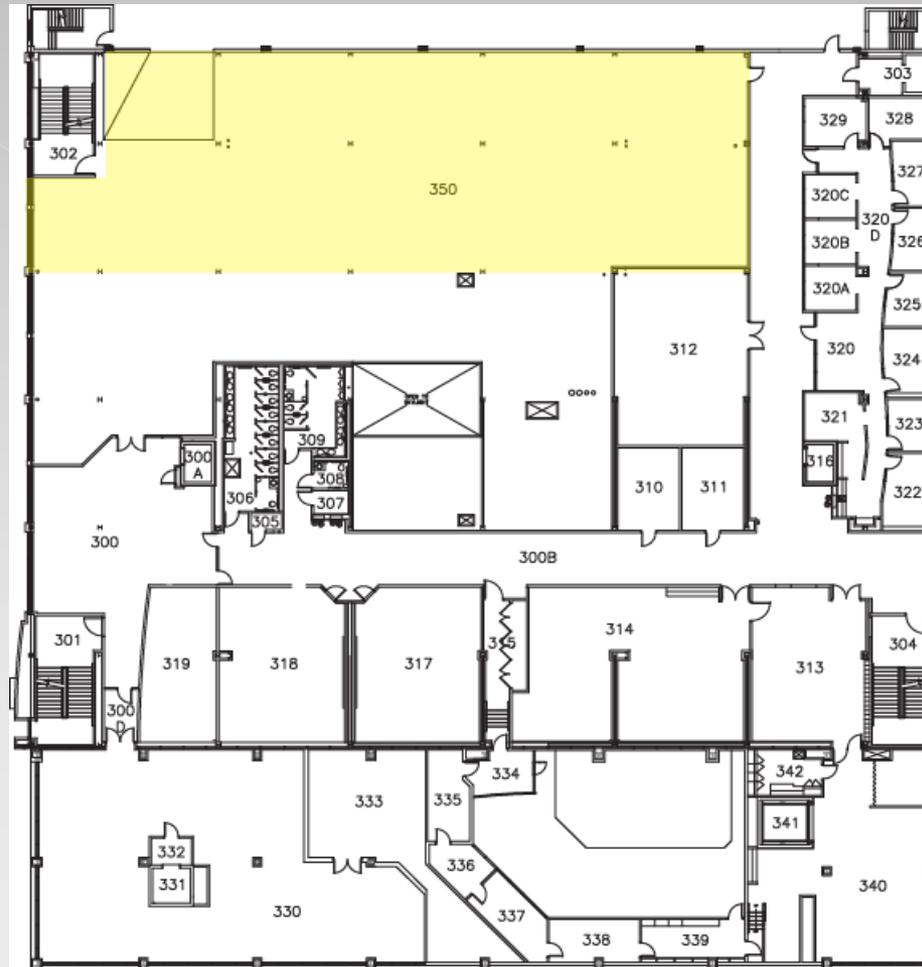
Review of Construction Documents (Phase III), Change Order #1 (Proposal Request #1) and Final Guaranteed Maximum Price (GMP), Project 1707-B-11-15, Remodel and Buildout of Lab and Classrooms on 3rd and 4th Floors, Downtown Center

Agenda Item VII-E.7

The Downtown Center

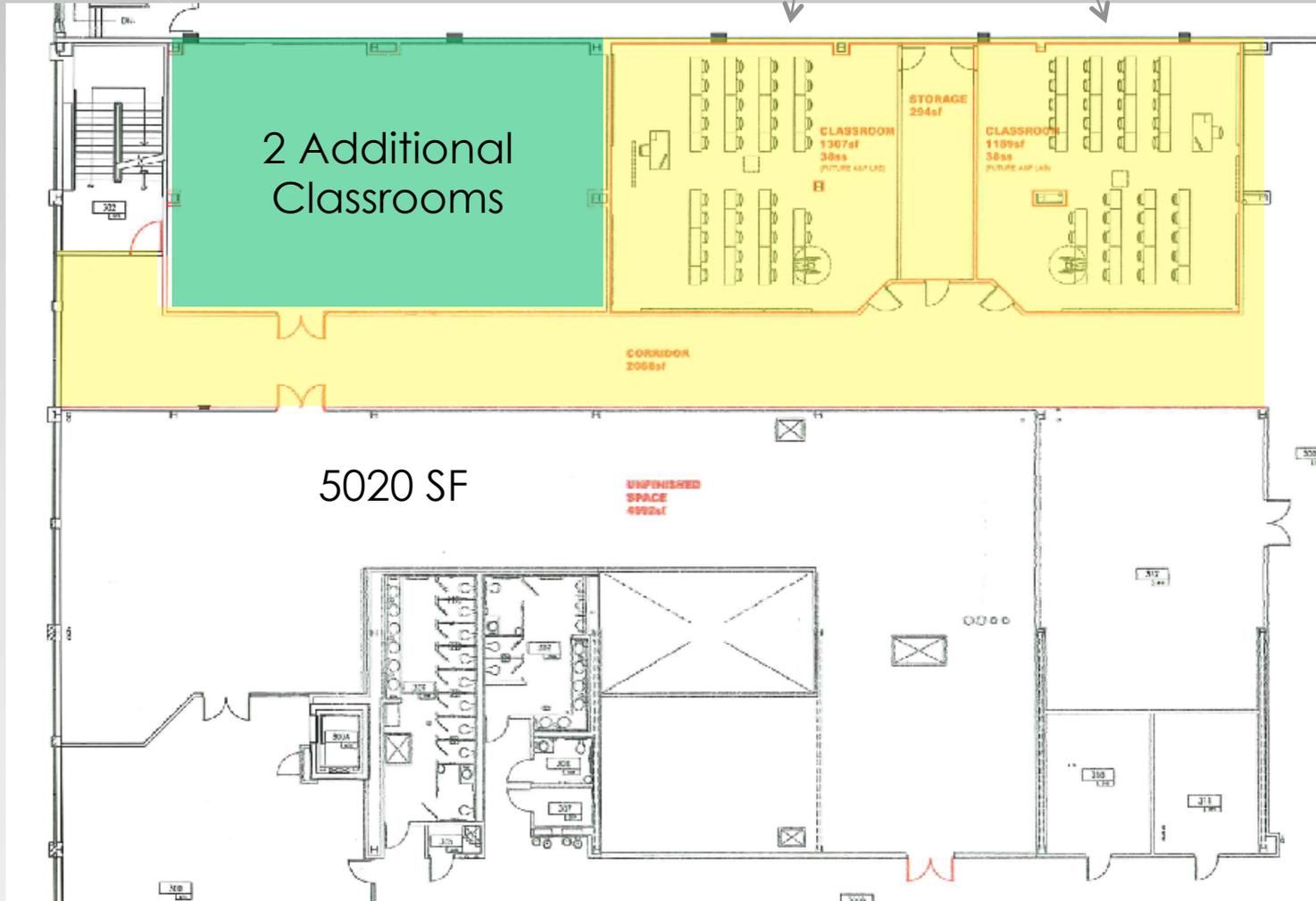


3rd Floor of the Downtown Center



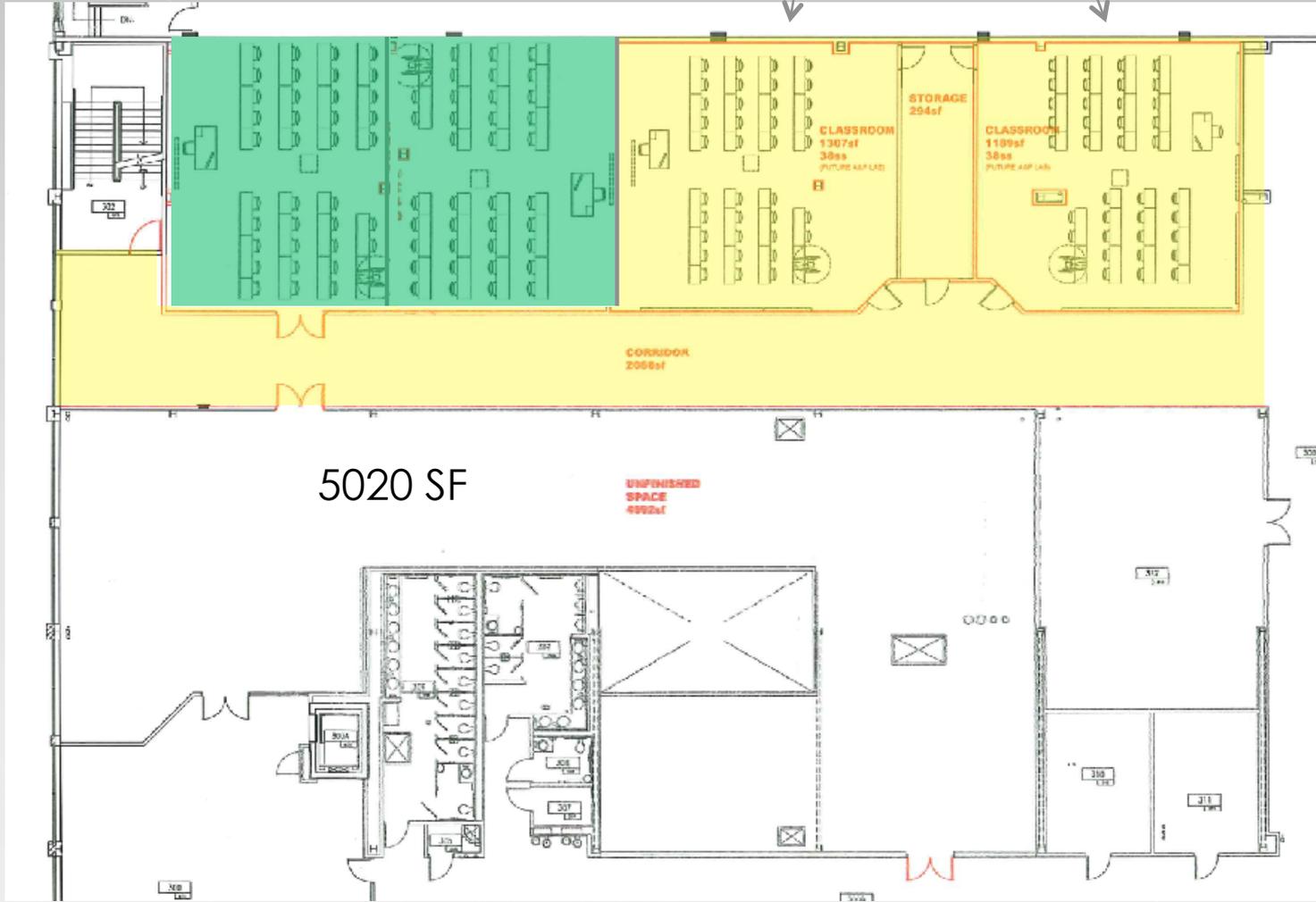
3rd Floor –

38 Student Stations Each



3rd Floor –

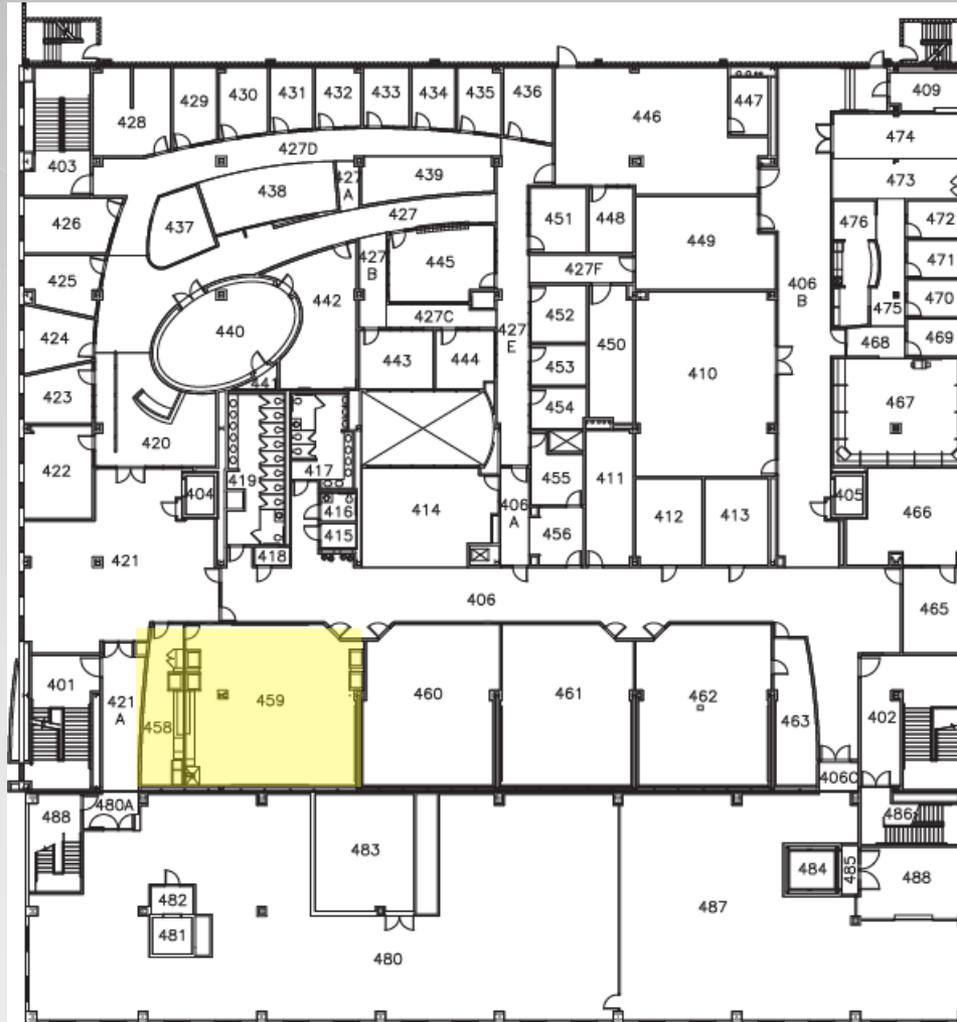
38 Student Stations Each



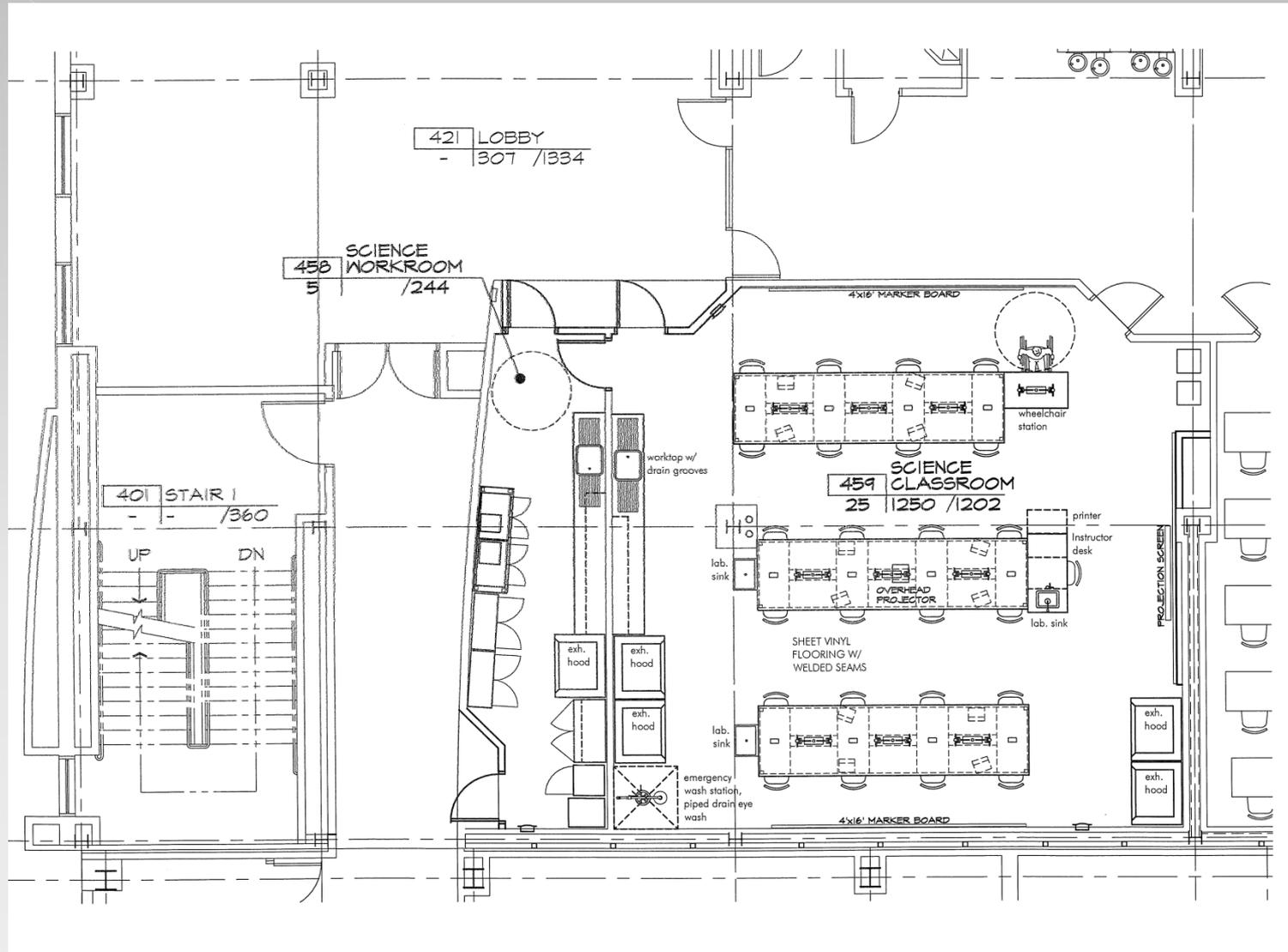
5020 SF

UNFINISHED SPACE
4992sf

4th Floor of the Downtown Center



4th Floor – 24 SS Laboratory and Prep





Questions?

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Lease Agreement with the City of St. Petersburg for Parking at the St. Petersburg/Gibbs Campus

On September 18, 2008, the College signed a Lease Agreement for land owned by the City of St. Petersburg at Eagle Lake, adjacent to the West Community Library at the St. Petersburg/Gibbs Campus. The rental term was for a 3-year period, commencing on October 1, 2008 and ending September 30, 2011. The rent is nominal at \$1.00 per month, plus any applicable taxes, payable in advance on the 1st day of the term. The site is used for additional parking for the Campus.

The College has an option to renew the lease upon mutual agreement by the City and the College with notice of the intent to renew to be provided within 120 days of the end of the term.

Authorization is requested to renew the Lease Agreement with the City of St. Petersburg for an additional 3-year term, beginning October 1, 2011 and ending September 30, 2014, under the current terms and conditions set forth in the original lease.

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

mdc0414112

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #1 to the Lease Agreement with the Juvenile Welfare Board of Pinellas County

The lease agreement with the Juvenile Welfare Board (JWB) of Pinellas County was approved by the Board of Trustees on December 17, 2007. Since this time, the College has acquired property located at 6698 68th Avenue North, Pinellas Park, FL 33781 (HEC Annex, Building 67, Site 8) from the JWB.

As a part of the purchase agreement, the College will be making payments in quarterly installments (equaling the value of the lease revenue from our lease agreement with the JWB). Amendment #1 to the Lease Agreement with the JWB will change the terms of payment from monthly to quarterly installments to match the purchase agreement. 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.

Authorization is requested to execute Amendment #1, which modifies the terms of payment to quarterly for the JWB Lease Agreement.

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

Attachment

mdc0414112

**FIRSTAMENDMENT
TO LEASE AGREEMENT
THE JUVENILE WELFARE BOARD OF PINELLAS COUNTY
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 Juvenile Welfare Board of Pinellas County, whose mailing address is 4155 58th Street North, Clearwater, Florida 33760 (hereinafter, the "JWB").

WITNESSETH:

WHEREAS, THE College and JWB did enter into that certain Lease Agreement dated December 18, 2007, ("Agreement") whereby the College leased to JWB a portion of the College's property located at 14155 58th Street North, Clearwater, Florida, 33760, commonly known as Annex ("Annex 2"); 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 parties desire to amend Paragraph 5 of the Lease to provide that the operating fee will be paid in quarterly installments; and

WHEREAS, the parties desire that each quarterly installment payment will be due and payable at the end of each quarter for the previous quarter; and

WHEREAS, the parties desire the installment payment schedule to begin effective for the April 1, 2011 through June 30, 2011 quarter; and

WHEREAS, the parties wish the first installment payment to be due on June 30, 2011 for the period of April 1, 2011 through June 30, 2011, and continue in quarterly installment payments thereafter.

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 parties agree that Paragraph 5 of the Lease is amended to:
 - a. delete all references to a monthly payment; and
 - b. provide that the Operating Fee for such applicable Operating Fee Year shall be paid in quarterly installments and shall be due on the last day of the last month of each quarter.

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.

COLLEGE:

Board of Trustees of St. Petersburg College

Witnesses as to the College:

By: _____

By: _____

William D. Law, Jr.,

Name: _____

President and Secretary to the Board of Trustees of St. Petersburg College

By: _____

Name: _____

NUHS:

National University of Health Sciences

Witnesses as to the NUHS:

By: _____

By: _____

Name: _____

Name: _____

Its: _____

By: _____

Name: _____

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Preliminary Planning for the Replacement of the Student Support Functions and Spaces at the St. Petersburg/Gibbs Campus

To prepare for the eventual replacement of the student support functions and spaces in the Hendry Administration Building and as part of the process for the planning, design and construction of a new Student Support Services Building on the St. Petersburg/Gibbs Campus, the College is considering the possible replacement of the East and West Wings and the Campus Meeting Center. The design of the original building constructed in 1941 does not presently allow the College to appropriately serve the needs of our students, nor will it in the future. Although we have kept the building in serviceable condition over the last 70 years, the building interior, building systems, flooring and structure are becoming compromised and should be considered for replacement. A portion of the main Hendry Administration Building could be used to house the College historical materials.

Therefore, as part of the preliminary steps to investigate and allow future replacement of the student support services spaces, we have requested the architect for the St. Petersburg/Gibbs Campus, Canerday, Belfsky and Arroyo Architecture, Inc., to complete a Building Valuation Analysis of the East and West Wings and the Campus Meeting Center of the Hendry Administration Building. They will use the Castaldi Formula Analysis for Modernization of Educational Facilities as mandated by the Office of Educational Facilities, Florida Department of Education. This analysis will provide valuable information as we look to provide upgrades and future expansion for student growth and services at this Campus. Further, the Castaldi Analysis and Resolution will allow the College to move forward with the planning and place this work on the Capital Improvement Plan.

This is one of several steps in moving the process forward with no commitment made should future decisions be made to provide for alternate plans.

Approval is sought to execute the attached resolution as a preliminary step in the planning for the replacement of the student support functions and spaces at the St. Petersburg/Gibbs Campus.

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

Attachment
mdc0421113

RESOLUTION of the
BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE
St. Petersburg, Florida

WHEREAS, the property commonly known as the East and West Wings and the Campus Meeting Center of the Hendry Administration Building (Facility 01) at the St. Petersburg/Gibbs Campus (Site 3) of St. Petersburg College, located at 6605 5th Avenue North, St. Petersburg, Florida; and

WHEREAS, said property built in 1941, is in unsatisfactory condition; and

BE IT THEREFORE RESOLVED, pursuant to Section 1013.28, Florida Statutes, the Board of Trustees declares said property is unnecessary for educational or ancillary purposes and authorizes the termination of said property.

Dated this 26th day of April, 2011

Kenneth P. Burke, Chair
Board of Trustees
St. Petersburg College

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

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Amendment #8 to the Educational Plant Survey dated June 19, 2007, (Spot Survey #8) Construct Student Support Services Building, St. Petersburg/Gibbs Campus, Site 3

This Amendment will provide for the Construction of a new Student Support Services Building St. Petersburg/Gibbs Campus, Site 3.

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

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

Site 3: Construct Student Support Services Building; St. Petersburg/Gibbs Campus

3.30 Construct Student Support Services Building and service areas; use codes 310, 315, 350, 650, 680, 685, approximately 34,658 Net Square Feet (NSF); 49,560 gross square feet (GSF).

Approval is sought for Amendment #8 (Spot Survey #8) to the Educational Plant Survey dated June 19, 2007.

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

Attachment

mdc0421115

AMENDMENT #8 (Spot Survey #8)
EDUCATIONAL PLANT SURVEY dated June 19, 2007
St. Petersburg College
April 26, 2011

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

The following new recommendation is made.

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

Site 3: Construct Student Support Services Building; St. Petersburg/Gibbs Campus

- 3.30 Construct Student Support Services Building and service areas; use codes 310, 315, 350, 650, 680, 685, approximately 34,658 Net Square Feet (NSF); 49,560 Gross Square Feet (GSF).

Approved by the Board of Trustees of St. Petersburg College on April 26, 2011.

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

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Quarterly Selection of Pre-Qualified Small Contractors, Revision #19

Board of Trustees Rule 6Hx23-5.12.X, provides that the Facilities Planning and Institutional Services Department may select and pre-qualify several small contractors and sub-contractors for use on an annual basis to perform small miscellaneous construction, remodeling, renovation, maintenance, and/or safety-to-life projects on a vendor rotation basis. Projects may not exceed CATEGORY TWO, Florida Statute 287.017 (currently \$35,000) in cost. All firms are required to be licensed in their particular field and to supply evidence of adequate insurance.

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

Authorization is sought from the Board of Trustees to add the firm(s) listed in bold type, to the annual list of Pre-Qualified Small Contractors.

CONTRACTORS – AWNING

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

CONTRACTORS - EARTH WORK

Scotty's Land Development
Sonny Glasbrenner, Inc.

CONTRACTORS – CARPENTRY

None

CONTRACTORS - ELECTRICAL

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

CONTRACTORS – CARPET/FLOORING

Adrienne Floorcoverings, Inc.
Flooring Worx
Florida Carpet Service
Office & Flooring Worx
SPECTRA Contract Flooring (Tampa Bay)
Tampa Contract Floors, Inc.

CONTRACTORS – FIRE SPRINKLERS

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

CONTRACTORS – DOORS

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

CONTRACTORS - GENERAL

A. D. Morgan Corporation
Bay Breeze Enterprises, Inc.

Biltmore Construction Co., Inc.
Castco Construction, Inc. (minority)
David Nelson Construction Co.
Garrard Carpentry, Inc.
Gulf Atlantic Building Contractors, Inc.
Harbor Renovations, LLC
Harvard General Contracting, Inc.
Huffman General Contractors
J. Kokolakis Contracting
J.W. Daniels Construction, Inc.
LEMA Construction & Developers, Inc.
Peter R. Brown Construction
Scherer Construction & Engineering
S.L. Construction & Remodeling (minority)
W. G. Mills, Inc.
Wallace Associates, LLC

CONTRACTORS –
IRRIGATION/LANDSCAPING
Commercial Maintenance Services
Florida Ground Control, Inc.
Gary Templeton & Florida’s Finest Landscape
Services, Inc.
Morelli Landscaping, Inc.
Night Owl Irrigation, Inc.
Nik’s Landscaping & Maintenance, Inc.
Professional Grounds Management

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

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

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

CONTRACTORS - PLUMBING
Bentzel Mechanical, Inc.
Besel Plumbing Inc.
C. Lacey Plumbing, Inc.
Cornwall Plumbing, LLC
Dunedin Plumbing, Inc.
High Performance Plumbing

CONTRACTOR – ROOFING
Centimark Corporation
Commercial Roofing Concepts, Inc.
General Works of Tampa, LLC
Professional Roof Technology
THL Enterprises, Inc. (minority)
Tremco Inc.

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

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

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

CONTRACTORS – TEST & BALANCE
Bay to Bay Balancing, Inc. (minority)

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

CONTRACTORS – TREE WORK

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

CONTRACTORS – OTHER SPECIALTY

Alternative Building Solutions (minority)
(modular)
AwnClean USA, Inc. (minority) (all types of
cleaning)
Bayside Sandblasting & Painting, Inc.
(sandblasting)

Cam Connections, Inc. (access control service)
Caravan Contractors, Inc. (wall covering/-
window treatment)
DriveTech, Inc. (Variable Speed Drive
Service and Electronics Repair Service)
Hangings Unlimited of St. Petersburg (wall
covering)
Hartman Integration, Inc. (audio/visual)
Hile’s Curtain Specialties, Inc. (vertical blinds)
Infrasource Underground Construction Services
M Space Holdings, LLC (modular partitions)
Media Systems, Inc (audio/visual)
Spectrum Installations, Inc. (furniture installation)
West Coast Fence, Corp. Fence

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

bs0421112

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Advertise for Professional Architectural Services for Health Education Center, Health Education Center Annex and Midtown Center

The College has the need for architectural services for the sites listed below and is asking for authorization to advertise for these services and to recommend firms to the Board, ranked in preference, for projects following the selection process as provided for in Florida Statute 287.055, under the Consultants' Competitive Negotiations Act, which establishes procedures, including public announcement for selecting the services of professionals.

This firm would provide complete architectural, engineering and design services including planning and study activities for the construction of new facilities, renovation and remodeling for classrooms, laboratories, offices, student areas and related support services, including but not limited to: heating, ventilation and air-conditioning (HVAC) and system upgrades/replacements, safety-to-life corrections, Americans with Disabilities Act (ADA) upgrades, roofing, civil, site development, waterproofing, parking and landscaping, and other minor projects as may be assigned, to the following college sites:

1. Health Education Center
2. Health Education Center Annex
3. Midtown Center

Authorization is sought to advertise for Professional Architectural Services under the College's Professional Services Selection Process and to select firms, ranked in priority order for Board approval.

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

mdc0421114

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Advertise for a Construction Manager at Risk for Health Education Center, Health Education Center Annex and Midtown Center

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

We are now in need to move forward as was recommended and approved at the May 18, 2010, board meeting to advertise for a Construction Manager at Risk to begin work on the Health Education Center, Health Education Center Annex and Midtown properties. We have started preliminary design discussions and have completed the Educational Specifications. Selection of the Construction Manager at Risk is the next step in the process for these projects.

Authorization is sought to advertise for Construction Manager at Risk for the Health Education Center, Health Education Center Annex and Midtown Center properties and related projects and to proceed with permitting and opening of Purchase Orders to move these projects along.

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

mdc0421113

April 26, 2011

M E M O R A N D U M

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Resolution on Facilities Priorities

In an effort to memorialize the several discussions of the Board relating to key facilities priorities for the immediate future, I have drafted the following resolution. This resolution will provide direction to the efforts of the college staff in our prioritization of PECO and other facilities funding initiatives.

Resolved,

The Board of Trustees of St. Petersburg College wishes to direct the President to proceed with plans to establish two significant capital facilities to serve the citizens and students of Pinellas County:

First, pending additional architectural and engineering evaluation, the College should proceed to plan a comprehensive facility of approximately 45,000 square feet in the Midtown area; this facility should have sufficient classroom, laboratory, and student service support to allow for growth of the Midtown Center for a period of approximately 10 years from the present;

Second, pending additional architectural and engineering evaluation, the College should proceed to plan a comprehensive facility of approximately 45,000 square feet on the St. Petersburg Gibbs Campus to enhance the full range of student support services; this building will replace outdated and inefficient facilities that have served the college for more than 50 years. Further, it is the desire of this Board to name this new facility for Dr. Carl M. Kuttler, Jr, in recognition of his more than 40 years of service to the college, including more than 30 years as its president.

The president is directed to take all steps necessary to cause both facilities to be listed on the priorities of the college for capital outlay funding. The president is further directed to explore or develop alternate means for funding these two vital projects from sources other than Public Education Capital Outlay (PECO) sources.

A follow up report from the president on this topic shall be given to the Board of Trustees at its meeting of November 2011.

April 26, 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:

HIRE Budgeted			
Effect. Date	Name	Department/Location	Title
3/26/2011	Estrella, Maritza	Custodial Services TS	Custodian I
4/2/2011	Gallegos, Jimmy M	Custodial Services SPG	Custodian I
4/4/2011	Groudas, Eva Homsi	Learning Mgt Network Sys	Analyst/Programmer
3/28/2011	Heyward, Leslie	Human Resources Records	Administrative Specialist I
4/4/2011	Hunt, Janette N	Accounting DO	Senior Accountant
3/19/2011	Kelley, Amy June	Letters SPG	Instructional Asst III
3/30/2011	Singer, Julia R	Nursing HC	Nursing Skills Facilitator
3/28/2011	Staney, Timothy P	Institutional Advancement DO	Web Content Manager
4/4/2011	Theriault, Jill L.	Provost AC	Administrative Specialist III
3/26/2011	Vo, Phong X	Custodial Services SPG	Custodian II
4/4/2011	Whiteside, Amy Lois	Enrollment Management DO	Generalist, MAP

HIRE Temporary/Supplemental			
Effect. Date	Name	Department/Location	Title
3/24/2011	Albrecht, Osiris P.	Letters SE	Supplemental Instr - Credit
3/22/2011	Aponte Munoz, Agnes E	Florida Natl. Guard Grant - AC	Instructor- Temporary Non-Cred
3/21/2011	Appunn, Frank	BA Programs/UPC	Lump sum -Spec.Proj.
3/5/2011	Attia, Sahar Wadie	Lifelong Learning NC - AC	Instructor- Temporary Non-Cred
3/5/2011	Baker, Susan A	Nursing HC	Non Instr Supplement-Not ECH
3/15/2011	Blackett, Kathleen D	Natural Science SE	Instructor - Temporary Credit
3/22/2011	Brody, Howard A	Associate Provost CL	OPS Career Level 2
3/19/2011	Burnett, Erik Deonta	Associate Provost SP	Federal Work Study Student
3/4/2011	Collins, Cherie	Business Technologies CL	Instructor - Temporary Credit
3/29/2011	Cooper, Lesley A.	Dual Credit - AC	Contributed Service
3/5/2011	Dougherty, Damon Jackson	Education & Student Svcs DO	Lump sum -Spec.Proj.

3/14/2011	Eich,Jacqueline C	Lifelong Learning NC - AC	Instructor- Temporary Non-Cred
3/2/2011	Gotwald,Joni E	Provost SPG	OPS Career Level 5
3/19/2011	Greenberg,David L	Fine & Applied Arts SPG	Lump sum -Spec.Proj.
4/4/2011	Hoover,Bradley David	Provost SE	Student Assistant
3/24/2011	Klinedinst,James A	Mathematics SE	Supplemental Instr - Credit
4/4/2011	Kwok,Wai Sze	Provost SE	Student Assistant
3/28/2011	Lundh,Loriann M	Dental Hygiene HC	Federal Work Study Student
3/28/2011	McCaman,Sharon P	Fine & Applied Arts SPG	Student Assistant
3/5/2011	McQuaig,Shannon M.	BA Programs/UPC	Lump sum -Spec.Proj.
3/17/2011	Neyer,Ashley Nicole	Associate Provost TS	OPS Career Level 1
3/19/2011	Philippe,Thomas W	BA Programs/UPC	Lump sum -Spec.Proj.
3/28/2011	Pless-Segaves,Vickie C	Provost SE	Student Assistant
3/19/2011	Price,Tim E.	Business Technologies SP	Lump sum -Spec.Proj.
3/19/2011	Roux,Michelle M.	BA Programs/UPC	Lump sum -Spec.Proj.
3/24/2011	Scanlon,Maura A	Natural Science SE	Instructor - Temporary Credit
3/5/2011	Seay,Latasha Baynes	Letters SPG	OPS Career Level 1
3/17/2011	Sherman,Kassandra M	Associate Provost TS	OPS Career Level 1
3/5/2011	Sutton,Marla C.	Nursing HC	Other Professional- Temporary
3/19/2011	Switzer,Theodore S	BA Programs/UPC	Lump sum -Spec.Proj.
3/14/2011	Taylor,Jeffrey P	Mathematics SPG	Instructor - Temporary Credit
3/10/2011	Wann,Keith T	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
3/10/2011	White II,William Kenneth	Dual Credit - AC	Instructor - Temporary Credit
3/17/2011	Woodberry,Veronica E	Associate Provost TS	OPS Career Level 1
3/14/2011	Woodward,Kelly A	Lifelong Learning NC - AC	Instructor- Temporary Non-Cred
3/19/2011	Young,Katherine G.	Fine & Applied Arts SPG	Lump sum -Spec.Proj.
4/4/2011	Zamora,Jorge L	OSSD - SP	Federal Work Study Student

TRANSFER/PROMOTION Budgeted			
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Effect. Date	Name	Department/Location	Title
3/14/2011	Beecham,Ruby L.	Accounting Services	Grants Accountant
2/21/2011	Dufoe,Anh Dang	Enrollment Management DO	MAP Generalist
4/2/2011	Dukes,Victor G	Campus Security TS	Senior Security Officer
3/7/2011	Hendrickson,Ashley L.	Academic Effective & Assessmt	Coord.,Accred.&Bacc. Assess.
4/4/2011	Hunter,Tori E.	Scholarships/Stu Fin Assist DO	Generalist, MAP
3/5/2011	Leopold,Joseph S.	Education & Student Svcs DO	Director of Learning Resources
3/21/2011	Millard,Luanne P	SPC-Downtown	Executive Staff Assistant
3/21/2011	Ortiz-Rosario,Mary Y.	Flex Team	Administrative Generalist
4/4/2011	Smith,Nikia K.	Scholarships/Stu Fin Assist DO	Generalist, MAP

HIRE 2011-2012 Faculty			
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Effect. Date	Name	Department/Location	Title
8/1/2011	Butz,Floyd	Bacc Prgms/Health Svcs Admn HC	Instructor- 12 month
8/12/2011	Beck, Sandra	College of Computer & Info. Tech.	Instructor
8/12/2011	Cooper, Thomas	Fine & Applied Arts CL	Instructor
8/12/2011	Copeland,Jacqueline	Mathematics SPG	Instructor
8/12/2011	Davies,Joi	Mathematics SPG	Instructor

8/12/2011	Farmer,Buddy	Mathematics DT/MT	Instructor
8/12/2011	Fleming,William	Social Science SPG	Instructor
8/12/2011	Garrison, Christopher	Nursing, HEC	Instructor
8/12/2011	Karol, Amy	Letters TS	Instructor
8/12/2011	March,Tina	Letters SPG	Instructor
8/12/2011	Mazarakis,Pelagia	Mathematics SE	Instructor
8/12/2011	Newsom, Tara	Social Science DT/MT	Instructor
8/12/2011	Olsen,Sharon	Social Science TS	Instructor
8/12/2011	Rosengarten, Shelbey	Letters SE	Instructor
8/1/2011	Roux,Michelle	Bacc Programs/Biology CL	Instructor- 12 month
8/12/2011	Sinclair,Steven	Fine & Applied Arts SE	Instructor
8/12/2011	Stephanides, Ourania	Mathematics TS	Instructor
8/12/2011	Unger,Matthew	Fine & Applied Arts SE	Instructor
8/12/2011	Zombek,Angela	Social Science CL	Instructor

LEAVE OF ABSENCE

Effect. Date	Name	Department/Location	Title
3/8 - 5/8/2011	Jones,Dennis L.	President	VP Econ. Devel. &Innov. Projs.

FOREIGN TRAVEL

Effect. Date	Name	Department/Location	Title
6/24 - 7/5/11	Hamacher,Alan	Humanities	Adjunct Instructor - Credit
	Rich,Kelly	Humanities	Adjunct Instructor - Credit
	Adan, Matthew	Humanities	Student
	Burda, Casey	Humanities	Student
	D'Azzo,Julia	Humanities	Student
	Driver,Rachel	Humanities	Student
	Fish,Carter	Humanities	Student
	Fries,Susan	Humanities	Student
	Hackett,Emily	Humanities	Student
	Kelly,Hunter	Humanities	Student
	Khatib,Julianna	Humanities	Student
	Micell,Austin	Humanities	Student
	Oswald,Taylor	Humanities	Student
	Paitsel,Taylor	Humanities	Student
	Petitgirard,Rachel	Humanities	Student
	Pytak,Richard	Humanities	Student
	Solis,Emily	Humanities	Student

Travel to Rome, Italy to offer SPC students an educational opportunity to apply the humanities and fine arts culture of Italy to the study of REL 2300, World Religions at Pontificia University.

4/30-5/7/11	Olliver,James	Provost SE	Provost
	Panuthos,Nicolle	College of Business	Academic Department Chair
	Philippe,Thomas	College of Business	Instructor

Travel to Harrow College, Middlesex, United Kingdom to learn from the United Kingdom and North Carolina partner schools how they implement best practices to support entrepreneurship education. An international passport will be processed to give SPC students a plan in international networking and will provide opportunities for future projects in entrepreneurship education and business.

3/16-3/23/11	Collier, Terry	Provost AC	Coordinator, Special Projects
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Travel to Panama City, Panama to collaborate on academic offerings with University of South Florida Academic Staff, with the intent to establish an international relationship with the Republic of Panama and provide law enforcement educational opportunities in the International City of Knowledge.

5/7-5/21/2011	Fratus,Earl	Social Sciences	Instructor
	Kesler,Bonnie	Social Sciences	Instructor
	Bushery, Jessica	Social Sciences	Student
	Cabage, Alyssa	Social Sciences	Student
	DeWitt, Amanda	Social Sciences	Student
	Dohme,Melissa	Social Sciences	Student
	Doty, Justin	Social Sciences	Student
	Eckenrode, Stacie	Social Sciences	Student
	Janssen,Sarah	Social Sciences	Student
	Kink, Bethany	Social Sciences	Student
	Machacek, Marielle	Social Sciences	Student
	Nieto, Maria	Social Sciences	Student
	Rulisaon, Cassandra	Social Sciences	Student
	Slezak, Kathryn	Social Sciences	Student
	Walker, James	Social Sciences	Student

Travel to Londonderry, Ireland to offer SPC students the educational opportunity to apply the political, international and historical culture of Northern Ireland to the study of SOP 2002; Social Psychology and INR 2002: International Relations.

8/27-6/3/11	Lancraft, Thomas	Natural Science	Instructor
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Travel to Victoria, British Columbia, to attend the Human Anatomy and Physiology Society conference. Will take part in a panel on distance learning and, as an officer of the Society, attendance to the conference is required. This group is the premier academic society governing Anatomy and Physiology instruction.

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.

emg0419114

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Executive/Administrative/Managerial and Professional Annual Contract Recommendations

Approval is sought for the following recommended personnel actions concerning administrative and professional appointments, which shall be enforced via contracts for employment that shall have the following provision: “The Board and the Administrator mutually agree that, should the Board, at its sole discretion, determine that it is necessary for the continued financial operation of the College to reduce the salary of employees, this contract may be reduced during the period thereof by an amount not to exceed ten percent (10%) annually of the stated salary on the date of the reduction. There shall be no reduction which exceeds ten percent (10%) in each year of this contract.”

Name	Title	Department	Contract Dates
Andrasik, Stephen J.	Academic Department Chair	Natural Science SPG	8/1/11-7/31/12
Atkinson, Loree B	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Bailey, Joan D.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Bailey, Phillip A	Coordinator II, Project	Fire Science AC	7/1/11-6/30/12
Barlow, Stephen R.	Systems AnalystLearnMgrSystem	Learning Mgt Network Sys	7/1/11-6/30/12
Barry, Suzanne M.	Associate General Counsel	College Attorney DO	7/1/11-6/30/12
Barto, Daniel P	Dir., Sec., Risk Mgt, Safety Ops	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Bates, Angel M.	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Beck, Rosanne	Coord, Program Development	Criminal Justice AC	7/1/11-6/30/12
Beecham, David E.	Coord., Auxilliary Services	Business Services	7/1/11-6/30/12
Bennett, Michael J.	AVP, Fin. Asst., Schol, Vet Svcs.	Academic & Student Affairs	7/1/11-6/30/12
Berry, Nicholas	Crd. I, Proj., Male Outreach	Academic & Student Affairs	7/1/11-6/30/12
Bliss, William S.	Mgr. Web Program. & Spport	Instructional Computing SE	7/1/11-6/30/12
Bobowski, Sharon A.	Mgr. Enterprise Sys. Devel/Spt	Admin Information Systems	7/1/11-6/30/12
Booth, Patrick D.	Coord. Enrollment Mgt. Svcs.	Academic & Student Affairs	7/1/11-6/30/12
Borzewski, Lisa M.	Academic Department Chair	Mathematics SE	8/1/11-7/31/12
Bowen, Paul M	Academic Dept Coordinator	Letters CL	7/1/11-6/30/12
Bowman, Margaret	Dir., Curriculum & Prog. Mgt.	BA Programs/UPC	7/1/11-6/30/12
Boyle, Deborah Seslar	Chief of Staff	President	7/1/11-6/30/12
Brink, Staci D.	Manager, Marketing	Marketing & Public Info	7/1/11-6/30/12
Brown, Jill C.	Education Specialist - Impact	College of Education	7/1/11-6/30/12
Brown, Trenette	Grants Accountant	Accounting Services	7/1/11-6/30/12
Burch, Vera S.	Nursing Skills Facilitator	Nursing HC	7/1/11-6/30/12
Burt, Gail R.	Program Director II	Nursing HC	7/1/11-6/30/12
Buster, Patricia A.	Coor. Museum Education	Leepa/Rattner Museum - DO	7/1/11-6/30/12
Byrd, Terry G.	Program Director I	Criminal Justice AC	7/1/11-6/30/12
Callahan, Doyle William	Systems Analyst - Acad. System	Learning Mgt Network Sys	7/1/11-6/30/12

Callahan, Marisa C.	Interior Designer	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Carnahan, Michael	Analyst/Programmer	Instructional Computing SE	7/1/11-6/30/12
Carter, Michael D.	Dir., Design & Constr.Svcs	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Cavanagh, Jeffrey D	Coord., Veteran Affairs	Academic & Student Affairs	7/1/11-6/30/12
Chang, Jimmy H.	Academic Department Chair	Mathematics CL	8/1/11-7/31/12
Clinton, Tyrone	Academic Department Chair	Mathematics SPG	8/1/11-7/31/12
Collier, Terry L.	Coord., Special Projects	Provost AC	7/1/11-6/30/12
Conn, Richard A.	Analyst/Programmer/Developer	Admin Info Sys - Development	7/1/11-6/30/12
Coraggio, James T	Dir, Acad. Eff. & Assessment	Academic Effective & Assessmt	7/1/11-6/30/12
Creamer, David V.	Dir, Network Systems & TV Ops	Learning Mgt Network Sys	7/1/11-6/30/12
Crumbly Sr, Earnest P	Coach	Social Science SPG	7/1/11-6/30/12
Crumbly, Shirley A.	Coord., Women on the Way	Special Programs/Intl Educ DO	7/1/11-6/30/12
Crumley, Paul Michael	Web Programmer/Analyst	Instructional Computing SE	7/1/11-6/30/12
Curtis, Richard J.	Systems Analyst	Learning Mgt Network Sys	7/1/11-6/30/12
Dale, Sean A.	Systems Analyst/LearnMgr/System	Learning Mgt Network Sys	7/1/11-6/30/12
Dambroski, Nicole K.	Mgr., PS Student Sys. Develop.	Admin Info Sys - HR & Finance	7/1/11-6/30/12
Davidson, Denisha L.	Coach	Natural Science SPG	7/1/11-6/30/12
Davis, Kevin L	Program Director II	Funeral Services HC	7/1/11-6/30/12
Davis, Rodrigo M	Coord, Student Life Leadership	Student Activities CL	7/1/11-6/30/12
Delgado, Margaret	Dir. of Curr.&Student Success	BA Programs/UPC	7/1/11-6/30/12
Dellert, Judy C	Coord., Early College/Dual Enrl	Academic & Student Affairs	7/1/11-6/30/12
Derussy, Vivian C.	Interior Designer	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Deshpande, Avinash A.	Coordinator, Systems Admin.	Admin Information Systems	7/1/11-6/30/12
DiDio, Celeste	Analyst/Programmer/Developer	Admin Info Systems - SE	7/1/11-6/30/12
Dillon, Pamala J.	Grants Writer	Provost AC	7/1/11-6/30/12
Dixon, Vernadean J.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
D'Leon, Lynne E.	Nursing Skills Facilitator	Nursing HC	7/1/11-6/30/12
Dodson, Pamela S	PS Funct.Area Coord/Trainer	Admin Info Sys - Student	7/1/11-6/30/12
Douglas, Larry B.	Supervisor, Printing Services	District Impressions DO	7/1/11-6/30/12
Dressback, John B.	Dir., Public Safety Academies	Criminal Justice AC	7/1/11-12/20/11
Drew, Maria	Coord, Admissions&Registration	Central Records DO	7/1/11-6/30/12
DuPont, Lauren E	Coordinator I, Project	Criminal Justice AC	7/1/11-6/30/12
Dvoracek, Joseph D.	Director of Student Success	Provost SE	7/1/11-6/30/12
Enlow, Bernard R	Snr. Network/Design & Sec. Eng	Network Systems Support	7/1/11-6/30/12
Escott, Maria	Coord.Int'l. Language Institut	Corporate Training E&SS DO	7/1/11-6/30/12
Evoy, William J.	Snr. Network/Design & Sec. Eng	Network Systems Support	7/1/11-6/30/12
Ewell, Michael A.	Academic Dept Coordinator	BA Programs/UPC	7/1/11-6/30/12
Fell, Susan P.	Director, Admissions & Records	Academic & Student Affairs	7/1/11-6/30/12
Fernandez, Roberto	Academic Department Chair	Business Administration TS	8/1/11-7/31/12
Ferrazano, Jamie P.	Manager, IT Bus. Relationships	BusSVITSystems	7/1/11-6/30/12
Finklea, Evelyn M	Program Director II	Letters SPG	7/1/11-6/30/12
Fleming, John M	Program Director II	Radiography HC	7/1/11-6/30/12
Fox, Djuan E.	Coord., Bacc. Plan& Prog. Dev.	BA Programs/UPC	7/1/11-6/30/12
Francey, Diane E.	Asst Director, Purchasing	Purchasing	7/1/11-6/30/12
Francis, Robert B	Head Coach	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Frank, Rebecca A	Program Director I	District Library DO	7/1/11-6/30/12
Fritch, Karen L.	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12
Gardner, Suzanne L.	Acting General Counsel	President	7/1/11-6/30/12
Garrett, Tracy L	Coord, Program Development	BA Programs/UPC	7/1/11-6/30/12
Gerst, Mary E	Coord, Student Life Leadership	Associate Provost HC	7/1/11-6/30/12
Gill, Davie	Coord, Student Life Leadership	Student Activities SPG	7/1/11-6/30/12
Gillman, Anna G.	Environmental Services Coordin	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Gingerich, Linda G.	Academic Department Chair	BA Programs/UPC	8/1/11-7/31/12
Gleichman, Cynthia L.	Nursing Skills Facilitator	Nursing HC	7/1/11-4/30/12*
Godcharles, Timothy W	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12

Gonyea,James C.	Director, Career Develop. Svcs	Academic & Student Affairs	7/1/11-6/30/12
Goodbread,Elizabeth B	Program Director II	Provost TS	7/1/11-6/30/12
Graham,Shane L	Analyst/Programmer	Admin Info Sys - Student	7/1/11-6/30/12
Grano,Barbara S.	Program Director II	Ethics SPG	7/1/11-7/31/11
Grano,Barbara S.	Academic Department Chair	Ethics SPG	8/1/11-7/31/12
Gray,Cheryl L.	Senior Analyst/Programmer	Admin Info Sys - Student	7/1/11-6/30/12
Gray,Kathy W.	Coord. Admissions&Registration	Academic & Student Affairs	7/1/11-6/30/12
Green,Jason E	Coordinator II, Project	Provost CL	7/1/11-6/30/12
Green,Sonja T.	Coordinator, Business Office	Business Sys & Student Account	7/1/11-6/30/12
Grey,William R.	Program Director I	Criminal Justice AC	7/1/11-6/30/12
Grimaudo,Nicholas	Academic Department Chair	Natural Science SE	8/1/11-7/31/12
Grundset,Beverly L.	Academic Department Chair	Natural Science SPG	8/1/11-7/31/12
Guzman II,Luis A.	Sr. Web Analyst/Programmer	Information Systems	7/1/11-6/30/12
Hammond,Lynn R.	Mgr, Graphics Services	Marketing & Public Info	7/1/11-6/30/12
Hearn,Mary E.	Marketing Coordinator	Marketing & Public Info	7/1/11-6/30/12
Henning,Andrea A.	Exec. Dir,Collaborative Lab	Academic & Student Affairs	7/1/11-6/30/12
Hesting,Karen L.	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12
Hetue,Michael A.	Supv, Computer Operations	IT Network Help Desk	7/1/11-6/30/12
Hill,Darren C	Sr. Web Analyst/Programmer	Instructional Computing SE	7/1/11-6/30/12
Hogans,Linda L.	Dir, Special Programs	College Student Supp Svcs DO	7/1/11-6/30/12
Hopf,Leigh G	Dir.,Bacc. Prog. Support Svc	BA Programs/UPC	7/1/11-6/30/12
Hopkins,Dorothy	Analyst/Programmer	Admin Info Sys - HR & Finance	7/1/11-6/30/12
Ison,Anabella M	College Engineer	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Jakubowski,Richard Y.	Web Programmer/Analyst	Instructional Computing SE	7/1/11-6/30/12
Jakupovic,Danijel	Analyst/Programmer	Admin Info Sys - Development	7/1/11-6/30/12
Jolliff-Johnson,Cynthia	Director, One Stop Center	Academic & Student Affairs	7/1/11-6/30/12
Joseph,Deborah M.	Director Internships	College of Education	7/1/11-6/30/12
Kaas,Kevin	Chief Television Engineer	Network Systems Support	7/1/11-6/30/12
Keller III,Don R	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Kelley,Nancy	Director of Student Success	SPC-Downtown	7/1/11-6/30/12
Kerr,Cheryl	Program Director II	Human Services HC	7/1/11-6/30/12
Kerwin,Denise D.	Program Director I	Nursing CE	7/1/11-6/30/12
Kibler,Theresa	Web Programmer/Analyst	Instructional Computing SE	7/1/11-6/30/12
King,Merrian D.	Electronic Center Coordinator	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Kramer,Rebecca J.	Program Director II	Physical Therapist Asst HC	7/1/11-6/30/12
Kruger,Wayne D.	Dir, Scholar & Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Krupp,Jason	Coord., Enrollment Mgt. Svcs.	BA Programs/UPC	7/1/11-6/30/12
Kuhn,Damon M.	Manager, MAP	Associate Provost HC	7/1/11-6/30/12
Lawler,Jacqueline R.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Lennox,Jill	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Leonard,Michele R.	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Leopold,Joseph S.	Acting Dir, Learning Resources	Academic & Student Affairs	7/1/11-6/30/12
Lewis,Randolph	Coordinator II, Project	Criminal Justice AC	7/1/11-6/30/12
Liebert,David T.	Academic Department Chair	Social Science TS	8/1/11-7/31/12
Lockhart,Amy G.	Senior Accountant	Accounting Services	7/1/11-6/30/12
Lulek,Mark R	Academic Department Chair	Fine & Applied Arts TS	8/1/11-7/31/12
Lumia,J. Christopher	School Partnership Liaison	College of Education	7/1/11-6/30/12
Malla,Steven T.	Coordinator, Wellness	Wellness	7/1/11-6/30/12
Manly,Theron W	Acting Dean, Bacc Pgrms	College of Education	7/1/11-6/30/12
Marks,Alice M.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Martinez,Robert A.	Bus. Devel. Officer-Collab.Lab	Academic & Student Affairs	7/1/11-6/30/12
Mayhew,Pamela H	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SP	7/1/11-6/30/12
McFadden,Stephen R.	Videographer	Instructional Television SE	7/1/11-6/30/12
McLeod,Gregory K.	Associate Provost	Associate Provost HC	7/1/11-6/30/12
Meigs,Michael C.	Dir, Bus Systems & Stu Acctg	Business Services	7/1/11-6/30/12

Miehl,Paul G.	Academic Dept Coordinator	Fine & Applied Arts CL	7/1/11-6/30/12
Mikles,Stephen P.	Program Director II	Respiratory Care HC	7/1/11-6/30/12
Miller,Karen L.	Academic Department Chair	Letters SE	8/1/11-7/31/12
Miller,Lavester P.	Coordinator II, Project	CJI AA/AS DOC AC	7/1/11-6/30/12
Moczynski,Linda M.	Analyst/Programmer	Admin Info Sys - Student	7/1/11-6/30/12
Mohr,Jane E.	Facilities Accounting Mgr.	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Montalvo,Debria E.	Coord.,CE, BA Initiatives	BA Programs/UPC	7/1/11-6/30/12
Moore,Randall	Mgr.,Const. Proj.&Cert.Bldg Ad	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Moutsatsos,Basil A.	Academic Department Chair	Fine & Applied Arts SE	8/1/11-7/31/12
Munce,Nancy	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12
Mundorff,Sheryl	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Myers,Breanna Marie	Acting Coach	Natural Science CL	7/1/11-6/30/12
Navab,Saied	Coordinator I, Project	Academic & Student Affairs	7/1/11-6/30/12
Nelson,Mika S.	Program Director II	District Library DO	7/1/11-6/30/12
Nenstiel,Gregory A	Acting Dean, Bacc Pgrms	BA Programs/UPC	7/1/11-6/30/12
Norton,Wilma	Asst Dir, Marketing&PublicInfo	Marketing & Public Info	7/1/11-6/30/12
Nosewicz,James E.	Budget Specialist	Budget, Planning & Compliance	7/1/11-6/30/12
Ocasio,Faith C.	Web Programmer/Analyst	Instructional Computing SE	7/1/11-6/30/12
O'Daniels,Kristina M.	Associate Provost	Associate Provost TS	7/1/11-6/30/12
Odutola,Adeniji A.	Director, Ctr. Tchr. Transform	College of Education	7/1/11-6/30/12
O'Keeffe,Michael L.	Dir, Marketing and Public Info	Marketing & Public Info	7/1/11-6/30/12
Panuthos,Nicolle E	Academic Department Chair	Business Technologies SE	8/1/11-7/31/12
Parker,Jeremy Russel	Systems Analyst	Admin Information Systems	7/1/11-6/30/12
Pearce,Frederick E.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist TS	7/1/11-6/30/12
Pedicone,James A.	Coord, Construction Projects	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Peplow,Jeremy S.	Videographer	Marketing & Public Info	7/1/11-6/30/12
Pereira,Kenneth N.	Dir. Learning Mgt. & Stud.&NS	Admin Information Systems	7/1/11-12/20/11
Perez,Jorge Enrique	Program Director I	District Library DO	7/1/11-6/30/12
Perez-Gilbe,Hector R.	Program Director I	District Library DO	7/1/11-6/30/12
Petersen,Dale E	Laboratory Manager	BA Programs/UPC	7/1/11-6/30/12
Peterson,Sheryl S.	Academic Department Chair	Social Science SE	8/1/11-7/31/12
Petrick,Patrick J	Project Technologist	Academic & Student Affairs	7/1/11-6/30/12
Plamondon,Amy D	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Powlett,Maycill M	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Proctor,Deborah M.	Mgr.FunctionalUser Stu.Sys.Sup	Academic & Student Affairs	7/1/11-6/30/12
Quinn,Edel T.	Accountant/Business Manager	Resource Development DO	7/1/11-6/30/12
Rager,Sandra	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Reed,Gwendolyn H.	Asst Dir, Scholar&Stu Fin Asst	Scholarships/Stu Fin Assist SP	7/1/11-6/30/12
Reiter,Susan M	V.P. Facilities Plan&Inst Svcs	BusSVITSystems	7/1/11-6/30/12
Rewald,Charles P.	Coord., Nursing Skills Lab	Nursing HC	7/1/11-6/30/12
Risberg,Chrissy	Academic Department Chair	Business Technologies CL	8/1/11-7/31/12
Robinson,Diane J	Nursing Skills Facilitator	Nursing HC	7/1/11-6/30/12
Rowe,Ayanna Amerigo	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Ruechel,Jennifer K.	Manager, MAP	Registration SPG	7/1/11-6/30/12
Russell,Nancy L.	Academic Dept Coordinator	Business Technologies SP	7/1/11-6/30/12
Schultz,Linda	Manager, Payroll	Payroll	7/1/11-6/30/12
Seay,Antonio R.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SP	7/1/11-6/30/12
Senack,Erin L.	Coord,Student Life Leadership	Student Activities DO	7/1/11-6/30/12
Shapiro,Alan B.	Instructional Technologist	Instructional Computing SE	7/1/11-6/30/12
Shears,Brenda C.	MAP Coordinator	Provost SE	7/1/11-6/30/12
Sintes,Nicholas M.	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist SP	7/1/11-6/30/12
Smith,Joseph L.	Coordinator II, Project	Criminal Justice AC	7/1/11-6/30/12
Smith,Laura A.	Academic Department Chair	Letters TS	8/1/11-7/31/12
Smith,Nancy F.	Academic Department Chair	Fine & Applied Arts SPG	8/1/11-7/31/12
Smith,Todd	Dir, Scholar & Stu Fin Asst	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12

Spinelli,Paul	Dir, Procurement/Asset Mgt.	Business Services	7/1/11-6/30/12
Stallard,Tiffany D	Coordinator, Development	Resource Development DO	7/1/11-6/30/12
Stanisic,Zoran	Mgr., New Systems Development	Admin Information Systems	7/1/11-6/30/12
Stepanovsky,Nerina J.	Program Director II	Emergency Medical Srvcs HC	7/1/11-6/30/12
Sterner,Ann M.	Systems AnalystLearnMgrSystem	Learning Mgt Network Sys	7/1/11-6/30/12
Stewart,Matthew D	Coord, Professional. Develop.	Human Resources	7/1/11-6/30/12
Strickland,Mark F.	Director, Enrollment Mgt.	Enrollment Management DO	7/1/11-6/30/12
Stubos,Alexandria M.	Manager, MAP	Associate Provost TS	7/1/11-6/30/12
Stumpe,Kim M.	Academic Department Chair	Natural Science CL	8/1/11-7/31/12
Taylor,Tamara K	Analyst/Programmer	Admin Info Sys - Student	7/1/11-6/30/12
Terry,James C	Dir., Public Safety Academies	Fire Science AC	7/1/11-6/30/12
Thiel,Janice L.	Dir, Quality Enhancement Plan	Academic & Student Affairs	7/1/11-6/30/12
Thomas,Phil C.	Manager, MAP	Counseling & Advisement CL	7/1/11-6/30/12
Thompson,Andy W	Scholar&Stu Fin Assist Officer	Scholarships/Stu Fin Assist CL	7/1/11-6/30/12
Tonner,Joan E.	Program Director II	Dental Hygiene HC	7/1/11-6/30/12
Tufts,Shannon S.	Mgr.,Network Sys. & Sec. Ops	Admin Info Systems - SE	7/1/11-6/30/12
Tymms,Magaly B	Coord.,Acad.Prog,Rsrch/Reports	Academic Effective & Assessmt	7/1/11-6/30/12
Ullestad,Dana L.	Coordinator I, Project	Scholarships/Stu Fin Assist DO	7/1/11-6/30/12
Vitale,Alisha	Collegewide Testing Coord.	Academic & Student Affairs	7/1/11-6/30/12
Waechter,Dawn D.	Coord,Student Life Leadership	Student Activities SE	7/1/11-6/30/12
Waechter,James D.	Dir, Facilities Services	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Walter,William T	Systems Analyst	Admin Information Systems	7/1/11-6/30/12
Watrous,Mitchell L	Program Director II	Medical Lab Technology - HC	7/1/11-6/30/12
White,Scott B	Head Volleyball Coach	Athletics - DO	7/1/11-6/30/12
Wilkins,Pamela A	Bacc. Program Specialist	BA Programs/UPC	7/1/11-6/30/12
Wittman,Janice K	Program Director II	Nursing HC	7/1/11-6/30/12
Wolff,Kimberly P.	Program Director II	District Library DO	7/1/11-6/30/12
Wolter,Barbara S	Coordinator I, Project	Marketing & Public Info	7/1/11-6/30/12
Woods,Vonda L.	Director, Accounting Services	Business Services	7/1/11-6/30/12
Wright,Diana	Mgr. Energy & Maint. Svcs.	Facilities Plan & Inst Svcs	7/1/11-6/30/12
Yevstigneyeva,Nadia	Dir. Honors College	Academic & Student Affairs	7/1/11-6/30/12
Younger,Mark L.	Coord,Student Life Leadership	Student Activities TS	7/1/11-12/20/11

*Enrolled in Deferred Retirement Option Program (DROP)—contract will end at DROP termination date

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Anne M. Cooper, Senior Vice President, Academic & Student Affairs; and Patty Curtin Jones, Vice President, Human Resources & Public Affairs; recommend approval.

emg0421112

Amendment to Employment Agreement

between St. Petersburg College and William D. Law Jr. dated June 1, 2010

DELETE

6. Benefits

~~A. The College shall make a contribution(s) to tax deferred annuity or annuities plan as and for additional compensation for The President during the original term of this agreement. Beginning with his first payroll check in June of 2010 the Board shall pay The President an additional sum which sum shall, until further directed by The President, be paid to a tax sheltered annuity plan or plans to be selected at the President's sole discretion, which is established and qualified under the provisions of Sections 457 of the Internal Revenue Code, or such other qualified tax deferred plan or plans accepted by the Internal Revenue Service of the President's choosing. The sum or sums not to exceed in the aggregate \$85,500 annually. In the event the President does not elect to defer the entire sum, such sums not paid into deferred compensation plan or plans shall be paid to the President as additional base compensation in each fiscal year.~~

ADD

6. Deferred Compensation

A. The College shall provide The President additional compensation (on a deferred basis) through a Section 457(f) Deferred Compensation Plan. A lump sum employer contribution of \$85,500 shall be credited to The President's account under the Deferred Compensation Plan once during each contract year during the term of this Agreement. The President's rights to such deferred compensation shall be subject to the provisions of the Deferred Compensation Plan and the elections made by The President under such plan.

IN WITNESS WHEREOF, the parties have duly executed this Amendment as of the date.

By _____

Date _____

By _____

Chairman, Board of Trustees

Date _____

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Board of Trustees' Rules

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

6Hx23-1.15 Agents, Solicitors, Salesmen The proposed Rule revisions will require all agents, solicitors, and salesmen to obtain provost/campus executive officer or their designee's approval prior to soliciting, advertising or donating items on campus. *Submitted by Tonjua Williams.*

6Hx23-1.151 Free Speech and Assembly The proposed Rule will convey the College's policies regarding free speech, student and public assemblies, and the distribution and posting of literature. *Submitted by Suzanne Gardner.*

6Hx23-1.16 Fund Drives and Ticket Sales The proposed Rule revision will transfer approval authorization for fund drives and ticket sales to the provost, campus executive officer, site administrator or his or her designee. *Submitted by Tonjua Williams.*

6Hx23-4.32 General Education Requirements for Associate Degree Programs The proposed Rule revision will provide an alternate satisfaction whereby students can meet the global requirement for A.A., A.S., and A.A.S. degrees with a college level foreign language course excluding American Sign Language. *Submitted by Anne Cooper.*

6Hx23-4.461 Student Affairs: Academic Honesty Policies The proposed Rule revisions will modify the College's policies regarding academic honesty including the process for handling alleged violations. The revisions will also place the ownership of academic honesty matters with academic affairs leadership. Proposed revisions will also change the title of the Rule to: *Academic Affairs: Academic Honesty Policies.* The proposed revisions will further move procedural provisions concerning academic honesty violations to a new Procedure. *Submitted by Tonjua Williams.*

6Hx23-4.53 Health Related Programs: Associate in Science, Certificate, and Applied Technology Diploma—Special Rules The proposed Rule revisions will streamline and simplify the process of admittance and progression for both students and staff and change the deadline for successfully completing a background screening prior to the start of the first course. The

proposed revisions will further move procedural provisions related to admissions, progression, dismissal and re-admittance to a new Procedure. *Submitted by Phil Nicotera*

6Hx23-5.903 Contract Administration The proposed Rule revisions will update information within the Rule and provide several modifications to the contract administration process which will result in streamlined contract approvals and administration. The proposed revisions will further move procedural provisions concerning contract administration to a new Procedure. *Submitted by Suzanne Gardner.*

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

Attachment

ps0415113

6Hx23-1.15 AGENTS, SOLICITORS, SALESMEN

- (1) Salesmen or company representatives of educational books, equipment or materials are permitted on campus or center to present their merchandise to College personnel or students.
- (2) Agents, solicitors, salesmen, company representatives or individuals ~~not dealing in educational books, equipment or materials~~ are not permitted to solicit, advertise, or donate items sell to college personnel or students on campus without the prior approval of the campus provost/campus executive officer or his or her designee.

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

Law Implemented: 1001.64(5), F.S.

History: Formerly - 6Hx23-3-3.02; Readopted - 10/25/77; Amended, filed and effective - 9/17/81; 10/20/93. Filed - 10/20/93. Effective - 10/20/93; 4/26/11. Proposed Date To Be Filed – 4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-1.151 FREE SPEECH AND ASSEMBLY – **New Rule**

St. Petersburg College strongly supports the tenets of free speech, as well as the freedom of assembly and association as guaranteed under the United States Constitution. Events and activities that promote the free and open exchange of diverse ideas are supported, encouraged, and welcomed, and perform a key educational and community awareness function on a college campus.

The First Amendment provides a broad protection for many forms of expression. College campuses have traditionally been seen as limited public forums allowing for free speech however permitting restrictions and regulations related to the time, place and manner of speech. Any limitations or regulations imposed by the College shall be content and viewpoint neutral. Each campus and site of the campus shall implement policies and procedures consistent with this Rule.

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

Law Implemented: 1001.64(5), (8), F.S.; U. S. Const. Amend. I.

History: _____ Proposed Date to Be Adopted—4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-1.16 FUND DRIVES AND TICKET SALES

- I. Ticket sales at the College for noncollege activities shall not be permitted except that in unusual circumstances the president provost, campus executive officer, site administrator or his or her designee may permit ticket sales for an educationally related activity whose objectives are consistent with the program of the College.
- II. Students shall not make solicitations to raise funds for any College organization or project related to the College without prior approval from the president provost, campus executive officer, site administrator or his or her designee and ~~the approval of the appropriate governmental bodies.~~

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

Law Implemented: 1001.64 (5) & (8), F.S.

History: Formerly 6Hx23-3-3.03. Readopted 10/25/77. Amended 9/17/81, 2/18/82. Filed and effective 2/18/82; 4/26/11. Proposed Date To Be Filed – 4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-4.32 I. GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS

- A. Changes to course numbers and titles are made by the State Department of Education on a regular basis. Such changes to any courses will be effective when approved by the State Department of Education despite any delays in correcting the course numbers and titles. The Board hereby grants the President the authority, without further Board approval, to amend this Rule and other Board of Trustees' rules wherein course titles and numbers are listed, to provide for the correction of course numbers and titles as are approved by the State Department of Education.
- B. To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of the following courses as part of the general education requirements for the Associate in Arts, Associate in Science, and Associate in Applied Science degrees.

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

This enhanced worldview requirement may be satisfied with the completion of a 3 credit hour college-level foreign language course with a grade of C or better (excluding American Sign Language).

II. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

The general education requirements for the Associate in Arts degree consist of a minimum of 36 semester hours of credit. The minimum area requirements for the 36 semester hours are as follows:

Word Count A. Area I COMMUNICATIONS (a minimum of 9 semester hours with a grade of "C" or higher). This requirement may be met by completing 1, 2, **and** 3 below:

G. Area VII COMPUTER/INFORMATION LITERACY

COMPETENCY (no minimum credit hours required). Computer/information literacy competency may be demonstrated by completing one of the following:

1. Passing a College-approved Basic Computer/Information Skills Competency Test; **or**
2. Successful completion of at least one of the following:
 - a. CGS ~~4060~~ 1070 Basic Computer and Information Literacy
 - b. CGS 1100 Microcomputer Applications (as revised in 2002)
 - c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
 - d. DEH 3730, DEH 3813, DEH 3814 **and** DEH 4607.

New courses approved by the Board of Trustees meeting the computer/information literacy criteria may be permitted to satisfy the computer competency requirement for graduation. The approved curriculum will be presented by amendment to this Rule within six months of approval by the Board of Trustees.

III. ALTERNATIVE PLAN FOR COLLEGE WRITING REQUIREMENTS IN THE ASSOCIATE IN ARTS DEGREE PROGRAM—INTERDISCIPLINARY STUDIES

[SBE Rule 6A-010.030(2)(a)]

The Board of Trustees of St. Petersburg College has submitted to the State Board of Education and had approved an alternative to the provision of this Rule requiring students to produce written work of at least 24,000 words in 12 semester hours of English coursework. Students who are eligible for honors courses or who have the permission of a dean may enroll in this option to the regular general education program. The alternative requires a grade of “C” or higher in each course, and the minimum area requirements for this 24-27 credit hour option are as follows:

A. Areas I, II and V above:

INTERDISCIPLINARY STUDIES (a minimum of 24 semester hours). This requirement may be met by completing 1, 2, **and** 3 below:

1. IDS 1101H Honors Interdisciplinary Studies – Ancient to Renaissance (9 semester hours)*
2. IDS 1102H Honors Interdisciplinary Studies – Baroque to Modern (9 semester hours)*
3. IDS 2103H Honors Interdisciplinary Studies – The American Experience (6 semester hours)* **OR**
4. IDS ~~2106~~ 1110H America and the World Honors Interdisciplinary Studies: Connections and Discoveries (~~9~~ 6 semester hours)*

*A grade of "C" or higher is required for each of these courses.

Note: Students partially completing the Interdisciplinary Studies will receive advanced standing credit toward the completion of the general education program, Section I above, as follows:

1. IDS 1101H - ENC 1121H, HUM 2210H, **and** SPC 1017H.
2. IDS 1102H - LIT 2120H, HUM 2233H, **and** AMH 2020H.
3. IDS 2103H - POS 2050H **and** AMH 2010H **OR**
4. IDS ~~2106~~ 1110H –ENC 1121H and HUM 2210H POS-
2050H, ECO2013H, AND AMH 2010H.

- B. Areas III, IV, **and** VII
No general education alternatives for IDS Studies.

IV. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

The general education requirements for the Associate in Science degree consist of a minimum of 17 transferable semester hours of credit. The minimum area requirements for the 17 transferable semester hours are as follows:

- A. Area I COMMUNICATIONS (6-9 semester hours with a grade of "C" or higher). This requirement may be met by completing either 1, 2 and 3 **or** 1 and 3 below:

- G. Area VII COMPUTER/INFORMATION LITERACY
COMPETENCY (no minimum credit hours required).
Computer/information literacy competency may be demonstrated by completing one of the following:

1. Passing a College-approved Basic Computer/Information Skills Competency Test; **or**
2. Successful completion of at least one of the following:
 - a. ~~CGS 4060~~ 1070 Basic Computer and Information Literacy

- b. CGS 1100 Microcomputer Applications (as revised in 2002)
- c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
- d. DEH 3730, DEH 3813, DEH 3814 **and** DEH 4607.

New courses approved by the Board of Trustees meeting the computer/information literacy criteria may be permitted to satisfy the computer competency requirement for graduation. The approved curriculum will be presented by amendment to this Rule within six months of approval by the Board of Trustees.

TOTAL (17 semester hours)

Programs may limit the options available under Mathematics, Humanities/Fine Arts, and Social and Behavioral Sciences.

V. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE

The general education requirements for the Associate in Applied Science degree consist of a minimum of 18 semester hours of credit. The minimum area requirements for the 18 semester hours are as follows:

- A. Area I COMMUNICATIONS (6-9 semester hours). This requirement may be met by completing either 1, 2 and 3 **or** 1 and 3 below:

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- G. Area VII COMPUTER/INFORMATION LITERACY COMPETENCY (no minimum credit hours required). Computer/information literacy competency may be demonstrated by completing one of the following:

- 1. Passing a College-approved Basic Computer/Information Skills Competency Test; **or**
- 2. Successful completion of at least one of the following:
 - a. CGS ~~4060~~ 1070 Basic Computer and Information Literacy

- b. CGS 1100 Microcomputer Applications (as revised in 2002)
- c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
- d. DEH 3730, DEH 3813, DEH 3814 **and** DEH 4607.

New courses approved by the Board of Trustees meeting the computer/information literacy criteria may be permitted to satisfy the computer competency requirement for graduation. The approved curriculum will be presented by amendment to this Rule within six months of approval by the Board of Trustees.

TOTAL (18 semester hours)

Programs may limit the options available under Mathematics, Humanities/Fine Arts, and Social and Behavioral Sciences.

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

Law Implemented: 1004.03, 1007.24, 1007.25, 1004.65, 1004.68, 1009.23, 1009.25, 1009.26, 1001.64(10), 1007.263, F.S.; Rules 6A-14.030, 6A-10.030, F.A.C.

History: ...Filed – 8/17/10. Effective – Session I, 2010-11; 4/26/11. Proposed Date To Be Filed – 4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-4.461 STUDENT ACADEMIC AFFAIRS: ACADEMIC HONESTY POLICIES

Honor Code—St. Petersburg College expects students to be honest in all of their academic work. By enrolling at the College, students agree to adhere to ~~high~~ the College's standards of academic honesty and integrity ~~and understand that~~. Failure to comply with this pledge may result in academic and disciplinary action, up to and including expulsion from the College. As members of the College community, students also have an ethical obligation to report violations of the SPC academic honesty policies they may witness.

All students have an ethical obligation to adhere to the Honor Code and are required to abide by the following Academic Honesty Policies:

- I. Each student is required to subscribe to the Policies upon registration each semester by signing the following pledge, which is contained on the Registration and Drop/Add Form:

I understand that SPC expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the College.

- II. Students admitted into certain professional programs of the College may be subject to a code of ethics in accordance with the rules and policies of that program and, therefore, subject to such policies as they may relate to sanctions and discipline for infractions involving unethical behavior and matters of academic honesty.

- III. The College has developed policies in regard to conduct which ~~The conduct set forth hereinafter constitutes a violation of the Academic Honesty Policies. Those adjudged to have committed such conduct shall be subject to discipline up to expulsion in accordance with the college's established process and procedures. Legitimate collaboration between a student and a tutor shall not be considered a violation of the College's academic honesty policy. However, students who receive assistance from a tutor must ensure that any work submitted in class is the student's own.~~

~~Violations of the Honor Code and Policies include but are not limited to the following:~~

- A. ~~Cheating — The improper taking or tendering of any information or material which shall be used to determine academic credit. Examples include but are not limited to the following:~~

- ~~1. Copying from another student's test or homework paper.~~

- ~~2. Allowing another student to copy from a test or homework assignment.~~

- ~~3. Using unauthorized materials during a test, such as the course textbook, notebook, formula lists, notes or crib sheets, including those stored in a calculator.~~
- ~~4. Collaborating during an in-class or take-home test with any other person by giving or receiving information without authority.~~
- ~~5. Having another individual write or plan a paper, including those bought from research paper services.~~
- ~~6. Submitting the same paper/project in more than one class.~~

~~B. Plagiarism — The attempt to represent the work of another, as it may relate to written or oral works, computer-based work, mode of creative expression (i.e. music, media or the visual arts), as the product of one's own thought, whether the other's work is published or unpublished, or simply the work of a fellow student.~~

~~When a student submits oral or written work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and, if verbatim statements are included, through use of quotation marks as well. By placing one's name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgements. A student will avoid being charged with plagiarism if there is an acknowledgement of indebtedness. Examples include:~~

- ~~1. Quoting another person's actual words.~~
- ~~2. Using another person's idea, opinion, or theory, even if it is completely paraphrased in one's own words.~~
- ~~3. Drawing upon facts, statistics, or other illustrative materials — unless the information is common knowledge.~~
- ~~4. Submitting a paper purchased from a term paper service as one's own work.~~
- ~~5. Failing to accurately document information or wording obtained on the World Wide Web.~~
- ~~6. Submitting anyone else's paper as one's own work.~~
- ~~7. Violating federal copyright laws, including unauthorized duplication and/or distribution of copyrighted material.~~

~~8. Offering, giving, receiving or soliciting of any materials, items or services of value to gain academic advantages for yourself or another.~~

~~C. Bribery - The offering, giving, receiving, or soliciting of any materials, items or services of value to gain academic advantage for yourself or another. This does not apply to College approved or sponsored tutoring or supplemental instruction.~~

~~D. Misrepresentation - Any act or omission with intent to deceive an instructor for academic advantage. Misrepresentation includes using computer programs generated by another and handing it in as your own work unless expressly allowed by the instructor; lying to an instructor to increase your grade; lying or misrepresenting facts when confronted with an allegation of academic dishonesty.~~

~~E. Conspiracy - The planning or acting with one or more persons to commit any form of academic dishonesty to gain academic advantage for yourself or another.~~

~~F. Fabrication - The use of invented or fabricated information, or the falsification of research or other findings with the intent to deceive for academic professional advantage; also the falsification or misrepresentation of experimental data, and violating the professional ethics that are established in clinical activities, science labs, research projects or internships.~~

~~Examples include:-~~

~~1. Citing information not taken from the source indicated.~~

~~2. Listing sources in a Works Cited or reference not used in the academic exercise.~~

~~3. Inventing data or source information for research or other academic exercise.~~

~~4. Submitting any academic exercise as one's own (e.g. written or oral work, sculpture, computer program, etc.) prepared totally or in part by another, including on-line sources.~~

~~5. Taking a test for someone else or permitting someone else to take a test for you.~~

~~G. Collusion - The act of working with another person on an academic undertaking for which a student is individually responsible. Unless working together on an individual assignment has been prior approved, it is not allowed. On~~

~~group projects, students must stay within the guidelines set by the instructor and this Rule. If the instructor provides additional guidelines, they must be followed. Failure to do so also constitutes a violation of these Policies and Rule.~~

~~H. Duplicate Submission - Submission of the same or substantially same paper/project in more than one class unless prior permission has been obtained from the current instructors if the paper/project is being used in two classes in the same term or from the subsequent instructor if being used in a subsequent term.~~

~~I. Academic Misconduct - The intentional violation of college policies by tampering with grades or taking part in obtaining or distributing any part of a test, quiz, or graded assignment. Examples include:~~

~~1. Stealing, buying, downloading, or otherwise obtaining all or part of a test and/or test answers.~~

~~2. Selling or giving away all or part of an unadministered test and/or test answers.~~

~~3. Asking or bribing any other person to obtain a test or any information about a test.~~

~~4. Misrepresenting the truth, including handing in computer programs or using computer programs generated by another as one's own work; lying to an instructor to increase a grade; and lying or misrepresenting facts when confronted with an allegation of academic dishonesty.~~

~~5. Changing, altering, or being an accessory to changing and/or altering of a grade in a grade book, on a computer, on a test, on a "change of grade" form, or on other official academic records of the college which relate to grades.~~

~~6. Continuing to work on an examination or project after the specified time has elapsed.~~

~~J. Improper Computer/Calculator Use~~

~~Examples of improper computer and/or calculator use include but are not limited to:~~

~~1. Unauthorized access, modification, use, creation or destruction of calculator-stored or computer-stored data and programs.~~

~~2. Selling or giving away all or part of the information on a calculator, computer disk or hard drive, which will be~~

~~used as graded material. NOTE TO STUDENTS: Never save information on the hard drive of a SPC computer.~~

~~3. Sharing a calculator or computer while leaving answers on display or in memory.~~

~~4. Submitting a duplicate computer printout with only the student's name changed. This applies to homework and tests.~~

~~K. Improper Online, TeleWeb and Blended course use include:~~

~~1. Having or providing unauthorized outside help when completing online quizzes or assignments.~~

~~2. Obtaining access to confidential test materials or questions before quizzes or assignments.~~

~~L. Disruptive Behavior - Each student's behavior in the classroom or Web course is expected to contribute to a positive learning/teaching environment, respecting the rights of others and their opportunity to learn. No student has the right to interfere with the teaching/learning process, including the posting of inappropriate materials on chatroom or Web page sites.~~

~~The instructor has the authority to ask a disruptive student to leave the classroom, lab, or Web course and to file disciplinary charges if disruptive behavior continues.~~

~~Cell phones and beepers must not disturb class. Turn off these devices when entering the classroom.~~

~~M. Right to Confidentiality - The Family Educational Rights and Privacy Act of 1974 provides that any information related to an alleged violation of SPC's disciplinary policy or the outcome of a disciplinary hearing be treated as strictly confidential by faculty members. Further information about STUDENTS' RIGHTS AND RESPONSIBILITIES may be found in the official Student Handbook and the college catalog.~~

~~III. Faculty Determination Process.~~

~~A. When a student is alleged to have violated the Academic Honesty Policies, the faculty member involved should meet with the student and attempt to determine if a disciplinary proceeding is warranted. The faculty member can request that the department chair or other appropriate College official attend this meeting as a witness. The faculty member may impose the sanction of requiring an appropriate educational assignment and/or a Reduced or Failing Grade on the test, assignment or for the course if:~~

- ~~1. The violation is the first offense and the faculty member believes there are no circumstances that require the imposition of a sanction other than a discretionary education assignment and/or a Reduced or Failing Grade, and;~~
 - ~~2. The student and faculty member reach a written agreement as to the sanctions. No further action is required other than the faculty member forwarding a copy of the written agreement to the associate provost.~~
- ~~B. The student shall not be permitted to drop the class once informed of a suspected academic honesty violation. Any class that is dropped in violation of this restriction shall be reinstated until the charges are resolved.~~
 - ~~C. The student's agreement to a sanction shall constitute a waiver of all other available adjudicatory procedures or appeals.~~
 - ~~D. The faculty member shall forward a copy of the agreement with the student or the imposed sanction(s) given by the instructor to the associate provost. If the student does not agree that a violation of the Academic Honesty Policy has occurred or that the imposed sanction(s) are appropriate, the student may within 7 days of the imposed sanctions, have the matter reviewed as a grievance by filing a petition pursuant to BOT Rule 6Hx23-4.36(F) alleging arbitrary and capricious actions of the faculty member and stating the reasons or grounds thereof. If the student fails to file a petition within the time set forth above, the sanction(s) shall become final and shall constitute a waiver of all other adjudicatory procedures or appeals.~~
- ~~IV. The faculty member involved may refer the student to the associate provost rather than take action, if the instructor believes disciplinary action may be warranted, and it appears that:~~
- ~~A. The violation would not be the first offense; or~~
 - ~~B. In the judgment of the faculty member, a sanction such as Probation, Suspension or Dismissal, or expulsion would be warranted.~~
- ~~The associate provost shall then review and handle the matter in accordance with BOT Rule 6Hx23-4.35.~~
- ~~V. A student who is charged with an academic honesty violation by a faculty member and who does not agree to accept the faculty member's sanction or for whom the faculty adjudication process is not appropriate, as stated above, or when the student denies the~~

~~violation, the student shall meet with the associate provost to be advised of the hearing procedures and the student's rights and possible sanctions.~~

~~VI. The associate provost may assist the faculty member and student in reaching an acceptable agreement.~~

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

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

History: 7/16/96. Adopted - 7/16/96. Effective - Session I, 1996-97; 3/20/01. Filed - 3/20/01. Effective - 3/20/01; 5/16/05. Filed - 5/16/05. Effective - Session I, 2005-06; 11/21/06. Filed - 11/21/06. Effective - 11/21/06; 4/26/11. Proposed Date To Be Filed - 4/26/11. Proposed Date To Become Effective - Upon Board Approval.

6Hx23-4.53 HEALTH RELATED PROGRAMS: ASSOCIATE IN SCIENCE, CERTIFICATE, AND APPLIED TECHNOLOGY DIPLOMA - SPECIAL RULES

INTENT AND PURPOSE:

This Health Related Program Rule is applicable to all Associate in Science, Certificate, and Applied Technology Diploma Health Related Programs, with the exception of the Human Services programs.

- I. Progression Requirements for all Health Related Programs:
 - A. Students must be admitted to SPC as a degree, certificate, or applied technology diploma seeking student, in good academic standing, and have at least a cumulative 2.0 GPA (including transfer credit), prior to enrolling in the first health program course. Students must submit the proper Health Programs Application form to be considered for enrollment.
 - B. Students must be able to meet the academic, as well as non-academic, technical standards essential to participate in a particular health related program upon admittance and throughout the program. Students must be able to meet the technical standards with or without reasonable accommodations or modifications of the particular health related program.
 - ~~C. Preference may be given to Pinellas County residents for admission to health program courses. A resident must be a "resident for tuition purposes" as defined in Florida Statutes (hereinafter referred to as F.S.) 1009.21 and must have been a resident of Pinellas County for at least 12 months immediately prior to the student's application to the program. Slots will be available to non-residents; however, residents of the College's service area for each program may be given preference over non-residents for these slots.~~
 - ~~D. For health programs in which the number of eligible applicants exceeds the program availability, it may become necessary to admit students using a selective admission point system based on GPA and total credits earned from a number of program related factors which may include the program's pre-application requirements, general education and support courses and preadmission activities and experience. Students must submit the Selective Admissions Health Program Application to apply to programs which use the selective admission point system. The selective admission point system utilizes published application deadlines. Students who do not submit their application by the published deadline will not be considered for admission. Students who apply to health programs which use the selective admission point system are not guaranteed admission; furthermore students who are not admitted must resubmit a Selective Admissions Health Program Application to be~~

~~considered for future admission on or before the published application deadline for that term. Ties will be decided by a random drawing.~~

~~The deadline for application for fall enrollment will be March 1. The application for spring enrollment will be July 1, and the application for summer enrollment will be October 1. Determination of admission status will be based on the following timelines:~~

~~For fall admission, students whose applications are complete on March 1 will be considered for the first applicant pool and be notified of their status by April 15. An applicant whose file is incomplete on March 1 will be notified and will have until May 15th to complete their application to be considered for the second applicant pool. Seventy percent of the admissions will be selected from the first pool and those students will be notified of their status by April 15. The remaining thirty percent will be selected from the second applicant pool ending May 15 and notified of their status by June 15.~~

~~For spring admission, students whose applications are complete on July 1 will be considered for the first applicant pool and be notified of their status by August 1. An applicant whose file is incomplete on July 1 will be notified and will have until August 15 to complete their application to be considered for the second applicant pool. Seventy percent of the admissions will be selected from the first pool and those students will be notified of their status by August 1. The remaining thirty percent will be selected from the second applicant pool ending August 15 and be notified of their status by September 15.~~

~~For summer admission, students whose applications are complete on October 1 will be considered for the first applicant pool and be notified of their status by November 1. An applicant whose file is incomplete on October 1 will be notified and will have until January 15 to complete their application to be considered for the second applicant pool. Seventy percent of the admissions will be selected from the first pool and those students will be notified of their status by November 15; the remaining thirty percent will be selected from the second applicant pool ending January 15 and be notified of their status by February 15. Ties will be decided by a random drawing.~~

~~The selective admission point system currently applies to the Associate in Science in Nursing, Dental Hygiene and Radiography Programs. As determined appropriate by College administration, other health programs in which the number of eligible applicants exceeds the program capacity may also be subject to the selective admission point system set forth above.~~

~~E. For health programs in which admission is not based on a selective admission point system, admission is based on available seating and application requirements. Students who satisfy the application requirements for their selected health program must submit a Health Program Application to be considered for admission. Only eligible applicants are offered admission into the next available program start date based on the time and date their application is submitted to the records office at the Health Education Center. It is the student's responsibility to ensure all application requirements for their selected health program have been completed to ensure eligibility at the time of application. Ineligible applicants must resubmit a new Health Program Application after they have met all application requirements to be eligible for further consideration. When determined appropriate by College administration, application acceptance windows or deadlines may be implemented.~~

~~FC. All students entering a health program at St. Petersburg College are required to successfully complete a background screening within ninety one hundred twenty (120) days prior to starting the first health program course. The student will pay the background screening fee directly to the appropriate vendor. Applicants for health related programs at St. Petersburg College must be free of offenses that would disqualify one for employment in a health related field or to sit for a state licensing exam.~~

For progression into the first health program course, students with a felony conviction must first have had their civil rights restored. Once civil rights have been restored, the following criteria will be used to determine eligibility: Pprospective students may not have one felony or two misdemeanor charges with a disposition dated within five years from the start of the health program courses with a judgment of guilty, or with a plea of nolo contendere (no contest), or where adjudication was withheld. Further, an applicant may be disqualified for admission based on Florida Statute 456.0635, where such person has been convicted on felony charges relating to medical fraud, neglect or substance abuse, or where terminated for cause from the Florida Medicaid Program or other Medicare program.

Additionally, the following crimes may disqualify applicants from entering into any health education program regardless of date of disposition:

- Murder
- Manslaughter
- Vehicle homicide
- Killing of an unborn child by injury to the mother
- Assault, if the victim of the offense was a minor
- Battery, if the victim of the offense was a minor

Aggravated assault
Aggravated battery
Kidnapping
False imprisonment
Sexual battery
Prohibited acts of persons in familial or custodial authority
Lewd and lascivious behavior
Lewdness and indecent exposure
Arson
Theft, robbery, and related crimes if the offense is a felony
Incest
Abuse or neglect of a disabled adult or elderly person
Exploitation of disabled adult or elderly person
Aggravated child abuse
Negligent treatment of children
Sexual performance by a child
Animal cruelty or abuse
Prostitution
Drug related offense if a felony or involved a minor

Entry into a health education program is the prospective student's decision. Acceptance into the health program does not guarantee that the student will be eligible for licensure; it is the student's responsibility to consult with the appropriate licensing agency for specific licensure criteria. Clinical facilities may limit or prohibit students with criminal histories from participating in clinical experiences which are part of the curriculum. Other options may not exist for the student to fulfill required clinical hours in order to complete the program; as a result, the student would receive a failing grade and may not be eligible to complete the health program or apply for licensure. All of the above factors should be taken into consideration prior to making a decision about pursuing a career as a healthcare provider.

Once admitted into the health program courses and continuing through enrollment in a SPC health program, the student is responsible for notifying the dean/program director of any arrests. Failure to notify the dean/program director within five business days shall be grounds for dismissal from the program. Continuing through enrollment in the health program, the student must not be found guilty, or entered a plea of nolo contendere, or where ~~regardless of whether~~ adjudication is withheld, of an offense that would disqualify the student under the standard(s) as referenced above.

GD. While enrolled in a SPC health related program, the health care professions are committed to providing excellent patient care and services in a safe, productive, and quality-conscious environment. All students entering a health program at St. Petersburg College are required to successfully complete a drug screening within ~~ninety (90)~~ one hundred twenty (120) days prior to starting the first health program course. The student will pay

the drug screening fee directly to the appropriate vendor. The drug screening must satisfactorily demonstrate that the student is free from the use of any illegal drug, ~~unprescribed controlled substance~~. Students who do not successfully pass the drug screening on the first attempt will be allowed to reapply for admission to a health program for a following semester. A student who fails the drug screening a second time will not be permitted to reapply for admission to a health program for the period of one year from the date of the most recent application. Students must remain drug-free throughout the tenure in their program at the College.^{***} Failure to do so shall be grounds for dismissal from the program.^{***} A Student who has not maintained continuous enrollment in health program courses for a period of one hundred twenty (120) days or more from the last date of attendance, must successfully complete and pass a new drug and background screening upon readmission and/or before resuming enrollment into health program classes.

All students enrolled in a health related program are required to be drug and/or alcohol free when reporting to school and while at "affiliating agencies" (including parking lots and grounds). For all "affiliating agencies" which require students to be subject to the agency's Drug Testing policies, including but not limited to, when there is reasonable suspicion to believe a student may be impaired, or is using or has used illegal drugs and/or alcohol, the student may be tested in accordance with the "affiliating agency's" policies. Prior to being assigned to an affiliating agency, the student shall sign a consent to allow the affiliating agency to release any drug testing results to the College. If tested by an "affiliating agency" the student shall provide his/her dean/program director with a copy of any test results. Failure to promptly do so shall be grounds for dismissal from the program. A positive drug or alcohol test result shall also be grounds for dismissal from the program.^{****}

~~***The provisions in these sentences shall also apply to students already enrolled in a health related program at the time of the effective date of this Rule.~~

~~****This paragraph also applies to students already enrolled in a health related program at the time of the effective date of this Rule.~~

- ~~II. Liability and clinical accidental insurance shall be obtained through the College and paid for by the student in fees included in certain health program courses.~~
- ~~III. The College reserves the right to suspend or dismiss from a health related program any student who does not satisfactorily complete each designated health program course with a grade of "C" or better, or who does not exhibit the knowledge, behavior, skills, or ethics deemed necessary by the dean/program director for the health,~~

~~safety, and welfare of patients. When there is reasonable suspicion to believe a student may be impaired, or is using or has used illegal drugs and/or alcohol, St. Petersburg College reserves the right to require the student to retest at the student's expense.~~

~~IV. Students who have been suspended from or who have voluntarily withdrawn from a health related program may be re-admitted to such program in accordance with the program's approved written re-admission policy, if any. Cases involving extenuating reasons beyond the control of the student may be appealed to the Health Education Center's Associate Provost's Office.~~

~~V. For readmission, a student must successfully demonstrate the appropriate level didactic and clinical skills to the dean/program director prior to returning to the clinical setting after absence of 1 semester or more.~~

~~VI. With the exception of the Funeral Services, Human Services, and the Nursing Programs, students who fail any two courses within the major will be academically dismissed from the program for the next session. Upon failure of a third course within the major, the student is again dismissed and will be unable to return to the program. The Provost's Office may consider an appeal due to extenuating circumstances.~~

~~VII E. The Board of Trustees reserves the right to discontinue or decrease the enrollment size of any program and students who have not commenced coursework in a health-related program shall have no vested right.~~

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

Law Implemented: 1009.21, 1001.64 (8), 1004.68, F.S.; SBE Rules 6A-10.044, 6A-14.030, F.A.C.

History: ...Filed – 11/17/09. Effective - 11/17/09; 4/26/11. Proposed Date To Be Filed – 4/26/11. Proposed Date To Become Effective – Upon Board Approval.

6Hx23-5.903 CONTRACT ADMINISTRATION

- I. The President is authorized to sign contracts, agreements, and other documents on behalf of the Board of Trustees, with a dollar amount not to exceed that of the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes.
 - II. The President may delegate the authority to approve and sign such contracts or agreements.
 - III. The Office of the General Counsel shall be responsible for the review and approval as to form and content of written contracts to which the college is a party, and shall develop procedures related to the administration of such contracts and agreements.
- I. ~~The college attorney is responsible for the review and approval as to form and content of all written contracts to which the College is or will be a party, with the exception of the following:~~
- A. ~~Employment contracts (handled by Human Resources);~~
 - B. ~~Contracts for the rental of College facilities using the form approved by President's Cabinet; (handled by site representatives designated by the President, usually the site administrator); and~~
 - C. ~~Purchase orders which may include additional terms and conditions when approved by the director of Purchasing or the college attorney;~~
 - D. ~~Construction contracts, including guaranteed minimum price contracts, construction manager at risk contracts, architectural/engineering contracts or other such contracts, provided however, that the applicable requirements of Chapter 1013, Chapter 255 and Section 287.055, Florida Statutes, are complied with and the format of such contracts is approved by the college attorney. Additionally, a requisition shall be completed by the Facilities Planning & Institutional Services department to generate a purchase order for encumbrance purposes~~
- II. ~~Whenever College signature of approval is required, there is a need for a contract, whether or not involving the expenditure of funds by the College, the requesting person must forward a Request for Contract, along with any contract provided by the outside party, to the appropriate member of the President's Cabinet who will review the Request and, if approved, forward it to Business Services for review and additional signatures after which it is forwarded to the College Attorney's Office.~~
- III. ~~Grants and restricted funding contracts shall also be processed according to paragraph II. above and are subject to the approval~~

~~process identified in Rule 6Hx23-5.25 and Procedure P6Hx23-5.25.~~

~~The President or designee is authorized to execute amendments extending the time for performance of grant and restricted fund contracts (this does not pertain to personnel contracts) for up to 18 months. If the time exceeds 18 months, the contract would return to the Board of Trustees for approval.~~

- ~~IV. A contract not exceeding the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes, may be approved and signed by the President, or the President's designee in the President's absence, without prior Board approval. An informational report of all contracts approved under this provision shall be made to the Board quarterly.~~
- ~~V. Alternatively, at the discretion of the President, a Request for Contract, associated with contracts identified in paragraph IV. above may be:
 - ~~A. Considered by the President's Cabinet prior to final approval;
or~~
 - ~~B. Considered by the President in consultation with the Board Chair prior to final approval; or~~
 - ~~C. Presented to the Board for approval.~~~~
- ~~VI. Upon approval the commitment control copy of the Request for Contract will be forwarded to Purchasing to generate a Purchase Order. Upon execution of the contract, the original of the Request for Contract and a copy of the contract will be forwarded to Purchasing.~~
- ~~VII. Contracts that exceed the Category Five expenditure threshold as specified by Section 287.017, Florida Statutes, require Board approval prior to the effective date of the contract and shall be submitted to the Board by the college attorney. Occasionally, time deadlines will require immediate signing and subsequent Board confirmation. Such an exception to this procedure requires the approval of the President. Such contracts must be accompanied by a memorandum to the Board justifying the necessity for the contract and following Board approval shall be submitted to the President for his signature. The memorandum shall be prepared by the department requesting the contract and shall be submitted to the College Attorney's for approval prior to Board packet review by President's Cabinet.
 - ~~A. Contracts arising out of the bidding process will be submitted to the Board by the President accompanied by a memorandum prepared by Purchasing when the contract will~~~~

~~be in excess of the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes.~~

- ~~B. Upon approval by the Board the commitment control copy of the Request for Contract will be forwarded to Purchasing to generate a Purchase Order and upon execution of the contract, the original Request for Contract and a copy of the contract will be forwarded to Purchasing.~~
- ~~VIII. When a written contract is necessary, as identified in paragraph II., the contract must be reviewed and prepared by the college attorney and:
 - ~~A. A Request for Contract must be completed by the budget supervisor and forwarded as provided herein.~~
 - ~~B. If the bidding process determines the need for a written contract, the director of Purchasing will process a Request for Contract with the Requisition which triggered the bid process attached in lieu of obtaining additional signatures.~~
 - ~~C. Questions regarding contracts should be forwarded to the appropriate member of the President's Cabinet who may then consult the college attorney for advice.~~~~
- ~~IX. The college attorney shall be the custodian of contracts.~~
- ~~X. No employee is authorized to enter into a contract except in accordance with Board of Trustees' Rules. Employees who fail to follow appropriate procedures may be responsible for any legal liabilities and responsibilities arising from entering into a contract.~~
- ~~XI. A certain amount of time is required to process a contract. Budget supervisors are responsible for determining their departmental needs for a contract, and for submitting a Request for Contract, in sufficient detail, as far in advance of the time the contract will need to be effective as possible.~~

~~For contracts not exceeding the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes, at least 15 business days must be allowed from the time the approved Request for Contract reaches the College Attorney's Office until the contract is issued.~~

~~For contracts in excess of the Category Five expenditure threshold as specified in Section 287.017, Florida Statutes, which require Board approval, at least 10 business days after Board approval must be allowed before the contract is issued.~~

Specific Authority: 1001.64(2) & (4), F.S.
Law Implemented: 1001.64(25), (26) & (44), 1001.65(5), (6), 1008.45, F.S.; SBE Rules 6A-14.0261, 6A-14.0734, F.A.C.

History:

Adopted 3/18/97. Effective - 3/18/97; 12/14/98. Filed - 12/14/98. Effective - 12/14/98; 11/21/00. Filed - 11/21/00. Effective - 1/1/01; 6/20/06. Filed - 6/20/06. Effective - 6/20/06; 4/26/11. Proposed Date To Be Filed - 4/26/11. To Become Effective - Upon Board Approval.

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Financial Reports for FY10-11 March 1- March 31, 2011

Attached for information are the financial reports for FY10-11 March 1- March 31 time period.

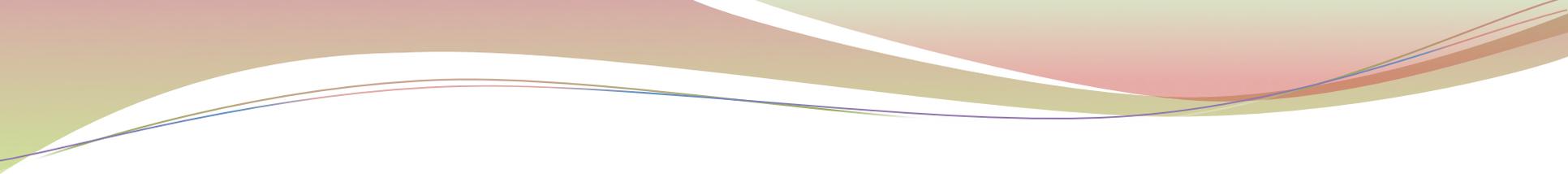
Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; and Jamelle Conner, Associate Vice President, Institutional Research, Planning, Budget and Compliance, recommend approval.

Attachment

yvm0414112

ST. PETERSBURG COLLEGE
FY2010-2011 FUND 10 AND 12 BUDGET TO ACTUAL REPORTING: July 1 - March 31

Revenue				FY10-11 Budget	FY10-11 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance	% YOY Variance	Variance Explanation
	FY09-10 Budget	FY09-10 YTD Actual	% To Budget							
Revenue										
Student Tuition & Out-of-State Fees	\$ 44,157,443	\$ 43,467,293	98.4%	\$ 55,235,961	\$ 51,866,689	93.9%		\$ 8,399,396	19%	increase due to tuition increase and enrollment growth
State Appropriation - CCPF	\$ 53,300,274	\$ 40,244,487	75.5%	\$ 55,674,039	\$ 41,856,387	75.2%		\$ 1,611,900	4%	
Federal Stabilization Funds	\$ 5,097,571	\$ 5,097,571	100.0%	\$ 5,180,294	\$ 5,180,294	100.0%		\$ 82,723	2%	
State Appropriation - Lottery	\$ 6,777,857	\$ 2,147,785	31.7%	\$ 7,279,093	\$ 2,911,638	40.0%		\$ 763,853	36%	Two lottery payments received. State determines how much received in each payment.
Operating Cost for New Facilities	\$ 315,104	\$ -	0.0%	\$ 78,354	\$ -	0.0%		\$ -	0%	
Distance Learning Fee	\$ 2,180,968	\$ 2,732,977	125.3%	\$ 3,026,400	\$ 2,755,490	91.0%		\$ 22,513	1%	
Technology Fee	\$ 1,952,264	\$ 2,123,759	108.8%	\$ 2,475,440	\$ 2,526,420	102.1%		\$ 402,661	19%	increase due to tuition increase and enrollment growth
Other Revenues	\$ 4,351,831	\$ 2,817,135	64.7%	\$ 3,911,923	\$ 2,837,386	72.5%		\$ 20,251	1%	
Other Student Fees	\$ 1,801,634	\$ 1,125,033	62.4%	\$ 1,821,439	\$ 1,259,682	69.2%		\$ 134,649	12%	Primarily due to increased application and testing fee revenues
Fund Transfers In	\$ 1,029,753	\$ 7,831	0.8%	\$ 2,344,940	\$ 25,705	1.1%		\$ 17,874	228%	timing difference of transfer in from other funds
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0.0%	\$ 3,150,500	\$ -	0.0%		\$ -	0%	
Total Revenues - Fund 10 and 12	\$ 123,115,199	\$ 99,763,871	81.0%	\$ 140,178,383	\$ 111,219,691	79.3%	75%	\$ 11,455,820	11%	
Operating Costs										
Personnel & Benefits										
Instructional	\$ 33,021,800	\$ 24,803,774	75.1%	\$ 37,533,133	\$ 27,094,842	72.2%		\$ 2,291,067	9%	
Administrative	\$ 16,001,726	\$ 13,752,327	85.9%	\$ 17,907,721	\$ 15,052,755	84.1%		\$ 1,300,428	9%	
Career (Non-Instructional)	\$ 19,736,243	\$ 14,511,518	73.5%	\$ 21,832,241	\$ 15,165,586	69.5%		\$ 654,068	5%	
OPS and Overtime	\$ 1,656,228	\$ 1,294,357	78.2%	\$ 1,925,498	\$ 1,519,719	78.9%		\$ 225,362	17%	increase primarily due to additional hours needed to support enrollment growth and 4.5% pay increase
Student Assistants	\$ 500,000	\$ 239,916	48.0%	\$ 500,000	\$ 297,986	59.6%		\$ 58,070	24%	Timing difference of journal entry that transfers student federal work study expense out of the operating budget
Personnel Benefits	\$ 21,969,320	\$ 15,663,451	71.3%	\$ 23,073,659	\$ 17,142,365	74.3%		\$ 1,478,915	9%	
Total Personnel & Benefits	\$ 92,885,317	\$ 70,265,343	75.6%	\$ 102,772,253	\$ 76,273,252	74.2%	74%	\$ 6,007,909	9%	
Current Expense										
Travel	\$ 515,721	\$ 248,108	48.1%	\$ 472,606	\$ 438,794	92.8%		\$ 190,686	77%	increase due to additional travel and professional development opportunities
Repairs & Maintenance	\$ 960,477	\$ 918,799	95.7%	\$ 948,643	\$ 738,121	77.8%		\$ (180,678)	-20%	decrease primarily due to lower service contract costs
Rentals/Leases	\$ 209,071	\$ 131,479	62.9%	\$ 397,153	\$ 262,696	66.1%		\$ 131,217	100%	increase primarily due to new leased equipment for Marketing & Communications
Insurance (Non-Health)	\$ 2,028,175	\$ 1,883,400	92.9%	\$ 2,025,147	\$ 1,772,637	87.5%		\$ (110,762)	-6%	
Utilities	\$ 6,000,000	\$ 4,250,465	70.8%	\$ 6,401,500	\$ 4,187,908	65.4%		\$ (62,557)	-1%	
Services and Fees	\$ 3,517,797	\$ 2,243,614	63.8%	\$ 4,066,634	\$ 2,349,447	57.8%		\$ 105,833	5%	
Scholarships/Fee Waivers	\$ 497,730	\$ 534,717	107.4%	\$ 1,110,895	\$ 543,355	48.9%		\$ 8,638	2%	
Materials and Supplies	\$ 5,414,467	\$ 2,949,504	54.5%	\$ 5,595,954	\$ 3,538,720	63.2%		\$ 589,216	20%	increase primarily due to increased educational materials & supplies associated with enrollment growth
Tech Expense/Licensing	\$ 1,755,000	\$ 954,198	54.4%	\$ 1,956,061	\$ 1,493,974	76.4%		\$ 539,776	57%	increase primarily due to increased maintenance & licensing costs associated with both educational and administrative software
Other Current Expense	\$ 5,591,182	\$ 429,882	7.7%	\$ 6,767,625	\$ 528,384	7.8%		\$ 98,501	23%	increase due to change in accounting of TRIO Grant (Budget includes Contingency)
Total Current Expense	\$ 26,489,620	\$ 14,544,166	54.9%	\$ 29,742,218	\$ 15,854,036	53.3%	54%	\$ 1,309,870	9%	
Capital Spending										
Computer Refresh Leases	\$ 1,778,959	\$ 1,076,302	60.5%	\$ 2,126,836	\$ 1,397,585	65.7%		\$ 321,283	30%	increase due to continuing expansion of computer refresh program
Capital Purchases- Non-Recurring	\$ 1,932,522	\$ 341,661	17.7%	\$ 1,024,978	\$ 1,353,145	132.0%		\$ 1,011,484	296%	increase primarily due to a strategic change that has enabled the purchase of approved capital items earlier in the year than in prior years
Debt Service - Construction Obligations	\$ -	\$ -	-	\$ 4,500,000	\$ -	0.0%		\$ -	0%	
Total Capital Spending	\$ 3,711,481	\$ 1,417,963	38.2%	\$ 7,651,814	\$ 2,750,730	35.9%	14%	\$ 1,332,766	94%	
Total Operating Costs - Fund 10 and 12	\$ 123,086,418	\$ 86,227,472	70.1%	\$ 140,166,285	\$ 94,878,018	67.7%	67%	\$ 8,650,546	10%	
Total Remaining Funds (Surplus/Deficit)	\$ 28,781	\$ 13,536,398		\$ 12,098	\$ 16,341,673			\$ 2,805,274	21%	



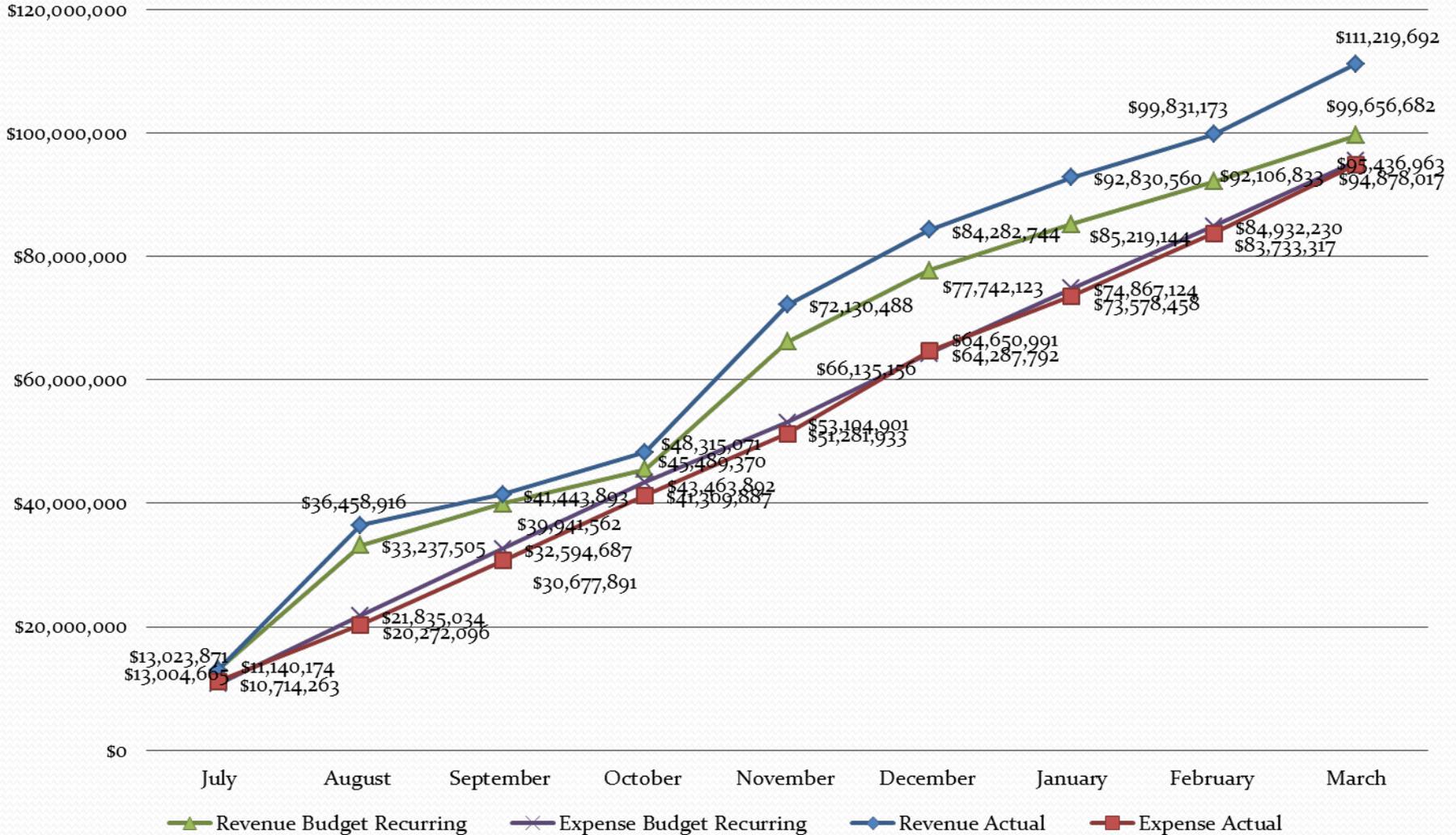
Board of Trustees Financial Report

April 2011

Financial Highlights

- 75⁰% point in fiscal year
- 79⁰% of revenue received
- 74⁰% of total personnel budget spent
- 53⁰% of current expense budget spent
- 68⁰% of total budgeted operating expense spent (personnel, current expense and capital)
- 16.3 million surplus, up 21⁰% over prior year

FY10-11 Monthly Revenue and Expense Recurring Version To Date



	FY10-11 Prior Mth Act (at time of BOT Mtg)	FY10-11 Cur Mth Act	Variance	% Variance
Revenues				
State Government	\$38,680,204	\$44,768,025	\$6,087,821	15.74%
Stimulus Funds	\$5,180,294	\$5,180,294	\$0	0.00%
Student Fees	\$53,400,098	\$58,408,280	\$5,008,182	9.38%
Other Revenue	\$2,545,312	\$2,837,388	\$292,076	11.48%
Fund Transfers In	\$25,265	\$25,705	\$440	1.74%
Total Revenues	\$99,831,173	\$111,219,692	\$11,388,519	11.41%
Expenses				
Personnel and Benefits	\$67,861,684	\$76,273,251	\$8,411,567	12.40%
Current Expenses	\$14,993,736	\$17,251,621	\$2,257,885	15.06%
Capital	\$877,897	\$1,353,145	\$475,248	54.13%
Total Expenses	\$83,733,317	\$94,878,017	\$11,144,700	13.31%
Total Revenues Over Expenses	\$16,097,856	\$16,341,675	\$243,819	1.51%

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President *wdl*
SUBJECT: Credit Curriculum

Approval is sought for the following recommended changes to credit curriculum for the 2010-2011 and 2011-2012 catalog years:

New Courses Effective Term III 2010-2011:

Upper Division

EEX 4XX1 Exceptional Learners in the Secondary Inclusive Classroom (3 credits)
 EEX 4XX2 Behavior Management of Secondary Exceptional Learners (3 credits)
 EEX 4XX3 Differentiated Instruction and Assessment for Secondary Exceptional Learners (3 credits)
 EEX 4XX4 Technology and Transition for Secondary Exceptional Learners (3 credits)

Course Changes Effective Term I 2011-2012:

Lower Division

Course Number	Title	Changes in Course Description	Prerequisite/ Corequisite Changes	Major Learning Outcome/ Course Objective Changes
CGS 1874	Introduction to Flash		X	
CGS 2823	Advanced Web Site Development		X	
CGS 2801	JavaScript		X	
COP 2823	Advanced Web Page Creation		X	
ECO 2000	Introduction to Economics	X	X	

Program Additions Effective Term I 2011-2012:

Lower Division

CAD-CT Computer-Aided Design and Drafting Certificate (24 credits)
 ITSC-CT Information Technology (IT) Security Certificate (18 credits)
 MCITPS-CT Microsoft Certified IT Professional: Server Administrator Certificate (18 credits)

Program Changes Effective Term I 2011-2012:

Lower Division

Programs	Adding Courses	Deleting Courses	Adding Subplans	Deleting Subplans	Other Changes
Engineering Technology (ENG-AS)	X	X			
Linux System Administrator Certificate (LINUXSA-CT)	X	X			

Program Deletions Effective Term I 2011-2012:

Lower Division

CADD-CT Computer-Aided Design and Drafting Certificate
ITSEC-CT Information Technology (IT) Security Certificate
MCITPSA-CT Microsoft Certified IT Professional: Server Administrator Certificate

FOR YOUR INFORMATION: Program Changes Effective Term I 2011-2012:

Upper Division

Course number changed in program: PRO 3000 to PRO 3000C.
ORTHO-BAS Orthotics and Prosthetics

Anne Cooper, Senior Vice President for Academic and Student Affairs, and Tonjua Williams, Vice President for Academic and Student Affairs, recommend approval.

rm0413112

April 26, 2011

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Learning Management System (LMS) Recommendation

Approval is sought on the recommendation of the Learning Management System (LMS) Evaluation Committee to upgrade to ANGEL 7.4 and continue use of this version through July 2014.

As a result of extensive investigation and discussion of the LMS market trends, various products' user functionality and system administration, the LMS Evaluation Committee members unanimously support this recommendation. Total Cost of Ownership will remain steady at our current contracted rate of \$197,423 through June 2012. A new contract with Blackboard for ANGEL 7.4 will be negotiated in spring 2012 and is expected to reflect the standard 5% to 7% annual licensing increase. Upon finalization of the details associated with the new contract with Blackboard, additional Board approval will be sought at that time.

Timeline for the implementation will include training in the fall of 2011, with a pilot of approximately 100 course sections starting in the spring term 2012. Extended pilot in summer term 2012 will lead to full implementation of ANGEL 7.4 for the fall term in August 2012. Though the upgrade requires no additional fees for the software license, additional servers will be necessary to support the new version as it runs simultaneously with the old version for two (2) terms. The cost of leasing these servers through Dell Financial Services will be approximately \$100,000. Following the pilot, the servers will be used to replace existing servers reaching end of life/lease. Additionally, since the upgrade is unable to occur prior to the end of support for ANGEL 7.3, the College will be required to pay approximately \$10,000 to extend support during the transition period.

Full details of the LMS Evaluation Committee process, including meeting dates, committee roster and technology trends in LMS, are attached.

Anne Cooper, Senior Vice President of Academic & Student Affairs; James Olliver, Provost of Seminole and eCampus; Vicki Westergard, LMS Evaluation Committee Chair and Executive Director of eCampus, Web & Instructional Technology; LMS Support team members; and the LMS Evaluation Committee members recommend approval.

Attachment

vlw04014111

LEARNING MANAGEMENT SYSTEM (LMS) RECOMMENDATION JANUARY 2011

Bottom Line

Following six months of study, the LMS Evaluation Committee recommends an upgrade from ANGEL 7.3 to ANGEL 7.4 where we will remain until support for ANGEL 7.4 ends in mid-2014. The committee believes that this reprieve in moving away from ANGEL will allow for positive developments in the LMS offerings, while minimizing the immediate impact to students and faculty.

Evaluation Details

Early committee work helped to establish ground rules, define terminology and options, form a rubric and compose a list of LMS products to be considered. For our September meeting, the list of twenty products was grouped into four categories:

- Commercial
- Hosted/Software as a Service (SaaS)
- Open Source
- Other non-traditional options

Reviewing the full list of products (available in this report's addendum), the committee decided at that meeting to eliminate Hosted/SaaS options due to a variety of concerns. Hosted options can limit our flexibility in maintenance scheduling and student data retention, rapid and accurate customer response and service & customization. Vendor hosting puts an institution's system issues, upgrades, maintenance and customer support in the vendor's hands where priorities and timing are concerned. Customizations must be done by the vendor if authorized at all. Already a complex matter, maintenance scheduling becomes more challenging when the vendor is in control of when and how maintenance and version changes are done. In addition, being hosted would affect our ability to provide separate environments for training, development, testing, noncredit courses and grants, potentially incurring additional licensing fees.

The committee also eliminated the "Other non-traditional items" as choices that were not robust or full-featured enough, or not ready for widespread educational use. Moodle was eliminated due to the limitations of its feature set. These decisions narrowed our list to four: Blackboard (Bb), Desire2Learn (D2L), ANGEL 7.4/8.0 or Sakai (with a contracted support company such as the Longsight Group).

The committee agreed that the next step in the process was to arrange demos of each finalist. LMS support also began independent research on system support issues. From September through December, each of the finalist products was explored through demonstrations and roadmap presentations to the committee. (See the full list of committee meetings and topics in the addendum.)

On January 21st, a meeting was held to discuss evaluation status. The key to our recommendation was in the failings of three of the products to serve our needs, and in positive developments with the fourth.

1. **Blackboard does not provide all of the user interface functionality needed to continue a comparable level of service to our current system, ANGEL 7.3.** In addition to concerns regarding the inadequacy of the messaging tool, the ANGEL features that allow integration of our SSI and SPOC tools are not available in Bb 9.1. Blackboard's new NG product, which they claim (with numerous disclaimers) will incorporate select ANGEL functionality and an actual email tool into the Bb core product, is only a concept at this time and could not be evaluated. It is currently scheduled for release in 2014.
2. **Desire2Learn (D2L) is lacking in system administration functionality.** D2L provides user features & functionality comparable to ANGEL but has some significant failures in system administration, the most important of which is an inability to archive courses with student data intact. Only lesson content can be archived, no student work or records are included. Institutions running D2L must constantly add server and storage space since any course that is removed cannot be retained in a usable way. This means that backups are also not managed in such a way that it is possible to restore one course without restoring the entire backup and searching through it for the desired course, a time-consuming process at best.
3. **Sakai 2.6 is relatively rudimentary and does not offer reliable migration of courses or archiving.** Large institutions across the country – including University of Florida and Duke – are choosing Sakai over commercial products in an effort to control their own futures and end their dependence on unpredictable commercial LMS providers. Many are waiting for Sakai 3, a version anticipated for 2013 but already running well behind schedule. Some are investing heavily in developers to bridge the gap, which increases their costs to similar expense levels for a commercial product. As with Desire2Learn, no archiving is available at this time. Our demonstration by Seminole State College also revealed that their migration from ANGEL was largely a manual, cut-and-paste process, a tedious and time-consuming effort which will not scale to our size and scope.

Our initial concerns about upgrading to ANGEL 7.4 were fueled by significant reported problems with the early release of the product. In addition, product support was to end in 2012. Since this committee was formed, Blackboard has announced extended support for 7.4 to October 2014 in response to delays in the timeline for the release of Blackboard NG. ANGEL 8.0 is to be released in 2012, but there is little new planned for this release except a conversion path from it to Blackboard, and support for it also is set to end in 2014. A similar conversion path as is planned for ANGEL 8.0 is also being provided in 7.4. Numerous system glitches have been resolved in ANGEL 7.4, and other institutions, including Miami Dade College, are running it successfully. New features such as grading rubrics will be a welcome addition to the familiar ANGEL toolset.

In the end, the committee is pleased with its recommendation. An opportunity [for committee chair Vicki Westergard] to consult with Marti Harris of the Gartner Group on January 27 confirmed the wisdom of our choice. Gartner is a nationally respected source for market trends and vendor strategies in various areas of technology, constantly in touch with vendors and constituents. Gartner reports that things are changing rapidly in the LMS arena, and that anyone who has the opportunity to “stay the course and observe what’s going on” will benefit from that approach.

Next Steps

Pending Cabinet and Board approval, our next steps are to establish a timeline for upgrade to ANGEL 7.4 and retirement of 7.3. Final decision on that timeline will be made in consultation with leadership and faculty, but preliminary thinking is that a 7.4 pilot would run in fall term of 2011-12, with additional instructors joining a larger pilot for spring 2011-12 and collegewide adoption for summer term. A new contract would be negotiated for August 2012 through July 2014 with the option to extend for two additional years in one-year increments.

Evaluation will begin anew next year as this evaluation has shown us that a conversion to an entirely new product will require more time than our last conversion, from WebCT to ANGEL. This is in large part due to the fact that ANGEL is no longer simply a venue for online classes. It is used across all instructional modalities, and serves clubs and other cohorts to an extent that WebCT did not. ANGEL has allowed us to incorporate many SPC and 3rd party resources to enhance student and faculty ease of use. The LMS is now an integral tool for instruction.

LMS RECOMMENDATION ADDENDUM

Committee Timeline

Summer 2010	Committee members list suggested and approved by deans and provosts
August 3	First meeting of committee included a review of the proposed timeline for review, selection and recommendation plus development of an evaluation rubric.
September 14	Further review of the evaluation rubric. Group began to review the list of possible products for consideration. Discussions were held regarding various terminologies to educate the group about LMS choices. Eliminated Software as a Service (SaaS) and hosted options from consideration. Decided to bring in various vendors to demo, as well as Seminole State College to discuss their implementation of Sakai.
October 10	Demo of Sakai by Seminole State College, included discussion of their implementation process, selection of their 3 rd party support company (The Longsight Group) and general satisfaction and challenges of their adoption.
October 19	Desire2Learn overview presentation
October 27	Blackboard Roadmap presentation
November 29-30	Desire2Learn extensive onsite demos
December 6	Blackboard demo
December 14	D2L system administrator concerns phone calls with Iowa and MNSCU (Minnesota) consortiums
January 21, 2011	LMS Committee meeting to discuss our options. Decision reached to upgrade to 7.4 and renegotiate our ANGEL license (with Blackboard) through 2014.

About the Committee

The LMS Evaluation Committee proved to be a dedicated and concerned group, representing all areas of the college. The group was carefully selected to equally represent lower and upper division, grants, corporate training and our high school population. Additionally, libraries, instructional technology and LMS support were represented. Several representatives of FGO were included on the committee.

This decision follows months of research, demonstrations and conversations with various vendors and system users and administrators. An ANGEL shell was established so that committee members could contribute articles and ideas for products they felt should be considered. Over the months, WITS staff spoke with other institutions throughout the state and beyond about their experiences with alternate learning management systems and vendor support.

Initial meetings of the group allowed the committee to determine priorities and timeline. Committee members, the majority of which were faculty, were educated on differences in offerings and terminology,

including the choice of hosting vs. self-hosted, open source vs. commercial products vs. open source, 3rd party support options for open source. Opinions presented by committee members who work with alternative learning management systems at other institutions were carefully considered. Various presentations were held to which all committee members were invited. Members were repeatedly encouraged to share committee progress with colleagues and to share feedback from them.

LMS Evaluation Committee Members

Name	Area	Site
Rosanne Beck	SEPSI	Allstate
Brian Frank	Public Safety	Allstate
Jamie Ferrazano	Grants	Allstate
Holly Hoopes	Business Tech	Clearwater
Latrica Williams	Mathematics	Clearwater
Richard Mercadante	Communications	Clearwater
Roy Slater	Social Sciences	Clearwater
Alan Shapiro	WITS	Collegewide
Ann Sterner	LMS Support	Collegewide
Karen Hesting	WITS	Collegewide
Ken Pereira	LMS Support	Collegewide
Dan Fumano	Corp Training	EpiCenter
Tom Philippe	CTM	EpiCenter
Eric Carver	Health Informatics	Health Education
Kevin Davis	Funeral Services	Health Education
Rich Flora	Vet Tech 4-year	Health Education
Teri Trede	College of Health Sciences	Health Education
Basil Moutsatsos	Humanities	Seminole
Earl Fratus	Social Sciences	Seminole
Julie Adamich	Business Tech	Seminole
Patricia Smith	Communications	Seminole
John Hesting	Collegiate High School	SP/G CHS
Bruce Brodney	College of Education	St. Pete/Gibbs
Jeff Donovick	Humanities	St. Pete/Gibbs
Karen Estes	Mathematics	St. Pete/Gibbs
Tom Lancraft	Natural Science	St. Pete/Gibbs
Heather Roberson	Social Sciences	Tarpon
Jim Wallis	Natural Science	Tarpon
Jorge Perez	Library	Tarpon
Maureen Mahoney	Ethics	Tarpon

Products considered by the LMS Evaluation Committee:

Hosted/Software as a Service

eCollege - <http://www.ecollege.com/index.learn>

Edvance360 - <http://www.edvance360.com/>

Instructure –Canvas - <http://www.instructure.com/>

Moodle support provider- MoodleRooms – <http://www.moodlerooms.com>

Moodle support provider – Remote Learner - <http://www.remote-learner.net/>

Sakai support provider -rSmart - <http://www.rsmart.com/>

Sakai support provider – Unicon - <http://www.unicon.net/>

Time Cruiser - <http://www.campuscruiser.com/>

WebStudy - <http://www.webstudy.com/wordpress/>

Commercial

Blackboard – <http://www.blackboard.com>

Desire2Learn - <http://www.desire2learn.com/>

Joomla LMS- <http://www.joomlalms.com/>

uCompass - http://www.ucompass.com/old_site/2003/flash/?url=&sessionid=1285595768

Collaborative Open-Source

Moodle - <http://moodle.org/>

Sakai - <http://sakaiproject.org/>

Sakai support, hosting optional – Longsight - <http://www.longsight.com/open-source/sakai>

Other non-traditional options

Echo360 - <http://www.echo360.com/> (this is not an LMS but a lecture capture software)

Google Apps for Education - <http://www.google.com/a/help/intl/en/edu/university.html>

LiveText – <https://www.livetext.com/>

Microsoft Sharepoint – eLearningForce - <http://www.elearningforce.com/>

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: St. Petersburg College's Commitment to Diversity (Mission Language Proposal)

As we have been reviewing our mission statement and planning documents, it was called to my attention that the Commitment to Diversity language is silent on nondiscrimination relating to sexual identity or gender orientation. This omission, I believe, does not represent the openness that characterizes St. Petersburg College.

I would like to propose that we modify the language of the Commitment to Diversity portion of our Mission Statement as follows (new language highlighted):

*The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The College will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, **sexual orientation, gender identity**, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct.*

Attached are the four Board Rules containing the College's nondiscrimination statement with proposed revisions underlined and highlighted. The Rules include 6Hx23-1.02, Philosophy and Objectives (Purpose) Statement of the College; 6Hx23-1.34, Discrimination Grievance Rule; 6Hx23-2.01, Equal Employment Opportunity/Affirmative Action; and 6Hx23-2.010, Harassment and Relationships Policy. Please note that, for consistency purposes, I added a suggested definition of harassment on the basis of sexual orientation and gender identity as part of the Harassment Rule 6Hx23-2.010.

No changes in policy or practice are implied by this change, only a public statement of openness and inclusion that reflects the values of our College. **The Board's feedback is sought in regard to moving these proposed modifications forward through the formal rulemaking process.**

Attachments

wdl0420111

RULE

SUBJECT	PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE	PAGE
		1.02-1
LEGAL AUTHORITY	6Hx23-1.02	10/20/09 Revision #09-10

6Hx23-1.02 PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE

The mission of St. Petersburg College is to provide accessible, learner-centered education for students pursuing selected baccalaureate degrees, associate degrees, technical certificates, applied technology diplomas and continuing education within our service area and globally, while retaining leadership as a comprehensive, sustainable, multi-campus postsecondary institution and as a creative partner with students, communities, and other educational institutions to deliver rich learning experiences and to promote economic and workforce development.

In support of our mission, the specific goals of the College are to:

- I. Expand student access to baccalaureate programs, bachelor's degrees, graduate degrees, and careers; as well as prepare lower division students for successful transfer into baccalaureate programs through the associate in arts and articulated associate in science degree programs;
- II. Maintain the "open door" by providing opportunities for under-prepared students to achieve college entry-level skills through college preparatory programs and services;
- III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives;
- IV. Contribute to the international education of students by providing opportunities that encourage global awareness and perspectives;
- V. Provide challenging educational opportunities for area high school students through dual enrollment, charter school and similar programs;
- VI. Promote student learning and maximize opportunities for student success by enhancing services delivered by student affairs staff;
- VII. Provide a diverse student body with innovative teaching and learning technologies in various instructional modalities;

RULE

SUBJECT	PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE	PAGE
		1.02-2
LEGAL AUTHORITY	6Hx23-1.02	10/20/09 Revision #09-10

- VIII. Build/acquire and maintain a high-quality infrastructure, including technology, facilities, and equipment to meet student and community needs;
- IX. Recruit and develop an outstanding, diverse faculty and staff; and
- X. Perform continuous institutional self-evaluation and efficient and effective operations to assure a culture of excellence in student services and academic success.

Note: Numbering and/or alphabetical order does not indicate priority.

St. Petersburg College is dedicated to the concept of equal opportunity. The College will not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or against any qualified individual with disabilities in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the College will not tolerate such conduct.

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

Law Implemented: 1001.64, 1004.73, F.S.

History: Formerly 6Hx23-1-0.00; Readopted 10/25/77; Amended 1/18/79, 9/17/81; Filed and effective 9/17/81; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 12/14/99. Filed - 12/14/99. Effective - 12/14/99; 8/21/01. Filed – 8/21/01. Effective - 8/21/01; 3/20/07. Filed – 3/20/07. Effective – 3/20/07; 10/20/09. Filed – 10/20/09. Effective – 10/20/09.

RULE

SUBJECT	DISCRIMINATION GRIEVANCE RULE	PAGE
		1.34-1
LEGAL AUTHORITY	6Hx23-1.34	10/20/09 Revision #09-10

6Hx23-1.34 DISCRIMINATION GRIEVANCE RULE

- I. St. Petersburg College is dedicated to the concept of equal opportunity and equal access, and will not tolerate discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or against any qualified individual with disabilities.
- II. The President of the College is therefore authorized to develop procedures for hearing and responding to informal discrimination inquiries and formal complaints of discrimination. These procedures shall involve the establishment of a hearing panel that shall be responsible for hearing formal complaints of discrimination and making recommendations to the President. It is the purpose of this policy to secure, at the earliest possible procedural level, the resolution of alleged charges of discrimination through informal and formal procedures by which charges may be presented free from coercion, interference, restraint, discrimination, or reprisal and by which students, employees, and applicants for admission are afforded adequate opportunity to resolve the charges.
- III. This Rule shall apply to charges of discrimination based on race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity or disability and shall relate to admission to the College; admission to programs; terms or conditions of employment, wages, and aid, benefit, or service to students.
- IV. It is contrary to College policy to file a discrimination or harassment complaint in bad faith. Any person who abuses this Rule and its Procedure by filing a frivolous complaint may be subject to disciplinary action where such complaint was determined to be pursued in bad faith. This subsection is not intended to discourage bona-fide complaints brought forth in good faith.
- V. It is further contrary to College policy for any individual to engage in conduct that may be deemed retaliatory against any complainant or witness that has made allegations or provided information or testimony in relation to, or during investigation of, a complaint of discrimination or harassment. Any person who believes they have

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SUBJECT	DISCRIMINATION GRIEVANCE RULE	PAGE
		1.34-2
LEGAL AUTHORITY	6Hx23-1.34	10/20/09 Revision #09-10

been subjected to retaliation may seek redress pursuant to this Rule and its Procedure.

Specific Authority: 1001.64 (2) & (4), F.S.
Law Implemented: 1000.05, 1001.64(18), 1012.855, F.S.; SBE Rules 6A-19.001, 6A-19.002, 6A-19.009, F.A.C.

History: Adopted 6/17/82; Amended 9/20/84; Filed 9/20/84; Effective 9/20/84; 4/17/01. Filed – 4/17/01. Effective – 4/17/01; 10/20/09. Filed – 10/20/09. Effective – 10/20/09.

RULE

SUBJECT	EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION	PAGE
		2.01-1
LEGAL AUTHORITY	6Hx23-2.01	1/19/93 Revision #93-1

6Hx23-2.01 EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

- I. It is the policy of the college to provide equal employment opportunity for all without regard to race, color, religion, sex, age, marital status, sexual orientation, gender identity or national origin. Furthermore, the college shall not discriminate in its employment practices against any qualified handicapped individual with a disability.
 - A. All personnel in supervisory and nonsupervisory capacities are requested to actively assist in the recruitment and employment of qualified minorities and females in order to assure that equal employment opportunities are made to all qualified persons. This shall be required for all initiators of employment opportunities at the college.
 - B. All employment procedures shall be published and made available to sources of recruitment, supervisors and employees. It shall be the responsibility of the employee relations department to explain such procedures.
 - C. The college shall have a written affirmative action plan which shall be implemented, evaluated, and revised regularly, and a semi-annual report shall be made to the president by the Equal Access/Equal Opportunity officer.
- II. See Rule 6Hx23-2.011 SEXUAL HARASSMENT for the College's policy on discrimination on the basis of sex and the sexual harassment rule.
- III. Reporting Discrimination.
 - A. If an employee has reason to believe that another employee or student has been discriminated against, that employee shall report such discrimination immediately to any one of the following persons so that appropriate action will be taken:
 - College's EA/EO Officer
 - Vice President, Human Resources
 - President
 - Appropriate Provost

RULE

SUBJECT	EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION	PAGE
		2.01-2
LEGAL AUTHORITY	6Hx23-2.01	1/19/93 Revision #93-1

- IV. Discrimination grievances shall be processed in accordance with Rule 6Hx23-1.34.

General Authority: 240.319(2), F.S.

Law Implemented: Executive Order of the President of the United States No. 11246; Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act; Equal Employment Opportunity Act of 1972; Revised Orders Nos. 4 and 14 issued by the Office of Federal Contract Compliance; 228.083, 240.313, 240.331(2)(c), 240.319(3)(a), F.S.; Sections 503 and 504, Rehabilitation Act of 1973 (as amended); Age Discrimination Act of 1975.

History: Formerly 6Hx23-3-9.01; Adopted 10/25/77; Amended 9/18/80, 9/17/81, 6/17/82, 9/20/84; Filed 9/20/84; Effective 9/20/84; 9/22/92; Filed - 9/22/92. Effective - 9/22/92; 1/19/93. Filed - 1/19/93. Effective - 1/19/93.

RULE

SUBJECT	HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS	PAGE
		2.010-1
LEGAL AUTHORITY	6Hx23-2.010	4/16/02 Revision #02-4

6Hx23-2.010 HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS

I. POLICY

Harassment constitutes discrimination on the basis of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity or disability and is a violation of this Rule. The College shall not tolerate such conduct. Any employee or student who is found to have violated this Rule shall be disciplined and such discipline shall range from one or more of the following: counseling, attendance at a harassment seminar, written admonishment, suspension or dismissal.

- A. St. Petersburg College maintains a professional work and academic environment wherein all students, staff, faculty and other members of the Collegiate Community are treated with respect and dignity. The goal of the College is to provide an academic and institutional climate that is free of harassment.
- B. Forms of harassment that are encompassed by this procedure include harassment based on race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity or disability.
- C. Harassment is specifically prohibited by state and federal law. Instances of harassment may result in both civil and criminal liability on the part of the individual harasser, as well as the supervisor and the College. The College will not tolerate prohibited harassment of its students and employees on the campus or at off campus events or programs held under the auspices of the College.

II. DEFINITIONS

- A. **Racial harassment** is defined as unwelcome conduct relating to an individual's race or color, which unreasonably interferes with an employee's or student's status or performance by creating an intimidating, hostile or offensive working environment. Harassment on the basis of race or color includes offensive or demeaning treatment of an individual, where such treatment is based typically on prejudiced stereotypes of a

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		2.010-2
LEGAL AUTHORITY	6Hx23-2.010	4/16/02 Revision #02-4

group to which that individual may belong. It includes, but is not limited to, objectionable epithets, threatened or actual physical harm or abuse, racial slurs, comments or manner of speaking, negative references to racial customs or other intimidating or insulting conduct directed against the individual because of his/her race or color.

- B. **Religious harassment** consists of unwelcome physical or verbal conduct, which is related to an individual's religion or creed when the conduct has the effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of religion includes derogatory comments regarding surnames, religious traditions, religious clothing, or religious slurs or graffiti.
- C. **Sexual harassment** See Board of Trustees' Rule 6Hx23-2.011
- D. **Age harassment** consists of depriving an individual of terms, conditions, privileges of employment and other opportunities or taking adverse action against an individual because of his/her age.
- E. **National origin harassment** consists of unwelcome physical or verbal conduct, which is related to an individual's national origin when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment. Harassment on the basis of national origin includes negative comments regarding surnames, manner of speaking, custom, language or ethnic slurs.
- F. **Marital status harassment** consists of limiting, segregating or classifying an individual in such a way as to deprive an individual of educational or employment opportunities or otherwise adversely affect an individual because of his/her marital status. This definition does not apply where there is a conflict of interest or where it would be contrary to other law.
- G. **Sexual orientation and gender identity harassment** consists of unwelcome physical or verbal conduct relating to an individual's sexual orientation and/or gender identity when the

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		2.010-3
LEGAL AUTHORITY	6Hx23-2.010	4/16/02 Revision #02-4

conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

- H. **Disability harassment** consists of unwelcome physical or verbal conduct relating to an individual's disability when the conduct has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.

III. EMPLOYEE RELATIONSHIPS:

- A. In the supervisor-instructor/staff context, the term harassment has a broader impact. The supervisor-instructor/staff relationships are professional in nature; inappropriate behavior as defined above is unprofessional and undermines the essential atmosphere necessary in the workplace. This unprofessional behavior is subject to discipline.
- B. Supervisor-instructor/staff or staff-staff relationships should at all times be professional and any conduct by an employee which unnecessarily or unreasonably creates an intimidating, hostile or offensive working environment in violation of the rights of others is inappropriate, unacceptable and is subject to discipline.

IV. STUDENT RELATIONSHIPS

The student-student relationship, the student-instructor relationship and the student-staff relationship should at all times be respectful of the rights of others. Conduct by a student which creates an intimidating, hostile or offensive environment violates the College's Harassment Rule and may be subject to discipline. For this purpose, staff not only includes College staff, but all employees of clinics and agencies affiliated with a College clinical program or course.

V. INSTRUCTOR/STAFF-STUDENT RELATIONSHIPS:

In this Section, the term "staff" shall include all College employees other than faculty/instructors.

- A. In the instructor/staff-student context, the term harassment also has a broader impact. Since the instructor/staff-student

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		2.010-4
LEGAL AUTHORITY	6Hx23-2.010	4/16/02 Revision #02-4

relationship is one of professional and client, inappropriate behavior is unacceptable because it is a form of unprofessional behavior that seriously undermines the atmosphere of trust essential to the academic setting and is subject to discipline.

- B. This Rule applies to relationships where the instructor or staff member is in a position to determine a student's grade or otherwise affect a student's academic progress or environment.
- C. This Rule is not intended to apply when an instructor is teaching in the classroom when the subject matter taught or discussed is done in a tasteful manner and is germane to the course being taught. Nevertheless, the instructor/staff-student relationship should at all times be professional and any conduct by an instructor or staff member which unnecessarily or unreasonably creates an intimidating, hostile or offensive academic environment in violation of the rights of others is inappropriate and unacceptable and is subject to discipline.

VI. RETALIATION

It is a violation of this Rule to retaliate or to take reprisal against any person who has filed a complaint or who has complained about harassment based on the fact that the employee or student raised an issue about harassment to any other person, entity or human rights agency. It is also a violation of this Rule to retaliate against any person involved in the investigation (including witnesses) of a complaint.

If any reprisals or retaliatory actions occur, they should be reported immediately. Any such reports will be investigated by the college attorney or designee. Reprisals and retaliatory actions will be dealt with through appropriate disciplinary action and steps will be taken to prevent the recurrence of harassment, reprisal, and/or retaliation.

VII. REPORTING, INVESTIGATION AND RESOLUTION:

Students and employees are responsible for promptly reporting harassment. The College has established the following procedure for reporting, investigating and resolving complaints of harassment and retaliation.

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SUBJECT	HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS	PAGE
		2.010-5
LEGAL AUTHORITY	6Hx23-2.010	4/16/02 Revision #02-4

A. DUTY TO REPORT:

1. Complaints of harassment by students or employees are to be promptly reported to individuals designated by the President and published at the beginning of Session I of each year in the College's annual Supplement to the Faculty, Staff and Student Handbooks or such other publications as the President may determine. The complaint may be reported to any one of the individuals designated, regardless of what site the reporting person is associated with. The individual receiving the complaint shall promptly notify the college attorney.
2. Supervisors are to promptly report any conduct that may appear to involve harassment as provided herein.
3. Alternatively, complaints may be reported to the director of Equal Access/Equal Opportunity.

B. INVESTIGATION:

Upon receipt of a complaint, the college attorney will have the responsibility for and will direct each investigation of harassment. In directing the investigation, the college attorney may designate other persons to conduct and aid in the investigation.

Upon completion of the investigation, the results of the investigation will be submitted to the President or designee for determination of what action, if any, is appropriate. The complaining party will be advised of the results of the investigation.

C. RESOLUTION OF A COMPLAINT:

Resolution of a complaint may be accomplished in various ways. The complaint may be resolved by intervention; corrective action being taken by appropriate managers, the President or designee; or by official disciplinary procedures.

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SUBJECT	HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS	PAGE
		2.010-6
LEGAL AUTHORITY	6Hx23-2.010	4/16/02 Revision #02-4

D. DISCRIMINATION GRIEVANCE:

The victim of the harassment may also bring a discrimination grievance, which shall be processed in accordance with Rule 6Hx23-1.34.

E. DUTY TO REPORT ANY RECURRENCE:

Complaints of any recurrence of conduct involving harassment or retaliation are to be promptly reported as provided herein.

VIII. FALSE COMPLAINTS:

Any person who knowingly files a false complaint of harassment or retaliation against another shall be subject to disciplinary action, up to and including dismissal.

IX. DISCIPLINE/PROCEDURE:

Remedial or disciplinary action will depend on the nature of the incident, but such discipline shall range from one or more of the following: counseling, attendance at a harassment seminar, written admonishment, suspension or dismissal.

- A. Career service employees may be subject to disciplinary action as provided for in the Career Service Manual, Board of Trustees' Disciplinary Rule 6Hx23-2.19 relating to career service employees and/or Sections 120.569 and 120.57 of the Florida Statutes.
- B. Administrative staff and faculty members may be subject to disciplinary action as provided Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.
- C. All instructors who violate this policy with a student presently enrolled in his/her class will be subject to discipline, up to and including dismissal, pursuant to Rules 6A-14.0411(4) and/or 6A-14.0411(6), F.A.C.
- D. Students may be subject to disciplinary action as provided for in Board of Trustees' Rule 6Hx23-4.35.

RULE

SUBJECT	HARASSMENT AND RELATIONSHIPS POLICY AND DEFINITIONS	PAGE
		2.010-7
LEGAL AUTHORITY	6Hx23-2.010	4/16/02 Revision #02-4

X. REPORT OF ACTION TAKEN:

The College shall report, to the person making the complaint, the action taken by the College regarding any harassment, reprisal, retaliation or any reoccurrence thereof.

XI. CONFIDENTIALITY/PUBLIC RECORDS:

Subject to certain statutory exemptions, College employee records are generally by law subject to public disclosure upon request of a member of the public under Chapter 119 of the Florida Statutes. Records are provided only upon an appropriate request. Student identifiable records are generally protected by Florida Statutes and the Family Education Rights and Privacy Act.

XII. PUBLICATION:

The College shall publish and make available to all students and employees its Harassment Rule or pertinent parts thereof and examples of harassment, which are, prohibited conduct.

Specific Authority: 240.319(2) & (3), 240.319(4)(h) & (l), F.S.

Law Implemented: Titled "VII of the Civil Rights Acts of 1964", as amended; the Florida Human Rights Acts of 1977, as amended; Title IX of the Educational Amendments Act of 1972, as clarified by the Civil Rights Restoration Act of 1988; Sections 503 & 504 of the Rehabilitation Act of 1973; Americans With Disabilities Act; Age Discrimination in Employment Act; Age Discrimination Act of 1975; Equal Employment Opportunity Act of 1972; EEOC Regulation 29 C.F.R. Section 1604.11 and 34 C.F.R. Section 106 et seq.; 240.319(4)(h) & (l), 228.2001, F.S.; Rules 6A-14.0262(7)(e) & (8), 6A-14.0247(6), 6A-19.002, F.A.C.

History: Adopted 4/16/02. Effective – 4/16/02.

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: SPC Career Service Employee Council (*information*)

As you may remember from the 7/24 plan, one of our goals was to create a Career Service Employee Council (CSEC) representing all Career Service employees.

As a result of the excellent work of the organizing team and leadership of Dr. Jim Olliver and Ms. Patty Jones, the CSEC has completed its draft of the bylaws; election planning is underway; and a proposed timeframe for the election is set to take place by the end of May.

Purpose (excerpt from proposed bylaws)

The purpose of the CSEC shall be to act in an advisory capacity to the President, to support issues of importance to Career Service employees and to make recommendations and perform other services as outlined in these bylaws and as requested by the College President.

Structure

The CSEC Steering Committee will include 24 representatives from 8 sites (St. Petersburg/Gibbs, Clearwater, Tarpon Springs, Seminole, Health Education Center, Allstate, SPC Downtown/Midtown/Palladium, and EpiCenter/District Office). The Executive Board will include 5 officers elected from among the CSEC Steering Committee.

Dr. Jim Olliver, Provost of Seminole/eCampus, reviewed the proposed CSEC with President's Cabinet as well as Provosts/Deans Council on April 18. **It is being presented to the Board today for informational purposes only** and will next be communicated to employees via various modalities and then launched.

LEARN TO EARN PROGRAM PURPOSE



Program Purpose

- Assist individuals with returning to work
- Align training with employment needs
 - Meet with employers
 - Assessment of individual skills
- Accessibility
 - Starting May 2nd
 - 8 programs of study
 - In as little as 40 hours

LEARN TO EARN PROGRAM COMPONENTS



Program Components

- Administrative Tools
- Today's Technology
- Health and Fitness
- Public Safety and Security
- Career Preparation / Readiness

LEARN TO EARN MARKETING KICK-OFF CAMPAIGN



Series of 144 radio spots on three local stations

Flash banner ads on tampabay.com (St. Petersburg Times website)

Print ads in *tbt** and *Weekly Challenger*

ReachLocal online marketing campaign including search engine optimization and pay-per-click ads

St. Petersburg College

LEARN to EARN

Coming
in May!

Upgrade your resumé to better compete for jobs!

Some of SPC's Learn to Earn courses are completed in *a few hours*, others in *a few weeks*, all at *your convenience*.

FREE interest and skills assessment included.

Career areas include:

Administrative Tools

- Microsoft Office Tools
- SharePoint

Career Preparation/Readiness

- Assessment
- Business Writing
- Interviewing
- Interpersonal Skills
- Resume Writing

Health and Fitness Professions

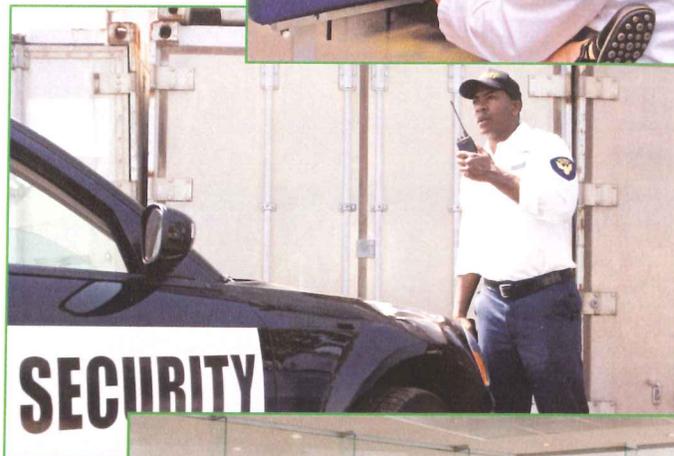
- Assisted Living
- Orthotic Fitter
- Personal Trainer

Public Safety and Security

- Class G Firearms License
- Private Investigation
- Public Safety Technician

Today's Technology

- Adobe
- Auto Desk



For details, call **727-398-8466**,
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