

# AGENDA

## ST. PETERSBURG COLLEGE BOARD OF TRUSTEES TUESDAY, SEPTEMBER 20, 2011

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

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

### **I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

### **II. PRELIMINARY MATTERS** (*Decision*)

- A. Confirmation/approval of new date for October Board Meeting – Monday, October 17, 2011 (*Decision*)
- B. Recognitions/Announcements (NONE)

### **III. COMMENTS**

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

### **IV. REVIEW AND APPROVAL OF MINUTES** (*Decision*)

Board of Trustees' Meeting of August 16, 2011

### **MONTHLY REPORTS**

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Provosts – Brock, Ulmer
- D. Faculty Senate – Fratus

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

### **VII. NEW BUSINESS**

- A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)
  - 1. Who's Here Presentations
    - a. Opening Day – All Students
    - b. Opening Day – First Time in College Cohort, Fall 2011 vs. Fall 2010
    - c. Retention Data for the Fall 2010 FTIC Cohort.
  
- B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing) - NONE
  
- C. OTHER EXPENDITURES AND CONTRACTS – NONE
  
- D. GRANTS/RESTRICTED FUNDS CONTRACTS (*Decision*)
  - 1. Application/Acceptance
    - a. Florida Division of Emergency Management – Disaster Response Interpreter Training
    - b. National Science Foundation – Scholarships in Science, Technology, Engineering, and Mathematics Program
    - c. U.S. Department of Homeland Security, Transportation Security Administration, Federal Air Marshal Training
  - 2. Amendment(s)
    - a. U.S. Department of Education – Student Support Services Program
  
- E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION (*Decision*)
  - 1. Advertising for Miscellaneous Construction Manager At Risk Services, Collegewide
  - 2. Review of Construction Documents (Phase III) and Guaranteed Maximum Price (GMP), Project 151-G-11-15 Remodel 1<sup>st</sup> Floor Downtown Center, Phase I and Phase II
  - 3. Board Acceptance of Project 1707-X-08-18, Veterinary Technology Building, Veterinary Technology Center
  - 4. Board Acceptance of Project 186-C-11-4, Additional Classrooms/Offices, Seminole Campus
  - 5. Board Acceptance of Project 186-B-11-4, Science Lab Upgrades, UPC Building, Seminole Campus

6. Disposition of Surplus or Obsolete Property (Survey 538)

F. AGENCY BILLINGS - NONE

G. PERSONNEL (*Decision*)

1. Personnel Report

2. Extension of Benefits-Related Vendor Contracts (*Existing Plan, October – December, 2011*)

3. Benefits-related Vendor Contracts (*January – December, 2012, with change in Disability Vendor*)

4. Health Insurance Benefits – 2012

a. Overview (*Presentation*)

b. Approvals

H. PROPOSED CHANGES TO BOT RULES MANUAL- Public Hearing – (*Decision*)

- Rule 6Hx23-4.02 Admission Requirements

- Rule 6Hx23-4.61 Requirements of the Respiratory Care Program

I. FINANCIAL REPORT AND UPDATE (*Information*)

**VIII. PRESIDENT’S REPORT** (*Information*)

A. Student Life Plan Project

B. State Policy Updates

1. Board of Education

2. Higher Education Coordinating Council (HECC)

3. Legislature

C. 2011 Community Outreach Award

D. 2011 Exemplary Practice Award

**IX. FUTURE AGENDA ITEMS**

1. Strategic Planning Workshop – December 2011

**X. NEXT MEETING DATE AND SITE**

Monday, October 17, 2011, 8:30 am, SPC EpiCenter.

**XI. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting September 20, 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.

Date Advertised: August 19, 2011

[Confirmation of Publication](#)

iCORPS

Inner City Operation to Recruit for  
Public Safety




THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY  
5800 S. UNIVERSITY AVENUE  
CHICAGO, ILLINOIS 60637  
TEL: (773) 835-3100  
FAX: (773) 835-3101  
WWW: WWW.CHEM.UCHICAGO.EDU

2007 SUMMER  
CAMP

ST. PETERSBURG COLLEGE  
DOWNTOWN  
LEARNING SUPPORT  
COMMONS - TUTORING

Why should *you* go  
to tutoring?

A decorative horizontal band at the top of the slide features a repeating floral pattern in a dark grey color against a slightly lighter grey background.

When we were planning  
our tutoring center,  
we were thinking of *you*,  
our student,  
facing a sea of homework  
lurking in the dark, deep blue  
like a giant razor-toothed monster,  
and...



**SOMETHING OCCURRED TO US**





**LEARNING SUPPORT**

“You’re gonna need a bigger boat.”

LEARNING SUPPORT

*We're your bigger boat.*

## MEET YOUR DOWNTOWN TUTORING TEAM



*Mike Brown  
Math & Science*



*Joni Gotwald  
Mathematics*



*Doug Bozarth  
Mathematics*



*Latasha Seay  
Math & Science*



*Jim LeBoeuf  
Science*



*Jan Moss*



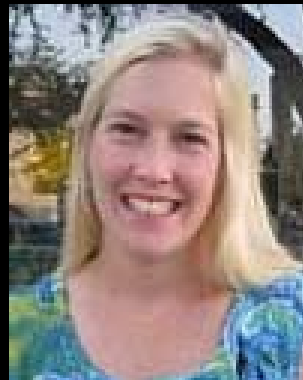
*Bledar Prifti*



*Logan Mabe*

**AND DON'T FORGET**

Our lead shark researcher...



**Heather Disler**

Library Services

**DOWNTOWN  
LEARNING SUPPORT COMMONS -  
TUTORING**

**Tutoring Center  
Room DC 314**

**Hours:**

**Mon – Thurs: 8 a.m. – 9 p.m.**

**Friday: 8 a.m. – 2 p.m.**

## WHAT WE DO IN THE TUTORING CENTER

we help students:

- understand assignments
- achieve learning objectives
- utilize required technology
- increase competency
- learn new skills
- increase confidence
- become independent learners



**MATHEMATICS & SCIENCE  
TUTORING AVAILABLE**

Mathematics

Biology

Chemistry

Earth Science

Oceanography

Anatomy and Physiology

Statistics



## COMMUNICATIONS & COMPUTER TUTORING AVAILABLE

### ➤ Computers

- Use of ANGEL
- Basic skills/internet
- Microsoft Office
  - ❖ Word, Excel, PowerPoint, and Access through advanced level
- Web design through intermediate level

### ➤ Political Science

### ➤ Reading

### ➤ Writing

### ➤ Speech Writing and Presentation

NOT ON SALE...FREE!

Only for SPC students - lucky, lucky *you*.

Tutoring is  
**FREE.**

Did we say tutoring is free?

It is!

**FREE!**

**KEEP THE BOAT AFLOAT**

Please visit the Downtown Tutoring Center,  
third floor DC 314,  
for out-of-class support  
because...

**COME EARLY IN THE SESSION**

you don't want to end up saying....

**I SHOULD HAVE USED THAT  
BIGGER BOAT...**





**DISCLAIMER**

No actual sharks were harmed in the making of  
this PowerPoint.

## Works Cited

*JAWS*. Dir. David Brown, Richard D. Zanuck. Perf. Roy Scheider, Robert Shaw, Richard Dreyfuss, Lorraine Gary. Universal Pictures, 1975. Film.

Williams, John. *Main Title and First Victim*. MCA Orchestra. 1975. CD.



# Faculty Governance Organization

- October 7<sup>th</sup> Collaborative Event
- Student Life Plan
- Faculty/Administration Relationship





## “Who’s Here at SPC”

---

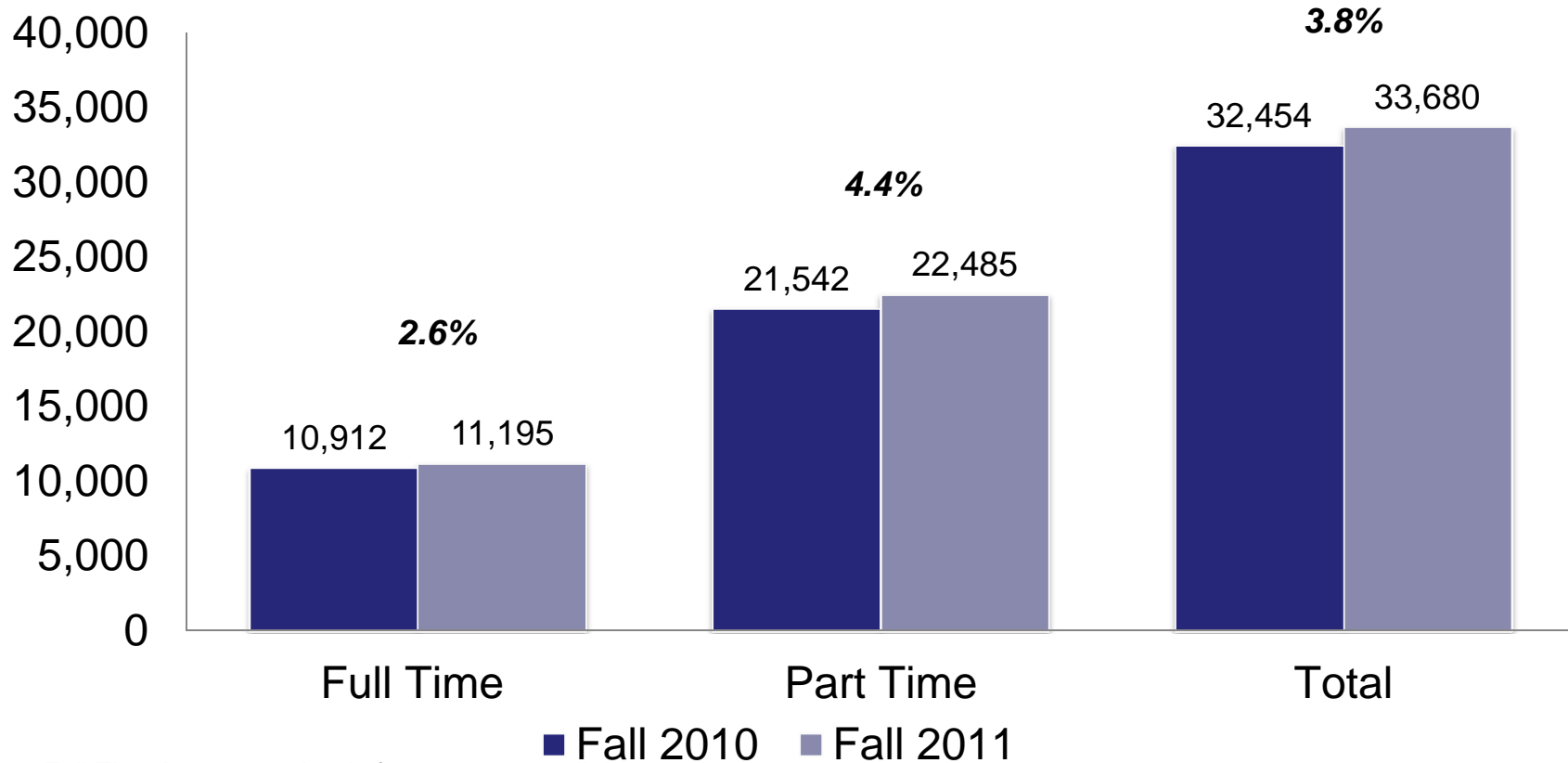
*Opening Day Headcount Enrollment  
for Credit Students  
Fall 2011*

**September 2011**



# Enrollment Status

St. Petersburg College



Note: Full Time is a course load of 12 or more credit hours.

September 20, 2011

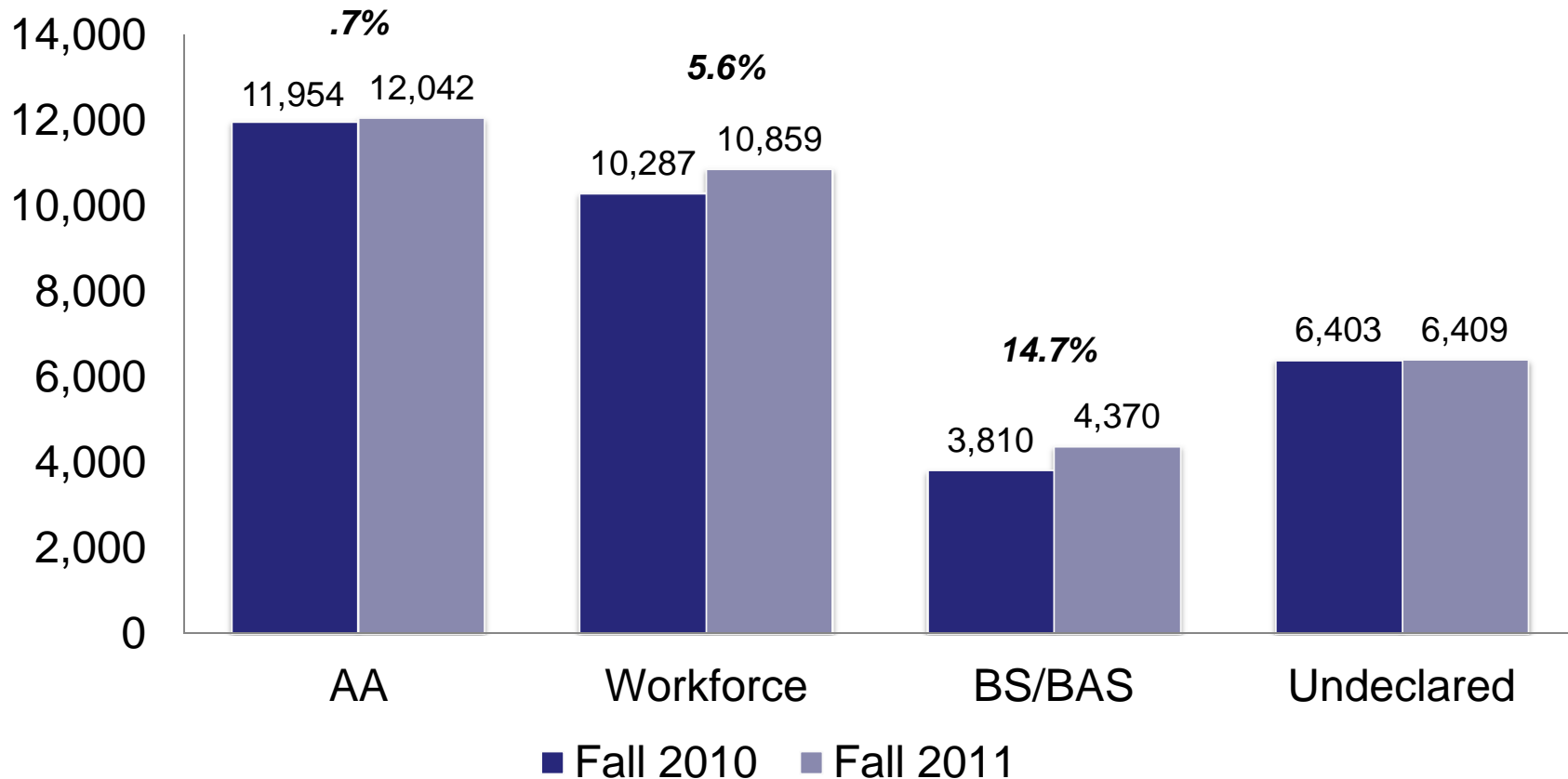
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 8/23/2011



# Degree Objective

## St. Petersburg College



*Note: Workforce includes AS, AAS, ATD, and certificates. Undeclared includes non-degree seeking students.*

September 20, 2011

SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 8/23/2011



# Upper Division Headcount

## St. Petersburg College

Department/College	Fall 2010	Fall 2011	% Change
Natural Science Department	130	211	62.3%
School of Policy and Legal Studies	189	272	43.9%
College of Nursing	630	769	22.1%
College of Health Sciences	577	698	21.0%
College of Business	1,012	1,168	15.4%
College of Public Safety Administration	273	304	11.4%
School of Veterinary Technology	130	138	6.2%
College of Computer and Information Technology	329	332	.9%
College of Education	903	773	-14.4%
Other	8	5	-37.5%
<b>Total</b>	<b>4,181</b>	<b>4,670</b>	<b>11.7%</b>

September 20, 2011

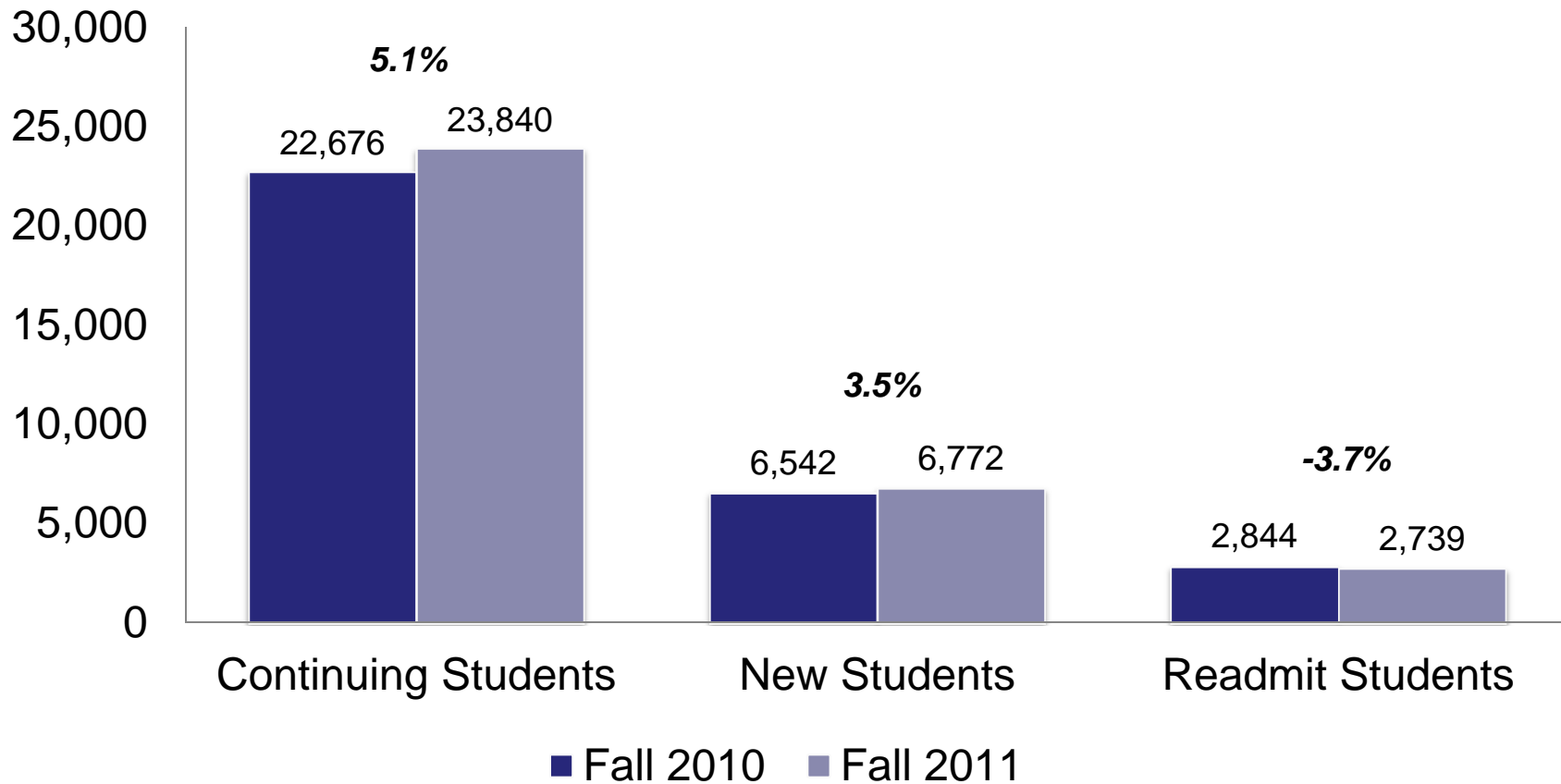
SPC Board of Trustees Meeting

Source: PeopleSoft Student Database extract on 9/8/11. Note: includes upper division students enrolled in BS, BAS, and pre-enrollment programs as well as baccalaureate related certificate programs.



# Enrollment Type

## St. Petersburg College



*Note: Continuing students have been enrolled at least once in the previous year, while readmit students have not.*

September 20, 2011

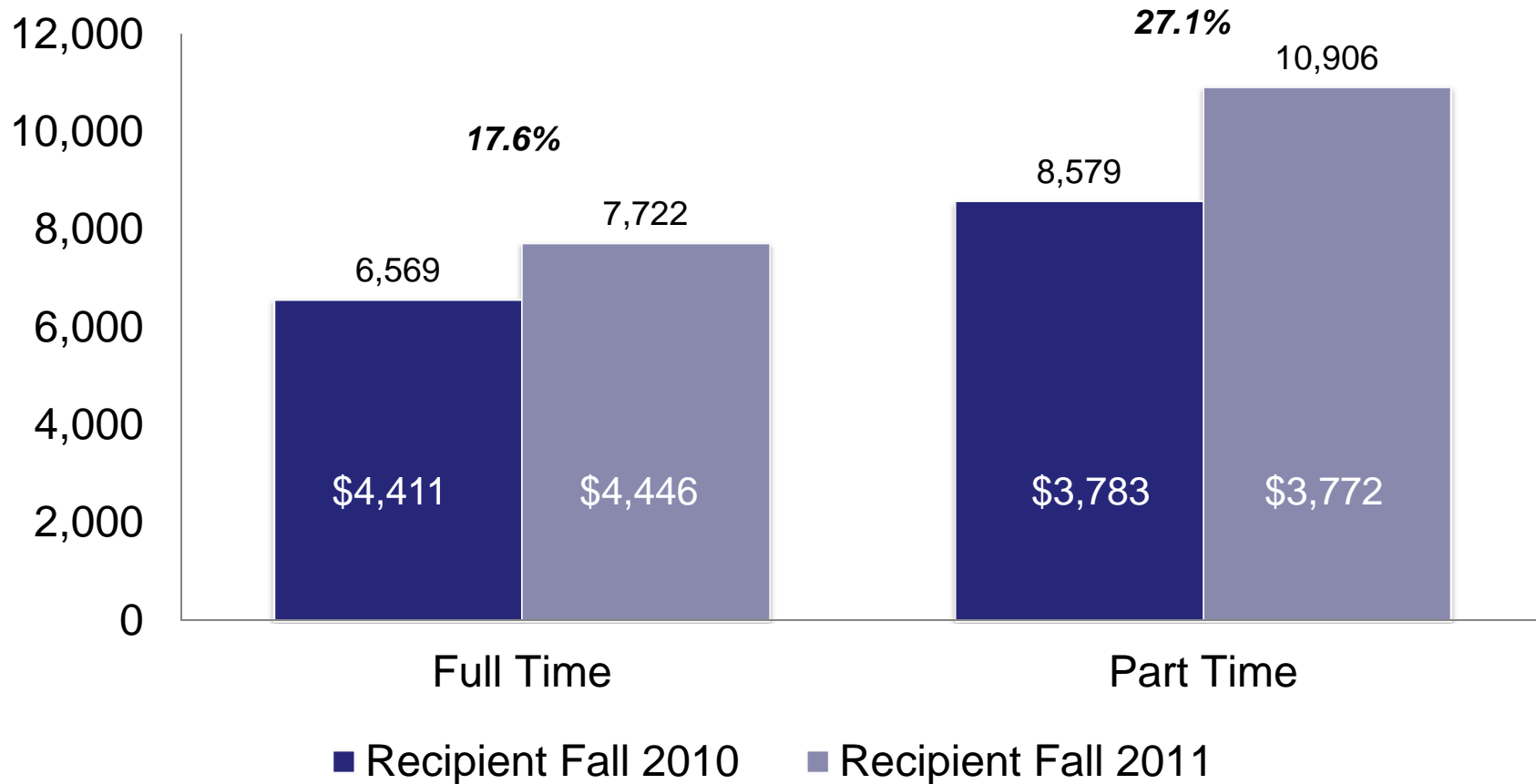
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 9/6/2011



# Financial Aid Recipients & Average Award

St. Petersburg College



September 20, 2011

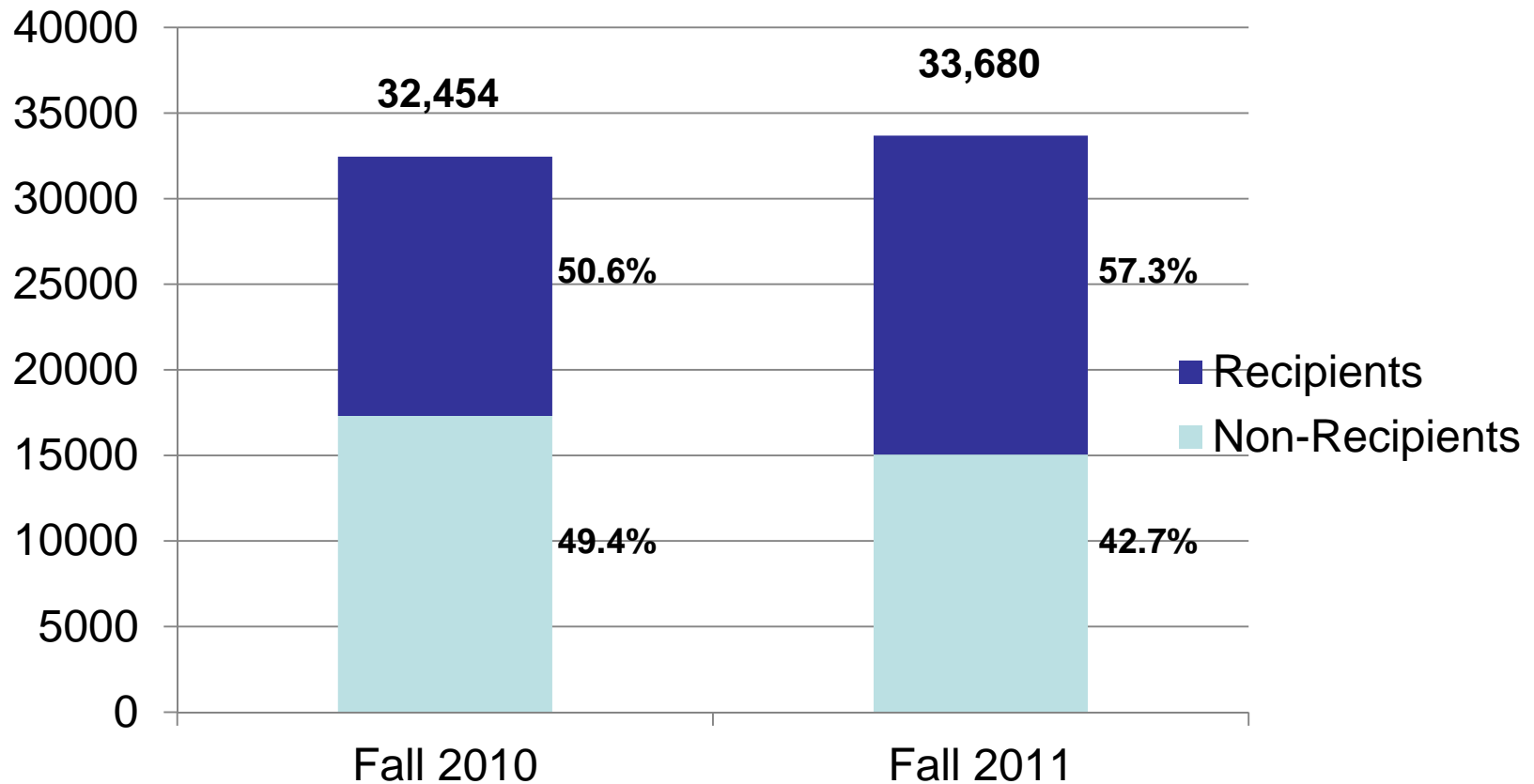
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 8/23/2011



# Financial Aid: Recipients vs. Non-Recipients

St. Petersburg College



September 20, 2011

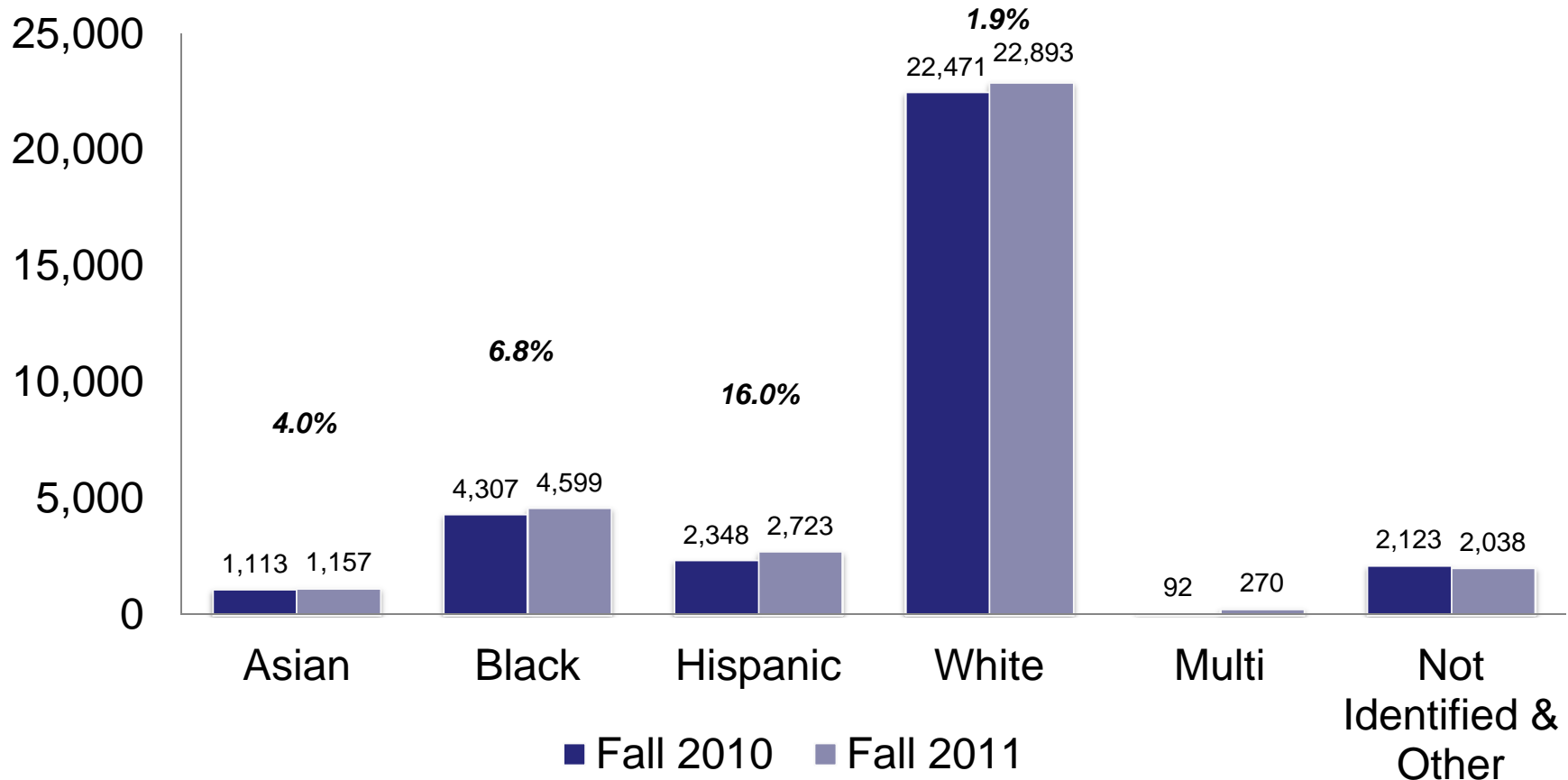
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 8/23/2011



# Student Race/Ethnicity

## St. Petersburg College



*Note: Other includes American Indian, Pacific Islander, and multiple selections.*

September 20, 2011

SPC Board of Trustees Meeting

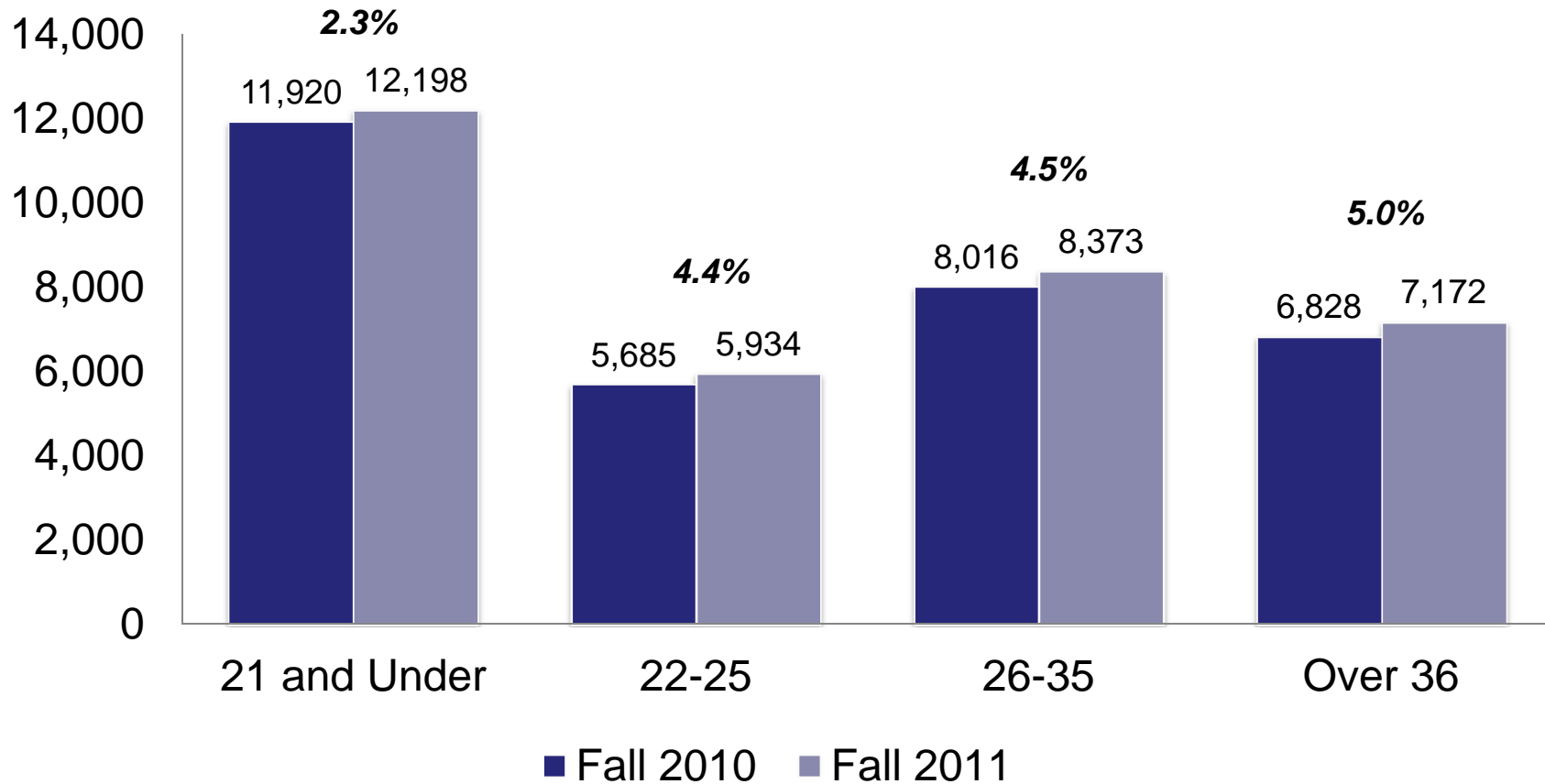
Source: PeopleSoft Student Data System. Data Extracted 8/23/2011





# Student Age

## St. Petersburg College



September 20, 2011

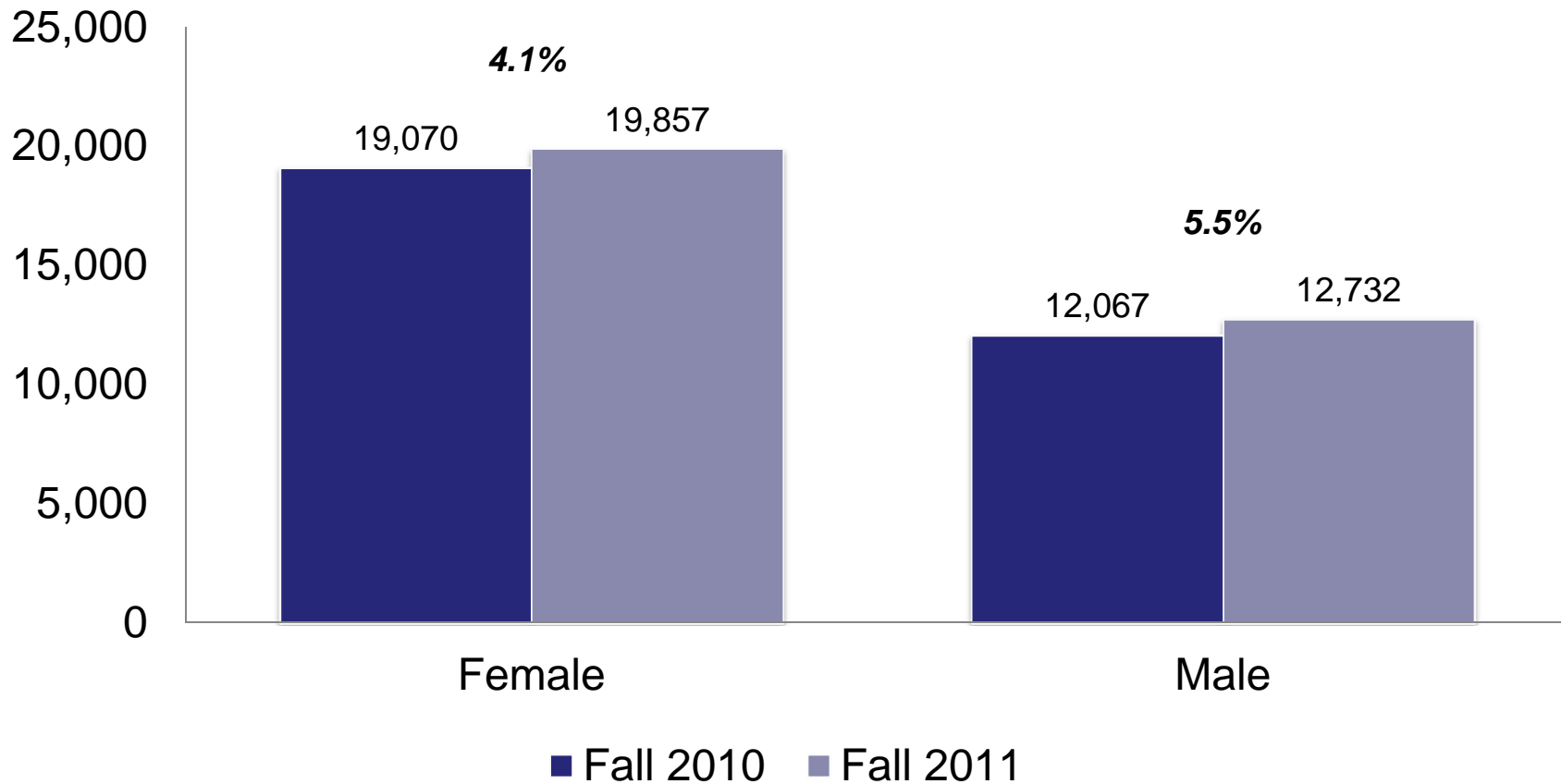
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 8/23/2011



# Student Gender

## St. Petersburg College



*Note: Non-disclosed gender not reported.*

September 20, 2011

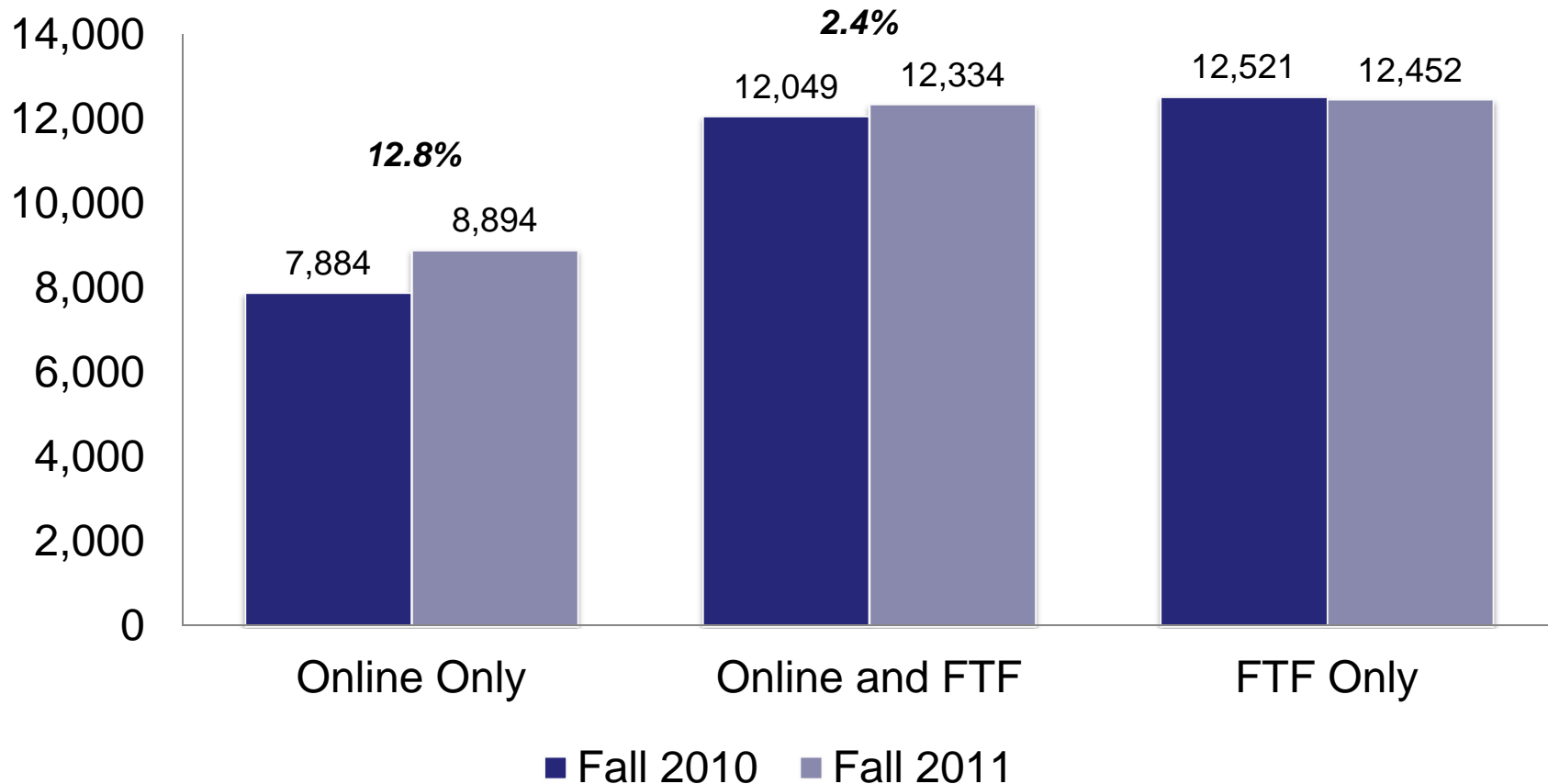
SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 8/23/2011



# Course Instructional Method

St. Petersburg College



*Note: Face-to-Face (FTF) instructional delivery is conducted within a lab or classroom*

September 20, 2011

SPC Board of Trustees Meeting

Source: PeopleSoft Student Data System. Data Extracted 8/23/2011



# Top Ten Courses

## St. Petersburg College

COURSE & RANK	Students Enrolled	2011 SSH	2010 SSH	Change	% Change	Fall 2010 Rank
1. ENC1101 (Composition I)	4,567	13,701	13,128	573	4.4%	1
2. MAT1033 (Intermediate Algebra)	3,432	10,296	10,692	-396	-3.7%	2
3. PHI1600 (Applied Ethics)	3,184	9,552	9,507	45	0.5%	3
4. MAT0024 (Elementary Algebra)	2,292	9,168	10,056	-888	-8.8%	6
5. POS2041 (American Government)	2,766	8,298	7,749	549	7.1%	5
6. SPC1017 (Speech)	2,379	7,137	6,672	465	7.0%	9
7. MAT0012 (Pre-Algebra)	2,368	7,104	7,299	-195	-2.7%	7
8. MAC1105 (College Algebra)	2,265	6,795	5,982	813	13.6%	11
9. PSY1012 (Psychology)	2,214	6,642	6,960	-318	-4.6%	8
10. ENC1102 (Composition II)	2,094	6,282	6,336	-54	-0.9%	10
<i>Note: SSH is Student Semester Hours.</i>						<b>28.5% of Total SSH</b>
	<b>Total</b>	<b>84,975</b>				

September 20, 2011

Source: PeopleSoft Student Data System. Data Extracted 8/24/2011



# Summary

## St. Petersburg College

General 'noteworthy' observations include year-over-year non-proportional increases in:

- 14.7% increase in BS/BAS students and 5.6% increase in Workforce (lower division) students
- 5.1% increase Continuing students
- 16% increase in Hispanic students
- 6.8% increase in African American students
- Continued growth in students over the age of 25
- 12.8% increase in online only course delivery
- Tremendous growth in # of Financial Aid recipients

## “Who’s Here at SPC”

---

*Opening Day Headcount Enrollment  
for Credit Students  
Fall 2011*

**September 2011**

**“Who’s Here at SPC”  
First Time in College**

---

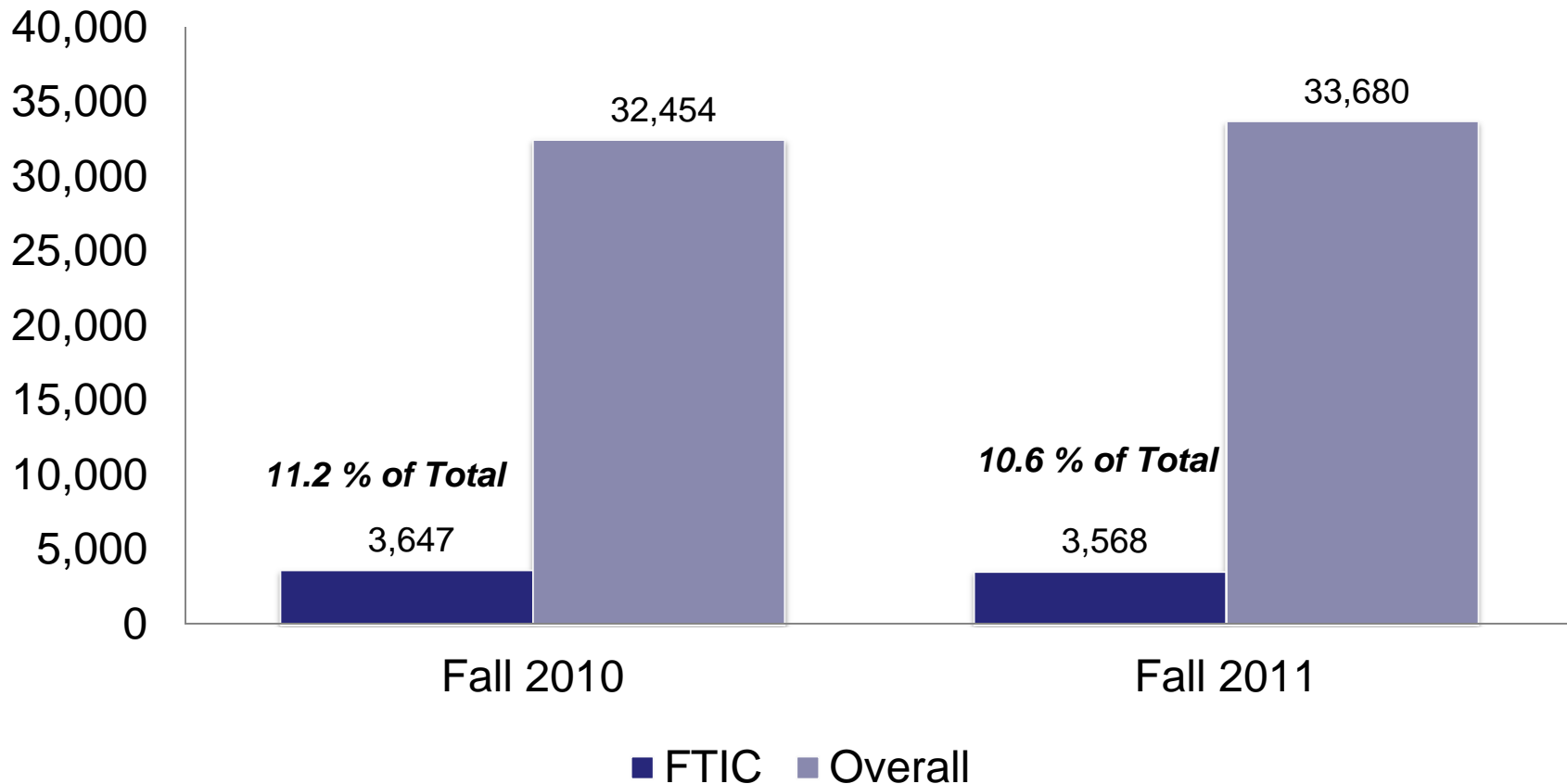
*Opening Day Headcount Enrollment  
for Credit Students  
Fall 2011*

**September 2011**



# First Time in College

## St. Petersburg College

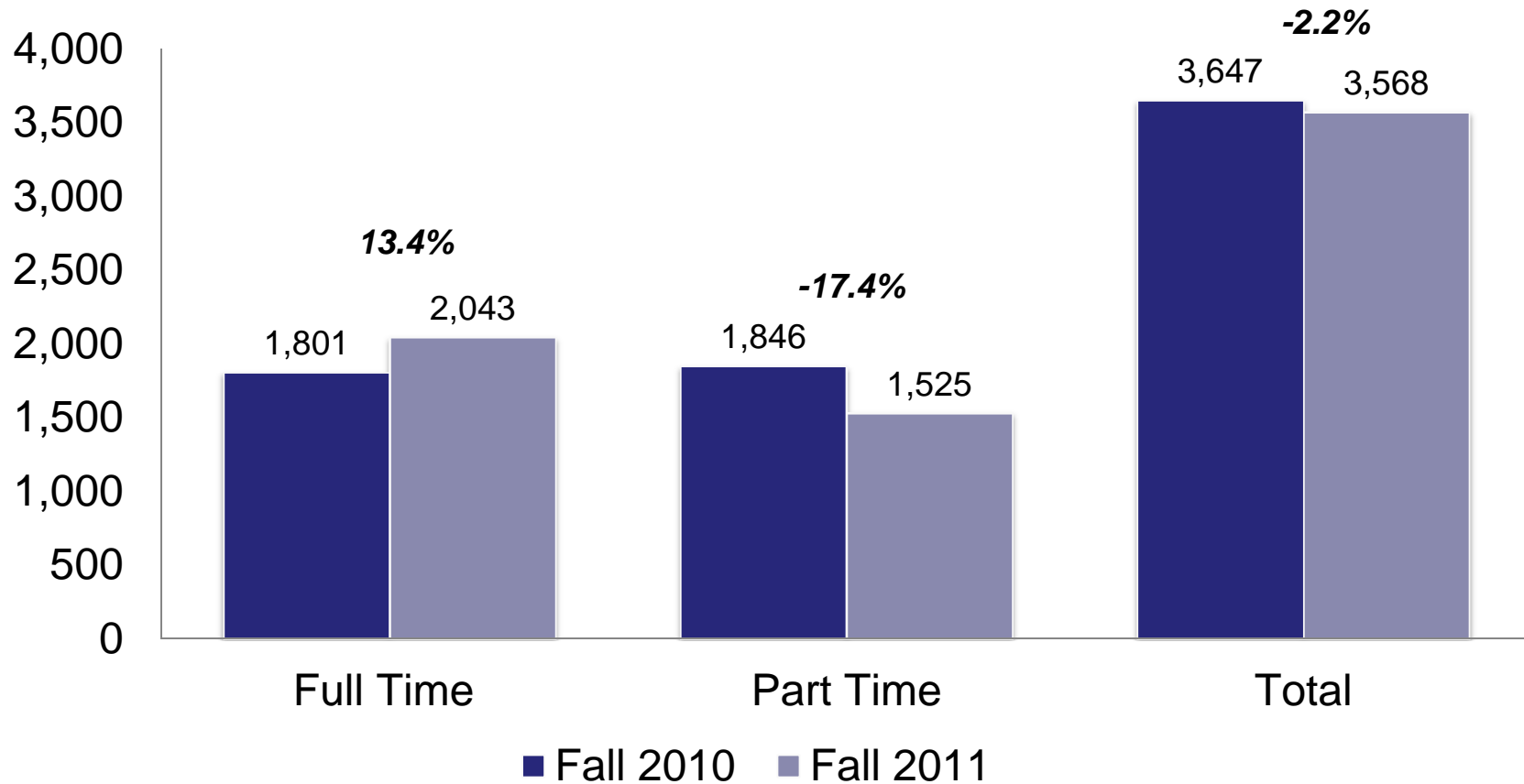






# FTIC Enrollment Status

St. Petersburg College

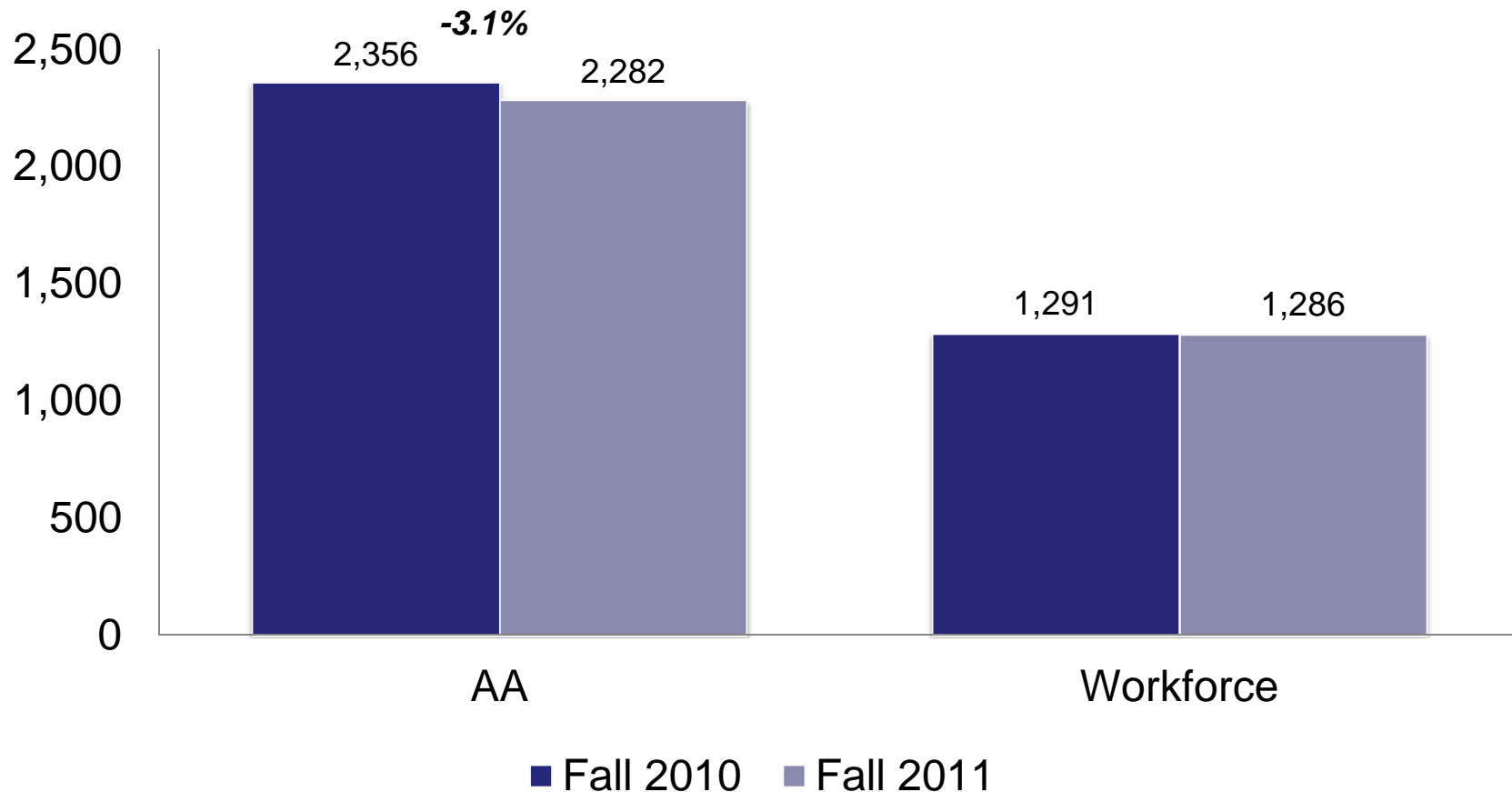


*Note: Full Time is a course load of 12 or more credit hours.*



# FTIC Degree Objective

## St. Petersburg College



*Note: Workforce includes AS, AAS, ATD, and certificates. Undeclared includes non-degree seeking students.*

September 20, 2011

SPC Board of Trustees Meeting

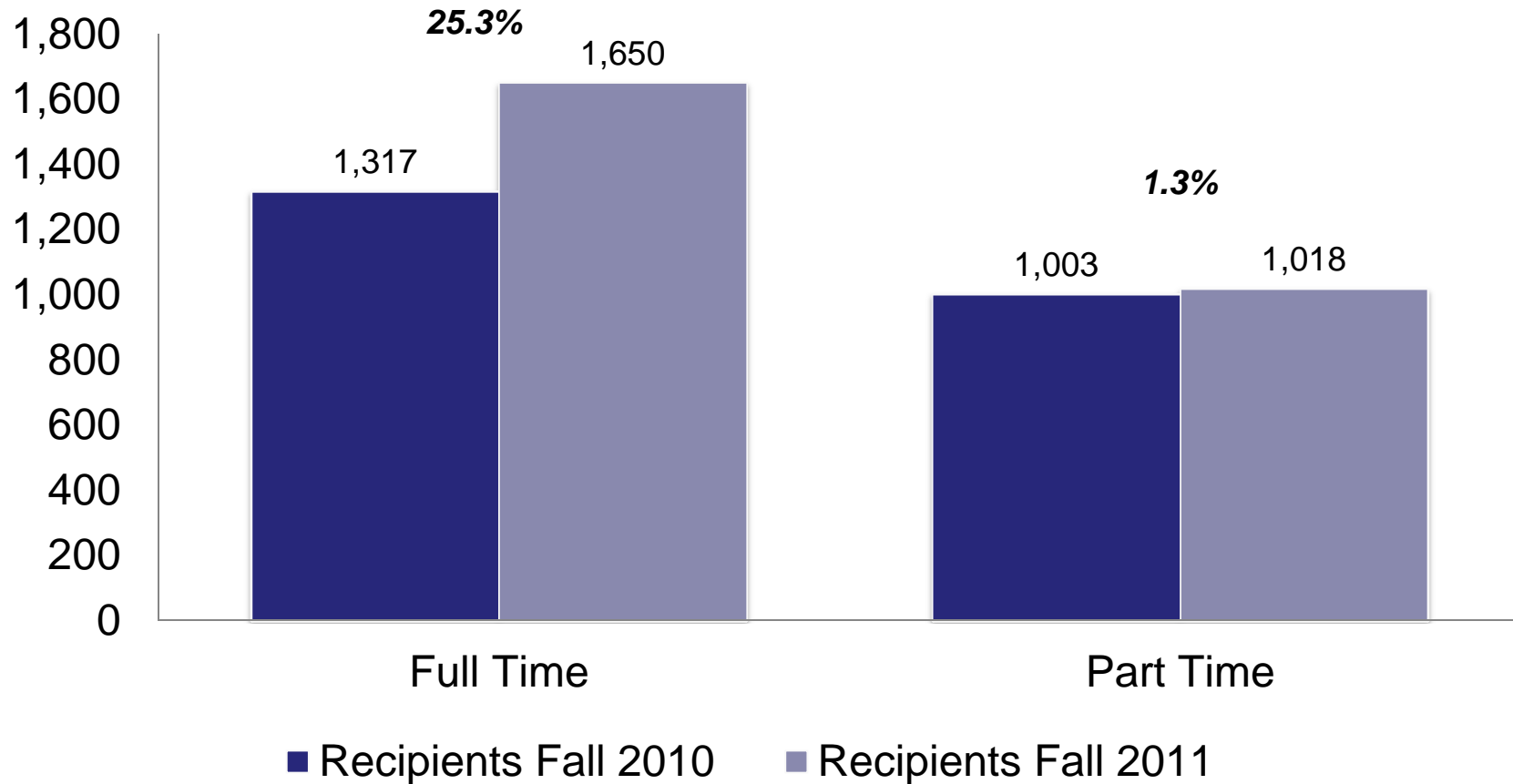
4

Source: PeopleSoft Student Data System. Data Extracted 8/31/2011



# FTIC Financial Aid Recipients

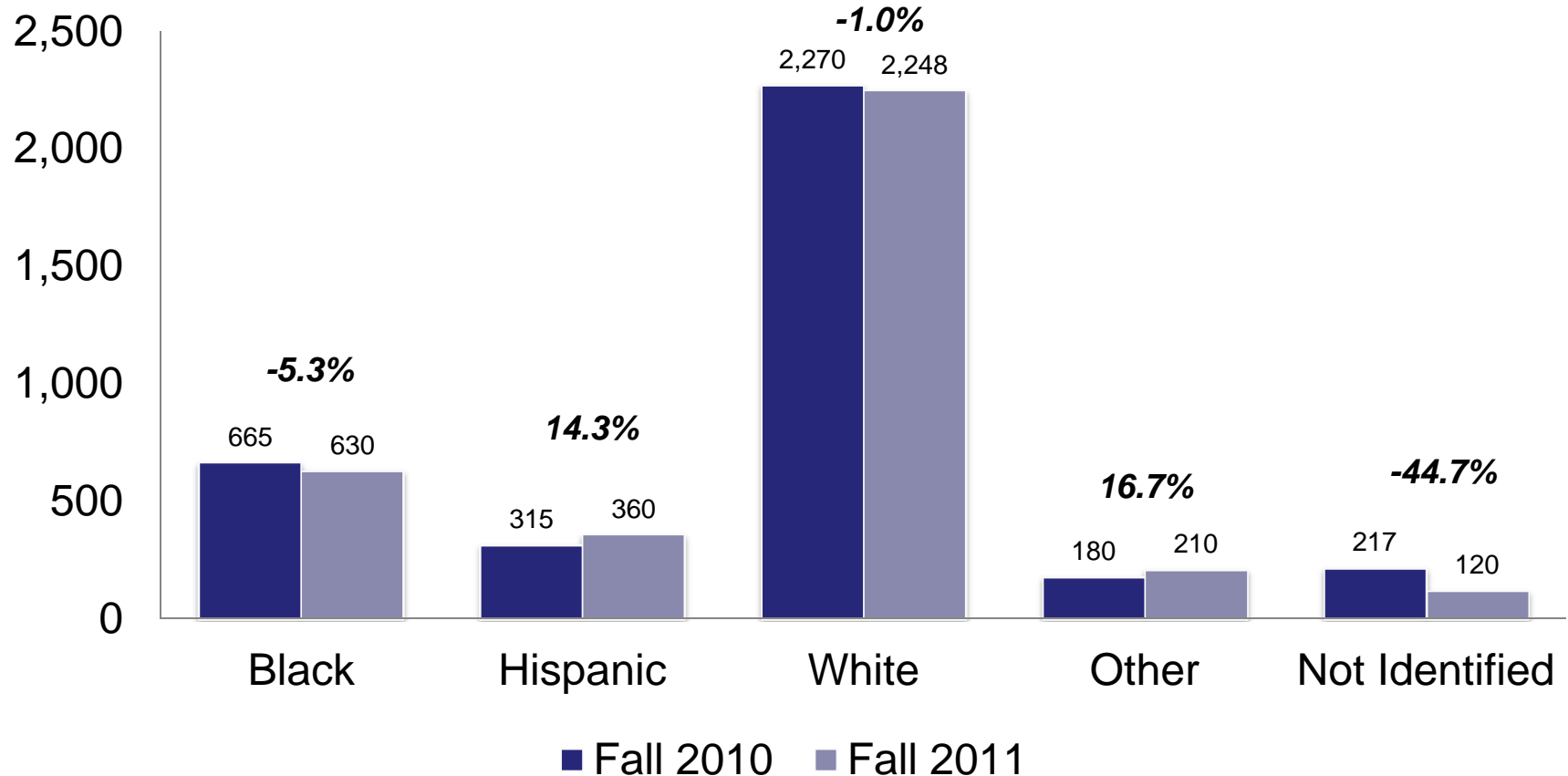
St. Petersburg College





# FTIC Race/Ethnicity

## St. Petersburg College

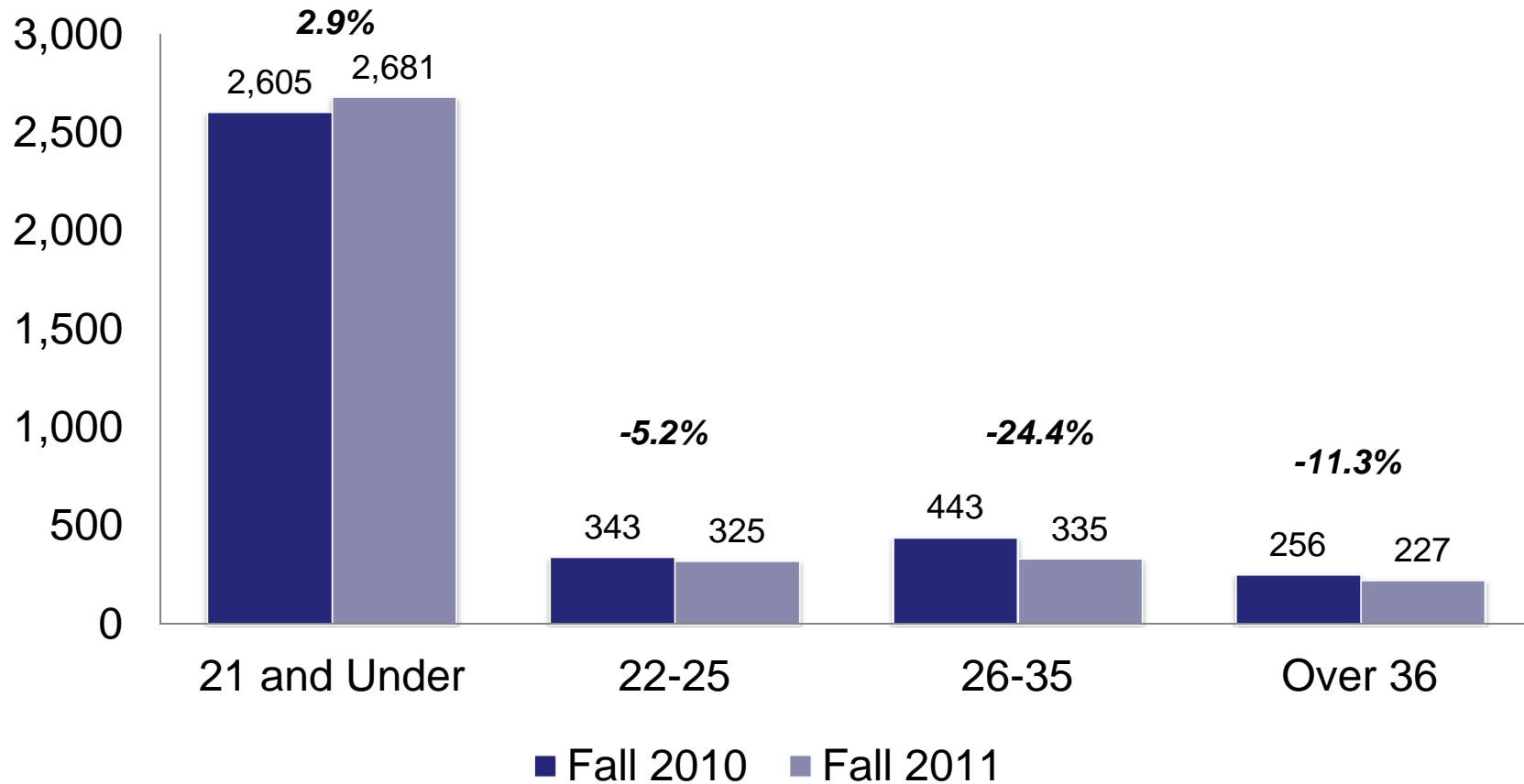


*Note: Other includes American Indian, Asian, Pacific Islander, and multiple selections.*



# FTIC Age

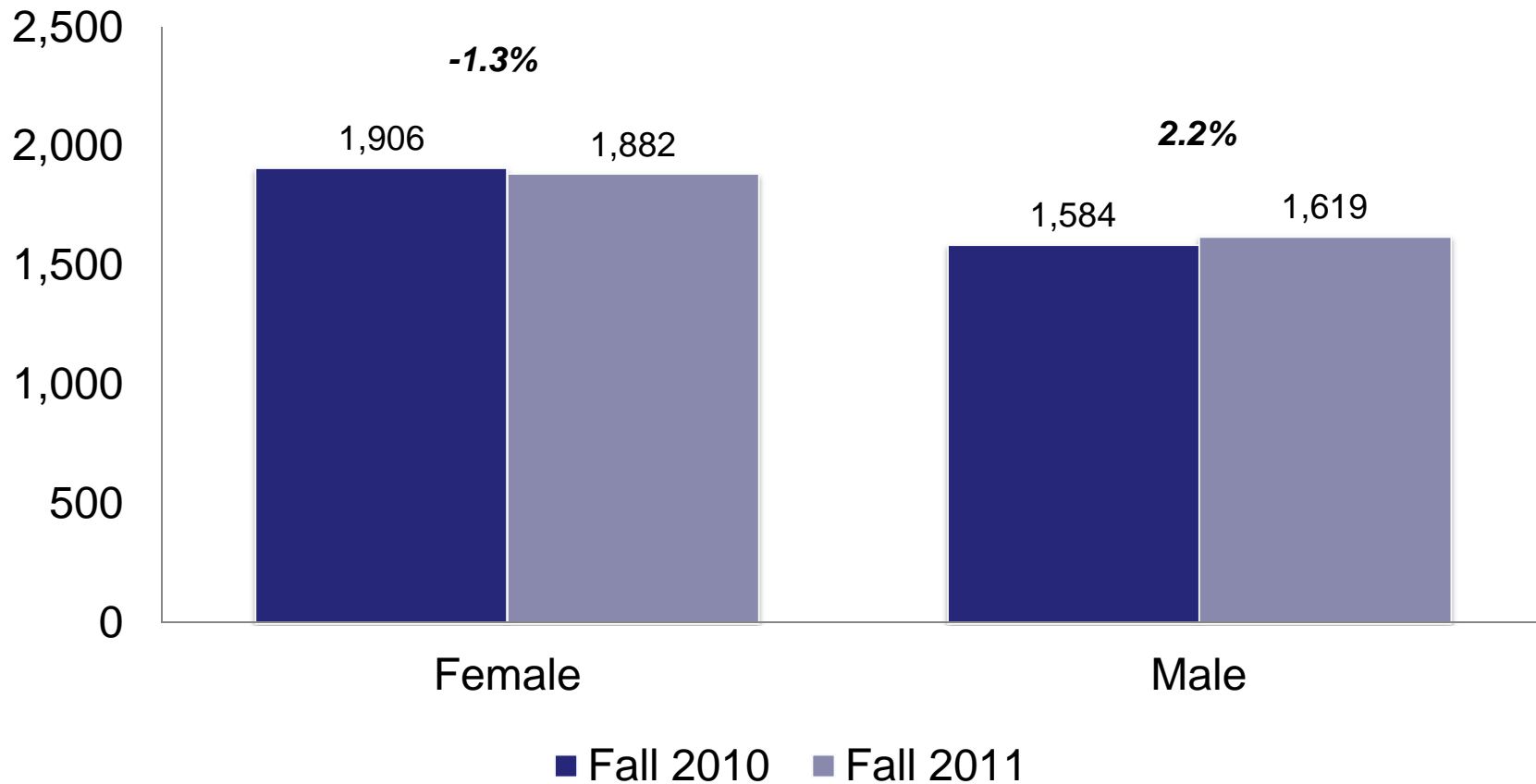
## St. Petersburg College





# FTIC Gender

## St. Petersburg College

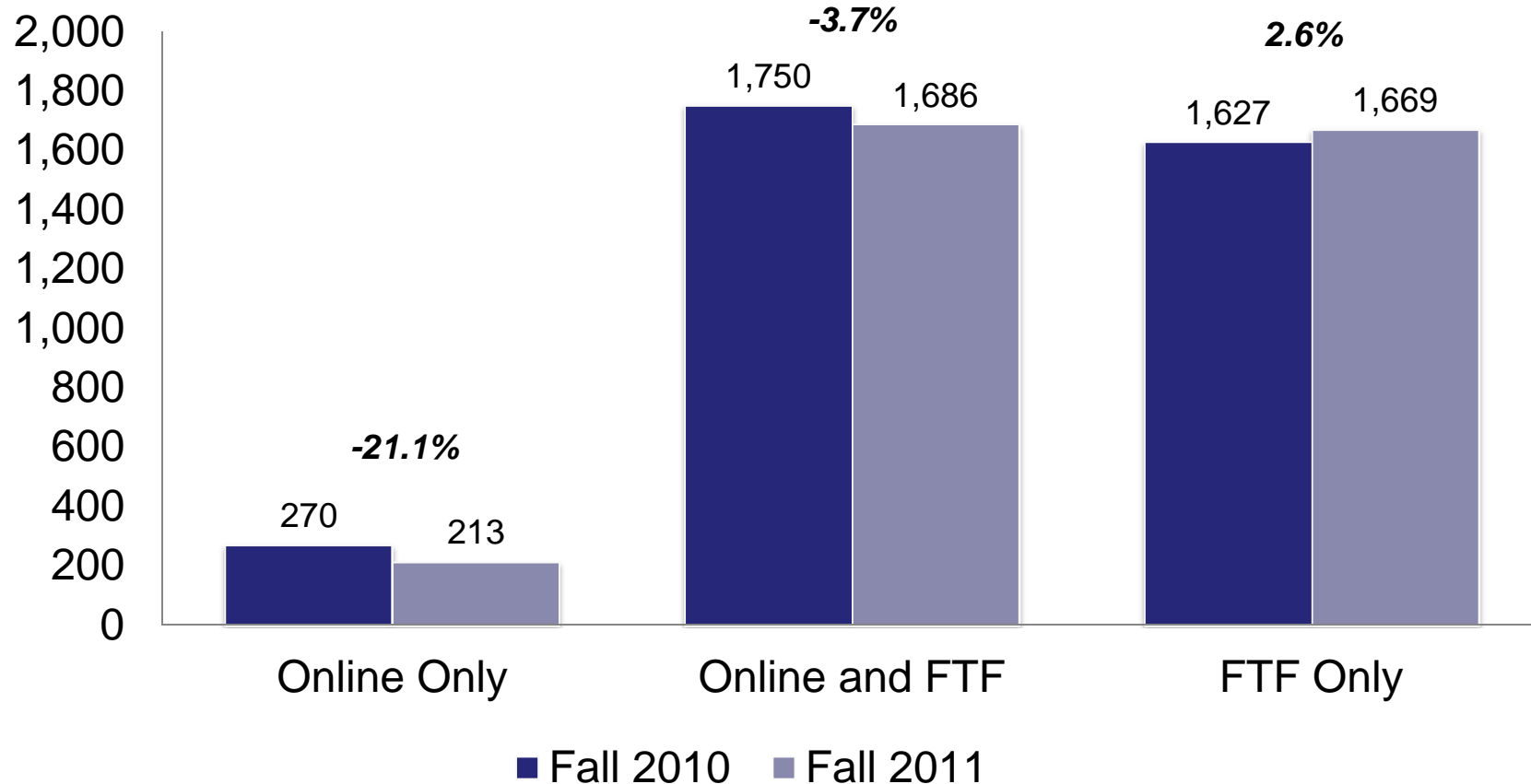


*Note: Non-disclosed gender not reported.*



# FTIC Course Instructional Method

St. Petersburg College



*Note: Face-to-Face (FTF) instructional delivery is conducted within a lab or classroom*



# Summary

## St. Petersburg College

General 'noteworthy' FTIC observations include year-over-year non-proportional increases in:

- Full-time students
- Students awarded financial aid
- Hispanic students

And non-proportional decreases in:

- Students over the age of 21
- Students taking 'only' online courses and students taking a mixture of course delivery methods
- African American students



**“Who’s Here at SPC”  
First Time in College**

---

*Opening Day Headcount Enrollment  
for Credit Students  
Fall 2011*

**September 2011**

## Fall 2010 FTIC Cohort Tracking

---

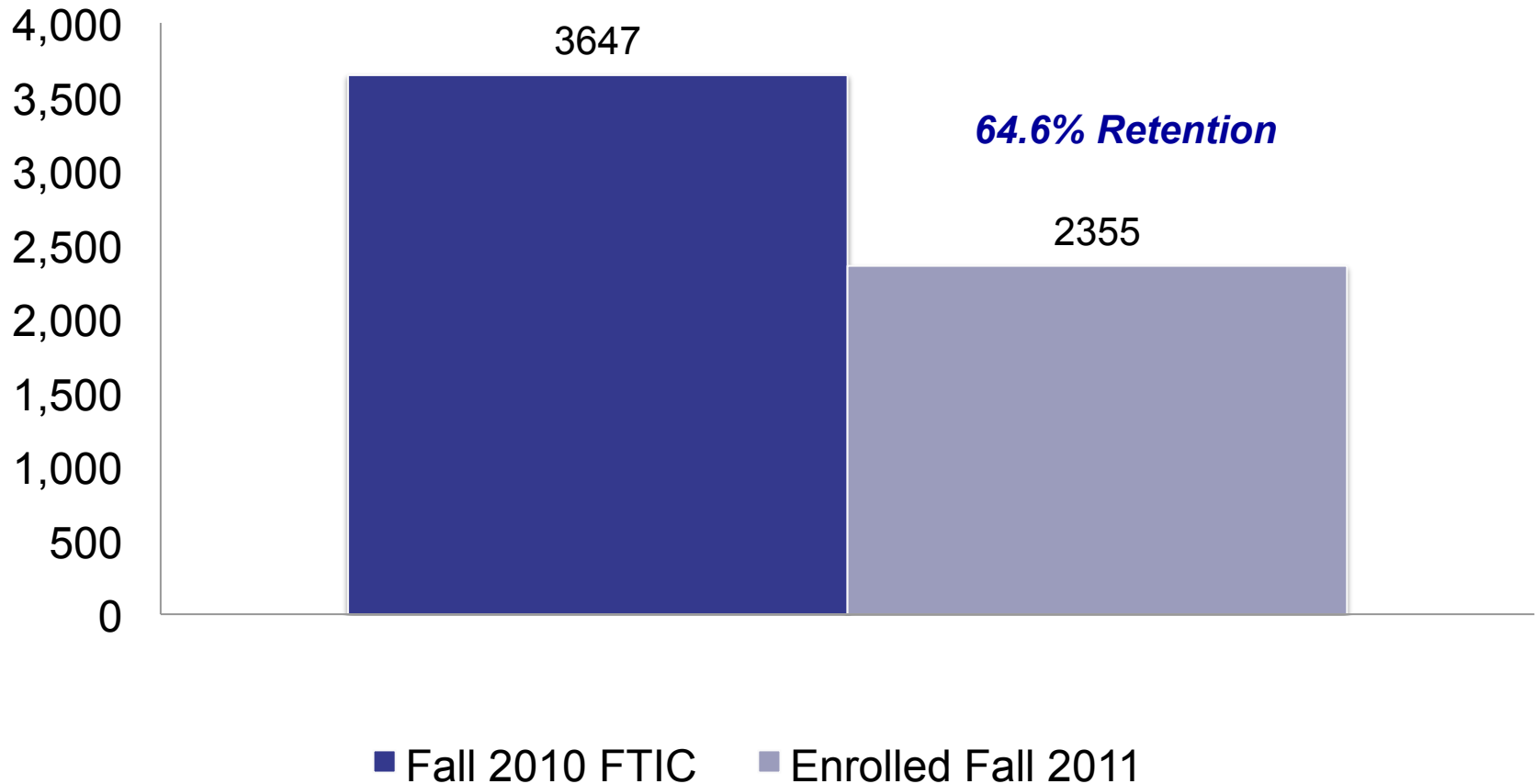
*Retention Analysis from Fall 2010 to  
Fall 2011*

**September 2011**



# Fall 2010 FTIC to Fall 2011 Overall Retention

St. Petersburg College





# Fall 2010 FTIC Cohort

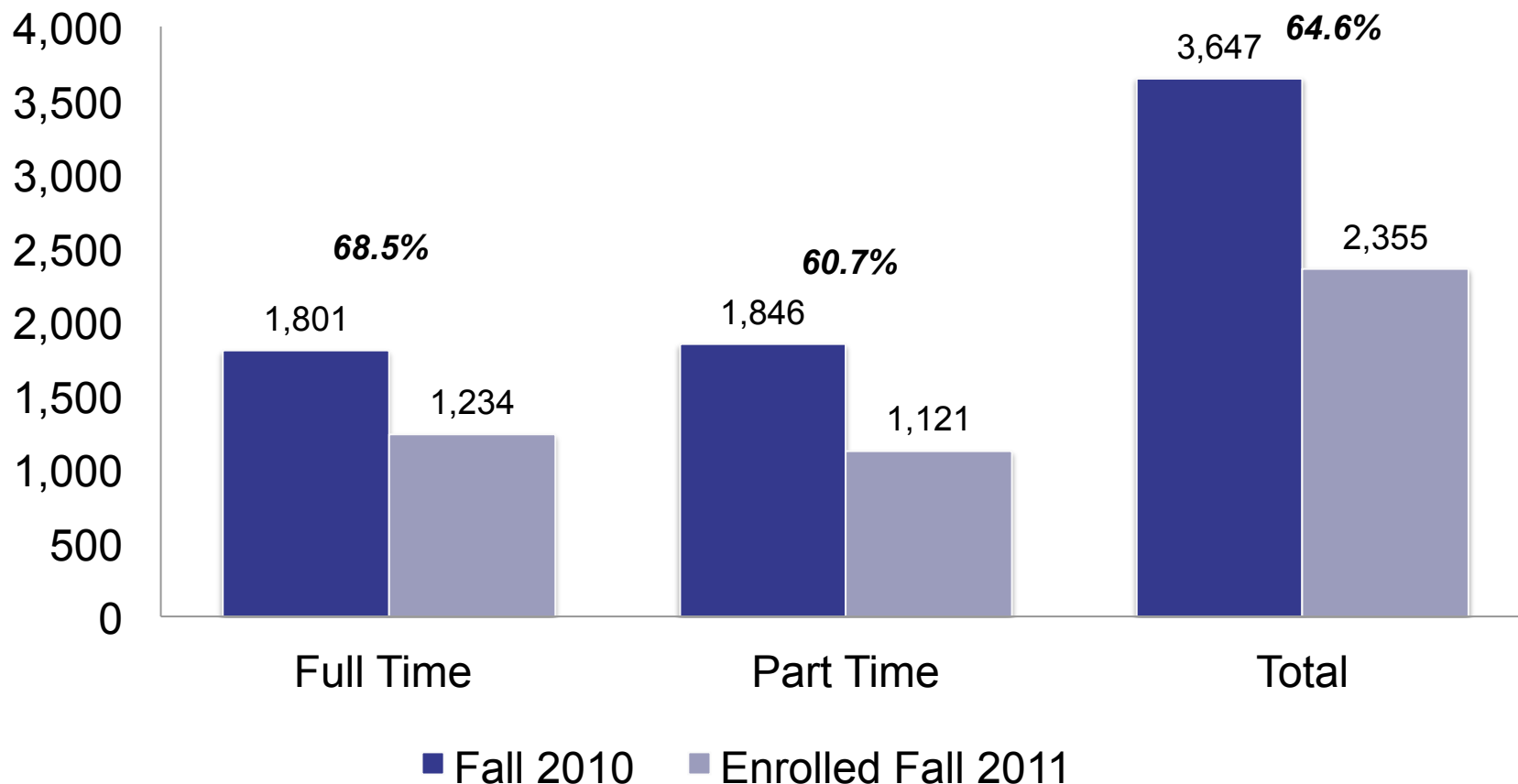
## St. Petersburg College

Current Status	# of Students	%
Enrolled Fall 2011	2,343	64.2%
Not Enrolled Fall 2011	1,272	34.9%
Dropped Out	0	0
Graduated and Enrolled Fall 2011	12	.3%
Graduated and Not Enrolled Fall 2011	20	.6%
Total	3,647	100%



# Fall 2010 FTIC to Fall 2011 Enrollment Status

## St. Petersburg College

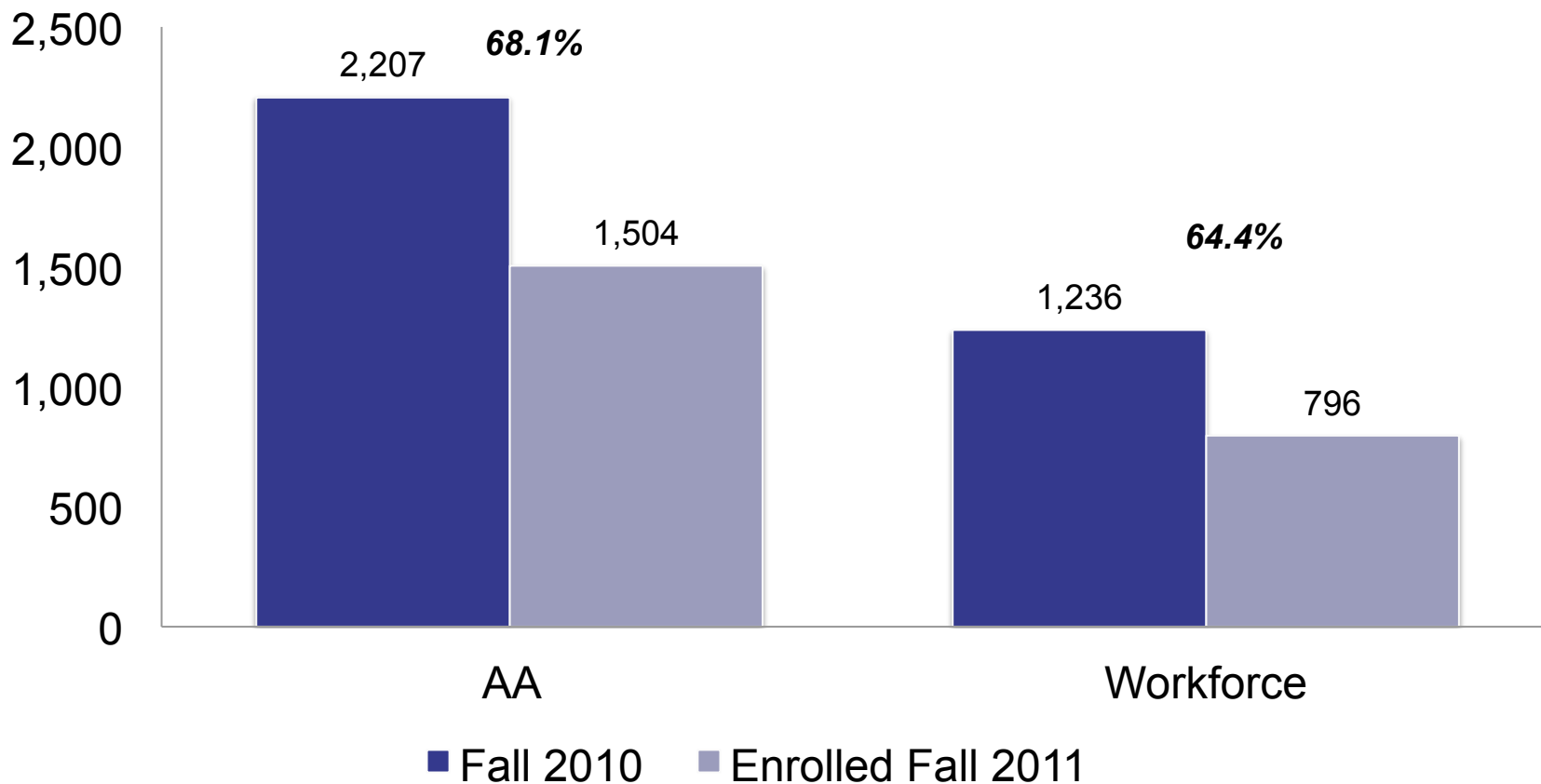


*Note: Full Time is a course load of 12 or more credit hours and represents Fall 2010 course load only.*



# Fall 2010 FTIC to Fall 2011 Degree Objective

St. Petersburg College

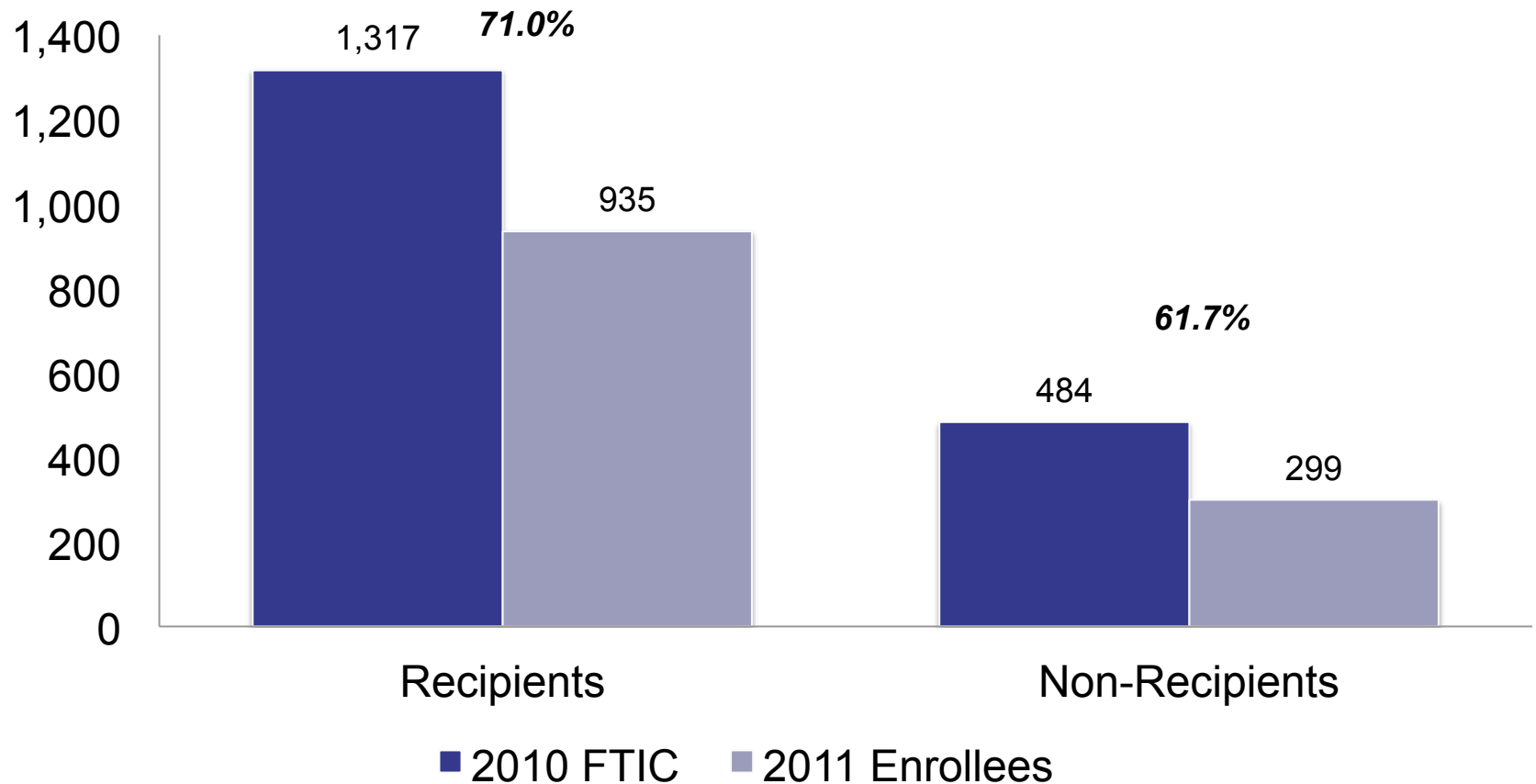


*Note: Workforce includes AS, AAS, ATD, and certificates. Initial non-degree seeking students not reported.*



# Fall 2010 FTIC to Fall 2011 Full-Time Financial Aid Recipients vs. Non-Recipients

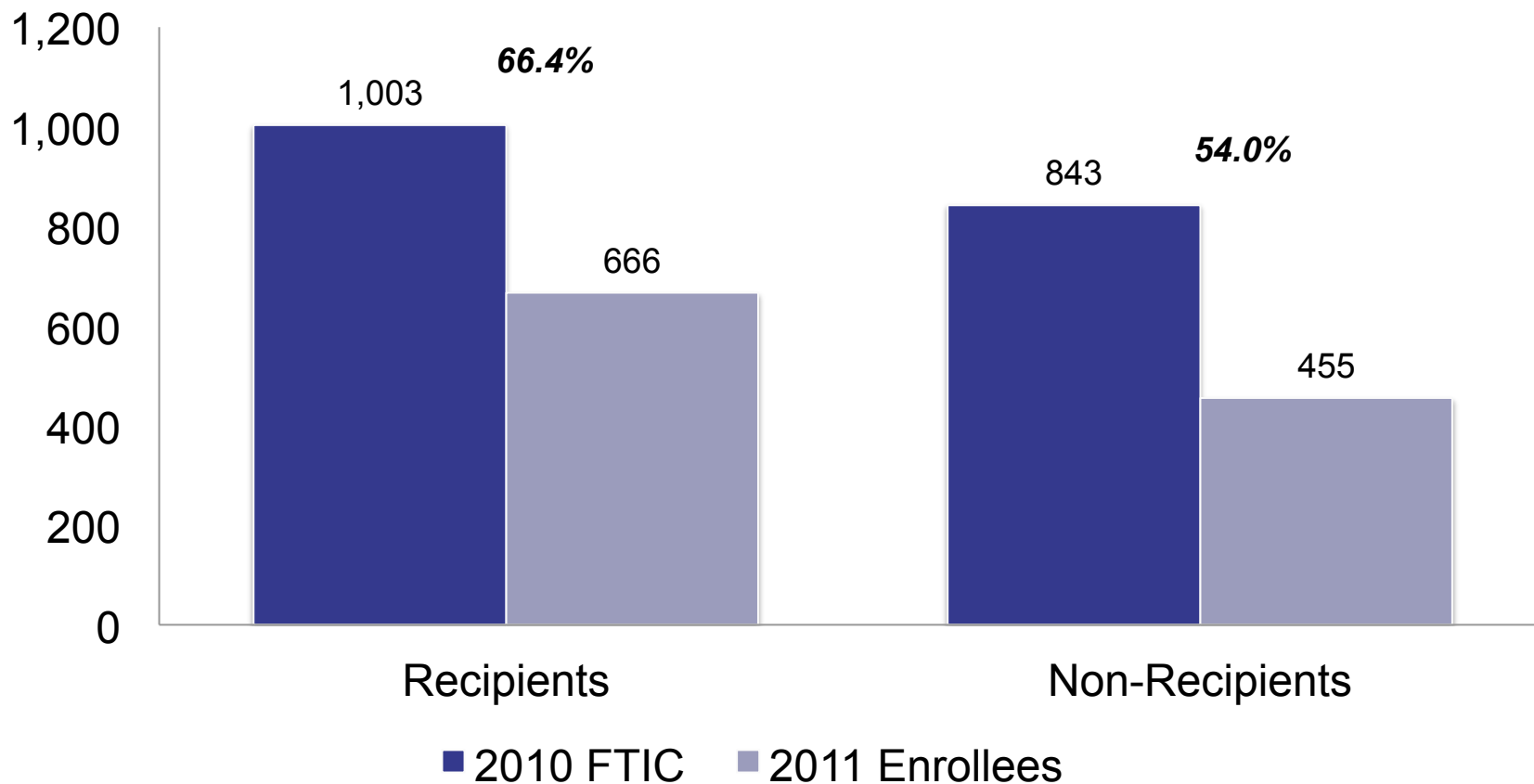
## St. Petersburg College





# Fall 2010 FTIC to Fall 2011 Part-Time Financial Aid Recipients vs. Non-Recipients

St. Petersburg College

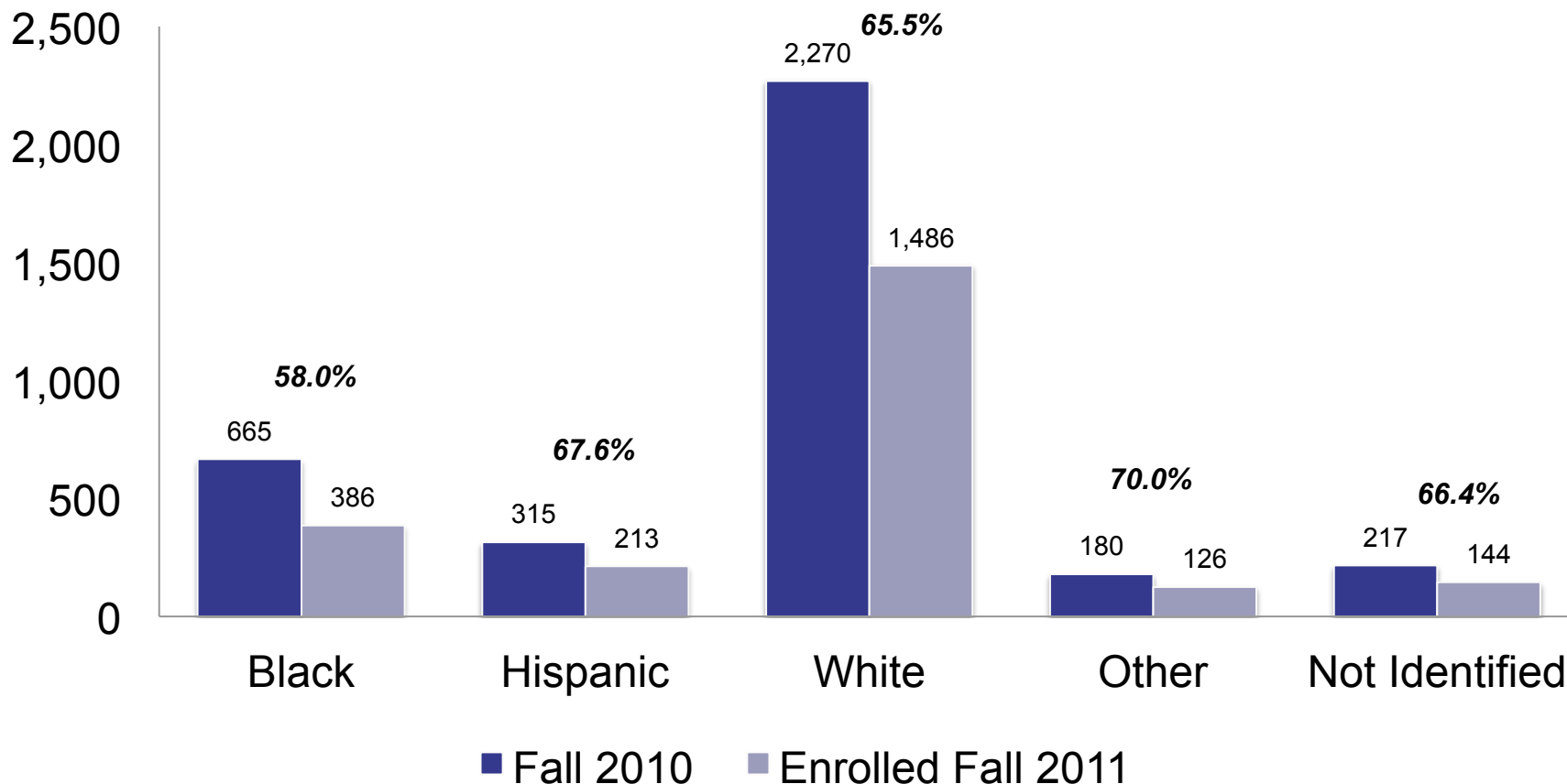






# Fall 2010 FTIC to Fall 2011 Race/Ethnicity

## St. Petersburg College

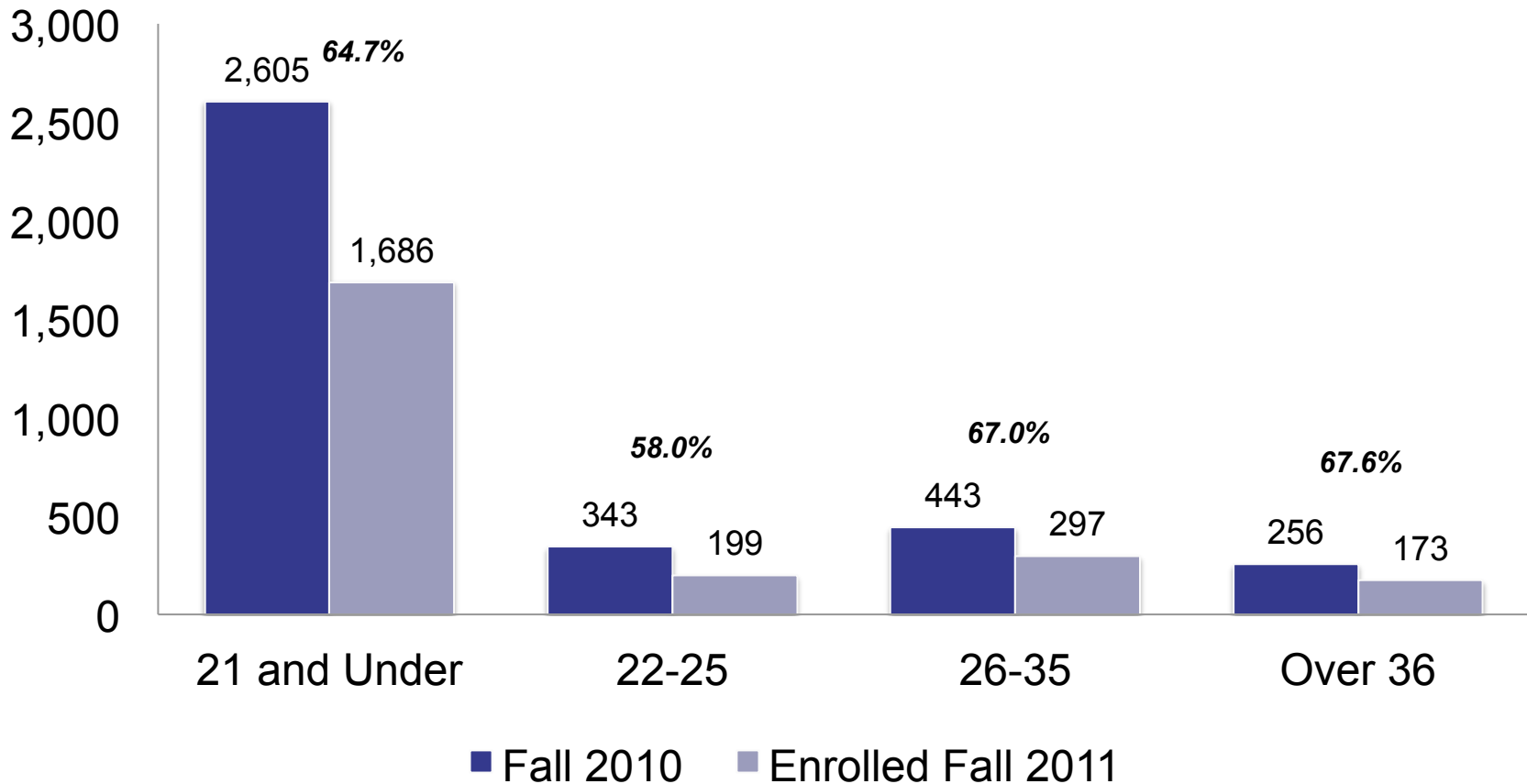


*Note: Other includes American Indian, Asian, Pacific Islander, and multiple selections.*



# Fall 2010 FTIC to Fall 2011 by Age

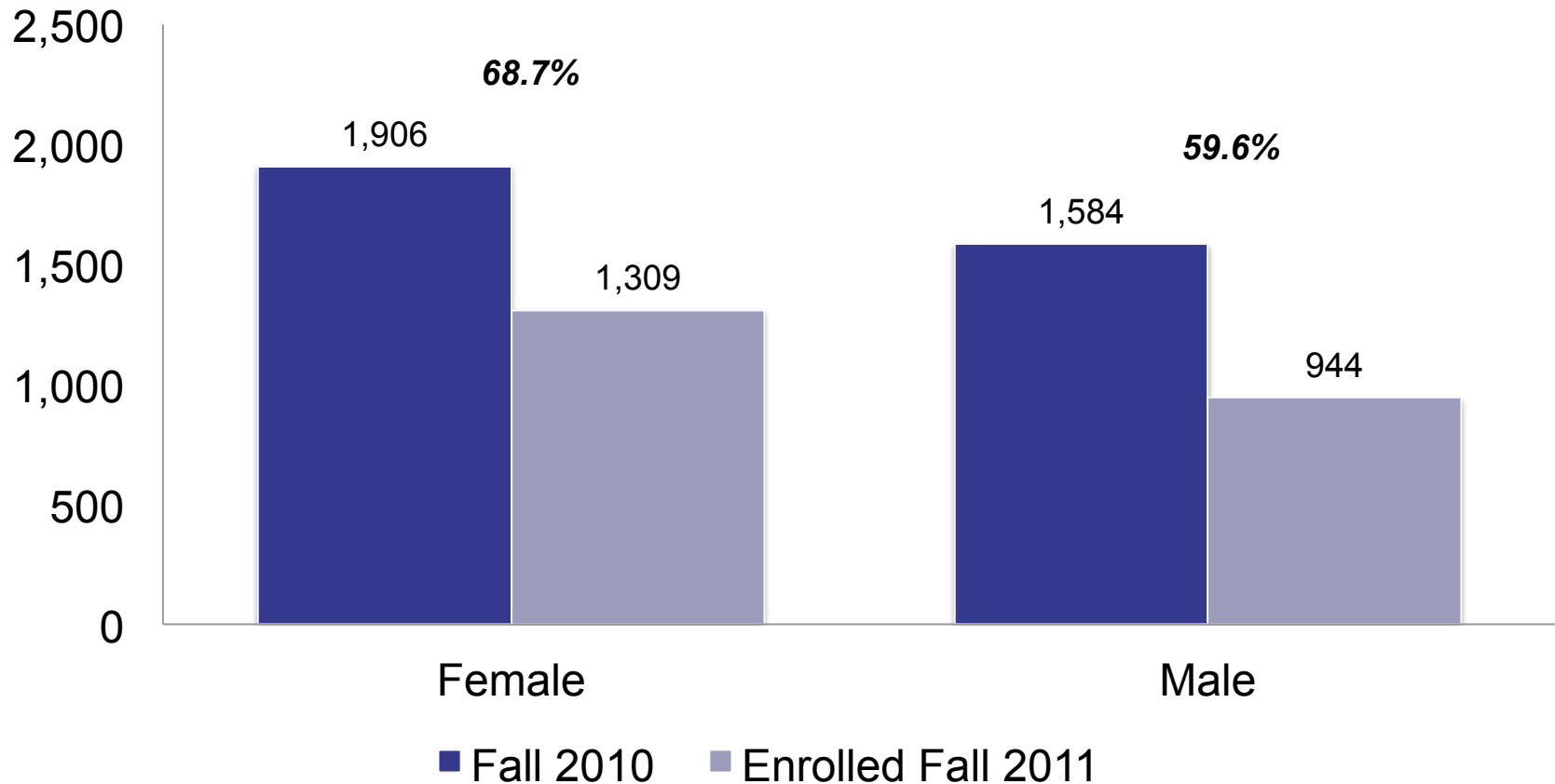
## St. Petersburg College





# Fall 2010 FTIC to Fall 2011 by Gender

St. Petersburg College

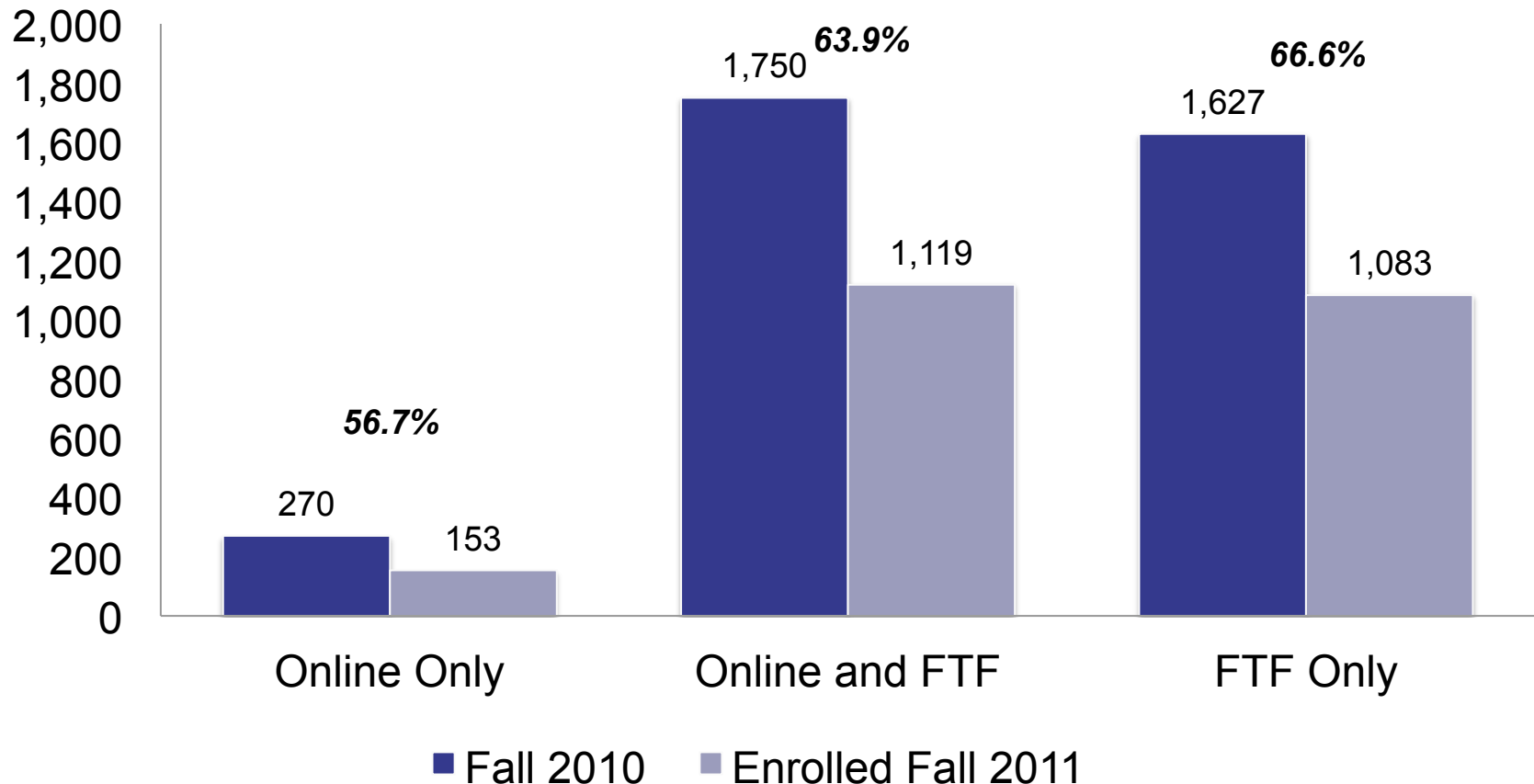


*Note: Non-disclosed gender not reported.*



# Fall 2010 FTIC to Fall 2011 Course Instructional Method

## St. Petersburg College



*Note: Face-to-Face (FTF) instructional delivery is conducted within a lab or classroom*



# Fall 2010 FTIC Retention by College Prep Required

## St. Petersburg College

# of College Prep Courses Required	# of Students (Fall 2010 FTIC)	# of Students Enrolled Fall 2011	Retention Rate
0*	1,220	858	70.3%
1-2	1,251	783	62.6%
3-4	848	515	60.7%
5-6	328	199	60.7%
Total	3,647	2,355	64.6%

*\*Includes students who placed into college level courses with CPT, SAT, ACT, and AP credit. Also includes recent high school graduates who participated in Dual Enrollment, Early Admissions, and Early College.*



# Fall 2010 FTIC Credits Completed After One Year

## St. Petersburg College

Credits Completed	# of Students	% of Total	# of Students Enrolled Fall 2011	Retention Rate
0	458	12.6%	67	14.6%
1-15	1471	40.3%	787	53.4%
16-30	1494	41.0%	1,296	86.6%
31-45	224	6.1%	205	91.5%
Total	3,647	100%	2,355	64.6%



# Fall 2010 FTIC Retention by Number of Withdrawn Courses

## St. Petersburg College

# of Courses with a W or WF grade	# of Students	# of Students Enrolled Fall 2011	Retention Rate
0	1,830	1,401	76.6%
1-2	1,199	723	60.3%
3-4	463	178	38.4%
5-6	126	48	38.1%
>6	29	5	17.2%
<b>Total</b>	<b>3,647</b>	<b>2,355</b>	<b>64.6%</b>



# Summary

## St. Petersburg College

### General 'noteworthy observations:

- Higher retention rate with Full-Time students
- Higher retention rate with College-Ready students as defined by non college preparation required
- Lower retention rate overall with Male students
- Higher retention rate with AA students vs. Workforce students



## Fall 2010 FTIC Cohort Tracking

---


*Retention Analysis from Fall 2010 to  
Fall 2011*

**September 2011**

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Florida Division of Emergency Management – Disaster Response Interpreter Training

**Confirmation is sought for a grant proposal that was submitted, subject to Board of Trustees' approval, to the State of Florida Division of Emergency Management by St. Petersburg College's Center for Public Safety Innovation to conduct Disaster Response Interpreter (DRI) training throughout the State of Florida. Permission is also sought to enter into any necessary agreement(s) and to accept funding, if awarded.**

St. Petersburg College's Center for Public Safety Innovation will coordinate and deliver the first phase of DRI training which will be the Community Emergency Response Team (CERT) training developed by the Department of Homeland Security, the Federal Emergency Management Agency, and the National CERT Program. The training will be delivered exclusively to certified American Sign Language interpreters four times in a one-year period at multiple locations in the state of Florida as determined by the Florida Division of Emergency Management.

The training duration is one and one half days or no more than 12 hours. CERT training must be co-facilitated by an experienced, certified CERT instructor who is a sign language interpreter or is Deaf or Hard of Hearing and has significant ties to the State of Florida Deaf and Hard of Hearing Community.

The period of performance will commence approximately October 1, 2011, and end approximately September 30, 2012. The anticipated revenue to the College will be a total of \$70,000. See attached Information Summary for additional information.

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

Attachment

e10906112

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

**Date of BOT Meeting:** September 20, 2011

**Funding Agency or Organization:** Florida Division of Emergency Management

**Name of Competition/Project:** Disaster Response Interpreter Training

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

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

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

The College’s Center for Public Safety Innovation will coordinate and deliver Community Emergency Response Team (CERT) training developed by the Department of Homeland Security, the Federal Emergency Management Agency, and the National CERT Program. The training will be delivered exclusively to certified American Sign Language interpreters four times in a one-year period at multiple locations in the state of Florida as determined by the Florida Division of Emergency Management.

**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	\$ 26,649
Travel	\$ 2,401
Supplies/Materials	\$ 100
Consultants/Contractual	\$ 29,020
Other Costs	\$ 1,974
Indirect Direct Cost Recovery	\$ 9,856
Total Budget	\$ 70,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$70,000
Total amount from funder:	\$70,000
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes

Source of match/cost sharing:	N/A
Negotiated indirect cost:	\$9,856 (SPC's indirect cost recovery of 50.3% of salaries)
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

**College Goals and Institutional Initiatives Addressed:**

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

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

**SPC 7/24 Initiative Addressed:**


Focus:	5. One College
--------	----------------

Observable Project:	One Budget: AA/AS-BS-Workforce-E Campus-Community Mission
---------------------	--

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** National Science Foundation – Scholarships in Science, Technology, Engineering, and Mathematics Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the National Science Foundation to receive funding whereby the College will continue its successful Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Program for students obtaining AA and AS degrees in STEM fields. The Program will, for the first time, be expanded to include scholars enrolled in new STEM Bachelor's degree programs now offered through SPC. Given the outcomes of SPC's first S-STEM Program, rapidly increasing student interest (particularly among students enrolled in SPC's B.S. in Biology program), and documented college-wide support of S-STEM students, SPC is confident that the proposed new S-STEM Program will be another highly successful program that achieves all of its goals, objectives, and performance standards. Permission is also sought to accept funding for this proposal and enter into any agreements as necessary, if awarded.**

Further, SPC believes that the existing S-STEM Program has developed an excellent infrastructure that will effectively position the new S-STEM Program for success. Like the current S-STEM Program, the new S-STEM Program will target scholarship awards directly to a diverse group of low-income, academically talented students so that they may complete their A.S., A.A. degrees, and/or transfer to B.S. and B.A. degree programs with majors in biological sciences, physical sciences, mathematical sciences, computer/information sciences, geosciences, engineering, and the associated technology areas at SPC or other institutions of higher education during the funding period.

The projected enrollments of the new S-STEM Program are 90 scholarships for students pursuing Associate degrees and 20 scholarships for students pursuing Bachelor degrees for a total of 110 scholarships. The period of performance will commence approximately January 1, 2012, and end approximately December 31, 2016.

Suzanne L. Gardner, Acting General Counsel; Stan Vittetoe, Provost, Clearwater Campus; and William Hemme, Interim Department Chair, Mathematics, St. Petersburg/Gibbs Campus, recommend approval.

Attachment  
e10906113

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

**Date of BOT Meeting:** September 20, 2011

**Funding Agency or Organization:** National Science Foundation

**Name of Competition/Project:** Scholarships in Science, Technology, Engineering, and Mathematics (S-STEM) Program

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

**Grant/Contract Time Period:** **Start:** 1/1/12 **End:** 12/31/16

**Cabinet Member:** Stan Vittetoe

**Manager:** William Hemme (P.I.) / Laurel Miller (P.M.)

**Focus of Proposal:**

This program will continue its successful S-STEM program for students obtaining AA and AS degrees in STEM fields and will, for the first time, expand the program to include scholars enrolled in new STEM Bachelor's degree programs now offered through SPC. Given the outcomes of SPC's first S-STEM Program, rapidly increasing student interest (particularly among students enrolled in SPC's BS in Biology program), and documented college-wide support of S-STEM students, SPC is confident that the proposed new S-STEM Program will be another highly successful program that achieves all of its goals, objectives, and performance standards.

**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 & Fringe Benefits	\$ 68,260
Travel	500
Participant Costs	525,240
Materials & Supplies	500
Publication Costs/Documentation/Dissemination	2,500
Consultant Services	<u>3,000</u>
Total Budget	\$600,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$705,740

Total amount from funder: \$600,000

Amount/value of match:	Cash:	\$105,740
	In-kind:	N/A
Required match or cost sharing:	No	X Yes
Voluntary match or cost sharing:	No	Yes X
Source of match/cost sharing:	SPC Grant Matching Fund	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other:	N/A	

**College Goals and Institutional Initiatives Addressed:**

College Goal:	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 and degree programs.
---------------	---

Institutional Initiative(s):	C. Expand marketing of programs college-wide and activities to the community to achieve enrollment growth objectives for college programming and to showcase development services as well as other academic credit and noncredit programs.
------------------------------	--

**SPC 7/24 Initiative Addressed:**


Focus:	1. Focus on Student Success
--------	-----------------------------

Observable Project:	Student Support Systems
---------------------	-------------------------

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Homeland Security, Transportation Security Administration, Federal Air Marshal Training

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Homeland Security (DHS) - Transportation Security Administration, by St. Petersburg College's Southeastern Public Safety Institute In-Service Department, to coordinate training for the Federal Air Marshals in partnership with the U.S. Air Marshal's Office. Permission is also sought to enter into any necessary agreement(s) and to accept funding, if awarded.**

SPC's Southeastern Public Safety Institute In-Service Department will provide subject matter expertise, instructor oversight and coordination, scheduling and student registration services to facilitate multiple firearms and defense tactics training for Federal Air Marshal Service personnel at the Allstate Center for a period of one year, with an option to renew year-to-year for an additional four years. Funding currently available covers Year One (Base Period) only.

Year One pricing shall be in effect for a one-year base period. There are four additional one-year options (August 2, 2012, through August 1, 2016) at the discretion of DHS which are subject to a rate review based on economic conditions. For contractual purposes, the base year rate is reflected in the option years, although it is subject to change. Actual pricing for the option years will be based on negotiations between the DHS Contracting Office and SPC prior to exercise of the given option year.

The current period of performance will commence approximately August 2, 2011, and end August 1, 2012. Anticipated revenue to the College will be a total of \$11,120 for Year One. **Should the DHS wish to continue the Agreement for one or more of the four options after Year One, approval is also sought to enter into Agreements as necessary and deemed appropriate.** See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; James C. Brock, Campus Executive Officer; and Terry Byrd, Director of SEPSI In-Service, recommend approval.

Attachment

el0906113



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

**Date of BOT Meeting:** September 20, 2011

**Funding Agency or Organization:** U.S. Department of Homeland Security,  
Transportation Security Administration

**Name of Competition/Project:** Federal Air Marshal Training

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

**Grant/Contract Time Period** **Start:** 8/2/11 **End:** 8/1/12

**Cabinet Member:** James C. Brock

**Manager:** Terry Byrd

**Focus of Proposal:**

SPC's Southeastern Public Safety Institute In-Service Department will provide subject matter expertise, instructor oversight and coordination, scheduling and student registration services to facilitate multiple firearms and defense tactics trainings for Federal Air Marshal Service personnel at the Allstate Center for a period of one year with an option to renew year-to-year for an additional 4 years. Funding currently available covers Year One (Base Period) only.

**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	\$ 6,900
Benefits	\$ 2,484
Supplies/Materials	<u>\$ 1,736</u>
Total Budget	\$ 11,120

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$11,120

Total amount from funder: \$11,120

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

Negotiated indirect cost: N/A

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

**College Goals and Institutional Initiatives Addressed:**

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

Institutional Initiative(s):	1. Expand outreach to new students and business clientele for the use of Non-Credit Continuing Education Programs, with the goal of making them financially self-sustaining.
------------------------------	--

**SPC 7/24 Initiative Addressed:**


Focus:	4. Managing with Scarce Resources
--------	-----------------------------------

Observable Project:	Increase Non-state Revenues
---------------------	-----------------------------

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Education—Student Support Services Program

**Confirmation/approval is sought with respect to the following grant/restricted funds contract item which was previously approved, but has been amended, modified, extended and/or needs additional clarification.**

- Agreement initially approved January 19, 2010, with the U.S. Department of Education (DOE), Office of Postsecondary Education, for the continuation of the Student Support Services (SSS) Program on the St. Petersburg/Gibbs and Clearwater campuses by providing funding to SPC in the amount of \$290,516 for the first year of a five-year project period beginning September 1, 2010, and ending August 31, 2015. The funding allows the College's SSS Program to support low-income, first-generation, and/or disabled students who are academically at-risk. Following a comprehensive assessment of the individual student needs, the SSS Program will provide remedial services, *Student Success Plans*, *College Student Inventory (CSI)*, tutoring, mentoring, academic progress monitoring, academic advising, career advisement, financial aid/scholarship assistance, four-year college/university tours, transfer workshops/seminars, and cultural activities.


**This item is to update the Board on changes to the project period and funding level as outlined in the Grant Award Notification document recently received by the DOE. Specifically, the project period is now September 1, 2011, through August 31, 2016, and the first-year funding is in the amount of \$281,510. All other terms and conditions will remain as previously approved/advised.**

Suzanne L. Gardner, Acting General Counsel; Karen Kaufman White, Provost, St. Petersburg/Gibbs Campus; and Linda L. Hogans, Director, Special Programs, recommend approval.

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Advertising for Miscellaneous Construction Manager at Risk Services, Collegewide

At its June 21, 2011 meeting, as part of the Fiscal Year 2011-2012 Capital Outlay Budget Board Memo (Agenda Item VII-E.9), 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.

The college has a need to select multiple contractors (up to five) to provide miscellaneous Construction Manager at Risk services, Collegewide. The types of projects that will be performed under these contracts will include general renovation, remodeling, construction, demolition and maintenance projects including, but not limited to, the following: Site work (i.e. irrigation systems and landscaping), utility system improvements; HVAC renovations and replacement, chilled and hot water systems; voice, video and data networking; electrical systems improvements; building and site security systems; roof replacement; parking lots and improvements; Safety-to-Life upgrades (fire, health, sanitation); ADA upgrades; renovations, relocations and set-ups of relocatables and classrooms; miscellaneous remodeling/renovations to buildings, Collegewide; and other miscellaneous projects as may be deemed necessary.

The individual projects shall range in size up to \$1,000,000 and the contract durations will be three years with the ability to renew for up to an additional three years based upon acceptable performance. Once the selection process has been completed through the Consultants' Competitive Negotiations Act, we will bring the final recommendations to the Board for final approval.

**Authorization is sought to advertise for up to Five Miscellaneous Construction Managers at Risk Services, Collegewide and proceed through the selection process.**

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

mdc0908111

## Type I Large Construction Projects

- Choose contractors by Competitive Negotiations Act per Florida Statute 287.055
- Construction Manger at Risk and Design Build Services
- Projects range up to \$35 Million
- Examples: Veterinary Technical Center (VTC), Michael and Evelyn Bilirakis College of Education Building (Tarpon Springs Campus), Ethics and Social Science Building (Clearwater Campus)

## Type II Miscellaneous Construction Manager at Risk Services, Collegewide

- Choose 5 contractors by Competitive Negotiations Act per Florida Statute 287.055
- Projects range up to \$1 Million
- Examples: Demolition of the original Veterinary Technical Center (Health Education Center), Clearwater Church Buildings (Clearwater Campus), Parking Lot Construction (EpiCenter, Health Education Center), site work (Collegewide), etc

# Construction Projects

## Type III Small Projects and Subcontractors

- Pre-approved small contractors used on a rotating basis
- Scopes range up to \$35,000 (Category 2)
- Examples: plumbing, mechanical, drywall, concrete, masonry, demolition, etc.

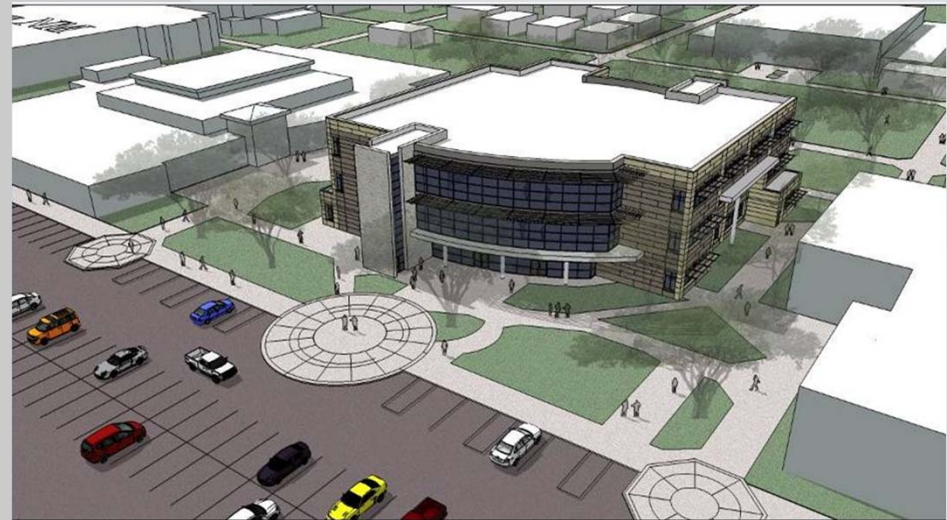
## Type IV In House Construction

- Self perform and use miscellaneous small contractors on a rotating basis
- 21 skilled trades workers on staff
- Projects range up to \$300,000
- Examples: Registration/MAP Centers, Library Upgrades, Writing Studios

This department is self permitting as allowed by the Florida Building Code and can issue construction permits, perform plan reviews and building inspections for all of our construction projects as well as maintenance permits/inspections collegewide.

# Type I - Large Construction Projects

Veterinary Technology Center



Ethics and Social Science Building



# Type II - Miscellaneous Construction Manager at Risk Services, Collegewide



Demo Vet Tech, HEC



Demo Annex I, EPI



Demo Church Buildings, CL



# Type III - Small Projects and Subcontractors





# Type IV - In House Construction

Registration Center, St. Petersburg / Gibbs



Library Learning Resource Commons, TS




Registration Center, CL



September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Review of Construction Documents (Phase III) and Guaranteed Maximum Price (GMP), Project 151-G-11-15, Remodel 1st Floor Downtown Center, Phase I and Phase II

Biltmore Construction Company, as the Design/Build Contractor, in conjunction with Canerday, Belfsky & Arroyo, Architects and College staff, have completed the Construction Documents (Phase III) for Project #151-G-11-15, Remodel Space, 1<sup>st</sup> Floor Downtown Center, Phase I and Phase II. This design is based on the Design Criteria Package that was developed by College staff, users and consultants.

The **First Phase** of this project consists of remodeling a portion of space previously occupied by the Florida International Museum on the ground floor of the main Downtown Center building. This will provide a larger and enhanced student intake and support area to accommodate growth at the Downtown Center. This space will also include a larger admissions/registrar counter, a student self-serve and computer testing area and new office suite. The new office suite shall accommodate the Associate Provost, Academic and Financial Aid Advisors, Veterans Representative, Disabilities Resource Specialist, and student services support staff. As previously approved by the Board, construction is underway and is scheduled to be completed during the Spring session of 2012.

The **Second Phase** of this project includes remodeling of the existing Registration and Admissions area on the ground floor to create a new student lounge and study area and a “Who-is-Next” kiosk in the main lobby. This phase of construction will also provide a clear and visible path to the ground floor northwest staircase that had been hidden from access and view by the existing Registration and Admissions area. This larger area and staircase will assist in alleviating congestion in the main lobby.

The Final Guaranteed Maximum Price (GMP) for this project remains at \$911,899 or \$126.44 per square foot of building space with a Total Project Budget of \$1,308,385. The funding sources for this project are Public Education Outlay (PECO) funds. 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 first phase of this project is scheduled to be substantially complete by January 13, 2012, and the second phase is scheduled to be substantially complete by April 30, 2012.

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

2 Year Student Capital Improvement Fee (SCIF) Funds	\$	823,483.50
Public Education Capital Outlay (PECO) Funds	\$	484,901.50
<b>Total Project Budget:</b>	\$	<b>1,308,385</b>

These 100% Construction Documents (Phase III) and Final Guaranteed Maximum Price are presented today for your review and approval. The 100% Construction Documents have been reviewed by Yvonne Ulmer, Campus Executive Officer, Downtown Center and the User Advisory Committee.

**Authorization is requested for the following:**

- **To approve the 100% Construction Documents (Phase III);**
- **To approve the Final GMP of \$911,899 and to proceed with the Construction 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; Yvonne Ulmer, Campus Executive Officer, Downtown Center; Vito Diruggiero, Vice President, Biltmore Construction; and Leo Arroyo, Principal, Canerday, Belfsky and Arroyo Architecture, Inc., recommend approval.

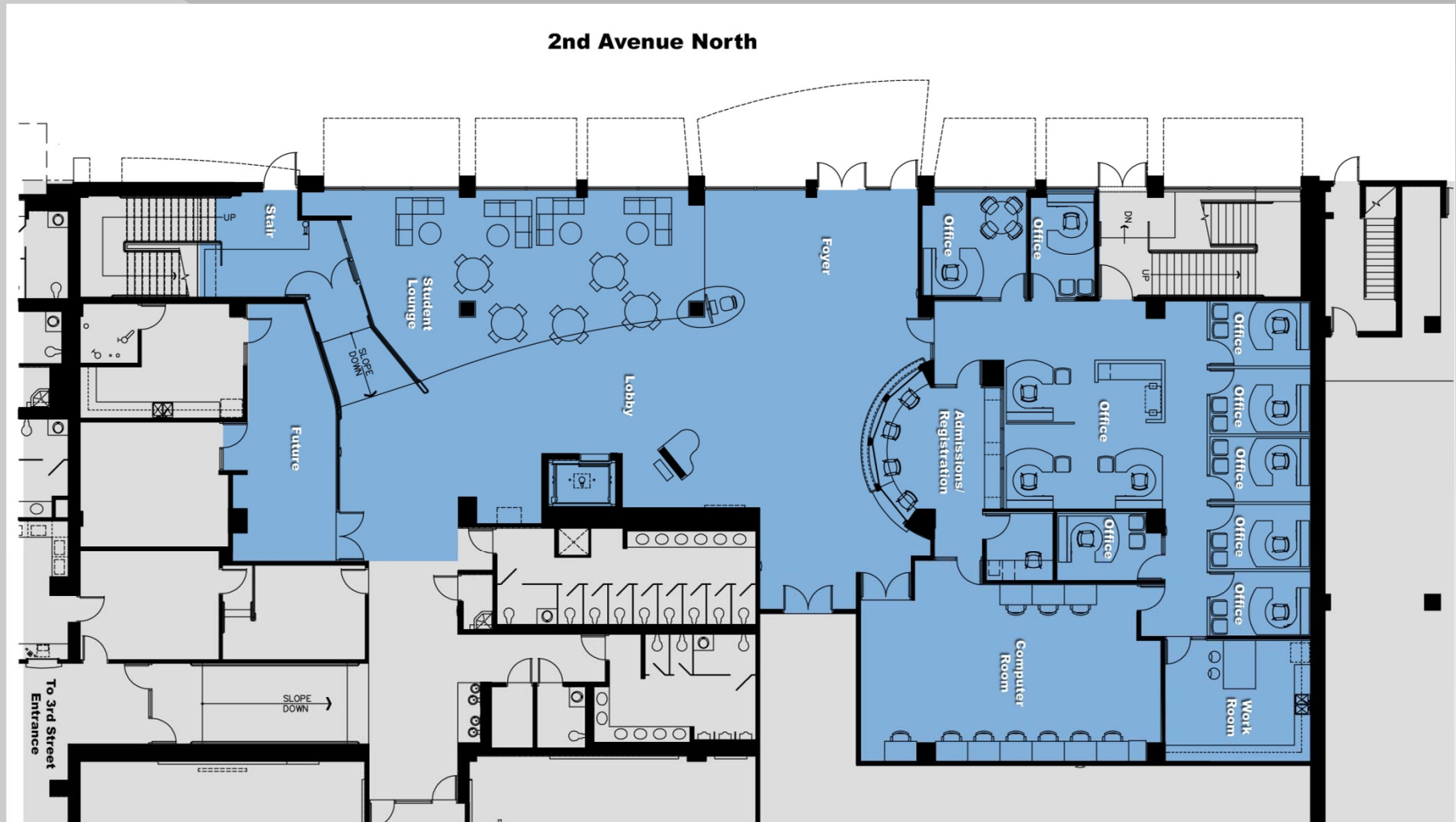
mdc0908112

Agenda Item VII-E.2

**Review of Construction Documents (Phase III)  
and Guaranteed Maximum Price (GMP),  
Project 151-G-11-15, Remodel 1<sup>st</sup> Floor  
Downtown Center, Phase I and Phase II**



# 1<sup>st</sup> Floor Student Intake/ Services



# 1<sup>st</sup> Floor Student Intake/ Services



# 1<sup>st</sup> Floor Student Lounge/Waiting





---




Questions?

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Board Acceptance of Project 1707-X-08-18, Veterinary Technology Building, Veterinary Technology Center

The project architect from Flad Architects and College staff have inspected the project and certify that as of July 29, 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.

Mills Gilbane, formerly known as W.G. Mills, Inc., as the Design Build Contractor, was responsible for providing the necessary labor and materials to construct the Veterinary Technology Building, Veterinary Technology Center.

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

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

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

The State Requirements for Educational Facilities 2008, 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.** Final payment will not be made until all requirements for final completion have been met.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Susan Reiter, Vice President, Facilities Planning & Institutional Services; Tom Gyllstrom, Principal, Flad and Associates and Michael Wilson, Project Executive, Mills Gilbane, recommend approval.

mdc0908112

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Board Acceptance of Project 186-C-11-4, Additional Classrooms/Offices, Seminole Campus

The project architect from ARC3 Architecture, Inc., and College staff have inspected the work on this project and certify as of August 18, 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.

This project consisted of the purchase and installation of the following modular units located between the University Partnership Building and the Chiller Plant Building at the Seminole Campus:

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 square-foot walkway deck, stairs and ADA ramp, and extension of the associated electric, fire alarm, data, domestic and sanitary sewer required for the project.

The State Requirements for Educational Facilities, 2008, 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.** Final payment will not be made until all requirements for final completion have been met.

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

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Board Acceptance of Project 186-B-11-4, Science Lab Upgrades, UPC Building, Seminole Campus

The project architect from Fleischman Garcia Architects and College staff have inspected the project and certify as of August 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.

This project consisted of science lab upgrades at the University Partnership Building rooms 307 and 309. This upgrade provided a more effective Biological Science lab, Anatomy and Physiology I and II labs, Field Biology of Florida with lab and Biology of Marine Life with lab. This project also provided for the addition of a Biology I lab, Biology II Organism and Ecology lab and an Oceanography lab (course could not be taught in the previous space). The renovation included casework with chemical-resistant counters, lab tables, teaching bunkers and demonstration tables with chemical-resistant tops and sinks. In addition, the project also included upgrades to the heating, ventilation 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 an emergency exhaust system.

The State Requirements for Educational Facilities, 2008, 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.** Final payment will not be made until all requirements for final completion have been met.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Susan Reiter, Vice President, Facilities Planning & Institutional Services; John Kalaf, Vice President, A.D. Morgan Corporation; Jeff Pelszynski, Architect, Fleischman Garcia, Architects and Dr. James Olliver, Provost, Seminole Campus, recommend approval.

mdc0908111

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Disposition of Surplus or Obsolete Property (Survey #538)

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

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

Tag Number	Description	Acquisition Date	Condition	Sum Amount
01172	Print Enlarger For Viewing	1/1/1987	obsolete	\$2,485.00
01713	Intensive Care Unit:Snyd	9/1/1987	poor	\$5,049.00
01790	5" Ekg Monitor W/Mult L	6/1/1979	obsolete	\$1,205.40
01791	EKG Machine: Burdick	6/1/1979	obsolete	\$1,375.00
01805	Scale Exam Table: Shore-L	7/1/1983	obsolete	\$1,205.40
02921	Stereo Recorder/Reproducer	8/1/1982	obsolete	\$1,237.00
03948	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
03950	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
03951	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
03952	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
04035	Library Shelving W/Access	1/1/1985	obsolete	\$1,244.03
07238	Desk W/Return & O.H. Sto	6/1/1992	poor	\$1,294.00
08133	Laserdisc Player: Pioneer	5/1/1993	obsolete	\$1,948.33
12478	Smartboard:Diagonal 58 1/4"	12/9/1998	obsolete	\$1,474.00
12548	Printer:Lexmark S1855N	7/28/1998	obsolete	\$1,637.81

12552	Monitor, Optelec Spectrum Jr.	8/18/1998	obsolete	\$3,290.00
12763	Printer:Lexmark 1650N	6/5/1998	poor	\$1,304.53
14348	Camcorder: Panasonic	1/22/1999	obsolete	\$1,773.23
14556	Projector: Epson	2/19/1999	obsolete	\$4,650.00
14647	36 Port Switch SSII 3900	5/14/1999	obsolete	\$4,799.00
14979	Digital Camera: Panasonic	4/8/1999	obsolete	\$1,199.99
15522	Server: Dell Power Edge	8/9/1999	obsolete	\$2,887.00
15645	Switch SSII 3900	8/31/1999	obsolete	\$4,799.50
16735	Chair: Three Seat	4/26/2000	poor	\$1,528.12
17613	Desk, Single Pedestal	10/30/2000	obsolete	\$2,052.17
17614	Desk, Single Pedestal	10/30/2000	obsolete	\$2,052.17
17615	Computer Workstation	10/30/2000	obsolete	\$1,355.48
17865	Super Stack Switch:3900	8/16/2000	obsolete	\$2,787.00
17866	Super Stack Switch:3900	8/16/2000	obsolete	\$2,787.00
17962	Workstation (PC table)	1/11/2001	poor	\$2,501.05
17967	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
18087	Super Stack Switch:3900	8/16/2000	obsolete	\$2,787.00
18088	Super Stack Switch:3900	8/16/2000	obsolete	\$3,405.43
18096	Server: Dell Power Edge 4400	8/12/2000	obsolete	\$9,592.00
18121	Server: Dell Power Edge	10/3/2000	obsolete	\$4,480.00
19139	UPS:APC	2/8/2000	poor	\$2,545.36
19186	Server: Dell Power Edge	4/18/2001	obsolete	\$3,637.00
19450	Printer:Lexmark T614N	8/13/2001	poor	\$1,482.63
19533	CCTV 14" :Aladdin	11/16/2001	obsolete	\$1,820.00
19559	Scrubber: North American 26"	9/18/2002	poor	\$2,500.00
19657	Computer:Dell 330	6/29/2001	obsolete	\$3,131.00
19660	Computer:Dell 330	6/29/2001	obsolete	\$3,076.00
19662	Computer:Dell 330	6/29/2001	obsolete	\$3,076.00
19760	CCTV Enlarger Portable: Aladdin	12/17/2001	obsolete	\$1,845.00
19773	Server: Dell 2500	2/12/2002	obsolete	\$3,714.00
20522	Computer: Dell GX150	3/4/2002	obsolete	\$1,038.00
20560	Computer:Dell GX240	4/24/2002	obsolete	\$1,564.68
20618	Computer:Dell GX150	9/11/2001	obsolete	\$1,101.86
20848	Computer:Dell GX240	11/13/2001	obsolete	\$1,313.95
20874	Computer: Dell GX240	11/3/2001	obsolete	\$1,548.95
20876	Computer: Dell GX240	11/3/2001	obsolete	\$1,548.95
20881	Computer: Dell GX240	11/3/2001	obsolete	\$1,548.95
21017	Computer: Dell GX240	11/13/2001	obsolete	\$1,313.95
21082	Computer: Dell GX240	11/13/2001	obsolete	\$1,313.95

21121	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21126	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21129	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21147	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21148	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21159	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21170	Computer: Dell GX240	11/28/2001	obsolete	\$1,598.00
22050	Computer: Dell GX240	5/21/2002	obsolete	\$1,412.04
22051	Computer: Dell GX240	5/21/2002	obsolete	\$1,412.04
22087	Computer: Dell GX240	6/7/2002	obsolete	\$1,129.90
22090	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22091	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22092	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22094	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22095	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22096	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22097	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22098	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22099	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22100	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22101	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22102	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22103	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22104	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22105	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22106	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22107	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22108	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22109	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22110	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22111	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22112	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22113	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22114	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22115	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22116	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22117	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22118	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22119	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75



22208	Micropublisher Imaging System	9/23/2002	obsolete	\$4,595.00
22332	Wireless Access Point	8/8/2002	obsolete	\$1,190.35
22333	Wireless Access Point	8/8/2002	obsolete	\$1,190.34
22334	Wireless Access Point	8/8/2002	obsolete	\$1,190.33
22335	Wireless Access Point	8/8/2002	obsolete	\$1,190.34
22344	Wireless Access Point	8/8/2002	obsolete	\$1,020.00
22345	Wireless Access Point	8/8/2002	obsolete	\$1,020.01
22346	Wireless Access Point	8/8/2002	obsolete	\$1,020.02
22385	Computer: Dell GX240	6/18/2002	obsolete	\$1,000.67
22386	Computer: Dell GX240	6/18/2002	obsolete	\$1,000.67
22408	Printer: Secure MICR Laser	6/25/2002	poor	\$4,974.00
22468	Computer: Dell GX240	6/17/2002	obsolete	\$1,445.00
22502	Computer: Dell GX240	6/17/2002	obsolete	\$1,554.00
22544	Computer: Dell GX260T	6/25/2002	obsolete	\$1,281.95
23129	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23316	Computer: Dell GX260T	9/23/2002	obsolete	\$880.02
23330	Laptop Computer:Dell Latitude	10/23/2002	obsolete	\$3,231.00
23538	Printer: Lexmark T522N	12/6/2002	poor	\$1,123.13
23571	Image Card Printer:DataCard	6/20/2003	obsolete	\$5,344.24
23990	Computer: Dell GX260T	12/18/2002	obsolete	\$1,478.31
24792	Computer: Dell GX260T	4/16/2003	obsolete	\$2,163.00
24969	Computer: Dell GX260T	4/22/2003	obsolete	\$1,171.00
24970	Computer: Dell GX260T	4/22/2003	obsolete	\$1,171.00
24974	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
24997	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
24998	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
24999	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25001	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25002	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25003	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25004	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25005	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25006	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25007	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25008	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25009	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25010	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25011	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25012	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00

25013	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25014	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25015	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25016	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25017	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25018	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25019	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25020	Computer: Dell GX260T	4/22/2003	obsolete	\$1,554.00
25034	Printer:HP	4/22/2003	poor	\$1,251.00
25035	Printer:HP	4/22/2003	poor	\$1,251.00
25091	Computer:Dell GX260T	5/30/2003	obsolete	\$1,540.00
25116	Computer:Dell GX260T	5/30/2003	obsolete	\$1,269.00
25162	Computer:Dell GX260T	6/13/2003	obsolete	\$1,320.00
25163	Computer:Dell GX260T	6/19/2003	obsolete	\$1,244.00
25164	Computer:Dell GX260T	6/19/2003	obsolete	\$1,244.00
25166	Computer:Dell GX260T	6/19/2003	obsolete	\$1,244.00
25167	Computer:Dell GX260T	6/19/2003	obsolete	\$1,244.00
25349	Computer: Dell P4	4/30/2003	obsolete	\$2,696.00
25547	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25576	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25580	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25584	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25589	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25736	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25740	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25747	Computer: Dell GX260T	4/30/2003	obsolete	\$1,313.00
25810	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25842	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
26012	V-Surgery Table:Shor-Line	12/12/2003	obsolete	\$2,906.21
27025	Photo ID Copier	1/29/2004	obsolete	\$7,965.00
27216	Computer:Dell GX270T	12/11/2003	obsolete	\$1,320.24
27217	Printer:Lexmark C752DN	12/16/2003	poor	\$2,614.18
27472	Printer:Lexmark T630N	12/11/2003	poor	\$1,081.10
27652	Computer:Dell GX270	4/1/2004	obsolete	\$1,668.50
27660	Computer:Dell GX270	4/1/2004	obsolete	\$1,481.84
27755	Computer:Dell GX270	3/29/2004	obsolete	\$1,621.00
27787	Computer:Dell GX270	4/2/2004	obsolete	\$2,048.42
28044	PlasmaPro FP Display: Sony 50"	5/24/2004	poor	\$6,214.95
28484	Computer:Dell GX270	8/17/2004	obsolete	\$1,206.50

29245	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29254	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29259	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29404	Smartview 8000:Pulse Data	3/29/2005	poor	\$2,795.00
29467	Computer:Dell GX280	4/12/2005	obsolete	\$1,730.85
29659	Computer:Dell GX280	3/8/2005	obsolete	\$1,453.12
29706	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29708	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
30104	UPS:Smart UPC	8/5/2005	poor	\$1,158.49
30270	SW RGB/Video/Audio:Crestron	6/23/2006	poor	\$2,792.46
30847	Computer:Dell GX280	6/16/2005	obsolete	\$1,251.91
31288	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31292	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31294	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31301	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31309	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31316	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31322	Computer:Dell GX280	7/18/2005	obsolete	\$1,437.00
31337	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31642	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31644	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
31900	Copier:Aficio 2075	3/28/2006	obsolete	\$16,575.00
32731	Computer: Dell GX260T*	6/28/2002	obsolete	\$0.00
32780	Computer:Dell GX260T*	6/28/2002	obsolete	\$0.00
33567	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,626.50
33570	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,626.50
33573	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33575	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96
33576	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33577	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33578	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33580	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33581	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33582	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96
33584	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96
33586	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96
33588	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33589	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
33602	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$1,367.96

33607	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$1,367.96
34339	Chemistry Analyzer:VetScan	6/14/2006	poor	\$4,995.00
36086	Plasma TV	4/24/2007	poor	\$1,918.80
37802	Lift Table	5/19/2008	poor	<u>\$3,098.89</u>
			<b>TOTAL</b>	<b>\$390,144.40</b>

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

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

- Miscellaneous Chairs, Tables and Furniture
- Miscellaneous Computer & Telephone Parts
- Miscellaneous Custodial Equipment
- Miscellaneous Scientific, Medical, Exercise, Classroom and Kitchen Equipment

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

djh0831111

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Personnel Report

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

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/15/2011	Adolphe,Ronald J	Campus Security SPG	Security Officer I
8/8/2011	Baker,Tracy S	Campus Security DO	Security Officer I
8/8/2011	Barnes,Jonathan A	Fine & Applied Arts CL	Instructional Asst III
7/23/2011	Cain,Christopher Lin	Letters CL	Instructional Asst III
8/6/2011	Capek,Catherine T	Letters SPG	Instructional Asst III
8/8/2011	Ervin,Joshua Andrew	Network Systems Support	Network Tech Support Specist
8/29/2011	Hatlem,Cherie R	Course & Curriculum Develop DO	Coord, Curriculum Services
7/23/2011	Johns,Charlotte D	Scholarships/Stu Fin Assist SP	Scholar&Stu Fin Assist Officer
8/6/2011	Maiolie,Patricia A	BA Programs/UPC	Academic Advisor - BA
8/22/2011	Mascenik,Charles E.	Campus Security TS	Security Officer I
7/23/2011	Oakley,Shirley	Letters CL	Academic Department Coordinator
8/13/2011	Rettinger,Jason	Payroll Support	Payroll Specialist II
8/29/2011	Root,Anamarie	Human Resources	Coord, Staff & Prof. Develop.
8/8/2011	Sloss,John P	Admin Info Sys - Development	Analyst/Programmer
8/16/2011	Torres,Irene P	Nursing HC	Nursing Skills Facilitator
8/8/2011	Wright,Nikishea A	Business Office SPG	Student Service Assistant

<b>HIRE 2011-2012 Faculty</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/12/2011	Clem,Angela S	Nursing HC	Instructor
8/8/2011	Daniels,Juli F.	BA Programs/UPC	Instructor-12 month
8/1/2011	Osovitz,Michelle M.	BA Programs/UPC	Instructor-12 month

<b>HIRE Temporary/Supplemental</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/22/2011	Afienko,Kenneth J	BA Programs/UPC	Supplemental Bach Prog.
8/22/2011	Albero,Richard J.	Social Science CL	Instructor - Temporary Credit
8/3/2011	Atkinson,Loree B	Distance Learning TV SE	Supplemental Instr - Credit
8/22/2011	Ault,Lynn	Natural Science TS	Instructor - Temporary Credit
8/3/2011	Ball,Ray L	Veterinary Technology HC	Instructor - Temporary Credit
8/22/2011	Barimo,John	Natural Science SE	Instructor - Temporary Credit
8/22/2011	Barlas,Irini	Business Technologies CL	Instructor - Temporary Credit
8/11/2011	Bogli,Jessica D	Letters SPG	Instructor - Temporary Credit
8/20/2011	Bortel,Daryl L	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
8/3/2011	Boyce,Jonathan H	Business Technologies CL	Instructor - Temporary Credit
8/22/2011	Breitenbach,Zachary P	Dual Credit - AC	Instructor - Temporary Credit
8/22/2011	Briggs,John J	New Initiative Program - HC	Other Professional- Temporary
8/22/2011	Brizendine,Fallon	Letters CL	Instr- Temporary % Load
8/19/2011	Brock,Dexter	Social Science SPG	Instructor - Temporary Credit
8/17/2011	Brown Jr,Carl M	Business Technologies SP	Instructor - Temporary Credit
8/22/2011	Bryant,Marcae D	Business Technologies TS	Instructor - Temporary Credit
9/6/2011	Buck,Justin Dean	Landscape Services CL	OPS Career Level 1
8/22/2011	Bueller,Daniel J	Mathematics SPG	Instr- Temporary % Load
8/10/2011	Bujak,Joanne D	Letters CL	Instructor - Temporary Credit
8/22/2011	Burdett,Ray G	BA Programs/UPC	Adjunct Bach Prog.
8/17/2011	Buschman,Gregory Alan	Business Technologies CL	Instructor - Temporary Credit
8/10/2011	Butler,Yvonne J.	Letters SPG	Instructor - Temporary Credit
8/29/2011	Cadorete,Geoffrey N	New Initiative Program - HC	OPS Career Level 6
8/1/2011	Capawana,Anthony J	Mathematics CL	Instructor - Temporary Credit
8/22/2011	Carney,Joshua David	Fine & Applied Arts SPG	Instructor - Temporary Credit
7/29/2011	Cattell,Liam	Mathematics SPG	Instructor - Temporary Credit
8/1/2011	Cheskidova,Svetlana I	Mathematics CL	Instructor - Temporary Credit
8/1/2011	Childers,Kristen S	Mathematics TS	Instructor - Temporary Credit
8/22/2011	Chiou,George S.	Fine & Applied Arts TS	Instructor - Temporary Credit
8/22/2011	Choyce,Athena J.S.	Business Technologies SE	Instructor - Temporary Credit
8/22/2011	Chrisochos,Nicholas P	Mathematics CL	Instructor - Temporary Credit
8/22/2011	Chung,USung	Interpreter Training CL	Instructor - Temporary Credit
8/22/2011	Clem,Angela S	BA Programs/UPC	Supplemental Bach Prog.
8/15/2011	Clockel,Matthew	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/29/2011	Cook,Jason Wayne	Letters CL	OPS Technical Level 2
8/22/2011	Crum,William	Distance Learning TV SE	Instructor - Temporary Credit
8/22/2011	Cullifer,Crystal Maria	Mathematics SPG	Instructor - Temporary Credit
8/8/2011	Daniels,Juli F.	BA Programs/UPC	Supplemental Bach Prog.
8/22/2011	DeChant,John David	BA Programs/UPC	Adjunct Bach Prog.
8/22/2011	DeLaRosa,Digna J	Nursing HC	Instr- Temporary % Load
8/22/2011	Delia,Vivian	College of Education	Adjunct Bach Prog.
8/22/2011	Delk,Mary Catherine	BA Programs/UPC	Adjunct Bach Prog.
8/22/2011	Deppe,Anja	Natural Science CL	Contributed Service
8/22/2011	Despain,Aaron L.	BA Programs/UPC	Adjunct Bach Prog.

8/17/2011	Dilkes,Rachel I	Emergency Medical Services HC	Instructor - Temporary Credit
8/11/2011	Dolan,Alyson	Fine & Applied Arts SPG	Instructor - Temporary Credit
7/29/2011	Dorsey,Joseph W	BA Programs/UPC	Adjunct Bach Prog.
9/8/2011	Dosen,Michael James	Fac Plan/Construction DO	OPS Maint/Trades SkilledHelper
8/22/2011	Dowling,Kristie	Letters CL	Instructor - Temporary Credit
8/22/2011	Ellison,Rachel	BA Programs/UPC	Adjunct Bach Prog.
8/22/2011	Farmer,Buddy Brisco	Dual Credit - AC	Contributed Service
8/22/2011	Fisher,Keith A	Dual Credit - AC	Contributed Service
8/22/2011	Fortner,Jimmy L	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
8/17/2011	Fox,Cynthia A	Social Science SPG	Instructor - Temporary Credit
8/17/2011	Franco,Jair	Natural Science SPG	Instructor - Temporary Credit
8/22/2011	Francois,Magda	Ethics SPG	Instructor - Temporary Credit
8/10/2011	Frank,John R	Letters SPG	Instructor - Temporary Credit
8/22/2011	Garrity,Caren	Natural Science CL	Instructor - Temporary Credit
8/22/2011	Gilberg,Sharon L	Natural Science TS	Instructor - Temporary Credit
8/22/2011	Gilleland,Amanda H	Natural Science SPG	Instructor - Temporary Credit
8/31/2011	Gilstrap,Venita C	Business Technologies CL	Instructor - Temporary Credit
8/17/2011	Glickley,Ashleigh M	Letters CL	Instructor - Temporary Credit
8/22/2011	Grano,Barbara S.	BA Programs/UPC	Supplemental Bach Prog.
8/30/2011	Grayson,Carole A	Dual Credit - AC	Contributed Service
8/22/2011	Grimaudo,Nicholas John	BA Programs/UPC	Adjunct Bach Prog.
8/22/2011	Grinnell,Lynn Dean	BA Programs/UPC	Contributed Service
8/22/2011	Grunz,Patricia L	Fine & Applied Arts SPG	Instructor - Temporary Credit
8/22/2011	Hacker Esq,Jennifer R	BA Programs/UPC	Adjunct Bach Prog.
8/29/2011	Haigh,Alyssa Lynn	Associate Provost SP	OPS Career Level 2
8/4/2011	Hall,James A	Fine & Applied Arts SE	Instructor - Temporary Credit
8/22/2011	Hamilton,John M	Fine & Applied Arts SPG	Instructor - Temporary Credit
8/22/2011	Harden,Jay M	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/22/2011	Hasbrouck,Charles	Speech - Letters TS	Instructor - Temporary Credit
8/12/2011	Hayes,Chelsea A	Fine & Applied Arts CL	Instructor - Temporary Credit
8/22/2011	Hayes,Shelley E	Business Technologies CL	Instructor - Temporary Credit
8/22/2011	Heiser,Rudy N	Distance Learning TV SE	Instructor - Temporary Credit
8/22/2011	Henrichon,Stephen	Letters CL	Instructor - Temporary Credit
8/22/2011	Henry,Deborah M	Dual Credit - AC	Instructor - Temporary Credit
8/16/2011	Hernandez,Jeffrey Loren	Provost TS	OPS Career Level 5
8/17/2011	Higgins,Eron E	Natural Science SPG	Instructor - Temporary Credit
8/22/2011	Hill,Andrew C	BA Programs/UPC	Adjunct Bach Prog.
8/11/2011	Hodgins,Susan J	Letters SPG	Instructor - Temporary Credit
8/17/2011	Honnold,Jeff L	Letters CL	Instructor - Temporary Credit
8/22/2011	Hublikar,Suhas V.	BA Programs/UPC	Adjunct Bach Prog.
8/22/2011	Huegel,Craig N	BA Programs/UPC	Adjunct Bach Prog.
8/22/2011	Hulsizer,Eric W	Business Technologies SE	Instructor - Temporary Credit
8/22/2011	Isaac,Alicia	Dual Credit - AC	Contributed Service
8/1/2011	Italia,Mark P	Natural Science TS	Instructor - Temporary Credit
8/22/2011	Jagger,Melissa	BA Programs/UPC	Adjunct Bach Prog.
8/22/2011	Johnson,Jennifer L	Dual Credit - AC	Contributed Service
8/22/2011	Jones,Helen H	BA Programs/UPC	Adjunct Bach Prog.
8/15/2011	Kelly,Keith L	Business Technologies TS	Instructor - Temporary Credit

8/22/2011	Kirtland,Wilbur H	Dual Credit - AC	Instructor - Temporary Credit
8/22/2011	Kish,George R	Distance Learning TV SE	Instructor - Temporary Credit
8/3/2011	Kitzerow,Adam C	Fine & Applied Arts CL	Instructor - Temporary Credit
8/17/2011	Knobel,Tonja L	Dual Credit - AC	Contributed Service
8/22/2011	Kohrs,Dean A.	Letters CL	Instr- Temporary % Load
8/22/2011	Kolonoski,David E.	Mathematics SPG	Instr- Temporary % Load
8/22/2011	Kozash Jr,Robert	Business Technologies SP	Instructor - Temporary Credit
8/22/2011	Kralovich,Margaret A	Mathematics CL	Instructor - Temporary Credit
8/11/2011	Kuhn,Christina M	Enrollment Management DO	OPS Career Level 6
8/22/2011	Kuropas,Cindy L	Letters CL	Instructor - Temporary Credit
8/11/2011	Laguna,Jason M	Social Science SPG	Instructor - Temporary Credit
8/18/2011	Lane,Kathleen A.	Nursing HC	Supplemental Bach Prog.
8/3/2011	Langmaid,Jeffrey	Natural Science SPG	Instructor - Temporary Credit
8/22/2011	Lara,Monica R.	BA Programs/UPC	Supplemental Bach Prog.
8/22/2011	Lieberz,Vanessa C	Dual Credit - AC	Contributed Service
8/22/2011	Lindskoog,Nils E.	Business Technologies SE	Instructor - Temporary Credit
8/17/2011	Lloyd,Ashley S.	College of Education	Supplemental Bach Prog.
8/22/2011	Lord,Robert McCormack	Ethics SPG	Instructor - Temporary Credit
8/22/2011	Lorenti-Wann,Emilia	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
8/18/2011	Lovelady,Christopher	Ethics SE	Instructor - Temporary Credit
8/22/2011	Lynch,Paul L	Dual Credit - AC	Contributed Service
8/10/2011	Mabe,Logan D	Letters SPG	Instructor - Temporary Credit
8/1/2011	Mack,Patriva V	Social Science TS	Instructor - Temporary Credit
8/22/2011	Markley,Beth A	BA Programs/UPC	Adjunct Bach Prog.
8/17/2011	Marshall,Kim L	Business Technologies SE	Instructor - Temporary Credit
8/9/2011	McBride,Teresa M	Letters SPG	Instructor - Temporary Credit
8/22/2011	McGill,Lori A.	Nursing HC	Other Professional- Temporary
8/26/2011	Mcgrath,Kara M	Provost SE	OPS Career Level 3
8/1/2011	McGregor,Anne N	Counseling & Advisement TS	OPS Career Level 5
8/11/2011	Meredith,Ashley D	Social Science CL	Instructor - Temporary Credit
8/11/2011	Mixon,Christina M	Provost TS	OPS Career Level 6
8/22/2011	Morgan,Renyou Zhang	Natural Science CL	Instructor - Temporary Credit
8/15/2011	Morrissey Keistler,Kathryn	Facilities Plan & Inst Svcs	OPS Career Level 4
8/22/2011	Mullins-Staker,Toni L	Dual Credit - AC	Contributed Service
8/11/2011	Nakayama,Tomoyuki	Natural Science SE	Instructor - Temporary Credit
8/22/2011	Nallamshetty,Kanaka D	Natural Science CL	Instructor - Temporary Credit
8/22/2011	Navarro,Rafael	CJI AA/AS DOC AC	Instructor- Temporary Non-Cred
8/22/2011	Nebrich,Jennifer C	Letters CL	Instructor - Temporary Credit
8/22/2011	Nousiainen,Robin M	Dental Hygiene HC	Instr- Temporary % Load
8/22/2011	Ogle,Caroline L	Fine & Applied Arts SPG	Instructor - Temporary Credit
8/22/2011	Olivero,Christina S	BA Programs/UPC	Adjunct Bach Prog.
8/3/2011	O'Neill,Meghan A	Letters CL	Instructor - Temporary Credit
9/7/2011	Opapeju,Modupe R	New Initiative Program - HC	OPS Career Level 5
8/22/2011	Osorio,Patricia M	Natural Science CL	Instr- Temporary % Load
9/3/2011	Pappas,Shawn	Criminal Justice AC	Instructor- Temporary Non-Cred
8/1/2011	Pauling,Ushanda M	Human Services HC	Instructor - Temporary Credit
8/17/2011	Pearson,Kimberly M	Business Administration SE	Instructor - Temporary Credit
8/22/2011	Perry,Dwayne C	Ethics SE	Instructor - Temporary Credit



8/22/2011	Perry,Rodney A.	Dual Credit - AC	Contributed Service
8/22/2011	Phipps,Tonya M.	Social Science SPG	Instructor - Temporary Credit
8/11/2011	Pogonowski-Gill,Kim M	Natural Science SE	Instructor - Temporary Credit
8/22/2011	Polson Jr,Herbert E	Social Science SPG	Instructor - Temporary Credit
9/8/2011	Preston,Tameka	Social Science SPG	Instructor - Temporary Credit
8/1/2011	Queensberry,Jo-Rene	BA Programs/UPC	Adjunct Bach Prog.
8/1/2011	Rager,Sandra	Ethics SPG	Instructor - Temporary Credit
8/22/2011	Record II,Anthony D	Fine & Applied Arts CL	Instructor - Temporary Credit
8/3/2011	Reed,Patricia D	Dual Credit - AC	Contributed Service
8/4/2011	Rein,Debra L	Fine & Applied Arts SE	Instructor - Temporary Credit
8/22/2011	Rhame,William D	Natural Science CL	Instructor - Temporary Credit
8/1/2011	Rhodes,Eric Stephen	Natural Science CL	Instructor - Temporary Credit
8/11/2011	Rissler,Michael D	Letters SPG	Instructor - Temporary Credit
9/8/2011	Rodgers,Kathleen W	Business Technologies SE	Instructor - Temporary Credit
8/17/2011	Rupp,Marc	Nursing HC	Instr- Temporary % Load
8/22/2011	Russell,Janice	Mathematics TS	Instructor - Temporary Credit
8/5/2011	Russo,John Dennis	Dual Credit - AC	Contributed Service
8/3/2011	Scholz,Timothy J	Business Technologies CL	Instructor - Temporary Credit
8/22/2011	Schreiber,Alan E.	Natural Science SPG	Instructor - Temporary Credit
8/22/2011	Scordato,Alice	Letters SPG	Instructor - Temporary Credit
8/17/2011	Scott,Freda	Social Science SPG	Instructor - Temporary Credit
8/2/2011	Seabrook,Anthony	Provost SE	Instructor - Temporary Credit
8/17/2011	Seabrook,Lori K	Business Technologies SP	Instructor - Temporary Credit
8/15/2011	Seay,Latasha Baynes	SPC-Downtown	OPS Career Level 4
8/12/2011	Septenma,Patrick	Business Technologies CL	Instructor - Temporary Credit
8/3/2011	Shafer,Jacob A	Natural Science TS	Instructor - Temporary Credit
8/15/2011	Shoier,Hesham Gouda	Mathematics TS	Instructor - Temporary Credit
8/22/2011	Siegman,Ellen I.	BA Programs/UPC	Adjunct Bach Prog.
8/17/2011	Silcox,Joseph M	Business Technologies CL	Instructor - Temporary Credit
8/22/2011	Simon,Scott J	Business Administration CL	Instructor - Temporary Credit
8/1/2011	Sims,Devara	Social Science SPG	Instructor - Temporary Credit
8/22/2011	Slattery,Kenneth R	Ethics CL	Instructor - Temporary Credit
8/22/2011	Smith,Christine M.	Business Technologies SP	Instr- Temporary % Load
8/22/2011	Smith,Michele L	Letters CL	Instructor - Temporary Credit
7/29/2011	Spear,Todd A	Fire Science AC	Instructor- Temporary Non-Cred
8/17/2011	Sponagle,Kenneth F	Natural Science TS	Instructor - Temporary Credit
8/22/2011	Spraggins,Vera F	Social Science CL	Instructor - Temporary Credit
8/26/2011	St. John,Timothy B	Facilities Plan & Inst Svcs	OPS Career Level 2
8/22/2011	Stehman,Tracey	Nursing HC	Adjunct Bach Prog.
8/18/2011	Steimle,Eric T	Natural Science SPG	Instructor - Temporary Credit
9/7/2011	Sterns,Alesia Ladine	Facilities Plan & Inst Svcs	OPS Career Level 3
8/22/2011	Strauss,Daniel	Natural Science SE	Instructor - Temporary Credit
8/22/2011	Strausser,Haley E	Veterinary Technology HC	Instructor - Temporary Credit
8/22/2011	Sullivan,Tracey H	Social Science CL	Instructor - Temporary Credit
8/1/2011	Swan-Carpenter,Lauren	Business Technologies SE	Instructor - Temporary Credit
8/24/2011	Tavarez,Samantha C	Facilities Plan & Inst Svcs	OPS Career Level 2
8/5/2011	Throesch,Elizabeth	Letters CL	Instructor - Temporary Credit
8/11/2011	Tillman,Adrian D	Business Technologies SP	Instructor - Temporary Credit

8/10/2011	Trombley,Kelly S	Veterinary Technology HC	Adjunct Bach Prog.
8/10/2011	Truong,Vien V	Mathematics SPG	Instructor - Temporary Credit
8/22/2011	Tsoneva,Valentina D	Letters SE	Instructor - Temporary Credit
8/15/2011	Tucker,Nann P	Letters SPG	Instructor - Temporary Credit
8/26/2011	Tunceren,Lillian L	Facilities Plan & Inst Svcs	Instructor- Temporary Non-Cred
8/16/2011	Turk,Melanie	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
8/22/2011	Turner,Nancy	Nursing HC	Instr- Temporary % Load
8/22/2011	Ulrich,Fred R	Letters CL	Instructor - Temporary Credit
8/22/2011	Valentine,Anthony G	Fine & Applied Arts CL	Instructor - Temporary Credit
8/22/2011	Vesey,Judith T.	Dual Credit - AC	Contributed Service
8/3/2011	Vogel,Julie A	Distance Learning TV SE	Instructor - Temporary Credit
9/6/2011	Wagh,Suraj P	New Initiative Program - HC	Other Professional- Temporary
8/22/2011	Watts,Dorraine D.	BA Programs/UPC	Supplemental Bach Prog.
8/22/2011	White II,William K	Dual Credit - AC	Instructor - Temporary Credit
8/9/2011	Whitmarsh,Patrick C	Fine & Applied Arts SE	Instructor - Temporary Credit
8/22/2011	Wilhite,Charles P	Business Technologies CL	Instructor - Temporary Credit
8/4/2011	Williams,Kimberly E	Human Resources	OPS Career Level 3
8/22/2011	Williams,Kimberly N	Ethics CL	Instructor - Temporary Credit
8/22/2011	Williams,Shirlan A	Speech - Letters CL	Instructor - Temporary Credit
8/27/2011	Wright,Russell W	Business Technologies CL	Instructor - Temporary Credit
8/22/2011	Wyatt,Maria D	Letters CL	Instructor - Temporary Credit
8/6/2011	Wykell,Joshua Samuel	Facilities Services DO	General Service/Maint.
8/12/2011	Wyler,Scott W	Business Administration SE	Instructor - Temporary Credit
8/22/2011	Yerke,Erin R.	Dual Credit - AC	Instructor - Temporary Credit
9/6/2011	Zachem,Patricia B	Letters SPG	OPS Career Level 4
8/22/2011	Zorin,Barbara	Mathematics SPG	Instructor - Temporary Credit
8/3/2011	Zwieg,Susan A.	Letters CL	Instructor - Temporary Credit

<b>ANNUAL CONTRACT RENEWAL</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>

8/1/2011	Murphy, Beth	BA Programs/UPC	12-month Instructor
----------	--------------	-----------------	---------------------

<b>TRANSFER/PROMOTION Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>

7/16/2011	Dobson,Terri L	Business Technologies SP	Academic Staff Assistant
8/12/2011	Olsen,Sharon A.	Social Science TS	Instructor


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.

vgw0908111

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Extension of Benefits-Related Vendor Contracts (*Existing Plan, October – December, 2011*)

**Approval is sought for a three-month extension of the agreements with the following benefit-related vendors through December 31, 2011.** SPC is switching the college's health plan year to 01/01/12-12/31/12.

- Aetna Administrative Services, through which medical & dental insurance programs are offered, representing no change in rates.
- Aetna Life Insurance, through which life insurance programs are offered, representing no change in rates.
- Assurant Employee Benefits, which provides ongoing short-term and long-term disability insurance as a voluntary benefit for budgeted employees, at no cost to the college.
- Symetra Financial, which provides aggregate and specific stop-loss coverage, representing no change in rates.


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

Vgw0801113

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Request Approval for Benefits-Related Vendor Contracts (*January – December, 2012, with change in Disability vendor*)

**Approval is sought to enter into agreement with the following benefit-related vendors for the 2012 plan year (01/1/12-12/31/12),** in accordance with recommendations from benefits consultant Brown & Brown and with the support of the college-wide Insurance Committee. Brown & Brown is finalizing negotiations with the vendors. Agreements will be brought to the October 2012 Board of Trustees.

**Aetna Administrative Services** - for medical and dental insurance programs

- Aetna lowered its medical administration fees, from \$41.90 to \$34.75 per employee per month. The current annual cost is \$649,617. The new negotiated annual cost is \$538,764. This represents a savings of \$110,853. Aetna also offered a three-year guarantee and a \$100,000 wellness fund.
- Aetna lowered its dental administration fees, from \$3.95 to \$2.95 per employee per month. The current annual cost is \$61,240. The new negotiated annual cost is \$45,736. This represents a savings of \$15,504. Aetna also offered a three-year rate guarantee.

**Aetna Life Insurance** – for life insurance programs

- Aetna's fees to the college are rising from \$220,000 to \$312,000 in order for the college to increase the employer-provided life insurance to twice the employee's base pay (currently it's about equal to the employee's base pay)
- For employees, there is no change in the rates for purchasing at a level beyond what is provided by the college. In addition, an employee would be able to purchase up to 4x his/her base salary, up to \$500,000 (had been up to 3x).
- Aetna also offered a three-year rate guarantee.

**Lincoln Financial** - voluntary short-term and long-term disability insurance (this is a switch from Assurance Employee Benefits)

- Lincoln is offering a significant savings for employees (about 40%) and a three-year rate guarantee.

- Unlike Assurant, Lincoln does NOT have a pre-existing condition exclusion during open enrollment on the STD. In addition, Lincoln will pay employees weekly, not monthly.

**Advantica EyeCare** – for voluntary vision insurance

- Advantica reduced the rates by 29%, for savings to the employees of \$26,661.
- Advantica also offered a four-year rate guarantee.


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

Vgw0908111

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Request Approval for Health Insurance Benefits for Employees

**Confirmation is sought for the following health insurance plan changes for the plan year Jan. 1, 2012 – Dec. 31, 2012**

**Employee health-related premiums**

- Increase employee payroll-deducted medical contributions for existing Aetna Select and Aetna POS II, phased as follows:
  - 4% increase over the 2010-11 rates, effective Jan. 1, 2012
  - 4% increase over the 2010-11 rates, effective July 1, 2012
- Increase COBRA and retiree contributions in accordance with GASB 45 (Government Accounting Standards Board) as follows:
  - Retiree-only – 15.1%
  - Retiree + 1 – 17.04%
  - Retiree + Family – 15.01%
- Create a self-funded group for Medicare-eligible retirees, which would decrease contributions as follows:
  - Retiree-only – 34.6%
  - Retiree + 1 – 35.6%
  - Retiree + Family – 34.6%
- Create hybrid contribution levels for Medicare-eligible retirees with dependents who are not Medicare-eligible.

**Pilot a new plan option (while retaining current Aetna Select and POS II options)**

- New option: High-deductible/low-premium Aetna Select plan with Health Savings Account (HSA)
- In the first year in which any employee switches to the HSA model, the college would contribute to the employee's account as follows:
  - \$1,000 for employee only, plus a 2:1 match to the employee's contribution, up to a maximum of \$500 (for example, if an employee contributes \$100, the college would contribute \$200)
  - \$2,000 for employee with any dependent coverage, plus a 2:1 match to the employee's contribution, up to a maximum of \$1,500 (for example, if an employee contributes \$100, the college would contribute \$200)

**Other employee benefit changes**

- Adjust the following co-pays:
  - Emergency Room – From \$100 to \$150
  - Outpatient Surgical Facility - From \$50 to \$100
  - Walk-in / Urgent-Care Clinic – From \$50 to \$30
- Add an employee + children tier
- Provide domestic-partner and dependent benefits
- Change the current employee+1 tier to employee + spouse/domestic partner
- Reduce covered dental cleanings from 4 to 2
- Increase the college-provided life insurance coverage to twice an employee's base salary (currently set at about equal to employee's base salary)

The 2011-12 budget includes \$11.3 million for increased college contributions for employee health coverage (\$1.1 million additional funding from prior year). An additional \$1.5 million of revenue is anticipated in the insurance budget for non-fund 1 employee coverage.

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

Vgw0908111

# **St. Petersburg College Health Plan Benefits and Funding - 2012**



*Presented to  
SPC Board of Trustees - Sept. 20, 2011*



# 2011-12 Budget: Self-funded Health and Dental



## **Revenue: \$15.3 million**

\$11.3 million (Fund 1)

\$1.5 million (other restricted funds)

\$2.5 million (employee contributions)



## **Expense: \$15.3 million**

\$14.3 million claims (YTD \$2.5 million)

\$1 million (administrative / stop loss / future unfunded liability)

## **Reserve: \$5.5 million**

# Plan premiums rising in 2012



- **As costs rise, the college and its employees continue to share the cost**
- **The college contribution is increasing by 20%**
- **Meanwhile the employee \*increase would be phased:**
  - **Jan. 1, 2012: 4% increase**
  - **July 1, 2012: 4% increase**

*\* For established plans, Aetna Select and POS II options*

# Starting to turn the tide in 2012



- **Offer a high-deductible/low-premium option as a pilot (funded with employee-controlled Health Savings Account)**
- **Give incentives to employees for selecting HSA**
- **Provide ongoing coaching re HSA expense management**
  - **Solicit continual feedback from pilot group**
  - **Assess outcomes and value for employees and college**
  - **Develop total comp strategy for future premium costs**



# HSA saves employees on premiums

(Deductions from paycheck)



An employee could save at least 50% on their payroll deduction for dependent or family coverage.

	<b>Aetna Select</b> <i>Average</i> employee annual contribution	<b>Aetna Select-Health Savings Account Plan</b> Employee annual contribution	<b>Annual savings</b>
<b>Empl. only</b>	<b>\$385</b>	<b>\$ 0</b>	<b>\$385</b>
<b>Empl + 1</b>	<b>\$3,156</b>	<b>\$1,362</b>	<b>\$1,794</b>
<b>Family</b>	<b>\$5,536</b>	<b>\$2,099</b>	<b>\$3,437</b>

	<b>Aetna POS II</b> <i>Average</i> employee annual contribution	<b>Aetna Select-Health Savings Account Plan</b> Employee annual contribution	<b>Annual savings</b>
<b>Empl. only</b>	<b>\$2,200</b>	<b>\$ 0</b>	<b>\$2,200</b>
<b>Empl + 1</b>	<b>\$5,019</b>	<b>\$1,362</b>	<b>\$3,657</b>
<b>Family</b>	<b>\$8,507</b>	<b>\$2,099</b>	<b>\$6,408</b>

# HSA: A college-employee partnership



	<i>Starting point:</i> *Annual max employee would pay  (deductible + co-insurance)	**First year college seed	Maximum first-year college match (2:1, up to \$500 for employee-only and \$1,500 for family)	Total in HSA	^Remaining balance employee could fund
Emp. only	\$3,000	\$1,000	Employee: \$250 College: \$500	\$1,750	\$1,250
Family	\$6,000	\$2,000	Employee: \$ 750 College: \$1,500	\$4,250	\$1,750

\* Annual maximum is total exposure employee would have for medical / dental / RX expenses.

\*\* "First year" is any employee's first year switching to the HSA.

^ Employees may add more to the HSA, up to IRS limits (\$3,100 for employee; \$6,250 for family)

# Aetna Select v. Aetna Select with HSA



## Similarities

- Same network of providers
- Same negotiated in-network discounts
- Most preventive care covered at 100%



# Aetna Select v. Aetna Select with HSA



## Differences

### Out-of-pocket maximum

- Aetna Select: Lower limits, but only apply to medical co-pays.
- Aetna Select with HSA: Higher limits (deductibles), but they cover much more -- medical, dental and prescription costs.

**Co-pays:** With the exception of some prescriptions, there are no co-pays under the plan with HSA. Employee pays the full cost of care.

**Employee premiums:** Plan with HSA would cost an employee about 50% less per pay for dependent/family coverage.

### Prescription medication

- Aetna Select: Established co-pays apply to most prescriptions.
- Aetna Select with HSA: Maintenance prescriptions subject to established co-pays; all others are at the full cost.

# Counting down to 2012 plan year



<b>Campus information sessions</b>	<b>October 3 – 21</b>
<b>Open Enrollment</b>	<b>October 24 – November 4</b>
<b>New plan year starts</b>	<b>January 1</b>
<b>1<sup>st</sup> paycheck with new premium</b>	<b>January 13</b>



# St. Petersburg College Health Plan Benefits and Funding - 2012



*Presented to  
SPC Board of Trustees Sept. 20, 2011*

September 20, 2011

**MEMORANDUM**

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

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

**SUBJECT:** Proposed Changes to BOT Rules Manual

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

**6Hx23-4.02 Admission Requirements** The proposed changes will serve to streamline the Rule, increase efficiency in implementation, and shift procedural provisions to the College's Procedures. *Submitted by Suzanne Gardner.*

**6Hx23-4.61 Requirements of the Respiratory Care Program** The proposed changes to the Rule are required to meet the new CoARC Standard 5.10 regarding the Paramedic/EMS transitional program advanced placement. Credit will be granted for RET 1874L and RET 1875L courses. *Submitted by Phil Nicotera.*

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

Attachment  
ps0826111

6Hx23-4.02 ADMISSION REQUIREMENTS

St. Petersburg College has established standards for admission to the institution and its programs to assist students with their transition to college studies. The Board of Trustees delegates to the President authority to develop and establish admission requirements and policies as set forth in the College's procedures.

\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Admissions, P6Hx23-4.02.

*ADMISSION REQUIREMENTS*

- I. To be admitted to a degree, college credit certificate, or applied technology diploma program, applicants must provide the following items to the College. Priority will be given to applicants who provide required documents and satisfy the requirements herein, at least 14 days before the start date of the session the student is planning to attend. Applicants who cannot provide the following documents may be admitted in a non-degree seeking status. Non-degree seeking students may enroll at the College, but are not eligible for financial aid.*
  - A. An application and a nonrefundable application fee. The application will include the student's certification that the student will not unlawfully possess, use, sell, purchase, manufacture, deliver, or possess with the intent to sell, purchase, manufacture, or deliver any controlled substance while enrolled at St. Petersburg College.*
  - B. Official high school transcript stating that the student received a standard high school diploma, Computerized Placement Test-eligible Certificate of Completion, GED transcript, or home school affidavit signed by the student's parent/legal guardian attesting to the fact that the applicant has completed a home education program pursuant to the requirements of F.S. 1002.41, F.S., with the name of the county public school district to which the applicant is assigned. Students who graduated from high school outside the U.S. must have the equivalent of a high school diploma in the U.S. Students must arrange to have transcripts from all institutions outside the U.S. evaluated by an approved National Association of Credential Evaluation Services (NACES) agency. Official transcripts from the secondary institution must be received by the Central Records Office or may be provided by the student in a sealed envelope certified by the sending institution or agency.*
  - C. Official transcripts from all previously attended postsecondary institution(s). Students who attended a college or university outside the U.S. must arrange to have a course-by-course*

*evaluation of these transcripts completed by an approved National Association of Credential Evaluation Services (NACES) agency.*

*Official post-secondary transcripts may be sent directly from each school to the Central Records Office or may be provided by the student in a sealed envelope certified by the sending institution or agency.*

*Additionally, applicants for admission to a degree, certificate or applied technology diploma program must:*

- 1. Complete the Computerized Placement Test (CPT), SAT, or ACT or other approved instrument. Test scores are valid for two years. Transfer work from other colleges may satisfy part or all of this requirement.*
  - 2. Complete the New Student Orientation.*
- II. Applicants who have received a Certificate of Completion or a special diploma from a Florida public high school during or after Spring 1983, or who have failed every sitting of the High School Competency Test during or after the 1982-83 school year, shall not be eligible for admission until after such an applicant:*
- A. receives a standard high school diploma; or*
  - B. receives a high school equivalency diploma awarded on the basis of successful performance on the test of General Education Development (GED); or*
  - C. receives a Computerized Placement Test-eligible certificate of completion. Students with the CPT eligible certificate of completion may be eligible to receive Student Financial Assistance through meeting the "ability to benefit" (ATB) requirement. If the ability to benefit is not demonstrated through the appropriate demonstration of skills on an approved ATB test, per federal regulations, students will NOT be eligible to receive federal aid until they either earn a high school diploma, GED or meet the ATB testing requirement.; or*
  - D. The student submits a home school affidavit signed by the student's parent/legal guardian attesting to the fact that the applicant has completed a home education program pursuant to the requirements of F.S. 1002.41, F.S., with the name of the county public school district to which the applicant is assigned.*
  - E. receives an approved waiver.*

*III. Returning Students*

*Students who have not been in attendance at St. Petersburg College for three or more consecutive terms are required to provide updated contact information, information about colleges and universities attended since last enrolling at SPC, and residency for tuition purposes information before re-enrolling to ensure that the College has accurate information on file. Returning students are not required to pay an additional application fee.*

#### *IV. High School Students Eligible for Accelerated Admissions*

##### *A. Early Admission, Credit Bank, and Dual Enrollment Students*

###### *1. Early Admission Students*

*A student, including a student in a Home Education program meeting the requirements of F.S. 1002.41, F.S., who wishes to enter St. Petersburg College after the 11th grade of high school may do so if the following requirements are satisfied:*

- a. Submission of a high school transcript which indicates that the applicant:
  - (1) Has completed the 11th grade. This is interpreted to mean not less than 2 calendar years of attendance. If the student applies before completion of the 11th grade, he/she must submit a high school transcript showing grades for all work completed through the first semester of the 11th year and courses in which he/she is enrolled for the second semester.*
  - (2) Has completed 2/3 of the minimum high school unit requirement plus 1 unit.*
  - (3) Has a GPA (grade point average) of at least a 3.0 on a 4.0 scale on all high school work.**
- b. Presentation of a passing score on the Florida Comprehensive Assessment Test (FCAT).*
- c. Achievement of an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.*
- d. Presentation of an Early Admission to College Form signed by the high school principal or designee. No*

*application, matriculation, or laboratory fees will be assessed to students in this program.*

- e. The student must complete a minimum of 30 semester hours or 46 quarter hours and maintain at least a 2.0 grade point average on a 4.0 scale.*

## *2. Credit Bank Students*

- a. High school students who have at least a 2.0 GPA in all of their coursework for the prior year and who wish to earn college credit while attending high school may enroll in the College as Credit Bank students. In addition to the College's Application for Admission, and non-refundable application fee, Credit Bank students must submit a Credit Bank Verification Form which provides verification of high school enrollment and the minimum required 2.0 GPA and is signed by their high school principal or designee. A separate Credit Bank Verification Form must be completed for each academic term for which a student wishes to enroll at the College.*
- b. High school level Home Education students may enroll in College classes as Credit Bank students on a term-by-term basis as approved by the campus coordinator of Admissions/Registration. To be admitted, Home Education students must provide evidence of successful academic work at the high school level through the annual evaluations submitted to the public school system. To remain enrolled as Credit Bank students, they must maintain a 2.0 GPA in College classes.*
- c. Achievement of an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.*
- d. Requirements for high school students who are younger than the normal age are as follows:
  - (1) The student and parent(s) must meet with the campus provost or associate provost, and program director or designees to discuss rules and requirements of academic and student life to determine the applicant's level of adaptability to an adult academic setting.**
- e. Credit Bank students who wish to enroll at the College in degree-seeking status following high*

*school graduation will be required to meet the admission requirements in section I. above.*

**3. Dual Enrollment Students**

*a. Students attending a public or private high school within the Pinellas County School District or a Home Education Program meeting the requirements of 1002.41, F.S., who wish to take courses to earn both college and high school credit may do so if the following requirements are satisfied:*

- (1) The student has completed the 9th grade while attending a private high school or home education program within the Pinellas County school district.*
- (2) The student has completed the 10<sup>th</sup> grade while attending a public high school within the Pinellas County school district.*
- (3) The student has submitted a completed St. Petersburg College Application for Admission Form excluding the application fee.*
- (4) The student has achieved an acceptable score for college-level courses on the Computerized Placement Test (CPT), SAT, ACT or other approved placement instrument as set forth in Board of Trustees' Rule 6Hx23-4.45 and Procedure P6Hx23-4.45.*
- (5) The student has attained at least a 3.0 cumulative unweighted grade point average on a 4.0 scale or when registering for a particular course, the student has demonstrated prior academic achievement in the field of the course by attaining at least a 3.0 cumulative unweighted grade point average on a 4.0 scale within that field.*
- (6) The Home Education Dual Enrollment student may take up to 18 credit hours in each fall and spring terms and nine credit hours in the summer term. Upon entering as a Dual Enrollment student, home education students will have three calendar years to participate **or** until the conclusion of the term in which the student turns 19. After the three years are concluded or the student turns 19 (or whichever comes first), the student may*

*not matriculate as a dual enrollment student unless otherwise provided by law.*

- b. No application, matriculation, or laboratory fees will be assessed students admitted to this program.*

*V. Students Admitted by Waiver*

*The College's general policy is not to admit students without a standard high school diploma, CPT eligible certificate of completion, completed home education program pursuant to the requirements of F.S. 1002.41, or GED; however, students who may be admitted by waiver include:*

*A. Students with High School Certificates of Completion*

*Although a Certificate of Completion does not qualify a prospective student for admission, a Certificate of Completion student who believes he/she should be considered for admission to the College or to a program of the College should appeal to the associate provost of his/her campus or site. The associate provost or designee will meet with the appropriate faculty, program directors, or others and the student to determine if the student has made a clear case for admission. Information to be considered may include such items as scores on one or more of the approved placement instruments, evidence of the student's life experiences, career/work experience, service occupation, other training, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes, and/or recommendations from prior teachers and/or other professionals.*

*B. Students with Special Diplomas*

- 1. A student who receives a special diploma and believes he or she should be considered for waiver and/or substitutions for requirements for admission to the College, or to a program of the College, for a course or courses required in a program, or for graduation from the College should appeal to the associate provost at his/her campus or site. The associate provost and provost will meet with appropriate faculty, program directors, or others and the student to determine that the student has made a clear case for a substitution and to identify the most appropriate substitution to offer the student. Current documentation of the disability, including test scores, when appropriate, will be required. Other information to be considered, especially for substitution of admission requirements, may include items such as: scores on one or more of the approved placement*



*instruments, evidence of the student's experiences in mainstream classes, performance in selected academic courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes, recommendations from prior teachers and other professionals.*

2. *If the student and the associate provost agree on the substitution offered, the agreement will be communicated to the campus coordinator of Admissions/Registration, other individuals involved, the associate vice president of Academic and Student Affairs (who will maintain a record of substitutions granted) and the student, in writing, within 5 working days. If no agreement is reached, the issue will be referred to the associate vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the associate vice president may be appealed to the President, in writing, within 10 working days of receipt of the decision. The President's decision shall be final.*
3. *Credits or degrees awarded by other regionally or nationally accredited postsecondary institutions as a result of substitute requirements established under the provisions of State Board of Education Rule 6A-10.041 may be accepted by St. Petersburg College, so long as all other requirements are met.*

C. *Students Who Have Previously Demonstrated Competency in College Credit Post-secondary Coursework.*

*When High School transcripts reflecting the date of graduation are unavailable because of reasons beyond the applicant's control, a waiver may be granted by the Associate Provost's Office which will serve as adequate documentation for meeting this requirement in accordance with the instructions below.*

*The following requirements must be met for the waiver to be granted:*

1. *earned 12 college-level credits from St. Petersburg College or through the transfer of academic credit from another qualified post-secondary institution.*
2. *demonstrate the ability to benefit by achieving minimum passing scores on the arithmetic, reading comprehension and sentence skills portions of the computerized placement test.*
3. *minimum cumulative GPA of 2.0.*

VI. *Transfer Students*

A. *St. Petersburg College Policy on Transfer of Academic Credit*

*St. Petersburg College will seek to make the transfer of credit as easy as possible for students while continuing to honor its commitment to academic quality and integrity. As such, St. Petersburg College regularly seeks guidance from its accrediting agency as well as other higher education councils (American Association of Collegiate Registrars and Admissions Officers, American Council on Education, and Council for Higher Education Accreditation) on academic credit transfer policies.*

*Transfer credit may be accepted from degree granting institutions that are accredited at the collegiate level by an appropriate regional or national accrediting agency that is recognized by the U.S. Secretary of Education. Courses may also be accepted from institutions recognized and participating in the Florida Department of Education Statewide Course Numbering System. Transfer courses are subject to a course-by-course evaluation process to determine if the course is equivalent to courses offered at St. Petersburg College.*

- B. *Transfer students are subject to the same admissions requirements as listed in section I. above.*
- C. *A student who has previously applied to, been accepted, and registered at a regionally or nationally accredited postsecondary institution(s) is classified as "transfer" even if the student withdrew before earning any credits.*
- D. *For courses that are initially deemed nontransferable to St. Petersburg College, the transfer student has the option of seeking an alternative method for obtaining credit. The following supporting documentation must be submitted by the student for each course requested for reconsideration: (1) a copy of each course syllabus must include course title, course length, course description, text used and (2) verification of faculty credentials including college transcripts, professional licensure and/or certifications, and work experience in the field. The course syllabus must be the syllabus from the specific course section and semester that appears on the transcript. The faculty credentials must reflect the credential at the time that the professor taught the course specified on the transcript. The student should submit this supporting documentation to: College Registrar, St. Petersburg College, P.O. Box 33089, St. Petersburg, FL 33733.*
- E. *Florida Statutes requires that after a Florida university or community college has published its general education core, the integrity of that curriculum shall be recognized by the*

*College and other public universities and community colleges. Once a student has been certified by such an institution on the official transcript as having completed satisfactorily its prescribed general education core curriculum, regardless of whether the associate degree is conferred, the College shall require no further such general education courses. Further, any transfer student who has provided documentation of completion of an Associate in Arts, Bachelor's degree or higher from a regionally accredited postsecondary institution shall be presumed to have met all general education requirements for the associate degree at the College. In addition, any transfer student who has graduated from a regionally accredited institution with an Associate in Applied Science degree or higher shall be exempt from the admission requirement of a standard high school diploma.*

- F. All transfer work is evaluated by the person(s) designated to perform the task on a collegewide basis by the College registrar.*
- G. All courses listed on the transcript(s) are evaluated, including those with incomplete or failing grades, except as noted in paragraph I. below. Courses from which the student withdrew without penalty are not evaluated. When the course is equivalent to a course in the College catalog, it is transferred in with the College prefix and course number. However, the course title and credit hours will be those of the transfer institution. Quarter hours will be converted to semester hours on the basis that 3 quarter hours equal 2 semester hours. Fractional hours resulting from the conversion will be carried to two decimal places and rounded to nearest hundredths.*
- H. For purposes of meeting general education and program requirements, 2.5 credits will satisfy a 3 credit course requirement and .67 will satisfy a 1 credit course.*
- I. Upper division courses are not evaluated for lower division programs. If a student later matriculates into an upper division program, all upper division work will be evaluated at that time.*

## *VII. Transient Students*

- A. Transient students from another college*

*A transient student is one who preserves uninterrupted residency status with the home college while attending St. Petersburg College. Students who wish to attend St. Petersburg College on a transient basis may substitute a Transient Form approved by the home college in lieu of an official transcript. The Transient Form or official transcript*

*must be forwarded along with the Application for Admission and fee, to the Admissions/Registration Office on the campus he/she expects to attend.*

**B. *Transient students from St. Petersburg College***

*Permission to attend another institution on a transient basis will be granted only to students who have at least a 2.0 "C" average or better at St. Petersburg College. Eligibility for transient status and acceptability of courses is determined by the campus coordinator of Admissions/Registration. The student is urged to bring to the campus coordinator of Admissions/Registration course descriptions of each course to determine their transferability and equivalency. Transient permission is not usually given any student for consecutive sessions.*

*A student who requests transient permission and meets the requirement of a 2.0 "C" average is furnished with a Transient Form. Courses listed on the Transient Form will be accepted as equated on the form. If courses other than those listed are taken, they will be accepted under the conditions listed in this Rule for Transfer Students. Courses earned in transient status are accepted with the grades earned and are treated as transfer work.*

**VIII. *Non-Degree Seeking Students***

*A student who does not desire to enroll as a degree-seeking student but would like to earn credit for certification or other purposes may enroll as a non-degree student.*

- A. Non-degree students must complete an Application for Admission and pay the application fee.*
- B. Non-degree students are not required to furnish transcripts.*
- C. A student who is under 18 years of age and has not graduated from high school may enroll as a non-degree student with special permission from the associate provost.*
- D. Courses completed by non-degree students will be entered on their transcripts as credit courses.*
- E. Coursework completed in non-degree status may not be applied towards a degree from St. Petersburg College unless the student changes to degree-seeking status. A non-degree student who desires to change to degree-seeking status may do so by fulfilling all regular admissions requirements. A change to degree-seeking status must be completed prior to the session in which the student plans to graduate.*

F. *If a student earns credits solely in non-degree status at St. Petersburg College and desires to transfer such credits towards a degree from another institution, it is his/her responsibility to determine the acceptability of the courses towards his/her degree.*

G. *Non-degree students fall into two categories:*

1. *Those who initially enroll as non-degree students, and*

*Students who initially enroll as non-degree students do not intend to follow a degree program at the College. They do desire to earn credit in the courses for which they register and to have transcripts issued showing such credit. They include teachers taking a limited number of courses for recency of credit or extension of certificate; individuals possessing advanced degrees who take specified job-related courses and require evidence of credit earned for reimbursement by their employers; individuals who require evidence of course completion for licensing purposes (e.g., ambulance drivers); and individuals who may desire to take courses for credit but cannot meet regular admission requirements or who expect to meet GED requirements at some date in the session.*

2. *Those whose status has been changed from degree-seeking to non-degree-seeking through failure to meet admission requirements.*

*Students applying as degree-seeking students under published criteria who have not furnished all required transcripts are classified as non-degree until their file is complete. This protects the student's investment, permitting the earning of credit for the course(s) registered. Upon the College's receipt of the required transcript(s) or other material, the student's status is changed from non-degree status to degree-seeking status.*

*Admission with non-degree status is not considered a waiver of the requirement for high school graduation for later admission to degree programs.*

*While all credits earned in non-degree status are recorded, a student may not be awarded a degree while classified as a non-degree student. A non-degree student desiring to graduate must change to a degree-seeking status before registering for the session in which graduation would be earned.*

- H. *Students are not eligible to receive financial assistance while enrolled as a non-degree seeking student.*

IX. *International Students*

- A. *An International student is defined as one who has entered the United States under any type of visa other than an immigration visa and for whom an I-20 must be issued by the College. The student is admitted to the U.S. with a student visa and remains a citizen and home country resident. There are two classifications of International students:*
1. *Foreign (F-1) students - those who enter the College with the intention of receiving a degree.*
  2. *Students who are admitted to enroll full-time in the English for Academic Purposes Program only (usually in F-1 visa status).*
- B. *International student applicants who are applying for the Foreign Student (F-1) Visa must complete the International Student Packet which includes the application for admission, supplemental data sheet, the financial ability form with bank statement (a translated foreign bank statement is acceptable), and pay the application fee. For more information, contact International Student Services or visit the college website; [www.spcollege.edu/central/international](http://www.spcollege.edu/central/international). The student must prove sufficient funds for one full year which includes: matriculation and tuition fees, books, and supplies, personal expenses, off campus room and board and medical insurance for a full academic year. Proof of medical insurance must be received after arrival in the U.S. and before initial registration into classes.*
- C. *Non-native speakers of English who seek admission into degree programs shall be tested for language proficiency prior to the completion of initial registration. Language proficiency shall be assessed using the College Board ACCUPLACER-ESL and a writing sample or the ACT COMPASS-ESL and a writing sample. Students whose scores indicate placement into EAP classes shall be assigned to those classes in accordance with statewide cut score ranges. Placement in the appropriate EAP courses is mandatory. Students who provide sufficient college-level transfer coursework and/or CPT/SAT/ACT scores may be exempt from placement testing.*
- D. *International students must provide proof of high school graduation, as evidenced by evaluated transcripts from an approved source directly to International Student Services. A request for evaluation of non-U.S. transcripts must be submitted to one of the approved National Association of Credential Evaluation Services (NACES) agency.*

- E. *International student applicants seeking transfer from another U.S. regionally or nationally accredited postsecondary institution must complete all SPC application documents and provide official transcripts from all prior institutions directly to International Student Services. The prospective student must submit to the school they are transferring from an SPC Clearance form and request the school to transfer the I-20 through the SEVIS system. An I-20 will be issued by International Student Services only after the official transcripts have been received.*
- F. *International student applicants who have attended international institutions and wish to attend the College on F-1 visas must submit transcripts and course-by-course evaluations from all colleges or universities attended directly to International Student Services, or Central Records. Requests for evaluation of transcripts must be submitted to one of the approved services as indicated in section D.*
- G. *Students with international degrees certified by an approved credential evaluation agency of having met requirements for an Associate in Arts degree or higher from a regionally accredited U.S. institution shall be exempt from further general education requirements. The exception is that students with degrees from a non-English speaking country will be required to complete SPC's General Education Communication requirements.*
- H. *Final acceptance of International student applicants who wish to attend the College on an F-1 student visa or approved student status will not be made until all of the following items have been received:*
  - 1. *Completed application for admissions*
  - 2. *Payment of application fee*
  - 3. *Payment of International student fee*
  - 4. *Required transcripts*
  - 5. *Financial Ability form with bank statements or bank letter. (For U.S. sponsors a completed and notarized I-134, Affidavit of Support and the required documentation.)*
  - 6. *Supplemental data sheet*
- X. *Resident Aliens, Refugees, Asylees and Citizens who are Non-Native Speakers of English*

*Non-native speakers of English who seek admission into degree programs shall be tested for language proficiency prior to the completion of initial registration. Language proficiency shall be assessed using the College Board ACCUPLACER-ESL and a writing sample or the ACT COMPASS-ESL and a writing sample. Students whose scores indicate placement into EAP classes shall*

*be assigned to those classes in accordance with statewide cut score ranges. Placement in the appropriate EAP courses is mandatory. Students who provide sufficient college-level transfer coursework and/or CPT/SAT/ACT scores may be exempt from placement testing.*

*XI. The President is authorized to permit substitute admission requirements for eligible students who have disabilities as defined by State Board of Education Rule 6A-10.041, F.A.C.*

*A. This Rule is established in compliance with State Board of Education Rule 6A-10.041, to provide disabled students reasonable substitutions for requirements for admission to the College, admission to a program of the College, for course substitutions, and for graduation from the College. To make a determination of appropriate substitutions, the disabled student will be required to provide documentation that:*

- 1. The student has a disability which is evaluated as interfering in a basic life activity. Examples of such disabilities include but are not limited to: vision impairment, hearing impairment, mental or emotional impairment, physical impairments such as cerebral palsy or multiple sclerosis, dyslexia, or other specific learning disabilities as defined below; and*
- 2. The disability can be reasonably expected to prevent the student from meeting requirements for admission to the College or a program of the College, for satisfactory completion of a course or courses, or for graduation. The student must identify the specific requirement(s) for which a substitution is sought and furnish documentation from an appropriate source that will support the need of a substitution or accommodation.*
- 3. A student who believes he or she should be considered for substitutions for requirements for admission to the College, or to a program of the College, for a course or courses required in a program, or for graduation from the College should appeal to the associate provost at his/her campus or site. The associate provost and provost will meet with appropriate faculty, program directors, or others and the student to determine that the student has made a clear case for a substitution and to identify the most appropriate substitution to offer the student. Current documentation of the disability, including test scores, when appropriate, will be required. Other information to be considered, especially for substitution of admission requirements, may include items such as: scores on one or more of the approved placement instruments, evidence of the student's experiences in mainstream classes, performance in selected academic*



*courses, evidence of an appropriate reading level or appropriate competency indicating the ability to function in college-level classes, recommendations from prior teachers and other professionals.*

4. *If the student and the associate provost agree on the substitution offered, the agreement will be communicated to the campus coordinator of Admissions/Registration, other individuals involved, and the associate vice president of Academic and Student Affairs (who will maintain a record of substitutions granted) and the student, in writing within 5 working days. This written communication will include notification of the nature of the course substitution and/or waiver and limitations of acceptability and procedures for requesting assistance in transferring to a public community college or state university. If no agreement is reached, the issue will be referred to the associate vice president of Academic and Student Affairs who will make the determination of appropriate action. The decision of the associate vice president may be appealed to the senior vice president of Academic and Student Affairs, in writing, within 10 working days of receipt of the decision. The senior vice president's decision shall be final.*

*B. For purposes of this Rule, the following definitions apply:*

1. *Hearing impairment. A hearing loss of 30 decibels or greater, pure tone average of 500, 1000, or 2000 Hz, ANSI, unaided, in the better ear. Examples include, but are not limited to, conductive hearing impairment or deafness, sensorineural hearing impairment or deafness, high or low tone hearing loss or deafness, acoustic trauma hearing loss or deafness.*
2. *Visual impairment. Disorders in the structure and function of the eye as manifested by at least one of the following: visual acuity of 20/70 or less in the better eye after the best possible correction, a peripheral field so constricted that it affects one's ability to function in an educational setting, or a progressive loss of vision which may affect one's ability to function in an educational setting. Examples include, but are not limited to cataracts, glaucoma, nystagmus, retinal detachment, retinitis pigmentosa, and strabismus.*
3. *Specific Learning Disability. A disorder in one or more of the basic psychological or neurological processes involved in understanding or in using spoken or written language. Disorders may be manifested in listening, thinking, reading, writing, spelling, or performing arithmetic calculations. Examples include dyslexia,*

*dysgraphia, disphasia, dyscalculia, and other specific learning disabilities in the basic psychological or neurological processes. Such disorders do not include learning problems which are due primarily to visual, hearing, or motor handicaps, to mental retardation, to emotional disturbance, or to an environmental deprivation.*

*C. Approved course substitutions shall be entered in the student's permanent academic record and once a substitution is granted, the student shall not be required to meet any additional requirements in the respective discipline area for admission or graduation. Further, all College policies related to graduation, transfer of credits and articulation with other postsecondary institutions shall include provisions for acceptance of approved course substitutions.*

*XII. For requirements for admission to Bachelors degree in Education Programs at St. Petersburg College, see BOT Rule 6Hx23-4.72.*

*XIII. In addition to general St. Petersburg College admissions rules, students will be eligible for admission to the Baccalaureate Programs as follows:*

*A. Completion of an A.S. degree in a related area from a regionally accredited postsecondary institution. See individual program offices for a current list of related A.S. degree areas and specific A.S. degree program accreditation requirements.*

*Students with any of the following degrees or prior course work may be admitted with permission of the dean:*

*1. A.A.S., A.A., an unrelated A.S. degree, or 60 credits (but no degree). See individual program offices for a current list of additional requirements when the related A.S. degree has not been completed.*

*2. The School of Paralegal Studies requires a grade of "C" or better in all required lower division paralegal courses for students who are admitted with permission of the dean.*

*3. The College of Nursing may also accept diplomas in nursing from programs accredited by the National League for Nursing Accrediting Commission.*

*B. Scoring at or above "college-level" on the St. Petersburg College's Placement Test in the areas of reading, writing, and mathematics as prescribed in College Procedure P6Hx23-4.45 is required for all upper division programs and courses. College Rule 6Hx23-4.45 outlines those who are exempt from this requirement.*

- C. *A cumulative grade point average of 2.00 on a 4.00 scale in all postsecondary coursework is required in all programs except for the B.A.S. in Orthotics and Prosthetics, which requires a cumulative grade point average of 2.50 on a 4.00 scale.*
- D. *Completion of a minimum of 15 semester hours of transferable general education coursework.*
- E. *Completion of an application to the appropriate baccalaureate program.*

*All selective admissions programs require prospective students, who are not initially accepted, to resubmit their application for subsequent enrollment periods.*

- F. *Completion of all state mandated common prerequisites with a grade of "C" or better are required for admission to all degree programs. See the individual program offices or FACTS.org for specific information.*
- G. *Students wishing to pursue more than one (1) bachelor's degree at SPC must meet the following admissions criteria:*
  - 1. *Meet the stated admissions requirements for the second degree;*
  - 2. *Be enrolled in one baccalaureate program at a time;*
  - 3. *Be awarded the first SPC baccalaureate degree prior to beginning coursework on the second degree (See BOT Rule 6Hx23-4.24 for additional information); and*
  - 4. *Develop an individual academic plan (IAP) for completion of the second degree. This must be approved by the program's dean prior to admission.*
- H. *Additional admissions rules for specific programs are as follows:*
  - 1. *Non-degree seeking students must meet all above admissions criteria and may enroll in up-to twelve (12) credit hours of upper-division courses with permission of the dean. Unofficial transcripts will be accepted in place of the official transcripts.*
  - 2. *Upper division certificate seeking students must meet all above admissions criteria.*
  - 3. *Post-baccalaureate certificates require proof of a baccalaureate degree from a regionally accredited university.*

4. *The College of Nursing requires:*

a. *The presentation of a valid unrestricted, unencumbered RN license from the state where applicant is practicing, to be kept current throughout the duration of the required course of study.*

b. *Computer/Information Literacy Competency (no minimum credit hours required). Computer/Information literacy competency may be demonstrated by completing one of the following:*

(1) *Successfully completing a College approved Basic Computer/Information Skills Competency Test*

*or*

(2) *Successfully completing at least one of the following options:*

(a) *CTS 1101 or CGS 1060 Basic Computer and Information Literacy*

*or*

(b) *CGS 1100 Microcomputer Applications (as revised in 2002)*

*or*

(c) *EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors*

*or*

(d) *LIS 1102 and CGS 1510 and OST 1741.*

5. *The B.A.S. in Dental Hygiene Program requires:*

*The presentation of a valid and current Dental Hygiene license from the state where applicant is practicing.*

6. *The B.A.S. in Orthotics and Prosthetics Program requires:*

a. *Completion of a minimum sixteen (16) hours of observation, volunteer service, or work experience in orthotics and prosthetics.*

- (1) *A minimum of eight (8) hours in orthotics and eight (8) hours in prosthetics is required.*
  - (2) *Hours must be verified by a signed statement from a certified/licensed orthotist or prosthetist.*
- b. *Submission of a letter of recommendation from a certified/licensed orthotist or prosthetist.*
- c. *Prior to acceptance and enrollment, applicants must pass a background check and a drug screening.*
- (1) *The student will pay the background check and drug screening fees directly to the vendor.*
    - (a) *Upon request, fee waivers may be approved by the Health Education Center's associate provost or provost to documented economically disadvantaged applicants (AFDC, Pell, Workforce).*
  - (2) *The drug screening(s) must satisfactorily demonstrate that he/she is free from the use of any illegal drug, unprescribed controlled substance described or named in the law, hereinafter referred to as "drug-free".*
    - (a) *Students who do not successfully pass the drug screening on the first attempt will be allowed to retake the drug screening one (1) additional time, at their own expense.*
    - (b) *A student who fails the drug screening a second time will be permitted to reapply for admission to the Orthotics and Prosthetics Program one (1) year from the date of the most recent application.*
  - (3) *Students must remain drug-free throughout their tenure in the Orthotics and Prosthetics Program at the College.*
    - (a) *If the Orthotics and Prosthetics Program believes a student is no longer drug-free, they can request the student retake the drug screening at the student's expense. Failure to take or successfully pass the drug screening shall be grounds for dismissal from the program.*

- (b) *Students may be subject to drug screening pursuant to placement at a clinical site. Failure to do so shall be grounds for dismissal from the program.*
- (4) *A student who fails the background check will not be admitted into the program. See BOT Rule 6Hx23-4.53 Section G for additional information on the criteria.*
- d. *If the number of eligible students exceeds the positions available, other selection criteria will be used.*
- e. *Students transferring from another school's Orthotics and Prosthetics Program must be in good academic standing and must be able to satisfactorily demonstrate program competencies.*
- f. *Prior to the beginning of the first clinical experience (PRO 3801L- Orthotics and Prosthetics Clinical Rotation Practicum I), each student must:*
  - (1) *Show a valid Basic Life Support (BLS) for Healthcare Providers C.P.R. certificate*
  - (2) *Show evidence of immunity to or inoculation against the hepatitis virus. Said immunization series may be waived when medically contraindicated by a physician in writing and a release is signed by the student. In addition, students must provide verification of immunizations required by program and clinical affiliates.*

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

Law Implemented: 1001.64(5), (6), (7) & (8), 1003.435, 1004.73, 1007.22, 1007.235, 1007.24, 1007.25, 1007.263, 1007.264, 1009.23, 1009.25(3), 1009.26, F.S.; SBE Rules 6A-10.024, 6A-10.030, 6A-10.041, 6A-19.001, 6A-19.002, F.A.C.; Title VI of Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, as amended; Americans With Disabilities Act of 1991; Age Discrimination Act of 1975; SB 20, 2002 Legislature.

History: .....4/21/09. Filed – 4/21/09. Effective – 4/21/09; 9/15/09. Filed – 9/15/09. Effective – 9/15/09; 9/20/11. To Be Filed – 9/20/11. Proposed Date To Become Effective –Upon Board Approval.

## 6Hx23-4.61 REQUIREMENTS OF THE RESPIRATORY CARE PROGRAM

### I. Progression Requirements:

Eligibility to start the first specialty course in the program is based upon the following minimum requirements.

- A. Requirements for Health Related Programs (6Hx23-4.53) apply to the Respiratory Care Program.
- B. Within six months of enrolling in the first specialty course each student must have a physical examination by a licensed physician or advanced RN practitioner verifying satisfactory health status. This must include all immunizations, tests, and health verification as specified within contractual agreements with affiliating agencies. This may be required on an annual basis at the discretion of the program director of the health-related program to which the student has been admitted.

- C. Students transferring from another respiratory care program must be in good standing in such program (Exceptions will be handled by the Provost's Office at the Health Education Center).
  - D. Completion of twelve (12) credits in general education or support courses with a minimum cumulative GPA of 2.5 to include BSC 2085 and BSC 2085L with a grade of "C" or better.
  - E. Completion of a minimum of four (4) hours of observation, volunteer service, or work experience in a respiratory care department.
  - F. Students who have been dismissed twice for academic failure of any combination of Respiratory Care Program courses, RET prefix, will be unable to return to the program.
- II. For the transitional program for respiratory technicians or students having prior experience or education in respiratory therapy, a two course series, RET 1264 and RET 1485, is specially designed as entry point into the respiratory care program. Students who successfully complete the special program enter the sophomore class, Session I.
- A. Minimum requirements for application and admission are as follows:
    - 1. Completion of I. A., B., C. & D.
    - 2. Respiratory technicians certified by the National Board for Respiratory Care must submit a notarized copy of their certification.
- III. For the Paramedic/EMS transitional program, credit will be granted for RET 1874L and RET 1875L ~~a three course series RET 1264, RET 1485, RET 2284, is specially designed as entry point into the respiratory care program. Students who successfully complete the special program enter the sophomore class, Session I.~~
- A. Minimum requirements for application and admission are as follows:
    - 1. Completion of I. A., B., C. & D.
    - 2. Submission of current Florida paramedic certificate.
- IV. Special Progress Requirements

In order to enroll in any course within the major with prerequisites, a grade of "C" or better must have been earned in all prerequisite Respiratory Care courses.



- V. In addition to SPC graduation requirements, students must meet these special graduation requirements:
  - A. A grade of "C" or better in each designated specialty course in this program.
  - B. Satisfactory completion of an end of program competency assessment examination.

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

Law Implemented: 1000.01, 1001.64(6) & (8), 1007.263, 1001.02, 1001.03, F.S.; Rule 6A-14.030, F.A.C.

History: ...Filed – 2/22/11. Effective – 2/22/11; 9/20/11. To Be Filed – 9/20/11. Proposed Date To Become Effective – Session II, 2011-12.

September 20, 2011

**MEMORANDUM**

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

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

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

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

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, Patty Curtin Jones, Vice President, Human Resources & Public Affairs, and Jamelle Conner, Associate Vice President, Planning, Budget and Compliance, recommend approval.

Attachments

Yvm090811

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

