

MINUTES OF THE NOVEMBER 20, 2012 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, November 20, 2012 at the St. Petersburg College EpiCenter, 13805 – 58th Street N., Largo, Florida. The following Board members were present: Chairman Deveron M. Gibbons, Bob Fine, Vice Chair, and Terrence E. Brett. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE	
The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 8:30 a.m. on Tuesday, November 20, 2012 at the EpiCenter (Rm. 1-453), 13805 58th Street North, Largo, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.	
A copy of the agenda may be obtained within seven (7) days of the meeting on the SPC Board of Trustees website at www.spcollege.edu , or by calling the Board Clerk at (727) 341-3241.	
If any person wishes to appeal a decision made with respect to any matter considered by the Board, he or she will need a record of the proceedings. It is the obligation of such person to ensure that a verbatim record of the proceedings is made. Section 286.0105, Florida Statutes.	
Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency five business days before the meeting by contacting the Board Clerk at 727-341-3241. If you are planning to attend the meeting and are hearing impaired, please contact the agency five business days before the meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).	
November 16, 2012	12-10254

11-464. In accordance with the Administrative Procedure Act, the following Agenda was prepared:

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
TUESDAY, NOVEMBER 20, 2012

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

REGULAR MEETING: 8:30 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

**MINUTES OF THE NOVEMBER 20, 2012 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**

A. Presentation of Retirement Resolutions and Motion for Adoption

1. Cathy Ladewig (*Attending*)
2. Nina Winters (*Attending*)

III. COMMENTS

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

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of October 16, 2012

V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Dr. Karen Kaufman White, Provost, St. Petersburg/Gibbs Campus;
Dean Martha Campbell, Communications and Dean Sharon Griggs, Mathematics

VI. OLD BUSINESS (items previously considered but not finalized) – None

VII. NEW BUSINESS

- A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)
 - International Programs (Ramona Kirsch)
 - 5 x 180 Plan Report Update (Dr. Tonjua Williams)
- B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)
 1. University Lease—Agreement to Lease Dental Hygiene Chairs (*Action*)
- C. OTHER EXPENDITURES AND CONTRACTS
 1. U.S. Department of Labor, Employment & Training Administration—
Trade Adjustment Assistance Community College Career Training
Grant—Florida TRADE Consortium and Vendor Partner Agreements
(*Action*)

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D. GRANTS/RESTRICTED FUNDS CONTRACTS

1. Application/Acceptance
 - a. The Florida College System Foundation – Core to College Initiative Collaboration and Alignment Grant (*Action*)
 - b. U.S. Department of Veterans Affairs – VA Innovation Initiative Grant (*Action*)
 - c. Florida Department of Education — Virtualization Integrated Technology Pilot Project (*Action*)

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

1. Disposition of Surplus or Obsolete Property (Survey # 546) (*Action*)
2. Midtown
 - a. Spot Survey #1, Construct Midtown Center, Site 16 (*Action*)
 - b. Request for Qualifications (RFQ) Construction Manager at Risk-Midtown Education Center (*Action*)
3. Clearwater Joint Use Library
 - a. Request for Qualifications (RFQ) Architectural Service-Clearwater Library Building (*Action*)
 - b. Memo of Understanding (*Action*)

F. AGENCY BILLINGS - **None**

G. ADMINISTRATIVE MATTERS

1. Human Resources
 - a. Personnel Report (*Action*)
2. Finance
 - a. Fund 1 Financial Report for FY12-13 July 1- October 31 (*Information*)

H. ACADEMIC MATTERS

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1. Medical Laboratory Technology (MLT) Program Closure (*Action*)

I. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing - **NONE**

VIII. PRESIDENT’S REPORT

A. Ruiz Lawsuit Judgment

B. META Journal

IX. FUTURE AGENDA ITEMS

X. NEXT MEETING DATE AND SITE

December 11, 2012, Collaborative Labs, Epi Center, Strategic Planning Workshop

XI. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting November 20, 2012, 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) 341-3241.

***No packet enclosure**

Date Advertised: November 16, 2012

Confirmation of Publication

[Notice of meeting](#)

11-465. Under Item I, Call to Order

The meeting was convened by Chairman Gibbons at 8:30 a.m. The invocation was given by Mr. Brett and was immediately followed by the Pledge of Allegiance.

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Dr. Law noted a change to the agenda regarding the revised Personnel Report to include the Program Director position for the manufacturing grant.

11-466. Under Item II, Preliminary Matters

Dr. Law recommended adoption of a retirement resolution for Cathy Ladewig and Nina Winters. Both retirees were in attendance and, joined by colleagues, received their resolutions as presented by Chairman Gibbons and President Law. Mr. Brett moved to adopt the resolutions. Mr. Fine seconded the motion. The motion passed unanimously.

11-467. Under Item III, Comments

Opportunity was given for comments from the Board Chair, Board Members and the President.

There were no comments by the Board Chair and Board Members. Dr. Law asked Mr. Jeff Cavanaugh, Coordinator of Veterans Services, to address the Board. Mr. Cavanaugh explained that every two years, the publication Military Times sends out an extensive survey to schools in order to select schools that they feel are the most friendly to veterans. This year, 650 schools competed for the title. St. Petersburg College was ranked 15th in the country. Two years ago, St. Petersburg College was ranked 47th in the country. Mr. Cavanaugh thanked his staff and colleagues for this achievement.

Mr. Cavanaugh also commented that Dr. Law represented the College in the United States Marine Corps Marathon wearing a race shirt bearing the veteran's logo. He received an award and Mr. Cavanaugh thanked him for his representation at the event.

Dr. Law asked Ms. Jackie Skryd to present information on the Gateway to College Program. Ms. Skryd explained that this program focuses on at-risk students who are returning to school to complete their education and get college credit at the same time. She shared that on November 19, 2012, the College was awarded a grant for \$325K to initiate this program at the Downtown Campus.

Dr. Law announced that Governor Rick Scott will be visiting the Clearwater Campus on Monday, November 26, 2012 at 10:00 a.m. At that time, Governor Scott will announce some important directives for his upcoming budget. He will also tour the Collaborative Center for Emerging Technologies (CCET).

11-468. Under Item IV, Review and Approval of Minutes

The minutes of the October 16, 2012 Meeting of the Board of Trustees of St. Petersburg College and Governing Board of the Collegiate High School were presented by the chairman for approval. Mr. Brett moved approval of the minutes as submitted. Mr. Fine seconded the motion. The motion passed unanimously.

11-469. Under Item V, Monthly Reports

Under Monthly Reports, Chairman Gibbons requested a report of any new business from Mr. Joseph Lang, Board Attorney and Ms. Suzanne Gardner, Acting General Counsel.

There were no monthly reports from Mr. Lang or Ms. Gardner.

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Chairman Gibbons called upon Dr. Karen Kaufman White, Provost, St. Petersburg/Gibbs Campus and Dean Martha Campbell, Communications and Dean Sharon Griggs, Mathematics.

Dr. White presented information regarding the College's first radio station which opened October 22, 2012. The station is housed at the St. Petersburg/Gibbs campus where 18 engineers have created 20 shows. MYRA (Make Your Radio Active) presents a variety of segments. They are completely managed by students. In addition, there are 30 interns working at the Palladium and the Clearwater Campus Auditorium getting hands-on experience where their participation is part of their actual coursework. Dr. White also explained that there are 250 ensemble student performers scheduled for 25 performances in 2012/2013. There are some classical vocalists that work with the Dali Museum as well. Music instruction is extensive; every instrument of the orchestra has lessons given by eight full-time instructors and others.

Dr. Campbell and Ms. Griggs presented information on the "My Bridge to Success" program. The focus recently has been on reducing the time students have to devote to developmental education. With an emphasis on math, reading and writing, the students now can take eight-week courses. The Board was shown a short video on the program. This program was granted a Chancellor's Best Practice Award. On October 30, 2012, the Tarpon Springs Campus hosted the Chancellor's Best Practices in Developmental Education Summit. At the Summit, Dr. Scott Park, Vice Chancellor of Analytics, shared information regarding the demographics and this data was shared with the Board. The group most in need of developmental courses was the 20- to 24-year-old age group. It was recommended that the College focus on this age group going forward.

Chairman Gibbons offered his congratulations and praise. Dr. Law also praised this program. In addition, he mentioned that Ms. Griggs is retiring in December and thanked her for her 17 years of outstanding service to St. Petersburg College. Dr. Anne Cooper presented Ms. Griggs with a bouquet of flowers in recognition of her retirement.

11-470. **Under Item VI, Old Business**
None

11-471. **Under Item VII-A, Student Success and Achievement**

Under New Business, the president called upon Ramona Kirsch and Dr. Tonjua Williams, who presented information under Item VII-A, Student Success and Achievement.

International Programs

Ms. Ramona Kirsch, Director of the Center for International Programs, presented information regarding services for international students. She noted that there are 235 students from 44 different countries at St. Petersburg College. There are seven Study Abroad academic programs with 77 student and eleven faculty participants. The Center has 14 international and six domestic partnerships with institutions and organizations. College-wide and community global engagement has been enhanced through 24 events across seven campuses during International Education Week and various presentations and meetings with community partners in Tampa and

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throughout Florida. A “World View” requirement of three credits has been added to the Associate of Arts degree with 89 course options within four departments.

Ms. Kirsch commented that there was still much to be done. She specifically stressed the need for better data for student participation and faculty measurements. She is working with Institutional Research, HR and PeopleSoft on this.

Ms. Kirsch mentioned four areas of focus for the current and next semester around developing international programs to enhance student success. In the area of Achieving the Dream, global experiences/programs will be increased for all students with a goal of a 75% increase in study abroad participation. For Out-of-Class Support, mentors and new orientation programs for international students will be enhanced with a goal of 100% matching and participation for all new international students. In the area of Faculty and Staff Development, there will be two training series offered and a goal of a 50% increase in study abroad faculty and 100 staff participants in spring training. Finally, in Job Development and Careers, there will be increased focus on international practicums and internships and global careers at home. The goal is the establishment of international internships in Canada and Costa Rica and the identification of global companies in this area for BS practicums/internships. The College is working with Tech Data to arrange international internships.

Mr. Brett asked for examples of the study abroad programs. Ms. Kirsch noted a literacy project in Jamaica, humanities and cultural programs in England and Scotland, a theatre program in London and a psychology program in Ireland. There is also a Spanish language immersion program in Spain, a humanities program in Rome and Florence, and a high school program in Italy.

Mr. Brett also asked about the College’s community partners. Ms. Kirsch said that USF was the largest local partner. St. Petersburg College will be hosting the Florida Association of International Educators meeting where participants will share best practices and new ideas. Ms. Kirsch has joined the board of directors of Study Florida. Other partners are the International Business Council and the Leepa-Rattner Museum.

Mr. Fine asked if there was a particular country of origin from which the majority of the College’s international students come. Dr. Kirsch said that Saudi Arabia sends the most students mostly because the country pays for their education. Chairman Gibbons asked which of the international study abroad programs had the most participants. The most students go to Spain, followed by Belize, then Italy.

5 x 180 Plan Report Update

Dr. Tonjua Williams presented information on the “5 x 180” initiative. Dr. Law asked for this presentation as background to December’s Strategic Planning Workshop. Dr. Williams reminded the Board that at a meeting last year, they challenged the College to make improvements in the College Experience. There have been three areas of focus: better process for introducing the students to the college, getting students enrolled and helping them towards graduation. She

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commented that the budget reflects these values. There are five initiatives: New Student Orientation, "My Learning Plan," the Early Alert System, Developmental Advising and Learning Support.

New Student Orientation was started as a pilot a year ago. Over 3,000 students have participated. Lead measures have been established for all five focus areas as a way to measure progress along the way, not just at the end of the initiative. For New Student Orientation, measurements include how many students are attending and how many students have been contacted. Dr. Williams commented that an area of improvement is data for tracking students. The intention is to survey them early and create a database to track communications with students.

Of the 1,419 students enrolled in Student Life Skills (SLS1101), 904 initiated their individualized learning plans. For the entire school body, 6,911 students have started their plans. A lead measure for this area is the percent of students entering courses in their plan. More students have participated than first anticipated. The goal is to expand the use of the learning plan and for SLS students to complete the plan earlier.

In the area of Integrated Developmental & Career Advising, 3,334 students have completed the Focus2 Inventory which helps them identify programs of interest. Students are tagged as green, yellow and red and the emphasis will be directed to students tagged as yellow and red to help establish a path of study. Advisors are given seven questions for the students to track progress. In addition, the number of students using career services is tracked. Dr. Williams would like to see improvement in developmental advising, eventually having it as a requirement for students.

The Early Alert System identifies students who are failing or missing classes. There have been 558 alerts in the first 12 weeks of this semester. Fifty-four percent of the classes have submitted an early alert. The first line of intervention is the faculty member. Next, an advisor contacts the student to identify barriers to success. So far, only students in developmental courses are included. Capturing data has been a challenge. The system will be expanded to include more data and staff will receive more training.

Out-of-Classroom support is free for students. There has been a 76% increase in the use of this support. The Learning Support Centers offer tutoring in writing, tutorials and supplemental instruction. One hundred five faculty members have donated their time in these centers. The lead measures include how many students are coming to each service and how many workshops are held. Areas of improvement include increasing the number of staff involved, removing the perception of a stigma around receiving tutoring and improving data capture.

Dr. Williams noted that there are some things that will have to be mandatory, staff need to be better trained and that this is a difficult culture change. The leaders of each of the five initiatives meet with their staff weekly. Dr. Williams shared data pertaining to the number of students that have completed their plans as well as the times when students come to the learning centers. This helps staff plan for coverage during busy times.

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Mr. Brett asked if there were students who were not in developmental courses going to the orientation sessions. Dr. Williams said there were a few. A goal is that all first-time students would be required to attend starting next fall. This year, 1,500 students who went through orientation were required to go to a 2-hour session.

Mr. Brett asked how the Early Alert System is triggered. Dr. Williams explained that if a student is failing a test or misses a class, the faculty member speaks to the student. If either of these events happens again, the faculty member posts an alert and an advisor contacts the student. The advisor will then update the system with information on what was discussed with the student and the plan of action that has been put in place to keep the student on track for passing the class. She noted that there is a problem with information getting back to the faculty member and this is being addressed.

Dr. Law noted that the data are being analyzed for classes that have zero alerts and the faculty members are being contacted about using the system. He also noted that he wanted to see if orientation is making a difference before expanding the Early Alert System to everyone.

Mr. Brett asked Dr. Williams what caused the 76% increase in out-of-class support. Dr. Williams answered that faculty have been encouraging their students to go and some are taking their students to the centers. The centers have a friendlier appearance and there are more tutors available. Also, 105 faculty members are holding some of their office hours in the learning centers.

Chairman Gibbons asked how to fix the data issue. Dr. Law answered that there are some pieces of the system that do not communicate with each other. He felt SharePoint would help with this issue for a relatively low cost. Also, the lead indicators are being examined to predict ultimate impact. Chairman Gibbons commented that since this is a desired change in culture, there needs to be funding available to support this. Dr. Law stated that funding was currently adequate.

11-472. Under Item VII-B, Bids, Expenditures and Contracts

The Board considered Items VII-B.1 under Bids, Expenditures and Contracts (through Purchasing). Information regarding these items is as follows: University Lease—Agreement to Lease Dental Hygiene Chairs

Mr. Fine motioned approval of items VII B, C and D. Mr. Brett seconded the motion and the motion passed unanimously.

11-473. Under Item VII-C, Other Expenditures and Contracts

The Board considered Items VII-C.1 under Other Expenditures and Contracts. Information regarding these items is as follows:

U.S. Department of Labor, Employment & Training Administration — Trade Adjustment Assistance Community College Career Training Grant—Florida TRADE Consortium and Vendor Partner Agreements

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Mr. Fine motioned approval of items VII B, C and D. Mr. Brett seconded the motion and the motion passed unanimously.

11-474. Under Item VII-D, Grants/Restricted Funds Contracts

The Board considered Items VII-D.1a-c, Applications for and Acceptance of Grants/Restricted Funds (if awarded). Information regarding these items is as follows:

- a. The Florida College System Foundation – Core to College Initiative Collaboration and Alignment Grant
- b. U.S. Department of Veterans Affairs – VA Innovation Initiative Grant
- c. Florida Department of Education — Virtualization Integrated Technology Pilot Project

Mr. Fine motioned approval of items VII B, C and D. Mr. Brett seconded the motion and the motion passed unanimously.

11-475. Under Item VII-E, Capital Outlay, Maintenance, Renovation, and Construction

The Board considered Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.1-3. Mr. Brett moved approval of Items VII-E.1 & 2. Mr. Fine seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

1. Disposition of Surplus or Obsolete Property (Survey # 546) (*Action*)
2. Midtown
 - a. Spot Survey #1, Construct Midtown Center, Site 16 (*Action*)
 - b. Request for Qualifications (RFQ) Construction Manager at Risk-Midtown Education Center (*Action*)
3. Clearwater Joint Use Library
 - a. Request for Qualifications (RFQ) Architectural Service-Clearwater Library Building (*Action*)
 - b. Memo of Understanding (*Action*)

Dr. Law noted that under Item E-2.B – Request for Qualifications (RFQ) for Construction Manager, two changes had been made in order to make the bidding process as open as possible for as many general contractors that would want to apply. One of the changes would be to ask

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the Board to nominate someone to work with the College in the screening process. This change will allow for anyone that has interest in any construction project to have the fullest and fairest hearing possible. He commented that there was a desire to expand the process to include some community members in the analysis as well. Dr. Law commented that including community members in the Midtown project is particularly important as there is such high ownership in the Midtown and south St. Petersburg area and including the community in the analysis would be a good idea. The second item shifted was the criteria on the RFQ for selection of contractors. There was an addition to include the beneficial community impact which will add weight during the final selection. This will allow the contractors to show how the community will benefit from the construction of major projects happening within the community. Local general contractors should have the best relationship with subcontractors and this shift in criteria will help them to feel that they have the best opportunity at the contract. Mr. Brett commented that his goal was to establish a 30% participation rate for minority contractors and felt that by involving local contractors, they would make their best effort to reach that goal. Dr. Law mentioned that beneficial community impact has the highest rating requirement and that he expected most bidders would be able to meet or exceed the 30% goal. Louis Moore, Purchasing Director for the City of St. Petersburg, also met with Dr. Law about the RFQ for construction projects. Mr. Moore said that 30% is a reasonable goal for minority contractors and suggested that this percentage should become a threshold for future projects.

Mr. Fine asked how many people were on the selection committee. Dr. Law explained that he believed it could be narrowed down to six to eight members.

Chairman Gibbons commended Dr. Law for his management of the process to expand the Midtown Campus. He added that Dr. Law has said that he would use this process as a template for other future projects. Chairman Gibbons said he would like to cap the number of committee members at 7 since Dr. Law has to staff it. In addition, of the three community people selected, one should be chosen to chair the committee since they would be taking personal time to do this. Chairman Gibbons suggested that the weight of the Beneficial Impact should be changed to 30 points and the Scheduling and Cost Control weight should be changed to 20 points. The major piece of the RFQ should be the benefit to the local community and finding local contractors for projects. He felt other aspects that need to be examined closely were the bidding firms' financial condition and the condition that the chair of the selection committee should be a part of rating the firms' ability to perform within the schedule listed on the RFQ.

Dr. Law said the final recommendation would come to the Board from him and that the Board would have final approval. He said he would use the same approach with the Clearwater Library project. Chairman Gibbons commented that if a bidder is not selected, a lay member of the committee could explain why their application was not moved forward. Dr. Law responded that many firms look good on the surface, but deeper analysis in financial statements might reveal problems and that it would not be effective to have a public discussion about those issues.

There was additional discussion on Item VII-E.3: Clearwater Joint Use Library. Dr. Law noted that this was a request for architectural services. He shared his assessment that the College can be more demanding of an architectural firm's services. He noted that, in the past, the College has done much of the preliminary work and had the architect draw the plans. He felt that the

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architect can be more involved in the pre-drawings services. Dr. Law said that the RFQ would include the firms' ability to handle this requirement.

Mr. Brett asked for an update on the effort to replace Ms. Susan Reiter, former Vice President, Facilities. Dr. Law replied that the initial search was not successful and that the position might be covered by re-assigning staff which would provide some advancement opportunities as well as save about \$200K per year.

Dr. Law displayed a schedule for the Clearwater Library project. He felt an architect could be hired by February, but did not feel strong pressure to focus on this project right away. Mr. Brett asked about Item VII – E.3B, the memorandum of understanding. Mr. Joe Leopold commented that it was for the pre-planning and that both entities could de-commit at that point.

Mr. Brett moved approval for Items VII – E.3A & B. Mr. Fine seconded the motion and the motion passed unanimously.

Chairman Gibbons commented that good data could be taken from the St. Petersburg and Seminole Libraries. He said he did not want to move slowly on this because the College has an obligation to serve all of its students. He said he wanted to move quickly because it is much needed.

11-476. Under Item VII-F, Agency Billings

None

11-477. Under Item VII-G, Administrative

The Board considered Personnel Items VII-G.1. Mr. Fine moved approval. Mr. Brett seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

Human Resources

a. Personnel Report

Finance

a. Fund 1 Financial Report for FY12-13 July 1- October 31

Dr. Doug Duncan commented that about one-third of the fiscal year has elapsed and the trends now become more meaningful. He shared a year-to-date chart of revenue and expenses. Tuition and revenue are around 3% below budget and expenses are also below, but Dr. Duncan noted that now is the time to review the trend and begin making adjustments. He added that there is a healthy surplus. Registration for the Spring semester began in October and is reflected as a jump in revenue. A number of positions in student support have been reallocated. Current expenses are about 2% below what was expected.

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11-478. Under Item VII-H, Academic Matters

The Board considered Item VII-H. Mr. Fine moved approval. Mr. Brett seconded the motion. The motion passed unanimously.

Information regarding this item is as follows:

Medical Laboratory Technology (MLT) Program Closure

Dr. Anne Cooper recommended to the Board that the Medical Lab Technology Program be discontinued due to a decrease in opportunities for students. She felt that this keeps the program from growing and advised the program be closed and other options in the health field be considered.

11-479. Under Item VII-I, Proposed Changes to BOT Rules Manual

None

11-480. Under Item VIII, President's Report

Under the President's Report, Dr. Law discussed the following:

A. Ruiz Lawsuit Judgment

Dr. Law wanted to assure the Board that the College is enthusiastically implementing the changes initiated by the holding in the Ruiz case. Students who come to the College who are citizens will pay in-state tuition regardless of the residency status of their parents, if they otherwise are eligible for residency. He stated that the College is remediating this in the processes and intake. There will not be reimbursement for previously paid tuition.

B. META Journal

Dr. Law distributed the META Journal to each Board member. Dr. Cooper introduced Dr. Nadia Yevstigneyeva to the board. Dr. Yevstigneyeva explained that the journal is a compilation of different types of writing submitted by students. There were over 500 submissions and the selection board chose 94 works. She expressed her appreciation to everyone who participated in this project.

11-481. Under Item IX, Future Agenda Items

Under Future Agenda Items, Dr. Law mentioned that in preparation for the December workshop, the Board would be contacted with further information. He expressed a desire to have five Board members and that he has been persistent in communicating with Governor Scott regarding new appointees. Chairman Gibbons expressed that Governor Scott has been approached about this at every opportunity and is hopeful to have his decision soon.

11-482. Under Item X, Next Meeting Date and Site

The Board confirmed its next meeting would be a Strategic Planning Workshop on Tuesday, December 11, 2012, 8:30 a.m., at the Collaborative Labs, Epi Center.

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11-483. Under Item XI, Adjournment

Having no further business to come before the Board, Chairman Gibbons adjourned the meeting at 10:23 a.m.

William D. Law, Jr.

Secretary, Board of Trustees
St. Petersburg College
FLORIDA

Deveron Gibbons

Chairman, Board of Trustees
St. Petersburg College
FLORIDA

Attachments
Board Memos and
Supplemental Materials

Board of Trustees Meeting
November 20, 2012



Make Your Radio Active

Recording Studio Ensemble



College Band



MYRA Radio

18 student
engineers
creating
20 shows

Interns

30+

Palladium and
CL Campus
Auditorium

Ensemble Student Performers

- 46 MIRA
- 120 Chorus
- 40 Band
- 25 Jazz Band
- 25 Dance

25 + Performances
for 2012/13

Co-Motion Dance Theatre



Jazz Band



College Chorus



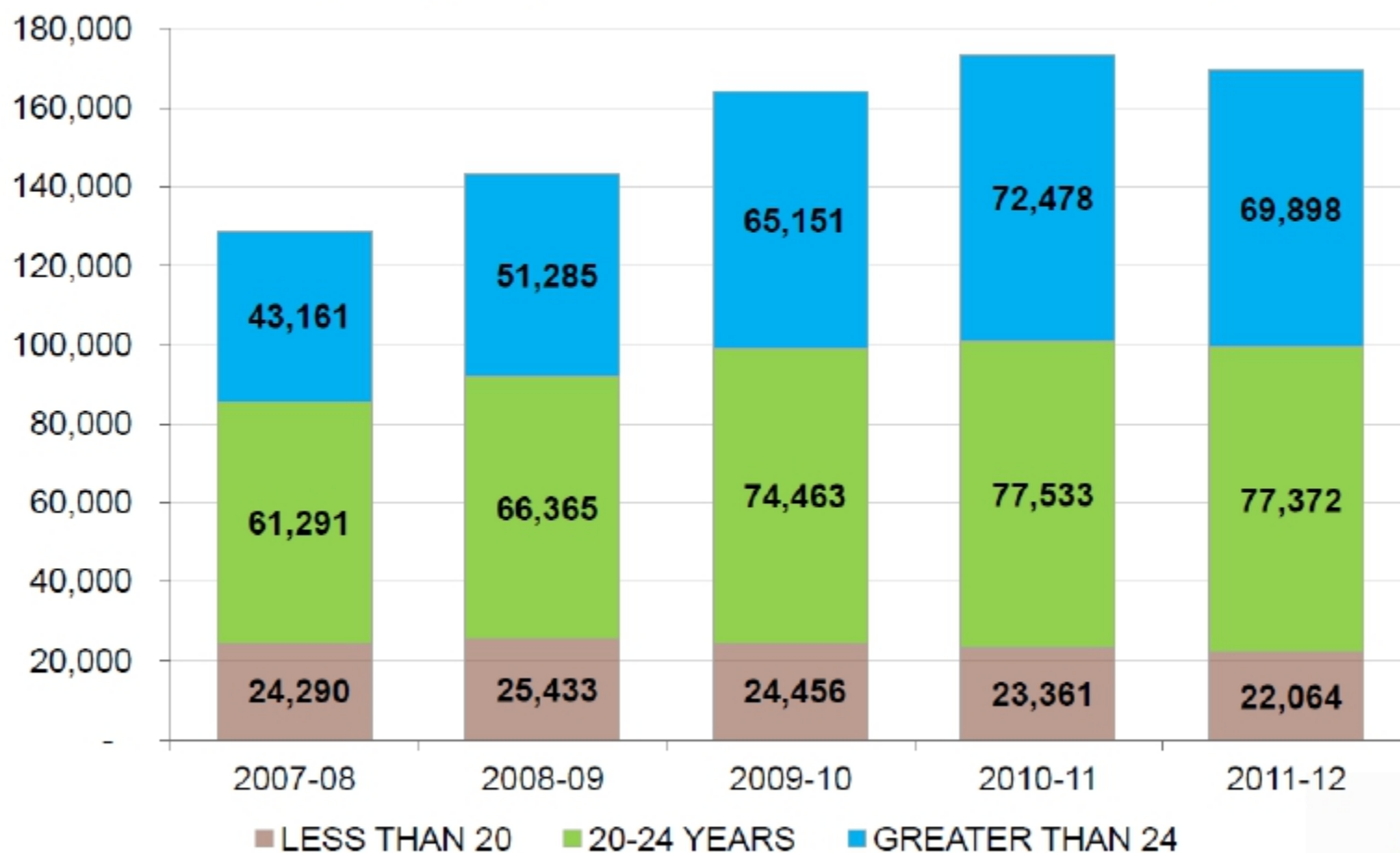
My Bridge to Success: Reducing Time in Developmental Education



Dr. Martha Campbell
Sharon Griggs
St. Petersburg College
[My Bridge Video](#)



Total Developmental Education Enrollments* by Age (2007-08 to 2011-12)



*Unduplicated Headcount. Excludes Unknown Age.

Source: Community College Technical Center, MIS & FCS Research & Analytics



Current status...

- 1. International Student Services**
 - 235 students from 44 different countries
- 2. Study Abroad Academic Programs**
 - 7 programs with 77 students and 11 faculty participants
- 3. Institutional/Organizational Partnerships**
 - 14 international; 6 domestic
- 4. College-Wide and Community Global Engagement**
 - 24 events over 7 campuses during International Education Week & presentations and meetings with community partners in Tampa Bay area and state of Florida
- 5. Supporting and Enhancing the Associate of Arts degree three credit “World View” requirement**
 - 89 course options within 4 departments

Achieving the Dream:

- Global experiences/programs for all students, focus on FTIC
- Tracking academic success of Study Abroad participants

GOAL: 75% Increase study abroad participation in 2012-2013.

Out of Class Support:

- Peer Mentor and International Partners programs
- Enhanced New International Student Orientation

GOAL: 100% matching and participation for all new internationals.

Developing International Programs to enhance Student Success

Faculty and Staff Development:

- "Go Global" Faculty Training series
- Spring training for staff "Know your World"

GOAL: 50% increase in study abroad faculty and 100 staff participate in spring training.

Job Development and Careers:

- International Practicums & Internships
- Global Careers at Home

GOAL: International internships established in Canada and Costa Rica and global companies identified in area for BS practicums/internships.

Within Reach

St. Petersburg College

SPC

5 x 180 Plan



November 2012



The College Experience



New Student Orientation

FTIC Students who tested into 2 or more developmental courses must attend NSO and enroll in SLS 1101 and 1126. Beginning Spring 2013 it will be all students who test into 1 or more developmental courses.

- **Data Update:**
 - 3,040 participants since Fall 2011 pilot
 - 4,267 Advising communications to Fall 2012 NSO students
- **Lead Measures**
 - Number of students attending NSO
 - Number of NSO students reached during first three weeks of the term
 - Number of NSO students with continuous enrollment
 - Number of NSO students involved in campus activities
- **Perspective on Initiative Success**
 - On target with content and organization, however there's much work to be done in evaluating student satisfaction with NSO and academic success.
 - The contact with students has not been properly formalized making data collection inefficient.
- **Next Steps**
 - Survey NSO students early on to learn more
 - Create a data base to track contacts with NSO participants
 - Develop a feedback loop for continuous improvement

Individualized Learning Plans

All students will complete Individualized Student Learning Plans (MLP 4.0)

- **Data Update:**
 - 904 of 1419 SLS 1101 students initiated plans (63.7%)
 - 258 of 1419 SLS 1101 students fully completed (18.2%)
 - 6,911 of 33,254 SPC student body (20.8%) initiated plans
- **Lead Measures**
 - % of SLS cohort students entering one or more terms in learning plan
 - % of SLS cohort students completing learning plans
 - % of total student body entering one or more terms in learning plan
- **Perspective on Plan Success**
 - *Significant progress* in SLS 1101 Classes in summer and fall semesters
 - On schedule with student body use
- **Next Steps** - Expand ILPs to students beyond SLS -1101 Classes
 - Financial Aid Recipients, Student Gov't, MAX Club, Veterans, Latinos United, Women on Way, SSS/TRIO Program
 - Students requesting Advising, Other populations
 - More emphasis with SLS instructors on plan completions
 - Re-assess relative weight of ILP in SLS 1101 course

Integrated Developmental & Career Advising Services

All FTIC students should complete in-depth developmental and career advising including a seven item questionnaire and a career assessment inventory.

- **Data Update:**
 - 3,334 students have completed the Focus2 inventory.
 - 506 students completed developmental advising and assigned green (55%), yellow (26%) or red (19%).
 - 513 students have completed Optimal Resume
- **Leading Measures:**
 - % of students who complete the 7 questions and developmental advising process
 - % of students who use career services
 - Student satisfaction with career services identified by CCSSE and SPC Enrolled Student Survey data)
- **Perspective on Initiative Success:** With Focus 2 and Optimal resume, we're on task and progressing. *Developmental advising, is still a major work in progress.*
- **Next Steps:**
 - Develop an integrated way to report metrics from several databases.
 - Review policy on advising and making advising mandatory for FTIC (assess resource requirements)
 - Upgrade advisor training to improve developmental advising process and student experience.

Early Alert System

Faculty who teach developmental courses will use the Early Alert System when a student is at risk for failure.

- **Data Update**
 - 558 Alerts have been generated in a 12 week period.
 - 86 of 188 (54%) class sections submitted early alerts
 - Average alert per success coach – 10
- **Lead Measures**
 - Number of Alerts per class
 - Number of students receiving assistance from Coach/Advisor
 - Number of students successful in target courses (C or Better)
- **Perspective on Initiative Success:** *Still a work in progress* – positive reception by faculty and staff, however capturing data from the success coaches regarding the intervention has been challenging.
- **Next Steps**
 - Further development of systematic processes for use by faculty and staff
 - Develop and implement additional training for success coaches and faculty
 - Enhance reporting features

Out of Classroom Support

Our out of class learning resources will be available for all students to prepare for college success.

- **Data Update:**
 - **51,310 (76% increase)** total visits in first 12 weeks of the semester - (tutoring, computer help, workshops, ANGEL assistance, etc.)
 - **7,905** students received Library Instructions (71% of SLS 1101= library instruction)
 - **105 FT** faculty provide students with tutorial services weekly in the learning centers (150.25 hour per week)
- **Lead Measures**
 - Number of students using learning tutorial services
 - Number of support services (class visits, library instructions)
 - Number of workshops
- **Perception on Initiative Success** - *Still a work in progress*, faculty participation has increased, student service use has significantly increased and LSC staff are actively engaged.
- **Next Steps**
 - Reduce the negative stigma of using tutorial services and create a "hub" for learning that is a routine part of the student college experience.
 - Design a systemic process to capture data and use it for improvement.

What We've Learned

- Achieving student success is everybody's job!
- Activities and services critical to student success must be required.
- Additional training is needed to infuse student success into the College's culture.
- The identification and tracking of leading and lagging indicators are essential for the success of these strategic initiatives.




Finish What They Start

Questions



November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: University Lease—Agreement to Lease Dental Hygiene Chairs

Approval is sought for entering into a 60-month lease agreement with University Lease, for the procurement of 23 dental hygiene chairs. The total cost including the \$1 buyout of the chairs at the end of the 60 months, is \$428,746 with an annual lease payment of \$85,749 (Capital Improvement Fees).

The current 24 chairs were purchased in 1994 and lack the technology that has been incorporated into dental hygiene equipment. In May 2012, the College planned to buy 12 new ADEC chairs at a cost of \$210,396 using the State of Florida contract pricing. Instead, it was determined to lease all at one time (due to low interest rates currently available) and eliminate multiple installation disruptions.

The new chairs require updating infrastructure to meet current codes. Additionally, the manufacturer (ADEC) is donating an evaluation chair, leaving the College to lease the remaining 23 chairs. The lease factor being utilized is 0.01772 equating to interest of \$25,486 over 5 years. This is the best method to bring the dental equipment up to standards and offer all students equipment and technology that is in the workplace.

Suzanne L. Gardner, Acting General Counsel; Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Phil Nicotera, Provost, Health Education Center recommend approval.

pas117122

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: U.S. Department of Labor, Employment & Training Administration—Trade Adjustment Assistance Community College Career Training Grant—Florida TRADE Consortium and Vendor Partner Agreements

Approval is sought to enter into Agreements with Trade Adjustment Assistance Community College Career Training (TAACCCT) grant Consortium Members and Vendor Partners, whereby the program mission is to advance Florida’s existing training and education system in manufacturing. The Consortium and Vendor Partners were organized for the purpose of submitting to the U.S. Department of Labor (USDOL), a TAACCCT grant entitled Florida Transforming Resources for Accelerated Education & Employment in Advanced Manufacturing (Florida TRADE). Designated as the Lead College, SPC will serve as the fiscal agent of the \$15,000,000, four-year grant funded by the USDOL, under Funding Announcement Number #SGA/DFA PY 11-08, to be implemented pursuant to the award #TC-23751-12-60-A-12.

The Florida TRADE Consortium and Vendor Partners consist of the following institutions and vendors and are being sought to enter into Agreements for the following amounts:

Consortium Member Institution		Budget Amount
1	Broward College	\$914,490
2	Daytona State College	\$685,347
3	Florida State College at Jacksonville	\$700,000
4	Gulf Coast State College	\$635,984
5	Hillsborough Community College	\$842,317
6	Indian River State College	\$589,401
7	Palm Beach State College	\$975,000
8	Pasco Hernando Community College	\$744,021
9	Polk State College	\$1,185,728
10	Tallahassee Community College	\$887,699
11	Valencia College	\$683,412
Vendors		
12	Manufacturers Association of Florida Center	\$913,536
13	Manufacturing Institute	\$229,382
14	SRI International	\$1,400,000
15	WorkNet Pinellas	\$200,000
16	POS Impact	\$674,986
Total		\$12,261,303

The main priority of the Florida TRADE program is to help Florida workers who have lost their jobs, or are at risk of losing their job, as a result of foreign trade (Trade Adjustment Assistance eligible workers), as well as veterans, dislocated, and incumbent workers to overcome the gaps in knowledge, technical skills, and credentials necessary to fulfill Florida's growing need for advanced manufacturing professionals, and strengthen the state's economy with a skilled and employed workforce.

The proposed program is a cohesive, multi-layer initiative that incorporates all five of the USDOL's targeted core elements: 1) evidence-based design; 2) stacked and latticed credentials; 3) online and technology-enabled learning; 4) transferability and articulation; and 5) strategic alignment. Through the alignment of the consortium's vast resources and community and business partnerships, Florida TRADE will offer wide access to training to help address the growing skilled workforce shortage faced by the state's advanced manufacturing industry and related industry clusters, including industrial construction, STEM (energy) and transportation, distribution and logistics. The proposed framework is intended to provide an articulated, accelerated pathway of training that acknowledges and awards credit for previous learning and allows students to build a portfolio of portable, standardized, and industry-recognized credentials.

Under the terms of each Agreement, the College will partner with the identified Consortium Members and Vendor Partners to accomplish key objectives as outlined in the Florida TRADE proposal to the USDOL. Individualized Statements of Work, Outcome Deliverables and Budgets will be included in each Agreement to help guide and monitor performance.


New Agreements are being sought for the period of October 1, 2012 to September 30, 2016 to align with SPC's period of performance contract with the USDOL. All Vendor Partners were selected following SPC's procurement policies and procedures with proper documentation on file. **Permission is also sought to enter into any amendments, extensions or additional agreements, as necessary, within the original intent and purpose of the contracts associated with the Consortium Members and Vendors noted above.**

Suzanne L. Gardner, Acting General Counsel; Anne M. Cooper, Senior Vice President, Academic & Student Affairs; John Chapin, Dean, Natural Science; and Brad Jenkins, Associate Dean, Engineering Technology recommend approval.

js1113123

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: The Florida College System Foundation – Core to College Initiative Collaboration and Alignment Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida College System Foundation (FCS Foundation) by St. Petersburg College for the Core to College Collaboration and Alignment grant opportunity. In partnership with the Division of Florida Colleges, the FCS Foundation seeks to increase higher education and K-12 instructors' knowledge of the Common Core State Standards (CCSS) and the Partnership for Assessment of Readiness for College and Careers (PARCC). The Pinellas County Core to College project will focus on the continued collaboration and alignment between Pinellas County School K-12 teachers, St. Petersburg College faculty and administration from both institutions, specifically those implementing developmental education courses in math, English and student life skills. **Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements, as necessary, within the original intent and purpose of the grant.**

Through this project a cross institutional Core to College Team will be developed to coordinate efforts covering all facets of CCSS and PARCC, including long-term planning, instructor training, consultation by subject matter experts and program evaluation. The target population includes all levels of institutional staff charged with implementing college readiness curriculum, CCSS and PARCC implementation initiatives.

The estimated period of performance will be from November 30, 2012 through August 30, 2013. The total budget is projected to be \$12,000 for 9 months. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne M. Cooper, Senior Vice President, Academic & Student Affairs; Catherine Kennedy, Associate Vice President, University Partnership Center, International and Accelerated Programs; and Jeff Cesta, Director of Dual Enrollment and Early College, recommend approval.

Attachment

js1107123

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

Date of BOT Meeting: November 20, 2012

Funding Agency or Organization: The Florida College System Foundation

Name of Competition/Project: Core to College Initiative Collaboration and Alignment Grant

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 11/30/2012 **End:** 8/30/13

Cabinet Member: Anne Cooper

Manager: Catherine Kennedy

Focus of Proposal:

The Pinellas County Core to College (PCCC) project will focus on the continued collaboration and alignment between Pinellas County Schools' (PCS) K-12 teachers, SPC faculty and administration from both institutions, specifically those implementing developmental education courses in math, English and student life skills. The goal of this project is to increase knowledge of the Common Core State Standards (CCSS) and Partnership for Assessment of Readiness for College (PARCC) throughout Pinellas County.

At the center of the PCCC project is the creation of a Core to College Team, composed of a cross institutional representation of administrators from SPC and PCS. This team will be tasked with planning, executing activities and implementing key program objectives. A Core to College Summit will be held as an opportunity for faculty, teachers and administration to share their current experiences with CCSS, receive additional training regarding CCSS and PARCC and continue to forge a stronger collaborative relationship between the two institutions.

Over the course of this initiative, the Core to College Team will also produce tools and documents for the purpose of sharing lessons learned and best practices with other institutions and the Division of Florida Colleges. An evaluation plan will be created to assist in tracking the impact of CCSS and PARCC in Pinellas County, including monitoring academic achievement and college readiness, measuring program effectiveness and facilitating ongoing research.

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.)

Supplies	\$	500
Travel	\$	1,782
Other – Collaborative Lab Training	\$	8,500
Other – Food and Food Products	\$	600

BOT – November 20, 2012 – Information Summary –
The Florida College System Foundation – Core to College Initiative Collaboration and Alignment Grant

Admin (5%)	\$ 618
Total Budget	\$ 12,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 12,000

Total amount from funder: \$ 12,000

Amount/value of match:	Cash:	N/A
	In-kind:	N/A
Required match or cost sharing:	No X	Yes
Voluntary match or cost sharing:	No X	Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other: Personnel/Fringe	N/A	

College Goals and Institutional Initiatives Addressed:

College Goal: II. Maintain the “open door” by providing opportunities for under-prepared students to achieve college entry-level skills through college preparatory programs and services.

Institutional Initiative(s): A. Improve the year-over-year success rate of academically under-prepared students through the development, implementation, and evaluation of successful intervention strategies.


SPC 7/24 Initiative Addressed:

Focus: 1. Focus on Student Success

Observable Project: 1. Student Support Systems

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: U.S. Department of Veterans Affairs – VA Innovation Initiative Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Veterans Affairs, by Florida State University (FSU) in partnership with St. Petersburg College for the VA Innovation Initiative (VAi2) grant opportunity. The goal of the Innovation Initiative competition is to bring together private sector companies, entrepreneurs and academic leaders to solve the Department's most pressing challenges. The proposed Socket Optimized for Comfort with Advanced Technologies (SOCAT) program will develop a multifunctional prosthetic socket system to address the challenging issues affecting the comfort, functionality, gait and mobility of amputees, specifically veterans. SPC's J.E. Hanger College of Orthotics and Prosthetics (O&P) will contribute to the program by providing clinical subject matter expertise to patient and practitioner evaluation, as well as equipment design and manufacturing. **Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements, as necessary, within the original intent and purpose of the grant.**

The SOCAT program will leverage partnership expertise in advanced materials and nanotechnology to achieve a prosthetic socket system with an unprecedented degree of multi-functionality and integration to meet the critical needs for advanced prostheses for the VA community and beyond. FSU will serve as the lead of this project. Partners include: SPC, Georgia Tech, Prosthetic and Orthotic Associates, Advanced Materials Professional Services and Quantum Motion Medical.

As a partner, SPC will be tasked with developing patient and practitioner questionnaires and analyzing the data that will provide relevant information toward the scientific design of the socket prototypes led by FSU. Though SPC O&P will not have direct interaction with patients, its extensive clinical experience will be utilized to provide expertise on all aspects of the project.

The estimated period of performance will be from September 28, 2012 through September 26, 2014. The total project budget is projected to be \$4.4 million over two years. Of this amount, the College anticipates receiving approximately \$300,000 for its services over this same two-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne M. Cooper, Senior Vice President, Academic & Student Affairs; Rebecca Ludwig, Dean, College of Health Sciences; and Arlene Gillis, Project Director, Orthotics and Prosthetics Department, recommend approval.

Attachment
js1107122

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

Date of BOT Meeting: November 20, 2012

Funding Agency or Organization: U.S. Department of Veterans Affairs

Name of Competition/Project: VA Innovation Initiative (VAi2) Grant

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 9/28/12 **End:** 9/26/14

Cabinet Member: Anne Cooper

Manager: Arlene Gillis

Focus of Proposal:

The goal of the SOCAT initiative is to solve many of the comfort and fit issues facing amputees, particularly veterans. Florida State University will lead a partnership of private businesses, entrepreneurs and academic institutions to develop multifunctional prosthetic socket system prototypes. Over the course of the two-year project, three SOCAT prototypes will be developed for the VA, along with prototype demonstration reports and test results. This partnership will leverage expertise in advanced materials and nanotechnology to achieve a prosthetic socket system with an unprecedented degree of multi-functionality and integration to meet the critical needs for advanced prostheses for the VA community and beyond.

As a partner, SPC Orthotics and Prosthetics (O&P) will develop patient and practitioner questionnaires and analyze the data, which will in turn provide relevant information to advise the scientific development of the SOCAT Socket. The questionnaire will be administered through the VA and data will be provided back to SPC without any patient or practitioner identifiers. Advanced level O&P students will have the opportunity to view the data and assist with the analysis. Though SPC will not have any direct interaction with patients or practitioners, SPC O&P's extensive clinical experience will provide expertise on all aspects of the project.

FSU will serve as the lead of this project, partners include: SPC, Georgia Tech, Prosthetic and Orthotic Associates, Advanced Materials Professional Services and Quantum Motion Medical.

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	\$ 18,784
Fringe	\$ 4,134
Contractual	\$ 163,125
Supplies - Consumables	\$ 5,314
Supplies – Computers	\$ 10,000

Travel	\$ 51,500
Indirect Costs	\$ 47,143
Total Budget	\$ 300,000

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 300,000

Total amount from funder: \$ 300,000

Amount/value of match:	Cash:	N/A
	In-kind:	N/A
Required match or cost sharing:	No	X Yes
Voluntary match or cost sharing:	No	X Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other: Personnel/Fringe	N/A	

College Goals and Institutional Initiatives Addressed:

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


Institutional Initiative(s): 1. Expand marketing of programs college-wide and activities to the community to achieve enrollment growth objectives for College programming and to showcase business development services as well as other academic credit and noncredit programs.

SPC 7/24 Initiative Addressed:

Focus: 5. One College
Observable Project: Workforce and Community Mission

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Florida Department of Education — Virtualization Integrated Technology Pilot Project

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Florida Department of Education by Florida State College at Jacksonville in partnership with St. Petersburg College for the Virtualization Integrated Technology Pilot Project (FLDOE-VITP). Under the leadership of Florida State College at Jacksonville (FSCJ) as fiscal agent, the goal of this project is to enhance instructional technology in the field of virtual networking and to extend it statewide. The core objective of VITP is the establishment of a centralized network virtualization learning access point (LAP). The project expands upon activities funded under FSCJ's National Science Foundation Networking Virtualization grant. The partner colleges in VITP are St. Petersburg College, Broward College and Polk State College. **Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements, as necessary, within the original intent and purpose of the grant.**

As a partner, SPC will be responsible for train-the-trainer events and for hosting a summer camp in network virtualization for 20 high school students while providing career exploration activities. Another key component is the development of a statewide training committee in information technology, which aims to develop a virtualized internship program.

The estimated period of performance will be from January 1, 2013 through December 31, 2013. The total project budget is \$200,000 over one year. Of this amount, the College anticipates receiving approximately \$11,250 for its services during the same project period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne M. Cooper, Senior Vice President, Academic & Student Affairs; and Sharon Setterlind, Dean, College of Computer and Information Technology, recommend approval.

Attachment

js1107122

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

Date of BOT Meeting: November 20, 2012

Funding Agency or Organization: Florida Department of Education - Florida State College at Jacksonville

Name of Competition/Project: Virtualization Integrated Technology Pilot Project (FLDOE-VITP)

SPC Application or Sub-Contract: Sub-Contract

Grant/Contract Time Period: **Start:** 1/1/13 **End:** 12/31/13

Cabinet Member: Anne Cooper

Manager: Sharon Setterlind

Focus of Proposal:

Under the leadership of Florida State College at Jacksonville (FSCJ) as fiscal agent, the goal of the Virtualization Integrated Technology Pilot (VITP) project is to enhance instructional technology in the field of virtual networking and to extend it statewide. The core objective of VITP is the establishment of a centralized network virtualization learning access point (LAP). The project expands upon activities funded under FSCJ's National Science Foundation Networking Virtualization grant. The partner colleges in VITP are St. Petersburg College, Broward College and Polk State College.

SPC will be responsible for train-the-trainer events and for hosting a summer camp in network virtualization for 20 high school students while providing career exploration activities. Another key component is the development of a statewide training committee in information technology, which aims to develop a "virtualized" internship program.

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	\$ 6,000
Other – Participant Support Costs	\$ 3,000
Travel	\$ 2,250
Total Budget	\$ 11,250

Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 11,250
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Total amount from funder:	\$ 11,250
Amount/value of match:	Cash: N/A In-kind: N/A
Required match or cost sharing:	No X Yes
Voluntary match or cost sharing:	No X Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	N/A
Other:	N/A

College Goals and Institutional Initiatives Addressed:

College Goal:	V. Provide challenging educational opportunities for high school students through dual enrollment, charter school and similar programs.
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Institutional Initiative(s):	1. Expand outreach to county high schools, private high schools and home school students in an effort to increase the number of students making the transition from high school to college through Dual Credit and Early Admissions programs.
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SPC 7/24 Initiative Addressed:

Focus:	5. One College
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Observable Project:	Workforce and Community Mission
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November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Disposition of Surplus or Obsolete Property (Survey # 546)

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 GX620 model be moved to surplus. Any laptop computer comparable to or older than the Dell D830 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.

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.

Tag Number	Description	Acquisition Date	Condition	Acquisition Amount
00138	Merlin Express Xt Presen	6/1/1991	obsolete	\$1,095.00
01388	Video Cass-R/P:Sony	9/1/1978	obsolete	\$1,605.15
02876	Video Camera:Ikegami	8/1/1983	obsolete	\$10,840.96
03418	Typewriter:Xerox	5/1/1989	obsolete	\$1,349.00
05656	Electronic Message Displ	7/1/1988	obsolete	\$4,035.65
06059	Tv Distribution System C	11/1/1981	obsolete	\$3,066.00
06783	Telesensory Cctv:Voyager	3/1/1992	obsolete	\$3,490.00
06832	Crescent Tabletop Displa	12/1/1991	obsolete	\$1,016.42
07679	Gas Chromatograph	2/1/1993	obsolete	\$2,995.00
08074	Areodynamics Air Source	4/1/1993	obsolete	\$1,895.00
08136	Vhs Camcorder:Panasonic	4/1/1993	obsolete	\$1,176.46
08663	Microbank Dictation Modu	5/1/1994	obsolete	\$1,679.00
10211	Powerbook 5300Ce Compute	9/11/1996	obsolete	\$4,194.70
10421	Powermac 7200 Computer	9/17/1996	obsolete	\$2,468.00

10474	Server:Dell	7/1/1996	obsolete	\$9,207.00
10499	Lcd Projector:Nec	9/13/1996	obsolete	\$12,094.50
11098	Desktop Computer:Dell Multimedia System w/Laser Disk	4/15/1997	obsolete	\$2,695.32
11278	Disk	6/13/1997	obsolete	\$4,650.00
11492	Projector:Data/Video	7/7/1997	obsolete	\$6,690.00
12072	Fax Machine:Omnifax	9/3/1997	obsolete	\$1,105.00
12126	Puncher & Binder:Electric	9/29/1997	obsolete	\$2,744.00
12436	Book Check Unit	7/28/1997	obsolete	\$1,849.00
12486	Projector: Epson ELP5100	3/5/1998	poor	\$5,762.50
12601	Printer:Lexmark 1650N Computer:Dell P6333 GX1/M+	1/21/1998	poor	\$1,281.63
12950	Laptop Computer:Dell Latitude	7/30/1998	obsolete	\$2,299.00
13026	Laptop Computer:Dell Latitude	8/24/1998	obsolete	\$2,500.00
13027	Laptop Computer:Dell Latitude	8/24/1998	obsolete	\$2,500.00
13591	Computer:Dell 6400 PII/MT CSU/DSU	8/20/1998	obsolete	\$4,311.55
14977	CSU/DSU	7/9/1999	obsolete	\$1,011.19
14994	Projector:Lightware	5/20/1999	obsolete	\$1,935.15
15102	Cardiac Monitor	6/22/1999	obsolete	\$2,500.00
15215	Printer:Lexmark 1855N Laptop Computer:Dell Latitude	8/31/1999	poor	\$1,308.26
15277	Laptop Computer:Dell Latitude	6/30/1999	obsolete	\$2,682.00
15518	Server:Dell PowerEdge Computer:Dell PIII 500K GX1/T+	8/9/1999	obsolete	\$2,887.00
15970	Computer:Dell PIII 500K GX1/T+	12/1/1999	obsolete	\$1,194.00
15971	Laptop Computer:Dell Latitude	12/1/1999	obsolete	\$1,234.00
16018	Laptop Computer:Dell Latitude	11/9/1999	obsolete	\$2,672.00
16059	S-Video Switcher:Extron	12/6/1999	obsolete	\$1,257.09
16357	Encoder/Decoder:Optivision Mixer Auto Micw/Echo Cancel	12/1/1999	obsolete	\$43,304.11
16359	Mixer Auto Mic w/Echo Cancel	12/1/1999	obsolete	\$6,415.99
16360	Mixer Auto Mic w/Echo Cancel	12/1/1999	obsolete	\$6,415.99
16361	Mixer Auto Mic w/Echo Cancel Laptop Computer:Dell Latitude	2/8/2000	obsolete	\$6,415.99
16783	Laptop Computer:Dell Latitude	2/17/2000	obsolete	\$1,877.00
17109	Laptop Computer:Dell Latitude	5/2/2000	obsolete	\$3,743.99

17120	Scanner:Janus	5/11/2000	poor	\$3,455.19
17121	Laptop Computer:Dell Latitude	5/11/2000	obsolete	\$3,127.20
17127	Laptop Computer:Dell Latitude	6/6/2000	obsolete	\$3,216.42
17444	Latitude	6/23/2000	obsolete	\$2,467.20
17916	S-Video Switcher:Extron	6/1/2000	obsolete	\$1,245.31
18345	Roll Laminator:Ibico	5/16/2001	poor	\$1,295.00
18434	Touchpanel Controller:Cresto	6/22/1999	obsolete	\$6,420.36
19120	30 Button Remote Control	2/8/2000	obsolete	\$2,420.36
19127	2-2 Way Codecs:Optivision	2/8/2000	obsolete	\$71,540.36
19130	YC to NTSC Box	2/8/2000	obsolete	\$2,482.86
19145	13" TV:JVC	2/8/2000	obsolete	\$2,402.02
19281	Laptop Computer:Dell Latitude	5/16/2001	obsolete	\$2,347.00
19457	Printer:Lexmark T614N	8/13/2001	poor	\$1,482.63
19597	Server: Sun Fire V100	10/8/2002	obsolete	\$2,276.35
19634	Laptop Computer:Dell Latitude	6/29/2001	obsolete	\$2,845.00
19636	Laptop Computer:Dell Latitude	6/29/2001	obsolete	\$2,845.00
19638	Laptop Computer:Dell Latitude	6/29/2001	obsolete	\$2,845.00
19639	Laptop Computer:Dell Latitude	6/29/2001	obsolete	\$2,845.00
19676	Latitude	8/21/2001	obsolete	\$3,222.43
19895	S-Video Switcher:Extron	3/26/2001	obsolete	\$1,647.87
20049	Server: Dell 2500	6/13/2002	obsolete	\$4,417.72
20062	Computer:Dell GX150	7/24/2001	obsolete	\$1,308.00
20309	Rack #6 - Chyro Duet LE	8/6/2001	obsolete	\$56,357.51
20411	Computer:Dell GX150	8/21/2001	obsolete	\$1,077.00
20502	Computer:Dell GX400	12/11/2001	obsolete	\$1,798.45
20503	Computer:Dell GX400	12/11/2001	obsolete	\$1,412.20
20544	Laptop Computer: Dell Latitude	4/3/2002	obsolete	\$1,630.68
20553	Scanner:Janus 2020	4/18/2002	poor	\$2,298.50
20853	Computer:Dell GX240	11/13/2001	obsolete	\$1,313.95
20946	Computer: Dell GX240	11/13/2001	obsolete	\$1,302.95
21112	Computer: Dell GX240	12/7/2001	obsolete	\$1,598.00
21313	APC-Smart UPS	1/16/2001	poor	\$1,190.15
21314	APC-Smart UPS	1/16/2001	poor	\$1,190.15
21410	Digital Imaging System:Savin	4/8/2002	obsolete	\$14,931.31
21430	Computer:Apple PowerMac	5/17/2002	obsolete	\$2,069.00
21431	Computer:Apple PowerMac	5/17/2002	obsolete	\$2,069.00

22019	Laptop Computer: Dell Latitude	7/25/2002	obsolete	\$1,886.00
22047	Laptop Computer: Dell Latitude	5/8/2002	obsolete	\$2,528.00
22048	Laptop Computer: Dell Latitude	5/8/2002	obsolete	\$2,528.00
22165	Printer:Lexmark Optra W810	4/5/2002	poor	\$2,127.36
23128	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23130	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23154	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00
23319	Computer: Dell GX260T	9/23/2002	obsolete	\$1,723.94
23698	Projector:Epson	12/27/2002	poor	\$6,789.15
23700	Document Camera: Elmo	1/30/2003	obsolete	\$1,969.00
23701	Document Camera: Elmo	1/30/2003	obsolete	\$1,969.00
23713	Projector:Epson	8/5/2003	obsolete	\$3,871.00
23963	Computer: Dell GX260	11/13/2002	obsolete	\$1,764.40
24414	Pri H.323 H.320:Polycom	11/22/2002	obsolete	\$16,556.67
24499	Server:Dell 2650	2/13/2003	obsolete	\$5,000.00
24550	Projector:Epson	10/9/2002	obsolete	\$7,438.05
24609	Projector:Epson 7700P	9/6/2002	obsolete	\$11,158.11
24610	Projector:Epson 7700P	9/6/2002	obsolete	\$11,158.11
24616	Mixer AMP: Biamp Touchpanel Control	9/6/2002	obsolete	\$1,004.84
24617	Sys:Crestro	9/6/2002	obsolete	\$5,152.97
24622	DVD w/Changer: Marantz	9/6/2002	obsolete	\$1,149.72
24623	Slide Projector: Kodak	9/6/2002	obsolete	\$2,475.77
24624	Slide Projector: Kodak	9/6/2002	obsolete	\$2,475.77
24625	System Switcher: Extron	9/6/2002	obsolete	\$3,618.79
24626	Projector:Epson 7000P	9/6/2002	obsolete	\$11,158.11
24627	AMP: Crown	9/6/2002	obsolete	\$1,018.95
24631	Equalizer: Ashley	9/6/2002	obsolete	\$1,253.92
25457	Computer: Dell 533	5/1/2003	obsolete	\$5,146.00
25666	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25672	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
25680	Computer: Dell GX260T	4/29/2003	obsolete	\$1,234.00
26056	Laptop Computer:Dell Latitude	10/15/2003	obsolete	\$2,201.81
26738	Crestron Sound System	1/14/2004	obsolete	\$4,255.90
27176	Laptop Computer:Dell Latitude	10/22/2003	obsolete	\$2,158.09
27240	UPS:Smart	5/10/2004	poor	\$1,605.22
27703	Laptop Computer:Dell Latitude	4/27/2004	obsolete	\$3,008.82
28016	Laptop Computer:Dell	5/14/2004	obsolete	\$2,112.84

	Latitude			
	Laptop Computer:Dell			
28095	Latitude	9/8/2004	obsolete	\$2,515.96
28270	Remote Control:Crestron	8/31/2004	obsolete	\$1,428.84
28302	Visual Concert:Polycom	12/2/2004	obsolete	\$1,759.67
28514	Document Camera:Elmo	3/8/2005	obsolete	\$1,776.85
28526	Document Camera:Elmo	3/8/2005	obsolete	\$1,788.56
28644	Computer:Dell GX280	10/28/2004	obsolete	\$1,270.39
28911	Codec:Polycom VS4000	12/6/2004	obsolete	\$9,312.26
	Laptop Computer:Dell			
29054	Latitude	12/20/2004	obsolete	\$1,965.75
29092	Computer:Dell GX280	1/3/2005	obsolete	\$1,159.51
29204	Computer:Dell GX280	1/19/2005	obsolete	\$1,281.72
29260	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29308	Turn Key Digital Server	7/28/2005	obsolete	\$89,045.00
29925	ViewStation 4000:Polcyom	7/18/2005	obsolete	\$11,266.30
29972	Computer:Dell GX280	4/27/2005	obsolete	\$1,018.04
30102	ChristieNet Receiver	6/28/2005	obsolete	\$1,673.59
	Multimedia Display Drive			
30160	Syste	6/16/2006	poor	\$2,714.40
30321	15 Tilt Touchpanel w/video	6/21/2006	obsolete	\$7,662.55
30349	Codec ViewStation-Polycom	6/21/2006	obsolete	\$15,018.55
30355	Pan/Tilt/Zoom Camera	6/21/2006	obsolete	\$3,574.69
30526	Plasma PC:TTUFF	6/16/2006	poor	\$3,326.08
30529	Plasma PC:TTUFF	6/16/2006	poor	\$3,326.08
30532	Plasma PC:TTUFF	6/16/2006	poor	\$3,326.08
30533	Plasma PC:TTUFF	6/16/2006	poor	\$3,326.08
30541	Video signaling PC:Ttuff	6/16/2006	poor	\$1,940.97
30555	Video signaling PC:Ttuff	6/16/2006	poor	\$1,940.97
30767	Visual Concert: Polycom	4/6/2006	obsolete	\$2,279.55
30854	Computer:Dell GX280	6/16/2005	obsolete	\$1,251.91
30871	Computer:Dell GX280	6/29/2005	obsolete	\$1,242.38
30915	Computer:Dell GX280	8/5/2005	obsolete	\$1,301.67
31118	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31509	Visual Concert:Polycom	11/9/2005	obsolete	\$3,111.71
	Laptop Computer:Dell			
31695	Latitude	11/15/2005	obsolete	\$1,847.77
	Laptop Computer:Dell			
31704	Latitude	11/21/2005	obsolete	\$2,031.20
	Laptop Computer:Dell			
31771	Latitude	8/18/2005	obsolete	\$1,424.00
	Laptop Computer:Dell			
31773	Latitude	8/18/2005	obsolete	\$1,424.00
31776	Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00

	Latitude Laptop Computer:Dell			
31780	Latitude Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00
31782	Latitude Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00
31783	Latitude Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00
31785	Latitude Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00
31786	Latitude Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00
31787	Latitude Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00
31789	Latitude Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00
31793	Latitude Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00
31794	Latitude Laptop Computer:Dell	8/18/2005	obsolete	\$1,424.00
31911	Digital Video Recorder:JVC	4/25/2006	obsolete	\$1,477.38
32000	Latitude Laptop Computer: Dell	5/2/2006	obsolete	\$1,428.29
32066	Latitude Laptop Computer: Dell	5/17/2006	obsolete	\$1,427.52
32068	Latitude Laptop Computer: Dell	5/17/2006	obsolete	\$1,427.52
32372	Computer:Dell GX280 Laptop Computer:Dell	8/25/2005	obsolete	\$1,087.75
33045	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33047	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33048	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33049	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33051	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33052	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33057	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33059	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33060	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33061	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70

	Latitude Laptop Computer:Dell			
33062	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33063	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33064	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33065	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33067	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33068	Latitude Laptop Computer:Dell	11/17/2005	obsolete	\$1,384.70
33069	Latitude Laptop Computer:Dell	11/16/2005	obsolete	\$1,384.70
33070	Latitude Laptop Computer:Dell	11/16/2005	obsolete	\$1,384.70
33071	Latitude Laptop Computer:Dell	11/16/2005	obsolete	\$1,384.70
33074	Latitude Laptop Computer:Dell	11/16/2005	obsolete	\$1,384.70
33075	Computer:Dell GX620	11/17/2005	obsolete	\$1,152.40
33077	Computer:Dell GX620	11/17/2005	obsolete	\$1,152.40
33079	Computer:Dell GX620	11/17/2005	obsolete	\$1,152.40
33080	Computer:Dell GX620	11/17/2005	obsolete	\$1,152.40
33081	Computer:Dell GX620	11/17/2005	obsolete	\$1,152.40
33082	Computer:Dell GX620	11/17/2005	obsolete	\$1,152.40
33083	Computer:Dell GX620	11/17/2005	obsolete	\$1,152.40
33084	Computer:Dell GX620	11/17/2005	obsolete	\$1,152.40
33609	Computer:Dell GX620	1/20/2006	obsolete	\$1,152.40
33610	Computer:Dell GX620	1/20/2006	obsolete	\$1,152.40
33611	Computer:Dell GX620	1/20/2006	obsolete	\$1,152.40
33612	Computer:Dell GX620	1/20/2006	obsolete	\$1,152.40
33613	Computer:Dell GX620	1/20/2006	obsolete	\$1,152.40
33614	Computer:Dell GX620	1/20/2006	obsolete	\$1,152.40
35857	Laptop	2/21/2007	obsolete	\$1,836.31
36095	Printer: laser	4/5/2007	obsolete	\$1,146.58
36104	Computer: Desk top	4/10/2007	obsolete	\$1,107.93
36193	VISUAL PRESENTER: ELMO	4/18/2007	obsolete	\$1,159.55
36194	VISUAL PRESENTER: ELMO	4/18/2007	obsolete	\$1,159.55
36195	VISUAL PRESENTER: ELMO	4/18/2007	obsolete	\$1,159.55
36222	Visual Presenter ELMO	6/11/2007	obsolete	\$1,329.65

36333	Computer: Laptop	5/15/2007	obsolete	\$1,636.79
			Total:	\$810,537.00


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; 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.

djh1101121

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Spot Survey #1, Construct Midtown Center, Site 16.

Authorization is requested to approve Spot Survey #1, Construct Midtown Center.

Administrative staff of St. Petersburg College has prepared an amendment to the current Educational Plant Survey for St. Petersburg College, dated June 19, 2012 adding the Midtown property along with the proposed new construction of the Midtown Center as required by Section 1013.31, Florida Statutes.

This statute also requires amendments to the survey be approved by the Board of Trustees.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; James Pedicone, Interim Director of Design and Construction recommend approval.

dd1105121

College:
23-ST. PETERSBURG COLLEGE

Survey:
Survey : 1 Version : 3

Status:
Active Pending

COMMUNITY COLLEGE RECOMMENDATION DETAIL REPORT

Site No: 16

Site Name: MIDTOWN CENTER

SITE RECOMMENDATIONS

NUMBER	DESCRIPTION	ESTIMATE D COST
16.001	Construct site identification and signage for entire site	25,000
16.002	Construct electrical and data distribution for entire site	200,000
16.003	Construct HVAC systems for entire site, including controls	250,000
16.004	Construct security and emergency systems for entire site	35,000
16.005	Construct sidewalks on entire site	150,000
16.006	Construct irrigation system on entire site	75,000
16.007	Construct landscaping for entire site	75,000
16.008	Construct storm sewer system for entire site	250,000
16.009	Construct sanitary sewer system for entire site	250,000
16.010	Construct parking for entire site, including any access points to link to public roadways	350,000
MIDTOWN CENTER		Total : 1,660,000


NEW CONSTRUCTION / REMODEL / RENOVATE

NUMBER	DESCRIPTION	ESTIMATED COST
16.011	New Construction: Adding Classrooms (182 SS), (5150 NSF), (7315 GSF); Non-Vocational Labs (90 SS), (4975 NSF), (7066 GSF); Biological Sciences (2075 NSF), Physical Sciences (2000 NSF), Letters (900 NSF), Classroom (5150 NSF), Audiovisual (495 NSF), Auditorium / Exhibition (1092 NSF), Library / Study (3640 NSF), Office (4550 NSF), Student Services (2730 NSF), Support Services (1211 NSF), Circulation (9541 NSF), Custodial (400 NSF), Mechanical / Sanitation (2225 NSF)	14,423,454
MIDTOWN CENTER		Total : 14,423,454
MIDTOWN CENTER		Total Estimated Cost : 16,083,454

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Request for Qualifications (RFQ) Construction Manager at Risk- Midtown Education Center

Authorization is requested to proceed with the attached Request for Qualifications (RFQ) for Construction Manager at Risk services Midtown Education Center.

The attached RFQ contains information relative to each of the six selection criteria areas:

- | | |
|--------------------------------------|-------------|
| A. General Information: | (5 points) |
| B. Ability and Financial Capability: | (15 points) |
| C. Related Experience: | (20 points) |
| D. Scheduling and Cost Control: | (25 points) |
| E. On-Site & In-House Office Staff: | (10 points) |
| F. Beneficial Community Impact: | (25 Points) |

Of particular note is the strengthening of the community impact emphasis of the proposals to reflect the Board's intent of maximizing community involvement in the project.

Additionally, the Selection Committee will be expanded to include persons recommended by members of the Board of Trustees with background and experience in community leadership.

Recommendations for the final selection will be presented at the January 2013 Board meeting for approval.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, James Pedicone, Interim Director of Design and Construction, recommend approval.

Attachments

dd111312

BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE
FACILITIES PLANNING & INSTITUTIONAL SERVICES



CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR
CONSTRUCT MIDTOWN CENTER, SITE 16

REQUEST FOR QUALIFICATIONS

- EVALUATION PROCEDURES
- EXPERIENCE QUESTIONNAIRE
- PACKET CHECKLIST
- LETTER OF INTENT

QUALIFICATIONS DUE:
Friday, December 7, 2012, 3:00PM E.S.T.

Physical Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
14025 58th Street North
Clearwater, FL 33760**

Mailing Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
P.O. Box 13489
St. Petersburg, FL 33733**

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PUBLIC NOTICE

LEGAL NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSTRUCTION MANAGER AT RISK SERVICES

PUBLIC ANNOUNCEMENT FOLLOWING PROCEDURES OF THE CONSULTANT'S COMPETITIVE NEGOTIATION ACT, PURSUANT TO SECTION 1013.45(c), FLORIDA STATUTES, AND PURSUANT TO THE PROCEDURES SET FORTH IN SECTION 287.055, FLORIDA STATUTES

RFQ #SPC 1707-G-11-16 Construction Manager at Risk Services, Construct Midtown Center, Site 16

The Board of Trustees of St. Petersburg College announces Construction Manager at Risk Services will be required by qualified Construction Management firms in the State of Florida to provide pre-design activities, design phase, bid and award phase, construction phase and minimum One-year Warranty for the following:

To provide complete Construction Manager at Risk services to Construct Midtown Center, Site 16. **Construction**
services to be provided may include, but not be limited to: heating, ventilation and air-conditioning (HVAC); roofing; civil; site development; waterproofing; parking and landscaping; classrooms; laboratories; offices; general construction; and related support service areas. The square footage is anticipated to be approximately 45,000 square feet encompassing a three story building. **offices; general**
All projects are intended to be completed in accordance with college standards including but not limited to "sustainable" design standards.

Total estimated value of project: \$10,000,000

Applicants for the project must apply in writing for consideration. Interested Construction Manager at Risk firms must submit the information required by the Request for Qualifications (RFQ) application packet, which includes but not limited to:

- 1) the company's history, structure, personnel, licenses, and experience;
- 2) related projects similar in scope or amount completed by the company, including name of client or its representative;
- 3) financial information such as balance sheet and statement of operations;
- 4) project management, scheduling, and cost control systems the company uses for similar projects;
- 5) proposed minority business involvement in the project;
- 6) cost control and value engineering techniques;
- 7) and description of litigation, major disputes, contract defaults and liens in the last five (5) years.

The application process will also include:

- 8) an interview with the Short Listed firms;
- 9) and confirmation of references.

All interested applicants will also understand and agree to the following minimum project requirements as set forth in the RFQ:

- 1) Construction schedule to allow issuance of Substantial Completion and Certificate of Occupancy in May 2014
- 2) Bonding capacity based on project amount stated above
- 3) Early bid package provision for building structural systems at 75% Construction Documents
- 4) LEED Certification in accordance with §255.2575 F.S.
- 5) Utilization plan for subcontractors to maximize the use of Minority Business Enterprises (Certified in Accordance with §287.0943 F.S.)

All Construction Manager at Risk firms interested in being considered for selection should obtain the RFQ packet from the College Purchasing website: www.spcollege.edu/central/purchasing/bids.html. Request for Qualifications are expected to be made available following the **Tuesday, November 20, 2012** meeting of the College Board of Trustees.

concerning the RFQ process, information and packet availability will be handled by Bea Steele, Facilities Planner & Project Specialist at Steele.Bea@spcollege.edu or (727)341-3338. All questions concerning the RFQ materials must be submitted prior to **Tuesday, November 27, 2012 no later than 3:00pm** to obtain a response.

All questions and responses will be posted to the College Purchasing website. Return electronic copies (PDF) of the RFQ's via email to Steele.Bea@spcollege.edu or mail thumb drive or Compact Disc ("CD") to FPIS at St. Petersburg College, PO Box 13489, St. Petersburg, FL 33733, or deliver to FPIS, 14025 58th Street North, Clearwater, Florida 33760, **by Friday December 7, 2012, no later than 3:00 pm. The College will not be responsible for any delays in delivery.**

Three (3) to five (5) shortlisted firms will be asked to interview with the Construction Manager at Risk Selection Committee and will be notified of dates and times. Any addendum to the RFQ will be submitted electronically through the College Purchasing website. It is recommended that you check this site often to ensure attainment of the most recent updates. Failure to follow the instructions in the RFQ is cause for rejection of the Request for Qualifications.

**By order of the Board of Trustees of St. Petersburg College
St. Petersburg College is an Equal Access/Equal Opportunity Employer**

EVALUATION PROCEDURES

I GENERAL INSTRUCTIONS

- A. This Application shall not be more than 80 pages including the Experience Questionnaire. The Experience Questionnaire and all forms, reports or statements included in this application shall be typed or printed. Any corrections made to the Experience Questionnaire, forms, reports or statements, by the applicant prior to the designated deadline, shall be initialed and dated by the same person signing the Experience Questionnaire.

This application shall be submitted to:

St. Petersburg College	-or-
The Office of Facilities Planning & Institutional Services	(Mailing Address)
14025 58th Street North	P.O. Box 13489
Clearwater, FL 33760	St. Petersburg, FL 33733

Deadline: Qualification Applications must be received by Friday, December 7, 2012, no later than 3:00pm. Applications received after the designated deadline will be returned to the applicant unopened. The Owner reserves the right to reject any application deemed to be not in compliance with these instructions.

- B. Submit complete electronic packets (scanned PDF's where signatures are required) of the RFQs via email to Steele.Bea@spcollege.edu or mail/deliver thumb drive or Compact Disc ("CD") including the Experience Questionnaire and all supporting documentation associated with it; and include under separate cover:
- one (1) copy of the audited financial statements, and
 - one (1) copy of the required Unconditional Letter of Intent from your bonding company, and
 - one (1) copy of a Public Entity Crime statement per Section 287.133(2)(a), F.S.
- C. The Experience Questionnaires must contain an original signature of an authorized representative of the responding Firm. If the Firm is a Corporation, furnish proof of good standing by Secretary of State, Division of Corporations and one (1) copy of the current Florida License.
- D. The Request for Qualification Application Checklist must be completed and included with the complete package. The Checklist must contain an original signature of an authorized representative of the responding Firm.
- E. The applicant shall respond completely to each of the items on the Experience Questionnaire.
- F. Firms responding to this Request for Qualifications must be available for presentations/interviews to the Construction Manager at Risk Selection Committee at a date and time determined by the Owner.
- G. Questions concerning this request for qualifications should be directed to Bea Steele, Facilities Planner & Project Specialist at Steele.Bea@spcollege.edu or (727) 341-3338.
- H. The Owner is not liable for any cost incurred by the applicants prior to the issuance of an executed contract.

II SELECTION PROCESS

- A. The Construction Manager at Risk Selection Committee of St. Petersburg College shall consist of members from College sites (academic, administrative, career); additionally, the Selection Committee will be expanded to include persons recommended by members of the Board of Trustees with background and experience in community leadership. It is anticipated that the Committee will include 10-12 members.
- B. The Selection Committee shall meet to review all applications received and accepted and shall, through the process outlined in this Request for Qualifications, identify and short list the Firms deemed the most qualified.
- C. After the short-listed Firms have been notified, the Selection Team shall conduct individual Firm presentations/interviews and shall rate each firm in accordance with the guidelines supplied in the shortlist notification.
- D. The Selection Team shall recommend and list the highest-ranking Firms to the Senior Vice President, Administrative/Business Services and Information Technology and the College President. The College President will make a final recommendation to the Board of Trustees at its next regularly scheduled meeting.
- E. Upon approval by the Board of Trustees and any other applicable approval entities, the Facilities Planning and Institutional Services shall notify the successful Firm of selection and proceed into negotiations.
- F. If for any reason this contract cannot be negotiated with that Firm, the Owner reserves the right to award the contract to the next highest ranked firm and begin negotiations accordingly.

III SELECTION CRITERIA**TOTAL (100 POINTS)**

Respond to the following items on the forms provided in the Experience Questionnaire.

A. General Information: (5 points)

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

B. Ability and Financial Capability: (15 points)

Here the Selection Committee will consider the financial condition and past experience of the Firm and that of the proposed staff to assign a rating to the Firm's ability to perform within the proposed project schedule listed below:

- **February 7, 2013 - Completion of Design (Construction Documents)**
- **April 7, 2013 - Completion and submittal of Guaranteed Maximum Price**
- **May 7, 2013 - Construction begins**
- **May 7, 2014 - Substantial Completion of project**
- **June 7, 2014 - Final Completion and Final Accounting of project**

State the firm's ability and plans to perform within this project schedule.

Also, submit the Firm's financial statement, an audited report, with comments and not older than one (1) year. If the most current report has not yet been audited, the previously audited report, with comments, shall accompany the most recent financial statement.

Itemize projects for the previous three (3) year period by:

Contract Name, Contract Amount and indicate any value of uncompleted work (included in Experience Questionnaire)

C. Related Experience: (20 points)

Complete this section of the Experience Questionnaire accurately. Use a separate form for each completed and current project similar to the size and scope of this project. Please indicate Firm's ability as it relates to Classroom Buildings, LEED or other sustainable building projects, institutional projects, larger in scope and size as well as smaller commercial type projects.

D. Scheduling and Cost Control: (25 points)

Submit the Firm's schedule compliance and cost control results for each of the projects listed in Section C. The information should describe the Firm's scheduling and methods of cost control systems and demonstrate to the committee a plan that would include a system by which donated services and/or materials can be accepted and utilized as part of an overall cost saving strategy.

E. On-Site & In-House Office Staff: (10 points)

Separately describe the specific project related capabilities of the Firm's On-Site & In-House office staff. Provide a resume of the key personnel who will be in direct support of this project, including, but not limited to the following:

1. Name, title and assignment for this project
2. Number of years with this Firm
3. Number of years with other Firms
4. Experience
 - a. Types of projects
 - b. Size of projects (dollar value & square footage),
 - c. Specific project involvement
5. Indicate which projects were fast tracked
6. Identify all LEED accredited professionals and projects each LEED AP has completed

7. Education
8. Active registration
9. Other experience and qualifications that is relevant to this project, such as:
 - a. Design Expertise - review and analysis
 - b. Budget Estimating & Cost Control
 - c. Life Cycle Cost Analysis
 - d. Scheduling
 - e. Quality Control - design and construction
 - f. Claims Management
 - g. Project Close-out

With respect to both office and on-site staff, provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

F. Beneficial Community Impact: (25 Points)

Describe the means by which the local community will be included in the construction and/or related services within the entire scope of the project. It is anticipated that the project will reflect a minimum of 30% of the subcontracts and project expenditures will be committed to local area residents and/or business.

Also, relative to section §255.102 of the Florida Statutes, describe your firm's plan to comply with the good faith efforts to obtain Minority Business Enterprise (MBE) participation. Up to ten (10) points of this section will be awarded based on the MBE participation plan. If applicable, please include your own firm's valid MBE certification from the State of Florida.

G. Insurance Program (No Points Assigned)

Enclosed is a copy of the insurance requirements for this contract. Please review and be prepared to submit Certificate of Insurance on all types of insurance at time of award letter of each component project assigned during the contract period.

H. Bonding Requirement: Threshold component (No Points Assigned)

Bonding the Guaranteed Maximum Price contract is a requirement, therefore, provide a written **unconditional statement** as set forth in the precise attached unconditional language used in the **Letter of Intent** form from the Firm's Bonding Company indicating the Bonding Company's willingness to bond this project if awarded to this Firm and attach it to the Firm's Financial Statement. See attached Letter of Intent Form (Appendix B).

I. Public Entity Crime Statement (No Points Assigned)

Provide a Public Entity Crime statement per Section 287.133(2)(a), F.S. and include it with the Firm's Financial Statement and Bonding Unconditional Letter of Intent under separate cover from the completed Experience Questionnaire. (See Appendix C)

EXPERIENCE QUESTIONNAIRE

GENERAL INFORMATION

Submitted by: _____
 Address: _____
 Email Address: _____
 Telephone: () _____ Fax: () _____
 Contractor's License #: _____
 Expiration Date: _____

Check One: A Corporation A Partnership An Individual A Joint Venture
***If a Limited Liability Company, please complete this section in accordance with your firm's Federal Income Tax filing status.*

The Firm acknowledges that information provided in this Experience Questionnaire is for the express purpose of inducing the Owner to whom it is submitted to award a contract to the Firm and further the Firm acknowledges that the Owner may at its discretion, by means which the Owner may choose, determine the truth and accuracy of all statements made by the Firm.

ORGANIZATION

Current Firm Name: _____
 How many Years has this firm been in business? _____
 Previous Firm Name: _____
 How many years had the previous firm been in business? _____
 Indicate Firm History (chronology), attach additional sheets as needed.

If a **Corporation:** Complete the following:

Date of Incorporation: _____
 State of Incorporation: _____
 President's name: _____
 Vice President's name: _____
 Secretary's name: _____
 Treasurer's name: _____

If a **Partnership:** Complete the following:

Date of Organization: _____
 State whether it is a general or limited partnership: _____

Name and Address of Partners: _____

If an **Individual Proprietorship** complete the following:

Date of Organization: _____
 Name of Owner: _____

SUBSIDIARY or AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST

Name and Address of Subsidiary or Affiliated Companies:

Explain in detail the Principal's interest in this Company and Nature of Business

1. Is your Firm currently pre-qualified with any government agency?

Yes No

If yes, please list agency/agencies:

2. Within the previous seven (7) fiscal years, has your Firm been denied a contract award on which you submitted the low bid, or been refused pre-qualification?

Yes No

If yes, please explain:

3. Within the previous seven (7) fiscal years, has your Firm failed to complete a project?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and the reason for failure to complete.

4. Within the previous seven (7) fiscal years, has your Firm been involved in litigation?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and explain the nature and current status.

5. Within the previous seven (7) fiscal years have there been any liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against your Firm?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and explain the nature and current status.

6. Within the previous seven (7) fiscal years, has your Firm declared bankruptcy?

Yes No

If yes, please explain:

7. Provide letters of reference and recommendations from previous owners and architects and attach to this questionnaire.

RELATED EXPERIENCE

The next two pages are forms which should be duplicated as necessary to list your firm's Completed Projects and Current Projects.

COMPLETED PROJECTS

Major consideration will be given to the successful completion of previous projects comparable in scope and complexity.

List the most recently completed projects that best illustrate the experience of the Firm and the current staff being assigned this project. List no less than three (3) nor more than ten (10) projects, nor projects which were completed more than ten (10) years ago. *(Duplicate this page as necessary to list projects)*

Project Description

Project Name: _____

Project Location: _____

Project Scope: _____

Project Size: _____

(gross square feet)

LEED Status (or related) _____

Original Contract Amount: \$ _____

Final Contract Amount: \$ _____

Explain Differences in Contract Amounts _____

Firm's Role in the Project

Firm's Responsibility: _____
(Contractor, Project
Manager, Design/Build, etc.) _____
Project Staff: _____
Principal in Charge: _____
Project Manager: _____
Other: _____

Project Duration

Completion Dates: _____
Original: _____
Revised: _____
Actual: _____
Explain Differences in
Completion Dates: _____

Owner Information

Owner: _____
Contact Person & Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

Architect/Engineer Information

Project Architect/Engineer: _____
Contact Person: _____
Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

CURRENT PROJECTS

List and indicate the status of current projects under contract as of the date of this Application. Indicate whether the project is in progress or awarded and not yet begun.
(Duplicate this page as necessary to list projects)

Project Description

Project Name: _____
Project Location: _____
Project Scope: _____

Project Size: _____
(gross square feet) _____

Anticipated LEED
Status (or related) _____

Total Amount of Your Contract: \$ _____
Uncompleted Amount of Contract: \$ _____

Firm's Role in the Project

Firm's Responsibility: _____
(Contractor, Project

Manager, Design/Build, etc.) _____

Project Staff: _____

Principal in Charge: _____

Project Manager: _____

Other: _____

Contract Information

Contract Status: _____
(Awarded & Not Yet Begun, In Progress, In Progress & Stopped, etc.)

Explanation: _____

Is the Project on schedule? Yes No

If no, please explain: _____

Other: _____

Owner Information

Owner: _____

Contact Person & Title: _____

Address: _____

Email Address: _____

Telephone: () Fax: ()

Architect/Engineer Information

Project Architect/Engineer: _____

Contact Person: _____

Title: _____

Address: _____

Email Address: _____

Telephone: () Fax: ()

Shall be included in the response to the RFQ; however, the format may be determined by the Construction Firm.

PRINCIPAL/OFFICER SIGNATORY PAGE

The enclosed financial information, the Firm's financial statement and Bonding Company's letter of intent as required by this Request for Qualifications is a true and accurate representation of the financial status of this Firm.

The undersigned certifies that she/he is a principal or officer of the Firm, authorized to sign on behalf of the Firm and certifies that all information included within this application is true and accurate and that all statements of intent or proposed future action (including the assignment of personnel and the provisions of services) will be honored by the Firm if awarded the contract.

For and on behalf of the Firm:

(SIGNATURE)

(TYPED NAME)

(TITLE)

Separate Enclosures to Experience Questionnaire:

1. Financial Statements
2. Letter of Intent
3. Public Entity Crime Statement

DRAFT

APPENDIX

Appendix A	Packet Checklist
Appendix B	Letter of Intent
Appendix C	Public Entity Crime Statement
Appendix D	Article 13: Insurance, Indemnity, and Waiver of Subrogation



CONSTRUCTION MANAGEMENT AT RISK SERVICES FOR
CONSTRUCT MIDTOWN CENTER, SITE 16
REQUEST FOR QUALIFICATIONS

PACKET CHECKLIST

Please confirm that all of the following materials have been submitted by checking off each item below. This checklist shall be included **separately** at the time of submission for staff to verify its completion.

- Electronic Submittals – submit entire packet either by email attachment(s) or deliver on thumb drive or Compact Disc (“CD”) packets must include all responses to the information requested on the selection criteria document as well as the Firm’s Completed Experience Questionnaire
- One (1) copy (PDF) of the audited financial statements as described in Section III, G – Financial Capability, and
- One (1) copy (PDF) of the required Unconditional Letter of Intent from your bonding company described in Section III, J, and
- One (1) copy (PDF) of a Public Entity Crime statement per Section 287.133(2)(a), F.S. as described in Section III, K.

The undersigned certifies that she/he is a principal or officer of the Firm, or their designee, authorized to sign on behalf of the firm and certifies that all of the aforementioned items have been included with the Firm’s completed applicant package.

For and on behalf of the Firm:

(SIGNATURE)

(TYPED NAME)

(TITLE)

LETTER OF INTENT

This exact language must be submitted on Surety (bonding company) Letterhead. Failure to provide this unconditional letter of intent will result in denial of consideration of your Firm for this project. Letter of Intent shall be submitted under separate cover along with Firm's financial statement.

DATE:

The Board of Trustees
St. Petersburg College
13805 58th St. North
Clearwater, FL 33760

To Whom It May Concern:

In the event that (Contractor Name) _____
_____ is awarded the contract for the construction of the (Project Name)
_____ it is the
intention of the surety company to execute and deliver to the Owner a Public
Construction Bond in accordance with F.S. 255.05, in an amount of one hundred percent
(100%) of contract price on behalf of the above named contractor.

SURETY:

NAME _____

BY:

SIGNATURE _____

NAME _____

TITLE _____

PUBLIC ENTITY CRIME STATEMENT

St. Petersburg College

SPC

SWORN STATEMENT UNDER SECTION 287.133(3)(a) FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER
AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to: _____
(Print name of public entity)

By: _____
(Print individual's name and title)

For: _____
(Print name of entity submitting sworn statement)

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is: _____
(If entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
(1) A predecessor or successor of a person convicted of a public entity crime; or
(2) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in

the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- 5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which submits proposals or applies to submit a proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- 6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990.

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990.

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to September 1, 1990. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____ 20_____.

Personally known _____

OR Produced identification _____
(Type of identification)

Notary Public - State of _____

My commission expires _____

(Printed typed or stamped commissioned name of notary public)

ARTICLE 13: INSURANCE, INDEMNITY, AND WAIVER OF SUBROGATION

13.1 Indemnity

- (1) The Construction Manager agrees to indemnify and hold the Owner harmless from all claims for bodily injury and property damage (other than the Work itself and other property insured under Article 13.2(3)) that may arise from the Construction Manager's operations under this Agreement.
- (2) Loss Deductible Clause - The Owner shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Construction Manager and/or subcontractor providing such insurance.
- (3) The foregoing indemnity shall survive the completion and/or termination of this Agreement.

13.2 Construction Manager's Insurance

- ~~(1)~~ ~~The Construction Manager shall not commence any construction Work in connection with this Agreement until he has obtained all of the following types of insurance with coverage, limits, and terms delineated in Article 13.2 and such insurance has been approved by the Owner, nor shall the Construction Manager allow any Subcontractor to commence Work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All insurance policies shall be with insurers qualified and doing business in Florida.~~
- (2) Worker's Compensation Insurance - The Construction Manager shall take out and maintain during the life of this Agreement Worker's Compensation Insurance for all his employees connected with the Work, of this Project and, in case any Work is sublet, the Construction Manager shall require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Construction Manager. Such insurance shall comply with the Florida Worker's Compensation Law. In case any class of employees engaged in hazardous Work under this contract at the site of the Project is not protected under the Worker's Compensation statute, the Construction Manager shall provide adequate insurance, satisfactory to the Owner, for the protection of employees not otherwise protected.
- (3) Construction Manager's Public Liability and Property Damage Insurance - The Construction Manager shall take out and maintain during the life of this Agreement Comprehensive General Liability and Comprehensive Automobile Liability Insurance as shall protect him from claims for damage for personal injury, including accidental death, as well as claims for property damages which may arise from operating under this Agreement whether such operations are by himself or by anyone directly or indirectly employed by him, and the amount of such insurance shall be minimum limits as follows:
 - (a) Construction Manager's Comprehensive General Liability \$1,000,000
Each Occurrence,
Coverage, Bodily Injury & Property Damage Combined Single Limit
 - (b) Automobile Liability Coverage, \$100,000
Each Occurrence,
Bodily Injury & Property Damage Combined Single Limit
 - (c) Excess Liability, Umbrella Form \$4,000,000
Each Occurrence, Combined Single Limit

The Board of Trustees, St. Petersburg College shall be named as additional insured on all insurance policies except workers' compensation. Insurance clause for both BODILY INJURY AND PROPERTY DAMAGE shall be amended to provide coverage on an occurrence basis.

- (4) Subcontractor's Public Liability and Property Damage Insurance - The Construction Manager shall require each of his subcontractors to procure and maintain during the life of this subcontract, insurance of the type and conditions specified above or insure the activities of his subcontractors in his policy, as specified above.
- (5) Owner's and Construction Manager's Protective Liability Insurance(OCP)- The Construction Manager shall procure as a cost of the project and furnish an Owner's and Construction Manager's Protective Liability Insurance Policy with the following minimum limits:
- | | |
|---|-----------------------|
| Bodily Injury Liability & Property Damage Liability | \$500,000 |
| Each Occurrence | Combined Single Limit |
- (6) "XCU" Explosion, Collapse, Underground Damage - The Construction Manager's Liability Policy shall provide "XCU" coverage for those classifications in which they are excluded.
- (7) Broad Form Property Damage Coverage, Products & Completed Operations Coverage -The Construction Manager's Liability Policy shall include Broad Form Property Damage Coverage, Products and Completed Operations Coverage.
- (8) Contractual Liability Work Contracts - The Construction Manager's Liability Policy shall include Contractual Liability Coverage designed to protect the Construction Manager for contractual liabilities assumed by the Construction Manager in the performance of this Agreement.
- (9) Indemnification Rider
- (a) To cover to the fullest extent permitted by law, the Construction Manager shall indemnify and hold harmless the Owner and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the Construction Manager, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right to obligation of indemnity which would otherwise exist as to any party or person described in this Article.
- (b) In any and all claims against the Owner or any of its agents or employees by any employee of the Construction Manager, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligations under this Paragraph shall not be limited in any way by any limitation on the type of damages, compensation or benefits payable by or for the Construction Manager or any subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts in an

amount not-to-exceed \$4,000,000.00 each occurrence. This provision also applies to Indemnity in Article 13.1.

- (c) The obligations of the Construction Manager under this Article 13.2(9) shall not extend to the liability of Architect, his agents or employees, arising out of (1) the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or (2) the giving of or the failure to give directions or instruction by Architect, his agents or employees providing such giving or failure to give is the primary cause of the injury or damage.
 - (d) The Construction Manager hereby acknowledges receipt of ten dollars and other good and valuable consideration from the Owner in exchange for giving the Owner the indemnification provided above in Article 13.1 and Article 13.2(9).
- (10) **Builder's Risk Coverage** – The Construction Manager shall take out and maintain during the life of this Agreement a “Builder's Risk Policy” completed value form as a cost of the Project, issued to provide coverage on an “at risk” basis including theft. This coverage shall not be lapsed or canceled because of partial occupancy by the owner prior to final acceptance of the Project.
- (11) Certificate of Insurance - The Owner shall be furnished proof of coverage of Insurance as follows:
Each Project Guaranteed Maximum Price submitted shall require an individual Certificate of Insurance approved by the Owner prior to being issued a Notice to Commence. These shall be completed and signed by the authorized Florida Resident Agent, and returned to the office of Facilities Planning and Institutional Services. This Certificate shall be dated and show:
- (a) The name of the insured Construction Manager, the specific job by name and job number, the name of the insurer, the number of the policy, its effective date, and its termination date.
 - (b) Statement that the Insurer will mail notice to the Owner and a copy to the Architect at least forty-five (45) days prior to any material changes in provisions, non-renewal, cancellation or termination of the policy and listing the Board of Trustees St. Petersburg College as additional insured to the extent necessary to provide coverage under Construction Manager's insurance for the liabilities assumed by Construction Manager under the indemnity provisions of the Agreement.
 - (1) When cancellation is for nonpayment of premium, at least ten (10) days written notice of cancellation accompanied by the reason therefore shall be given; and
 - (2) For other than motor vehicle insurance, when such cancellation or termination occurs during the first ninety (90) days during which the insurance is in force and the insurance is canceled or terminated for reasons other than nonpayment of premium, at least twenty (20) days written notice of cancellation or termination accompanied by the reason therefore shall be given except where there has been a material misstatement or misrepresentation or failure to comply with the underwriting requirements established by the insurer,
 - (c) Certificate of Insurance shall be in the form as approved by Insurance Standards Office (ISO) and such Certificate shall clearly state all the coverage required in this Section commencing at 13.2 and ending with 13.3.4.


13.3 Waiver of Subrogation

- 13.3.1 Damages Caused by Perils Covered by Insurance - The Owner and the Construction Manager waive all rights against each other, for damages caused by perils covered by insurance provided under Article 13.2 to the extent covered by such insurance except such rights as they may have to the proceeds of such insurance held by the Owner and Construction Manager as trustees. The Construction Manager shall require similar waivers from all subcontractors and their sub-subcontractors.
- 13.3.2 Loss or Damage to Equipment Covered by Insurance - The Owner and Construction Manager waive all rights against each other for loss or damage to any equipment used in connection with the Project and covered by any property insurance. The Construction Manager shall require similar waivers from all subcontractors and their sub-subcontractors.
- 13.3.3 Property and Consequential Loss Policies - The Owner waives subrogation against the Construction Manager on all property and consequential loss policies carried by the Owner on adjacent properties and under property and consequential loss policies purchased for the Project after its completion.
- 13.3.4 Endorsement of Policies - If the policies of insurance referred to in this Article require an endorsement to provide for continued coverage where there is a waiver of subrogation, the Owner of such policies will cause them to be so endorsed, failure to obtain proper endorsement nullifies the waiver of subrogation.

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Request for Qualifications (RFQ) Architectural Services- Clearwater Library Building

Approval of the following project parameters is requested as well as authorization to proceed with the attached Request for Qualifications (RFQ) for Architectural Services:

- a) Project Scope - new construction of an approximately 50,000 square foot building in partnership with the City of Clearwater; project includes site development that will house the library, student support services, and related spaces on the Clearwater campus.
- b) Project budget and funding source - \$14 million to be funded from Fund 1 reserves (\$9.5M) and Student Capital Improvement Fee Revenue (\$4.5 M)
- c) Time frame for construction – To be determined

The RFQ seeks proposals from firms to provide complete architectural, engineering and design services, planning and study activities for the Library Building, Clearwater Campus. Services to be provided may include but not limited to: architectural, heating, ventilation and air-conditioning (HVAC), roofing, civil, site development, waterproofing, parking and landscaping, classrooms, laboratories, offices and related support service areas.

The review process will give a new and refined emphasis on determining the ability of architectural firms to play an active leadership role in the planning and visioning process of the project. The college seeks to benefit from these professional strengths in the planning for the most effective and forward-looking utilization of the space to be constructed.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, James Pedicone, Interim Director of Design and Construction, recommend approval.

Attachments

dd111312

BOARD OF TRUSTEES
ST. PETERSBURG COLLEGE
FACILITIES PLANNING & INSTITUTIONAL SERVICES



ARCHITECTURAL SERVICES FOR
LIBRARY BUILDING, CLEARWATER

REQUEST FOR QUALIFICATIONS

- EVALUATION PROCEDURE
- EXPERIENCE QUESTIONNAIRE
- FORM 330

QUALIFICATIONS DUE:

Friday, January 4, 2013, 3:00PM E.S.T.

Physical Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
Epi Services Building
14025 58th Street North
Clearwater, FL 33760**

Mailing Address:

**St. Petersburg College
The Office of Facilities Planning &
Institutional Services
P.O. Box 13489
St. Petersburg, FL 33733**

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PUBLIC NOTICE

LEGAL NOTICE OF REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL SERVICES

PUBLIC ANNOUNCEMENT FOLLOWING PROCEDURES OF THE CONSULTANT'S COMPETITIVE NEGOTIATION ACT, CHAPTER 287.055, LAWS OF FLORIDA

The Board of Trustees of St. Petersburg College announces Professional Design Services will be required by qualified Architects registered in the State of Florida to provide planning and design services; complete contract documents (plans and specifications); bid and proposal services; and construction administration for the following project:

To provide complete architectural, engineering and design services, planning and study activities for the Library Building, Clearwater Campus. Services to be provided may include but not limited to: architectural, heating, ventilation and air-conditioning (HVAC), roofing, civil, site development, waterproofing, parking and landscaping, classrooms, laboratories, offices and related support service areas. The anticipated project includes new construction of a 50,000 square foot building including site development that will house library, student support services, and related spaces. All projects are intended to be completed in accordance with college standards including but not limited to "green building" design standards. Projects and services may continue over several years.

Estimated Total Project Cost: \$14,000,000

Applicants for the project must apply in writing for consideration. Interested architectural firms must submit the information required by the Request for Qualifications (RFQ) application packet, which includes the firm's abilities with respect to the specific project requirements, a synopsis of the firm's qualifications, past educational facility experience, résumés of key personnel, and a current Standard Form 330 (whether or not a form is on file with St. Petersburg College). In addition, the architectural firm selected will be required to provide proof of professional liability insurance as set forth in St. Petersburg College's Board of Trustees Rules and College Procedures – P6Hx23-6.08.

All Architectural firms interested in being considered for selection should obtain the RFQ packet from the College Purchasing website: www.spcollege.edu/central/purchasing/bids.html. Request for Qualifications are expected to be made available **Monday, December 3, 2012**. Questions concerning the RFQ process, information and packet availability will be handled by Bea Steele, Facilities Planner & Project Specialist at Steele.Bea@spcollege.edu or (727) 341-3338. All questions concerning the RFQ materials must be submitted prior to **Friday, December 14, 2012, no later than 3:00pm** to obtain a response. All questions and responses will be posted to the College Purchasing website. Return electronic copies of the RFQ's via email to steele.bea@spcollege.edu or mail thumb drive or Compact Disc ("CD") to FPIS at St. Petersburg College, PO Box 13489, St. Petersburg, FL 33733, or deliver to FPIS, 14025 58th Street North, Clearwater, Florida 33760, The Office of Facilities Planning & Institutional Services by **Friday, January 4, 2013, no later than 3:00 pm. The College will not be responsible for any delays in delivery.**

Three (3) to five (5) shortlisted firms will be asked to interview with the Architectural Selection Committee and will be notified of the dates and times. Any addendum to the RFQ will be submitted electronically through the College Purchasing website. It is recommended that you check this site often to ensure attainment of the most recent updates. Failure to follow the instructions in the RFQ is cause for rejection of the Request for Qualifications.

**By Order of the Board of Trustees of St. Petersburg College
St. Petersburg College is an Equal Access/Equal Opportunity Employer**

EVALUATION PROCEDURE

A. GENERAL INSTRUCTIONS

- A. This Application shall not be more than 80 pages including the Experience Questionnaire. The Experience Questionnaire and all forms, reports or statements included in this application shall be typed or printed. Any corrections made to the Experience Questionnaire, forms, reports or statements, by the applicant prior to the designated deadline, shall be initialed and dated by the same person signing the Experience Questionnaire.

This application shall be submitted to:

Physical Address:

St. Petersburg College
The Office of Facilities Planning & Institutional Services
14025 58th Street North
Clearwater, Florida 33760

Mailing Address:

St. Petersburg College
The Office of Facilities Planning & Institutional Services
P.O. Box 13489
St. Petersburg, FL 33733

Deadline: Applications must be received no later than **Friday, January 4, 2013 at 3:00 pm.** Qualification Submittals received after the designated deadline will be returned to the applicant unopened. The Owner reserves the right to reject any application deemed by the owner to be not in compliance with these instructions.

- B. Submit two original hard copies of the RFQs **and** two electronic copies of the RFQs via either thumb drive or Compact Disc ("CD") for a total of (4 submittals) including the Experience Questionnaire and completed Federal Form 330.
- C. The Experience Questionnaires must contain an original signature of an authorized representative of the responding Firm. If the Firm is a Corporation, furnish proof of good standing by Secretary of State, Division of Corporations and one (1) copy of the current Florida License.
- D. The applicant shall respond completely to each of the items on the Experience Questionnaire.
- E. Firms responding to this Request for Qualifications must be available for presentations/interviews to the Professional Services Selection Committee at a date and time determined by the Owner.
- F. Questions concerning this request for qualifications should be directed to Bea Steele, Facilities Planner & Project Specialist at steele.bea@spcollege.edu. Responses to questions will be provided to all firms who requested RFQ's or Short Listed Firms depending on the phase of the selection process.
- G. The Owner is not liable for any cost incurred by the applicants prior to the issuance of an executed contract.

B. SELECTION PROCESS

- A. The Professional Services Selection Committee of St. Petersburg College may consist of members from College sites both academic and administrative and staff members from Facilities Planning and Institutional Services, and other such persons as may be deemed appropriate.
- B. The Selection Committee shall meet to review all applications received and accepted and shall, through the process outlined in this Request for Qualifications, identify and short list the Firms deemed the most qualified.
- C. After the short-listed Firms have been notified, the Selection Team shall conduct individual Firm presentations/interviews and shall rate each firm in accordance with the guidelines in this Request for Qualifications.
- D. The Selection Team shall recommend and list in priority order the highest-ranking Firms to the Senior Vice President, Administrative/Business Services and Information Technology and the College President. The College President will then review and make a final recommendation to the Board of Trustees at its next regularly scheduled meeting
- E. Upon approval by the Board of Trustees, the Acting Director, Design and Construction Services shall notify the successful Firm of selection and proceed into negotiations.
- F. If for any reason this contract cannot be negotiated with that Firm, the Owner reserves the right to award the contract to the next highest ranked firm and begin negotiations accordingly.

C. INITIAL SCREENING/SHORTLISTING**(100 Total Points)**

Respond to the following items on the forms provided in the Experience Questionnaire.

A. General Information: (10 points)

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

B. Ability: (10 points)

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

C. Related Experience: (30 points)

Complete this section of the Experience Questionnaire accurately. Use a separate form for each completed and current project similar to the size and scope of this project. Please indicate Firm's ability as it relates to institutional projects, larger in scope and size as well as smaller commercial type projects.

D. Design Professional Services, Scheduling and Cost Control: (35 points)

Convey your firm's ability to provide scheduling and cost control in architectural design services including but not limited to the following factors:

- Provide information on your current workload and how you would accommodate this project
- Describe in detail the process you will follow from schematic design approval through approval of the final design
- Outline the design schedule that you will implement to meet the expected construction and occupancy dates. Describe the methods you will use to maintain this schedule.
- Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- Describe the types of problems that you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects
- Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the Owner realized tangible value.

E. Personnel: (10 points)

List the professional and support positions and number of personnel in each position. _____

With respect to both office and on-site staff, provide an organizational chart, as it will relate to this project, indicating key personnel and their relationships. Indicate each staff member's assignments and responsibilities. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities and accountability.

List professional consultants outside your firm you propose to provide services not available in your firm. Provide specific information documenting their work on similar projects.

F. Minority Business Status (5 Points)

Provides points pre-populated by the Facilities Planning & Institutional Services Department for minority business status as designated by the State of Florida. If the Firm is designated as a minority business enterprise by the State of Florida five (5%) percent of the total evaluation points are awarded. If the Firm does not have minority business status as per the state of Florida, zero (0%) percent of the total evaluation points available are awarded. If certified, please provide one (1) copy of your certificate issued by the State of Florida.

G. Insurance Requirements (No Points Assigned)

In accordance with State Requirements for Educational Facilities [SREF §4.1 (1)(f)] and the St. Petersburg College Board of Trustees College Procedures (P6Hx23-6.08), the architectural firm selected under this Request for Qualifications will be required to provide proof of professional liability insurance as applicable to the Estimated Total Project Cost. By signing this application, your firm declares its understanding of these insurance requirements.

DRAFT

D. PRESENTATIONS/INTERVIEWS**(100 Total Points)**

After the Professional Services Selection Committee short lists the top ranked Firms, Presentations/Interviews will be scheduled.

The Firms with the highest point totals shall be recommended to the Board of Trustees in priority ranked order for architectural services for this project(s).

Time will be allocated for a presentation followed by a question and answer period. During the presentation, the Firms will be expected to address the following:

A. Knowledge of Sites and Local Conditions: (30 points)

Demonstrate knowledge of the project sites, local codes and ordinances, and permitting requirements. Indicate the firm's ability to deliver quality workmanship in an effective and timely manner.

B. Proposed Project Staff and Functions: (25 points)

Identify the following key staff positions and names of the actual staff members to be assigned to those positions for this project: Principal or Project Executive, Office Manager, Prime Architect and Project Architect. Describe their individual ability and experiences and indicate the function of each within the organization and their proposed duties and responsibilities on this project.

C. Overall Approach and Methodology (30 points)

Demonstrate verbally and/or graphically the plan for performing this project, documenting the services to be provided and showing the interrelationship of all parties.

D. Scheduling this Project: (15 points)

As a part of the project approach, propose a scheduling methodology for effectively managing and executing the work in the optimum time. Describe procedures for scheduling and for compliance controls through construction documents and construction. Identify any current projects and the projected versus the actual schedule.

EXPERIENCE QUESTIONNAIRE

A. GENERAL INFORMATION

Submitted by: _____
 Address: _____
 Email Address: _____
 Telephone: () _____ Fax: () _____
 Architect's License #: _____
 Expiration Date: _____

Check One:	A Corporation <input type="checkbox"/> A Partnership <input type="checkbox"/> An Individual <input type="checkbox"/> A Joint Venture <input type="checkbox"/> <i>**If a Limited Liability Company, please complete this section in accordance with your firm's Federal Income Tax filing status.</i>
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The Firm acknowledges that information provided in this Experience Questionnaire is for the express purpose of inducing the Owner to whom it is submitted to award a contract to the Firm and further the Firm acknowledges that the Owner may at its discretion, by means which the Owner may choose, determine the truth and accuracy of all statements made by the Firm.

ORGANIZATION

Current Firm Name: _____
 How many Years has this firm been in business? _____
 Previous Firm Name: _____
 How many years had the previous firm been in business? _____
 Indicate Firm History (chronology), attach additional sheets as needed.

If a **Corporation**, complete the following:

Date of Incorporation _____
 State of Incorporation _____
 President's name: _____
 Vice President's name: _____
 Secretary's name: _____
 Treasurer's name: _____

If a **Partnership**, complete the following:

Date of Organization: _____
 State whether it is a general or limited partnership: _____

Name and Address of Partners: _____

If an **Individual Proprietorship**, complete the following:

Date of Organization: _____

Name of Owner: _____

SUBSIDIARY or AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST

Name and Address of Subsidiary or Affiliated Companies:

Explain in detail the Principal's interest in this Company and Nature of Business

1. Is your Firm currently pre-qualified with any government agency?

Yes No

If yes, please list agency/agencies:

2. Within the previous seven (7) fiscal years, has your Firm been denied a contract award on which you submitted the low bid, or been refused pre-qualification?

Yes No

If yes, please explain:

3. Within the previous seven (7) fiscal years, has your Firm failed to complete a project?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and the reason for failure to complete.

4. Within the previous seven (7) fiscal years, has your Firm been involved in litigation?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and explain the nature and current status.

5. Within the previous seven (7) fiscal years have there been any liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against your Firm?

Yes No

If yes, state the name of the project, the Firm's responsibilities, and explain the nature and current status.

6. Within the previous seven (7) fiscal years, has your Firm declared bankruptcy?

Yes No

If yes, please explain:

7. Provide letters of reference and recommendations from previous owners and architects and attach to this questionnaire.

Yes No

If yes, please explain:

DRAFT

B. ABILITY

Firm Name: _____

Complete the following:

Please provide a completed Federal Form 330 (attached).

Itemize projects for the previous three (3) year period by:
Contract Name, Contract Amount and indicate any value of uncompleted work.

Contract Name	Contract Amount	Value of Uncompleted Work

C. RELATED EXPERIENCE

The next two pages are forms which should be duplicated as necessary to list your firm's Completed Projects and Current Projects.

COMPLETED PROJECTS

Major consideration will be given to the successful completion of previous projects comparable in scope and complexity.

List the most recently completed projects that best illustrate the experience of the Firm and the current staff being assigned this project. List no less than three (3) nor more than ten (10) projects, nor projects which were completed more than ten (10) years ago. *(Duplicate this page as necessary to list projects)*

Project Description

Project Name: _____
 Project Location: _____
 Project Scope: _____

 Project Size: _____
 (gross square feet) _____
 LEED Status (or related) _____
 Original Contract Amount: \$ _____
 Final Contract Amount: \$ _____
 Explain Differences in
 Contract Amounts _____

Firm's Role in the Project

Firm's Responsibility: _____
 (Prime Architect, Project
 Manager, Design/Build, etc.) _____
 Project Staff: _____
 Principal in Charge: _____
 Project Manager/Architect: _____
 Other: _____

Project Duration

Completion Dates: _____
 Original: _____
 Revised: _____
 Actual: _____
 Explain Differences in
 Completion Dates _____

Owner Information

Owner: _____
 Contact Person & Title: _____
 Address: _____
 Email Address: _____
 Telephone: () _____ Fax: () _____

Contractor Information

General Contractor /
 Construction Manager _____
 Contact Person: _____
 Title: _____
 Address: _____
 Email Address: _____
 Telephone: () _____ Fax: () _____

CURRENT PROJECTS

List and indicate the status of current projects under contract as of the date of this Application. Indicate whether the project is in progress or awarded and not yet begun. (Duplicate this page as necessary to list projects)

Project Description

Project Name: _____
Project Location: _____
Project Scope: _____

Project Size: _____
(gross square feet) _____
Anticipated LEED Status (or related) _____

Total Amount of Your Contract: \$ _____
Uncompleted Amount of Contract: \$ _____

Firm's Role in the Project

Firm's Responsibility: _____
(Prime Architect, Project Manager, Design/Build, etc.)
Project Staff: _____
Principal in Charge: _____
Project Manager/Architect: _____
Other: _____

Contact Information

Contract Status: _____
(Awarded & Not Yet Begun, In Progress, In Progress & Stopped, etc.)
Explanation: _____
Is the Project on schedule? Yes No
If no, please explain: _____
Other: _____

Owner Information

Owner: _____
Contact Person & Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

Contractor Information

General Contractor / Construction Manager
Contact Person: _____
Title: _____
Address: _____
Email Address: _____
Telephone: () _____ Fax: () _____

D. DESIGN PROFESSIONAL SERVICES, SCHEDULING, & COST CONTROL

Shall be included in the response to the RFQ; however, the format may be determined by the Architectural Firm.

- Provide information on your current workload and how you would accommodate this project
- Describe in detail the process you will follow from schematic design approval through approval of the final design
- Outline the design schedule that you will implement to meet the expected construction and occupancy dates. Describe the methods you will use to maintain this schedule.
- Describe your method for consensus building, including your role, the methodology employed, the outcome, and a contact person for a recent project where you employed this method.
- Describe the types of problems that you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects
- Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the Owner realized tangible value.

E. PERSONNEL

Shall be included in the response to the RFQ; however, the format may be determined by the Architectural Firm.

F. MINORITY BUSINESS STATUS

Demonstrate Minority Business Status by providing your Certification of Minority Business Enterprise in accordance with Florida Statute 287.0943. If not applicable, please indicate so in this section.

G. INSURANCE REQUIREMENTS

Demonstrate understanding of the insurance requirements through the signature of the Firm's principal or officer by signing the Applicant Signature Page.

APPLICANT SIGNATURE PAGE

The undersigned certifies that he/she is a principal or officer of the Firm, authorized to sign on behalf of the Firm and certifies that all information included within this application is true and accurate and that all statements of intent or proposed future action (including the assignment of personnel and the provisions of services) will be honored by the Firm if awarded the contract. The undersigned also certifies the firm understands the professional liability insurance requirements associated with the Estimated Total Project Costs as outlined in St. Petersburg College Board of Trustees Rules and College Procedures P6Hx23-6.08.

For and on behalf of the Firm

(SIGNATURE)

(TYPED NAME)


(TITLE)

Enclosure Federal Form 330
 Minority Business Enterprise Certificate (if applicable)

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Memorandum of Understanding for Funding of a Joint Use Library at the Clearwater Campus

Approval is sought for a Memorandum of Understanding between the College and the City of Clearwater to explore the feasibility of a joint-use library on the Clearwater campus.

This is an agreement between the College and the City of Clearwater to obtain the services of an architect and to undertake the initial planning phase of a library on the Clearwater campus. Under the terms of the agreement, the City of Clearwater will participate in the cost of hiring the architectural firm up to \$30,000. This is the first phase of the library planning process. In this phase we will consider the feasibility of a joint-use library and develop some preliminary concepts for the library.

This agreement does not commit either party to the construction of a joint-use library, to any additional planning of a joint-use library, or to the preparation of any construction documents.

If, after this first phase of planning is completed, the construction of a joint-use library is determined to have value and merit for both parties, an additional proposal or proposals will be brought forward that will cover the development of construction drawings, the contribution of the City of Clearwater to the capital and operational costs of a new library, and the details of the library's operation.

William D. Law, Jr., President; Anne Cooper, Senior Vice President, Academic & Student Affairs; Joseph Leopold, Director of Libraries; and Stan Vittetoe, Provost, Clearwater campus, recommend approval.

Attachment

ym111312

MEMORANDUM OF UNDERSTANDING
FOR FUNDING OF A JOINT USE LIBRARY OPERATION

This Memorandum of Understanding (the "Memorandum") is made as of this _____ day of _____ 2012, ("Effective Date") by and between the City of Clearwater, Florida (the "City"), a municipal corporation of the State of Florida, with principal offices at 112 S. Osceola Avenue, Clearwater, Florida 33756-5103, and the Board of Trustees, St. Petersburg College, PO Box 13489, St. Petersburg, Florida 33733, (the "College") a political subdivision of the State of Florida.

WHEREAS, City, and College intend to collaborate on planning for a possible joint use library operation at the Clearwater campus of the College; and

WHEREAS, the College is planning to build a new Learning Resource building on their Clearwater campus to replace an outdated library facility; and

WHEREAS, the City is planning to renovate and expand their East Branch facility because the existing facility is need of updating; and

WHEREAS, the two facilities exist within close proximity to each other; and

WHEREAS, the City and the College believe the libraries of the two institutions share a similar mission and purpose; and

WHEREAS, eventually creating a joint use facility could have many benefits for all stakeholder groups including faculty, students and the general public, providing enriched access to information and resources, expanded programming opportunities and efficient use of human resources; and

WHEREAS, developing a joint use library would create a synergistic partnership that would benefit both organizations and the community;

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

Section 1. The City and the College will enter into discussions to develop an agreement and cost formula for building a common facility to be used as a joint use library to serve the administration, faculty and staff of the College and the general public primarily of the City and Pinellas County, to be located on the Clearwater campus of the College. In consideration of space provided to the City, such cost formula will be utilized to calculate the proportional contribution of the City toward the capital costs of the facility. It is anticipated that the facility shall include both shared and exclusive space, and that the square footage available for City usage shall not be less than that of the East Branch library.

Section 2. The City and the College will enter into discussions to develop an agreement outlining capital funding/construction and a comprehensive Intergovernmental Agreement for operation of the joint use library facility and the ongoing distribution of costs of such an operation. The City will have a representative, chosen at the City's sole discretion, on any selection committee convened for the purpose of selecting any design professional, contractor, manager, or any similar independent contractor retained pursuant to this Agreement or any subsequent Capital Funding/Construction or Intergovernmental Operations Agreements.

Section 3. The City and the College will meet as necessary to address all issues associated with a joint use facility including the hours, transfer and maintenance of existing and anticipated materials and collections, staffing and technology needed to ensure the maintenance of service at satisfactory levels for both organizations.

Section 4. The City and the College agree to provide initial planning dollars to support development of the planning goals listed above and the programming phase of the facilities plan, not to exceed \$30,000 from the City, to be matched by the College. The amount provided by the City shall be paid to the College and due upon execution of this Agreement.

Section 5. Responsibilities under this Memorandum of Understanding will begin on the date on which both governing bodies approve the agreement and extend one year, or until both organizations approve construction and long-term operating agreements.

Section 6. The Parties hereto agree to cooperate in good faith to pursue and fulfill the intent of this Agreement; however, the City reserves the right to terminate this Agreement should budget conditions in any way require the City to do so.

Section 7. This Agreement may not be assigned or transferred by either party, in whole or in part, without the written consent of the other.

Section 8. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.

Section 9. All notices, demands, requests or other instruments shall be given by depositing the same in the U.S. Mail, postage prepaid, registered or certified with return receipt:

(a) If to the College, address to the Office of the General Counsel, PO Box 13489, St. Petersburg College, Florida 33733 or at such other address as the College may designate by written notice to the City; and

(b) If to the City, address to P.O. Box 4748, ATTN: Barbara Pickell, Clearwater, Florida 33758, or at such other address as the City may designate by written notice to the College.

All time limits provided hereunder shall run from the date of receipt of all such notices, demands, requests, and other instruments.

Section 10. Should any section or part of any section of this Agreement be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable of any other section or any part of any section of this Agreement.

Section 11. This Agreement constitutes the entire Agreement between the Parties, and no change will be valid unless made by supplemental written agreement executed by both Parties.

Section 12. Each party to this Agreement represents and warrants to the other party that (i) it is duly organized, qualified and existing entities under the laws of the State of Florida, and (ii) all appropriate authority exists so as to duly authorize the persons executing this Agreement to so execute the same and fully bind the party on whose behalf they are executing. This Agreement is subject to approval by the parties.

Section 13. Nothing contained herein shall be deemed or construed by the parties hereto, nor by any 3rd party, as creating the relationship of principal and agent or a partnership beyond what is contemplated by this Agreement between the parties hereto.

Section 14. Both parties shall comply with all federal, state, county, and local laws, regulations, and ordinances at all times.

IN WITNESS WHEREOF, the undersigned parties have hereunto affixed their hands and seals the day and year first above written.

Countersigned:

CITY OF CLEARWATER, FLORIDA

George N. Cretekos
Mayor

William B. Horne, II
City Manager

Approved as to form:

Attest:

Camilo A. Soto
Assistant City Attorney

Rosemarie Call
City Clerk

ST. PETERSBURG COLLEGE

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

Approved as to form:

November 20, 2012

MEMORANDUM**TO:** Board of Trustees, St. Petersburg College**FROM:** William D. Law, Jr., President *wdl***SUBJECT:** Personnel Report**Approval is sought for the following recommended personnel transactions:**

HIRE Budgeted			
Effect. Date	Name	Department/Location	Title
10/15/2012	Miles,Brian P.	College Attorney DO	Associate General Counsel
10/8/2012	Schuett,Jacquelyn R	Strategic Policy Institute	Crd. II, Proj.-Inst.Strategic
10/29/2012	Arwood,Richard Charles	Custodial Services SE	Custodial Supervisor
11/5/2012	Pleasant,James D	Custodial Services SE	Custodian
10/29/2012	Smith,Suzette Amolo	Custodial Services SPG	Custodian
10/15/2012	Sheehy,Steven P	Maintenance Services AC	Senior Facilities Specialist
HIRE Temporary/Supplemental			
Effect. Date	Name	Department/Location	Title
10/26/2012	Briggs,Jeffrey B	Nursing HC	Adjunct Bach Prog.
10/24/2012	Hollis,William M	District Library DO	General Support
10/15/2012	Marland,Megan Marie	BA Programs/UPC	General Support
10/22/2012	Radloff,Juli Rae	Veterinary Technology HC	General Support
10/15/2012	Bender,Kimberly Horton	Natural Science SE	Instructor - Temporary Credit
11/1/2012	Brock,Dexter	College of Education	Instructor - Temporary Credit
11/1/2012	Collins,Cherie	College of Education	Instructor - Temporary Credit
11/1/2012	Heuertz,Andrew A	College of Education	Instructor - Temporary Credit
11/2/2012	Ivey,James E	Natural Science SE	Instructor - Temporary Credit
10/31/2012	Lewis,Scott A	Interpreter Training CL	Instructor - Temporary Credit
10/15/2012	Miller,Marie H	Business Technologies CL	Instructor - Temporary Credit
11/1/2012	Morgan,Renyou Zhang	Natural Science TS	Instructor - Temporary Credit
10/15/2012	Olexa,Richard A	Natural Science SE	Instructor - Temporary Credit
11/1/2012	Phipps,Tonya M.	College of Education	Instructor - Temporary Credit

10/16/2012	Reynolds,Joseph M	Fine & Applied Arts CL	Instructor - Temporary Credit
10/22/2012	Rice,Donald F	Mathematics TS	Instructor - Temporary Credit
11/1/2012	Scales,William P	College of Education	Instructor - Temporary Credit
11/1/2012	Scarsbrook,Barbara C	College of Education	Instructor - Temporary Credit
10/15/2012	Sevelin,Gary B	Business Technologies CL	Instructor - Temporary Credit
10/15/2012	Sevelin,Gary B	Business Technologies CL	Instructor - Temporary Credit
10/15/2012	Springfield,Katherine G	Letters CL	Instructor - Temporary Credit
10/15/2012	Ulrich,Fred R	Letters SE	Instructor - Temporary Credit
10/15/2012	Williams,Sue Ellen	Letters TS	Instructor - Temporary Credit
10/22/2012	Alexander,Delalle S	Academic & Student Affairs	Instructor- Temporary Non-Cred
10/27/2012	Chang,Chia-Ray	Criminal Justice AC	Instructor- Temporary Non-Cred
10/22/2012	Martin,Richard L	Criminal Justice AC	Instructor- Temporary Non-Cred
11/5/2012	Rezvani,Janet S	Criminal Justice AC	Instructor- Temporary Non-Cred
11/5/2012	Scott,William B	EMS/CME - HC	Instructor- Temporary Non-Cred
11/7/2012	Seymour,Matthew John	Criminal Justice AC	Instructor- Temporary Non-Cred
11/5/2012	Carlson,Julia A	Business Technologies SP	OPS Career Level 2
10/22/2012	Fritts,Charleston Brion	College Reach Out Program DO	OPS Career Level 2
10/25/2012	Schmidt,Janessa A	Registration SPG	OPS Career Level 2
10/13/2012	Apple,Leja M	Student Activities SPG	OPS Career Level 4
10/8/2012	Gifford,Jillian B	BA Programs/UPC	OPS Career Level 4
10/29/2012	Morrel,Kari R	Provost HC	OPS Career Level 4
10/13/2012	Begetis,Dimitrios	District Library DO	OPS Career Level 5
10/7/2012	Lamont,Alison P	District Library DO	OPS Career Level 5
11/1/2012	Malloy,Ryan Allen	District Library DO	OPS Career Level 5
10/24/2012	Spurling,Rachel Lynn	Academic & Student Affairs	OPS Career Level 5
11/6/2012	Wright,Cynthia L	Accounting Services	OPS Career Level 5
10/13/2012	Smith,Dana A	Academic & Student Affairs	OPS Career Level 6
9/21/2012	Smith,Windell K	Center of Excellence Ext DO	OPS Teaching Asst/Interpreter
9/21/2012	Wann,Keith T	Center of Excellence Ext DO	OPS Teaching Asst/Interpreter
10/7/2012	Fleming,Kimberly A	District Library DO	Other Professional- Temporary
10/21/2012	Huff,Kimberly A	District Library DO	Other Professional- Temporary
10/15/2012	Johnson,Leo T	Health Education Ctr Provost	Other Professional- Temporary
11/4/2012	Mills,Abigail R.	District Library DO	Other Professional- Temporary
10/22/2012	Murph,Terri P	Special Programs/Intl Educ DO	Other Professional- Temporary
11/5/2012	Poliquin,Michael R	Social Science SE	Other Professional- Temporary
10/22/2012	Shaw,Crista L	Special Programs/Intl Educ DO	Other Professional- Temporary
10/22/2012	Suitt,Laurie M	Special Programs/Intl Educ DO	Other Professional- Temporary
10/22/2012	Wagh,Suraj P	Health Education Ctr Provost	Other Professional- Temporary
10/26/2012	Brannon,Brandi L	Nursing HC	Supplemental Bach Prog.
10/11/2012	Roberts,Geneo A	Nursing HC	Supplemental Bach Prog.
10/26/2012	Singer,Julia R	Nursing HC	Supplemental Bach Prog.
10/1/2012	Thomas,Kory B	BA Programs/UPC	Supplemental Bach Prog.
11/1/2012	Delgato,Margaret	College of Education	Supplemental Instr - Credit
10/15/2012	Hemme,William A.	Mathematics TS	Supplemental Instr - Credit

11/1/2012	Kearney,Scott P	Business Technologies CL	Supplemental Instr - Credit
10/16/2012	Stewart,Matthew D	Fine & Applied Arts CL	Supplemental Instr - Credit

TRANSFER/PROMOTION Budgeted			
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Effect. Date	Name	Department/Location	Title
10/29/2012	Ortiz-Rosario,Mary Y.	Central Records DO	Administrative Svcs Specialist
12/3/2012	Graham, Gary	Natural Science	Program Director II
10/29/2012	Sorice Jr,Paul Gerald	Provost SE	Sr Technology Support Specialist

FOREIGN TRAVEL			
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Effect. Date	Name	Department/Location	Title
10/30/12-11/04/12	Siegler, Katherine	Baccalaureate Biology	Instructor

To present research findings at a conference sponsored by Piramal Pharmaceuticals in Mumbai, India. The goal is to explore new potential collaborative ventures that may result in the ability to further fund Baccalaureate Biology research projects. This is an international conference of experts in the field of inflammation and the college will be formally recognized.

Not funded from College resources

11/01/12-11/06/12	Matthews, Mark L.	Humanities/FA	Instructor
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To attend the "Shakespeare: Staging in the World" exhibit at the British Museum, visit Warner Bros Studios to tour the movie sets of the "Harry Potter" series in London, UK. The Shakespeare exhibit ties the author's writings to current events and will inform the curriculum for MIRA (Music Industry in Records Arts) by providing examples to frame the discussion of continued observation and the enhancement of worldview becoming an applied concept in art. Similarly, first-hand observation of such things as sound design and other cinema disciplines will be used in composition and production class to demonstrate how scenes are plotted out, constructed and executed. *Not funded from College resources*

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

Ssw1107121

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: FY12-13 July 1- October 31 Fund 1 Financial Report

Attached for information is the Fund 1 financial report for FY12-13 July 1- October 31 time period.

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

Attachments

Jjc110712

**St. Petersburg College
Fund Analysis
As of October 31, 2012**

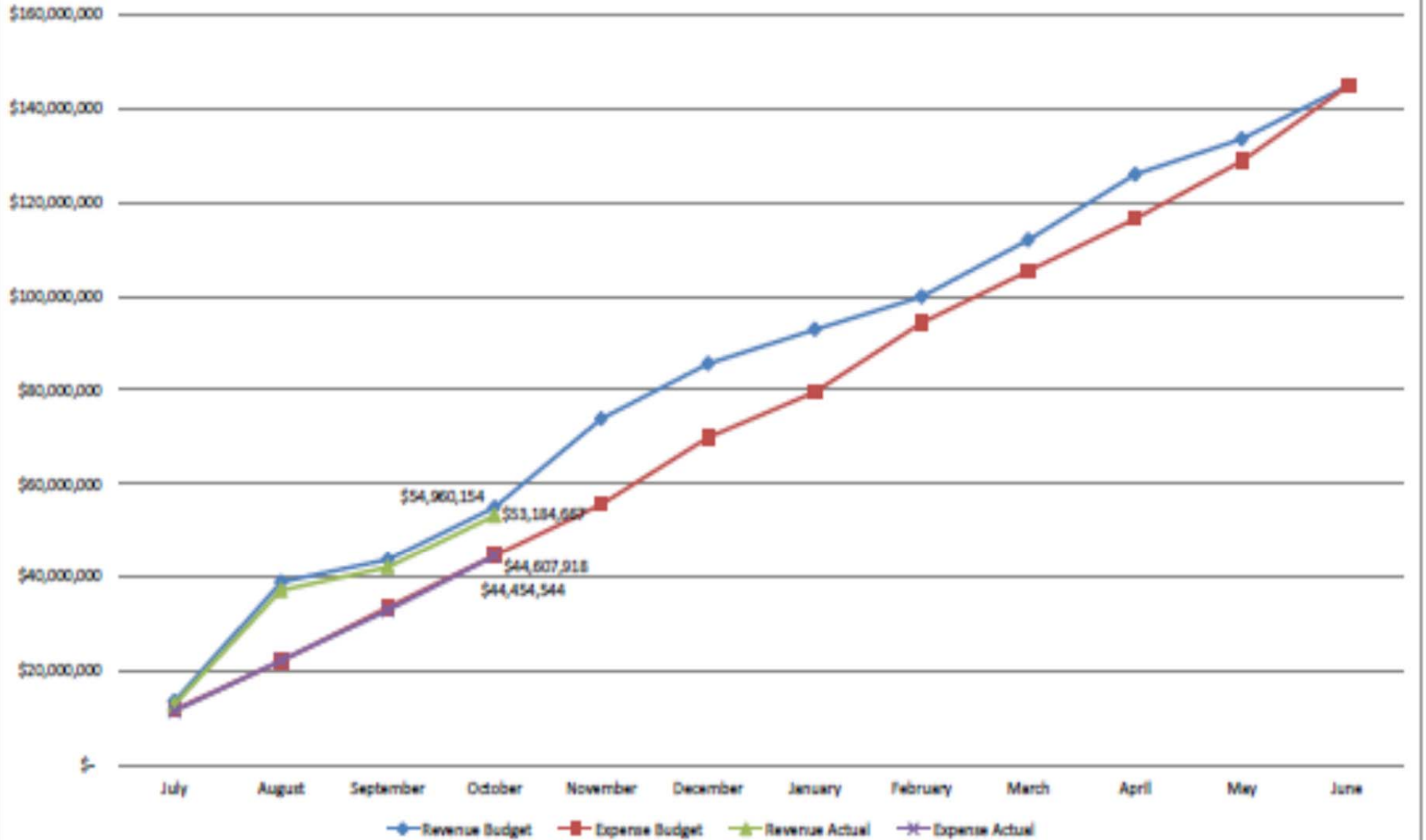
Revenues	FY 2012-13 Budgeted	Projected Revenue for month of October	Actual October Revenue	Difference	Revenue Received Year to Date	YTD as % of Budget	YTD % Expected	Difference	Projected November	YTD Projected November
Student Fees	\$71,775,708	\$8,030,529	\$8,476,762	\$446,233	\$34,842,705	40%	50%	-2%	\$14,047,910	\$48,890,818
State Government	\$83,234,353	\$4,383,871	\$4,383,627	(\$244)	\$17,454,839	28%	28%	0%	\$4,383,671	\$21,818,310
Other Revenues	\$3,952,198	\$852,854	\$251,932	(\$600,722)	\$887,323	22%	32%	-6%	\$454,597	\$1,341,919
Non Revenue Sources	\$5,895,029	\$2,247	\$0	(\$2,247)	\$0	0%	0%	0%	\$19	\$19
Total Revenues	\$144,887,283	\$11,248,101	\$11,092,321	(\$156,780)	\$53,184,887	37%	38%	-2%	\$18,888,197	\$72,060,884
Expenses										
	FY 2012-13 Budgeted	Projected Expense for month of October	Actual October Expense	Difference	Expense Year to Date	YTD as % of Budget	YTD % Expected	Difference	Projected November	YTD Projected November
Personnel										
Administrative	\$20,405,375	\$1,828,138	\$1,477,207	(\$150,931)	\$8,853,805	34%	35%	-2%	\$1,870,383	\$8,523,988
Instructional	\$43,488,498	\$3,878,271	\$3,708,018	\$27,747	\$12,510,853	29%	29%	0%	\$3,733,107	\$18,243,780
Non-Instructional	\$23,900,482	\$1,824,949	\$1,785,189	(\$39,759)	\$8,744,482	28%	30%	-2%	\$1,838,114	\$8,582,578
OPS	\$3,450,707	\$307,585	\$292,907	(\$14,678)	\$1,005,052	29%	31%	-2%	\$207,210	\$1,212,283
Personnel Benefits	\$21,755,250	\$1,598,072	\$1,951,115	\$335,043	\$7,823,585	36%	30%	6%	\$1,882,201	\$9,485,788
Total Personnel Costs	\$112,998,321	\$9,034,995	\$9,172,437	\$137,442	\$34,937,337	31%	31%	0%	\$9,110,995	\$44,048,332
Current Expenses										
Services	\$14,824,837	\$952,028	\$1,178,505	\$225,580	\$5,380,781	37%	38%	-2%	\$975,091	\$8,335,872
Materials and Supplies	\$11,202,074	\$891,228	\$994,480	\$103,255	\$3,302,854	29%	35%	-5%	\$750,913	\$4,053,787
Other Current Charges	\$5,081,910	\$141,589	\$81,472	(\$60,097)	\$808,248	12%	5%	7%	\$118,975	\$725,223
Total Current Expenses	\$30,888,821	\$1,985,720	\$2,254,437	\$248,717	\$9,271,884	30%	32%	-2%	\$1,842,978	\$11,114,862
Capital Purchases	\$980,341	\$51,641	\$63,152	\$11,510	\$248,322	25%	27%	-2%	\$39,048	\$284,368
Total Expenses	\$144,887,283	\$11,072,367	\$11,470,028	\$397,668	\$44,454,544	31%	31%	0%	\$10,993,018	\$55,447,582

ST PETERSBURG COLLEGE

FY2012-2013 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 - October 31

Revenue	FY11-12 Budget	FY11-12 YTD Actual	% To Budget	FY12-13 Budget	FY12-13 YTD Actual	% of YTD Budgets	Year to Date %	\$ YOY Variance	% YOY Variance	Variance Explanation
Revenue										
Student Tuition & Out-of-State Fees	\$ 61,777.46	\$ 25,864.00	42%	\$ 61,326.75	\$ 30,277.34	49%		\$ 4,413,338	17%	Due to Spring Enrollment opening the last 3 days of October whereas Spring opened in November last year.
State Appropriation - CCPF	\$ 54,013.65	\$ 18,155.16	34%	\$ 51,927.09	\$ 17,454.63	34%		\$ (700,530)	-4%	
State Appropriation - Lottery	\$ 8,056.42	\$ -	0%	\$ 10,870.30	\$ -	0%		\$ -	0%	
Operating Cost for New Facilities	\$ 391.3	\$ -	0%	\$ 436.9	\$ -	0%		\$ -	0%	
Distance Learning Fee	\$ 3,147.18	\$ 1,327.49	42%	\$ 3,319.16	\$ 1,616.01	49%		\$ 288.51	22%	
Technology Fee	\$ 3,059.79	\$ 1,253.51	41%	\$ 3,074.10	\$ 1,489.25	48%		\$ 235.73	19%	
Lab Revenue Fees	\$ 2,620.54	\$ 921.00	35%	\$ 2,062.91	\$ 913.8	44%		\$ (7.19)	-1%	
Other Revenues	\$ 3,900.47	\$ 1,483.14	38%	\$ 3,962.19	\$ 887.3	22%		\$ (595,823)	-40%	Primarily due to lower than prior year interest and dividends and timing of revenues associated with rental of College Facilities
Other Student Fees	\$ 1,716.79	\$ 617.75	36%	\$ 1,992.76	\$ 546.2	27%		\$ (71.46)	-12%	
Fund Transfers In	\$ 2,465.05	\$ -	0%	\$ 2,175.20	\$ -	0%		\$ -	0%	
Revenue Stabilization Reserve	\$ 2,150.50	\$ -	0%	\$ 2,150.50	\$ -	0%		\$ -	0%	
One-Time Non-Recurring Funds	\$ 1,569.32	\$ -	0%	\$ 1,569.32	\$ -	0%		\$ -	0%	
Total Revenues - Fund 1x	\$ 144,868.59	\$ 49,622.09	34%	\$ 144,867.28	\$ 53,184.66	37%	39%	\$ 3,562,576	7%	
Operating Costs	FY11-12 Budget	FY11-12 YTD Actual	% To Budget	FY12-13 Budget	FY12-13 YTD Actual	% of YTD Expense	Year to Date %	\$ YOY Variance	% YOY Variance	Variance Explanation
Personnel & Benefits										
Instructional/Faculty-Full Time	\$ 25,231.60	\$ 7,499.48	30%	\$ 27,970.43	\$ 8,263.25	30%		\$ 763.76	10%	Primarily due to new full-time faculty
Administrative	\$ 21,807.44	\$ 7,070.36	32%	\$ 20,405.37	\$ 6,853.60	34%		\$ (216,755)	-3%	
Career (Non-Instructional)	\$ 23,893.27	\$ 6,808.25	28%	\$ 23,900.49	\$ 6,744.46	28%		\$ (63.79)	-1%	
Adjunct/Supplemental/Instr OPS	\$ 15,053.61	\$ 4,837.67	32%	\$ 15,516.06	\$ 4,247.39	27%		\$ (590,279)	-12%	Due to additional full-time faculty and lower enrollment
Non-Instructional OPS and Overtime	\$ 2,657.66	\$ 815.11	31%	\$ 2,950.70	\$ 805.3	27%		\$ (9.80)	-1%	
Student Assistants	\$ 500.0	\$ 100.31	20%	\$ 500.0	\$ 199.7	40%		\$ 99.42	99%	Due to federal workstudy charges not yet moved
Personnel Benefits	\$ 21,537.70	\$ 7,062.24	33%	\$ 21,755.25	\$ 7,823.56	36%		\$ 761.32	11%	Due to budgeted increase in health expense
Total Personnel & Benefits	\$ 110,681.32	\$ 34,193.45	31%	\$ 112,998.32	\$ 34,937.33	31%	31%	\$ 743.88	2%	
Current Expense										
Travel	\$ 578.6	\$ 161.46	28%	\$ 602.9	\$ 172.2	29%		\$ 10.80	7%	
Repairs & Maintenance	\$ 1,200.03	\$ 353.63	29%	\$ 1,217.86	\$ 451.5	37%		\$ 97.86	28%	
Rentals/Leases	\$ 430.0	\$ 98.7	23%	\$ 474.2	\$ 158.7	33%		\$ 59.99	61%	Primarily due to increased costs of facility rentals
Insurance (Non-Health)	\$ 2,025.36	\$ 1,091.35	54%	\$ 1,725.36	\$ 1,104.64	64%		\$ 13.28	1%	
Utilities	\$ 6,255.05	\$ 1,992.91	32%	\$ 6,235.05	\$ 2,099.42	34%		\$ 106.50	5%	
Services and Fees	\$ 4,430.63	\$ 1,136.92	26%	\$ 4,972.07	\$ 1,374.30	28%		\$ 237.38	21%	Primarily due to lower collection fees recovered at this point than in the prior year and budgeted increases in advertising and consultant fees.
Scholarships/Fee Waivers	\$ 1,110.89	\$ 258.28	23%	\$ 610.8	\$ 209.4	34%		\$ (48.83)	-19%	
Materials and Supplies	\$ 6,614.47	\$ 2,012.93	30%	\$ 5,442.80	\$ 1,509.01	28%		\$ (503,917)	-25%	Primarily due to educational materials and supplies purchases made last year
Tech Expense/Licensing	\$ 2,126.93	\$ 1,117.11	53%	\$ 2,504.45	\$ 1,278.18	51%		\$ 161.06	14%	
Bad Debt/Unemployment Comp/Misc	\$ 1,170.25	\$ (5.6)	0%	\$ 1,147.78	\$ (39.8)	-3%		\$ (34.21)	611%	
Other Current Expense	\$ 3,157.45	\$ 273.32	9%	\$ 2,700.26	\$ 266.3	10%		\$ (6.98)	-3%	
Total Current Expense	\$ 29,099.75	\$ 8,491.10	29%	\$ 27,633.80	\$ 8,584.0	31%	32%	\$ 92.95	1%	
Capital Spending										
Computer Refresh Leases	\$ 2,839.73	\$ 701.21	25%	\$ 3,254.81	\$ 687.8	21%		\$ (13.39)	-2%	
Capital Purchases- Non-Recurring	\$ 2,247.78	\$ 773.87	34%	\$ 980.3	\$ 245.3	25%		\$ (528,555)	-68%	Primarily due to one time purchases made last year for furniture and minor equipment
Total Capital Spending	\$ 5,087.5	\$ 1,475.09	29%	\$ 4,235.1	\$ 933.1	22%		\$ (541,945)	-37%	
Total Operating Costs - Fund 1x	\$ 144,868.59	\$ 44,159.64	30%	\$ 144,867.28	\$ 44,454.54	31%	31%	\$ 294.89	1%	
Total Remaining Funds	\$ (0)	\$ 5,462,444		\$ 0	\$ 8,730,124					

St. Petersburg College FY12-13 Fund 1 Budget to Actuals



November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Discontinuation of Medical Laboratory (MLT) Program

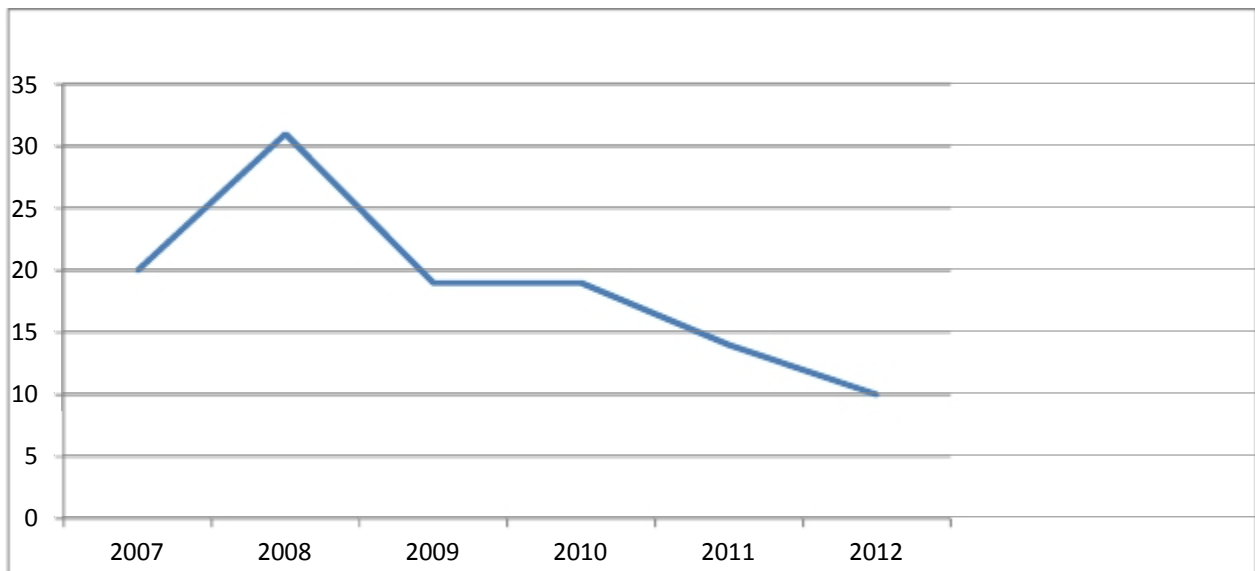
Approval is sought to discontinue the Medical Laboratory (MLT) Program.

After a lengthy discussion and investigation of the viability of the Medical Laboratory Program it has become apparent that recommendation for closure of the program is appropriate at this time. The key factor motivating this recommendation is the decline in clinical placements. As indicated in the chart below placements have decreased from 30 to 10. This restricts the number of students that can be admitted to the program and prevents growth.

While there is no question regarding the quality of the program, the lack of clinical placements decreases the program's viability.

Due to the vacancy in the Program Director position at this time the opportunity to close without negative impact on any employee exists.

Clinical Availability




To ensure a smooth closure of the program, communication plans have been developed for students, staff, advisory committee members, and the community. Students currently enrolled in the program have individualized plans for program completion and are assigned a dedicated advisor. Every assurance is being given these students to provide a plan for them to finish their program in a timely fashion.

Anne Cooper, Sr. Vice President of Academic and Student Affairs; and Phillip V. Nicotera, Provost, Caruth Health Education Center, recommend the discontinuation of the Medical Laboratory Technician (MLT) Program.

November 20, 2012

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Directive of the Chancellor, Florida College System
Final Judgment in the *Ruiz, et al. v. Gerald Robinson et al.* case
Informational

On October 25, 2012, a Final Judgment was entered by the US District Court for the Southern District of Florida in the *Ruiz* case. The District Court held that the State Board of Education and Board of Governors are enjoined from interpreting State Department of Education Rule 6A-10.044(4)(a), and Section 72-1.001(5)(a)3 of the Florida Administrative Code, to require dependent United States citizen students, otherwise eligible for Florida residency for tuition purposes, to provide evidence of the legal presence and immigration status of their parents to qualify for residency. These provisions were declared to be in violation of the Equal Protection Clause of the Fourteenth Amendment to the US Constitution.

Under the Final Judgment, colleges were to be instructed by the Florida College System to provide written notice of this holding to all US citizen students who were classified as non-residents, outlining the holding and its impact on a determination of their residency status for purposes of assessing in-state tuition.

In compliance with the directives of the Florida College System, the College has taken all necessary steps to timely notify the identified students, and has modified its institutional policy and process related to the determination of residency for tuition purposes to comport with this holding. The College's Residency Affidavit has been modified and the College's Procedure revised to include the policy outlined in the directive.

Inasmuch as the application of the directive relates to dependent US citizen students deemed non-residents based on their parent's residency status, it is anticipated that implementation of this policy should impact few students and have a minimal impact on the operation of the College.

PROCEDURE

SUBJECT	PROCEDURE: FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES	PAGE
		P4.14-1
LEGAL AUTHORITY	P6Hx23-4.14	7/17/12 Revision #12-7

**P6Hx23-4.14 PROCEDURE: FLORIDA RESIDENT CLASSIFICATION FOR THE
PURPOSE OF ASSESSING FEES**

Classification as a Florida resident for tuition purposes shall be based upon Section 1009.21, Florida Statutes and the Guidelines on Florida Residency for Tuition Purposes adopted by the Articulation Coordinating Committee on September 6, 2006.

Every applicant for admission to St. Petersburg College shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.

For the purpose of determining residency status, "term" is defined as the beginning of a regular and/or express session for which residency is sought. If evidence of 12 months of residency cannot be established by the first day of the term but can be established before the start of the express session, residency may be granted for the express session provided that the student is not enrolled in any classes which start before the beginning of the express session.

- I. The College shall follow Residency Guidelines adopted by the statewide Articulation Coordinating Committee on September 6, 2006 and any amendment that may be made thereto.
 - A. Students shall be classified as residents or nonresidents for the purpose of assessing tuition fees and other charges at the College.
 1. Dependent child is any person, whether or not living with a parent, who is eligible to be claimed by her or his parent as dependent under the Federal Income Tax Code.

PROCEDURE

SUBJECT	PROCEDURE: FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES	PAGE
		P4.14-2
LEGAL AUTHORITY	P6Hx23-4.14	7/17/12 Revision #12-7

2. Institution of higher education is any of the constituent institutions under the jurisdiction of the State University System or the State Community College System.
3. Legal resident or resident is a person who has maintained residence in this state for the preceding year, has purchased a home which is occupied by her/him as her/his residence, or has established a domicile in this state pursuant to Florida Statute 222.17.
4. Parent means the natural or adoptive parent or legal guardian of a dependent child.
5. Resident for tuition purposes is a person who qualifies as provided within this policy for the in-state tuition; and nonresident for tuition purposes is a person who does not qualify for the in-state tuition rate.

B. Qualifications as a Resident for Tuition Purposes

1. A person or, if that person is a dependent child, her/his parent or parents must have established legal residence in this state and must have maintained legal residence in this state for at least 12 months immediately prior to her/his qualification.
2. Every applicant for admission to an institution of higher learning shall be required to make a statement as to length of residence in the state and, further, shall establish that her/his presence or, if she/he is a dependent child, the presence of her/his parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher learning.
3. With respect to a dependent child living with an adult relative other than the child's parent, such child may

PROCEDURE

SUBJECT	PROCEDURE: FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES	PAGE
		P4.14-3
LEGAL AUTHORITY	P6Hx23-4.14	7/17/12 Revision #12-7

qualify as a resident for tuition purposes if the adult relative is a legal resident who has maintained legal residence in this state for at least 12 months immediately prior to the child's qualification, provided the child has resided continuously with such relative for the 5 years immediately prior to the child's qualification, during which time the adult relative has exercised day-to-day care, supervision, and control of the child.

4. The legal residence of a dependent child whose parents are divorced, separated or otherwise living apart will be deemed to be this state if either parent is a legal resident of the state, regardless of which parent is entitled to claim, and does in fact claim, the minor as a dependent pursuant to federal individual income tax provisions.
5. An individual shall not be classified as a resident for tuition purposes and, thus, shall not be eligible to receive the in-state rate until she/he has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher learning from which she/he seeks the in-state tuition rate.
6. With respect to a dependent child, the legal residence of such individual's parent or parents is prima facie evidence of the individual's legal residence, which evidence may be reinforced or rebutted, relative to the age and general circumstances of the individual, by the other evidence of legal residence required of or presented by the individual. However, the legal residence of an individual whose parent or parents are domiciled outside this state is not prima facie evidence of the individual's legal residence if that individual has lived in this state for 5 consecutive years prior to enrolling or re-registering at the institution of higher learning at which resident status for tuition purposes is sought. Notwithstanding the foregoing, US citizen dependent students, who can otherwise establish Florida residency, shall not be required to provide evidence of their parent's

PROCEDURE

SUBJECT	PROCEDURE: FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES	PAGE
		P4.14-4
LEGAL AUTHORITY	P6Hx23-4.14	7/17/12 Revision #12-7

federal immigration status or legal presence in the United States to qualify as residents for tuition purposes.

7. In making a domiciliary determination related to the classification of a person as a resident or nonresident for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For the purpose of this section:
 - a. A person shall not be precluded from establishing or maintaining legal residence in this state and subsequently qualifying or continuing to qualify as a resident for tuition purposes solely by reason of marriage to a person domiciled outside this state, even when that person's spouse continues to be domiciled outside of this state, provided such person maintains her/his legal residence in this state.
 - b. A person shall not be deemed to have established or maintained a legal residence in this state and subsequently to have qualified or continued to qualify as a resident for tuition purposes solely by reasons of marriage to a person domiciled in this state.
 - c. In determining the domicile of a married person, irrespective of sex, the fact of the marriage and the place of domicile of such person's spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.
8. Any nonresident person, irrespective of sex, who marries a legal resident of this state or marries a person who later becomes a legal resident may, upon becoming a legal resident of this state, accede to the benefit of the spouse' immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.

PROCEDURE

SUBJECT	PROCEDURE: FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES	PAGE
		P4.14-5
LEGAL AUTHORITY	P6Hx23-4.14	7/17/12 Revision #12-7

9. A person shall not lose resident status for tuition purposes solely by reason of serving, or, if such person is a dependent child, by reason of her/his parent's or parents' serving, in the Armed Forces outside this state.
10. A person who has been properly classified as a resident for tuition purposes but who, while enrolled in an institution of higher learning in this state, loses resident tuition status because she/he or, if she/he is a dependent child, her/his parent or parents establish domicile or legal residence elsewhere shall continue to enjoy the in-state tuition rate for a statutory grace period, which period shall be measured from the date on which the circumstances arose that culminated in the loss of resident tuition status and shall continue for 12 months. However, if the 12-month grace period ends during a semester or academic term for which such former resident is enrolled, such grace period shall be extended to the end of that semester or academic term.
11. Any person who ceases to be enrolled at or who graduates from an institution of higher learning while classified as a resident for tuition purposes and who subsequently abandons her/his domicile in this state shall be permitted to re-enroll at an institution of higher learning in this state as a resident for tuition purposes without the necessity of meeting the 12-month durational requirement of this section if that person has re-established domicile in this state within 12 months of such abandonment and continuously maintains the reestablished domicile during the period of enrollment. The benefit of this section shall not be accorded more than once to any one person.
12. The following persons shall be classified as residents for tuition purposes:
 - a. Active duty members of the Armed Services of the United States residing or stationed in Florida (and spouse/dependent children); active duty members of

PROCEDURE

SUBJECT	PROCEDURE: FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES	PAGE
		P4.14-6
LEGAL AUTHORITY	P6Hx23-4.14	7/17/12 Revision #12-7

the Florida National Guard (and spouse/dependent children) who qualify under 250.10(7) and (8); or military personnel not stationed in Florida whose home of record or state of legal residence certificate, DD Form 2058, is Florida (and spouse/dependent children)..

- b. Full-time instructional and administrative personnel employed by state public schools, community colleges, and institutions of higher learning, as defined in Florida Statute 1000.04, and their spouses and dependent children.
 - c. Students from Latin America and the Caribbean who receive scholarships from the federal or state government. Any student classified pursuant to this paragraph shall attend, on a full-time basis, a Florida institution of higher learning.
- II. Every applicant for admission to the College must complete one or more of the application forms for admission and must show two pieces of evidence of having lived in Florida for at least 12 consecutive months before the first day of classes of the term for which Florida residency is sought. Applicants for admission should use the following forms:
- A. College credit - Application for Admission form SR-420
 - B. Corporate Training - Application/Registration form SR 459
 - C. Non credit - Application form CE 400.
 - D. Only Application for Admissions form SR 420 requires that the residency affidavit section be completed by the appropriate legal resident stating under oath:
 - 1. The duration of legal residency in Florida, and
 - 2. That his/her presence in Florida was for the purpose of maintaining a bona fide domicile, rather than for the

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purpose of maintaining a mere temporary residence incident to enrollment in the College.

E. Evidence that Can Be Used to Establish Residency

At least two of the following documents must be submitted, with dates that evidence the 12-month qualifying period. At least one of the documents must be from the First Tier. As some evidence is more persuasive than others, more than two may be requested. No single piece of documentation will be considered conclusive. Additionally, there must be an absence of information that contradicts the applicant's claim of residency.

1. First Tier (as least one of the two documents submitted must be from this list)
 - a. Florida's driver's license (if known to be held in another state previously, must have relinquished OR a State of Florida identification card (if evidence of no ties to another state))
 - b. Florida voter registration card
 - c. Declaration of Domicile in Florida (12 months from the date the document was sworn and subscribed as noted by the Clerk of Circuit Court)
 - d. Proof of purchase of permanent home in Florida that is occupied as a primary residence of the claimant.
 - e. Transcripts from a Florida high school for multiple years (if Florida high school diploma or GED was earned within last 12 months)
 - f. Proof of permanent full-time employment in Florida (one or more jobs for at least 30 hours per week for a 12 month period)
 - g. Benefit histories from Florida agencies or public assistance programs

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2. Second Tier (may be used in conjunction with one document from First Tier)
 - a. A Florida professional or occupational license
 - b. Florida incorporation
 - c. Documents evidencing family ties in Florida
 - d. Proof of membership in Florida-based charitable or professional organizations
 - e. Any other documentation that supports the student's request for resident status
3. Examples of "other" documentation:
 - a. Utility bills and proof of 12 consecutive months of payments
 - b. Lease agreements and proof of 12 consecutive months of payments
 - c. State or court documents evidencing legal ties to Florida
4. Unacceptable Documents (may not be used)
 - a. Hunting/fishing licenses
 - b. Library cards
 - c. Shopping club/rental cards
 - d. Birth certificates
 - e. Passport

III. Reclassification:

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Students classified as "nonresidents for tuition purposes" who desire to be reclassified as "residents for tuition purposes" must fully comply with the "resident for tuition purposes" requirements of this procedure and complete under oath the Florida residency affidavit section of the Application for Admission form.

IV. Appeals:

In the cases where the applicant expresses a desire to appeal the admissions classification, he or she should present an informal appeal to the campus coordinator of Admissions and Records at the applicant's home campus. This administrative review shall include a thorough investigation of all pertinent facts including evidence presented by the applicant. The applicant shall cooperate and provide information reasonably requested by the campus coordinator of Admissions and Records or designee. A decision will be made by the campus coordinator of Admissions and Records or designee involved within 7 working days after the matter has been presented. If the applicant is not satisfied with the decision of the campus coordinator of Admissions and Records or designee, the applicant may appeal to the college registrar. The applicant should present evidence and reasons in support of his/her position to the college registrar.

The college registrar will evaluate evidence presented by the applicant and using the current Florida state statute, state rules and guidelines provided to the College by the state Articulation Coordinating Committee, make the final determination of residency.

History: Amended 9/20/83, 3/27/84, 8/13/85, 12/9/86, 8/15/89. Effective 8/22/89; 12/15/92. Filed - 12/15/92. Effective - 12/15/92; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 11/20/07. 11/20/07. Filed - 11/20/07. Effective - 11/20/07; 7/17/12. Filed - 7/17/12. Effective - 7/17/12.