

# MINUTES OF THE MARCH 19, 2013 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, March 19, 2013 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> 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. Dale Oliver was absent. 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 AND NOTICE OF ADOPTION, AMENDMENT OR REPEAL OF RULES AND HEARING

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

DATE AND TIME: March 19, 2013; Board meeting commencing at 8:30 a.m.

PLACE: The meeting will be held at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58<sup>th</sup> Street North, Largo, Florida.

PURPOSE: The meeting will be held for the purpose of considering routine business and such other matters that come before the Board including adopting or amending rules of the Board of Trustees pursuant to its rule-making authority.

A copy of the agenda may be obtained within seven (7) days of the meeting on the Board of Trustees website at [www.spcollege.edu](http://www.spcollege.edu) or by calling the Board Clerk at (727) 341-3241.

The proposed rules and/or amendments, together with the purpose and effect and specific legal authority, will be posted no later than Friday, February 15, 2013, on the official bulletin boards as follows: at the St. Petersburg/Gibbs and Clearwater Campuses in the entrance to the libraries; at the Tarpon Springs Campus in the Lyceum Building across from Room LY 104; at the EpiCenter—Services Building, in the north corridor across from Room 168; at the EpiCenter, in the hall near Room 1-108; in Work Room 147 at the EpiCenter—District Office; on the south wall, across from the waiting area under the stairs, at the Health Education Center; outside Room UP 156 at the Seminole Campus; outside the Florida Room at the Allstate Center; in the lobby across from the admissions and registration desk of the SPC Downtown Center; on the wall adjacent to Room 105 at SPC Midtown and advertised in a newspaper of general circulation and in the Blue and White Faculty and Staff Announcements.

The Notice(s) of Rule Development on the foregoing rule(s) appeared in the Blue & White Faculty & Staff Announcements and were posted on each of the College's official bulletin boards on December 14, 2012. Said Notice(s) also appeared in the Gulf Coast Business Review on December 14, 2012.

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

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

If requested within 21 days after the date of publication of this notice, a hearing on the proposed rule(s) or amendments thereto will be held at 8:30 a.m. or soon thereafter on March 19, 2013, at the EpiCenter of St. Petersburg College, Conference Room 1-453, 13805 58<sup>th</sup> Street North, Largo, Florida. See Section 120.54(3)(c), Florida Statutes.

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

Any person who wishes to provide the Board with information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), Florida Statutes, must do so in writing within 21 days after the date of publication of this notice.

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

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/hearing/meeting is asked to advise the agency five business days before the workshop/hearing/meeting by contacting the Board Clerk at 727-341-3241. If you are planning to attend the workshop/hearing/meeting and are hearing impaired, please contact the agency five business days before the workshop/hearing/meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).

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

**13-044.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

### **AGENDA**

**ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
TUESDAY, MARCH 19, 2013**

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

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

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

- A. Invocation
- B. Pledge of Allegiance

#### **II. PRELIMINARY MATTERS**

- A. Presentation of Retirement Resolutions and Motion for Adoption - **None**

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**III. COMMENTS**

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

**IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of February 19, 2013

**V. MONTHLY REPORTS**

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. J.C. Brock, Campus Executive Officer, Allstate Center;  
Dean Greg Nenstiel, College of Business

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

**VII. NEW BUSINESS**

A. STUDENT SUCCESS AND ACHIEVEMENT

- SGA President Update\* (Jared Ferreira) (*Information*)
- Veteran's Update (Jeff Cavanaugh) (*Information*)
- Disability Resources Update (Peg Connell) (*Information*)

B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)

- 1. Midtown Bid Protest (*Information*)

C. OTHER EXPENDITURES AND CONTRACTS

- 1. WorkNet Pinellas, Inc.-Training Agent Agreement (*Action*)

D. GRANTS/RESTRICTED FUNDS CONTRACTS

- 1. Application/Acceptance
  - a. U.S. Department of Justice, Bureau of Justice Assistance, Clearwater Police

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Department – Collaborative Model to Combat Human Trafficking (*Action*)

- E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
  - 1. Disposition of Surplus or Obsolete Property (Survey # 547) (*Action*)
- F. AGENCY BILLINGS (*Action*)
- G. ADMINISTRATIVE MATTERS
  - 1. Human Resources
    - a. Personnel Report (*Action*)
    - b. Fox Lawson Class & Compensation Study (*Action*)
  - 2. Finance
    - a. Fund 1 Financial Report for FY12-13 July 1- February 28 (*Information*)
    - b. 2013-2014 Budget Development (*Information*)
- H. FOUNDATION UPDATE (*Information*)
- I. ACADEMIC MATTERS - **None**
- J. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing
  - Rule 6Hx23-1.02 – Philosophy and Objectives (Purpose) of the College

**VIII. PRESENTATION FROM THE PUBLIC**

**IX. PRESIDENT’S REPORT**

**X. FUTURE AGENDA ITEMS**

**XI. NEXT MEETING DATE AND SITE**

April 16, 2013, Epi Center

**XII. ADJOURNMENT**

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If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting March 19, 2013, 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: February 15, 2013

### Confirmation of Publication

### [Notice of meeting](#)

### **13-045. Under Item I, Call to Order**

The meeting was convened by Chairman Gibbons at 8:34 a.m. The invocation was given by Chairman Gibbons and was immediately followed by the Pledge of Allegiance.

### **13-046. Under Item II, Preliminary Matters**

None

### **13-047. Under Item III, Comments**

Opportunity was given for comments from the Board Chair, Board Members and the President. There were no comments from the Board.

- Dr. Law invited Dr. Stan Vittetoe, Provost, Clearwater Campus, to the podium to accept an award for the Business of the Year for Economic Advancement and thanked Dr. Vittetoe for his work with the Chamber of Commerce. Dr. Law also recognized Ms. Lynae Richardson as a participant in women's basketball while maintaining a GPA of 3.9. Dr. Tonjua Williams and her staff were recognized for their efforts in recruiting new students. Dr. Law mentioned recent Free Application for Federal Student Aid (FAFSA) nights held by the Financial Aid staff to acquaint students with funding options. Invitations to SPC week, which involved students coming to one of 7 campuses over 4 days in which they could fill out and submit applications to the college with no application fee as well as get guided tours and sign up for classes, were sent to high schools students in a direct mail campaign. Dr. Law also introduced Ms. Sabrina Crawford, the new Executive Director for Institutional Research.

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### **13-048. Under Item IV, Review and Approval of Minutes**

The minutes of the February 19, 2013 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Fine moved approval of the minutes as submitted. Mr. Brett seconded the motion. The motion passed unanimously.

### **13-049. 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.

Chairman Gibbons called upon designated provosts and the Faculty Senate president to share their monthly reports.

J.C. Brock, Campus Executive Officer, Allstate Center

Mr. Brock presented information to the Board about the Firefighter Internship. This program provides out-of-classroom experiences in a 200-hour, post-academy program that confers three certificates to participants. In addition, they earn college credit towards an Associates Degree. Participants spend time in fire houses, going out on calls and they attend additional classroom training. There are currently nine students in the program that began in January 2013 and they will complete the program in August 2013. Since only 37 firefighters were hired in Pinellas County during the 2012 year, Mr. Brock shared that this additional training is designed to give participants a significant advantage over other applicants.

Chairman Gibbons asked if the College was receiving federal funding for this program. Mr. Brock said that they are pursuing funding, but it is currently a fee-paying program.

Dr. Law added that the legislature is compiling a list of certifications that are covered for funding and that an effort is underway to verify that the three certificates in this program are on the list.

Chairman Gibbons commented that it was his understanding that the military is trying to recruit firefighters and suggested that there may be some Federal funding from that area.

Dr. Greg Nenstiel, Dean, College of Business

Dr. Nenstiel presented information on four areas of focus for the College of Business. He stated that the mission of the College of Business was to graduate ethical and competent practitioners. In the area of Project Management, the College has been working closely with the Project Management Institute and is an approved Registered Ed Provider. In the area of sustainability, the College has established partnerships with a number of local businesses, including Bausch & Lomb, Bauer Foundation, Progress Energy, Solar Source, and the Museum of Fine Arts, so students can work on their senior capstone projects with these organizations. The College has also focused on the area of Entrepreneurship with an accelerated certificate in entrepreneurship

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for veterans and participation in the third annual Business Plan Competition in April. Finally, the Senior Capstone course has been nationally recognized in Business Strategy Game (BSG) simulation. College of Business teams have finished in the top three slots five times in the last two years.

Mr. Brett asked if the capstone projects included internships with the participating companies and Dr. Nenstiel replied that they are unpaid internships that last 16 weeks. Some have led to employment with the hosting company. Chairman Gibbons suggested that the College host an intern to expose the student to the inner workings of the institution. Specifically, the student could be invited to the annual business planning meeting.

**13-050. Under Item VI, Old Business**  
None

**13-051. Under Item VII-A, Student Success and Achievement**

Under New Business, the president called upon Jared Ferreira, Florida College System Student Government Association (FCSSGA) President; Jeff Cavanaugh, Veteran Affairs Coordinator; and Peg Connell, Director of Disability Resources, who presented information under Item VII-A, Student Success and Achievement.

FCSSGA President Update\* (Jared Ferreira)

Mr. Ferreira reported to the Board that the Student Government Association (SGA) recently returned from Tallahassee where they participated in their “Rally in Tally” that included 123 scheduled meetings with various legislators. He and his student staff visited every office to communicate to the state representatives the nature of the SGA and to create a personal connection. He mentioned that Senator Latvala was working on providing in-state tuition for veterans regardless of their home state. They also worked with a Council of Presidents on dual enrollment funding. He commented that the SGA students have done an outstanding job this year toward the goal of putting a better face on student governance.

Mr. Brett commended Mr. Ferreira for his efforts.

Veteran’s Update (Jeff Cavanaugh)

Mr. Jeff Cavanaugh presented information to the Board on the efforts of the Veterans Services Department. He mentioned the College’s recent national ranking as the 15<sup>th</sup> most “military friendly” institution by the “Military Times.” The Veterans Services Department now serves 1,834 students across seven campuses. The College has partnered with the Student Veterans Association and has four campus chapters. They have also participated in military appreciation nights with the baseball and basketball teams. Success rates for St. Petersburg College veteran students align closely with overall success rates. Mr. Cavanaugh noted that veteran students do earn more F grades than other students at the college and explained this is because if the veteran student drops a course, he or she may be required to pay for it but they do not incur the expense if they fail the course. The focus going forward will be to encourage veteran students to take

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advantage of out-of-classroom support. Mr. Cavanaugh thanked Dr. Law and Dr. Williams for their support of this program.

### Disability Resources Update (Peg Connell)

Ms. Connell presented information to the Board regarding the College's support for students with disabilities. Ms. Connell explained that there has been a change to the legislative description of "major life activities" that now encompasses such activities as reading and concentrating. This change has caused a shift in how the College considers the way disabled students learn. There has been an increase in the number of students who are using the College's services, with a 50% increase in the number of students who have been diagnosed with some sort of mental or psychological disability. There has also been an increase in the number of African-American and Hispanic students as well as a doubling of the number of students in the downtown campus. The department is looking at success rates and is focused on bringing their success rate up to the level of the overall college rate. A focus on out-of-classroom support as well as systematic training of faculty and staff has been undertaken.

Ms. Connell mentioned partnerships with the Pinellas County Schools as well as other colleges and programs like Women on the Way. The Narrowing the Gulf conference is holding its 14<sup>th</sup> annual statewide session in April. The Able Trust grant is in its ninth month of use and the department has exceeded the one-year deliverables set at the outset of the grant. The grant has served over 100 students. Fifteen students have been placed in 19 jobs, some of them having taken on more than one job. An effort is being made to enhance enrollment through presentations during student orientation and Student Life Skills (SLS) classes and better training for faculty and staff. Since there are confidentiality issues to consider, it is up to the disabled student to self-disclose.

Chairman Gibbons commented that the complaints he has received regarding support of students with disabilities have been that the instructors do not take this issue seriously enough. He further stated that some students believe instructors think students needing accommodating are dumb. Ms. Connell shared that her staff works with the students to help them self-advocate and are encouraging them to take advantage of tutoring. In addition, training for faculty and staff has been a strong focus as well as helping faculty understand how to make accommodations in advance while protecting student confidentiality. She stated that the goal was to level the playing field rather than give disabled students an advantage over other students. Dr. Law shared his support of these efforts.

### **13-052. Under Item VII-B, Bids, Expenditures and Contracts**

The Board considered Items VII-B.1 under Bids, Expenditures and Contracts (through Purchasing). Item VII-B.1 was accepted as information only.

Information regarding these items is as follows:

Midtown Bid Protest



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Dr. Law shared that his office received a letter notifying the College that Peter R. Brown Construction, Inc. is formally protesting the bid award for the Midtown project. There is a mandated informal settlement conference, March 20, 2013 at 10:00am. The response to the letter has been exceptionally detailed. Mr. Fine asked that the Board be advised of the outcome of the meeting. Chairman Gibbons concurred and said that, after the debriefing to the Board members, it would be decided if a duly publicized meeting with the Board and the College's attorneys would be advisable.

**13-053. Under Item VII-C, Other Expenditures and Contracts**

The Board considered Items VII-C.1 under Other Expenditures and Contracts. Mr. Fine moved approval of Items VII-C.1. Mr. Brett seconded the motion. The motion passed unanimously.

**13-054. Under Item VII-D, Grants/Restricted Funds Contracts**

The Board considered Items VII-D.1a, Applications for and Acceptance of Grants/Restricted Funds (if awarded). Mr. Brett moved approval of Items VII-D and E. Mr. Fine seconded the motion. The motion passed unanimously. There was no discussion.

**13-055. Under Item VII-E, Capital Outlay, Maintenance, Renovation, and Construction**

The Board considered Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.1.

Mr. Brett moved approval of Items VII-D and E. Mr. Fine seconded the motion. The motion passed unanimously. There was no discussion.

**13-056. Under Item VII-F, Agency Billings**

The Board considered Item VII-F, Agency Billings, additional agencies for the billing of student fees and charges. Mr. Fine moved approval. Mr. Brett seconded the motion. The motion passed unanimously. There was no discussion.

**13-057. Under Item VII-G, Administrative**

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

Information regarding these items is as follows:

Human Resources

Personnel Report

Fox Lawson Class & Compensation Study

Ms. Patty Jones, Vice President of Human Resources, presented information on the second phase of the Fox Lawson Class & Compensation Study, focusing on Administrative & Professional (A&P) positions. The objectives of the study were to provide internal equity and create an improved way to slot jobs and ensure competitive salaries. As with the Career Service phase completed in 2012, every employee was asked to complete a position description questionnaire

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(PDQ) and focus groups provided input. In addition to the A&P positions reviewed, 23 Career Services positions were deemed similar enough to Administrative and Professional (A&P) classifications to be reviewed during this phase; Twenty of those are being recommended to become A&P. Ms. Jones explained that the Decision Band Method was used to classify positions considering such factors as the amount of decision making, supervisory responsibilities and complexity for each position. Jobs were also compared to external positions.

Highlights of the study showed that the College salary and classifications are closely aligned with the market average. Salaries are competitive, running approximately 1.5% below the market average; this is considered "highly competitive". Some position salaries needed to be adjusted to the minimum of the new position grade. Incumbents who were already earning salaries within the new ranges were not adjusted. The estimated combined cost of the adjustments from both phases of the study total \$423,000.

Upon approval by the Board, all employees will receive a personalized letter sharing their grade, any adjustment and the position title. If approved today, salary adjustments will be seen in the April 15<sup>th</sup>, 2013 paychecks and be retroactive to the March 8, 2013 pay.

Dr. Law commented that the goal was to provide internal equity across positions and campuses and to ensure that employees were fairly compensated with the market. It was also necessary to create a structure where the College could have a reasonable expectation of hiring into the base of each range. He shared his confidence in reaching those goals and stated that he believed that the system treats everyone fairly.

Mr. Brett asked when the last compensation study was conducted and Ms. Jones replied that it was conducted in 1998. Mr. Brett asked when another might be conducted. Dr. Law replied that he felt that the current study should be valid for some time to come, but there are triggers in place that would prompt another review. One such trigger would be the inability to successfully hire into the bottom of a salary range.

Mr. Fine asked if the Board could defer their approval for a month to allow Board members time to review the study and recommendations in more depth. Dr. Law had no objection, but added that adjustments would still take effect retroactively to the first pay in March and the Board agreed. Mr. Fine moved to consider the approval in April and Mr. Brett seconded the motion. The motion passed unanimously.

### Finance

Dr. Duncan presented the financial report to the Board. He commented that the first State lottery payment was lower than expected and that the State was taking a different approach to the disbursement of these funds. He commented that the dual enrollment program has a significant effect on the budget and if it were funded by the State, there would not be a budget deficit as it would add \$2M to tuition funds. Dr. Duncan told the Board that the key to a balanced budget is

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spending and that the College is currently below the projected expense amount. There still remains a \$4.1M surplus, but spending would be monitored carefully.

Dr. Duncan went on to highlight the budget development process for the coming year. He outlined some assumptions for the process including: no increase in tuition, continuation of the capital improvement fee cap adjustment, retirement system cost increase, a reduction in health care retention funding and the previously mentioned salary adjustments. In addition, the technology refresh plan would continue as would the discretionary campus capital improvement funding. The budget process also anticipates a shift of technology infrastructure costs to the capital improvement budget.

There have been declines in tuition and other areas, but on the personnel side, hiring replacement personnel due to turnover has been at lower levels of the pay ranges. There has also been a slight reduction in FICA/Medicare costs. Dr. Duncan believes that expenses can be reduced over the next year and that there is considerable “lapse money” (unpaid salary for positions that are vacant while incumbents are sought to fill them). Dr. Duncan stated that the College would have a balanced budget for July 1, 2013.

Dr. Law added that this is the position the College was seeking: that there would be a balanced budget without additional unanticipated funding from the State. If those additional funds should be received, the Board would be approached regarding the expenditure of them.

Mr. Brett asked for more information regarding the “lapse money” and Dr. Duncan explained that these funds have been accounted for in the last several years, but at a lesser amount. With additional retirements, it is anticipated that this pool of funds would be as much as \$2M.

Dr. Law stated that he is still committed to finding some recognition for the College’s employees and asked the Board to consider a salary increase. For every 1% increase, the funding amount would be approximately \$1M. An increase in enrollment would allow a pay increase as part of the base pay as this would bring in more funds to act as an offset. Without the increase in enrollment however, the salary increase would be processed as one time non-recurring adjustment. Dr. Law asked the Board if they would allow him to put together a plan to find the money to fund an increase and Mr. Brett stated that he would support a minimum of 2%. Mr. Fine concurred. Chairman Gibbons also stated that employees should at least be compensated to keep up with cost of living increases. Dr. Law said he would propose a plan for an increase at April’s Board meeting.

Dr. Duncan shared some upcoming key dates for the Budget process. A more refined budget would be presented to the Board in April. The Board would be asked for preliminary approval in May and final approval in June. The budget is due for submission to the State by June 30<sup>th</sup>. Dr. Law added that more would be known about the Governor’s budget this week.

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**13-058. Under Item VII-H, Foundation Update**

Information regarding this item is as follows:

Ms. Frances Neu presented an update on the Foundation. The trends for gifts, both in number and amount, have increased over the past three years. She shared information regarding the number, types and amounts of gifts and donors over the past three years. All of these have been increasing year over year. Ms. Neu then reviewed the communications donors receive and activities that are provided in recognition of their support. A new communication is an account summary statement provided to each donor. Mr. Fine asked about the total current funds for the Foundation and Ms. Neu shared that it was approximately \$48M. Mr. Fine commended Ms. Neu for her work.

**13-059. Under Item VII-I, Academic Matters**

None

**13-060. Under Item VII-J, Proposed Changes to BOT Rules Manual**

A rulemaking hearing was conducted for the purpose of amending and/or adopting changes to the Board of Trustees Rules and Procedures Manual. Proof of public notice of this meeting is included as a part of these minutes. Internal notice was published in the **Blue and White** and notices were duly posted. The chairman requested comments from the public. The president sought approval of Item VII-J. The Board considered Items VII-J. Mr. Brett moved approval. Mr. Fine seconded the motion. The motion passed unanimously. There was no discussion on Proposed Changes to BOT Rules Manual.

Information regarding the rules is as follows:

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

RULES NOTICE DATE: February 15, 2013

PROPOSED DATE TO BECOME EFFECTIVE: Upon Board Approval

**SUMMARY STATEMENT OF ESTIMATED REGULATORY COSTS:** The proposed changes to the following Rule will affect the College administration, students and/or employees. There is no cost to the College associated with these amendments. There is no anticipated adverse effect on state or local government. There are no transactional costs associated with these amendments. There is no anticipated adverse impact on small business.

1. RULE TITLE: PHILOSOPHY AND OBJECTIVES (PURPOSE) OF THE COLLEGE  
6Hx23-1.02

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SUMMARY, PURPOSE AND EFFECT: The proposed changes to the Rule will change the title of the Rule to: *Statement of Purpose and Mission* and update the statement of purpose and mission of the College.

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

LAW IMPLEMENTED: 1001.64, 1012.855(2), F.S.

### **13-061. Under Item VIII, Presentation from the Public**

None

### **13-062. Under Item IX, President's Report**

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

The College is partnering with a manufacturing company in the midtown area with a focus on economic development. Dr. Law stated that they will be building a facility and that a partnership with that company and others is desired. This particular organization has a focus on speed to market.

Dr. Law explained that the first cuts of the State budget will be published today and tomorrow. It is not known what impact this will have on the colleges yet, but a critical piece to the Governor's initiative is to solve the compression issue. The Legislature is not accepting a one-year fix to this issue, which is a positive outcome for those colleges, like St. Petersburg College that have not seen the rapid growth of other colleges in Florida. Dr. Law commented that the issue of funding for developmental education is getting more contentious. Developmental education is targeted to receive \$120M from the budget and he anticipates that some of this funding will be moved to adult education. He commented that St. Petersburg College has to do a better job on adult education. Dr. Law shared that the Orthotics and Prosthetics program will continue since there are supporters on both sides of the House for funding. He also shared that the future of online learning is still vague.

### **13-063. Under Item X, Future Agenda Items**

Under Future Agenda Items, Mr. Fine requested a review of how the College is addressing the safety of its students and staff in light of recent events on other college campuses. Dr. Law commented that there has been a review recently and that this will be shared with the Board.

### **13-064. Under Item XI, Next Meeting Date and Site**

The Board confirmed its next meeting date and site as Tuesday, April 16, 2013, 8:30 a.m., at the Epi Center.

### **13-065. Under Item XII, Adjournment**

Having no further business to come before the Board, Chairman Gibbons adjourned the meeting at 10:05 a.m.

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**William D. Law, Jr.**

**Secretary, Board of Trustees**  
St. Petersburg College  
FLORIDA

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**Deveron Gibbons**

**Chairman, Board of Trustees**  
St. Petersburg College  
FLORIDA

**Attachments**  
**Board Memos and**  
**Supplemental Materials**

**Board of Trustees Meeting**  
**March 19, 2013**



V- C Brock

## FIREFIGHTER INTERNSHIP PROGRAM

- ✦ A partnership with Largo, Pinellas Park, Palm Harbor and St. Petersburg Fire Departments providing:
  - ✦ 200 hours of post academy instruction
  - ✦ Supervised practical experience
  - ✦ 40 hours ride along experience
- ✦ Upon successful completion, participants will receive Florida State Fire College Certification in:
  - ✦ Apparatus Operations
  - ✦ Technical Rescue
  - ✦ Emergency Vehicle Operations
- ✦ The Internship program will:
  - ✦ Provide our students with a distinctive enhancement of skills and experience
  - ✦ Enhances qualifications and employability of participants
  - ✦ Provides our partner agencies with the opportunity to evaluate skill level of potential employees
  - ✦ Provides SPC the opportunity to deliver a more comprehensive educational program



V – C Nenstiel



## College of Business Partnerships: Helping Student Succeed

- ▶ Project Management
  - Project Management Institute (PMI)
  - Approved Registered Ed Provider (R.E.P)
- ▶ Sustainability
  - Bausch & Lomb, Bauer Foundation, Progress Energy, Solar Source, Museum of Fine Arts, Collins Center
- ▶ Entrepreneurship (ENT)
  - 1 in 4 Americans want to start their own business (Harris, 2012)
  - SCORE - Accelerated Certificate in ENT for Veterans
  - April Business Plan Competition (Third Annual)
- ▶ Senior Capstone Course
  - Nationally recognized student success in BSG simulation
  - COB teams finished in Top 3, 5 times in the last two years



## VII – A.1 Veteran Services



# Veterans Services

BOT Meeting  
March 2013



Board of Trustees Meeting 2013



SPC Ranked 15th  
in Veterans Schools

St. Petersburg College was recently ranked “15th most Military Friendly College” in a national survey conducted by the Military Times.

Veterans Services at St. Petersburg College provides Veteran students with easy access to college information using friendly, one-stop assistance both prior to and after registration. SPC’s **Centers of Excellence for Veteran Student Success** are able to address the Veteran’s greatest challenges by easing the transition from military to civilian life while providing a connection with others who understand.

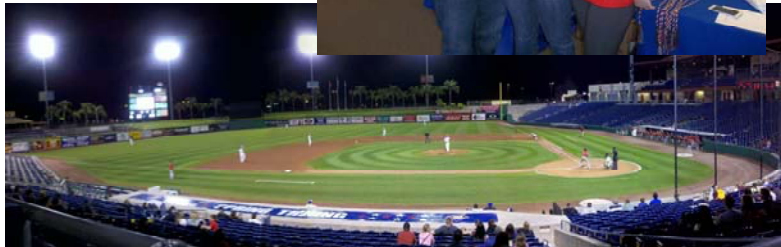
## Services for our Veteran Students

Organization	Recruiting	Funding	Consulting	Professional Development	Job Placement	Other
Veterans Administration	X		X	X		X
Department of Education		X		X		
Tampa Bay Veterans Alliance	X		X		X	X
Vet Centers	X		X	X	X	X
VA Hospital Bay Pines	X		X	X	X	X
SPC Foundation		X	X			X
University of South Florida				X		X
WorkNet Pinellas			X	X	X	
Florida Association of Veteran Educational Specialists (FAVES)	X		X	X		X
SCORE, HEP, NAMI, USO	X		X	X	X	X

Inter-College partnerships include: Disabilities Resources, Women on the Way, Student Support Services, Career Services, Advising and Counseling, Student Government Association (SGA), Student Life & Leadership, Center of Excellence for Teaching and Learning (CETL), Men Achieving Excellence (MAX), Student Veterans Association (SVA)

## Partnerships

## Student Veterans Association (SVA)

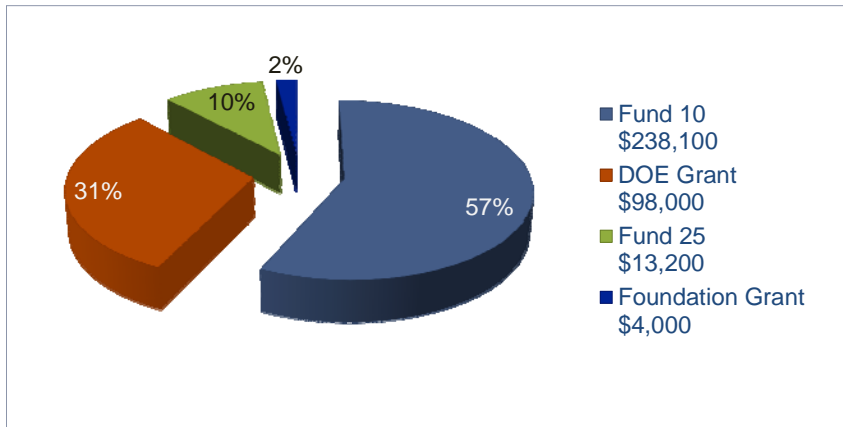


	All of SPC				Veteran Students			
	2009-10	2010-11	2011-12	2012-13	2009-10	2010-11	2011-12	2012-13
<b>Success</b>	75.1%	73.9%	74.6%	73.9%	77.0%	73.9%	73.8%	73.2%
<b>Withdrawals</b>	9.0%	8.7%	7.5%	9.9%	7.2%	7.5%	6.7%	8.4%
<b>WF</b>	4.2%	4.8%	4.8%	4.2%	4.2%	4.8%	5.0%	4.9%
<b>F</b>	7.3%	8.1%	8.3%	7.9%	7.7%	9.7%	9.8%	9.2%

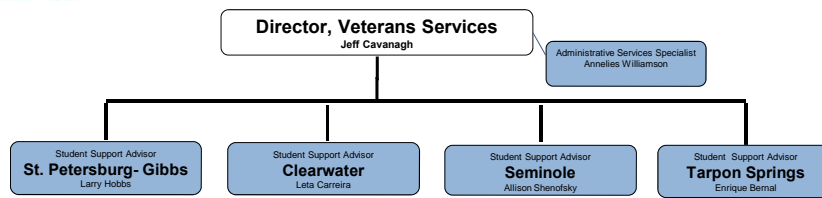
## Success Rates Note: Excludes Pass/Fail Grading basis courses and audits

Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted March 5th, 2013.

**\$353,300**



## 2012-13 Budget



## Veterans Services Staff



## Questions

## VII – A.1 Disability Resources



# Disability Resources



BOT Meeting  
March 2013



Board of Trustees Meeting 2013

The Americans with Disabilities Act ( ADA) has a three-part definition of *disability*. Under ADA, an individual with a disability is a person who:

- (1) has a physical or mental impairment that substantially limits one or more major life activities; OR
- (2) has a record of such an impairment; OR
- (3) is regarded as having such an impairment.

## Disabilities Defined

Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 7, 2013.



- **Participant Growth** - 25% increase in the number of students served in 2012-13
  - Significant increase at Downtown/Midtown, Health Education Center and Seminole
- **Nature of Disability** – 50% of the total disability student population are diagnosed with mental/psychological disabilities
- **Demographics**
  - 70% are part-time
  - 57% are women
  - 32% growth in the African American and 41% growth in Hispanic participants
  - Largest age group served is 21 and younger

## Our Students

Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 7, 2013.



	All of SPC			Students with Disabilities		
	Fall 2011-2012	Fall 2012-2013	Spring 2011-2012	Fall 2011-2012	Fall 2012-2013	Spring 2011-2012
<b>Success</b>	74.4%	74.6%	73.4%	69.1%	70.5%	68.4%
<b>Withdrawals</b>	7.4%	7.2%	8.0%	8.5%	8.7%	10.6%
<b>WF</b>	4.8%	4.4%	5.3%	4.4%	4.3%	5.5%
<b>F</b>	8.5%	8.4%	8.6%	8.3%	8.5%	10.1%

## Success Rates

Note: Excludes Pass/Fail Grading basis courses and audits

Source: Business Intelligence System , Campus Success Rates dashboard, Data extracted January 7, 2013.

Organization	Recruiting	Funding	Consulting	Professional Development	Assistive Technology	Other
Pinellas County Schools	X			X		
National Alliance on Mental Health (NAMI)	X		X	X		x
Center for Autism and Related Disorders (CARD)	X		X	x		
Deaf and Hearing Connection	X		X			
Division of Blind Services	X	X	X	X	X	
Lighthouse of Pinellas	X			X	X	
PSTA						X
University of South Florida				X		
FL-AHEAD				X		
ABLE Trust		X	X			
Vocational Rehabilitation	X	X	X		X	

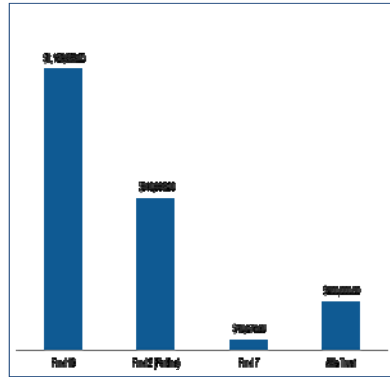
Inter-college partnerships include Veterans Services, Women on the Way, Student Support Services, Career Services and Advising and Counseling

## Partnerships

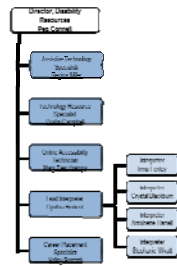
- **Narrowing the Gulf** – an SPC Conference that addresses issues impacting under-represented students.
- **Able Trust Grant** - exceeded first year deliverables in both students served and number of job placements.
- **Enhanced Enrollment** – 25% increase in student participation since 2011-12

## Successes

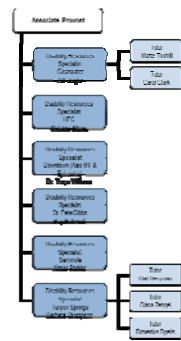
\$ 2,065,740



College wide



Campus specific



# 2012-13 Budget & Staffing




# Questions



March 19, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Midtown Bid Protest

The College has responded to the notice of protest and the attending formal written bid protest letter of Peter R. Brown Construction, Inc. pertaining to the award of a contract for a Construction Manager at Risk, Midtown Center project.

The written protest was received March 1, 2013, and deemed timely filed. The statute provides that the contract award process shall be stayed until the protest is resolved by final agency action. The matter may be referred to the Division of Administrative Hearings pursuant to Chapter 120 F.S., however, an agency must first afford the protester an opportunity to resolve the protest by mutual agreement of the parties. This opportunity should be provided within seven business days. In that the College was closed for Spring break the week of March 4, the College's response letter offering an opportunity to meet was issued on Monday, March 11<sup>th</sup>. The College has proposed a settlement conference date of Wednesday, March 20, 2013.

In the event that a settlement conference is unsuccessful in bringing a resolution and unresolved issues of material fact remain, the College is obligated to refer the matter to DOAH within seven days of the unsuccessful settlement meeting.

Upon referral, DOAH assigns an Administrative Law Judge who will work to commence a hearing within 30 days. At the conclusion of the hearing, the ALJ will issue a recommended order for entry of a proposed final order within 30 days of the hearing. The recommended order does not direct the agency as to an award, but makes a determination as to the validity of the agency's conduct in the solicitation and award process based on the statutory standard of review. The College may adopt the recommended order which would be entered as the final disposition or enter its exception to the order. The protester also has 10 days in which to submit written exceptions to the recommended order. Once a final order is issued, a party may appeal to the Fla. District Court of Appeal.

For completeness of the record a copy of the College's response to the protest notice is attached. I am happy to have your questions and guidance as we work through this issue. Thank you.

St. Petersburg College



OFFICE OF THE GENERAL COUNSEL  
District Office  
(727) 341-3325

March 11, 2013

VIA ELECTRONIC MAIL ([rbuesing@trenam.com](mailto:rbuesing@trenam.com))  
Robert H. Buesing, Esq.  
Trenam, Kemker, Scharf, Barkin, Frye,  
O'Neill & Mullis, P.A.

Re: Formal Written Bid Protest by Peter R. Brown Construction, Inc.  
RFQ #SPC 1707-G-11-16  
Construction Manager At Risk Services, Construct Midtown Center, Site 16

Dear Mr. Buesing:

The Chairman of the Board of Trustees of St. Petersburg College forwarded your letter dated March 1, 2013 regarding the above-referenced matter. In your letter, your client, Peter R. Brown Construction, Inc. ("PRBC"), asserts that St. Petersburg College ("SPC") violated Florida Statutes with respect to the competitive selection process for Construction Manager at Risk Services for the Midtown Center project, Site 16. This letter shall respond to your client's assertions which include the following: (1) SPC's President improperly and incorrectly inserted himself into the selection process; (2) SPC's President conducted private interviews and wrongfully negotiated financial terms; and (3) SPC's President failed to disclose the actual rankings of the Selection Committee to the Board and instead recommended the third ranked firm all in violation of the Consultants Competitive Negotiation Act, Fla. Stat. § 287.055 ("CCNA"). Each of these assertions will be addressed individually below.

#### History

First, it is important to reiterate the history between SPC and PRBC as discussed in your letter. You are correct in noting that SPC has previously selected PRBC to handle numerous construction projects for the College. However, this history does not require SPC to continue selecting PRBC for each project. Fla. Stat. § 287.055(4)(b) requires SPC to consider the volume of work previously awarded to each firm by SPC, "with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms." As you can see, SPC is encouraged to make other considerations and not be bound to the competitive selection process only.

#### First Assertion

Turning now to your client's assertions, PRBC first asserts that SPC's President improperly and incorrectly inserted himself into the selection process. In your letter, you state that "without any basis under Florida law, the Selection Committee recommendations were disregarded by the College President who inserted himself into the process as a substitute selection committee of one." Your statement and your client's assertion are meritless and fail to consider the President's authority under Florida Statutes,

the Board of Trustees Rules and College Procedures, and the Request for Qualifications (“RFQ”) advertising the project.

First, Fla. Stat. § 1001.61(5) provides:

*A Florida College System institution president shall serve as the executive officer and corporate secretary of the board of trustees and shall be responsible to the board of trustees for setting the agenda for meetings of the board of trustees in consultation with the chair. The president also serves as the chief administrative officer of the Florida College System institution, and all the components of the institution and all aspects of its operations are responsible to the board of trustees through the president.*

Next, Rule 6Hx23-6.12 of the Board of Trustees Rules and College Procedures provides:

*The President shall formulate procedures using a competitive selection process and negotiations pursuant to the Consultants’ Competitive Negotiation Act, 287.055 F.S. and provisions of the current State Requirements for Educational Facilities (SREF) for selecting professional services of construction managers.*

Finally, the RFQ provides, in relevant part:

- 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. The Committee Chair will participate directly in the analysis of the firm’s Financial Capability.*
- 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.*

Based on the above, you see that the President is statutorily authorized to participate in the operations of the College. You also see that the President is authorized to establish procedures consistent with the CCNA to select a construction manager at risk. Finally, you see from RFQ that the President always intended to participate in the selection process and his participation was not a last minute, random decision. The selection process outline in the RFQ was reviewed and approved by the Board of Trustees before the RFQ was released. Further, your client had knowledge of the President’s intent to participate in the selection process upon receipt of the RFQ and the appropriate time to question the President’s participation was before, not after, the award.

Second Assertion

Your client's next assertion is that SPC's President conducted private interviews and wrongfully negotiated financial terms. This assertion is also unfounded and fails to consider the President's authority to participate in the selection process, as set forth above.

The President, Senior Vice President for Administration/Business Services and Information Technology, and Associate Vice President for Facilities Planning and Institutional Services interviewed the three most qualified firms, including your client, as part of the selection process. A major purpose of the President's interview was to determine each firm's ability to meet the 30 percent Beneficial Community Impact ("BCI") objective established by the Board of Trustees and included in the RFQ. During their interviews with the President, each of the three most qualified firms had community members and local minority subcontractors in attendance and all attendees were given an opportunity to ask questions and raise concerns about meeting the BCI objective. It was in this context that Gilbane, Inc. offered its guarantee to meet the objective. There were no discussions or negotiations regarding the compensation to the selectee. Had your client presented a similar guarantee, the President and his fellow interviewers would have considered it.

Moreover, the CCNA does not prohibit SPC from hearing a firm's guarantee about a firm's performance. Rather, the CCNA, specifically, Fla. Stat. § 287.055(4)(b), prohibits an agency from requesting, accepting, and considering proposals for the "compensation to be paid under the contract" before the competitive negotiations stage of the selection process. As SPC never requested, accepted or considered proposals for the compensation to be paid under the contract, it cannot be said that SPC violated this provision of the CCNA.

Lastly, there is no "written agreement" about Gilbane's guarantee to meet the BCI objective as asserted in your letter of March 1<sup>st</sup>. The only written correspondence regarding Gilbane's guarantee is an email from Gilbane to SPC following SPC's request for clarification on the terms of the guarantee after the Gilbane's interview with the President. Any statement about a written agreement is a misunderstanding and should be disregarded.

#### Third Assertion

Your client's third assertion is that SPC's President failed to disclose the actual rankings of the Selection Committee to the Board of Trustees and instead recommended the third ranked firm. This allegation is also false and requires rebuttal.

The rankings presented in your correspondence are the rankings from the interviews/presentations conducted by the Selection Committee and do not adequately represent the results of the overall selection process. To be clear, there were three stages to the selection process. The first stage was an application review conducted by the Selection Committee; the second stage was an interview/presentation portion conducted by the Selection Committee; and the third stage was an interview portion conducted by the President to determine each firm's ability to meet the BCI objective.

Your client placed second in the first stage, first in the second stage, and third in the third stage and overall. Gilbane placed first in the third stage and overall because Gilbane demonstrated a well-established, multi-year partnership with one of the local minority subcontractors. Your client was unable to show such a longstanding, significant partnership with a local minority subcontractor and, therefore, scored lower. There were no re-rankings by the President at any time in the selection process. The Selection Committee presented the three most highly qualified firms as required by Fla. Stat. § 287.055(4)(b) which provides, in relevant part:

*The agency shall select in order of preference no fewer than three first deemed to be the most highly qualified to perform the required services.*

The Selection Committee presented the three most highly qualified firms to the President without designation as to which firm ranked first, second or third. The President, Senior Vice President and Associate Vice President conducted their interviews, ranked each firm and recommended the firms in rank order to the Board on February 19<sup>th</sup>. The Board subsequently confirmed the President's recommendation and awarded the project to Gilbane.

Conclusion

To conclude, your client's assertions are meritless. Should you decide to escalate this matter to an administrative hearing, SPC will defend its actions and the process that it used. I am available to meet to resolve this protest by mutual agreement on Wednesday, March 20, 2013 at 10:00 a.m. at SPC's EpiCenter, located at 13805 58<sup>th</sup> Street North, Clearwater, Florida 33760.

Sincerely,




Suzanne Gardner  
Acting General Counsel  
St. Petersburg College

Cc: Joseph H. Lang, Esq. (via email [eolang@verizon.net](mailto:eolang@verizon.net))  
Susan H. Churuti, Esq. (via email [schuruti@bmlaw.com](mailto:schuruti@bmlaw.com))  
Frederick J. Springer, Esq. (via email [fspringer@bmlaw.com](mailto:fspringer@bmlaw.com))

March 19, 2013

**MEMORANDUM**

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

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

**SUBJECT:** WorkNet Pinellas, Inc.—Training Agent Agreement

**Approval is sought for an Agreement with WorkNet Pinellas, Inc. whereby the College will provide training to those eligible individuals sent to SPC by WorkNet staff working in the One-Stop Centers for WorkNet Pinellas in Pinellas County. Permission is also sought to enter into any extensions or amendments, as may be necessary.**


Under the terms of the Agreement, WorkNet will provide funding for certain training of eligible individuals under Title I of the Workforce Investment Act and other special project training funds to St. Petersburg College as the Training Agent for payment of tuition, fees, materials and supplies, etc. The Agreement period commenced April 1, 2013 and will continue for the period of one year. The estimated revenue that may be received during this period is approximately \$275,000.

Suzanne L. Gardner, Acting General Counsel; Anne Cooper, Senior Vice President, Academic & Student Affairs; and Jason Krupp, Director of Workforce Services, recommend approval.

jk0301132

March 19, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** U.S. Department of Justice, Bureau of Justice Assistance, Clearwater Police Department – Collaborative Model to Combat Human Trafficking

**Confirmation is sought for a collaborative proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Bureau of Justice Assistance by the Clearwater Police Department on behalf of the Clearwater/Tampa Bay Area Human Trafficking Task Force of which SPC's Florida Regional Community Policing (FL RCPI) is a part. Signed Memorandums of Understandings from partnering agencies outlining their specific roles and responsibilities were required as part of the grant submission. Permission is also sought to accept funding for this proposal, and if awarded, enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The Collaborative Model to Combat Human Trafficking grant is designed to support law enforcement, non-governmental organizations and faith based groups with combating all forms of trafficking, including sex trafficking and labor trafficking of foreign nationals and U.S. citizens. SPC's FL RCPI will provide Human Trafficking training to law enforcement officers and community representatives as part of this partnership.

The period of performance will commence approximately July 1, 2013 and end June 30, 2015. Anticipated revenue to the College for its services will be approximately \$10,000. See attached Information Summary for additional information.

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

Attachment

el0228132

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

**Date of BOT Meeting:** March 19, 2013

**Funding Agency or Organization:** U.S. Department of Justice, Bureau of Justice Assistance via the Clearwater Police Department

**Name of Competition/Project:** Collaborative Model to Combat Human Trafficking

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

**Grant/Contract Time Period:** **Start:** 7/1/13 **End:** 6/30/15

**Cabinet Member:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

This is a continuation grant designed to support law enforcement, non-governmental organizations and faith based groups with combating all forms of trafficking, including sex and labor trafficking of foreign nationals and U.S. citizens. SPC's Florida Regional Community Policing Institute will provide training to law enforcement officers and community members as part of this partnership.

**Budget for Proposal:**

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

Personnel & Benefits	\$ 4,570
Travel	\$ 1,040
Consultants	\$ 3,602
Supplies	\$ 788
Total Budget	\$ 10,000

**Funding:**

Total amount from funder:	\$10,000
Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A



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

**College Goals and Institutional Initiatives Addressed:**

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


Focus:	4. Managing with Scarce Resources
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Observable Project:	Increase Non-state Resources
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March 19, 2013

**MEMORANDUM**

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

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

**SUBJECT:** Disposition of Surplus or Obsolete Property (Survey # 547)

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.**

Tag Number	Description	Acquisition Date	Condition	Sum Amount
00551	Total Hydra Fitness Mach	7/1/1990	obsolete	\$ 4,664.00
01886	Autoclave Semiauto Magna	9/1/1981	obsolete	\$ 3,048.00
03288	Mixer:Bozak	9/1/1982	poor	\$ 1,272.32
07295	Electrovoice mixer/speakers	9/1/1992	obsolete	\$ 3,701.70
07299	Little Sucker Recovery M	10/1/1992	obsolete	\$ 1,417.00
07876	Freezer:Single Door	2/1/1993	poor	\$ 1,736.00
09396	Evacu-Trac	6/1/1995	obsolete	\$ 2,075.00
10100	Printer: HP 4M+	6/1/1996	obsolete	\$ 1,708.00
10103	Scanner:Scantron 2500	6/1/1996	obsolete	\$ 6,407.20
10170	Radius Telecast System	6/1/1996	obsolete	\$ 5,699.00
10351	Trade Show Display	6/1/1996	obsolete	\$ 1,294.00
10421	Powermac 7200 Computer	9/17/1996	obsolete	\$ 2,468.00
10809	Quad Split Preview:Panas	3/24/1997	obsolete	\$ 2,560.80
11098	Desktop Computer:Dell	4/15/1997	obsolete	\$ 2,695.32
11813	Optelec Spectrum JR 14" Color	7/17/1997	obsolete	\$ 3,295.00
12473	SmartBoard:72"	12/1/1998	obsolete	\$ 2,199.00
12583	Printer:Lexmark 1650N	1/21/1998	poor	\$ 1,281.63

13194	Computer:DII P6266 GX1/M+	8/14/1998	obsolete	\$	1,283.95
13591	Computer:Dell 6400 PII/MT	8/20/1998	obsolete	\$	4,311.55
13737	Laptop Computer:Dell Inspiron	9/18/1998	obsolete	\$	2,839.95
13777	Camcorder:Panasonic	10/5/1998	obsolete	\$	1,045.00
14983	Mule:Kawasaki KAF 300C	3/15/1999	poor	\$	4,698.00
15148	Computer:Dell Optiplex GX1	6/2/1999	obsolete	\$	1,250.00
15672	Camcorder: Panasonic	11/10/1999	obsolete	\$	1,013.00
15942	Projector:Eiki	1/24/2000	obsolete	\$	10,749.50
15970	Computer:Dell PIII 500K GX1/T+	12/1/1999	obsolete	\$	1,194.00
15971	Computer:Dell PIII 500K GX1/T+	12/1/1999	obsolete	\$	1,234.00
16140	Smartboard	1/12/2000	obsolete	\$	1,869.50
16141	Smartboard	1/12/2000	obsolete	\$	1,869.50
16142	Smartboard	1/12/2000	obsolete	\$	1,869.50
16143	Smartboard	1/12/2000	obsolete	\$	1,869.50
16205	Rack	10/1/1999	obsolete	\$	4,689.46
16206	Rack	10/1/1999	obsolete	\$	4,689.46
16208	Rack	10/1/1999	obsolete	\$	4,689.46
16209	Worksurface	6/22/1999	obsolete	\$	2,545.35
16320	13" Monitor:Panasonic	12/1/1999	obsolete	\$	3,201.60
16330	9" Monitor:Panasonic	12/1/1999	obsolete	\$	2,732.85
16332	9" Monitor:Panasonic	12/1/1999	obsolete	\$	2,732.85
16366	Team Station:Intel	12/1/1999	obsolete	\$	9,975.04
16436	8 X 2 Drive 9 Disc Tower:Nakam	7/13/2000	obsolete	\$	1,051.60
16673	Laptop Computer:Dell Latitude	3/6/2000	obsolete	\$	2,396.00
16750	Projector:Sharp	8/2/2000	obsolete	\$	8,287.70
16861	Computer Table	1/8/2000	obsolete	\$	1,176.39
17109	Laptop Computer:Dell Latitude	5/2/2000	obsolete	\$	3,743.99
17980	Computer: Dell 340	11/13/2001	obsolete	\$	2,165.95
18999	Projector:Barco	4/30/2001	obsolete	\$	39,469.55
19121	Crosspoint 84 HVA Switcher	2/8/2000	obsolete	\$	5,189.11
19136	UPS:Best	2/8/2000	obsolete	\$	2,670.36
19175	Laptop Computer:Dell Latitude	4/17/2001	obsolete	\$	2,540.00
19394	Printer:Lexmark T610SX	6/8/2001	poor	\$	1,954.72
19453	Printer:Lexmark T614N	8/13/2001	poor	\$	1,482.63
19717	Computer:Dell	6/29/2001	obsolete	\$	1,698.00
19890	Cart:Bretford	3/26/2001	obsolete	\$	2,147.87
19989	Amoeba Table	3/20/2001	obsolete	\$	5,551.14

19990	Amoeba Table	3/20/2001	obsolete	\$	5,551.14
20049	Server: Dell 2500	6/13/2002	obsolete	\$	4,417.72
20062	Computer:Dell GX150	7/24/2001	obsolete	\$	1,308.00
20411	Computer:Dell GX150	8/21/2001	obsolete	\$	1,077.00
20532	Printer:Lexmark T620N	3/22/2002	poor	\$	1,820.67
20889	Computer: Dell 340	11/7/2001	obsolete	\$	2,165.95
20946	Computer: Dell GX240	11/13/2001	obsolete	\$	1,302.95
20981	Computer: Dell GX240	11/13/2001	obsolete	\$	1,313.95
21062	Copier:Canon	11/19/2001	poor	\$	1,298.00
21421	PosterPrinter:Proimage	5/8/2002	obsolete	\$	3,495.00
21528	Shredder,Powershred,480	4/25/2002	poor	\$	1,356.41
22072	Laptop Computer: Dell Latitude	5/31/2002	obsolete	\$	2,715.21
22086	Laptop Computer: Dell Latitude	6/10/2002	obsolete	\$	1,712.48
22235	Sonicwall:SSL-R3	7/24/2002	obsolete	\$	11,914.87
22313	Printer: Epson	8/26/2002	obsolete	\$	2,978.37
22388	Laptop Computer:Dell Latitude	6/18/2002	obsolete	\$	1,973.28
22528	Computer: Dell GX260T	6/18/2002	obsolete	\$	1,060.00
22531	Computer: Dell GX260T	6/18/2002	obsolete	\$	1,060.00
22556	Computer: Dell GX260T	6/12/2002	obsolete	\$	1,513.00
22577	Computer: Dell GX260T	6/18/2002	obsolete	\$	1,513.00
22612	Computer: Dell GX260T	6/18/2002	obsolete	\$	1,513.00
22640	Computer: Dell GX260T	6/19/2002	obsolete	\$	1,513.00
22653	Computer: Dell GX260T	6/19/2002	obsolete	\$	1,513.00
22830	Computer: Dell GX260T	6/27/2002	obsolete	\$	1,513.00
22834	Computer: Dell GX260T	6/18/2002	obsolete	\$	1,513.00
22887	Computer: Dell GX260T	6/27/2002	obsolete	\$	1,513.00
23163	Six Unit Book Shelving	9/21/2001	obsolete	\$	3,236.13
23164	Six Unit Book Shelving	9/21/2001	obsolete	\$	3,236.13
23190	Five Unit Periodical Shelving	9/21/2001	obsolete	\$	3,636.40
23312	Computer: Dell GX260T	9/12/2002	obsolete	\$	1,655.41
23480	Computer: Dell GX260T	8/12/2002	obsolete	\$	1,187.21
23485	Computer: Dell GX260T	8/12/2002	obsolete	\$	1,187.21
23569	Computer:Apple PowerMac G4	5/1/2003	obsolete	\$	2,554.00
23669	Laptop Computer: Dell Latitude	11/6/2002	obsolete	\$	1,996.00
23674	Monitor:Dell 20" FP	11/6/2002	obsolete	\$	1,119.00
23703	Document Camera: Elmo	1/30/2003	obsolete	\$	1,969.00
23874	Projector:Epson	9/24/2002	obsolete	\$	6,583.90

23890	DVCAM Studio Deck: Sony	11/15/2002	obsolete	\$	4,131.25
23963	Computer: Dell GX260	11/13/2002	obsolete	\$	1,764.40
24213	Scan Converter: Extron	11/22/2002	obsolete	\$	3,706.17
24280	Projector: Epson Powerlite	5/1/2003	obsolete	\$	3,015.00
24306	Server:Dell 2650	5/22/2003	obsolete	\$	4,525.00
24386	Monitor Stand: Polycom	11/22/2002	obsolete	\$	1,080.77
24415	Monitor Stand: Polycom	11/22/2002	obsolete	\$	1,080.77
24437	Server:Dell 2650	5/28/2003	obsolete	\$	5,508.00
24538	Computer: Dell GX260T	1/15/2003	obsolete	\$	1,578.41
24852	Computer: Power Mac G4	4/9/2003	obsolete	\$	3,768.00
24938	Computer: Dell GX260T	4/21/2003	obsolete	\$	1,296.00
24945	Laptop Computer: Dell Latitude	4/21/2003	obsolete	\$	3,337.20
25081	Laptop Computer:Dell Latitude	5/20/2003	obsolete	\$	1,895.00
25100	Laptop Computer: Dell Latitude	4/28/2003	obsolete	\$	2,423.00
25102	Computer:Dell GX260T	4/21/2003	obsolete	\$	1,299.00
25103	Computer:Dell GX260T	4/29/2003	obsolete	\$	1,299.00
25176	Computer:Apple G4	6/2/2003	obsolete	\$	3,917.99
25219	Computer: Dell GX260T	4/30/2003	obsolete	\$	1,239.00
25228	Computer: Dell GX260T	4/30/2003	obsolete	\$	1,239.00
25457	Computer: Dell 533	5/1/2003	obsolete	\$	5,146.00
25664	Computer: Dell	4/30/2003	obsolete	\$	1,234.00
25721	Computer: Dell GX260T	4/30/2003	obsolete	\$	1,234.00
25779	Computer: Dell GX260T	4/30/2003	obsolete	\$	1,234.00
25838	Computer: Dell GX260T	4/29/2003	obsolete	\$	1,234.00
25898	Computer: Dell Precision 650	5/5/2003	obsolete	\$	5,146.00
25919	Ice Maker:Manitowoc	6/3/2003	poor	\$	2,300.00
26028	Computer:Dell GX260T	7/16/2003	obsolete	\$	1,357.68
26151	Server:Dell 1650	6/25/2003	obsolete	\$	2,899.92
26162	Server:Dell 2650	7/9/2003	obsolete	\$	7,565.42
26220	Projector:Epson	8/20/2003	obsolete	\$	7,072.48
26225	Projector:Epson	8/20/2003	obsolete	\$	7,072.48
26233	Card Reader:Danyl	8/13/2003	obsolete	\$	1,107.02
26234	Card Reader:Danyl	8/13/2003	obsolete	\$	1,107.02
26235	Card Reader:Danyl	8/13/2003	obsolete	\$	1,107.03
26276	Server:Dell 2650	12/3/2003	obsolete	\$	3,232.60
26277	Switch:PXI	12/5/2003	obsolete	\$	27,961.31
26807	Computer:Dell	7/23/2003	obsolete	\$	1,370.00

26815	Computer:Dell	7/23/2003	obsolete	\$	1,370.00
27178	Computer:Dell GX270T	10/22/2003	obsolete	\$	1,358.00
27225	Laptop Computer:Dell Latitude	12/17/2003	obsolete	\$	2,301.29
27244	Portable Streaming Encoder	5/11/2004	poor	\$	14,494.50
27268	Server:Dell 6650	8/27/2004	obsolete	\$	25,647.83
27273	TV/Monitor:Panasonic	9/14/2004	obsolete	\$	1,108.20
27274	TV/Monitor:Panasonic	9/14/2004	obsolete	\$	1,108.20
27380	Computer:Dell GX270T	11/14/2003	obsolete	\$	1,495.00
27381	Computer:Dell GX270T	11/14/2003	obsolete	\$	1,495.00
27384	Computer:Dell GX270T	11/14/2003	obsolete	\$	1,495.00
27393	Computer:Dell GX270T	11/14/2003	obsolete	\$	1,495.00
27398	Computer:Dell GX270T	11/14/2003	obsolete	\$	1,495.00
27509	Computer:Dell GX270T	12/23/2003	obsolete	\$	1,639.27
27510	Computer:Dell GX270T	12/23/2003	obsolete	\$	1,639.27
27553	Computer:Dell GX270T	1/8/2004	obsolete	\$	1,205.51
27554	Computer:Dell GX270T	1/8/2004	obsolete	\$	1,205.51
27556	Computer:Dell GX270T	1/8/2004	obsolete	\$	1,205.51
27557	Computer:Dell GX270T	1/8/2004	obsolete	\$	1,205.51
27567	Computer:Dell GX270T	1/8/2004	obsolete	\$	1,205.51
27569	Computer:Dell GX270T	1/8/2004	obsolete	\$	1,205.51
27710	Computer:Dell GX270	4/27/2004	obsolete	\$	1,252.38
27839	Projector:Epson	3/15/2004	obsolete	\$	6,789.26
27843	Projector:Epson	3/15/2004	obsolete	\$	6,789.26
27849	Document Camera:Samsung	3/15/2004	obsolete	\$	3,148.14
27850	Document Camera:Samsung	3/15/2004	obsolete	\$	3,148.14
27878	Projector:Epson	2/8/2005	obsolete	\$	4,530.93
27879	Projector:Epson	2/8/2005	obsolete	\$	4,530.93
27889	Projector:Epson	2/8/2005	obsolete	\$	4,530.93
27890	Projector:Epson	2/8/2005	obsolete	\$	4,530.93
27891	Projector:Epson	2/8/2005	obsolete	\$	4,530.93
27892	Projector:Epson	2/8/2005	obsolete	\$	4,530.93
27894	Projector:Epson	2/8/2005	obsolete	\$	4,530.93
28057	Laser Printer:Dell	6/21/2004	obsolete	\$	1,297.59
28685	Computer:Dell GX280	11/17/2004	obsolete	\$	1,540.66
28689	Computer:Dell GX280	11/22/2004	obsolete	\$	1,548.36
28771	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$	1,420.04
28772	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$	1,420.04

28775	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$	1,420.04
29096	Computer:Dell GX280	1/4/2005	obsolete	\$	1,227.27
29097	Computer:Dell GX280	1/4/2005	obsolete	\$	1,227.27
29107	Computer:Dell GX280	1/17/2005	obsolete	\$	1,659.24
29116	Computer:Dell 370	1/19/2005	obsolete	\$	2,198.78
29267	Laptop Computer:Dell Latitude	2/23/2005	obsolete	\$	1,696.90
29279	Printer:Epson	3/1/2005	obsolete	\$	1,531.00
29287	Server:Dell PowerEdge 2850	3/14/2005	obsolete	\$	3,654.24
29452	Computer:Dell GX280	4/1/2005	obsolete	\$	1,036.31
29628	Computer:Dell GX280	3/4/2005	obsolete	\$	1,453.12
29688	Computer:Dell GX280	3/23/2005	obsolete	\$	1,214.92
29689	Computer:Dell GX280	3/23/2005	obsolete	\$	1,214.92
29690	Computer:Dell GX280	3/23/2005	obsolete	\$	1,214.92
29806	Computer:Dell GX280	3/28/2005	obsolete	\$	1,065.16
29924	PowerVault:Dell	7/12/2005	obsolete	\$	11,276.18
30037	Laptop Computer:Dell Latitude	5/31/2005	obsolete	\$	1,824.07
30852	Computer:Dell GX280	6/16/2005	obsolete	\$	1,251.91
31109	Computer:Dell GX280	6/14/2005	obsolete	\$	1,119.91
31114	Computer:Dell GX280	6/14/2005	obsolete	\$	1,119.91
31121	Computer:Dell GX280	6/14/2005	obsolete	\$	1,119.91
31254	Computer:Dell 670	8/10/2005	obsolete	\$	3,186.00
31260	Computer:Dell 670	8/10/2005	obsolete	\$	3,186.00
31384	Computer:Dell 670	8/10/2005	obsolete	\$	3,186.00
31388	Computer:Dell 670	8/10/2005	obsolete	\$	3,186.00
31396	Computer:Dell 670	8/10/2005	obsolete	\$	3,186.00
31398	Computer:Dell 670	8/10/2005	obsolete	\$	3,186.00
31459	Computer:Dell GX280	8/2/2005	obsolete	\$	1,218.00
31761	Laptop Computer:Dell Latitude	3/7/2006	obsolete	\$	1,928.79
31762	Laptop Computer:Dell Latitude	3/7/2006	obsolete	\$	1,928.79
31763	Laptop Computer:Dell Latitude	3/7/2006	obsolete	\$	1,928.79
32009	Laptop Computer:Dell Latitude	5/8/2006	obsolete	\$	3,470.52
32069	Laptop Computer: Dell Latitude	5/17/2006	obsolete	\$	1,427.52
32218	Computer:Dell 670	9/14/2005	obsolete	\$	3,186.00
32586	Computer:Dell GX620	9/1/2005	obsolete	\$	1,465.00
32596	Computer:Dell GX620	9/1/2005	obsolete	\$	1,465.00
32851	Scanner:Canon	6/5/2006	poor	\$	3,360.00
32982	Projector:Epson EMP830P	10/5/2005	obsolete	\$	4,179.30

33386	Computer:Dell GX620	1/9/2006	obsolete	\$	1,440.97
33502	Laptop Computer:Dell Latitude	1/12/2006	obsolete	\$	1,306.59
33572	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$	1,626.50
33579	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$	1,367.96
33583	Laptop Computer:Dell Latitude	1/17/2006	obsolete	\$	1,367.96
33591	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$	1,367.96
33605	Laptop Computer:Dell Latitude	1/18/2006	obsolete	\$	1,367.96
33858	Laptop Computer: Dell Latitude	5/31/2006	obsolete	\$	2,586.30
34017	Laptop Computer:Dell Latitude	8/2/2006	obsolete	\$	2,027.35
34068	Server: Dell 2850	6/22/2006	obsolete	\$	4,979.40
34694	Projector	10/2/2006	obsolete	\$	3,177.82
34855	Laptop Computer:Dell Latitude	7/7/2006	obsolete	\$	1,259.05
34860	Laptop Computer:Dell Latitude	7/7/2006	obsolete	\$	1,259.05
34864	Laptop Computer:Dell Latitude	7/7/2006	obsolete	\$	1,259.05
34868	Laptop Computer:Dell Latitude	7/7/2006	obsolete	\$	1,259.05
35027	Laptop Computer:Dell Latitude	9/6/2006	obsolete	\$	1,528.33
35061	Laptop Computer:Dell Latitude	10/6/2006	obsolete	\$	1,528.33
35063	Laptop Computer:Dell Latitude	10/6/2006	obsolete	\$	1,528.33
35065	Laptop Computer:Dell Latitude	10/6/2006	obsolete	\$	1,528.33
35066	Laptop Computer:Dell Latitude	10/6/2006	obsolete	\$	1,528.33
35138	Printer:Kyocera	11/20/2006	poor	\$	1,359.00
35340	Server Poweredge	1/17/2007	obsolete	\$	5,513.87
35347	F48TI47Port	1/17/2007	obsolete	\$	5,861.13
35348	F48TI47Port	1/17/2007	obsolete	\$	5,861.13
35504	Laptop Computer:Dell D620	9/27/2006	obsolete	\$	1,221.32
35515	Laptop Computer:Dell D620	9/27/2006	obsolete	\$	1,221.32
35518	Laptop Computer:Dell D620	9/27/2006	obsolete	\$	1,221.32
35593	Laptop Computer:Dell Latitude	11/27/2006	obsolete	\$	1,493.28
35596	Laptop Computer:Dell Latitude	11/27/2006	obsolete	\$	1,493.28
35598	Laptop Computer:Dell Latitude	11/27/2006	obsolete	\$	1,493.28
35605	Laptop Computer:Dell Latitude	11/27/2006	obsolete	\$	1,493.28
35659	Laptop Computer:Dell Latitude	1/5/2007	obsolete	\$	1,489.63
35800	Dell Minitower	1/11/2007	obsolete	\$	1,237.77
35806	Dell Minitower	1/11/2007	obsolete	\$	1,237.77
35814	Dell Minitower	1/11/2007	obsolete	\$	1,237.77
35851	Laptop	2/21/2007	obsolete	\$	1,836.31
35867	Laptop	2/21/2007	obsolete	\$	1,836.31



35868	Laptop	2/21/2007	obsolete	\$	1,836.31
35878	Laptop	2/21/2007	obsolete	\$	1,836.31
35879	Laptop	2/21/2007	obsolete	\$	1,836.31
36580	Cat Cage	6/25/2007	poor	\$	2,770.00
36668	Computer: Laptop	5/30/2007	obsolete	\$	1,590.50
36894	Laptop -Latitude D830	10/29/2007	obsolete	\$	2,085.87
37087	Latitude D630	9/24/2007	obsolete	\$	1,388.52
37090	Latitude D630	9/24/2007	obsolete	\$	1,388.52
37093	Latitude D630	9/24/2007	obsolete	\$	1,388.52
37095	Latitude D630	9/24/2007	obsolete	\$	1,388.52
37106	Latitude D630	9/24/2007	obsolete	\$	1,388.52
37185	Cat Condo	3/20/2008	poor	\$	2,454.57
37186	Cat Condo	3/20/2008	poor	\$	2,454.57
37187	Cat Condo	3/20/2008	poor	\$	2,454.57
37188	Cat Condo	3/20/2008	poor	\$	2,454.57
37189	Cat Condo	3/20/2008	poor	\$	2,454.57
37190	Cat Condo	3/20/2008	poor	\$	2,454.57
37191	Cat Condo	3/20/2008	poor	\$	2,454.57
37434	Server - PowerEdge 2950	5/23/2008	poor	\$	7,078.74
38005	Computer - Latitude D830	5/27/2008	obsolete	\$	1,171.21
38067	Laptop Dell Latitude D830	6/3/2008	obsolete	\$	1,034.16
38069	Laptop Dell Latitude D830	6/3/2008	obsolete	\$	1,034.16
38367	Eiki Video Projector	1/23/2009	obsolete	\$	2,034.86
38373	Eiki Video Projector	1/23/2009	obsolete	\$	2,034.86
38610	EIKI Projector	7/1/2009	poor	\$	2,739.79
38612	EIKI Projector	7/1/2009	poor	\$	2,739.79
				TOTAL:	\$ 755,863.85

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

Miscellaneous Chairs, Tables and Furniture

Miscellaneous Computer & Telephone Parts

Miscellaneous Custodial Equipment

Miscellaneous Scientific, Medical, Exercise, Classroom and Kitchen Equipment


Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Conferlete Carney, Provost, Tarpon Springs Campus; Paul Spinelli, Director of Procurement and Asset Management recommend approval.

Djh0227131

March 19, 2013

**MEMORANDUM**

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

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

**SUBJECT:** Agency Billings

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

**Approval is sought to include all "agencies" listed below as approved "agencies" for billing of student fees and charges:**

Lamar Advertising Company  
Winged Foot Scholarship Foundation  
California Governors Scholarship Program  
North Carolina Special Forces Scholarship  
Bradfordville Animal Hospital  
Armed Forces Communication and Electronic Association  
Gamma Omicron Educational Services  
MassMutual Scholarship Program  
Steel Dynamics  
Marco Island Area Chamber of Commerce  
Headlands High School Lady Rams Softball Club  
Bethlehem United Methodist Church Clairmont NC  
Good Samaritan Mission Inc.  
East Texas Medical Center  
West Florida Y Runners Club  
Great Lakes National Scholarship Program  
Delta Scholarship Fund  
Interfaith Council of Sun City Center  
Greater Palm Harbor Area Chamber of Commerce  
Expressions Dance Academy

Doug Duncan, Senior Vice President, Administration/Business & Information Services; and Theresa Furnas, Associate Vice President for Financial & Business Services, recommend approval.

Mm022813

March 19, 2013

**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
2/4/2013	Couch,Marie S	Corporate Training E&SS DO	Administrative Svcs Supervisor
2/25/2013	Fuchs,Richard C	Custodial Services SE	Custodian
2/25/2013	Ngo,Duc Think V	Custodial Services SPG	Custodian
2/11/2013	Standish-Grochala,Pamela	Custodial Services CL	Custodian
2/2/2013	Asbury,Darlene K	Custodial Services CL	Custodian
2/11/2013	Crawford,Sabrina A	Institutional Research	Exec.Dir.Inst.Research/Effect.
2/18/2013	Huguley,Jason B.	College Construction DO	Facilities Specialist
2/18/2013	Zickefoose,Lisa L	Accounting Services	Grants Accountant
1/4/2013	Hawkins-Johnson,J.	Nursing HC	Instructor
2/18/2013	Reynolds,Mark	Campus Security SPG	Security Officer
2/11/2013	Seward,Ronald M	Campus Security SPG	Security Officer
2/18/2013	Williams,Kimberly R	SPC-Downtown	Sr Administrative Svcs Assist
2/11/2013	Konkle,Kathi L	Accounting Services	Staff Accountant

**HIRE Temporary/Supplemental**

Effect. Date	Name	Department/Location	Title
2/4/2013	Namey,Kelly A	Nursing HC	Adjunct Bach Prog.
1/7/2013	Keleske,Allison Marie	Nursing HC	Adjunct Bach Prog.
2/27/2013	Taylor,Gregory S	Dual Credit - AC	Contributed Service
2/18/2013	Antesberger,Brittany	College of Education	General Support
2/18/2013	Antonine,Theresa Lynn	College of Education	General Support
2/16/2013	Hollis,William M	SPC-Downtown	General Support
2/25/2013	Vazquez,Vidal	SPC-Downtown	General Support
2/28/2013	Crawford Jr,Nathaniel	Fine & Applied Arts CL	Instructor - Temporary Credit
2/18/2013	Mensch,Heidi F	Foreign Language TS	Instructor - Temporary Credit
2/27/2013	Taylor,Gregory S	Dual Credit - AC	Instructor - Temporary Credit
1/7/2013	Cross,William C.	Business Technologies CL	Instructor - Temporary Credit

2/18/2013	Panov, Sharon B.	District Library DO	OPS Career Level 1
2/18/2013	Siegler, William J	District Library DO	OPS Career Level 1
2/2/2013	Bourlon, Gerry M	Enrollment Management DO	OPS Career Level 1
2/25/2013	Mills, Elisy Nogueira	Academic & Student Affairs	OPS Career Level 5
3/2/2013	Wilburn, David	Associate Provost TS	OPS Career Level 6
2/11/2013	Brice, Jeanine	Academic & Student Affairs	Other Professional- Temporary
2/20/2013	Butler, Heather A	Natural Science SE	Other Professional- Temporary
2/11/2013	Jones, Charlene S.	Student Activities SPG	Other Professional- Temporary

**TRANSFER/PROMOTION Budgeted**

Effect. Date	Name	Department/Location	Title
3/4/2013	Adams, Kathleen R	Engineering Technology CL	Administrative Svcs Specialist

**FOREIGN TRAVEL**

Effect. Date	Name	Department/Location	Title
06/09/13-06/13/13	Williams, Latrica	Mathematics	Instructor

To attend the Math and Engineering conference in Honolulu, USA, to gain knowledge, skills, and resources that can be used to enhance instruction and improve student success.  
 Funded by SPC College. Total estimated cost to the College is \$1500.00

07/11/13-07/15/13	Gillis, Arlene	Orthotics & Prosthetics (O&P)	Director O&P
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To attend the National Accrediting Body of O&P Education Board meeting in Victoria, B.C., Canada, where decisions and topics discussed at this meeting may affect all O&P programs nationwide.  
 Funded by the National Accrediting Body of O&P Education

05/13/13-06/15/13	Yakle, Linda	Communications	Associate Professor
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To teach an online Western Humanities course while traveling the medieval Camino de Santiago in Spain, and to enrich the class by incorporating cultural experience into the syllabus and sharing them through a variety of technologies.  
 Funded by the Faculty Governance Organization. Total estimated cost the the College is \$2076.09

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.

Ssw031113

March 19, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *WDL*  
**SUBJECT:** Adjustments to the 2012-13 Salary Schedule

**Following a comprehensive review of St. Petersburg College's Classification & Salary Schedule by consultant Fox Lawson & Associates, approval is sought to update the 2012-2013 Salary Plan and Schedule.**

In July 2011, Minnesota-based Fox Lawson & Associates (FLA) started its comprehensive review of SPC's positions and pay, the first such review since 1998. The study was broken into two parts, starting with a review of Career Service positions and then evaluating Administrative & Professional (A&P) positions. The primary goals were to:

- 1) review all job functions to ensure employees are appropriately classified, job descriptions are up-to-date and in compliance with federal regulations;
- 2) review compensation to determine if pay is both internally equitable and externally competitive in the market; and
- 3) create clearer job families and career paths for employees.

In June 2012, the Board of Trustees adopted the recommendations for the Career Service portion of the Classification & Salary Schedule. Shortly thereafter, FLA commenced its review of A&P positions.

In February 2013, Fox Lawson submitted its findings and recommendations to the College. (This review also included 23 Career Service positions that, due to the nature of their work or changes to the function, had been set aside for review with A&P positions.)

In addition to determining that the College's pay structure is "highly competitive" with the market, FLA recommended a new classification and salary schedule with:

- updated job descriptions and titles; and
- fewer A&P classification titles, from 184 to 88.

The annualized estimated cost of the total implementation:

- Adjustments to A&P positions: \$200,000, which is about 0.18% of 2012-13 personnel costs

- Adjustments to Career Service positions: \$223,000, which is about 0.2% of 2012-13 personnel costs (changes during phases 1 and 2)
- Total combined adjustments: \$423,000, which is about 0.37% of 2012-13 personnel costs

The A&P implementation is effective immediately and will include related pay adjustments and updates (job title, grade, etc.). Any changes in compensation will be reflected in paychecks no later than April 5, 2013, retroactive to the paycheck of March 8, 2013.

Following implementation, affected employees may ask Fox Lawson & Associates for a review of the new classification and compensation structure. Fox Lawson shall be the final arbiter.

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

Ssw031113

## VII – G.1b Administrative & Professional Class Compensation Summary



### St. Petersburg College

Classification and  
Compensation Study:  
Final Report  
March 19, 2013



### Objectives of the Study and Study Phases

- **Internal equity**
- Assignment of jobs to the correct pay grade based on **duties and responsibilities**
- Development of a **job evaluation system** that is:
  - Transparent to employees
  - Understandable
  - Fair
  - Easy to use
- Determine **fair market value** of jobs
- Place employees in the right job title and each job title in the right pay grade



## 2. Job Analysis

- Reviewed all current **job descriptions**
- Requested employees to fill out a **position description questionnaire (PDQ)**
- **Interviewed College leadership** to understand the classification concerns and ensure our understanding of the functional area and levels of responsibilities
- **Interviewed employees** to verify job duties as necessary
- Based on the above, drafted classification structure that was reviewed and finalized through discussions with College Human Resources and Leadership

## 2. Job Analysis

- The classification structure and allocation of employees has been continually reviewed and evaluated per HR and management feedback
- We **carried over 23 positions from the Career Service study** into the A&P study to ensure proper placement.
  - We recommend moving 20 positions from Career Service to A&P
  - We recommend keeping three positions in Career Service
- We recommend **two current A&P positions move to Career Service**

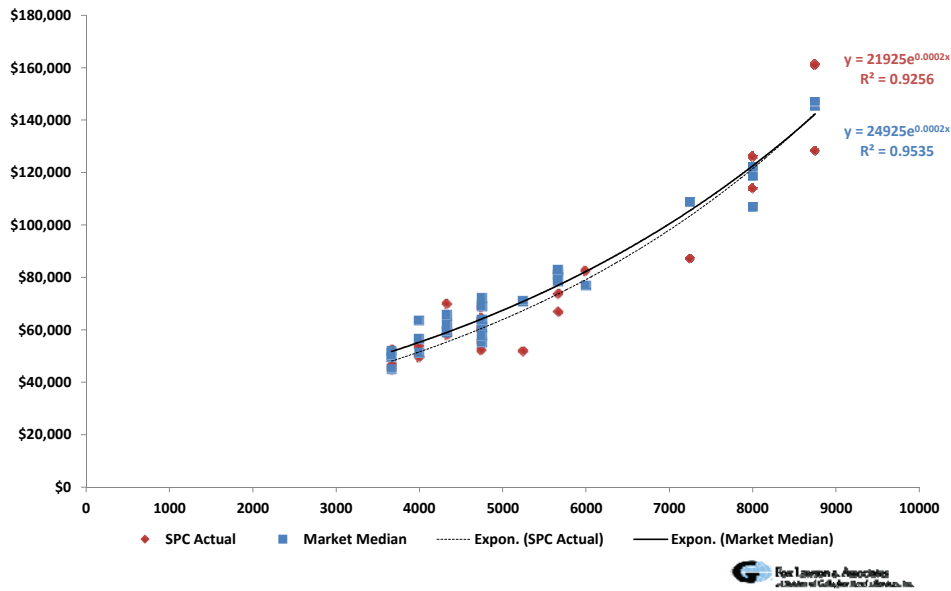
## 2. Job Evaluation

- **Purpose of Job Evaluation:**
  - Establishes a job value hierarchy
  - Helps to grade a new or changed job
- Similar to the Career Service project we utilized the **Decision Band™ Method** to evaluate all proposed classifications under the primary criteria:
  - Decision making
  - Supervision
  - Complexity and difficulty of job responsibilities
- We worked with College Human Resources to apply the Decision Band™ Method to all new classifications
- Evaluations were reviewed and verified by College Leadership and Human Resources

## 3. Compensation Study - Process

- Select benchmarks - **Identified comparable positions for 39 of the 88 classifications**
- Identify labor market - **Higher Ed and local private sector**
- Collect and verify salary data – **published salary surveys**
- Develop recommended pay plan - **Regression**
- Assign jobs to pay grades – **Job Evaluation**
- Develop transition plans and costs – **Implementation Cost**
- College review of implementation plan

### 3. Compensation Study – Salary Structure



### 3. Compensation Study – Market Data / Salary Structure

- The following guidelines are used when determining the competitive nature of current compensation:
  - +/-5% = **Highly Competitive**
  - +/-10% = Competitive
  - +/-10-15% = Possible misalignment with market
  - >15% = Significant misalignment with market
- How the College's actual salaries compare to the market data:
  - The college is considered **Highly Competitive** with the market
  - Based on comparing the market actual salaries with the College actual salaries, the College actual salaries are **-1.5% below market** on average
- We next combined the market data with the DBM evaluations to develop a salary structure through a process called regression analysis

## 4. Final Report

- Similar to the Career Service phase of the project, the College has chosen to implement the proposed salary structure utilizing the **“increase to the minimum method”**:
  - A&P salaries below new minimum – 54 employees
  - Career Service salaries (moved to A&P) below new maximum – 14 employees
  - Estimated “increase to the minimum” implementation cost:
    - Adjustments to A&P positions - \$200,000 , which is about 0.18% of 2012-13 personnel costs
    - Adjustments to Career Service positions - \$223,000, which is about 0.2% of 2012-13 personnel costs (changes during phases 1 & 2)
    - Total combined adjustments - \$423,000, which is about 0.37% of 2012-13 personnel costs

## 4. Final Report

- **Breakdown of 70 employees with pay adjustments**
  - **Related to Information Technology: 12**
  - **By location, non-IT: 58**
    - Allstate: 3
    - Clearwater: 8
    - District Office: 12
    - EpiCenter: 13
    - Health Education Center: 9
    - Palladium: 2
    - St. Petersburg/Gibbs: 4
    - Seminole: 4
    - Tarpon Springs: 3

## CLASSIFICATION & SALARY SCHEDULE 2012-2013

CLASSIFICATION SERIES	CLASSIFICATION TITLE	Minimum	Maximum	
<b>CAREER SERVICE</b>				
<b>GRADE 1</b>				
		\$22,446	\$32,546	Annual
		\$10.79	\$15.65	Hourly
Custodial Services	Custodian			
Landscaping	Landscaper			
Library Services	Library Services Technician			
Print Services	Print Services Technician			
<b>GRADE 2</b>				
		\$25,032	\$36,296	Annual
		\$12.03	\$17.45	Hourly
Administrative Services	Administrative Services Assistant			
Accounting Support	Accounting Support Assistant			
Transportation	Bus Operator			
Facilities	Lead Custodian			
Custodial Services	Lead Custodian			
Materials Management	Materials Management Assistant			
Security	Security Officer			
Landscaping	Senior Landscaper			
Student Support	Student Support Assistant			
<b>GRADE 3</b>				
		\$27,618	\$40,046	Annual
		\$13.28	\$19.25	Hourly
Administrative Services	Senior Administrative Services Assistant			
Library Services	Senior Library Services Technician			
Security	Senior Security Officer			
<b>GRADE 4</b>				
		\$29,846	\$44,172	Annual
		\$14.35	\$21.24	Hourly
Academic Records	Academic Records Specialist			
Accounting Support	Accounting Support Technician			
Administrative Services	Administrative Services Specialist			
Multimedia Services	Multimedia Services Assistant			
Museum	Museum Technician			
Print Services	Senior Print Services Technician			
Sign Language Interpretation	Sign Language Interpreter			
Student Support	Student Support Specialist			
Veterinary	Veterinary Technician			
<b>GRADE 6</b>				
		\$32,400	\$47,953	Annual
		\$15.58	\$23.05	Hourly
Accounting Support	Accounting Support Specialist			
Custodial Services	Custodial Supervisor			
Facilities	Facilities Specialist			
Graphic Design	Graphic Designer			
Human Resources	Human Resources Specialist			
Information Technology	Information Technology Technician			
Instructional Support	Instructional Specialist			
Instructional Technology	Instructional Technology Specialist			
Laboratory Support	Laboratory Specialist			
Landscaping	Landscaper Supervisor			
Library Services	Library Services Paraprofessional			
Materials Management	Materials Management Specialist			
Multimedia Services	Multimedia Services Specialist			
Performance Support	Performance Support Specialist			
Institutional Research	Research Specialist			
Risk Management	Risk Management Specialist			
Security	Security Supervisor			
Administrative Services	Senior Administrative Services Specialist			
Sign Language Interpretation	Senior Lead Sign Language Interpreter			
Veterinary	Senior Veterinary Technician			
Information Technology Support	Technology Support Specialist			
Transportation	Transportation Supervisor			

## CLASSIFICATION & SALARY SCHEDULE 2012-2013

CLASSIFICATION SERIES	CLASSIFICATION TITLE	Minimum	Maximum	
	<b>GRADE 6</b>	\$34,675	\$52,013	Annual
		\$16.67	\$25.01	Hourly
Sign Language Interpretation	Lead Sign Language Interpreter			
Recruiting	Recruiter			
Custodial Services	Senior Custodial Supervisor			
Facilities	Senior Facilities Specialist			
Human Resources	Senior Human Resources Specialist			
Instructional Support	Senior Instructional Specialist			
Materials Management	Senior Materials Management Specialist			
Student Support	Student Support Advisor			
Information Technology Support	Senior Technology Support Specialist			
	<b>GRADE 7</b>	\$37,849	\$56,773	Annual
		\$18.20	\$27.29	Hourly
Academic Records	Academic Records Supervisor			
Accounting Support	Accounting Support Supervisor			
Administrative Services	Administrative Services Supervisor			
Administrative Services	Executive Administrative Services Specialist			
Information Technology	Information Technology Specialist			
	<b>GRADE 8</b>	\$41,654	\$62,481	Annual
		\$20.03	\$30.04	Hourly
Facilities	Facilities Supervisor			
Materials Management	Materials Management Supervisor			
Print Services	Print Services Supervisor			
Information Technology Support	Technology Support Supervisor			
<b>ADMINISTRATIVE &amp; PROFESSIONAL</b>				
	<b>GRADE A</b>	\$43,248	\$60,547	Annual
Academic Program	Academic Program Coordinator			
Academic Records	Academic Records Coordinator			
Museum	Assistant Curator			
Curriculum Development	Curriculum Developer			
Development	Development Specialist			
Human Resources	Human Resources Coordinator			
Library Services	Information Resources Librarian			
Laboratory Support	Laboratory Coordinator			
Media Services	Media Services Coordinator			
Marketing/Communications	Multimedia Content Developer			
Performance Operations	Performance Operations Manager			
Stand Alone	Range Master			
Institutional Effectiveness	Research Analyst			
Risk Management	Risk Management Coordinator			
Student Activities	Student Activities Coordinator			
Student Support	Student Support Counselor			
Multimedia Services	Videographer			
	<b>GRADE B</b>	\$46,226	\$64,717	Annual
Finance/Accounting	Accountant/Financial Analyst			
Business Development	Business Development Representative			
Library Services	College Archivist			
Emergency Management	Emergency Management Coordinator			
Interior Design	Facilities Coordinator			
Facilities	Facilities Coordinator			
Coaching	Head Coach			
Human Resources	Human Resources Trainer			
Instructional Support	Instructional Support Coordinator			
Legal Services	Legal Services Coordinator			
Project Management	Project Manager			
Academic Program	Senior Academic Program Coordinator			
Student Support	Senior Student Support Counselor			

## CLASSIFICATION & SALARY SCHEDULE 2012-2013

CLASSIFICATION SERIES	CLASSIFICATION TITLE	Minimum	Maximum	
<b>GRADE C</b>				
Museum	Curator	\$49,410	\$69,174	Annual
Development	Development Officer			
Development	Development Officer			
Grants	Grant Writer			
Graphic Design	Graphic Design Manager			
Human Resources	Human Resources Manager			
Institutional Effectiveness	Institutional Effectiveness Coordinator			
Instructional Technology	Instructional Technology Analyst			
Marketing/Communications	Marketing/Communications Manager			
Materials Management	Materials Management Manager			
Multimedia Services	Producer			
Finance/Accounting	Senior Accountant/ Financial Analyst			
Facilities	Senior Facilities Coordinator			
Performance Operations	Senior Performance Operations Manager			
<b>GRADE D</b>				
Facilities	Facilities Manager	\$53,707	\$75,190	Annual
Grants	Grant Management Coordinator			
Information Technology	Information Technology Analyst			
Instructional Support	Instructional Support Manager			
Instructional Technology	Instructional Technology Coordinator			
Performance Operations	Performance Operations Director			
Security	Security Director			
Development	Senior Development Officer			
Instructional Technology	Senior Instructional Technology Analyst			
Student Support	Student Support Manager			
<b>GRADE E</b>				
Multimedia Services	Broadcast Services Manager	\$59,356	\$83,098	Annual
Direct Revenue Support	Business Development Officer			
Marketing/Communications	Marketing/Communications Assistant Director			
Information Technology	Senior Information Technology Analyst			
<b>GRADE F</b>				
Academic Management	Academic Program Manager	\$61,938	\$92,906	Annual
Academic Program	Academic Program Manager			
Finance/Accounting	Accounting/ Finance Director			
Human Resources	Human Resources Operations Director			
Institutional Effectiveness	Institutional Effectiveness Director			
Library Services	Library Program Director			
Materials Management	Materials Management Director			
Museum	Museum Director			
Performance Operations	Performance Operations Executive Director			
<b>GRADE G</b>				
Academic Management	Academic Program Director	\$66,203	\$99,305	Annual
Administrative Services	Chief of Staff			
Student Support	Student Support Director			
<b>GRADE H</b>				
Administrative Management	Administrative Director	\$70,762	\$106,144	Annual
Facilities	Facilities Director			
Information Technology	Information Technology Manager			
Instructional Technology	Instructional Technology Director			
<b>GRADE I</b>				
Administrative Management	Administrative Director	\$85,007	\$127,510	Annual
Student Services	Associate Provost			
Information Technology	Information Technology Director			
Institutional Effectiveness	Institutional Effectiveness Executive Director			
Academic Management	Senior Academic Program Director			

**CLASSIFICATION & SALARY SCHEDULE 2012-2013**


<b>CLASSIFICATION SERIES</b>	<b>CLASSIFICATION TITLE</b>	<b>Minimum</b>	<b>Maximum</b>	
	<b>GRADE J</b>			
Direct Revenue Development	Academic Executive Program Director	\$98,763	\$148,145	Annual
Academic Management	Academic Executive Program Director			
Administrative Management	Administrative Executive Director			
	<b>GRADE K</b>	\$105,565	\$158,348	Annual
Academic Management	Academic Associate Vice President			
Administrative Management	Administrative Associate Vice President			
Academic Management	Dean			
Student Services	Provost			
Student Services	Student Services Associate Vice President			
	<b>GRADE L</b>			
Administrative Management	Administrative Vice President	\$114,747	\$172,120	Annual
Direct Resource Development Support	Administrative Vice President			
	<b>GRADE M</b>	\$126,815	\$190,222	Annual
Academic Management	Academic Senior Vice President			
Administrative Management	Administrative Senior Vice President			
Student Services	Student Services Senior Vice President			



March 19, 2013

**MEMORANDUM**

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

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

**SUBJECT:** FY12-13 July 1 – February 28 Fund 1 Financial Report and FY13-14 Budget Update

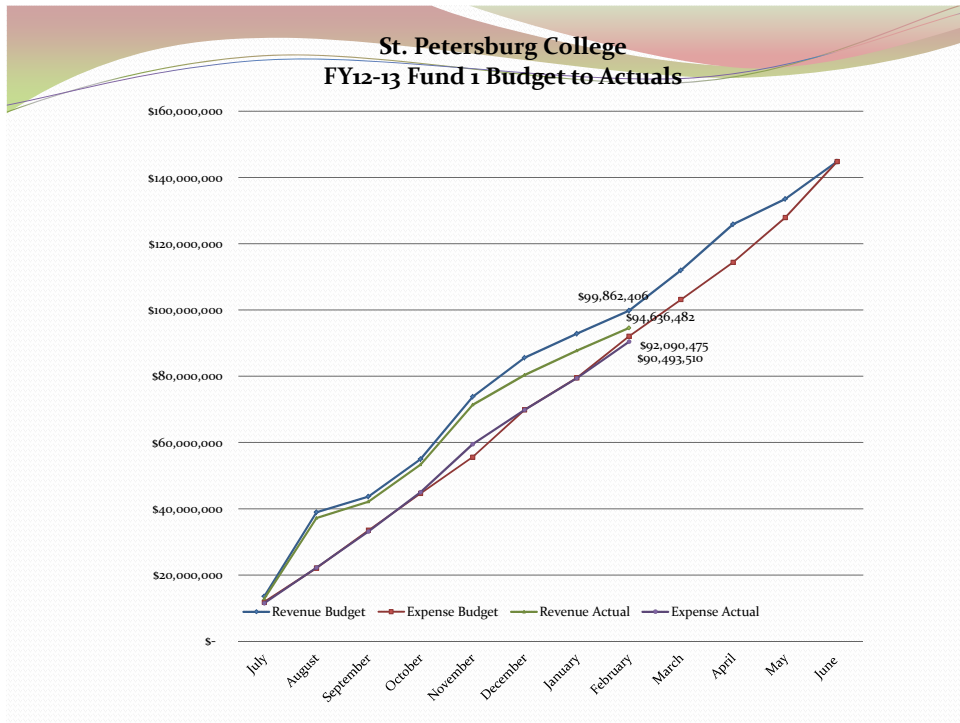
Attached for information is the Fund 1 financial report for FY12-13 July 1 – February 28 time period. Also included is the FY13-14 Tentative Budget Update

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

Attachments

Jjc031113

VII – G.2b Financial Power Point



ST. PETERSBURG COLLEGE  
FY2012-2013 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 - February 29

Revenue	FY12-13 Budget	FY12-13 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance	% YOY Variance
<b>Revenue</b>						
Student Tuition & Out-of-State Fees	\$ 61,326,755	\$ 47,901,804	78%		\$ (1,334,672)	-3%
State Appropriation - CCPF	\$ 51,927,099	\$ 34,909,277	67%		\$ (1,326,240)	-4%
State Appropriation - Lottery	\$ 10,870,305	\$ 2,174,061	20%		\$ (811,413)	-19%
Operating Cost for New Facilities	\$ 436,849	\$ -	0%		\$ -	0%
Distance Learning Fee	\$ 3,319,162	\$ 2,574,233	78%		\$ 1,847	0%
Technology Fee	\$ 3,074,103	\$ 2,368,521	77%		\$ (7,385)	0%
Lab Revenue Fees	\$ 2,063,917	\$ 1,527,873	74%		\$ (83,204)	-5%
Other Revenues	\$ 3,962,196	\$ 2,157,645	54%		\$ (409,318)	-16%
Other Student Fees	\$ 1,992,768	\$ 1,023,067	51%		\$ (83,323)	-8%
Fund Transfers In	\$ 2,175,201	\$ -	0%		\$ -	0%
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0%		\$ -	0%
One-Time Non-Recurring Funds	\$ 1,569,328	\$ -	0%		\$ -	0%
<b>Total Revenues - Fund 1x</b>	<b>\$ 144,867,283</b>	<b>\$ 94,636,482</b>	<b>65%</b>	<b>71%</b>	<b>\$ (3,754,005)</b>	<b>-4%</b>
<b>Operating Costs</b>	<b>FY12-13 Budget</b>	<b>FY12-13 YTD Actual</b>	<b>% of YTD Expense</b>	<b>Year to Date %</b>	<b>\$ YOY Variance</b>	<b>% YOY Variance</b>
<b>Personnel &amp; Benefits</b>						
Instructional/Faculty-Full Time	\$ 27,970,430	\$ 17,491,111	63%		\$ 1,337,078	8%
Administrative	\$ 20,495,375	\$ 13,691,867	67%		\$ (399,702)	-3%
Career (Non-Instructional)	\$ 23,900,492	\$ 14,684,404	61%		\$ (30,950)	0%
Adjunct/Supplemental	\$ 14,976,123	\$ 9,113,666	61%		\$ (1,196,719)	-12%
Other Academic	\$ 539,843	\$ 155,197	29%		\$ (24,176)	-13%
Non-Instructional OPS and Overtime	\$ 2,950,707	\$ 1,691,537	57%		\$ (14,527)	-1%
Student Assistants	\$ 500,000	\$ 279,808	56%		\$ 84,660	24%
Personnel Benefits	\$ 21,755,250	\$ 15,985,827	73%		\$ 1,251,904	9%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 112,998,321</b>	<b>\$ 72,986,517</b>	<b>65%</b>	<b>64%</b>	<b>\$ 977,567</b>	<b>1%</b>
<b>Current Expense</b>						
Travel	\$ 602,964	\$ 418,192	69%		\$ 46,163	12%
Repairs & Maintenance	\$ 1,217,864	\$ 776,419	64%		\$ 109,289	16%
Rentals/Leases	\$ 474,271	\$ 290,791	61%		\$ 15,319	8%
Insurance (Non-Health)	\$ 1,725,368	\$ 1,644,256	95%		\$ 30,161	2%
Utilities	\$ 6,235,055	\$ 3,726,880	60%		\$ (29,646)	-1%
Services and Fees	\$ 4,872,079	\$ 2,468,135	50%		\$ (29,865)	-1%
Scholarships/Fee Waivers	\$ 610,895	\$ 678,052	111%		\$ 186,874	38%
Materials and Supplies	\$ 5,442,805	\$ 3,386,570	62%		\$ (535,380)	-14%
Tech Expense/Licensing	\$ 2,564,455	\$ 1,736,990	68%		\$ 202,565	13%
Bad Debt/Unemployment Comp/Misc	\$ 1,547,782	\$ (37,556)	-3%		\$ (37,721)	-22891%
Other Current Expense	\$ 2,790,269	\$ 1,086,252	40%		\$ (103,818)	-9%
<b>Total Current Expense</b>	<b>\$ 27,633,806</b>	<b>\$ 16,081,962</b>	<b>58%</b>	<b>62%</b>	<b>\$ (146,064)</b>	<b>-1%</b>
<b>Capital Spending</b>						
Computer Refresh Leases	\$ 3,284,815	\$ 1,070,577	33%		\$ (273,239)	-20%
Capital Purchases- Non-Recurring	\$ 980,341	\$ 354,434	36%		\$ (889,199)	-74%
<b>Total Capital Spending</b>	<b>\$ 4,265,156</b>	<b>\$ 1,425,011</b>	<b>34%</b>	<b>46%</b>	<b>\$ (1,262,438)</b>	<b>-47%</b>
<b>Total Operating Costs - Fund 1x</b>	<b>\$ 144,867,283</b>	<b>\$ 90,493,510</b>	<b>62%</b>	<b>64%</b>	<b>\$ (430,935)</b>	<b>0%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ 0</b>	<b>\$ 4,142,973</b>				

## Tentative Budget Development Considerations:

- No enrollment or tuition increase
- Continuation of 12-13 capital improvement fee cap adjustment
- Anticipates retirement system cost increase
- Anticipates reduction in health care retention funding
- Annualized salary schedule study costs
- Continues Technology Refresh Plan
- Continues discretionary campus capital improvement funding
- Anticipates shift of technology infrastructure costs to capital improvement budget

Revenue	FY12-13 Budget		FY13-14 Budget Projection	
Funds				Total Avail
Student Tuition & Out-of-State Fees	\$ 61,326,755		\$ 58,631,441	(\$2,695,314)
State Appropriation - CCPF	\$ 52,364,048		\$ 53,662,065	\$1,298,017
State Appropriation - Lottery	\$ 10,870,305		\$ 10,870,305	\$0
Operating Cost of New Facilities	\$ -		\$ 106,159	\$106,159
Distance Learning Fee	\$ 3,319,162		\$ 3,284,455	(\$34,707)
Technology Fee	\$ 3,074,103		\$ 2,996,735	(\$77,368)
Lab Fee Revenues	\$ 2,062,917		\$ 2,662,917	\$600,000
Other Revenues	\$ 3,962,196		\$ 3,312,196	(\$650,000)
Other Student Fees	\$ 1,992,768		\$ 1,792,768	(\$200,000)
Fund Transfers In	\$ 2,175,201		\$ 2,087,471	(\$87,730)
Non-recurring revenue	\$ 3,719,828		\$ 3,719,828	\$0
<b>Total Revenues</b>	<b>\$ 144,867,283</b>		<b>\$ 143,126,340</b>	<b>(\$1,740,943)</b>

Personnel & Benefits	FY12-13 Budget		FY13-14 Budget Projection	
Instructional/Faculty-Full Time	\$ 27,455,049		\$ 27,699,442	\$244,394
Administrative	\$ 20,920,757		\$ 20,626,874	(\$293,883)
Career (Non-Instructional)	\$ 23,900,492		\$ 23,509,381	(\$391,111)
<b>Total Budgeted Personnel Salaries</b>	<b>\$ 72,276,298</b>		<b>\$ 71,835,697</b>	
LDAdjunct/Supp	\$ 11,409,566		\$ 11,409,566	\$0
UDAdjunct/Supp	\$ 3,202,934		\$ 3,202,934	\$0
Open Campus Adjunct/Supp	\$ 560,214		\$ 560,214	\$0
Other Instructional OPS	\$ 343,353		\$ 343,353	\$0
Non-Instructional OPS and Overtime	\$ 2,950,707		\$ 2,950,707	\$0
Employee Benefits - Retirement	\$ 3,606,315		\$ 4,727,956	\$1,121,641
Employee Benefits - FICA/Medicare	\$ 5,517,662		\$ 5,465,434	(\$52,228)
Employee Benefits - Health/Dental/Wellness	\$ 12,097,398		\$ 11,453,676	(\$643,721)
Employee Benefits - Other	\$ 324,158		\$ 324,158	\$0
Student Assistants	\$ 500,000		\$ 500,000	\$0
Compensated Absences	\$ 209,718		\$ -	(\$209,718)
<b>Total Personnel &amp; Benefits</b>	<b>\$ 112,998,321</b>	<b>78.00%</b>	<b>\$ 112,773,694</b>	<b>78.80%</b>

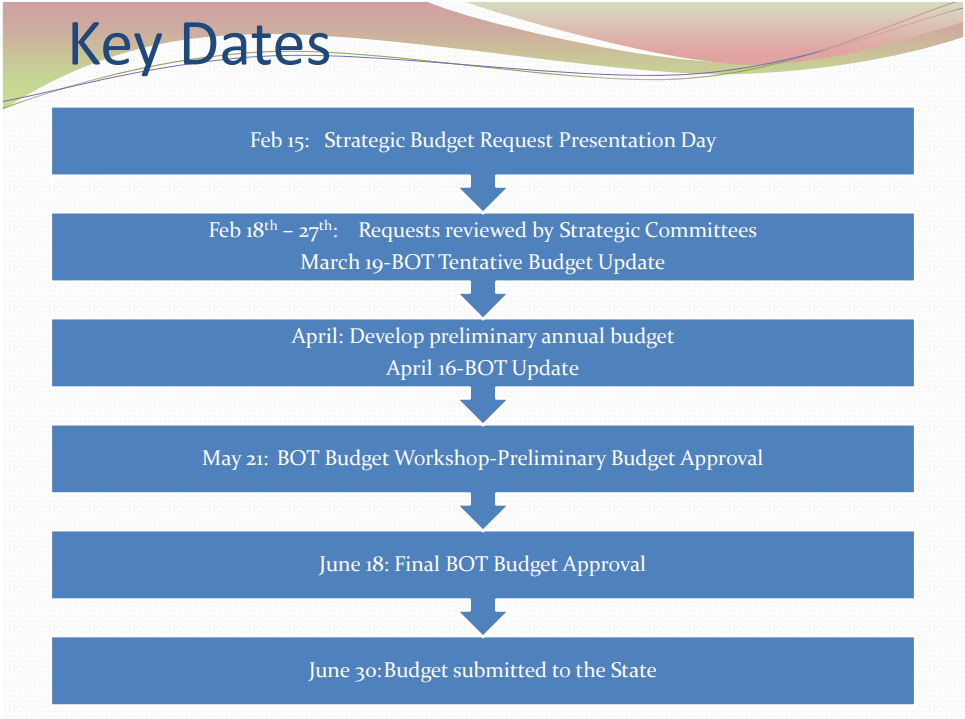
Current Expense & Contingencies	FY12-13 Budget		FY13-14 Budget Projection	
Travel	\$ 602,964		\$ 602,964	\$0
Freight/Postage/Communication	\$ 683,798		\$ 683,798	\$0
Printing/Copying	\$ 192,096		\$ 192,096	\$0
Repairs & Maintenance	\$ 1,217,864		\$ 1,217,864	\$0
Rentals/Leases	\$ 474,271		\$ 474,271	\$0
Insurance	\$ 1,725,368		\$ 1,725,368	\$0
Utilities	\$ 6,235,055		\$ 6,235,055	\$0
Services and Fees	\$ 4,972,079		\$ 4,972,079	\$0
Supplies	\$ 5,442,805		\$ 5,442,805	\$0
Scholarships/Fee Waivers	\$ 610,895		\$ 610,895	\$0
Transfers Out	\$ 500,000		\$ 500,000	\$0
Bad Debt/Unemployment Comp/Misc	\$ 1,147,782		\$ 1,147,782	\$0
Tech Expense/Licensing	\$ 2,504,455		\$ 2,004,455	(\$500,000)
<b>Subtotal Current Expense</b>	<b>\$ 26,309,431</b>		<b>\$ 25,809,431</b>	
<b>Contingencies</b>				
Distance Fee Contingency	\$ 63,187		\$ 63,187	\$0
Technology Fee Contingency	\$ 46,212		\$ 46,212	\$0
General Contingency	\$ 1,214,976		\$ 989,976	(\$225,000)
<b>Subtotal Contingencies</b>	<b>\$ 1,324,375</b>		<b>\$ 1,099,375</b>	
<b>Total Current Expense &amp; Contingencies</b>	<b>\$ 27,633,806</b>	<b>19.08%</b>	<b>\$ 26,908,806</b>	<b>18.80%</b>
<b>Capital Spending</b>				
Computer/Technology Refresh Leases	\$ 3,254,815		\$ 2,954,815	(\$300,000)
One-Time Capital Purchases	\$ 980,341		\$ 480,341	(\$500,000)
<b>Total Capital Spending</b>	<b>\$ 4,235,156</b>	<b>2.92%</b>	<b>\$ 3,435,156</b>	<b>2.40%</b>
<b>Total Current and Capital Expenses</b>	<b>\$ 31,868,962</b>		<b>\$ 30,343,962</b>	
<b>Total Operating Costs</b>	<b>\$ 144,867,283</b>		<b>\$ 143,117,657</b>	
<b>Total Remaining Funds</b>	<b>\$ 0</b>		<b>\$ 8,684</b>	

### Salary Adjustment Funding Scenarios

Pay Adjustment %	Cost	Enrollment growth needed to fund salary adjustments	Total SSH Enrollment Growth Needed	Difference
			Current SSH: 652,097	
1.0%	\$ 1,004,959	2.0%	665,139	13042
2.0%	\$ 2,009,917	3.6%	675,573	23476
3.0%	\$ 3,014,876	5.2%	686,006	33909

Pay Adjustment %	Cost	Tuition increase needed to fund salary adjustments	Lower Division- In State (tuition)	Lower Division - Out of State	Upper Division- In State	Upper Division- Out of State
			\$ 80.94	\$ 242.97	\$ 91.79	\$ 275.53
1.0%	\$ 1,004,959	2.0%	\$ 82.55	\$ 247.83	\$ 93.63	\$ 281.04
2.0%	\$ 2,009,917	3.6%	\$ 83.85	\$ 251.72	\$ 95.09	\$ 285.45
3.0%	\$ 3,014,876	5.2%	\$ 85.14	\$ 255.60	\$ 96.56	\$ 289.86

Personnel & Benefits Increase Amount	1%	2%	3%
Instructional/Faculty-Full Time	\$ 276,994	\$ 553,989	\$ 830,983
Administrative/Professional	\$ 206,269	\$ 412,537	\$ 618,806
Career (Non-Instructional)	\$ 235,094	\$ 470,188	\$ 705,281
Lower Division Adjunct/Supplemental	\$ 114,096	\$ 228,191	\$ 342,287
Upper Division Adjunct/Supplemental	\$ 32,029	\$ 64,059	\$ 96,088
Open Campus Adjunct/Supp	\$ 5,602	\$ 11,204	\$ 16,806
Other Instructional OPS	\$ 3,434	\$ 6,867	\$ 10,301
Non-Instructional OPS and Overtime	\$ 29,507	\$ 59,014	\$ 88,521
Employee Benefits - Retirement	\$ 47,280	\$ 94,559	\$ 141,839
Employee Benefits - FICA/Medicare	\$ 54,654	\$ 109,309	\$ 163,963
<b>Total Personnel &amp; Benefits</b>	<b>\$1,004,959</b>	<b>\$2,009,917</b>	<b>\$ 3,014,876</b>



### VII – H Foundation Update



# Foundation Update



**Contributions: Three Year Comparison**

<b>FY 2011</b>	<b>\$ 813,239</b>
<b>FY 2012</b>	<b>\$1,095,505</b>
<b>FY 2013</b> thru February, 2013	<b>\$1,252,527</b>



**Three Year Comparison by Quarter**

	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b>
QE Jun 30	\$158,257	\$160,250	\$246,533
QE Sep 30	\$149,273	\$179,303	\$349,060
QE Dec 31	\$175,039	\$167,973	\$595,829
QE Mar 31	\$330,670	\$587,978	
<b>TOTAL</b>	<b>\$813,239</b>	<b>\$1,095,504</b>	<b>\$1,192,423</b>





### Three Year Comparison / Number and Type

	FY 2011	FY 2012	FY 2013 (thru Feb 2013)
Gifts	610	654	769
Donors	515	561	651
Gifts for Scholarships	323	370	451
Gifts for Programs	318	190	244
Tribute Gifts	37	28	74
Online Gifts	13	21	45

**FOUNDATION**

March 2013



### Three Year Comparison by Source

Source	FY 2011	FY 2012	FY 2013 (thru Feb 2013)
Individual	425	481	549
Corporate	36	33	45
Clubs/Organizations	30	21	33
Foundations	18	17	14
Planned Gifts	6	9	10
<b>Total Donors</b>	<b>515</b>	<b>561</b>	<b>651</b>

**FOUNDATION**

March 2013



**Three Year Comparison by Gift Size**

<b>Gift Size</b>	<b>FY 2011</b>	<b>FY 2012</b>	<b>FY 2013</b> (thru Feb 2013)
\$100,000+	1	2	1
\$50,000 - \$99,999	2	1	4
\$25,000 - \$49,999	8	5	10
\$10,000 - \$24,999	12	12	14
\$ 5,000 - \$10,000	9	16	20
\$ 1,000 - \$ 4,999	46	51	55
<b>Total Gifts ≥ \$1,000</b>	<b>78</b>	<b>87</b>	<b>104</b>

\*Payroll deductions combined and counted as one gift

**Donor Communications**

Gift Acknowledgement Letter	Within three days of receipt
President's Thank You Letter	Within 30 days of receipt
Student Thank You letters	Up to three times / year
Program Update	Coincides with project
Foundation Newsletter	Four-six times / year
Scholarship Luncheon	Annually
Innovation Grants Initiative Luncheon	Annually
Other Events and Functions	Various
Donor Account Summary Statement	Annually



### Scholarship Update

Session	Eligible Apps	Male	Female	Recipients	Awards	Award Total
Fall 2012	745	177	538	543	743	\$517,757
Spring 2013	1133	263	838	523	667	\$469,447
Summer 2013	<i>(in progress)</i>					
<b>Total</b>	<b>1878</b>	<b>440</b>	<b>1376</b>	<b>1066</b>	<b>1410</b>	<b>\$987,201</b>

Average Foundations Scholarship Award = \$700

First Generation	Recipients	Awards	Foundation Funds	State Match	Award Total
Sessions I & II	409	818	\$81,634	\$81,634	\$163,268

**FOUNDATION**

March 2013



**Questions?**


**FOUNDATION**

March 2013

March 19, 2013

**MEMORANDUM**

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

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

**SUBJECT:** Board of Trustees' Rules

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

**6Hx23-1.02 Philosophy and Objectives (Purpose) of the College** The proposed changes to the Rule will change the title of the Rule to *Statement of Purpose and Mission* and provide a framework for reviewing and updating the statement of purpose and mission of the College. *Submitted by Jamelle Conner*

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

slg0228131

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

The Board of Trustees authorizes and directs the President or designee to establish, review and make revisions to develop a clearly defined, comprehensive mission statement for the College. The mission statement will be reviewed and updated every 3 years; in addition to the development of an annual strategic plan. Revisions to the College's mission statement shall be approved by the Board.

The mission statement will be adopted, published, implemented and made available to all constituencies of the College and to the general public.

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

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

- ~~I. Expand student access to baccalaureate programs, bachelor's degrees, graduate degrees, and careers; as well as prepare lower division students for successful transfer into baccalaureate programs through the associate in arts and articulated associate in science degree programs;~~
- ~~II. Maintain the "open door" by providing opportunities for under-prepared students to achieve college entry-level skills through college preparatory programs and services;~~
- ~~III. Promote the community's economic and cultural development with noncredit programs, continuing education lifelong learning, and targeted partnerships and leadership initiatives;~~
- ~~IV. Contribute to the international education of students by providing opportunities that encourage global awareness and perspectives;~~

- ~~V. Provide challenging educational opportunities for area high school students through dual enrollment, charter school and similar programs;~~
- ~~VI. Promote student learning and maximize opportunities for student success by enhancing services delivered by student affairs staff;~~
- ~~VII. Provide a diverse student body with innovative teaching and learning technologies in various instructional modalities;~~
- ~~VIII. Build/acquire and maintain a high-quality infrastructure, including technology, facilities, and equipment to meet student and community needs;~~
- ~~IX. Recruit and develop an outstanding, diverse faculty and staff; and~~
- ~~X. Perform continuous institutional self-evaluation and efficient and effective operations to assure a culture of excellence in student services and academic success.~~

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

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

Specific Authority: 1001.64(2) & (4), F.S.  
Law Implemented: 1001.64, 1012.855(2), F.S.

History: Formerly 6Hx23-1-0.00; Readopted 10/25/77; Amended 1/18/79, 9/17/81; Filed and effective 9/17/81; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 12/14/99. Filed - 12/14/99. Effective - 12/14/99; 8/21/01. Filed - 8/21/01. Effective - 8/21/01; 3/20/07. Filed - 3/20/07. Effective - 3/20/07; 10/20/09. Filed - 10/20/09. Effective - 10/20/09; 6/21/11. Filed - 6/21/11. Effective - 6/21/11; 4/17/12. Filed - 4/17/12. Effective - 4/17/12; 3/19/13. To Be Filed - 3/19/13. Proposed Date To Become Effective - 3/19/13.