

## **MINUTES OF THE JUNE 18, 2013 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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The Board of Trustees for St. Petersburg College met on Tuesday, June 18, 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, Bridgette Mill and Dale Oliver. 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. Robert Fine, Vice Chair 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:** June 18, 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, May 17, 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 TL 129 in the Technology Learning Center 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 May 10, 2013. Said Notice(s) also appeared in the Gulf Coast Business Review on May 10, 2013.

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 June 18, 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.

**13-111.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## **AGENDA**

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
**TUESDAY, JUNE 18, 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
  - 1. Virgilio Agbanlog (*Attending*)

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2. Steve Ester (*Not Attending*)
3. Mike Hetue (*Attending*)
4. Kathleen Outhout (*Attending*)
5. Barbara Smith Pitts (*Attending*)
6. Abbey Tolman (*Attending*)

### B. Recognitions/Announcements

- Bridgette Mill – New Trustee
- Terry Brett

### III. COMMENTS

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

### IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of May 21, 2013

### V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner – 2013 Legislative Update
- C. Dr. Stan Vittetoe, Provost, Clearwater Campus;  
Dean John Chapin, Natural Science

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

### VII. NEW BUSINESS

- A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)
  - Developmental Education Update (Dr. Anne Cooper & Dean Jimmy Chang)
- B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing) - **None**

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C. OTHER EXPENDITURES AND CONTRACTS

1. Baynard, McLeod and Lang, PA—Legal Services as Board Attorney  
*(Action)*
2. Lumastream *(Action)*
3. Continuation of Perkins Grant Funded Personnel *(Action)*

D. GRANTS/RESTRICTED FUNDS CONTRACTS

1. Application/Acceptance
  - a. U.S. Department of Justice, Office of Community Oriented Policing Services – Community Policing Development – Emerging Issues Forums *(Action)*
  - b. U.S. Department of Education – Title III *(Action)*

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

1. Capital Improvement Program (CIP) (Summary worksheet #1) for FY 2014-2015 through 2018-2019 *(Action)*
2. Change Order #1, for Construction Manager At Risk, Integra Construction Group, Project 1707-E-09-8, Demolition of Vet Tech Building & Construction of O & P Parking Lot, HEC *(Action)*

F. AGENCY BILLINGS - **None**

G. ADMINISTRATIVE MATTERS

1. Human Resources
  - a. Personnel Report *(Action)*
  - b. Implementation of Affordable Care Act *(Information)*
  - c. Contract Recommendations *(Action)*
2. Marketing and Social Networking Update *(Information)*



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## 3. Finance

### a. Fund 1 Financial Report for FY12-13 July 1- May 31 (*Information*)

- Fund 1 attachment

### b. Accounts Receivable Write-off (*Action*)

## H. ACADEMIC MATTERS

### 1. Grant Update (Jackie Skryd) (*Information*)

### 2. Credit Curriculum (*Action*)

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

## J. PRESIDENT’S EVALUATION\*

## VIII. PRESIDENT’S REPORT

## IX. FUTURE AGENDA ITEMS

## X. PUBLIC SPEAKING FORUM

## XI. NEXT MEETING DATE AND SITE

July 16, 2013, Epi Center, Strategic Workshop

## XII. ADJOURNMENT

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 18, 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: May 17, 2013

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Confirmation of Publication

[Notice of meeting](#)

**13-112. Under Item I, Call to Order**

The meeting was convened by Chairman Gibbons at 8:33 a.m. and he requested Mr. Brett give the invocation. This was immediately followed by the Pledge of Allegiance.

**13-113. Under Item II, Preliminary Matters**

Dr. Law recommended adoption of a retirement resolution for Mr. Virgilio Agbanlog, Mr. Steve Ester, Mr. Mike Hetue, Ms. Kathy Outhout, Ms. Barbara Smith Pitts and Ms. Abbey Tolman. Mr. Agbanlog, Mr. Hetue, Ms. Outhout, Ms. Smith Pitts and Ms. Tolman were in attendance and, joined by family and colleagues, received their resolutions as presented by Chairman Gibbons and President Law. Ms. Mill moved to adopt the resolutions. Mr. Oliver seconded the motion. The motion passed unanimously.

**13-114. Under Item II-B, Recognitions/Announcements**

Recognitions/Announcements –

- Bridgette Mill – New Trustee
- Terry Brett

Chairman Gibbons conferred the title of Trustee Emeritus on Mr. Brett and thanked him for his service to the Board and the community. Dr. Mercadante also thanked Mr. Brett on behalf of the faculty. Dr. Law presented a gift to Mr. Brett on behalf of the College. In recognition of his outstanding service to St. Petersburg College.

Chairman Gibbons welcomed the Board's newest trustee, Ms. Bridgette Mill. Dr. Law provided information about Ms. Mill's extensive background in marketing and publishing. Ms. Mill is President and Publisher of the Tampa Bay Business Journal. Dr. Richard Mercadante, President of the Faculty Governance Organization, welcomed Ms. Mill to the Board, as did Mr. Oliver.

**13-115. 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 recognized Mr. Dustin Guinta and Mr. Dwayne-Ron Sharpe who were in attendance on behalf of the Student Governance Association.

**13-116. Under Item IV, Review and Approval of Minutes**

The minutes of the May 21, 2013 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Oliver moved approval of the minutes as submitted. Ms. Mill seconded the motion. The motion passed unanimously.

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LumaStream Presentation (Item VII.C.1.2)

Dr. Law asked the Board to move the presentation by LumaStream to earlier on the agenda. Mr. Eric Higgs, Founder and President of LumaStream, presented information about the company and its partnership with St. Petersburg College to the Board. Mr. Higgs explained that LumaStream was founded four years ago and specializes in lighting systems using LED technology. This technology replaces incandescent bulb technology and yields much higher efficiencies in cost savings from reduced electricity consumption and reduced cooling costs. Mr. Higgs estimates an average payback of 1.8 years for these lighting installations. The partnership involves the building of a new facility for LumaStream which will include space for the Advanced Training Center. This center will provide educational and training opportunities for interns and employees of this rapidly growing company as well as other companies. The proposed memorandum, of understanding will provide an internship program for St. Petersburg College students exposing students to all facets of the manufacturing process and bridge the way for employment preference with LumaStream at graduation.

Mr. George Gordon, a consultant on this project, provided more details on the facility. He stated that the 15,000 square foot building will be divided into three general areas: offices and collaborative space, assembly and test space, and training and classroom space. He explained that there is a three-year lease agreement with a month-to-month extension on the lease after the initial three-year period. Mr. Gordon shared that he believed the company would most likely outgrow the facility in a few years. The facility will be located in the Mid-town area of St. Petersburg, thus providing much needed employment opportunities to that community.

Mr. Higgs shared pictures of a number of facilities where the LumaStream systems have been installed.

Chairman Gibbons asked for a motion on this item. Mr. Oliver moved approval, Ms. Mill seconded and the motion passed unanimously.

### **13-117. 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 was no report from Mr. Lang. Ms. Gardner drew attention to a pamphlet in the Board's information package regarding legislative changes affecting the Florida College System. The 22 Bills are described in the pamphlet with links to specific language. A chart in the pamphlet includes each Bill's effective date and a list of College departments impacted.

Chairman Gibbons called upon the designated provost and dean to share their monthly reports.

Dr. Stan Vittetoe, Provost, Clearwater Campus, explained Dr. Law had made a change in policy this past year in the way that funds in the Student Activities Budget are spent. Dr. Law directed the Student Governance Association (SGA) to make the decisions regarding their budget allocations. Dr. Vittetoe provided information to the Board on the kinds of activities funded by

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the SGA. The \$263,996 budget was allocated to a variety of both social and academic activities and Dr. Vittetoe was pleased to share the SGA decisions regarding these funds.

Dean John Chapin, Natural Science, reviewed a number of new initiatives. The Natural Science Department serves approximately 6,000 students with 46 full-time faculty and close to 200 part-time faculty. One new initiative was a review of curriculum issues across St. Petersburg College's campuses. A cross-campus committee was formed to provide consistency in Anatomy & Physiology courses, textbooks and other materials. A similar project was undertaken for the Chemistry courses. Dr. Chapin noted that the General Education courses in Natural Science will incorporate current trends in science. Courses in Biology, Earth Science and the General Education courses in Chemistry and Microbiology will all be reviewed in a similar fashion.

Dr. Chapin stated that LumaStream has assisted the College in workforce preparation programs. Environmental technology programs have begun at the Seminole Campus and will expand to the Tarpon Springs Campus in the fall term. The water, environmental technology and sustainable resources tracks will lead to state license certifications for graduates. A High School camp has begun to attract students to St. Petersburg College for these studies.

Dr. Chapin noted that College representatives will attend a biotechnology conference to be held in Tampa this summer. The Chemistry and Microbiology courses will be moving to the Seminole campus. He stated that many students taking these courses are seeking employment in the allied health field. Some are also preparing to become engineers. Undergraduate research will be expanded in all areas.

The Baccalaureate program is growing. There were 378 students in 2010 and there were over 1,000 in 2013. There are new tracks available and the upper and lower divisions of the Biology Department have been merged into one department. Future development for Natural Sciences includes a number of grants such as a Florida Trade Grant and a Biomedical Devices Grant. The Florida Trade Grant will provide training for high level jobs to 238 students. The Biomedical Devices Grant will fund 450 students. Finally, Dr. Chapin mentioned that the Bay Pines project is progressing. There should be a site map available by the fall term.

**13-118. Under Item VI, Old Business**

None

**13-119. Under Item VII-A, Student Success and Achievement**

Under New Business, the president called upon Dr. Anne Cooper, Senior Vice President, Instruction and Academic Programs and Jimmy Chang, Dean of Mathematics, who presented information under Item VII-A, Student Success and Achievement.

Developmental Education

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Dr. Anne Cooper described a workshop held at the Collaborative Labs last month attended by 66 faculty and staff. The group came up with a list of items to start, discontinue or continue in light of the new legislation regarding developmental education.

The advisors will discontinue relying on placement tests alone to advise students. Some students can exempt from the classes in other ways. The 16-week development courses will also be discontinued.

Items to be started include the consideration of a variety of other sources when advising students. These items might be high school transcripts, work and military experience, and other background information. Advising rubrics will be designed. Additional developmental pathways will be designed and include the use of additional Massive Open Online Courses (MOOCs) to help students succeed in gateway courses.

Mr. Chang noted changes to developmental education in math. A compressed 8-week model will replace the current 16-week model. Courses will be modular with adaptive learning software (ALEKS) to determine which sections the student can skip and which sections need more focus. Individual learning plans will be designed and may allow students to complete the courses earlier. Using ALEKS in face-to-face study will also be initiated. All of these efforts will allow students to start college credit math courses sooner in their studies.

Dr. Cooper reviewed the items that fell into the category of Continue. Such initiatives as the College Experience, new student orientation, My Learning Plan, the early alert system, academic and career services support and out of classroom learning support initiatives have proven to be effective in supporting student success. In addition, the student life plan retention policy began in January 2013 for First Time in College (FTIC) students will be continued. This plan establishes initial expectations, identifies at-risk students and uses a case management model. It might limit the number of courses a student takes based on previous performance. For example, if a student takes four courses and does not perform well, he or she might be advised to take two courses until performance improves. This would be monitored by an advisor/coach and a learning center staff member.

Training and professional development for staff, faculty and administrators will also be continued.

Dr. Cooper described some curriculum adjustments in the plan. Meta majors will be established in several areas. Students will understand which communication and math skills are required to support their major. For example, ENC1101 Composition I is for all pathways. Dr. Cooper explained that these changes require a review and recommendations for requirements.

Next steps for developmental education begin with another workshop in July. There will be an update to the Board in October and the group will submit their recommendations to the Board in

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November. Their submission to the Chancellor is due in January 2014 and implementation is scheduled for fall of 2015.

Dr. Law shared with the Board that they will hear about the developmental education issue outside of the College. He stated that it is a big change affecting the way the College has served its mission in the community.

**13-120. Under Item VII-B, Bids, Expenditures and Contracts**

None

**13-121. Under Item VII-C, Other Expenditures and Contracts**

The Board considered Items VII-C.1- 3 under Other Expenditures and Contracts. Mr. Oliver moved approval of Items VII-C.1-3. Ms. Mill seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

1. Baynard, McLeod and Lang, PA—Legal Services as Board Attorney (*Action*)
2. Lumastream (*Action*)
3. Continuation of Perkins Grant Funded Personnel (*Action*)

**13-122. Under Item VII-D, Grants/Restricted Funds Contracts**

The Board considered Items VII-D.1a-b, Applications for and Acceptance of Grants/Restricted Funds (if awarded). Mr. Oliver moved approval. Ms. Mill seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

- a. U.S. Department of Justice, Office of Community Oriented Policing Services – Community Policing Development – Emerging Issues Forums (*Action*)
- b. U.S. Department of Education – Title III (*Action*)

**13-123. Under Item VII-E, Capital Outlay, Maintenance, Renovation, and Construction**

The Board considered Capital Outlay, Maintenance, Renovation, and Construction Items VII-E.1-2. Mr. Oliver moved approval of Items VII-E.1-2. Ms. Mill seconded the motion.

Information regarding these items is as follows:

1. Capital Improvement Program (CIP) (Summary worksheet #1) for FY 2014-2015 through 2018-2019 (*Action*)
2. Change Order #1, for Construction Manager At Risk, Integra Construction Group, Project 1707-E-09-8, Demolition of Vet Tech Building & Construction of Orthotics & Prosthetics Parking Lot, HEC (*Action*)

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Associate Vice President and Director of Facilities Management, Jim Waechter, presented information on the facilities priorities for the Capital Improvement Program. The focus was on five priorities: general renovation and remodeling; the new student services building on the St. Petersburg/Gibbs Campus; The Clearwater campus library and student support services building; renovations of the second, third and fourth floors of the Heath Education Center Annex; and the construction of the Marine Sciences Lab and classrooms at Bay Pines. The total request to the legislature is \$22M.

Dr. Law reviewed the list of requests going to the Legislature that are required for the budget year. He explained that there is a process at the State level determining what the College will receive, but that the five items Mr. Waechter presented were the top priorities. Other items on the list will be addressed if additional funding is available.

Mr. Oliver moved to approve Items E.1 and E.2. Ms. Mill seconded the motion and the motion passed unanimously.

### **13-124. Under Item VII-F, Agency Billings**

None

### **13-125. Under Item VII-G, Administrative**

The Board considered Personnel Items VII-G.1-. Ms. Mill moved approval. Mr. Oliver seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

#### Human Resources

- a. Personnel Report (*Action*)
- b. Implementation of Affordable Care Act (*Information*)
- c. Contract Recommendations (*Action*)

#### Marketing and Social Media

Ms. Patty Jones, Vice President of HR and Strategic Communications, presented information on social media marketing. The College has engaged a consultant, Ms. Trimeka Benjamin, Orange Theory to assist in using social media and developing a comprehensive digital marketing plan. The College is using tools like Facebook, Twitter, LinkedIn, YouTube and other media. Ms. Jones explained that the College has invested in promotive posts on Facebook that appear on newsfeeds based on keywords. A recent investment of approximately \$300 yielded 102,496 views.

The college is currently holding a photo and video contest to promote student engagement online and increase traffic. Winners of the contest will be announced the first day of the fall term.



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Orange Theory is also working with Dr. Tonjua Williams and the Provosts on a coordinated student communication plan using a cross platform approach. They are also encouraging student contributors through blogging in which there would be minimal filtering proving the College is serious about candor and transparency.

There are several groups already using social media within the College. Ms. Jones revealed that St. Petersburg College ranks sixth of the Florida Colleges using social media, based on the number of “likes”. The College recently surpassed the 10,000 “likes” milestone. Since 2009, the College has had 1.8 million views on YouTube.

Ms. Jones shared that most organizations have been using social media in marketing for less than two years. The College is hiring a Director of Social Media Marketing and has five candidates coming for interviews next week.

Finance

- a. Fund 1 Financial Report for FY12-13 July 1- May 31 (*Information*)
- b. Accounts Receivable Write-off (*Action*)

Dr. Duncan presented the Board with the Financial Report for the current fiscal year. He stated that although revenue is down, he expects that the College will finish the year within budget with a surplus of approximately \$6.5M going into the final month. He stated that he did not anticipate having to spend any of the stabilization reserve. He will present the final budget close out figures to the Board next month.

Dr. Duncan explained that every year the College has a write off of uncollected financial aid debt from students who drop out of their courses before the 60% date. In this case, the College is required to return the balance of these students’ funds to the State. The total amount of financial aid in one year is about \$160M. The write off amount has been approximately 1% or less with the college successfully collecting 30% of these funds. He requested that the Board approve the write-off of the uncollected funds.

Mr. Oliver asked how the College attempts to collect these funds. Dr. Duncan explained that the first attempt is by SPC staff via direct telephone contact to the student. If that fails, the College turns to the contracted collection agency. Dr. Law added that about \$300,000 of the write off includes the collection agency’s fees.

Ms. Mill moved to approve the write off. Mr. Oliver seconded the motion. The motion passed unanimously.

**13-126. Under Item VII-H, Academic Matters**

The Board considered Item VII-H. Ms. Mill moved approval. Mr. Oliver seconded the motion. The motion passed unanimously.



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Information regarding this item is as follows:

1. Grant Update (Jackie Skryd) (*Information*)
2. Credit Curriculum (*Action*)

Ms. Jackie Skryd presented an update of Grant applications and awards. She noted that the College has been awarded a Bill & Melinda Gates Foundation Grant for the first time in the amount of \$100K. Ms. Skryd reviewed a list of grants received noting that the number of grants awarded has increased 81%. The College is managing a total of 24 grants in a variety of areas from a diverse pool of resources. In addition, the College is awaiting notification of awards totaling \$6,174,585.

### **13-127. Under Item VII-I, Proposed Changes to the BOT Rules Manual**

None

### **13-128. Under Item VII-J, President's Evaluation**

Chairman Gibbons stated that he believe Dr. Law has done a very good job getting the College back in focus on the real issues – students and student success. In addition, Chairman Gibbons stated Dr. Law has done a good job hiring key staff. Chairman Gibbons also shared that he believed the College has done as well or better than ever in the areas of planning and budgeting, especially in difficult financial times. He added that it is the Board's statutory duty to evaluate the President. In addition, he cited student success programs such as My Learning Plan, Student Life Skills (SLS) and other courses leading to student success. Chairman Gibbons commented that the College has been very innovative in identifying and assisting students who have shown a deficiency and supporting them to get back on track.

Chairman Gibbons made a formal recommendation to extend Dr. Law's contract until June 30, 2016. He read the formal motion Mr. Oliver moved to approve the recommendation. Chairman Gibbons seconded the motion. The motion passed unanimously.

### **13-129. Under Item VIII, Presentation from the Public**

None

### **13-130. Under Item IX, President's Report**

None

### **13-131. Under Item X, Future Agenda Items**

None

### **13-132. Under Item XI, Next Meeting Date and Site**

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

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**13-133. Under Item XII, Adjournment**

Having no further business to come before the Board, Chairman Gibbons adjourned the meeting at 10:28 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**  
**June 18, 2013**



## GENERAL COUNSEL'S OFFICE

### Memorandum

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** Suzanne L. Gardner, Acting General Counsel  
**DATE:** June 18, 2013

**RE:** 2013 Legislative Session: Summary of Laws Impacting Florida College System and Governance by a College Board of Trustees

Please find attached a Summary of the 2013 Florida Legislative Session and new laws impacting the college, including those highlighted below:

**Senate Bill 1720: Education [Conforming Bill for Higher Education Conference Report] (effective July 1, 2013; Chapter 2013-51)**

- Revises s. 11.45, F.S., requiring the State Board of Education to intervene if a Florida College System institution does not respond to financial or operational corrective action.
- Revises s. 1004.015, F.S., revising committee membership for the Higher Education Coordinating Council and limiting member terms to 2 years.
- Revises s. 1007.01, F.S., requiring the Articulation Coordinating Committee to make recommendations related to statewide data access, quality and reporting.
- Revises s. 1007.25, F.S., returning general education requirements from 30 to 36 credit hours; allows the five-course maximum to be exceeded within each subject area; delays implementation of core courses for one year until 2015-16; and repeals the requirement for all colleges to offer the core courses.
- Adds s. 1008.02, F.S., to define developmental education and specify delivery strategies as modularized, contextualized, compressed and authorizes co-requisite instruction. Also defines "meta-major" and "gateway course." Colleges must provide admissions counseling to all students entering college credit programs, and counseling must provide developmental education options, rather than requirements.
- Substantially rewrites s. 1008.30, F.S., regarding common placement testing for public postsecondary education, and provides for deadlines related to required institutional action, submissions of a developmental education plan and accountability reports, as well as related state board rules.
- Amends s. 1009.23, F.S., to allow a Florida College System institution to establish a differential out-of-state fee for a student who is a non-resident and enrolled in distance learning.
- Amends s. 1009.25, F.S., to authorize colleges to exempt from the payment of tuition and fees up to 54 FTE or 1% of total FTE enrollment, whichever is greater, rather than 40 FTE as presently authorized.
- Amends s. 1009.531, F.S., to repeal the requirement for students to complete a Free Application for Federal Student Aid (FAFSA) in order to receive a Bright Futures Scholarship.
- Amends s. 1011.84, F.S., to require Florida College System institutions to report developmental education as a separate item in its cost accounting system.

**Senate Bill 1514: Education [Conforming Bill for Higher Education Conference Report] (effective July 1, 2013; Chapter 2013-45)**

Amends s. 1007.271, F.S., to require school districts to pay the standard tuition rate per credit hour to the college for dual enrollment instruction occurring on the college campus. The bill also provides for college cost reimbursement for dual enrollment instruction occurring on high school sites.

**House Bill 7029: Digital Learning (effective July 1, 2013, if signed) [Governor has until July 2, 2013, to act upon this bill.]**

Creates 1004.0961, F.S., requiring that by the 2015-16 school year, the State Board of Education and the Board of Governors adopt rules that enable students to earn academic credit for online courses, including massive open online courses (MOOCs). The bill further requires the Department of Education to contract for a review of, and recommendations for, online courses, including MOOCs, by August 30, 2013.

**Senate Bill 50 - Public Meetings (effective October 1, 2013, if signed) [Governor has until June 29, 2013, to act upon this bill.]**

Requires that any board or other public body permit citizens to be heard during the decision making process. The bill further provides that the opportunity to be heard does not have to occur at the hearing where the final decision is made, but must be prior to the final decision. Affected public bodies shall enact appropriate policies and procedures, and provides legal remedies for any violations.

**Additional bills impacting the Florida College System:**

- **Public-Private Partnerships**—HB 85 [*Governor has until July 2, 2013, to act upon this bill.*]
- **Emergency Medical Services**—SB 520 (Chapter 2013-128)
- **Educational Personnel: Teacher Preparation**—SB 166 (Chapter 2013-185)
- **Charter Schools**—HB 7009 [*Governor has until July 2, 2013, to act upon this bill.*]
- **Distribution of Materials Harmful to Minors (K-12, including charter schools)**—HB 113 (Chapter 2013-75)
- **Bullying in the Public School System (K-12, including charter schools)**—HB 609 (Chapter 2013-87)
- **Independent Living**—SB 1036 (Chapter 2013-178)
- **Transparency in State Contracting**—HB 5401 (Chapter 2013-54)
- **Economic Development**—HB 705 (Chapter 2013-120)
- **Political Subdivisions/ Employee Benefits**—HB 655 (Chapter 2013-200)
- **Employment: Retirement System Contributions**—SB 1810 (Chapter 2013-53)
- **Animal Control Shelters and Animal Control Agencies**—SB 674 (Chapter 2013-32)
- **Florida College System Police Officers**—SB 454 (Chapter 2013-171)
- **Public Construction Projects**—HB 269 (Chapter 2013-193)
- **Procurement of Commodities and Contractual Services**—HB 1309 (Chapter 2013-154)
- **Design Professionals**—SB 286 (Chapter 2013-28)
- **Background Screening for Non-instructional Contractors on School Grounds**—

HB 21 (Chapter 2013-73)

Bill Title	Citation/Link	Effective Date	Departments Impacted
1. Conforming Bill for Higher Education Conference Report	<a href="#">SB 1720</a> Chapter 2013-51	7/1/13	Student Services Academic Affairs Business Services Institutional Effectiveness
2. Conforming Bill for Higher Education Conference Report	<a href="#">SB 1514</a> Chapter 2013-45	7/1/13	Academic Affairs Dual Enrollment
3. Digital Learning <i>Enrolled pending Governor's signature</i>	<a href="#">HB 7029</a>	7/1/13	Academic Affairs Institutional Effectiveness
4. Career and Professional Education	<a href="#">SB 1076</a> Chapter 2013-27	7/1/13	Student Services Academic Affairs Dual Enrollment Institutional Effectiveness
5. Public-Private Partnerships <i>Enrolled pending Governor's signature</i>	<a href="#">HB 85</a>	7/1/13	Facilities Business Services
6. Emergency Medical Services	<a href="#">SB 520</a> Chapter 2013-128	7/1/13	Emergency Medical Services Academic Affairs
7. Educational Personnel: Teacher Preparation	<a href="#">SB 1664</a> Chapter 2013-185	7/1/13	Academic Affairs College of Education
8. Charter Schools <i>Enrolled pending Governor's signature</i>	<a href="#">HB 7009</a>	7/1/13	Collegiate High School
9. Distribution of Materials Harmful to Minors	<a href="#">HB 113</a> Chapter 2013-75	10/1/13	Collegiate High School Early College Program
10. Bullying in the Public School System	<a href="#">HB 609</a> Chapter 2013-87	7/1/13	Collegiate High School Early College Program
11. Independent Living	<a href="#">SB 1036</a> Chapter 2013-178	7/1/13	Academic Affairs Student Services

*Continued on the next page.*

Bill Title	Citation/Link	Effective Date	Departments Impacted
12. Public Meetings <i>Enrolled pending Governor's signature</i>	<a href="#">SB 50</a>	10/1/13	Board of Trustees Administration
13. Transparency in State Contracting	<a href="#">HB 5401</a> Chapter 2013-54	7/1/13	Facilities Business Services
14. Economic Development	<a href="#">HB 705</a> Chapter 2 013-120	7/1/13	Business Services
15. Political Subdivisions/ Employee Benefits	<a href="#">HB 655</a> Chapter 2013-200	7/1/13	HumanResources Business Services
16. Employment: Retirement System Contributions	<a href="#">SB 1810</a> Chapter 2013-53	7/1/13	HumanResources Business Services
17. Animal Control Shelters and Animal Control Agencies	<a href="#">SB 674</a> Chapter 2013-32	7/1/13	Facilities Veterinary Technology Academic Affairs
18. Florida College System Police Officers	<a href="#">SB 454</a> Chapter 2013-171	7/1/13	Facilities
19. Public Construction Projects	<a href="#">HB 269</a> Chapter 2013-193	7/1/13	Facilities
20. Procurement of Commodities and Contractual Services	<a href="#">HB 1309</a> Chapter 2013-154	7/1/13	Business Services Facilities
21. Design Professionals	<a href="#">SB 286</a> Chapter 2013-28	7/1/13	Facilities
22. Background Screening for Non-instructional Contractors on School Grounds	<a href="#">HB 21</a> Chapter 2013-73	7/1/13	Facilities Collegiate High School

College Board

S P C

# New Law Summary

**June 18, 2013**

On May 3, 2013 the Florida Legislature adjourned for this Legislative Session. A total of 1,848 bills were introduced, although only 286 passed both chambers.

Several keys bills which impact the Florida College System were introduced and significant legislative changes were made. Perhaps the most significant legislative changes impacting higher education were in the area of developmental education and career focused education.

The term “college preparatory” was redefined as “developmental education.” More importantly, many students in Florida will be afforded options, rather than requirements, in developmental education. The methods for offering developmental education will change dramatically as well, with a broader range of delivery options and instruction to be offered in ways that move students quickly into college credit course of instruction using co-requisite instruction, modularized instruction, and tutoring, among other offerings. The college placement testing (CPT) will no longer be required for most Florida public high school graduates. Admissions counseling and enhanced methods of advising are mandated, and will be critical to student retention and overall success.

Also impacting postsecondary education are the changing requirements for high school graduation, including changes to the math requirements for a standard diploma and the required successful completion of “end of course” exams. In addition to the standard diploma, students will be able to earn a Merit Designation (industry certification) and a Scholar Designation (college preparatory).

Additional changes impacting dual enrollment were enacted, including provisions mandating that school districts pay state colleges for tuition and other costs depending on the location of the dual enrollment program and instruction.



This year the Legislature had significant additional General Revenue available to address



budget issues. Funding for the Florida College System and the Florida College System Program Fund was increased for 2013-14 from the 2012-13 level. As part of this year's appropriation, the Legislature implemented a funding source shift for the Florida College System as well. Funding from the Educational Enhancement Trust Fund (Lottery) is up substantially from \$180,808,060 to \$204,938,935, for an increase of \$24,130,875 or thirteen (13%) percent.

Operating costs for new facilities was fully funded at \$6.3 million, including \$2.4 million for the annualization of appropriations from 2012-13 and \$3.9 million for new facilities opening in 2013-14.

The Legislature adjusted funding in the Florida College System Program Fund (FCSPF) to reflect a change in Florida Retirement System employer contributions. [SB 1810, Retirement System Contributions, establishes this year's rates paid by employers participating in the Florida Retirement System (FRS)] An increase of \$27.7 million was provided to fund normal cost increases of the program and to cover the Unfunded Actuarial Liability. The increase reflects the employer's contribution rates to be paid by the colleges during the 2013-14 fiscal year. These changes are intended by the Legislature to have no net impact on the funds available for college operations.

In addition, the Legislature appropriated \$13.3 million in new operational funding through the Florida College System Program Fund (FCSPF) to be distributed among the 28 colleges using the Funding Allocation Model. The result was an overall increase in state funding for the Florida College System Program Fund of \$48.6 million or a net increase of 4.6 percent over 2012-13. While the Legislature authorized boards to increase tuition by up to 3 percent, this funding was vetoed by the Governor on May 20, 2013.

The Legislature appropriated, and the Governor approved, funding to strengthen Florida's educational system, including the Florida Families First budget which includes \$20 million in new funds for certain state colleges. Also appropriated was \$5 million for performance funding (pursuant to the General Appropriations Act, Chapter 2013-40, Laws of Florida, specific appropriation 119A), based on the number of associated industry certifications earned by a college's students. The budget also provides approximately \$41.7 million in PECO funding for deferred maintenance for Florida College System projects.

Based on recent legislative activity and current enrollment data, state operating funds are set to increase next year by a system-wide average of \$138 or 4.6 percent per FTE. If college enrollments are maintained at the current level, state provided operating funds will increase from \$2,983 in 2012-13 to \$3,121 in 2013-14.

## **I. GENERAL APPROPRIATIONS**

### **Appropriations Proviso language, and Implementing and Conforming Bills**

The Legislature has three methods to reflect decisions made in the General Appropriations Act (GAA) process. Proviso is language attached to a specific appropriation and directs or authorizes how the funds can be expended. An implementing bill may provide instructions to enact specific provisions in the GAA language or proviso by changing the law on a temporary basis for one year. While the GAA cannot contradict current law, there may be a need to temporarily suspend some provision of law. Finally, a conforming bill may also travel with the GAA. It is different from the implementing bill in that it may make permanent changes to law.

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**NEW LEGISLATION SUMMARY**


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## General Appropriations Act for 2013-2014 (GAA)

The General Appropriations Act provides funding for the Florida College System for the annual period of July 1, 2013 and ending June 30, 2014.

The Governor withheld his approval of numerous line items in the 2013-2014 GAA impacting the Florida College System, particularly proviso language relating to Specific Appropriations 117 and 120, with the intent of maintaining college tuition and fees at current levels.

*Effective July 1, 2013*

*Approved by the Governor with Appropriation Veto Chapter No. 2013-40, Laws of Florida*

## SB 1720 – Conforming Bill for Higher Education Conference Report

### Developmental Education: Conforming Language

Throughout the statutes, “college preparatory” is changed to “developmental education.” Many sections of the bill do not make substantive changes, merely this “conforming” change.

### Definitions (Sections 9 and 18)

Developmental education is defined as instruction through which a high school graduate who applies for any college credit program may attain the communication and computation skills necessary to successfully complete college credit instruction. “Gateway course” is defined as the first course that provides transferable, college-level credit allowing a student to progress in his or her program of study. “Meta-major” is defined as a collection of programs of study or academic discipline groupings that share common foundational skills.

## Postsecondary Education Accountability

### (Section 3)

Provides rule-making authority regarding the implementation of procedures and penalties for not reporting child abuse at postsecondary institutions. Enacted last session, and effective October 1, 2012, the Vulnerable Persons Act provides for mandatory reporting to the Florida Abuse Hotline related to children who are the victims of child abuse, abandonment, or neglect, including sexual abuse. A one million dollar fine will be assessed for each Florida College System institution whose administrators knowingly and willfully, upon receiving information from faculty, staff, or other institution employees, fail to report known or suspected child abuse, abandonment, or neglect committed on campus or during a college sponsored event or function, or who knowingly and willfully prevent another person from doing so.

### Developmental Education (Section 18)

Provides that developmental education may be delivered through a variety of accelerated and co-requisite strategies and includes any of the following:

- Modularized instruction that is customized and targeted to address specific skills gaps.
- Compressed course structures that accelerate student progression from developmental instruction to college-level coursework.
- Contextualized developmental instruction that is related to meta-majors.
- Co-requisite developmental instruction or tutoring that supplements credit instruction while a student is concurrently enrolled in a credit-bearing course.

### Admissions, Counseling & Testing of Students (Sections 16 and 19)

Florida College System institutions are to provide developmental education that is more tailored to the specific communication and

## NEW LEGISLATION SUMMARY

computation skills a student needs to develop to be successful in performing college-level work.

The provisions of this bill do not repeal non-credit courses but require colleges to offer developmental education options a student may pursue while also enrolled in college-credit courses. Students whose test scores indicate the need for developmental education must be advised of options and may enroll in the developmental education options of their choice.

Florida state colleges must provide admissions counseling to all students entering college credit programs. Counseling provides developmental education options for students whose assessment indicates that they need to improve communication or computation skills that are essential to perform college-level work. The bill further requires local board policies to provide that students are notified of developmental education options including tutoring, extended time in gateway courses, free online courses, adult basic education, adult secondary, or private provider education. Students who are not required to be tested or to enroll in developmental education may request assessment and may enroll in developmental education if they wish.

The bill specifies two groups of students that are not required to take the common placement test or to enroll in developmental education:

- Students who entered 9th grade in a Florida public school in 2003-2004 or thereafter and who earned a standard Florida high school diploma; or
- Students who are serving as active duty members of the United States Armed

### Important dates:

- By October 31, 2013, the State Board of Education to establish by rule the test scores a student must achieve on the

common placement test in order to perform college level-work;

- By December 31, 2013, the State Board of Education to approve a series of meta-majors and academic pathways and identify the gateway courses to the meta-majors;
- By March 1, 2014, Florida College System institutions to submit developmental education plans to the Chancellor of the Florida College System for implementation beginning no later than Fall 2014; and
- Each Florida College System institution and the Florida College System Chancellor to submit annual accountability reports to the state beginning in 2015.

### Revision of General Education Requirements (Sections 5 and 15)

Reinstates the general education credit hour requirement to 36 semester hours from the proposed 30 hours; extends implementation of the revised core course requirements for one year, from 2014-15 to 2015-16; and allows for the inclusion of an additional core course option.

### Office of K-20 Articulation (Sections 2 and 8)

Creates a new Office of K-20 Articulation in the Department of Education to support the work of the Higher Education Coordinating Council and the Articulation Coordinating Committee. The bill also revises duties of the Articulation Coordinating Committee and revises membership and duties of the Higher Education Coordinating Council.

### Access to Postsecondary Education (Sections 28, 29 and 33)

Raises the cap on the number of fee exemptions a Florida College System institution may grant from 40 to 54 full-time-equivalent students or one percent of the institution's total full-time equivalent enrollment, whichever is greater.

Repeals the Free Application for Federal Student Aid (FAFSA) requirement for Bright Futures Scholarships, Florida Resident Access Grant, and

## NEW LEGISLATION SUMMARY

Access to Better Learning and Education tuition assistance grants.

Authorizes a Florida College System institution to establish a differential out-of-state fee for non-resident distance learners.

*Effective July 1, 2013*

*Chapter No. 2013-51, Laws of Florida*

### **SB 1514 – Conforming Bill for Higher Education Conference Report**

#### **Dual Enrollment (Section 13)**

Revises FTE reporting for the K-12 system.

Mandates that school districts pay the standard tuition to a College for students attending dual enrollment classes on a College campus.

Requires school districts to cover state colleges' actual costs incurred when instruction is offered on the K-12 site. If taught by the college faculty, the school district will reimburse the college the costs associated with the proportion of salary and benefits, and other actual costs, to provide the instruction. If taught by the high school instructor, the school district will only be responsible for the college's actual costs. Such payments to be made from the FEFP allocation to the school district.

Removes authority for colleges to limit dual enrollment based on capacity issues. Requires school districts to permit a student to enter a dual enrollment course if the student is otherwise eligible.

#### **Salary Caps (Sections 21 and 22)**

Makes permanent a cap on remuneration of college presidents and administrative employees. Cap was previously set at \$200,000 from state appropriated funds and was renewed annually. This change makes that cap permanent.

*Effective July 1, 2013*

*Chapter No. 2013-45, Laws of Florida*

## Other Key Legislation Impacting State Colleges

### **II. DIGITAL LEARNING**

#### **HB 7029 - Digital Learning**

##### **Online Catalog (Section 1)**

Requires the Department of Education (DOE) to develop an online catalog of available digital learning courses from public and private providers. Each course must have a course description, completion and passage rates, as well as a method for students and teacher users to provide evaluative feedback.

##### **Rules to Provide Postsecondary Credit for Online Courses (Section 6)**

Requires, beginning in the 2015-16 school year, the State Board of Education (SBE) and Board of Governors (BOG) to adopt rules that enable students to earn academic credit for online courses, including MOOCs, prior to initial enrollment at a postsecondary institution.

Rules of SBE and BOG must include procedures for credential evaluation and the award of credit, including, but not limited to, recommendations for credit by ACE; equivalency and alignment of coursework with appropriate courses; course descriptions; type and amount of credit that may be awarded; and transfer of credit.

Allows courses to use a blended learning model and include differentiated instruction, flexible scheduling, differentiated teaching and self-paced learning. Also allows instruction to be provided using online videos, class forums and homework assignments and projects, coupled with one-one-one direct instructional support to students.



## **NEW LEGISLATION SUMMARY**

### **Private Contractor to Review Courses**

#### **(Section 8)**

Requires, by August 30, 2013, the Department of Education (DOE) to contract with a qualified contractor to review and provide recommendations for online courses, including MOOCs and competency-based online courses for K-12 and postsecondary education. The recommendations must, at a minimum, include improving access to the online courses; approving the courses; funding the courses; holding providers accountable; and awarding credit for such courses.

*Effective July 1, 2013*

*Enrolled, pending Governor's signature*

### **III. CAREER AND PROFESSIONAL EDUCATION**

#### **SB 1076 – Career and Professional Education (CAPE)**

Aligns education with economic opportunity for graduates of Florida's public schools, colleges, and universities to better prepare students for their future work. The law revises educational programs and targets funding to foster students' development of technology skills in prekindergarten through college and increases opportunities for students to earn industry certifications in high school and college.

#### **Integration of Technology into the Classroom (Section 7)**

The law establishes new requirements that integrate technology skills and knowledge into K-12 classrooms. By December 31, 2013, the law requires the Department of Education to contract with one or more technology companies or affiliated non-profit organizations that have industry certifications on the Industry Certification Funding List or the Postsecondary Industry Certification Funding List to develop

the new recognitions and certificate. The law requires the recognitions and the certificate to be available to all public school students in elementary schools and middle schools, respectively, at no cost to the school district or charter school.

#### **High School Graduation Requirements (Sections 17, 18 and 21)**

- **Florida Standard High School Diploma**

Redefines one rigorous standard high school diploma for students entering 9th grade during the 2013-2014 school year.

- **High School Diploma Designations**

Establishes new Scholar and Merit diploma designations for current and future high school students earning a standard high school diploma:

- Students may earn a Scholar designation if they satisfy course and testing requirements above-and-beyond those required for a standard diploma.
- Students pursuing a Merit designation must attain one or more industry certifications. Rigorous industry certification courses that lead to college credit may satisfy up to two math credits and one science credit.
- The law repeals the statute that established the 18-credit accelerated high school diploma, but retains the opportunity as an Academically Challenging Curriculum to Enhance Learning (ACCEL) option for students.

#### **Student Assessments Program (Sections 5 and 33)**

In addition to high school graduation requirements, the law further revises high school assessments. The law also codifies the Next Generation Sunshine State Standards to reflect

subject area standards adopted by the State Board of Education. The Standards are for the subject areas of English language arts, science, mathematics, and social studies. Visual and performing arts, physical education, health, and foreign language standards must include distinct grade-level expectations for the knowledge and skills a student is expected to acquire.

### **Dual Enrollment Programs for Career Students (Section 32)**

Limits career dual enrollment as curricular options to pursuing industry certifications, which count as credits toward the high school diploma industry certificate or associate degree. Defines career early admission as a form of dual enrollment when students enroll full-time in a career center of a FCS institution in programs leading to industry certifications. Allows participation if students have completed 4 semesters, formerly six, of full-time secondary enrollment including the 9th grade.

### **Postsecondary Industry Certification Funding (Section 37)**

The law requires the State Board of Education to approve a Postsecondary Industry Certification Funding List at least annually. The list will be used to determine annual performance funding distributions to school district technical centers and Florida College System institutions that provide instruction leading to rigorous industry certifications.

### **Performance Funding (Section 59)**

The law establishes performance funding provisions for public schools, school district workforce education programs, Florida College System institutions, and state universities to reward educational entities that align programs with economic demands.

### **Allocation of Performance Funds (Section 61)**

By October 31, 2013, the law requires the State Board of Education and the Board of Governors to recommend to the Legislature a mechanism for allocating performance funding to Florida College

System institutions and state universities based on three employment outcomes: percentage of graduates employed or enrolled in further education; the average wages of employed graduates; and, the average cost per graduate.

### **College and Career Planning (Section 18)**

Requires initiatives to help students focus on their future work while they are still in school and to target technical programs addressing industry needs.

### **Career Readiness Initiatives (Section 21)**

Establishes a process for developing career education courses that enable students to simultaneously earn credit in career courses and core academic credit required for high school graduation.

### **Adult General Education (Section 50)**

Requires students entering adult general education programs after July 1, 2013, to complete “Action Steps to Employment” activities prior to the completion of the first term. The action steps include identifying employment opportunities, creating a personalized employment goal, conducting an inventory of one’s skills and knowledge, and upgrading skills and knowledge, as necessary.

### **\$10,000 Bachelor’s Degree (Section 56)**

The law provides for \$10,000 Bachelor Degrees at Florida College System institutions by authorizing the waiver of Florida College System tuition and fees for the purpose of offering baccalaureate degrees for state residents for which the cost for the degree program does not exceed \$10,000.

### **Bright Futures (Section 57)**

Deletes requirement for Bright Futures recipients to complete a FAFSA.

### **Complete Florida (Section 51)**

Makes permanent a previous pilot program to attract students to complete their degrees online. Priority will be given to adult learners who are

## **NEW LEGISLATION SUMMARY**

veterans or active duty military. Initial Partners included University of West Florida, St. Petersburg College and Florida State College at Jacksonville. Extends implementation deadline to the end of the 2013-2014 academic year, and must now identify changes to the statewide computer assisted student advising system. Requires a report from UWF and its partners on the program to the chairs of the Board of Governors, State Board of Education and the Legislature by September 1, 2013.

*Effective July 1, 2013*

*Chapter 2013-27, Laws of Florida*

### **HB 85 – Public-Private Partnerships**

Creates an alternative procurement process and requirements for public-private partnerships to facilitate the construction of public-purpose projects, including educational facilities.

Creates a seven-member Public Facilities and Infrastructure Act Guidelines Task Force to recommend, by July 1, 2014, guidelines for the Legislature to consider for public-private partnerships to foster uniformity across the state. The responsibilities of the Task Force expire on December 31, 2014.

Specifies the requirements for partnerships, including provisions requiring public entities to notice unsolicited proposals, conduct independent analyses of proposed partnerships, notify other affected local jurisdictions, and enter into interim and comprehensive agreements for qualifying projects.

Authorizes responsible public entities to approve a qualifying project if there is a need for or benefit derived from the project, the estimated cost is reasonable, and the private entity's plans will result in the timely acquisition, design, construction, improvement renovation, expansion, equipping, maintenance, or operation of the qualifying project.

*Effective July 1, 2013*

*Enrolled, pending Governor's signature*

## **IV. ACADEMIC PROGRAMS**

### **SB - 520 Emergency Medical Services**

Deletes the requirement for emergency medical technicians and paramedics to obtain human immunodeficiency virus (HIV) and acquired immune deficiency syndrome (AIDS) training and continuing education instruction.

Links the definitions of advanced life support and basic life support to the EMT-Paramedic National Standard and the EMT-Basic National Standard, respectively, as well as the National EMS Education Standards of the United States Department of Transportation (USDOT).

Adds those National EMS Education Standards approved by the Department of Health (DOH) to the allowed standards on which EMS trainers may base their curricula.

Increases the period of time within which an EMT or a paramedic must pass their required certification exam after completing their training program from one year to two years.

*Effective July 1, 2013*

*Chapter 2013-128, Laws of Florida*

### **SB 1664 – Educational Personnel: Teacher Preparation**

Provides a new accountability framework for the approval of teacher preparation programs that is based on performance outcome metrics. The bill requires the Commissioner of Education to determine continued approval of each program based on specific metrics including placement rate data, retention rate data, student performance by subgroups, and critical teacher shortage.



## NEW LEGISLATION SUMMARY

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Requires each state-approved teacher preparation program to include in its uniform core curricula: Florida Educator Accomplished Practices, state-adopted student content standards, reading instruction, content literacy and mathematical practices, strategies for the instruction of English language learners and students with disabilities, and school safety. Institutions must annually report to the Department of Education (DOE) the status of each candidate who is admitted into the program under a waiver of admission requirements.

- **The bill requires each candidate to:**
  - Be instructed and assessed on the uniform core curriculum in his or her program concentration.
  - Demonstrate his or her ability to positively impact student learning growth during a field experience prior to program completion.
  - Demonstrate sufficient mastery of general knowledge as a prerequisite for admission into the undergraduate program, and a baccalaureate degree from an accredited institution for admission into graduate level programs.
  - Pass all portions of the Florida Teacher Certification examination prior to program completion.
- **For clinical instructors and sites:**
  - Specifies the qualifications for instructors in postsecondary teacher preparation programs who instruct or supervise field experience courses or internships in which candidates demonstrate an impact on student learning growth.
  - Specifies the qualifications for district and instructional personnel who supervise or direct teacher preparation students during field experience courses or internships.
  - Requires that the candidate's pre-service field experiences include a diverse

population of students in a variety of settings.

- Requires the selection of school sites for pre-service field experiences to be based on the qualifications of supervisory personnel and the needs of candidates.
- **For teacher preparation programs:**
  - Requires each institutional program evaluation plan to include how the institution addresses continuous program improvement.
  - Revises the current requirement that each teacher preparation program provide additional training to a graduate who is employed in a Florida public school. For a graduate who receives a rating of "developing" or "unsatisfactory" on his or her performance evaluation two years immediately following completion of the program or initial certification, his or her teacher preparation program would be required to provide additional training by the program at no expense to the educator or employer.
  - Requires that the continued approval of a program is contingent upon specific performance measures for programs and program completers.
  - Requires institutions and their programs to provide evidence of their capacity to meet requirements for continued approval.

*Effective July 1, 2013*

*Enrolled, pending Governor's signature*

## V. CHARTER SCHOOLS

### **HB 7009 - Charter Schools**

Provides clarification language to charter sponsors regarding the application and appeal processes.

## **NEW LEGISLATION SUMMARY**

Impacts FCS charter schools as it relates to monitoring by the school district, requiring annual report on student success and financials, and limiting approved teacher preparation programs. Limits employee contracts beyond the length of the charter contract and requires monthly financial reports.

*Effective July 1, 2013*

*Enrolled, pending Governor's signature*

### **HB 113 – Distribution of Materials Harmful to Minors (Applicable to Charter Schools)**

The bill creates a new offense making it a third-degree felony for an adult to knowingly distribute material harmful to a minor or to post materials harmful to a minor on public and private school property.

The bill defines school property as the grounds or facility of any public or private kindergarten, elementary school, middle school, junior high school, or secondary school.

The bill defines such material as that “harmful to minors,” and as defined in the Fla. Statutes, §847.001, however exempts materials used in the instruction of a subject by personnel defined in statute.

*Effective October 1, 2013*

*Chapter 2013-75, Laws of Florida*

### **HB 609 - Bullying in the Public School System (Applicable to Charter Schools)**

Prohibits the bullying or harassment of any public K-12 student or employee during a public K-12 education program or activity, including charter schools during a school-related or school-sponsored program or activity; on a public K-12 school bus; or through a computer, computer

system, or computer network that is within the scope of a public K-12 educational institution.

Defines “bullying” as systematically and chronically inflicting physical hurt or psychological distress on one or more students, which may involve teasing; social exclusion; threat; intimidation; stalking; physical violence; theft; sexual, religious, or racial harassment; public humiliation; or destruction of property.

Expands the scope of school district bullying policies to include computer-related bullying occurring outside the scope of a public K-12 educational institution and bullying using technology or electronic devices not owned, leased, or used by a public school or school district. Such conduct is actionable if it substantially interferes with or limits the victim’s ability to participate or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the education process or orderly operation of a school.

*Effective July 1, 2013*

*Chapter 2013-87, Laws of Florida*

## **VI. STUDENT AFFAIRS**

### **SB 1036 - Independent Living**

Provides young adults the option to remain in foster care until the age of 21, instead of 18. Doing so is designed to encourage completion of secondary education, or the beginning a career to allow for enrollment as a full-time student or equivalent in eligible post-secondary education, or part-time in some circumstances, or with approval from academic advisor.

Requires DCF to work with the Board of Governors, Florida College System and

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## **NEW LEGISLATION SUMMARY**

Department of Education to address the need for a comprehensive support structure in the academic arena and to provide postsecondary educational campus coaching positions integrated into the institution. DCF has the discretion to determine which college or university will offer a campus coaching position based on demographic data indicating the greatest need. Campus coaches are to be employees of the educational institution.

*Effective July 1, 2013*

*Enrolled, pending Governor's signature*

### **VII. INSTITUTIONAL GOVERNANCE**

#### **SB 50 - Public Meetings**

Requires that any Board or other public body permit citizens to be heard during the decision making process. Provides that the opportunity to be heard does not have to occur at the hearing where the final decision is made, but must be prior to the final decision. Requires affected public bodies to enact appropriate policies and procedures, and provides legal remedies for any violations.

*Effective October 1, 2013*

*Enrolled, pending Governor's signature*

### **VIII. BUSINESS AND CONTRACTING**

#### **HB 5401- Transparency in State Contracting**

Requires the Governor's Office to establish and maintain a single website that provides access to all other websites providing information on the approved operating budget for each branch of State government and state agency, and

providing information on fiscal planning for the State, all with specified data and features.

Requires the Department of Management Services to establish and maintain a website that contains certain information regarding employees of State agencies, state universities, and the State Board of Administration, however, does not include employees of state colleges.

The Legislative Auditing committee must, by November 1, 2013, recommend to the Senate President and the House Speaker additional information to be added to a website, such as whether to expand the scope of information to include state universities, Florida College System institutions, school districts, charter schools, charter technical career centers, local government units, and other governmental entities, and a format for collecting and displaying such additional information.

Requires the Chief Financial Officer to establish and maintain a contract tracking system for the contracts and contract amendments of "state entities," a term which is defined and does not appear to include Florida College System institutions.

*Effective July 1, 2013*

*Chapter 2013-54, Laws of Florida*

#### **HB 705 - Economic Development**

Expands the list of entities eligible to receive assistance from the Florida Institute for the Commercialization of Public Research to include "innovation businesses." It also allows the Institute to create corporate subsidiaries; to acquire ownership (and related) rights with respect to the products of financed companies; and, under some circumstances, to charge for services provided to private companies and/or organizations whose products are developed by

## **NEW LEGISLATION SUMMARY**

the R&D activities of a publicly supported college, university or research institute.

Creates the Florida Technology Seed Capital Fund as a subsidiary of the Institute, for purposes of stimulating greater private-sector investment and providing advice and other value-added services to start-up companies within targeted industry sectors.

*Effective July 1, 2013*

*Chapter 2013-120, Laws of Florida*

### **IX. EMPLOYMENT**

#### **HB 655 - Political Subdivisions/ Employee Benefits**

Defines “political subdivision” as a county, municipality, department, commission, district, board, or other public body, whether corporate or otherwise, created by or under State law (to include state colleges). Prohibits a political subdivision from requiring a minimum wage or employment benefit for employees of contractors or subcontractors, or awarding contract preferences based upon the wages or benefits provided to employees.

Adds a definition of “employment benefits” as anything of value that an employee may receive from an employer in addition to wages and salary. The term “State minimum wage” is also added and means a minimum wage required under the State Constitution or state law.

The bill creates the Employer-Sponsored Benefits Study Task Force which is to be organized by September 31, 2013, and shall analyze employment benefits and the impact of State preemption of the regulation of such benefits. Task Force findings and recommendations for legislative action regarding the regulation of employment benefits are due by January 15, 2014.

*Effective July 1, 2013*

*Enrolled, pending Governor’s signature*

#### **SB 1810 – Employment: Retirement System Contributions**

Contributions paid by employers participating in the retiree health insurance subsidy program were increased, however the Legislature adjusted funding in the Program Fund to reflect the change. Increased funds are provided to cover normal cost increases of the program and to cover the Unfunded Actuarial Liability. These changes are intended to have no net impact on the funds available for college operations.

*Effective July 1, 2013*

*Chapter 2013-53, Laws of Florida*

### **X. FACILITIES**

#### **SB 674 - Animal Shelters and Animal Control Agencies**

Requires that each public or private animal shelter, humane organization, or animal control agency operated by a humane society or by a county, municipality, or other incorporated political subdivision compile and maintain records concerning dogs and cats a facility takes in and the disposition of those animals. Each facility must maintain and make available the following data for the preceding three years, on a monthly basis commencing July 31, 2013:

- The total number of dogs and cats accepted by a facility, categorized by how the animal was admitted to the facility as well as by species;
- The total number of species other than domestic cats and dogs recorded as “other” for tracking;
- The condition under which the animals left the facility or were euthanized;

## NEW LEGISLATION SUMMARY

- A written statement of the facility's policy on euthanizing dogs due to breed or size, as applicable. The number of dogs euthanized due to breed, temperament, or size must be recorded and included in the facility's calculations for determining its percentage of animals euthanized.

*Effective July 1, 2013*

*Chapter 2013-32, Laws of Florida*

### **SB 454 - Florida College System Police Officers**

Aligns Florida College System (FCS) statutes with K-12 and state university statutes related to mutual aid agreements, giving FCS officers the same authority as other public education sector law enforcement.

For colleges that have a police force (five FCS institutions, not including St. Petersburg College), provides law enforcement officers with authority to enter into mutual agreements with local law enforcement agencies, and authority to patrol within 1000 feet of college owned or leased property or within an agreed upon jurisdictional area.

*Effective July 1, 2013*

*Enrolled, pending Governor's signature*

### **HB 269 - Public Construction Projects**

Requires governmental bodies to identify materials to be utilized on public construction projects. If wood is utilized, requires acquisition within the State of Florida, if available. Common materials such as plywood for forms are exempt.

Requires building permitting agencies to review and approve a structural inspection plan for threshold buildings prior to issuing a building permit and to approve the inspection schedules

prepared by the architect and engineer of record. Colleges will need to comply with the threshold building permit process specified. **(Section 16)**

Directs DBPR to prepare a new energy efficiency code that will apply to the design and operation of all buildings. FCS college buildings are expected to be in compliance with this Energy Conservation code. **(Section 18)**

Clarifies applicability of thermal efficiency standards for all buildings, including college buildings. **(Section 20)**

Outlines specific building features that must be taken into account when designing, operating and renovating non-residential buildings. Includes elements such as HVAC, external envelope components, lighting and all systems consuming energy. **(Sections 21 and 23)**

*Effective July 1, 2013*

*Enrolled, pending Governor's signature*

### **HB 1309 - Procurement of Commodities and Contractual Services**

statute pertaining to contracts of "public  
Creates new subsection in the public records  
agencies," defined in a manner that includes

colleges. All contracts for services will be required to include provisions that the contractor comply with public records laws.

Permits Department of Management Services to lead or enter into joint agreements with governmental entities for the purchase of commodities or contractual services that can be used by multiple agencies. Services or commodities provided to State agencies by governmental entities are now *not* subject to the competitive solicitation requirements otherwise required by law.



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**NEW LEGISLATION SUMMARY**


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*Effective July 1, 2013*

*Chapter 2013-154, Laws of Florida*

**SB 286- Design Professionals**

Provides tort liability immunity to design professionals (individuals licensed in Florida as an architect, interior designer, landscape architect, engineer, or surveyor) employed by a business or an agent of a business. The individual design professional immunity takes effect if:

- The contract is made between the business entity and the claimant (or another entity on claimant's behalf).
- The contract does not name an individual employee or agent as a party.
- The contract prominently states that an individual may not be held liable for negligence.
- The business entity maintains professional liability insurance as required under contract.
- And all damages are solely economic in nature and do not extend to persons, nor property, not subject to the contract.

*Effective July 1, 2013*

*Chapter 2013-28, Laws of Florida*

**HB 21 - Background Screening for Non-instructional Contractors on School Grounds**

Requires the Department of Education (DOE) to create a uniform, statewide identification badge signifying that a non-instructional contractor has satisfied the specified background screening requirements. School districts are responsible for issuing the badges, which must include a photograph of the contractor. A contractor must be issued a badge if he or she is a U.S. resident and citizen or permanent resident alien, 18 years of age or older, and meets the specified background screening requirements.

The badge must be recognized by each Florida school district, visibly worn by the non-instructional contractor when on school grounds (including charter schools), and is valid for five years. DOE must determine a uniform cost that school districts may charge a contractor for a badge. Contractors who are exempt from background screening requirements are not required to obtain a badge.

*Effective July 1, 2013*

*Chapter 2013-73, Laws of Florida*



Prepared by the Office of the General Counsel, St. Petersburg College, with excerpts taken from the 2013 Legislation Session Report, Florida College System Institutional Lobbyists and Florida Department of Education.

The Board of Trustees of St. Petersburg College affirms its equal opportunity policy in accordance with the provisions of the Florida Educational Equity Act and all other relevant state and federal laws, rules and regulations. The college will not discriminate on the basis of race, color, 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. Should you experience such behavior, please contact Pamela Smith, the director of EA/EO/Title IX Coordinator at 727-341-3261; by mail at P.O. Box 13489, St. Petersburg, FL 33733-3489; or by email [eaao\\_director@spcollege.edu](mailto:eaao_director@spcollege.edu).



# Clearwater Campus

## Student Government!



26<sup>th</sup> Annual Meeting of the Florida Association of Benthologists  
November 8th, 2012

Presents to

**Charles Lutz, Jessica Small, & Grant Trier**  
*"Artificial reef sediment experiment - sediment analysis"*

**Student Award  
for Best Poster Presentation**





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## Clearwater Campus Budget Allocation

Clubs & Campus depts.	99,318.20
Student Travel	24,593.96
Campus Events	65,598.40
SL&L Maintenance	27,017.72
Unallocated Funds	37,017.72
Baccalaureate Students	10,450.00
Total	263,996.00

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## Selected Expenditures

Veterans' Day	\$3,683.30
International Education Week	\$4,157.40
SL & Leadership Maintenance	\$27,017.72
Academic Department Support	\$55,578.93
Fossil Digging Trip	\$662.38
Additional Tutoring	\$32,394.33
Benthologists Conference	\$1,709.94
Hispanic Heritage Events	\$2,900.00
Dress Forms	\$4,942.25
Scantrons	\$129.29
Photography Department	\$2,641.00
Clubs	\$9,754.50
Pizza With the Provost	\$71.40
Leadership Development	\$12,616.32

# **New Initiatives in the Sciences**

## **Curriculum renewal**

Anatomy and Physiology  
Chemistry  
General Education

## **Expansion of Workforce Preparation**

Environmental Science Technology  
Biotechnology  
Chemistry and Microbiology to Seminole

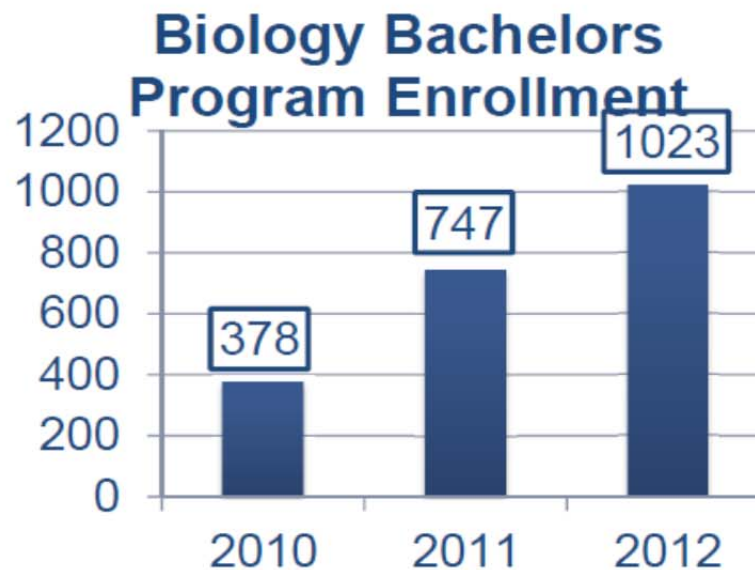
*Within Reach*

St. Petersburg College

**SPC**

# New Initiatives in the Sciences

## Expansion of Baccalaureate Program



Development of New Tracks  
Merging Into One Department  
Expansion of Undergraduate Research  
**Future Development**

An  
Achieving  
the Dream<sup>™</sup>  
Institution



*Within Reach*

St. Petersburg College

**SPC**

# Developmental Education Update

June 2013



June 2013

# Collaborative Lab June 4, 2013

- *66 members of the College participated*



# Beginning Steps

- Address Three Questions
  1. What do we need to discontinue?
  2. What do we need to start doing?
  3. What do we need to continue doing?





# Discontinue Items

- Rely on only placement test results to advise all students.
- Continue current standard 16 week developmental classes.



# New Items

- Use additional data such as HS transcript, work experience, military experience, extra-curricular activities and degree choice to advise students. Develop advising rubrics that are accessible to students and staff
- Offer additional developmental pathways
- Create additional MOOCS and build in success strategies for Gateway Courses



# MATHEMATICS

*Within Reach*

## Implementing changes in Developmental Education

- **Compressed/linked class options**
  - Fall/Spring pilot: 64.8% success rate
  
- **Modularization**
  - **Adaptive Learning Courseware with ALEKS**
  - **Diagnostics at beginning of class**
    - Individualized learning plans focus on areas needed
    - Allows accelerated learning for potential to finish a course early
  - **Personalized attention with instructor**
  - **Progress assessments**
  - **Success rates**
    - MAT 0990: 59.5% success rate (Developmental Math: 54%)
    - Developmental Math online: 51% success rate 2012-13 (2011-12: 44.6%)
    - Face to Face courses using ALEKS: 58.9%
  
- **Students can start College-credit math coursework sooner**

# Continue Items

- College Experience

A values-based, student completion and success initiative composed of five strategic project initiatives.



# Continue Items

## Student Life Plan Retention Policy

- Ensures FTIC students start on a path to success by:
  - Establishing initial expectations for students
  - Identifying at-risk students early in the term (beginning the 3<sup>rd</sup> week)
  - Using a case management advising model
  - Limiting future enrollment to ‘reasonable’ levels
  - Requiring an action plan for students that addresses academic and life issues



# Continue Items

- Training and Professional Development
  - College-wide
  - Extensive
  - Ongoing



## Curriculum Adjustments Meta Majors –Academic Pathways

- Arts, Humanities and Design
- Science, Technology, Engineering and Mathematics (STEM)
- Education
- Public Safety
- Industry, Manufacturing and Construction
- Business
- Health Sciences
- Social/Behavioral Science and Human Services



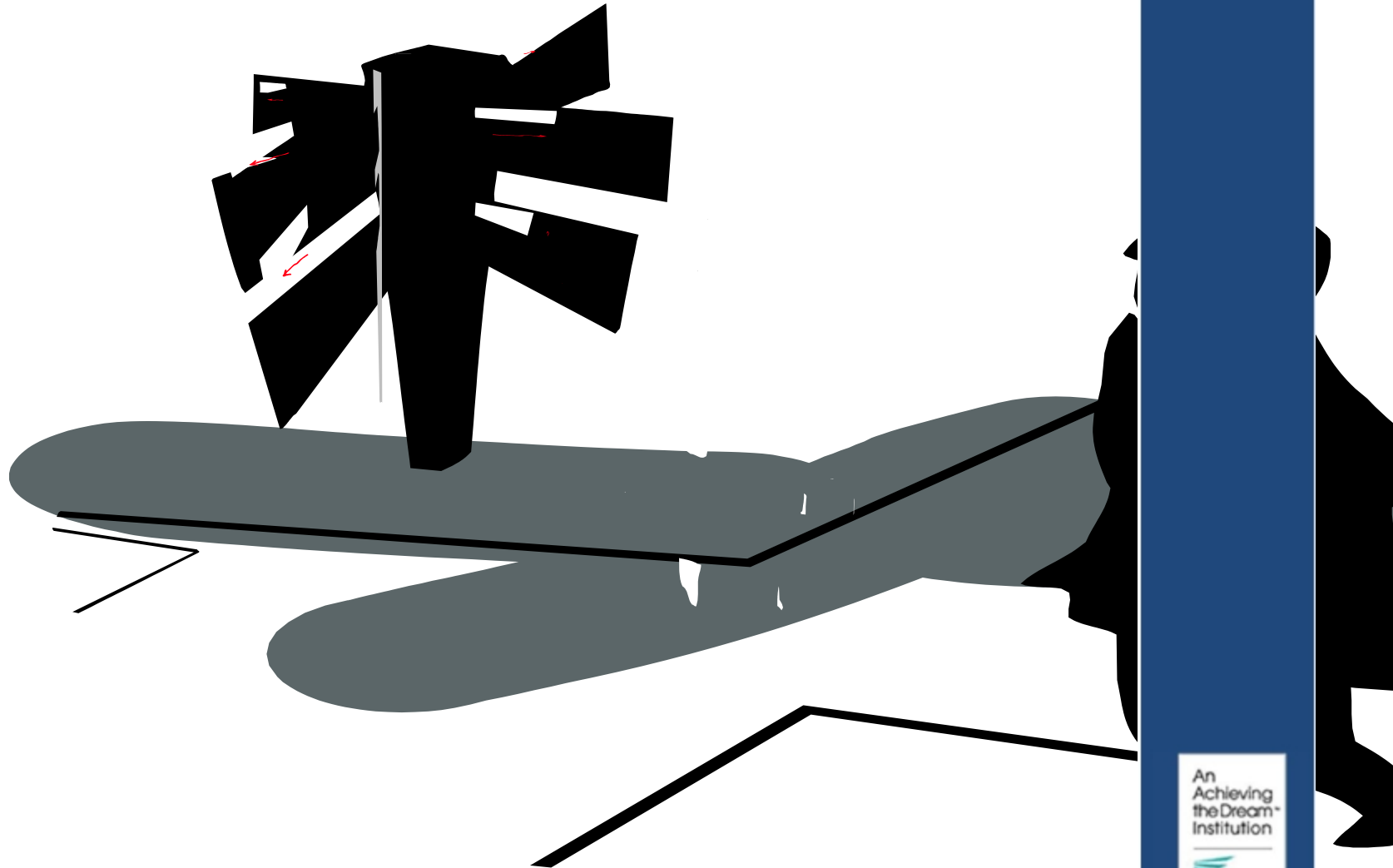
# Communication and Math for Meta-Major Pathways

- ENC1101 Composition I for all Pathways
- Math Courses will vary  
Examples:
  - STEM → MAT1033 Intermediate Algebra & MAC1105 College Algebra, etc.
  - Liberal Arts and Humanities → MGF1106 Mathematics for Liberal Arts I & MGF1107 Mathematics for Liberal Arts II
  - Social Science and Human Services → STA2023 Elementary Statistics
- Review/Change Course Pre-requisites



# Questions


June 2013



June 18, 2013

**MEMORANDUM**

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

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

**SUBJECT:** Baynard, McLeod and Lang, PA—Legal Services as Board Attorney

**Authorization is sought to extend the agreement with Baynard, McLeod and Lang, PA to provide the legal services of Joseph H. Lang, Esquire, to continue to serve as the Board attorney, for the period commencing July 1, 2013 and continuing through June 30, 2014.**

Under the terms of the Agreement, Mr. Lang will receive a retainer of \$400 per month and an hourly rate of \$250 for services rendered. The Agreement will also provide that Mr. Lang may elect to use other firms, at agreed upon rates, for specialty issues not handled by Mr. Lang's firm. Although the total amount of this Agreement cannot be determined at this time, expenditure approval, for Mr. Lang's firm and other firms used to provide services contemplated herein, is requested for up to the approved budgeted amount for Fiscal Year 2013-14.

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

slg0530131

**MEMORANDUM OF UNDERSTANDING****BETWEEN****LUMASTREAM, INC.****AND****ST. PETERSBURG COLLEGE**

This Memorandum dated September 1, 2013, ("Effective Date") by and between LUMASTREAM, INC., a commercial entity incorporated in the State of Delaware, with its principal offices at 2887 22nd Ave. N., #D, St. Petersburg, Florida 33713, hereinafter referred to as "LumaStream" and the BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE, PO Box 13489, St. Petersburg, Florida 33733, (the "College") a political subdivision of the State of Florida.

WHEREAS, LumaStream is a St. Petersburg based corporation providing local clients with enhanced digital technologies and innovative concepts in the design, fabrication, manufacturing and installation of low voltage LED lighting systems and power supplies, and

WHEREAS, the College is an open access multi-campus institution of the Florida College System dedicated and committed to promoting academic excellence through interactive and innovative teaching and learning, particularly desirous of enhancing its offerings related to workforce education, internships, and career placements, and

WHEREAS, LumaStream and the College believe the two entities share similar goals and a desire to enter into a partnership that will facilitate educational opportunities and training in new technologies resulting in opportunities for work and career development, and

WHEREAS, LumaStream and the College intend that this partnership be a synergistic one benefiting both parties and the community as a joint effort to offer credit and non-credit courses in manufacturing at a portion of LumaStream's facility that will be leased by the College for such purposes, and referred to as the *Advanced Manufacturing Training Center of St. Petersburg College*, a partnership between St. Petersburg College and LumaStream corporation.

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

**Section 1. SCOPE OF REPSONSIBILITIES**

Other than as outlined herein, the parties acknowledge and agree to the following:

LUMASTREAM shall:

- a. Provide the College with access to production machinery and processes for the purpose of training students on a mutually agreed upon schedule;
- b. Provide skilled machinery operators, process leaders, and training supervisors to assist students in the manufacture of production parts, circuit boards and assemblies including packaging and shipping, as well as training supervision of equipment to ensure safety protocols and facilitate proper training and utilization;
- c. Maintain general property and liability insurance on the LumaStream portion of any co-located premises;
- d. Work with College leadership to create a viable intern program that will be a model for others to follow;
- e. Provide preference to students and graduates for jobs with LumaStream as the company expands;
- f. Promote the College as a leader in workforce education and critical job skills training, positioning St. Petersburg College as a first mover and national leader in next generation education, and
- g. Provide internships for College students.

ST. PETERSBURG COLLEGE shall:

- a. Provide manufacturing and fabrication machinery in the LumaStream facility, the specifications of such as outlined on Exhibit A, on which to train students;
- b. Provide programming, curriculum and instruction as provided for herein;
- c. Recruit students to enroll in the curriculum;
- d. Maintain professional liability insurance to cover all students and interns while they are in/on the LumaStream premises; and
- e. Enter into a Sublease Agreement, as provided for herein, to lease space in an interim production facility in the Mid-town area of St. Petersburg, more specifically located at 2201 First Avenue S., St. Petersburg.

## **Section 2. EDUCATIONAL PROGRAMMING AND CURRICULUM**

LumaStream and the College will enter into discussions to develop and enhance the intended educational programming and course schedule of classes and training to be offered at the LumaStream site. The College shall work in conjunction with LumaStream to develop and select curriculum relevant to LumaStream's manufacturing process and to meet the College goals of offering industry recognized workforce certifications, courses in engineering technologies, and related college credit courses. The College shall provide staffing for advising, counseling, educational programming and training, including course instructors to be employed by the College. It is intended that the course offerings will begin during the Fall Semester, 2013.

**Section 3. INITIAL PLANNING COSTS**

LumaStream and the College agree to provide, respectively, any initial planning dollars to support the development of educational programming, curriculum, and training programs, as well as programs in workforce education, on-the-job training, internships, career advising and job placement at the LumaStream site. The costs of any facility renovations and site build out, permanent fixtures, other facility enhancements or equipment modifications needed for courses or training shall be the responsibility of LumaStream, except as provided for in Section 1. of this Memorandum of Understanding. The College shall be responsible to furnish classroom furniture, chairs, tables, work spaces and other needs in the approximately 1,200 square feet of dedicated instructional space.

**Section 4. LEASE (SUBLEASE) AGREEMENT**

In consideration of space provided to the College by LumaStream, to be dedicated as classroom and training facilities, the parties will execute a Lease (Sublease) Agreement within 45 days of the execution of this Memorandum of Understanding, outlining the square footage of leased space, and specifying classroom and work space, as well as license to use the design and manufacturing equipment and technology necessary to effectuate the course outcomes and anticipated training as delineated on the College's Course Schedule and internship programs. The Lease Agreement shall initially be in effect for a term of two years (24 months) and run concurrent with this Agreement, with the option for renewal on an annual basis.

It is anticipated that the Lease Agreement shall include both shared and dedicated space, and include approximately 1,200 square feet of dedicated classroom space, as well as approximately 400 square feet of machining work space and 400 square feet of electronic bench work space, and access to common areas to include, but not limited to, restroom facilities, kitchen and parking space. The intended Lease Agreement shall delineate the rental payment of leased space calculated on a cost basis, including, but not limited to, the cost of build-out, renovation, retrofitting of the facility, utilities and maintenance, and staffing as delineated herein. The lease payment is estimated to be approximately \$5,000 per month during the term of the Lease. Such Lease Agreement shall include provisions related to dedicated and shared space and parking, insurance, hours of operation, signage, staffing and technology needs, as well as any costs related to utilities and maintenance.

**Section 5. TERM AND TERMINATION**

Responsibilities under this Memorandum of Understanding will begin on September 1, 2013, and remain in place for a term of two years (24 months), with an option for renewal on an annual basis thereafter, to run concurrently with the attending Lease Agreement. The parties hereto agree to cooperate in good faith to pursue and fulfill the intent of this Memorandum of Understanding. However, if a Lease Agreement is not executed by the parties within 45 days of the signing of this Memorandum of Understanding, this Memorandum of Understanding may be terminated by either party. Once a Lease Agreement is executed by the parties, either party may terminate this Memorandum of Understanding and such Lease Agreement with 120 days prior written notice of the intent to terminate. In the case of termination, any student enrolled in a

program at the LumaStream site at the notice of termination shall have the opportunity to complete such educational program or training.

Notwithstanding, the College reserves the right to terminate this Memorandum of Understanding should funding, appropriations, and budget conditions in any way require the College to do so.

**Section 6. GOVERNING LAW AND VENUE**

This Agreement and all transactions governed by this Memorandum of Understanding shall be governed by and construed and enforced in accordance with the laws of the State of Florida without regard to principles of conflicts of laws. Both parties shall comply with all federal, state, county, and local laws, regulations, and ordinances at all times.

**Section 7. NONDISCRIMINATION POLICY**

LumaStream and the College agree that neither will discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin or marital status, sexual orientation, gender identity, or genetic information, or against any qualified person with a disability in its treatment of employees or students, and agree and recognize that sexual harassment constitutes discrimination on the basis of sex.

**Section 8. PUBLIC RECORDS**

This Memorandum of Understanding and all attending and related documents and agreements are subject to the Public Records Law of the State of Florida, Chapter 119, Florida Statutes. In the event that LumaStream refuses to allow public access to all documents, papers, letters and other materials made and received by LumaStream in conjunction with this Memorandum of Understanding, the College may unilaterally terminate without further liability.

**Section 9. STUDENTS**

LumaStream agrees that students, trainees and interns shall remain students of St. Petersburg College to the extent that they remain enrolled in College courses and certificate programs. Further, St. Petersburg College shall have dedicated use of the leased classroom space and training facilities for educational purposes and exclusively for students of St. Petersburg College, unless otherwise agreed upon by the parties. LumaStream agrees that all students shall be subject to the College's Board of Trustees Rules and Procedures, and that LumaStream will abide by the provisions of the Family Education Rights and Privacy Act (FERPA) (20 USC §1232g) in regard to the protection of student educational records.



**Section 10. NOTICE TO THE PARTIES**

Notice to the parties shall be made as follows:

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

(b) If to LumaStream, 2887 22nd Ave. N., #D, St. Petersburg, Florida 33713, ATTN: Chief Executive Officer, or at such other address as LumaStream may designate by written notice to the College.

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

**MISCELLANEOUS PROVISIONS**

**Section 11.** Should any section or part of any section of this Memorandum of Understanding be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or any part of any section of this agreement. However, if this Memorandum of Understanding shall be rendered void, the attending Lease Agreement shall be rendered void and thereafter terminate.

**Section 12.** This Memorandum of Understanding, with its exhibits and attachments, constitutes the entire agreement between the parties, and no change will be valid unless made by supplemental written agreement executed by both parties.

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

**Section 14.** This Agreement may not be modified or amended, except by a further written instrument executed by the parties hereto. Any failure by either party hereto to exercise any of its rights hereunder shall not be construed as a waiver of such rights, nor shall any such failure preclude exercise of such rights at a later date.

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

LUMASTREAM, INC.

\_\_\_\_\_

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

Its: \_\_\_\_\_

Date \_\_\_\_\_

ST. PETERSBURG COLLEGE

\_\_\_\_\_

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

Date \_\_\_\_\_

**EXHIBIT A**

College owned and supplied machinery utilized at the Center for purposes of educational instruction and training.

1. Computer numerical controlled (CNC) Milling Machine
2. Computer numerical controlled (CNC) Lathe

**Luma** **STREAM**<sup>®</sup>  
Low-Voltage Intelligent LED Lighting Systems™

St. Petersburg College

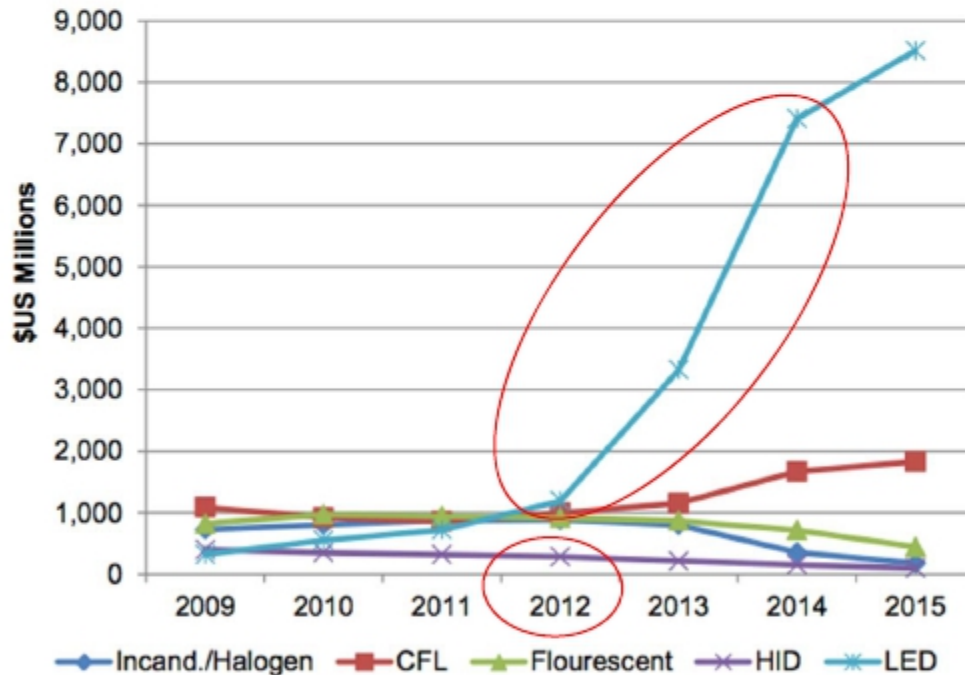
**SPC**

## Presentation Contents

- Who is LumaStream?
- Why Does a Partnership Make Sense?
- Our Agreement
- The New Facility
- Demonstration of Lighting

# Startling LED Adoption

“We predict that half the world’s demand for lighting will be for LEDs by 2018.”  
*US Department of Energy, 2009*



IMSresearch  
excellence in market intelligence

LumaSTREAM

St. Petersburg College  
SPC

# Going . . . Going . . . Gone!

**Incandescent bulbs are being phased out!**



**100 watt lamp in 2012  
75 watt lamp in 2013  
60 watt lamp in 2014**



## Why?

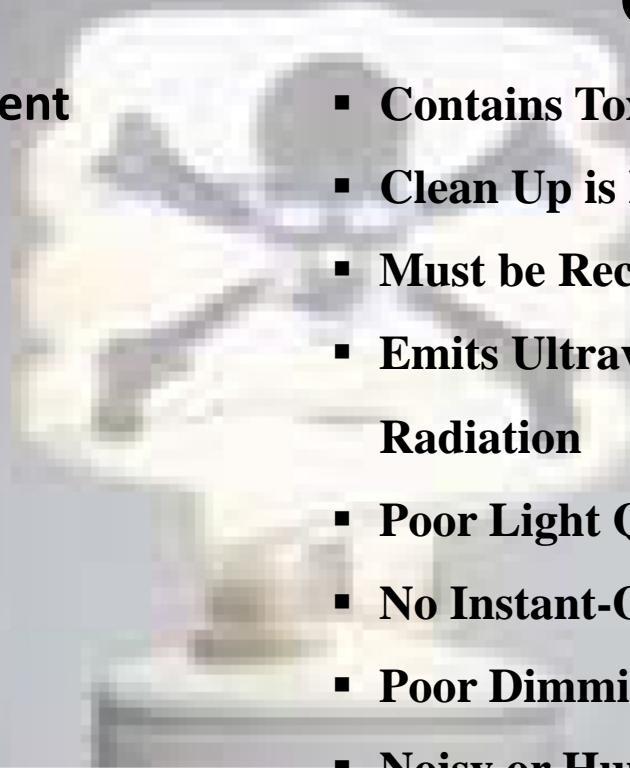
**Incandescent    90% Heat,    10% Light,    Avg. Life = 1,100 Hrs.**



# Fluorescent vs. Incandescent

## Pros:

- More Energy Efficient
- Longer Lifespan



## Cons:

- Contains Toxic Mercury
- Clean Up is Hazardous
- Must be Recycled
- Emits Ultraviolet & Electromagnetic Radiation
- Poor Light Quality
- No Instant-On
- Poor Dimming
- Noisy or Humming Ballasts

# **LEDs ARE the future of lighting**

## **The benefits are undeniable:**

- **Highly Energy Efficient**
- **Long Lifespan**
- **Extremely Durable**
- **Low Heat Output**
  - **Reduced A/C Loads**
- **Negligible UV Output**

# LumaStream's Intelligent Lighting System

## Simple, Elegant, and Powerful



# LumaStream Eliminates Sources of Failure at the Fixture

LED replacement bulb



Complex

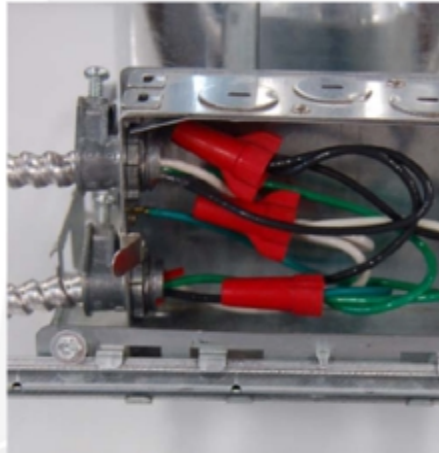


Simple

# LumaStream's Low-Voltage Material Savings



Versus



# LumaStream's Highly Simplified Lighting Control



Versus



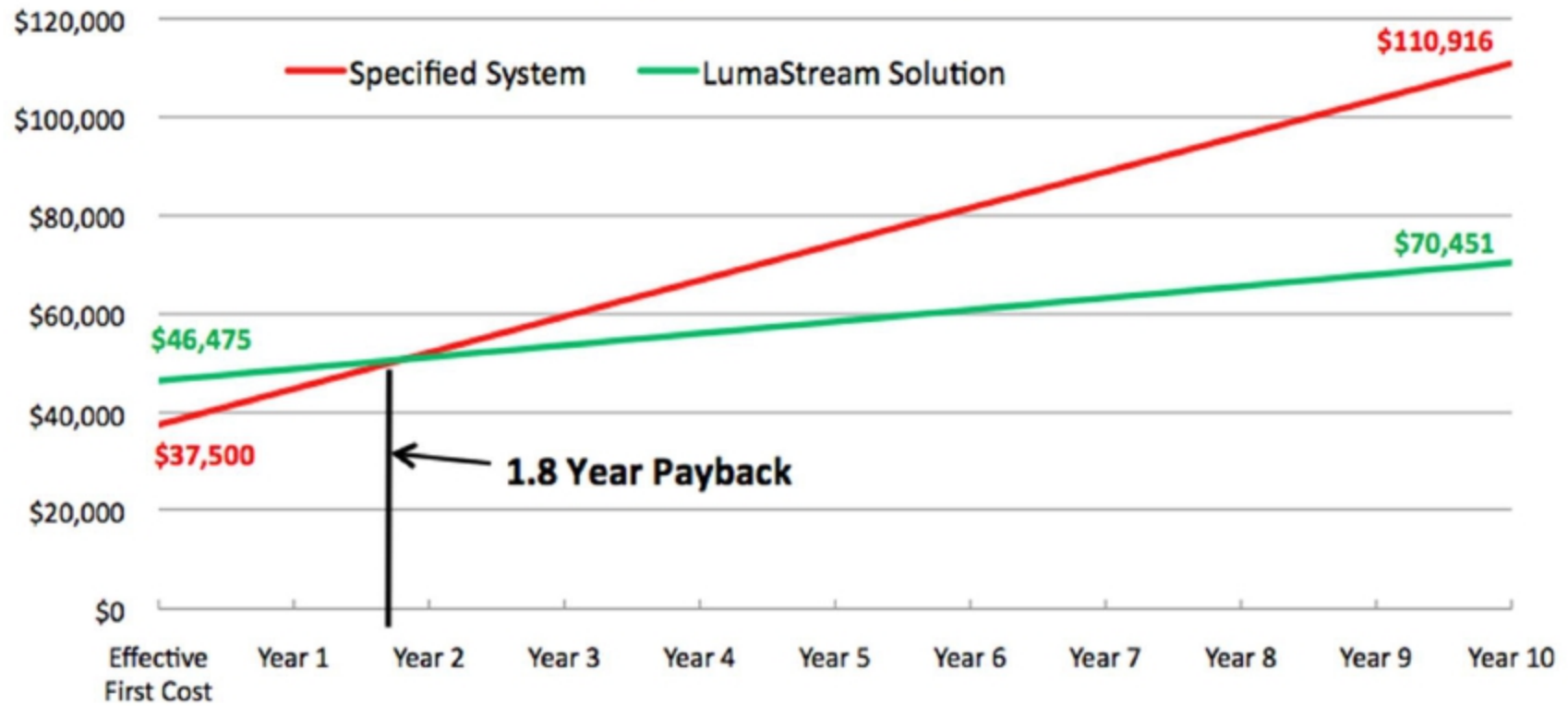
# LumaStream's Superior Solution

- **Highest Return on Investment**
- **Highest Energy Efficiencies**
- **Lowest Operating Costs**
- **Simple**
- **Superior Lighting Quality and Dimming**



# Exceptional Payback

## Comparative Cash Flow



## Why Does a Partnership Make Sense?

- LumaStream anticipates substantial and rapid growth and wants it to be in St Petersburg;
- The Dome Industrial Park and Warehouse Arts District are in proximity to what makes sense for us;
- A qualified workforce is essential;
- Our partnership, the Advanced Manufacturing Training Center, will expand educational opportunities and training in new technologies resulting in job and career development opportunities for the Midtown area.

## LumaStream will:

- Work with SPC leadership to create a viable intern program (that will be a model for others to follow);
- Provide skilled supervision to students exposing them to all facets of a manufacturing operation;
- Provide preference to students and graduates for jobs;
- Promote the College as a leader in real life education and critical skills job training.

## SPC will:

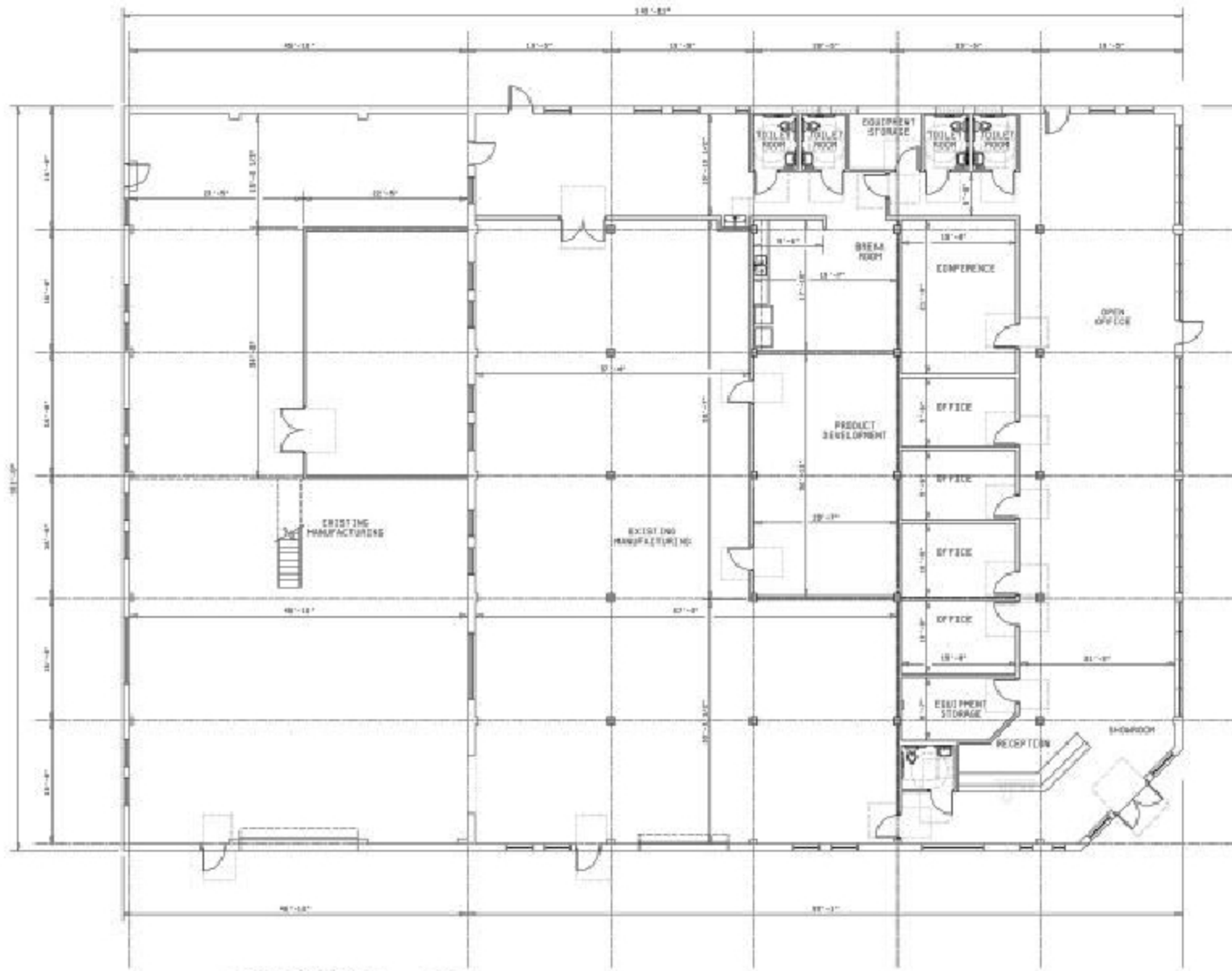
- Recruit students;
- Provide and install CNC machine tools and electronic equipment to enable students to learn in a real-world manufacturing environment and support real-time production;
- Provide programming, curriculum, instruction.

# New Facility Design



LumaSTREAM

St. Petersburg College  
**SPC**



1 FLOOR PLAN  
A2.1 SCALE: 1/8"=1'-0" (SW/14)



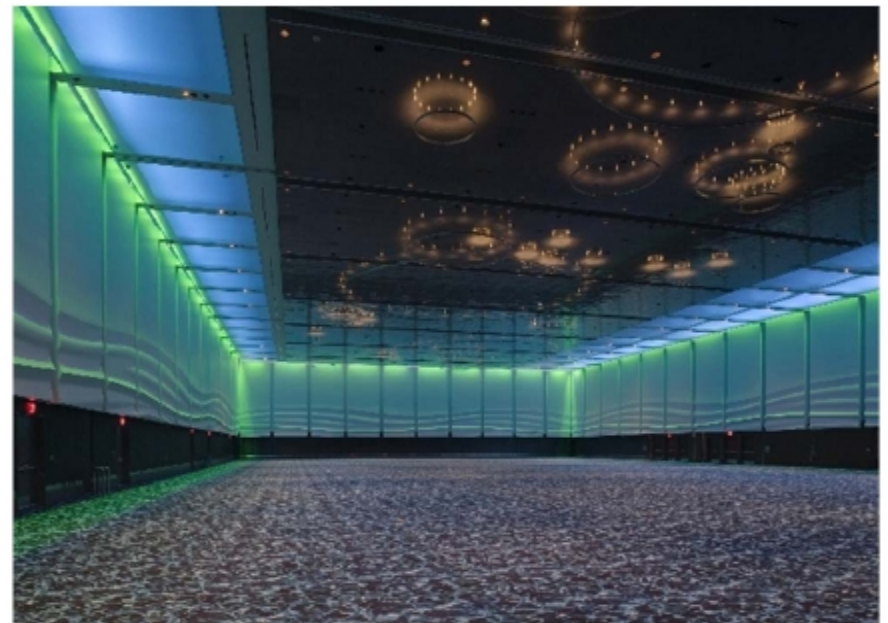


**Fanfare Eatery Sports Restaurant, Fairfax VA**



Fanfare Eatery Sports Restaurant, Fairfax VA



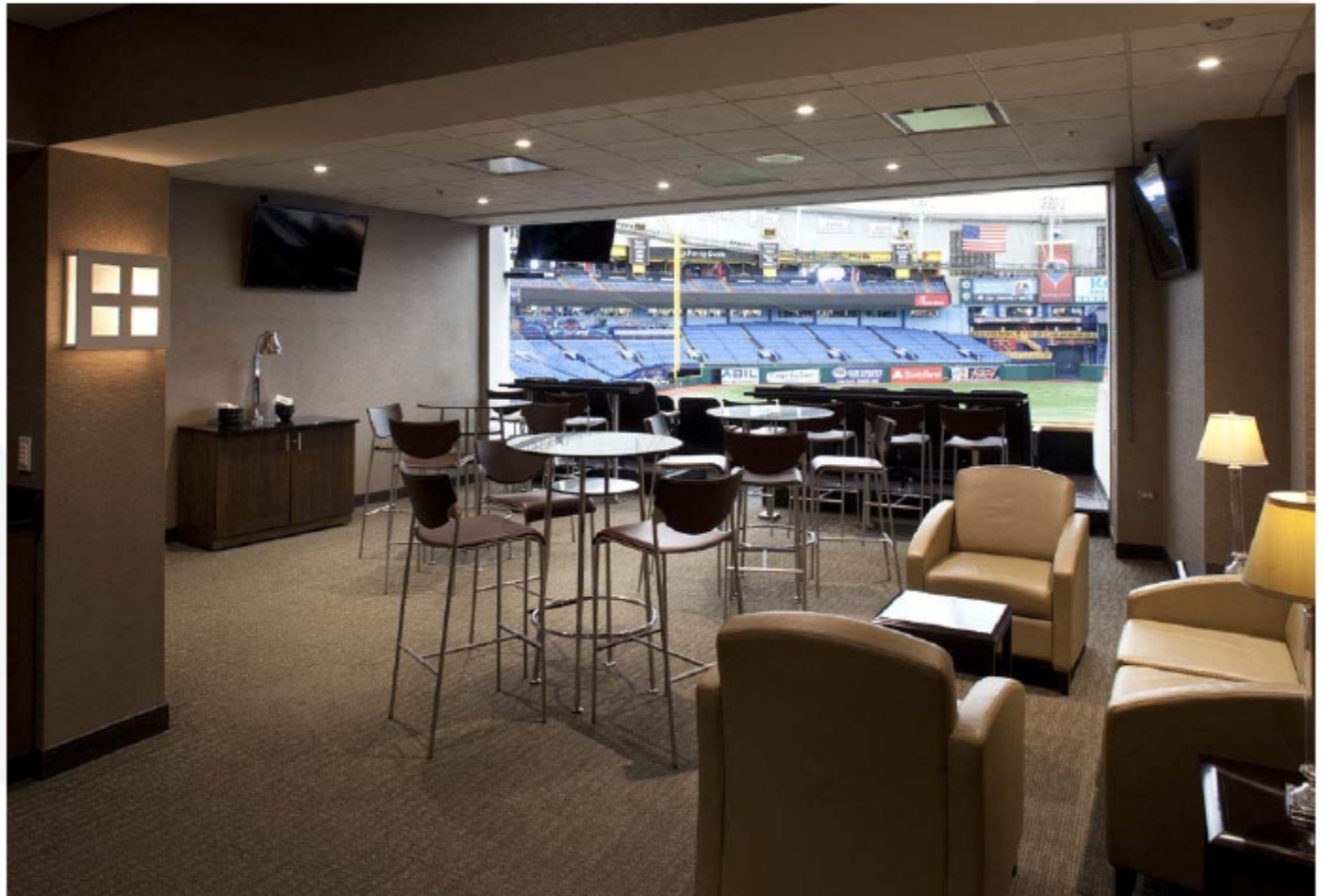


**Bartle Hall, Kansas City**

47778



**Museum of Fine Arts, Saint Petersburg, FL**



**Tropicana Stadium, Saint Petersburg, FL**

47780



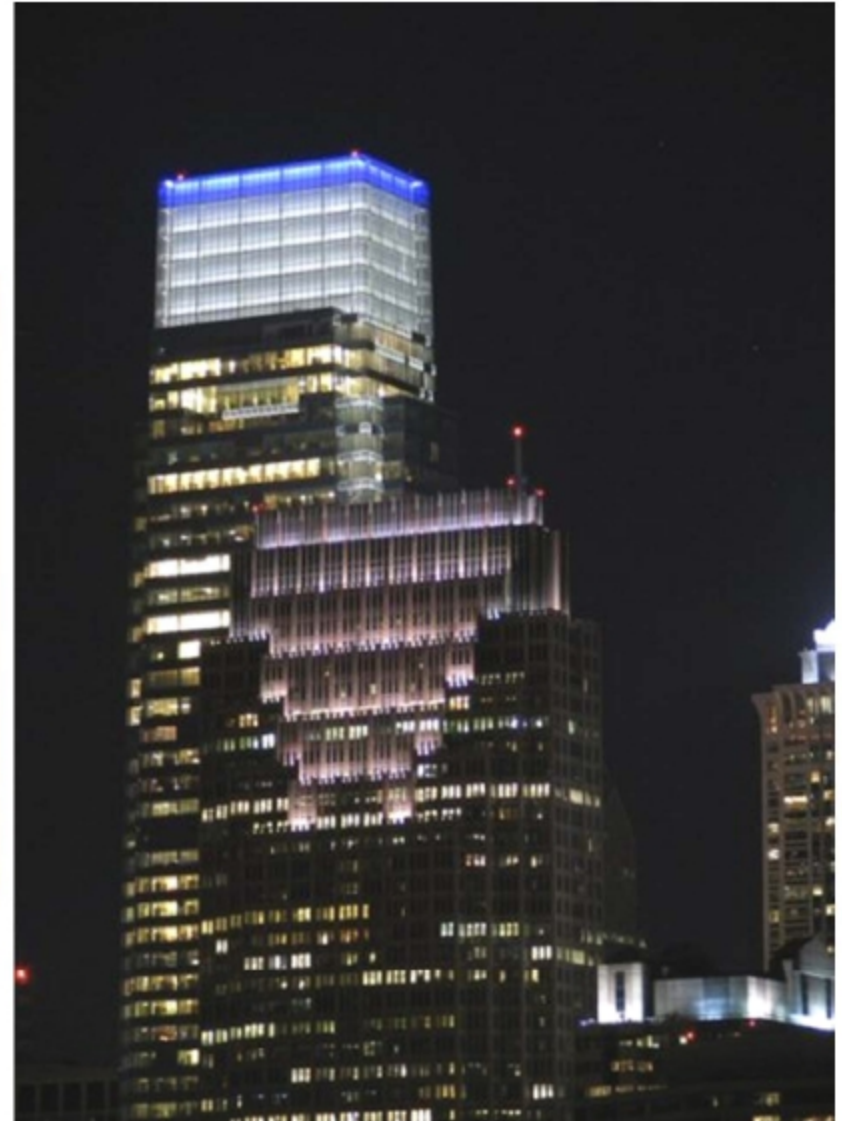


**Florida Cancer Specialists, Tampa FL**



**Tech Data Cisco Training Center, Tampa FL**

47782



**Comcast Tower, Philadelphia, PA**





**C1 Bank Headquarters, Saint Petersburg, FL**





**C1 Bank Headquarters, Saint Petersburg, FL**



**Blue Bar, St. Lucia**

47786





**Courtyard by Marriott, Washington, D.C**



**Glory Days Grill, Eldersburg MD**

47788





**Yogurtology, Tampa, FL**

# LumaStream

**The world's most controllable,  
100% Low Voltage LED Lighting System.**

LumaSTREAM®

St. Petersburg College  
**SPC**

June 18, 2013

**MEMORANDUM**

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

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

**SUBJECT:** LumaStream

On several prior occasions I have shared preliminary information with the Board concerning a major training initiative that the college is pursuing with a local manufacturing company, LumaStream. This St. Petersburg based organization has developed patented technology that allows for greatly expanded utilization of LED lighting in public and retail locations. LumaStream is finding that their technology greatly reduces installation costs as well as operating costs for the use of LED lights.

The company presently has a production facility but is moving to expand its local operations to Midtown. This expansion includes the relocation of an existing production operation from Canada to St. Petersburg. The move will be a two-step process: within the next few months, a facility will be modified to allow for expanded production in response to market acceptance of the LumaStream products; a second permanent (larger) facility is being planned for the Dome Industrial Park within the next few years.

Reflective of our Department of Labor Manufacturing Grant, St. Petersburg College was approached by the principals of LumaStream to work closely with the company in preparing local citizens for employment as the company ramps up its production capacity.

Our response is an innovative one, embedding our training in the facility in order that our students have the opportunity to experience a high throughput production operation as an integral part of the education and training. Our process will give us access to the LumaStream personnel in our teaching efforts. St. Petersburg College students will also participate in internships and be given first consideration for employment opportunities.

It is important to note that the training we provide will prepare students for manufacturing positions in businesses other than LumaStream. We anticipate that the availability of quality training in Midtown will be attractive to other employers as well.

Attached is a Memorandum of Understanding that provides the basis for our work with LumaStream. This initial agreement is for a two year period, providing a basis for modification in the relationship as we move forward. The college will pay a fee of \$5,000 per month that covers our space rental, training assistance, access to equipment,



insurance, and other incidental costs. We will acquire some additional equipment to allow us to expand the range of training that we can make available at the LumaStream location.

Although we have done a good deal of 'due diligence' we know that we will have a number of difficult issues to solve as the opportunity unfolds. The chance to provide such a strong workforce presence in Midtown, however, is worthy of our best efforts as a college.

Thank you.

**MEMORANDUM OF UNDERSTANDING****BETWEEN****LUMASTREAM, INC.****AND****ST. PETERSBURG COLLEGE**

This Memorandum dated September 1, 2013, (“Effective Date”) by and between the LUMASTREAM, INC, a commercial entity incorporated in the State of Florida, with its principal offices at 2887 22nd Ave N # D, St. Petersburg, Florida 33713, hereinafter referred to as “LumaStream” and the BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE, PO Box 13489, St. Petersburg, Florida 33733, (the “College”) a political subdivision of the State of Florida.

WHEREAS, LumaStream is a St. Petersburg corporation providing local clients with enhanced digital technologies and innovative concepts in the design, fabrication, manufacturing and installation of low voltage LED lighting systems and power supplies, and

WHEREAS, the College is an open access multi-campus institution of the Florida College System dedicated and committed to promoting academic excellence through interactive and innovative teaching and learning, particularly desirous of enhancing its offerings related to workforce education, internships, and career placements, and

WHEREAS, LumaStream and the College believe the two entities share similar goals and a desire to enter into a partnership that will facilitate educational opportunities and training in new technologies resulting in opportunities for work and career development, and

WHEREAS, LumaStream and the College intend that this partnership be a synergistic one benefiting both parties and the community as a joint effort to offer credit and non-credit courses in manufacturing at a portion of LumaStream’s facility that will be leased by the College for such purposes, and referred to as the *Advanced Manufacturing Training Center of St. Petersburg College*, a partnership between St. Petersburg College and LumaStream corporation.

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

**Section 1. SCOPE OF REPSONSIBILITIES**

Other than as outlined herein, the parties acknowledge and agree to the following:

LUMASTREAM shall:

- a. Provide the College with access to production machinery and processes for the purpose of training students on a mutually agreed upon schedule;
- b. Provide skilled machinery operators, process leaders, and training supervisors to assist students in the manufacture of production parts, circuit boards and assemblies including packaging and shipping, as well as training supervision of equipment to ensure safety protocols and facilitate proper training and utilization;
- c. Maintain general property and liability insurance on the LumaStream portion of any co-located premises;
- d. Work with College leadership to create a viable intern program that will be a model for others to follow;
- e. Provide preference to students and graduates for jobs with LumaStream as the company expands;
- f. Promote the College as a leader in workforce education and critical job skills training, positioning St. Petersburg College as a first mover and national leader in next generation education, and
- g. Provide internships for College students.

ST. PETERSBURG COLLEGE shall:

- a. Provide manufacturing and fabrication machinery in the LumaStream facility, the specifications of such as outlined on Exhibit A, on which to train students;
- b. Provide programming, curriculum and instruction as provided for herein;
- c. Recruit students to enroll in the curriculum;
- d. Maintain professional liability insurance to cover all students and interns while they are in/on the LumaStream premises; and
- e. Enter into a Lease Agreement, as provided for herein, to lease space in an interim production facility in the Mid-town area of St. Petersburg, more specifically located at 2201 First Avenue S., St. Petersburg.

## **Section 2. EDUCATIONAL PROGRAMMING AND CURRICULUM**

LumaStream and the College will enter into discussions to develop and enhance the intended educational programming and course schedule of classes and training to be offered at the LumaStream site. The College shall work in conjunction with LumaStream to develop and select curriculum relevant to LumaStream's manufacturing process and to meet the College goals of offering industry recognized workforce certifications, courses in engineering technologies, and related college credit courses. The College shall provide staffing for advising, counseling, educational programming and training, including course instructors to be employed by the College. It is intended that the course offerings will begin during the Fall Semester, 2013.

## **Section 3. INITIAL PLANNING COSTS**

LumaStream and the College agree to provide, respectively, any initial planning dollars to support the development of educational programming, curriculum, and training programs, as well as programs in workforce education, on-the-job training, internships, career advising and job placement at the LumaStream site. The costs of any facility renovations and site build out, permanent fixtures, other facility enhancements or equipment modifications needed for courses or training shall be the responsibility of LumaStream, except as provided for in Section 1. of this

Memorandum of Understanding. The College shall be responsible to furnish classroom furniture, chairs, tables, work spaces and other needs in the approximately 1,200 square feet of dedicated instructional space.

#### **Section 4. LEASE (SUBLEASE) AGREEMENT**

In consideration of space provided to the College by LumaStream, to be dedicated as classroom and training facilities, the parties will execute a Lease (Sublease) Agreement within 45 days of the execution of this Memorandum of Understanding, outlining the square footage of leased space, and specifying classroom and work space, as well as license to use the design and manufacturing equipment and technology necessary to effectuate the course outcomes and anticipated training as delineated on the College's Course Schedule and internship programs. The Lease Agreement shall initially be in effect for a term of two years (24 months) and run concurrent with this Agreement, with the option for renewal on an annual basis.

It is anticipated that the Lease Agreement shall include both shared and dedicated space, and include approximately 1,200 square feet of dedicated classroom space, as well as approximately 400 square feet of machining work space and 400 square feet of electronic bench work space, and access to common areas to include, but not limited to, restroom facilities, kitchen and parking space. The intended Lease Agreement shall delineate the rental payment of leased space calculated on a cost basis, including, but not limited to, the cost of build-out, renovation, retrofitting of the facility, utilities and maintenance, and staffing as delineated herein. The lease payment is estimated to be approximately \$5,000 per month during the term of the Lease. Such Lease Agreement shall include provisions related to dedicated and shared space and parking, insurance, hours of operation, signage, staffing and technology needs, as well as any costs related to utilities and maintenance.

#### **Section 5. TERM AND TERMINATION**

Responsibilities under this Memorandum of Understanding will begin on September 1, 2013, and remain in place for a term of two years (24 months), with an option for renewal on an annual basis thereafter, to run concurrently with the attending Lease Agreement. The parties hereto agree to cooperate in good faith to pursue and fulfill the intent of this Memorandum of Understanding. However, if a Lease Agreement is not executed by the parties within 45 days of the signing of this Memorandum of Understanding, this Memorandum of Understanding may be terminated by either party. If a Lease Agreement is executed by the parties, either party may terminate this Memorandum of Understanding and such Lease Agreement with 120 days written notice of the intent to terminate. In the case of termination, any student enrolled in a program at the LumaStream site at the notice of termination shall have the opportunity to complete such educational program or training.

Notwithstanding, the College reserves the right to terminate this Memorandum of Understanding should funding, appropriations, and budget conditions in any way require the College to do so.

#### **Section 6. GOVERNING LAW AND VENUE**

This Agreement and all transactions governed by this Memorandum of Understanding shall be governed by and construed and enforced in accordance with the laws of the State of Florida without regard to principles of conflicts of laws. Both parties shall comply with all federal, state, county, and local laws, regulations, and ordinances at all times.

#### **Section 7. NONDISCRIMINATION POLICY**

LumaStream and the College agree that neither will discriminate on the basis of race, color, ethnicity, religion, sex, age, national origin or marital status, sexual orientation, gender identity, or genetic information, or against any qualified person with a disability in its treatment of employees or students, and agree and recognize that sexual harassment constitutes discrimination on the basis of sex.

**Section 8. PUBLIC RECORDS**

This Memorandum of Understanding and all attending and related documents and agreements are subject to the Public Records Law of the State of Florida, Chapter 119, Florida Statutes. In the event that LumaStream refuses to allow public access to all documents, papers, letters and other materials made and received by LumaStream in conjunction with this Memorandum of Understanding, the College may unilaterally terminate without further liability.

**Section 9. STUDENTS**

LumaStream agrees that students, trainees and interns shall remain students of St. Petersburg College to the extent that they remain enrolled in College courses and certificate programs. Further, St. Petersburg College shall have dedicated use of the leased classroom space and training facilities for educational purposes and exclusively for students of St. Petersburg College, unless otherwise agreed upon by the parties. LumaStream agrees that all students shall be subject to the College's Board of Trustees Rules and Procedures, and that LumaStream will abide by the provisions of the Family Education Rights and Privacy Act (FERPA) (20 USC §1232g) in regard to the protection of student educational records.

**Section 10. NOTICE TO THE PARTIES**

Notice to the parties shall be made as follows:

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

(b) If to LumaStream, 2887 22nd Ave N # D, St. Petersburg, Florida 33713, ATTN: Chief Executive Officer, or at such other address as LumaStream may designate by written notice to the College.

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

**MISCELLANEOUS PROVISIONS**

**Section 11.** Should any section or part of any section of this Memorandum of Understanding be rendered void, invalid, or unenforceable by any court of law, for any reason, such a determination shall not render void, invalid, or unenforceable any other section or any part of any section of this agreement. However, if this Memorandum of Understanding shall be rendered void, the attending Lease Agreement shall be rendered void and thereafter terminate.

**Section 12.** This Memorandum of Understanding, with its exhibits and attachments, constitutes the entire agreement between the parties, and no change will be valid unless made by supplemental written agreement executed by both parties.

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

**Section 14.** This Agreement may not be modified or amended, except by a further written instrument executed by the parties hereto. Any failure by either party hereto to exercise any of its rights hereunder shall not be construed as a waiver of such rights, nor shall any such failure preclude exercise of such rights at a later date.

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

LUMASTREAM, INC.

\_\_\_\_\_

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

Its: \_\_\_\_\_

Date \_\_\_\_\_

ST. PETERSBURG COLLEGE

\_\_\_\_\_

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

Date \_\_\_\_\_



## **EXHIBIT A.**

College owned and supplied machinery utilized at the Center for purposes of educational instruction and training.

1. Computer numerical controlled (CNC) Milling Machine
2. Computer numerical controlled (CNC) Lathe

June 18, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *wdl*  
**SUBJECT:** Continuation of Perkins Grant Funded Personnel

**As in previous years, Board of Trustee approval is sought for continuation of payment by St. Petersburg College of salary and benefits until official notification for Fiscal Year 2013 has been received from the Florida Department of Education.**

Current Perkins funding ends on June 30, 2013. The new funding term covers the period July 1, 2013 through June 30, 2014. Written notification that funding has been awarded for the fiscal year beginning July 1, 2013 has not yet been received.

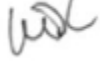
Saint Petersburg College has received notification that the funding for the upcoming fiscal period will be \$1,456,681 or an increase of \$38,218 more than this current year's funding. The application for Perkins Postsecondary funding has been submitted to the Department of Education and is currently pending final approval. This grant application is a continuation of Florida Perkins IV State Plan. Once the written notification is received the funds will be repaid to the college.

William Law, President; Anne Cooper, Senior Vice President for Academic and Student Affairs recommend approval. ab061113

June 18, 2013

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Justice, Office of Community Oriented Policing Services – Community Policing Development – Emerging Issues Forums

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Justice, Office of Community Oriented Policing Services (COPS) by St. Petersburg College's Florida Regional Community Policing Institute to provide up to eight Community Policing Emerging Issues Forums throughout the country. Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The Center for Public Safety Innovation's Florida Regional Community Policing Institute will coordinate from four to six small or medium-sized forums for up to 25 participants that will focus on obtaining a broad spectrum of experiential and anecdotal information from the field on various community policing topics. Two additional meetings will be larger gatherings with up to 50 participants. The meetings will be held throughout the different regions of the country as determined by the funder.

The period of performance will commence approximately October 1, 2013 and end on September 30, 2015. Anticipated revenue to the College will be up to \$350,000. See attached Information Summary for additional information.

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

Attachment

el0531132

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

**Date of BOT Meeting:** June 18, 2013

**Funding Agency or Organization:** U.S. Department of Justice, Office of  
Community Oriented Policing Services  
(COPS)

**Name of Competition/Project:** COPS Emerging Issues Forums

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

**Grant/Contract Time Period:** **Start:** 10/1/13      **End:** 9/30/15

**Administrator:** James C. Brock

**Manager:** Eileen LaHaie

**Focus of Proposal:**

The Center for Public Safety Innovation's Florida Regional Community Policing Institute at St. Petersburg College is proposing to coordinate from four to six Community Policing Emerging Issues Forums for up to 25 participants and two forums for up to 50 participants. The purpose of these forums is to obtain a broad spectrum of experiential and anecdotal information from various regions of the country on various topics. Attendees will share their challenges and successes in various community policing-related subject areas and exchange information and ideas. Each forum will provide professional perspectives on substantive community policing related issues affecting law enforcement professionals across America. Deliverables will include practitioner-friendly reports that will be based on each meeting and the discussions held. The reports will also be supplemented by additional research and information to present a comprehensive picture of the topic of each forum. Forum participants' travel and lodging expenses for up to 20 individuals will be included for each meeting.

**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	\$ 105,450
Travel	\$ 195,216
Consultants/Contracts	\$ 48,136
Other Costs	\$ 798
Materials/Supplies	<u>\$ 400</u>
Total Budget	\$ 350,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$350,000		
Total amount from funder:	\$350,000		
Amount/value of match:	Cash:		N/A
	In-kind:		N/A
Required match or cost sharing:	No	X	Yes
Voluntary match or cost sharing:	No	X	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	N/A		
(Fixed) administrative fee:	N/A		
Software/materials:	N/A		
Equipment:	N/A		
Services:	N/A		
Staff Training:	N/A		
FTE:	N/A		
Other:	\$6,304	(5% of Grant	Accountant's salary/benefits for 24 months)


**College Values, Strategic Initiatives and Activities Addressed:**

Value(s):	Partnerships
Strategic Initiative(s):	Outreach
Strategic Activity(ies):	College Experience Enhancements

June 18, 2013

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Education – Title III, Strengthening Institutions Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Education by St. Petersburg College for the Title III-Strengthening Institutions Program (SIP).** The goal of SIP is to help eligible institutions become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the institution's academic quality, institutional management, and fiscal stability. **Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

In alignment with SPC's current College Experience project and the overarching goal of increased student success and institutional effectiveness, the Title III proposal, known as The College Experience: A Pathway from Enrollment to Graduation, identifies the systems, services, best practices and support necessary to guide students from enrollment to graduation. Targeting all First Time in College students, this program focuses on increasing achievement, persistence, retention and graduation of low-income and high-need students. To implement this program, staff and faculty will develop new approaches to the delivery of: 1) enrollment services; 2) Gateway Course instruction; and 3) integrated support systems.

The estimated period of performance will be from October 1, 2013 through September 30, 2018. The total project budget is projected to be \$2,238,734 over a five-year period, of which will be entirely allocated to the College. The College will contribute an estimated \$238,761 in cash match to institutionalize three positions in the final three program years, in addition to an estimated in-kind amount of \$575,006 for staff time, travel and technology resources, a total contribution of \$813,767. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Tonjua Williams, Senior Vice President of Student Services; and Linda L. Hogans, Executive Director, Retention Services, recommend approval.

Attachment

js0606132



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

**Date of BOT Meeting:** June 18, 2013

**Funding Agency or Organization:** U.S. Department of Education

**Name of Competition/Project:** Title III, Strengthening Institutions Program (SIP)

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

**Grant/Contract Time Period:** **Start:** 10/1/13      **End:** 9/30/18

**Administrator:** Tonjua Williams

**Manager:** Linda Hogans

**Focus of Proposal:**

The overall goal of The College Experience project is to increase student success and institutional effectiveness by developing a cohesive, enriching and supportive environment for staff and students. Targeting all First Time in College students, SPC will focus on the following key areas: 1) Comprehensive Enrollment Systems through the redesign of the New Student Orientation, enhanced Student Life Skills course and integrated academic and career advising; 2) Enhance Teaching and Learning by creating 20 academic active learning toolkits for Gateway Courses and 4 non-academic toolkits for out of class support, to be housed in a newly developed Virtual Learning Commons; 3) Integrated Support Services through a business process review allowing SPC to align and integrate its current support systems, as well as incorporate a new Customer Relationship Management system. Woven throughout this project is faculty-to-faculty training and college-wide staff professional development on each component of the project.

**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	\$ 770,336
Fringe	\$ 249,668
Supplies & Materials	\$ 64,000
Travel	\$ 47,610
Other (Student Workstations and Bandwidth)	\$ 86,000
Contractual (Evaluator, Consultant & Software)	<u>\$ 1,021,120</u>
Total Budget	\$ 2,238,734

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind)


matches listed below)	\$ 3,052,501
Total amount from funder:	\$ 2,238,734
Amount/value of match:	Cash: \$238,761 ( <i>institutionalization of 3 staff positions in final 3 years</i> )
	In-kind: \$ 575,006 ( <i>including staff, technology and travel</i> )
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No Yes <input checked="" type="checkbox"/>
Source of match/cost sharing:	General Operating Budget
Negotiated indirect cost:	SPC will not recover indirect costs
(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 Values, Strategic Initiatives and Activities Addressed:**

Value(s):	<ol style="list-style-type: none"> <li>1. Student Focus</li> <li>2. Academic Excellence</li> <li>3. Innovation</li> <li>4. Professional Development</li> </ol>
Strategic Initiative(s):	<ol style="list-style-type: none"> <li>1. Faculty and Staff Development</li> <li>2. Improved Processes</li> <li>3. Instructional Support</li> <li>4. Student Engagement</li> <li>5. Student Support</li> </ol>
Strategic Activity(ies):	<ol style="list-style-type: none"> <li>1. Advising Process Enhancements</li> <li>2. College Experience Enhancements</li> <li>3. Comprehensive Staff Training</li> <li>4. Learning Support Center Service Model Enhancements</li> <li>5. Overall Performance Data Integration</li> <li>6. Student Success and Out of Classroom Support</li> </ol>

June 11, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Capital Improvement Program (CIP) (Summary worksheet #1) for FY 2014-2015 through 2018-2019

**Review and approval is sought from the Board of Trustees for the FY 2014-2015 Capital Improvement Program (Summary worksheet #2)**

The Capital Improvement Program (CIP) is the process through which the College requests and receives construction allocations from the Public Education Capital Outlay (PECO) Fund. Each community college, college and university is required to annually submit a five-year plan for its capital outlay needs based upon the 5-year Educational Plant Survey. The first three-year period of the plan is the source from which the State Board of Education prepares its Legislative Budget Request (LBR). This list is submitted to the Legislature annually and if available, construction funding is allocated to the college. This is the second CIP based upon our new 5-Year Educational Plant Survey dated June 19, 2012.

Projects must be recommended and approved by the Board of Trustees and a State-validated Educational Plant Survey or Amendment to be included on the annual CIP to obtain Public Education Capital Outlay (PECO), Facilities Enhancement Challenge Grant (FECG), Capital Outlay & Debt Service (CO&DS) and State Board of Education Bond (SBE Bond) funding.

The deadline to submit the CIP to the Division of Florida Colleges is July 1, 2013. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2014-15 Capital Outlay Legislative Budget Request.

The CIP is divided into three categories:

**Renovation** – the general upgrade of an existing facility with no change in use (e.g. new lighting, carpeting, roof, heating, ventilating and air conditioning, and compliance with the Americans with Disabilities Act) and site improvements

**Remodeling** – the changing of an existing facility by rearrangement of space, use (e.g. offices to classrooms) or any changes that impact exiting

**New Construction** – Design and Construction of new facilities. This also includes site acquisition

We have listed our top five priorities for this fiscal year based upon keeping existing/new projects moving forward with maximum flexibility:

1. General Renovation/Remodeling of Roofs, HVAC, ADA, Utilities, Site Improvements – Collegewide \$6,103,692
2. Construct Student Support Services Building – St. Petersburg/Gibbs Campus - \$1,628,092 (Planning Funds)
3. Construct Library/Student Support Services Building, Site Improvements – Clearwater Campus - \$6,236,596
4. Rem/Ren the Health Education Center Annex (Phase I) – Health Education Center - \$2,800,000
5. Construct Marine Science Labs/Classrooms and Site Improvements, Utilities – Bay Pines - \$3,549,031

In addition, we have included projects and funding amounts listed on the Facilities Enhancement Challenge Grant (FECG) requests over the last several years. The Office of Educational Facilities has requested that these projects be kept on the CIP list as part of this year's submittal.

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

**FINAL**  
**DIVISION OF COMMUNITY COLLEGES**  
**CIP - 2 SUMMARY**  
**Capital Improvement Plan and Legislative Budget Request**  
**2014-2015 to 2018-2019**

**COLLEGE: ST. PETERSBURG COLLEGE**

**RENOVATION PROJECTS:**

PRI		2014-15	2015-16	2016-17	2017-18	2018-19	CIP 5YR TERM
#	<b>PROJECT DESCRIPTION</b>						
1	General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide	\$6,103,692	\$6,103,692	\$6,103,692	\$6,103,692	\$6,103,692	\$30,518,460
	RenRem Business Technologies Building - Clearwater Campus			\$1,227,314			\$1,227,314
	RenRem Fine Arts Auditorium - Clearwater Campus		\$1,344,296				\$1,344,296
	RenRem Social Arts Building - St Petersburg Gibbs Campus				\$4,933,431		\$4,933,431
	RenRem Natural Science Building North Wing - St. Petersburg Gibbs Campus			\$3,408,612			\$3,408,612
	RenRem Indoor Firing Range - Allstate Center					\$1,200,000	\$1,200,000
	Ren/Rem Palladium Building, Site Imp - St.Petersburg/Gibbs Campus (FECG)	\$300					\$300
	Ren/Rem Orthotics & Prosthetics Building - Site Imp - Health Education Center (FECG)	\$8,450					\$8,450
	Ren/Rem District Office Building, Site Imp - Epi Center (FECG)	\$10,000					\$10,000
	Ren/Rem Student Services Building, Site Imp - St. Petersburg/Gibbs Campus (FECG)	\$26,500					\$26,500
	Ren/Rem Annex 2 Building, Site Imp - Epi Center (FECG)	\$2,000,000					\$2,000,000
<b>TOTAL RENOVATION PROJECTS</b>		<b>\$8,148,942</b>	<b>\$7,447,988</b>	<b>\$10,739,618</b>	<b>\$11,037,123</b>	<b>\$7,303,692</b>	<b>\$44,677,363</b>

**REMODELING PROJECTS:**

PRI		2014-15	2015-16	2016-17	2017-18	2018-19	CIP 5YR TERM
#	<b>PROJECT DESCRIPTION</b>						
	RemRen Language Arts Building - Clearwater Campus		\$1,354,699				\$1,354,699
	RemRen University Partnership Building to Enlarge Food Services - Seminole Campus	\$154,234					\$154,234
	Rem/Rem Vacated Library Space in Fine Arts Building - Tarpon Springs Campus					\$1,617,455	\$1,617,455
4	RemRen the Health Education Center Annex (Phase I) - Health Education Center	\$2,800,000					\$2,800,000
	Rem/Rem First Floor - Relocate Learning Support Center - Downtown Center		\$612,475				\$612,475
	Rem/Rem Third Floor - Add Visual Arts Labs, Dance Studio and Student Support- Downtown Center			\$1,628,850			\$1,628,850
	Rem/Rem Fourth Floor - Add Music & Choral Programs - Downtown Center			\$1,136,233			\$1,136,233
	RemRen Palladium ADA Code Compliance -St. Petersburg/Gibbs Campus		\$750,000				\$750,000
<b>TOTAL REMODELING PROJECTS</b>		<b>\$2,954,234</b>	<b>\$2,717,174</b>	<b>\$2,765,083</b>	<b>\$0</b>	<b>\$1,617,455</b>	<b>\$10,053,946</b>

**NEW CONSTRUCTION PROJECTS:**


PRI		2014-15	2015-16	2016-17	2017-18	2018-19	CIP 5YR TERM
#	<b>PROJECT DESCRIPTION</b>						
3	Construct Library Building/Student Support Services, Site Improvements - Clearwater Campus	\$6,236,596	\$4,475,394				\$10,711,990
2	Construct Student Support Services and Classroom Building - St. Petersburg/Gibbs Campus	\$1,628,092	\$14,652,828				\$16,280,920
	Construct New Classroom Laboratory Office Building - Seminole Campus			\$976,235	\$9,333,924	\$1,141,340	\$11,451,498
	Construct New Library Classroom Building - Tarpon Springs Campus		\$1,717,078	\$13,736,621	\$1,717,078		\$17,170,776
	Construct New Math & Sciences Building -Tarpon Springs Campus			\$974,827	\$7,798,620	\$974,828	\$9,748,275
5	Construct Marine Science Labs/Classrooms and Site Improvements, Utilities - Bay Pines	\$3,549,031					\$3,549,031
	Construct New Building to House the College of Nursing - Health Education Center		\$1,999,449	\$15,995,595	\$1,999,449		\$19,994,493
	Construct New Building to Relocate Remaining Programing at HEC - Health Education Center			\$1,972,090	\$15,776,723	\$1,972,090	\$19,720,903
	Natural Habitat Park and Site Improvements - Seminole Campus (FECG)	\$100,000					\$100,000
<b>TOTAL NEW CONSTRUCTION PROJECTS</b>		<b>\$11,513,719</b>	<b>\$22,844,749</b>	<b>\$33,655,368</b>	<b>\$36,625,793</b>	<b>\$4,088,257</b>	<b>\$108,727,886</b>

**GRAND TOTAL OF ALL PROJECTS** **\$22,616,895**    **\$33,009,911**    **\$47,160,069**    **\$47,662,916**    **\$13,009,404**    **\$163,459,195**

June 11, 2013

**MEMORANDUM**

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

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

**SUBJECT:** Change Order #1, for Construction Manager At Risk, Integra Construction Group, Project 1707-E-09-8, Demolition of Vet Tech Building & Construction of O & P Parking Lot, HEC

**Authorization is requested to approve Change Order #1 for Construction Manager At Risk, Integra Construction Group, Project 1707-E-09-8, Demolition of Vet Tech Building & Construction of O&P Parking Lot, HEC**

This *Type II Miscellaneous Construction Manager at Risk Services, (up to \$1 Million)* project will include the addition of underground structures, draining, paving and striping of 73 new spaces parking spaces and additional lighting to the Health Education Campus parking lot.

Change order #1 in the amount of \$210,979.77 will revise the Guaranteed Maximum Price (GMP) for this project to \$371,811.77. This project was originally scheduled for completion on July 1, 2013. This change will extend the time of completion 61 days. The additional parking is expected to be usable for the start of classes on August 19, 2013.

Authorization is requested to:

- **Approve Change Order #1 in the amount of \$210,979.77 to increase the scope of work to include the addition of underground structures, draining, paving and striping of 73 new parking spaces and additional lighting to the parking lot at the Health Education Center.**
- **Adjust the amount of the purchase orders.**
- **Approve an Extension of Time.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; Phil Nicotera, Provost, Health Education Center; Brian Murphy, Integra Construction Group; and Steven Vinci, ARC3 Architecture Inc. recommend approval.



June 18, 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:**

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

5/13/2013	Woroner, Desiree A	Human Resources	HR Operations Director
6/3/2013	Jock, Jennifer L	Resource Development DO	Sr Administrative Svcs Speclst
5/20/2013	Rhaney, Tanyale M	Provost SPG	Sr Administrative Svcs Speclst
5/13/2013	White, Jamaal A	Business Technologies CL	Technology Support Specialist

<b>HIRE Temporary/Supplemental</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>

5/13/2013	Hakim, Jacques A.	BA Programs/UPC	Adjunct Bach Prog.
5/13/2013	Lindskoog, Nils E.	BA Programs/UPC	Adjunct Bach Prog.
5/13/2013	Mcneil, Erica Marvia	BA Programs/UPC	Adjunct Bach Prog.
6/1/2013	Bartz, Jessica G	Corporate Training E&SS DO	General Support
6/1/2013	Charles, Arielle Lavaun	Coop Assoc Schol M CL	General Support
6/1/2013	Prescott, Danielle Nicole	Corporate Training E&SS DO	General Support
6/1/2013	Sleppy, Christine J	Corporate Training E&SS DO	General Support

5/22/2013	Huber,Aubrey A	Speech - Letters SE	Instructor, Temporary Credit
5/13/2013	Egan,Jacqueline L	BA Programs/UPC	Instructor, Temporary Credit
5/13/2013	Feher,Kristina E	BA Programs/UPC	Instructor, Temporary Credit
5/13/2013	Laconi,Nicholas S	Natural Science CL	Instructor, Temporary Credit
5/13/2013	Peralta,Percy Alejandro	Natural Science CL	Instructor, Temporary Credit
5/11/2013	Spindler,Christy A	Letters CL	Instructor, Temporary Credit
5/13/2013	Strassenreiter,Alison W.	Dental Hygiene HC	Instructor, Temporary Credit
5/20/2013	Antoniou,Eleonora	Student Support Services - SP	Instructor, Temporary Non-Cred
6/1/2013	Barbur,Patricia Lynn	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Devoe,Benjamin G	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Doll,Anna C	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
5/27/2013	Eggers,Penni J	EMS/CME - HC	Instructor, Temporary Non-Cred
5/13/2013	Faiola,Angela J	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
5/25/2013	Farmer,Buddy Brisco	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Golden,Christopher M	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
5/20/2013	Greer,Sheree L.	Student Support Services - SP	Instructor, Temporary Non-Cred
6/1/2013	Grey,Kelly	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Grimshaw,Justin M	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Hamilton,David G	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Jones,Kathleen M	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Kogan,Lorena Raquel	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Kohnle,Amy Marie	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
5/20/2013	Lanham,Valerie	Student Support Services - SP	Instructor, Temporary Non-Cred
6/1/2013	Lloyd,Rebecca L	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	McGauran,Casey M	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Pawlowicz,Stephanie M	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
6/1/2013	Ristoff,Laura Anne	Corporate Training E&SS DO	Instructor, Temporary Non-Cred
5/20/2013	Stammel,Elizabeth S	Student Support Services - SP	Instructor, Temporary Non-Cred
5/20/2013	Williams,Monica S	Student Support Services - SP	Instructor, Temporary Non-Cred
4/25/2013	Moore III,Eugene D	Criminal Justice AC	Instructor, Temporary Non-Cred
5/18/2013	Hollis,William M	Academic & Student Affairs	OPS Career Level 1
5/28/2013	Lecompte,Gregory Alex	Fine & Applied Arts SPG	OPS Career Level 1
5/18/2013	Vazquez,Vidal	Academic & Student Affairs	OPS Career Level 1
5/13/2013	Catlin,Kyrsten M	Enrollment Management DO	OPS Career Level 2
5/13/2013	Hunter,Tara T	Associate Provost CL	OPS Career Level 2
5/6/2013	Ragsdale,Erin K	Allstate Center Provost	OPS Career Level 2
4/15/2013	Dalessio,Cristin Marie	SPC-Downtown	OPS Career Level 5
5/20/2013	Steinman,Kara E	Student Support Services - SP	OPS Career Level 6
4/8/2013	Bielecki,Cheryl A	Academic & Student Affairs	OPS Career Level 6
5/13/2013	Panuthos,Nicolle E	BA Programs/UPC	Supplemental Bach Prog.
5/13/2013	Connelly,Carol A	Letters TS	Supplemental Instr - Credit
5/13/2013	Johnson-Lewis,Erika L	Fine & Applied Arts CL	Supplemental Instr - Credit
5/13/2013	Rupp,Marc	Nursing HC	Supplemental Instr - Credit

<b>TRANSFER/PROMOTION Budgeted</b>			
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<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
5/13/2013	Truong, Vien Dinh	Maintenance Services SPG	Facilities Technician

<b>FOREIGN TRAVEL</b>			
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<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
05/26/13-06/01/13	Rivera Sandoval, Antonio	Center for Pub. Safety Innov. AC	Chapln., Guatemala Natl. Police/ Interpreter
05/26/13-06/01/13	De Hernandez, Norma H.	Center for Pub. Safety Innov. AC	Conslt. to Ntl. Law Enf. Minister of Guatemala

To present at the SPC-hosted International Association of Human Trafficking Investigators Conference in Clearwater, FL. They met with local law enforcement regarding local human trafficking issues in Guatemala, and discussed possible training opportunities between agencies, SPC, and the Guatemala government.  
 Funded by the Center for Public Safety Innovation. Total estimated cost to the College is \$3,961.72

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6/17/13-7/3/13	Gorham, Tricia	Veterinary Technology	Veterinary Instructor
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To offer St. Petersburg College students the educational opportunity to compare the duties of veterinary technicians in the US vs. Denmark; ATE 2947 Work Practicum V course.  
 Also, to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."  
 Funded by the Veterinary Technology Department. Total estimated cost to the College is \$9,387.76

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6/18/13-6/23/13	Olsen, Sharon	Social & Behavioral Science	Asisstant Professor
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To attend the 36th annual meeting of the American Society of Primatologists (ASP). The ASP conference focuses on the field of comparative psychology that involves the scientific study of the behavior and mental processes of non-human primates. It will allow greater knowledge of current research within the field of comparative psychology, which is the foundation for the collaboration that I have created between SPC and Lowry Park Zoo. This collaboration serves SPC students by allowing them the opportunity to conduct behavioral observations and experience naturalistic observation methodology first hand. Attending this conference will strengthen the Naturalistic Observations Lab at Seminole Campus.  
 Funded by the Social & Behavioral Sciences department. Total estimated cost to the College is \$1,708.15

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6/22/13-08/05/13	Levin, Roxana	Communications	Instructor
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To offer St. Petersburg College students an educational opportunity to learn the Spanish foreign language and cultural experience while in Spain. Also, to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."  
 Funded by the Communications department. Total estimated cost to the College is \$5,951.68

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6/22/13-7/2/13	Hesting, John	Collegiate High School	Instructor
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To offer St Petersburg College dual enrollment, collegiate high school and early college students an educational opportunity to apply the Humanities and Fine arts culture of Italy to the study of International Relations in Italy.

Also, to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives."

Funded by the Collegiate High School. Total estimated cost to the College is \$4,259.91

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6/22/13-7/2/13	Boyle, Connie	Collegiate High School	Guidance Counselor
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To offer St Petersburg College dual enrollment, collegiate high school and early college students an educational opportunity to apply the Humanities and Fine arts culture of Italy to the study of International Relations in Italy.

Also, to meet the College's mission to "contribute to the international education of students by providing opportunities that encourage global awareness and perspectives "

Funded by the Collegiate High school. Total estimated cost to the College is \$4,217.03

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7/13/13-7/31/13	Roberson, Heather	Social & Behavioral Science	Instructor
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To attend The European Model United Nations (TEIMUN) Conference with six students in The Hague, Netherlands.

To provide leadership opportunities for students and exposure for SPC and Model United Nations Academic Team at an international level.

Funded by the Social & Behavioral Sciences department. Total estimated cost to the College is \$21,586.38

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07/13/13-07/31/13	Liebert, David	Social & Behavioral Science	Academic Department Chair
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To attend The European Model United Nations (TEIMUN) Conference in The Hague, Netherlands.

To provide leadership opportunities for students and exposure for SPC and Model United Nations Academic Team at an international level.

Funded by the Social & Behavioral Sciences department. Total estimated cost to the College is \$3,373.04


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

Ssw0603131

June 18, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Implementation of Affordable Care Act

**Implementation of Affordable Care Act**

Due to upcoming requirements of the Affordable Care Act, St. Petersburg College is deploying its OPS ("non-benefitted") employees — in both teaching and non-teaching roles — differently, effective July 1, 2013. Henceforth, those employees' hours will be limited to not more than an average of 29 per week.

The reason for this change is that under the Affordable Care Act, employees working, on average, 30 hours per week in the months leading up to 2014 must be offered health insurance starting in Jan. 1, 2014. (Historically, non-budgeted employees have not been eligible for insurance benefits.)

A review of our personnel records shows that at the end of the Spring Term 2013 we had 96 adjunct and Other Personnel Services (OPS) employees have been working 30 or more hours per week. Without a change in our practice, the college would be required to offer them health insurance — at a potential cost of about \$777,600.

Please note that no employee who presently receives health benefits will have those benefits reduced.

While counting the hours of OPS employees is a straightforward hour-for-hour measure, it is not so clear-cut for adjunct hours, particularly for their time spent doing academic work outside the classroom. Until the IRS and Health and Human Services issue their much-anticipated guidelines, colleges and universities have been told to use a "reasonable method" for counting out-of-class hours. In doing so, Senior Vice President Anne Cooper has applied reasoned formulas for counting hours of adjunct faculty that I am confident will hold up to scrutiny.

Our Executive staff has developed an interactive tool for the use of supervisors to assist in 1) assuring compliance with the 29 hour average guideline, and 2) allowing for maximizing the opportunities for earnings for adjunct and OPS employees.

Given the continuing uncertainties of how the Affordable Care Act will be implemented throughout the country, I have focused my efforts on compliance with the existing laws and IRS guidance. We do not know how the state will implement other health care opportunities for those who lack coverage. In the coming months and through early 2014 we will continue to monitor developments and remain open to changes in our personnel practices as my be prudent. I simply do not have the information or insight at present to embark on a major and costly change in the current staffing practices.

Thank you.

June 13, 2013

**MEMORANDUM**

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

**Approval is sought for the following recommended personnel actions concerning contractual appointments for 2013-2014.**

Recommend appointment to an annual contract (2013-2014) contingent upon the successful completion of satisfactory service in the current year. These individuals are serving in Executive, Administrative, Managerial, and Professional positions.

Contract Dates	Name	Department	Title
7/1/13-6/30/14	Zeigler,Jeff A	Academic & Student Affairs	Disability Resource Specialist
7/1/13-6/30/14	Crawford,Sabrina A	Institutional Research	ExecDir,InstResearch/Effect
7/1/13-6/30/14	Zickefoose,Lisa L	Accounting Services	Grants Accountant
7/1/13-6/30/14	Laws,Jennifer M.	Provost AC	Grants Writer
7/1/13-6/30/14	Gordon,Sandra M	District Library DO	InformationResources Librarian
7/1/13-6/30/14	Smith,Shilo M	District Library DO	InformationResources Librarian
7/1/13-12/18/13	Villaman, Sumati	Corporate Traning E&SS DO	Language InstituteProjectCoord
7/1/13-6/30/14	Taylor,Giovanna Angela	Natural Science CL	ProgDir, Medical Devices Grant
7/1/13-6/30/14	Fusari,Krista D.	Tech Prep - DO	Project Coordinator I
7/1/13-6/30/14	Christensen,Eva K	Course & Curriculum Dev. DO	Research Analyst
7/1/13-12/18/13	Ludwig, Rebecca	BA Programs/UPC	Dean, College of Health Science
7/1/13-12/18/13	Senack-Daum, Erin	Students Activities TS	Student Activities Coordinator
7/1/13-6/30/14	Kontodiakos,Theresa A.	Associate Provost TS	Student Support Manager



Recommend appointment to an annual instructional contract (2013-2014), contingent upon the successful completion of satisfactory service in the current contract year. This individual is serving in a 12-month position.

<b>Contract Dates</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
8/1/13-7/31/14	Stanley, Kevin	Fine & Applied Arts SE	Academic Department Chair
8/1/13-7/31/14	Courtade, Angela M.	BA Programs/UPC	Instructor-12 month
8/1/13-12/18/13	De Chachula, Desiree	College of Education	Instructor-12 month

Recommend appointment to an annual instructional contract (2013-2014), contingent upon the successful completion of satisfactory service in the current year based on 36 ECH.

<b>Contract Dates</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
8/15/13-7/25/14	Davies, Joi	Mathematics SPG	Instructor
8/15/13-7/25/14	Hawkins-Johnson, J.	Nursing HC	Instructor
8/15/13-7/25/14	Suttle, Catherine	Nursing HC	Instructor

Recommend appointment to a continuing contract (2013-2014), contingent upon the successful completion of satisfactory service in the current contract year and official documentation of successful completion of required graduate coursework.

<b>Contract Dates</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
8/15/13	Ralph, Paula	Mathematics SE	Instructor
8/15/13	Ward, Dennis	Mathematics SE	Instructor

Recommend appointment contingent upon the successful completion of satisfactory service in the current contract year. This individual is serving in an Executive, Administrative, Managerial, and Professional restricted funds positions. If such restricted funding is not forthcoming or is discontinued, the position shall terminate at the end of the pay period in which the notice of non-funding or discontinued funding is received by St. Petersburg College.

<b>Contract Dates</b>	<b>Name</b>	<b>Department</b>	<b>Title</b>
7/1/13-9/30/13	Meegan, Patrick	NTPI/WMD Grant - AC	Videographer

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

**Strategic engagement  
through social media**  
*Enhancing student success*

**Office of Marketing & Public Information**  
Presented to the St. Petersburg College Board of Trustees  
June 18, 2013



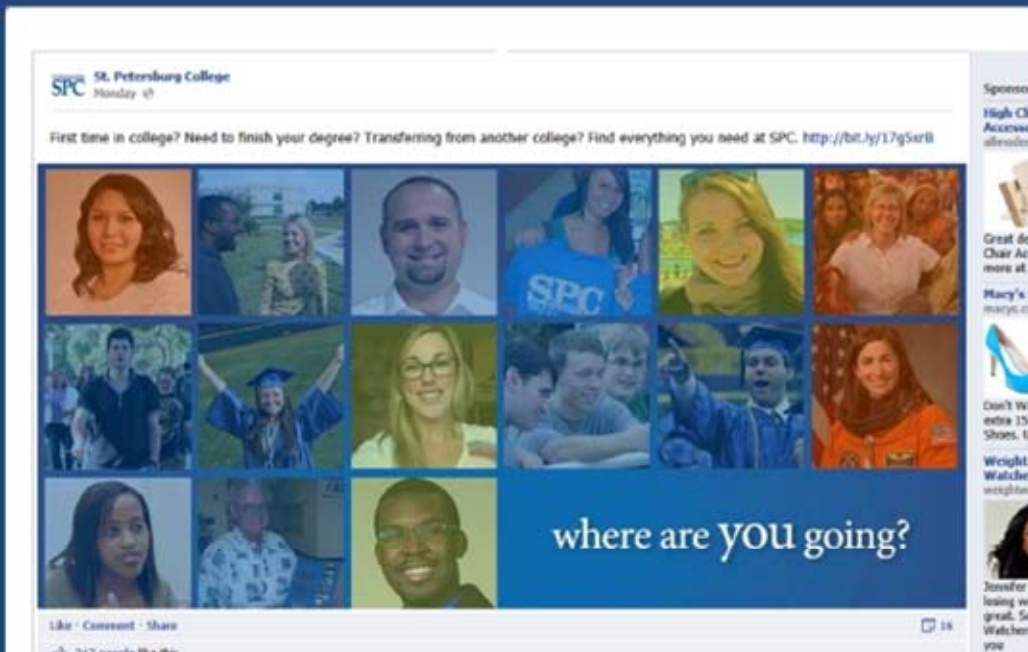
# Social media marketing: a team effort



- **Strategic, cross-college approach**
  - Marketing & Public Information
  - Senior leaders, faculty and staff
  - Students (and potential students)
- **Enhanced by integrated digital marketing plan**
  - developed in collaboration with consultant
  - part of the overall marketing plan

# What's new

## Facebook promoted posts



### Campaign promoted post

- 102,496 views
- 217 likes on post
- 16 shares



### Standard post/no paid promotion

- 2,848 views
- 35 likes on post
- 0 shares

# What's new

## Photo/video contest

The image shows a screenshot of a Facebook post from St. Petersburg College. The post features a large blue graphic with the text "where are YOU going?" and the hashtag "#spcollege". The text "where are" is in a smaller, white serif font, "YOU" is in a large, white serif font, and "going?" is in a smaller, white serif font. The hashtag "#spcollege" is in a white sans-serif font at the bottom right of the graphic. Above the graphic, the text reads: "Register in and share #SPCollege's summer contest! Tell us your story and where you want your education to take you! Submit a photo or video for a chance to win great prizes (like an iPad mini). <http://bit.ly/11CDhE>".

The Facebook interface includes the following elements:

- Top navigation bar: "facebook" logo, search bar, "SPC St. Petersburg College Home" links.
- Post navigation: "Status", "Photo / Video", "Event, Milestone +", "Get More Likes".
- Post content: The blue graphic with the contest announcement.
- Engagement: "Like · Comment · Share" buttons, "2" replies, "Dani Kelly, Steven Soler, Kathy Guajardo and 16 others like this."
- Comments: A comment from "St. Petersburg College" stating: "Get your submissions in early to take part in weekly drawings for a \$25 gift card! Starts June 17!".
- Footer: "1,294 people saw this post", "Boost Post" button, "Promote This Story" button.
- Right sidebar: "Now" dropdown menu (2013, 2012, 2011, 2010, 2009, 1948, Founded), "See Your Ad Here" section, "St. Petersburg College" logo and description.

# What's coming

- **Student communication plan**
  - Coordinated across digital platforms
- **Network of faculty/staff “super users”**
  - Liking, sharing, re-tweeting, commenting, blogging
- **Online listening posts / “SPC Face-to-Face”**
  - Mirrors in-person listening posts
  - Scheduled, real-time interaction via Facebook or blog
- **Student contributors**
  - Minimal filtering
  - Candor encouraged



# Expansion builds on solid foundation

Athletic coaches

Campuses

Departments

Recruiters

Student groups

Various  
faculty/staff

These faculty, staff and students routinely maintain or create some content for the following accounts:



Facebook



Twitter



LinkedIn



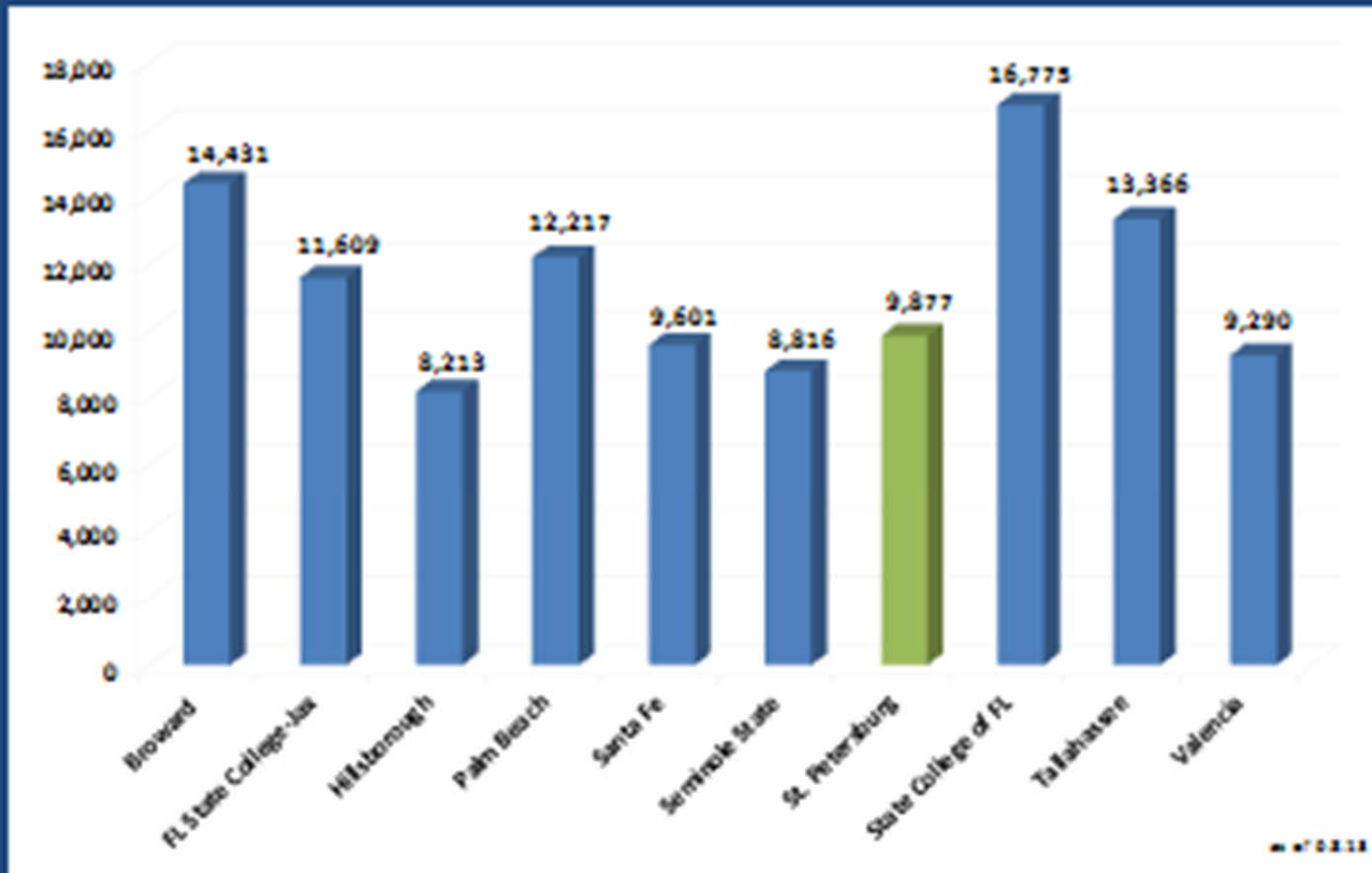
WordPress



YouTube

# The Facebook comparison

State/community colleges in Florida's Top 10 for most "liked" pages



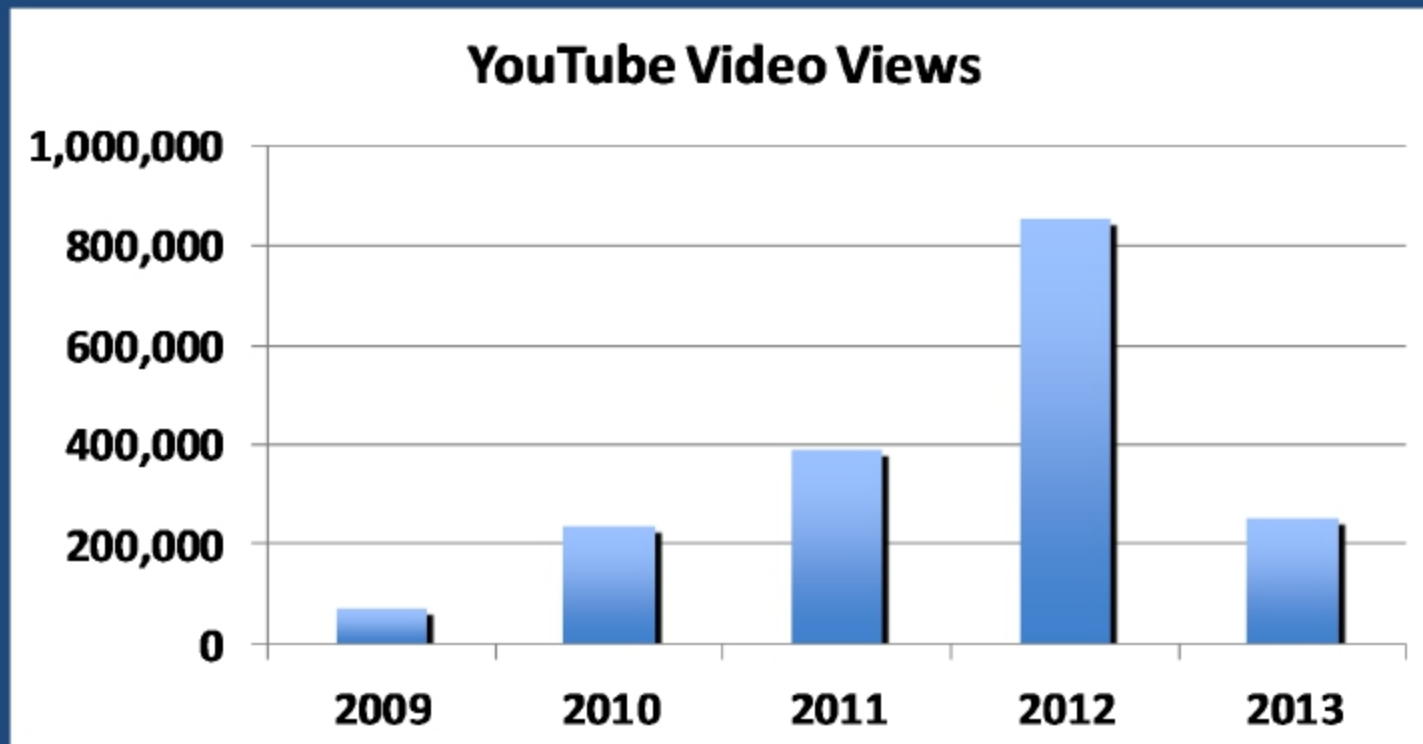
# Steady growth

Emphasis on Facebook, Linked In and Twitter

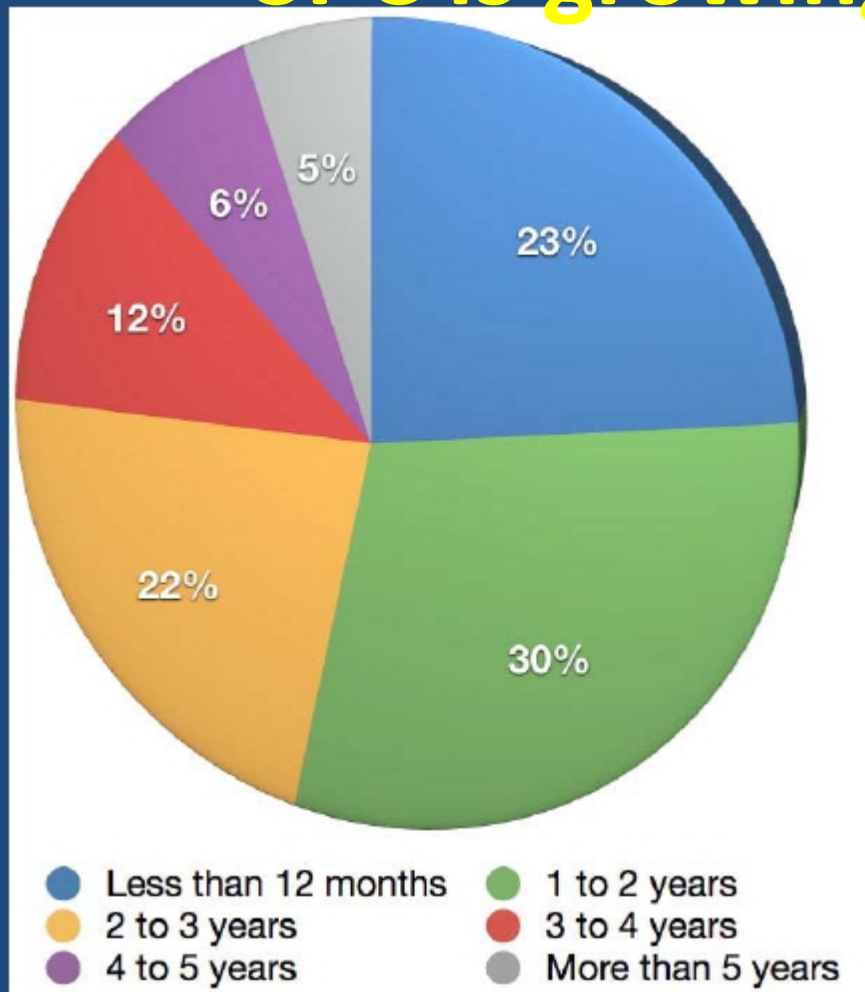
	2013	2014	2015	2016	2017	2018	2019	2020
Facebook (L)								
Instagram (F)								
LinkedIn (Fo)								
Pinterest (Followers)	18	28	43	61	78	95	109	116
Twitter (Followers)	603	660	726	789	847	910	952	997

# Steady growth

Since 2009, YouTube total views = 1.8-million



# Social media marketing: SPC is growing with the field



About 3,000 marketing professionals were asked. . .

**Years organization using social media marketing?**

***Most: < 2 years***

Source: 2013 Social Media Marketing Industry Report (May 2013)

Engagement through social media

*Enhancing student success*

**Questions?**

Office of Marketing & Public Information


Presented to the St. Petersburg College Board of Trustees

June 18, 2013



June 18, 2013

**MEMORANDUM**

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

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

Financial Report Highlights Through May 31:

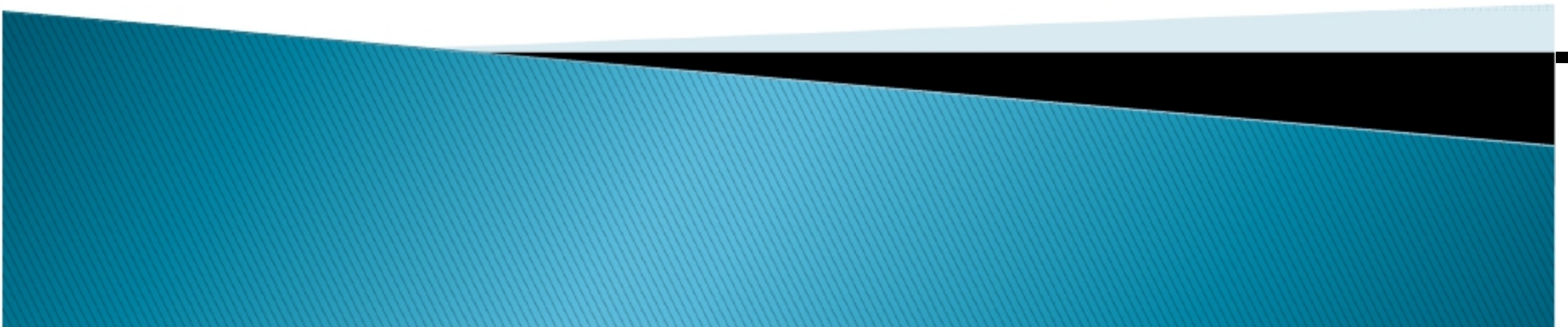
- Due to the enrollment decline experienced this year, student tuition and fees revenue is down \$1.4M.
- Total personnel expenses are in line with both this year's budget and last year's actuals.
- Total operating and capital expense is currently 15% under budget, as the college has been watchful on its spending in light of the enrollment decline.
- The current revenue/expense surplus is \$6.4M, which is above the surplus at this time last year. This surplus will decline during the final month of the fiscal year as the college has now received the majority of its tuition revenue but will continue to incur personnel and other expenses through year end; however, expenditures are being monitored to ensure spending stays within available resources.

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

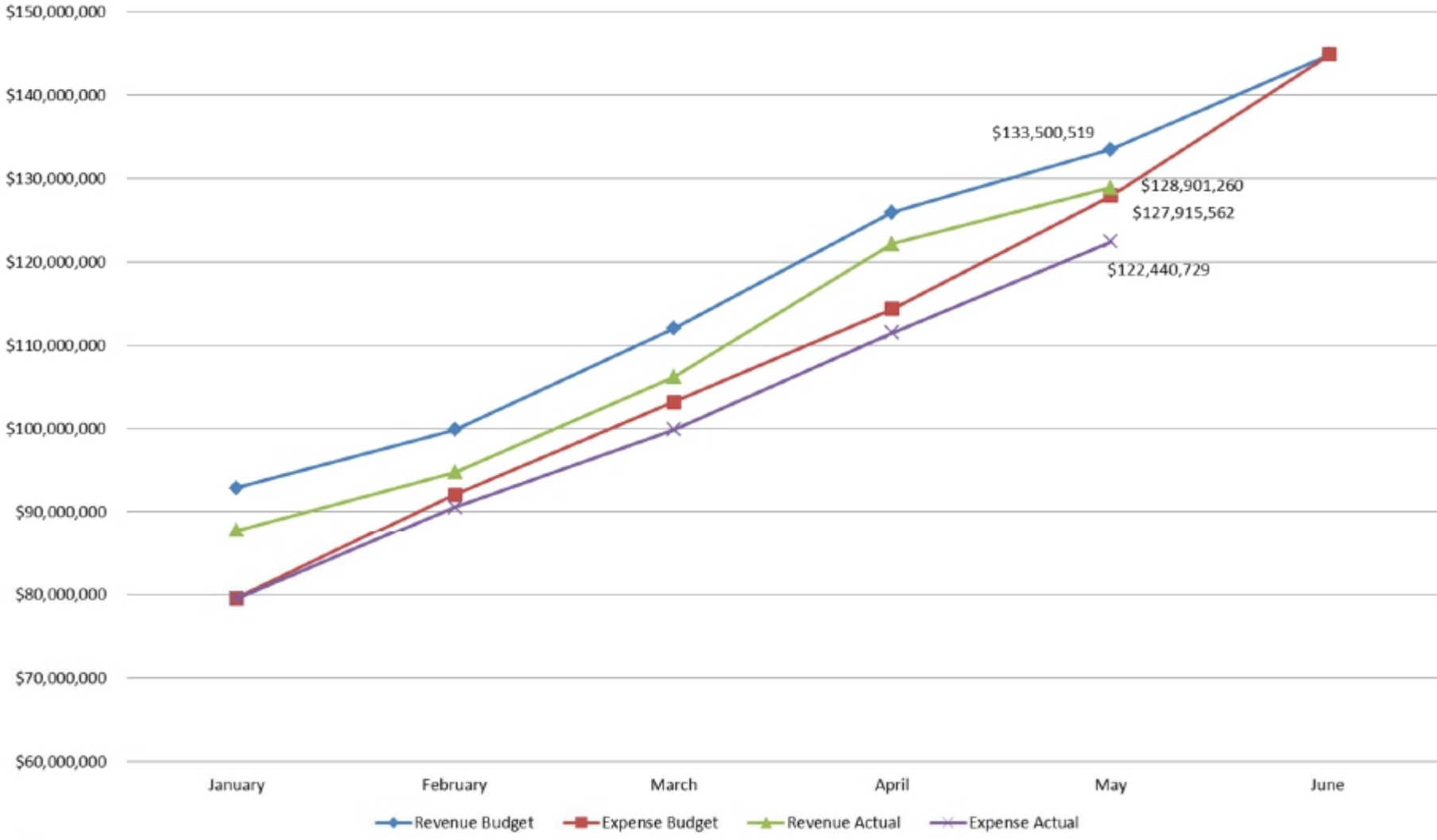


# Board of Trustees Financial Report

June 2013



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



**ST. PETERSBURG COLLEGE**  
**FY2012-2013 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 -May 31**

Revenue	FY11-12 Budget	FY11-12 YTD Actual	% To Budget	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	\$ 61,777,468	\$ 57,980,285	94%	\$ 61,326,755	\$ 56,779,344	93%		\$ (1,200,941)	-2%
State Appropriation - CCPF	\$ 54,013,658	\$ 49,862,647	92%	\$ 51,927,099	\$ 48,000,356	92%		\$ (1,862,291)	-4%
State Appropriation - Lottery	\$ 8,056,423	\$ 6,195,599	77%	\$ 10,870,305	\$ 8,696,244	80%		\$ 2,500,645	40%
Operating Cost for New Facilities	\$ 391,365	\$ -	0%	\$ 436,949	\$ -	0%		\$ -	0%
Distance Learning Fee	\$ 3,147,188	\$ 3,222,172	102%	\$ 3,319,162	\$ 3,186,170	96%		\$ (36,001)	-1%
Technology Fee	\$ 3,059,794	\$ 2,784,553	91%	\$ 3,074,103	\$ 2,788,261	91%		\$ 3,708	0%
Lab Revenue Fees	\$ 2,620,549	\$ 1,888,801	72%	\$ 2,062,917	\$ 1,817,390	88%		\$ (71,411)	-4%
Other Revenues	\$ 3,900,474	\$ 3,466,818	89%	\$ 3,962,196	\$ 3,199,743	81%		\$ (267,075)	-8%
Other Student Fees	\$ 1,716,792	\$ 1,658,597	97%	\$ 1,992,768	\$ 1,530,082	77%		\$ (128,515)	-8%
Fund Transfers In	\$ 2,465,057	\$ 2,577,803	105%	\$ 2,175,201	\$ 2,903,670	133%		\$ 325,867	13%
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0%	\$ 2,150,500	\$ -	0%		\$ -	0%
One-Time Non-Recurring Funds	\$ 1,569,328	\$ -	0%	\$ 1,569,328	\$ -	0%		\$ -	0%
<b>Total Revenues - Fund 1x</b>	<b>\$ 144,868,595</b>	<b>\$ 129,637,275</b>	<b>89%</b>	<b>\$ 144,867,283</b>	<b>\$ 128,901,260</b>	<b>89%</b>	<b>95%</b>	<b>\$ (736,015)</b>	<b>-1%</b>
<b>Operating Costs</b>									
<b>Personnel &amp; Benefits</b>									
Instructional/Faculty-Full Time	\$ 25,231,607	\$ 21,935,907	87%	\$ 27,970,430	\$ 23,653,475	85%		\$ 1,717,567	8%
Administrative	\$ 21,807,449	\$ 18,446,390	85%	\$ 20,405,375	\$ 18,094,883	89%		\$ (351,507)	-2%
Career (Non-Instructional)	\$ 23,893,276	\$ 19,953,643	84%	\$ 23,900,492	\$ 19,913,333	83%		\$ (40,309)	0%
Adjunct/Supplemental	\$ 14,710,264	\$ 15,455,345	105%	\$ 15,172,713	\$ 13,955,616	92%		\$ (1,499,729)	-10%
Other Academic	\$ 539,935	\$ 242,278	45%	\$ 539,935	\$ 213,368	40%		\$ (28,909)	-12%
Non-Instructional OPS and Overtime	\$ 2,461,087	\$ 2,343,995	95%	\$ 2,754,125	\$ 2,299,294	83%		\$ (44,700)	-2%
Student Assistants	\$ 500,000	\$ 313,072	63%	\$ 500,000	\$ 358,643	72%		\$ 45,571	15%
Personnel Benefits	\$ 21,537,702	\$ 20,436,038	95%	\$ 21,755,250	\$ 21,007,704	97%		\$ 571,665	3%
<b>Total Personnel &amp; Benefits</b>	<b>\$ 110,681,320</b>	<b>\$ 99,126,668</b>	<b>90%</b>	<b>\$ 112,998,321</b>	<b>\$ 99,496,317</b>	<b>88.1%</b>	<b>88.6%</b>	<b>\$ 369,649</b>	<b>0%</b>
<b>Current Expense</b>									
Travel	\$ 578,631	\$ 630,611	109%	\$ 602,964	\$ 665,241	110%		\$ 34,630	5%
Repairs & Maintenance	\$ 1,200,032	\$ 978,438	82%	\$ 1,217,864	\$ 986,592	81%		\$ 8,154	1%
Rentals/Leases	\$ 430,012	\$ 266,139	62%	\$ 474,271	\$ 276,193	58%		\$ 10,054	4%
Insurance (Non-Health)	\$ 2,025,368	\$ 1,636,939	81%	\$ 1,725,368	\$ 1,665,286	97%		\$ 28,347	2%
Utilities	\$ 6,255,055	\$ 5,198,620	83%	\$ 6,235,055	\$ 4,896,960	79%		\$ (301,661)	-6%
Services and Fees	\$ 4,430,637	\$ 3,432,150	77%	\$ 4,972,079	\$ 3,307,787	67%		\$ (124,363)	-4%
Scholarships/Fee Waivers	\$ 1,110,895	\$ 899,897	81%	\$ 610,895	\$ 829,937	136%		\$ (69,960)	-8%
Materials and Supplies	\$ 6,614,473	\$ 5,457,214	83%	\$ 5,442,805	\$ 5,328,640	98%		\$ (128,575)	-2%
Tech Expense/Licensing	\$ 2,126,939	\$ 2,115,400	99%	\$ 2,504,455	\$ 2,053,410	82%		\$ (61,990)	-3%
Bad Debt/Unemployment Comp/Misc	\$ 1,170,257	\$ 108	0%	\$ 1,147,782	\$ (48,438)	-4%		\$ (48,546)	-44863%
Other Current Expense	\$ 3,157,455	\$ 1,269,105	40%	\$ 2,700,269	\$ 1,181,917	44%		\$ (87,188)	-7%
<b>Total Current Expense</b>	<b>\$ 29,099,754</b>	<b>\$ 21,884,622</b>	<b>75%</b>	<b>\$ 27,633,806</b>	<b>\$ 21,143,525</b>	<b>77%</b>	<b>88%</b>	<b>\$ (741,097)</b>	<b>-3%</b>
<b>Capital Spending</b>									
Computer Refresh Leases	\$ 2,839,737	\$ 1,655,156	58%	\$ 3,254,815	\$ 1,294,156	40%		\$ (361,000)	-22%
Capital Purchases- Non-Recurring	\$ 2,247,784	\$ 1,498,240	67%	\$ 980,341	\$ 506,731	52%		\$ (991,509)	-66%
<b>Total Capital Spending</b>	<b>\$ 5,087,521</b>	<b>\$ 3,153,396</b>	<b>62%</b>	<b>\$ 4,235,156</b>	<b>\$ 1,800,887</b>	<b>43%</b>	<b>74%</b>	<b>\$ (1,352,509)</b>	<b>-43%</b>
<b>Total Operating Costs - Fund 1x</b>	<b>\$ 144,868,595</b>	<b>\$ 124,164,686</b>	<b>86%</b>	<b>\$ 144,867,283</b>	<b>\$ 122,440,729</b>	<b>85%</b>	<b>88%</b>	<b>\$ (1,723,958)</b>	<b>-1%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ (0)</b>	<b>\$ 5,472,589</b>		<b>\$ 0</b>	<b>\$ 6,460,532</b>				

June 11, 2013

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *WDL*  
**SUBJECT:** Accounts Receivable Write-off

**Pursuant to Section 1010.03, Florida Statutes, the College is submitting for approval the accounts receivable write-off list for uncollected receivables recorded prior to June 30, 2011. In each instance, the receivable is at least two years old.**

Accounts older than two years are written off as receivables for financial reporting purposes; however, the debt remains outstanding as an obligation for the debtor. The debtors are not allowed to register or obtain transcripts until the debt is paid in full.

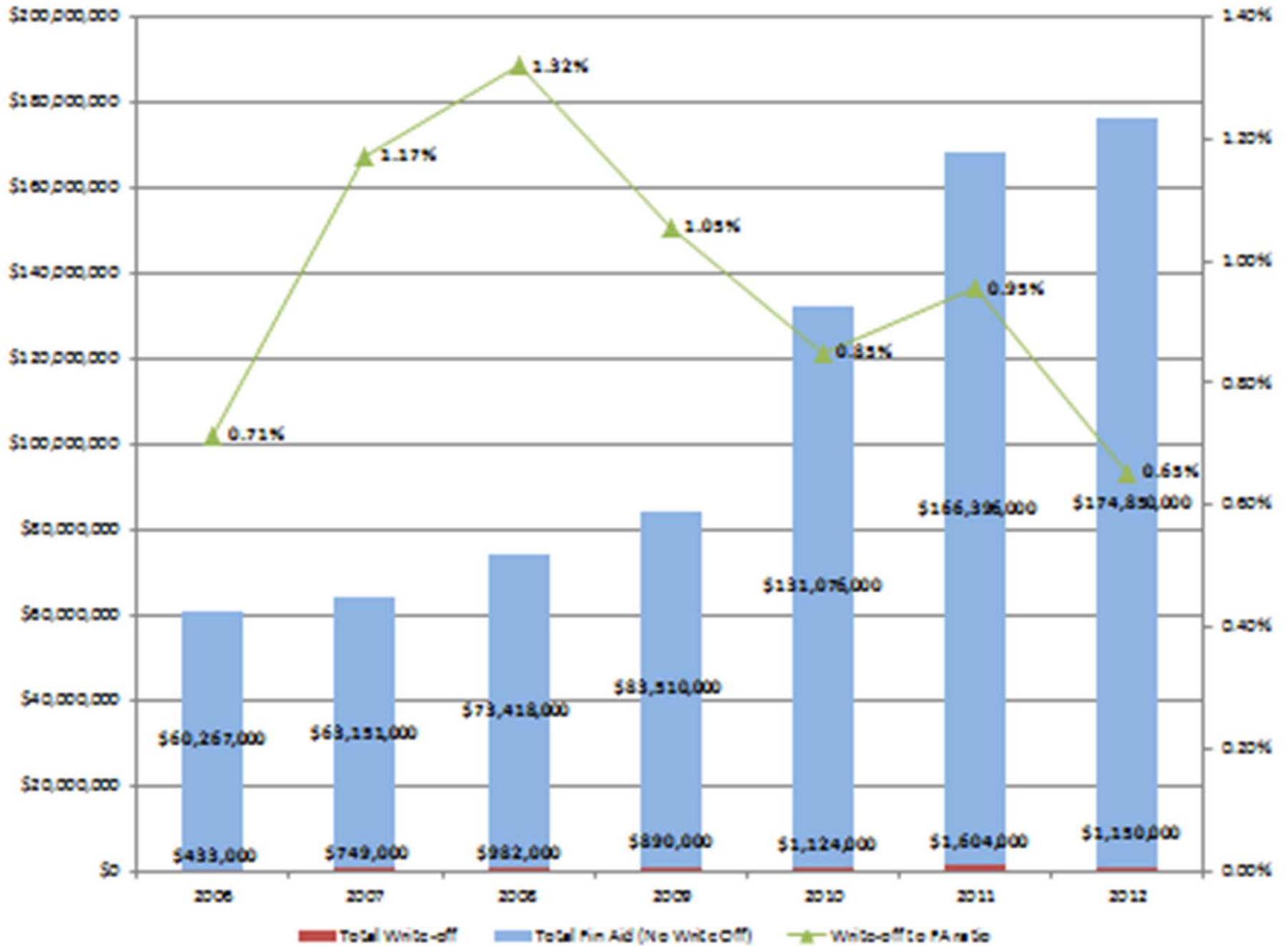
The increase in the write-off over the previous year is attributable primarily due to financial aid debts. The amount of aid awarded increased by 27% (\$168 mil vs \$132 mil) over prior year and 100% over two years ago (\$168 mil vs \$84 mil). The total write-off this year increased by 43%. Accounts receivable is trending downward for the last two years with a projected 30% reduction in write-offs next year. Approved write-offs for last year totaled \$1,101,376.29.

Accounts to be written-off, totaling \$1,603,618.22 are summarized on the following schedule:

Student Tuition Debt	\$424,721.95
Return Checks	\$11,123.53
Financial Aid	\$1,167,769.74
Total Write-off	\$1,603,615.22

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







## RECENTLY AWARDED

\*

- \$100,000 Bill & Melinda Gates Foundation - Adaptive Learning Market Accelerator (ALMA) Program
- \$515,803 Duke Energy - Sun Sense Schools Program
- \$64,500 Office of Domestic Security - Emergency Notification Technology for Public Universities and Colleges
- \$15,000 American Association of Community Colleges (AACC) Plus 50 Encore Completion Program
- \$19,588 Workforce Florida, Inc. - Quick Response Training (QRT) Grant on behalf of Power Design, Inc.



St. Petersburg College

SPC  
GRANTS

## SUBMITTED & AWAITING ANNOUNCEMENT

\*

- \$2.24 million USDOE - Title III, Strengthening Institutions Program
- \$300,000 FLDOE - Developmental Education Massive Open Online Courses (MOOCs)
- \$205,368 FLDOE - Common Core State Standards
- \$908,997 USHHS, Health Resources and Services Administration—Nursing Workforce Diversity (NWD)
- \$524,555 NSF - Scholarships in STEM (S-STEM)
- \$475,750 USDOE (Energy) - Green Living Demonstration Center
- \$1.46 million FLDOE - Carl D. Perkins Vocational and Technical Education Act



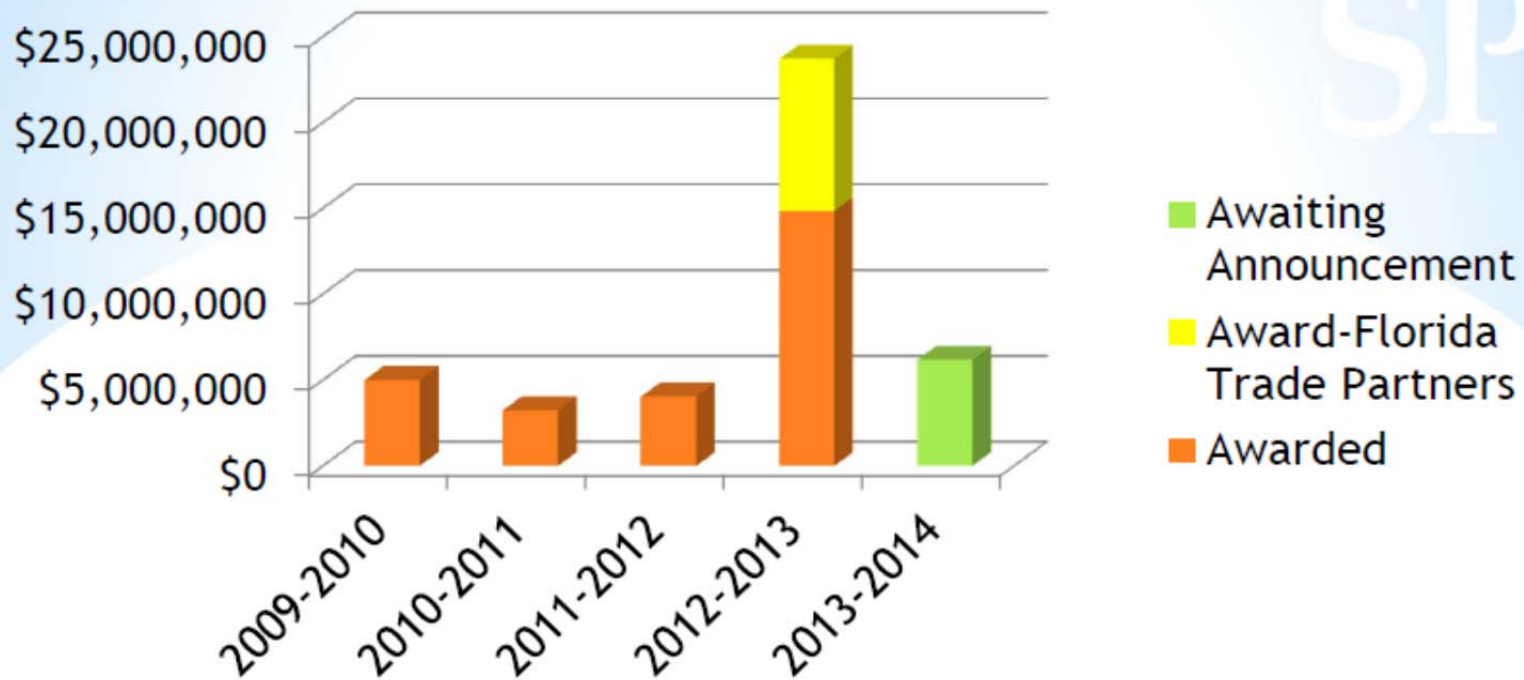
## APPLICATION STAGE

\*

- USDOL ETA - Trade Adjustment Act Community College Career Training (TAACCCT) Grants - \$25 million
  1. TAACCCT - Public Safety (State Consortium)
  2. TAACCCT - Health Information Technology (State Consortium)
  3. TAACCCT - Orthotics & Prosthetics (National Consortium)
  4. TAACCCT - Supply Chain Management (National Consortium)

St. Petersburg College

SPC



- Win Rate for Grants as Lead Applicant: **81%**
- Total number of grants being managed: **24**
- Diversification of Funds: Federal, State, Local and Private Foundation
- Total Funds Awaiting Award: \$6,174,585

June 18, 2013

**MEMORANDUM**

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

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

**SUBJECT:** Credit Curriculum

**Approval is sought for the following recommended changes to credit curriculum for the 2013-2014 catalog year(s):**

**Program Changes Effective Fall 2013**

**College of Business**

- **Advisory Committee Recommendation**
  - *New Course: GEB 3213 Business Communication for Professional Effectiveness*
    - **Rationale:** This course replaces COM 3120 (*Organizational Communications*) in the *Management and Organizational Leadership BAS* (MGTORG-BAS) program. The course will focus on the development of strategic communications frameworks and the practice of skills that are required in today's business environment. The purpose is to develop students' ability to understand the role of strategic communications within the professional context of contemporary organizations and to help them develop communication skills that will enhance their professional image. The emphasis is on the practical application of strategic business communications in a variety of formats that enhance professional development and meet the needs of employers for a prepared workforce.

**College of Computer and Information Technology**

- **College Initiative**
  - *Major Modification: Technology Management (TMGT-BAS)*
    - **Rationale:** Changing program name from *Technology Management to Technology Development & Management (TMGT-BAS)* to better reflect focus of degree. Two subplans were added based on an IT GAP analysis that was performed for the Tampa Bay area. Results of the survey indicated that industry recruiters in the IT field are looking for Java programmers, Web Developers, and a major emphasis on Big Data Analytics.
  - *Major Modification: Computer Programming and Analysis (CWPA-AS)*
    - **Rationale:** Courses were added and deleted based on an IT GAP analysis that was performed for the Tampa Bay area. Results of the survey

indicated that industry recruiters in the IT field are looking for Java programmers, Web Developers, and a major emphasis on Big Data Analytics. This program will articulate into the TMGT-BAS program.

- *Major Modification: Web Development (WEBSDM-AS)*
  - Rationale: Courses were added and deleted based on an IT GAP analysis that was performed for the Tampa Bay area. Results of the survey indicated that industry recruiters in the IT field are looking for Java programmers, Web Developers, and a major emphasis on Big Data Analytics. This program will articulate into the TMGT-BAS program.

### College of Education

- Accreditation Requirements
  - *Major Modification: Prekindergarten/Primary Education with Infused ESOL and Reading Endorsements (PKPED-BS)*
    - Rationale: This program received feedback from Just Read Florida indicating the necessary revisions for completers to be eligible for the Reading Endorsement. This submission proposes to delete EEC 4274 (*Early Childhood Assessment and Intervention for Children with Special Needs*) from the program of study, and replace it with RED 4519 (*Diagnosis and Intervention in Reading*). Both courses deal with assessment. The focus for RED 4519 (*Diagnosis and Intervention in Reading*) is on assessments used in reading/literacy classrooms. Additionally, RED 4519 (*Diagnosis and Intervention in Reading*) requires 20 field experience hours in literacy classrooms. This will address the feedback given by Just Read Florida.
- Program Review
  - *Major Modification: Educational Studies with Subplans (EDST-BS)*
    - Rationale: The COE is deleting DEP 3305 (*Psychology of Adolescence*), and removing the course from this Program of Study. Additionally, EDF 3214 (*Student Development and Learning Principles K-12*) is moving from the Subplan A list of elective courses to the Subplan A list of required courses section.

### College of Health Sciences

- Program Review
  - *New Program: Health Sciences (HSA-AS)*
    - Rationale: This program will enable students who do not matriculate into health programs to complete a Health Sciences AS degree and/or earn a certificate in Health Care Services.

Anne Cooper, Senior Vice President for Academic and Student Affairs, recommends approval.

Within Reach

St. Petersburg College

SPC

# New Associate of Science (AS) Degree

June 2013



Within Reach

St. Petersburg College

**SPC**

# AS- Health Sciences

June 2013

- Academic Pathway to all AS Health Programs
- Federal Financial Aid Eligible
- Options for students not admitted to Health Care Program
  - Certificate in Health Care Services
  - AS in Health Sciences
  - Continue to BAS Health Services Administration
  - Possible Nursing Home Administrator License

An  
Achieving  
the Dream<sup>™</sup>  
Institution

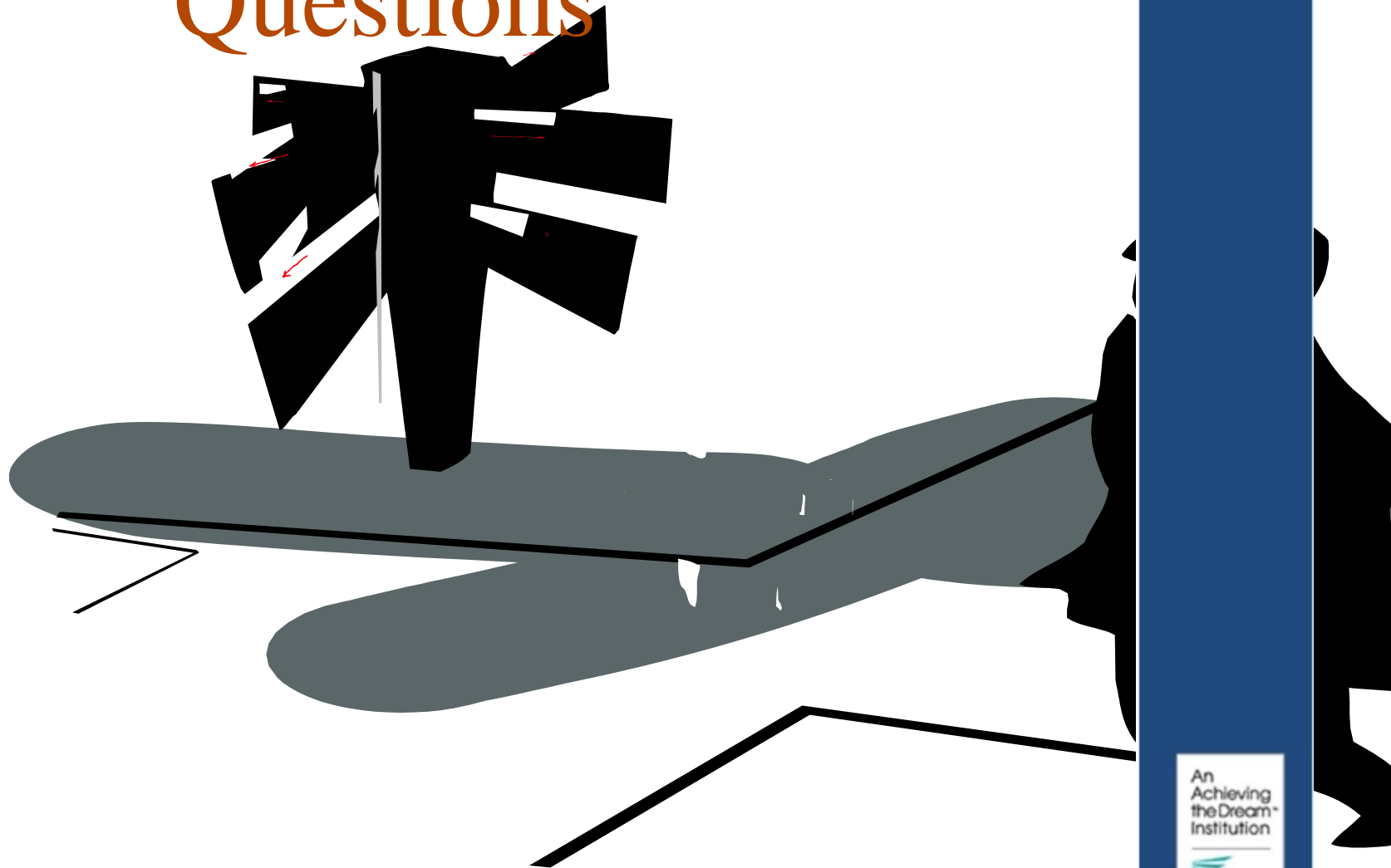


# Fall 2012 Enrollment

Academic Program	Academic Plan Description	Unduplicated Student Count Plan	Unduplicated Student Count Corresponding Pre-Health Plan
AS	Dental Hygiene	67	248
AS	Emergency Medical Services	5	213
AS	Funeral Services	82	137
AS	Health Information Management	140	263
AS	Healthcare Informatics	42	80
AS	Human Services/Social Services	126	78
AS	Human Services/Alcohol/Subs Abuse	139	63
AS	Medical Laboratory Technology	23	96
AS	Nursing	613	2,274
AS	Physical Therapist Assistant	77	500
AS	Radiography	39	300
AS	Respiratory Care	41	65
AS	Veterinary Technology	335	283
<b>Total</b>		<b>1,729</b>	<b>4,600</b>



# Questions



**St. Petersburg College  
Board Evaluation of the President  
2012-2013**

For each of the following questions, indicate your level of satisfaction with the President's performance in the following areas by providing a score between one and five. Additionally, please provide any additional feedback or comments as appropriate. If insufficient information or not applicable, the board member may indicate by placing N/A or by not placing a score and explaining in the comments.

Factor Category	BOT Ratings						Comments
	Trustee 1 (DG)	Trustee 2 (RF)	Trustee 3 (TB)	Trustee 4 (DO)	Trustee 5 (N/A)	Avg.	
<b><u>LEADERSHIP:</u></b>							
1. Understands and supports comprehensive community college mission.	3	4	5	4		4	Has helped to refine and refocus on college mission. Bill balances the needs of the community with that of the college.
2. Has ethical, fair, honest leadership style.	3	4	5	5		4.25	Says what he means and means what he says – great.
3. Is an effective communicator.	4	4	5	5		4.5	Would like to have the "other" side of decisions presented. Very effective in various forums.
4. Has an effective management style, inspiring others and engendering confidence.	4	4	5	4		4.25	
5. Recruits and utilizes effective employees.	4	4	5	4		4.25	Continues to promote and recruit the most talented.
6. Displays resourcefulness in identifying, analyzing, and solving problems.	3	4	5	3		3.75	Can be very creative, especially in challenging budget times. Midtown project issues.
7. Provides decisive and diplomatic leadership style.	3	4	5	4		4	

Factor Category	BOT Ratings						Comments
	Trustee 1 (DG)	Trustee 2 (RF)	Trustee 3 (TB)	Trustee 4 (DO)	Trustee 5 (N/A)	Avg.	
<b><u>DIVERSITY INITIATIVES</u></b>							
1. Provides appropriate institutional leadership on board priority of increasing diversity in employment among administrators, faculty and staff.	3	4	5	4		4	This is evident in the quality of staff and diversity of many factors: race/experience/gender/background.
2. Plans and implements initiatives to increase penetration into diverse communities and student enrollment of the diverse communities in Pinellas County.	4	5	4	4		4.25	Our efforts in Midtown clearly demonstrate this strength, but we should always strive to reach further. Focus on efforts is evident.
3. Reaches out to the diverse populations of Pinellas County by meeting with leaders and participating in activities and events in the community.	3	5	5	4		4.25	
4. Follows through on the college's priority for minority businesses to participate in opportunities to partner and do business with the college.	3	4	4	3		3.5	Need more information. We need to do a better job. This is an ongoing challenge that all community colleges face, not necessarily a shortcoming of the President. Would like to see more opportunity for local and minority business to be involved in projects.
<b><u>PLANNING AND BUDGETING:</u></b>							
1. Supports and provides leadership on the college's educational master plan.	4	5	5	4		4.5	Very effective in this area.
2. Sets appropriate priorities and focus for the college within the overall master plan.	5	4	5	4		4.5	
3. Provides leadership in the area of improving student success.	5	5	5	4		4.75	This focus from the beginning of his tenure has been the most rewarding.
4. Provides leadership in increasing student access and penetration into the community.	5	5	4	5		4.75	

Factor Category	BOT Ratings						Comments
	Trustee 1 (DG)	Trustee 2 (RF)	Trustee 3 (TB)	Trustee 4 (DO)	Trustee 5 (N/A)	Avg.	
5. Leads the college's efforts to identify sources of funding.	5	4	4	4		4.25	Excellent with Public Funding! As a college, we could improve in private funding!
6. Provides understanding and appropriate allocation of resources to priorities of college.	5	5	5	4		4.75	Our emphasis on the College Experience and the resources devoted to this effort demonstrate this.
7. Understands and supports fundraising from private and foundation supporters to strengthen college.	5	4	5	4		4.5	As an institution we could improve in this area greatly!
8. Is responsive to solving financial and management issues identified by audits or resulting from funding fluctuations.	5	5	5	5		5	
<b>BOARD RELATIONS:</b>							
1. Provides adequate information and makes sound recommendations to the Board.	3	4	5	2		3.5	Needs more info on things ahead of time. Midtown project decision. Would like to get the "other side" of decisions presented.
2. Carries out the actions and priorities of the Board	2	4	5	3		3.5	Staff seems to carry out things the way they want to – not as the Board has voted. To a fault. Midtown project decision.
3. Maintains a proper balance between bringing policy matters to the board for discussion and action and acting on managerial and administrative matters.	3	4	5	4		4	Bill strikes a balance in this area. I consider myself well informed on most matters.
4. Maintains a positive and open relationship with board members.	3	4	5	4		4	Needs to control temper and listen to feedback more. Great job in this area.
5. Seeks opportunities to communicate the vision and goals of the college in the Pinellas County community.	2	4	5	3		3.5	We need more focus on this.

Factor Category	BOT Ratings						Comments
	Trustee 1 (DG)	Trustee 2 (RF)	Trustee 3 (TB)	Trustee 4 (DO)	Trustee 5 (N/A)	Avg.	
<b><u>EXTERNAL RELATIONS:</u></b>							
1. Provides effective, positive representation of the college in the community.	4	5	5	4		4.5	Bill is involved and active.
2. Develops positive relationships with government, business, and industry leaders and organizations.	4	5	5	4		4.5	Continue.
3. Maintains appropriate relationships with state officials and demonstrates support for Florida College System goals and activities.	4	5	5	4		4.5	Bill appears to be plugged in to this group.
4. Maintains appropriate relationships with state and federal organizations and government offices.	4	5	5	5		4.75	Well connected.
5. Represents and presents the college's image of success with appropriate regional and national education organizations.	3	5	5	4		4.25	
6. Skilled in meeting the social obligations of the presidency.	4	5	5	5		4.75	Have seen the President in this role as highly effective.
7. Seeks opportunities to communicate the vision and goals of the college in the Pinellas community.	4	4	5	3		4	Need to continue to work on this.
<b><u>ADDITIONAL ITEM:</u></b>							
1. The president provides leadership to assure that the college addresses equity issues required by the state and in bringing forth a report to the board with goals and performance in this area.	3	4	5	4		4	

**Additional comments and feedback for the president:**

Dr. Law has done some exceptional things related to SPC, especially as it relates to our core mission which is focusing on the student and their success. As a board member, I would like him to work on the board relations and keeping us more informed of the things that are going on. Finally, I would also like for the president and staff to more closely follow and carry out the policies of the board the way the board has voted on them .

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Overall, St. Petersburg College has continued to grow under the leadership of Dr. Bill Law. He continues to put students and their success at the “front of the line” in terms of priorities and initiatives. Areas of growth: Private Funding, Marketing & Communication and presenting the “cons” on some top level decision making to the Board.

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We need to make sure that we bring the Midtown Project in successfully, with no deviation from the plan.

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**Board Chair's Signature**

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6/5/13

**Date**



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**President's Signature**

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6/5/13

**Date**