

## **AGENDA**

### **ST. PETERSBURG COLLEGE BOARD OF TRUSTEES NOVEMBER 18, 2014**

ST. PETERSBURG/GIBBS CAMPUS  
ROOM SS-202 (COLLEGIATE HIGH SCHOOL BLDG.)  
6605 FIFTH AVENUE N.  
ST. PETERSBURG, FLORIDA

**SPECIAL MEETING: 9:00 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. Peg Connell (*Attending*)
  - 2. Carol Barber (*Attending*)
- B. Recognitions/Announcements
  - 1. Chancellor's Leadership Award

#### **III. COMMENTS**

- A. Board Chair
- B. Board Members
- C. President
- D. Public Comment pursuant to §286.0105 FS

#### **IV. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of October 21, 2014 (*Action*)

#### **V. MONTHLY REPORTS**

- A. Board Attorney
- B. General Counsel
- C. Leslie Morrow, Chair, Career Service Steering Committee (*Presentation*)

#### **VI. STRATEGIC FOCUS AND PLANNING**

##### **A. STRATEGIC PRIORITIES**

- 1. International/Study Abroad Plan – Ms. Catherine Kennedy, Associate Vice President (*Presentation*)
- 2. Midtown Update – Mr. Tyrone Clinton, Associate Provost, Midtown and Dr. Kevin Gordon, Provost, Downtown/Midtown (*Presentation*)

B. STUDENT SUCCESS AND ACHIEVEMENT

1. Academic Workforce Program Goals- Dr. Jason Krupp, Director of Workforce Services (*Presentation*)
2. Economic Innovation and Leadership Symposium - Dr. Jim Connolly, Director, Corporate Training (*Presentation*)

C. BUDGET AND FINANCE

1. Financial Report – Ms. Jamelle Conner, Associate Vice President (*Presentation*)

D. ADMINISTRATIVE MATTERS

1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Renewal/Stop Loss (*Action*)
2. a. Selection of Contractor for the Allstate Chiller Plant project (*Action*)

E. ACADEMIC MATTERS

1. Fulltime faculty and academic chair positions for the 2015-2016 Academic Year – Dr. Anne Cooper, Senior Vice President (*Action*)

**VII. CONSENT AGENDA**

A. OLD BUSINESS (**items previously considered but not finalized**) - None

B. NEW BUSINESS

1. GRANTS/RESTRICTED FUNDS CONTRACTS

- a. Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional Counterdrug Task Force Training (MCTFT) Program
- b. National Science Foundation – Improving Undergraduate STEM Education (IUSE) – Engaged Student Learning: Exploration Program
- c. State University System of Florida, Board of Governors – Targeted Educational Attainment (TEAm) Grant Program

2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000 – None
3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
  - a. Approval of contract with Biltmore Construction for the Bay Pines project (*Action*)
  - b. Extension of Bilirakis Lease at Tarpon Springs Campus (*Action*)

#### **VIII. INFORMATIONAL REPORTS**

- A. Moving the Needle Conference, Dr. Jesse Coraggio, Associate Vice President (*Presentation*)

#### **IX. PUBLIC ACCESS/UNAGENDAED ITEMS**

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

#### **XI. PRESIDENT’S REPORT**

- A. Strategic Planning Workshop

#### **XII. NEXT MEETING DATE AND SITE**

**Strategic Planning Workshop  
December 9, 2014, Epi Center, Collaborative Labs**

#### **XIII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting November 18, 2014, 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: October 17, 2014

Confirmation of Publication

[Notice of meeting](#)

# Career Service Employee Council

## REVITALIZING THE CAREER SERVICE EVALUATION PROCESS

- Established May 2014
- Diverse 11-person Committee
- Survey Submissions:  
Employees: 483  
Supervisors: 108

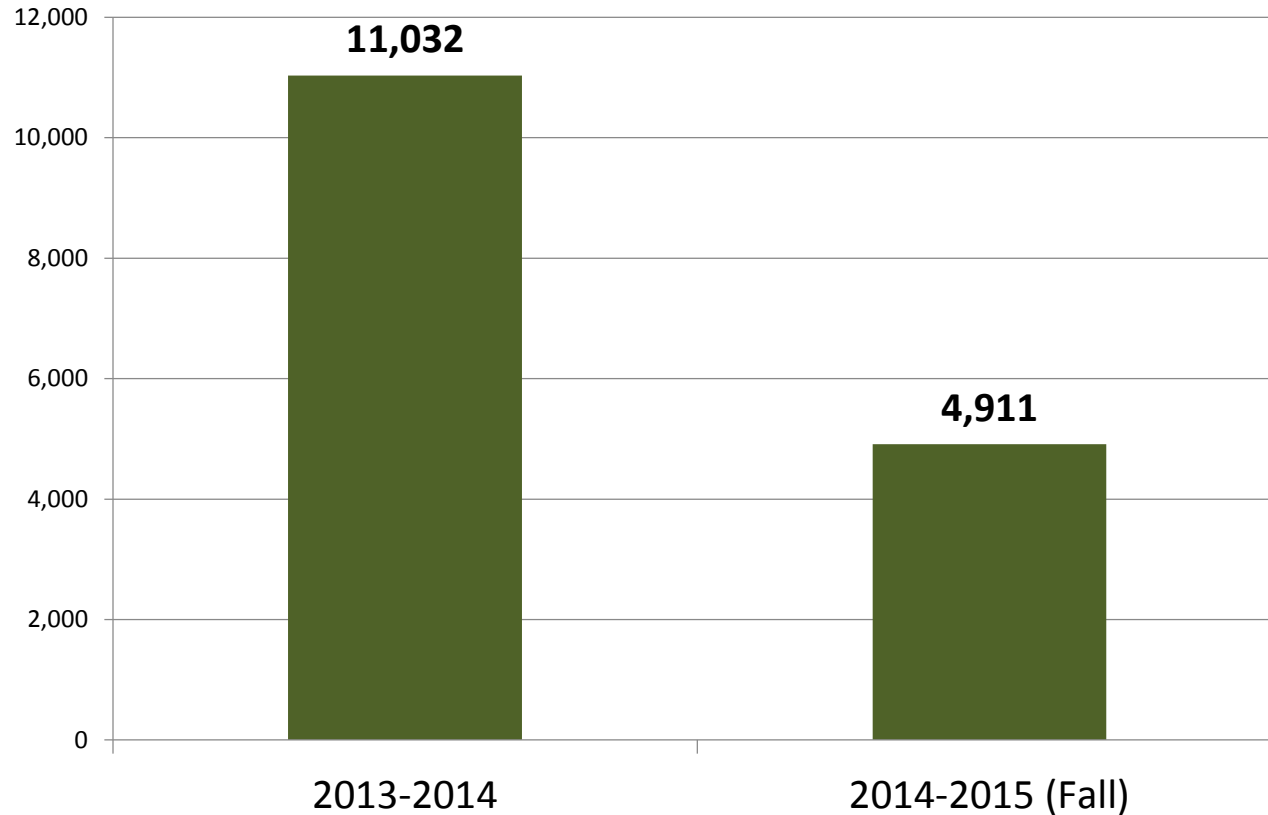
### And the survey said...

- Need clear growth plans/career paths
- Value ongoing dialogue

## Changing the Conversation



## Students Enrolled in World View Courses

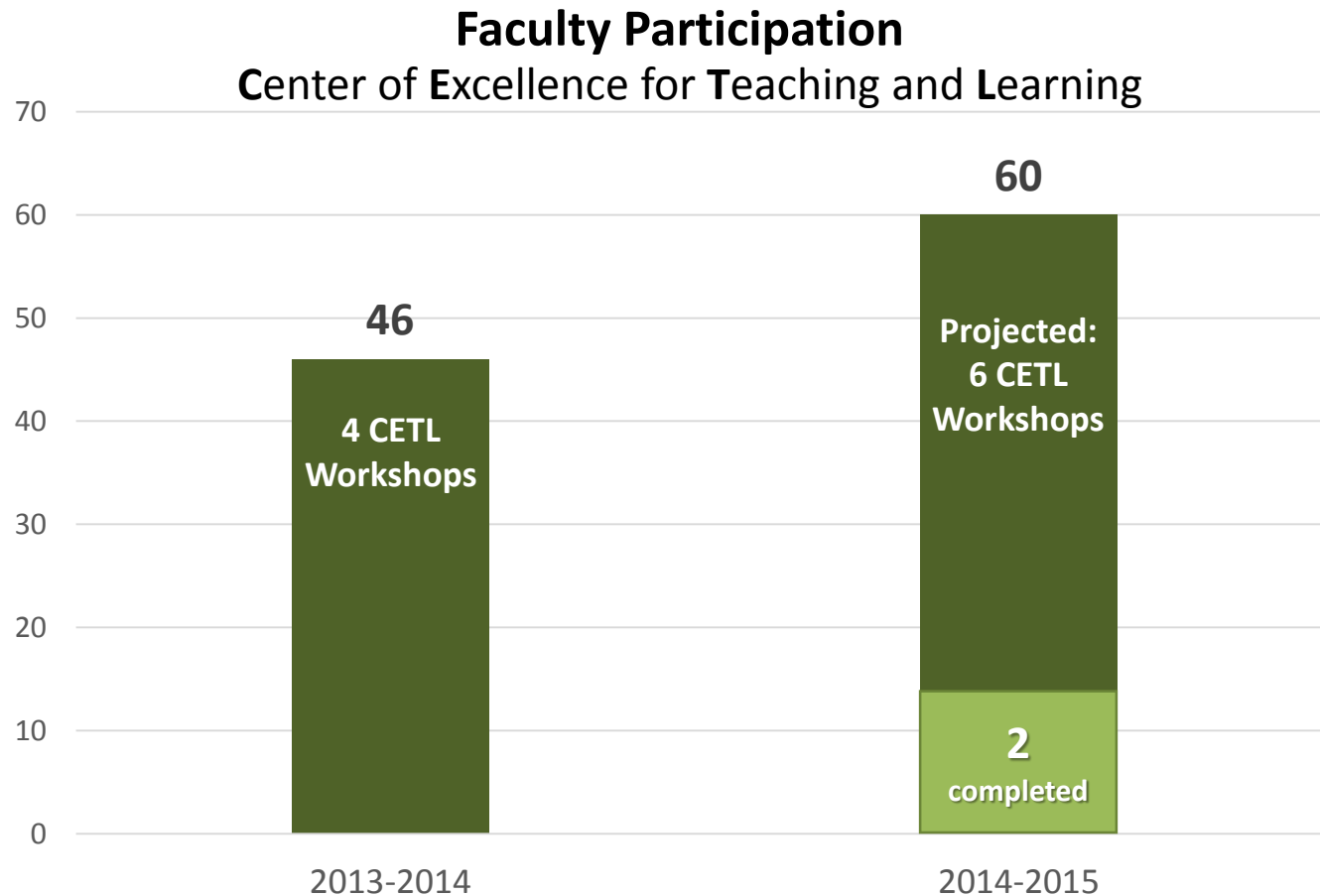


**Out of 24 World View courses, the most popular are:**

1. World Religions (REL 2300)
2. Humanities East-West Synthesis (HUM 2270)
3. Elementary Spanish I (SPN 1120)

85% of students are taking these three courses this fall. In other words, out of the 4,911 enrolled, 4,205 are taking one of these three courses currently.

- This World View requirement began in 2008



- *Each faculty participant receives a certificate for e-portfolio*

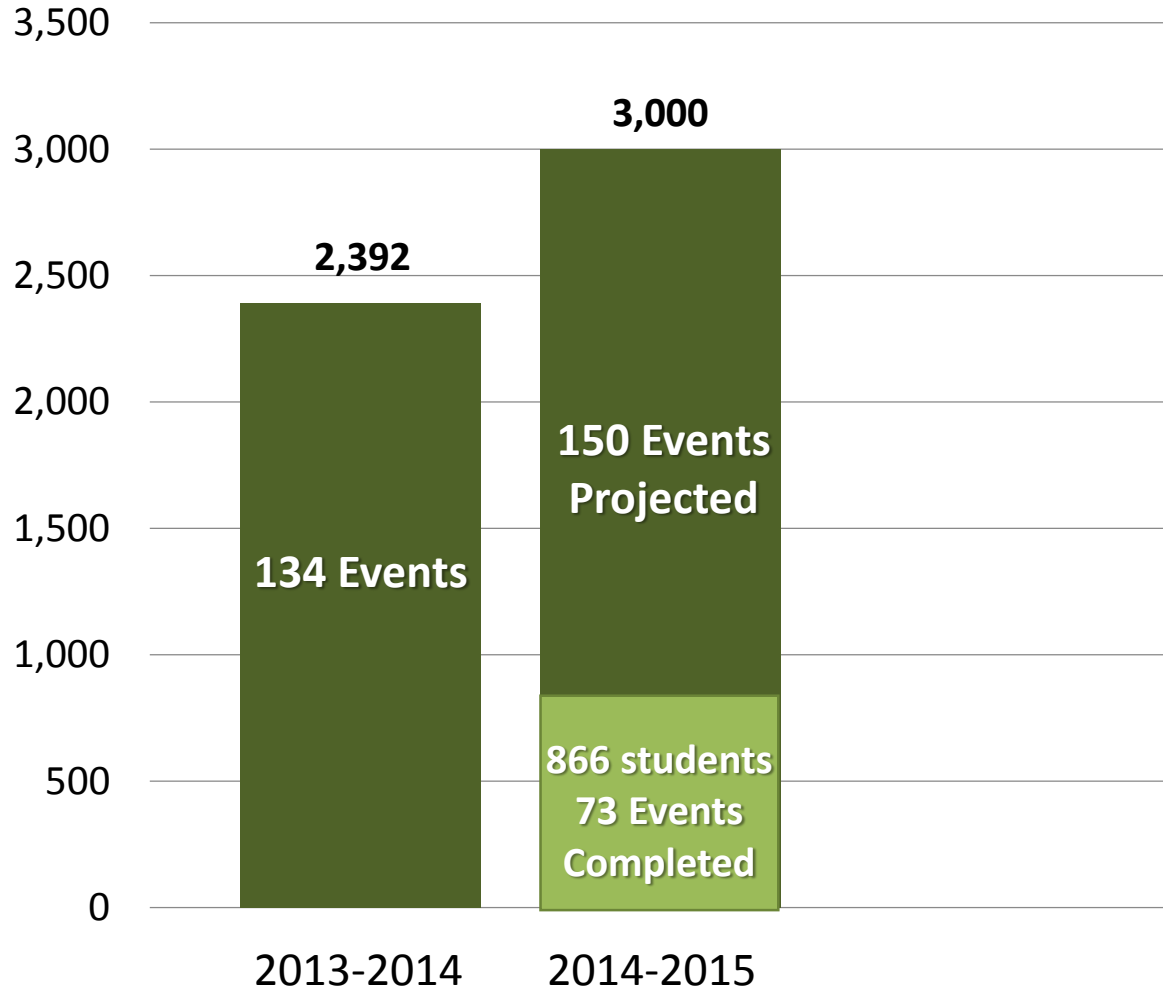
## Topics include:

- Internationalizing the Curriculum
- Developing Study Abroad Programs
- International Professional Development Opportunities

## GOALS moving forward:

- Encourage faculty attendance
- Collaborative Online International Learning Workshop (COIL)

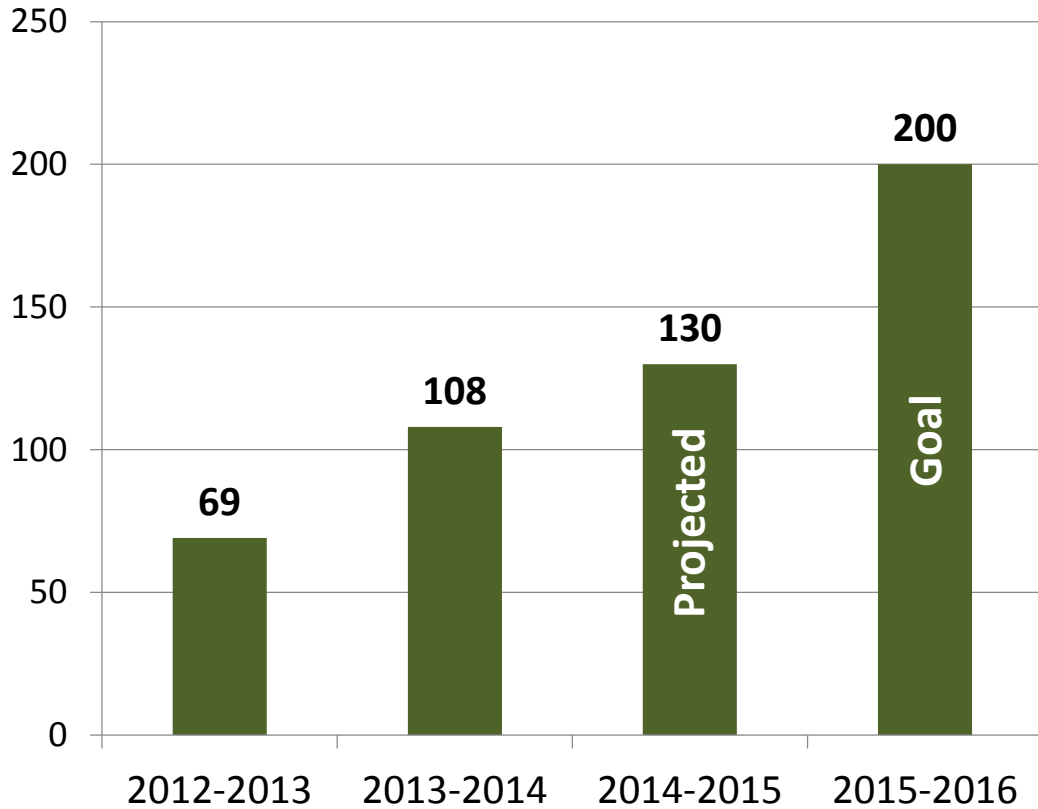
## Number of Events and Students Participating



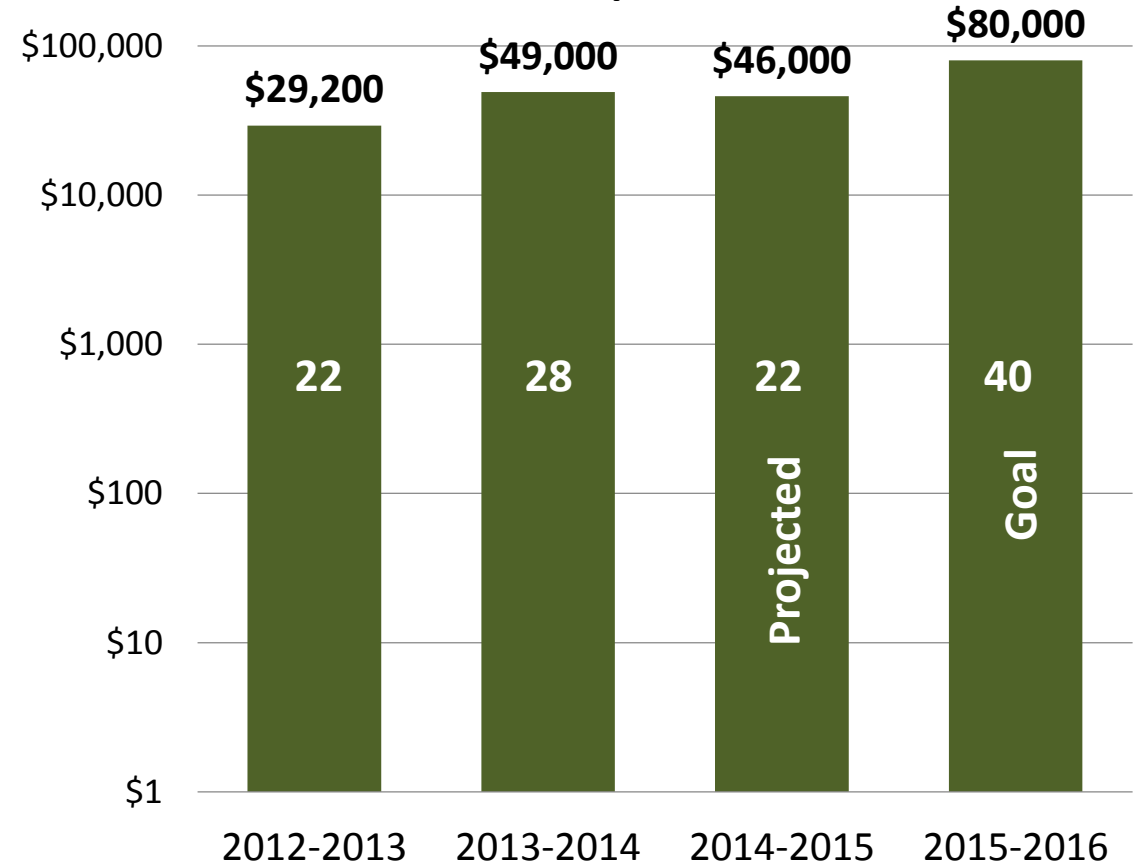
### Events focus on various cultures:

- African
- Brazilian
- Bulgarian
- Chinese
- French
- Greek
- Haitian
- Hispanic/Latino
- Indian
- Indonesia
- Italian
- Japanese
- Russian

### Students Participation



### Scholarships Awarded

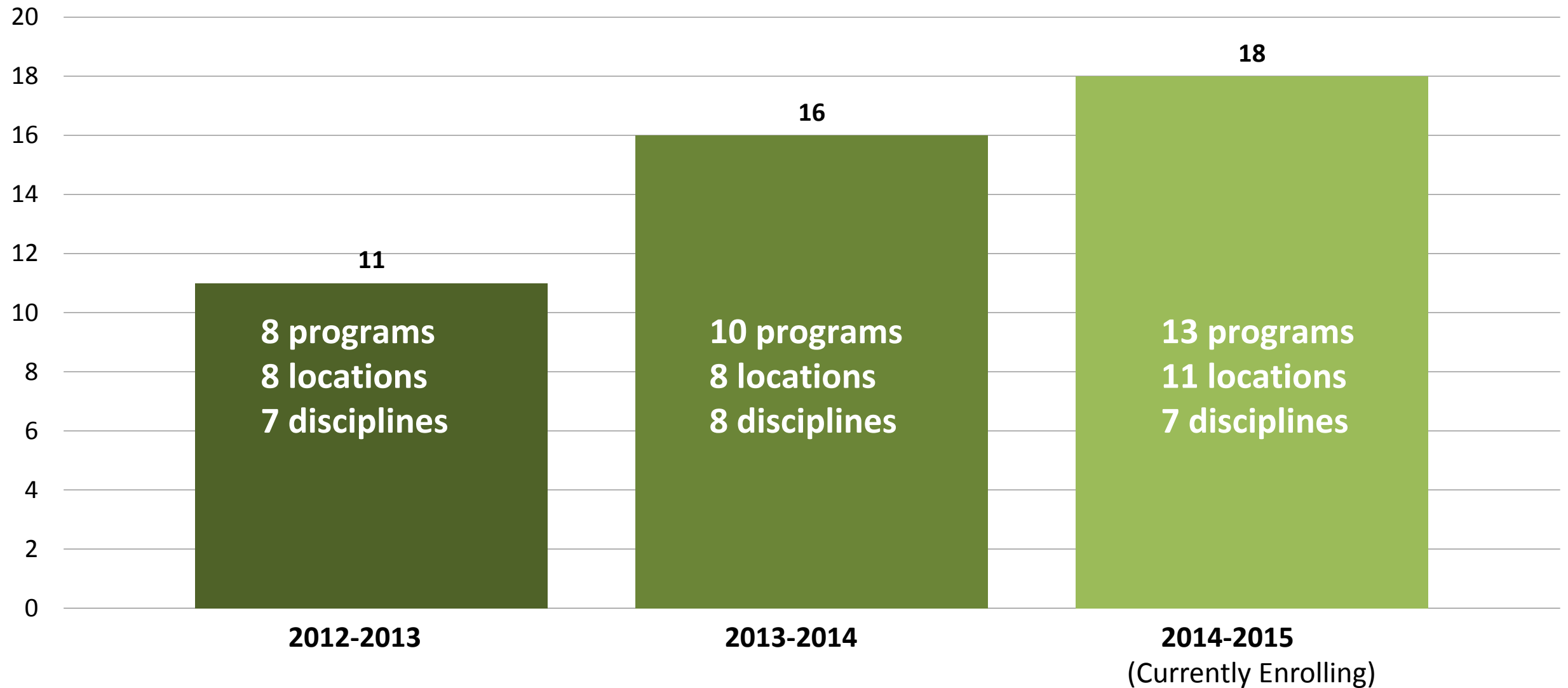


#### GOALS moving forward:

- Study Abroad Industry Certification for Advisors



## Faculty Participation



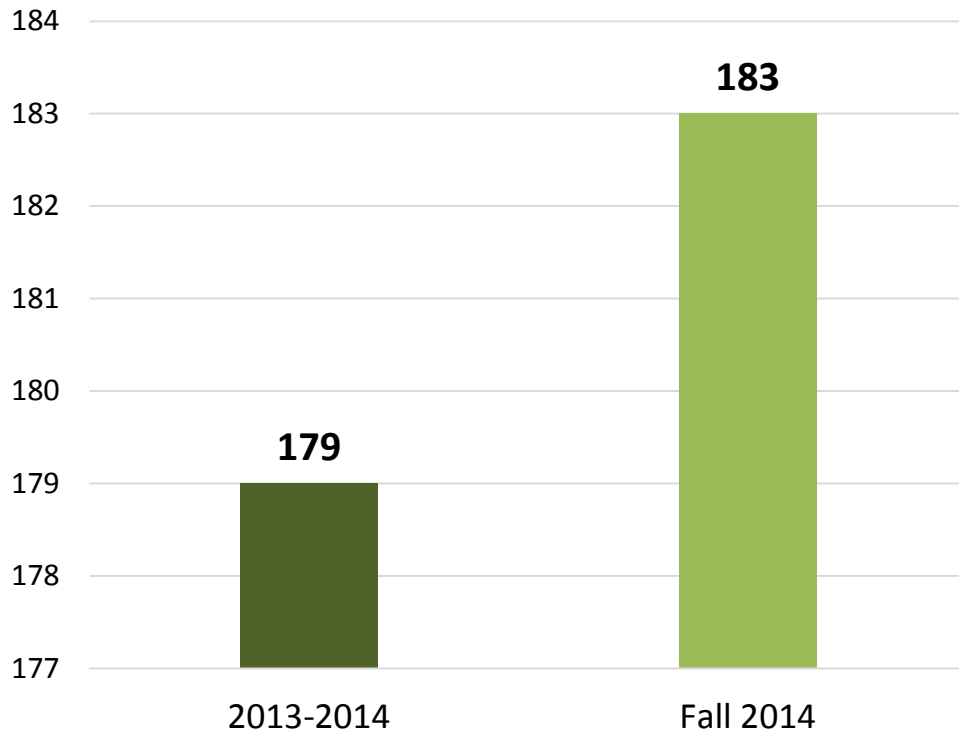
Location	Travel Dates	Department	Course(s) ADD CREDITS	Student Cost
<b>Australia/NZ</b>	5/14-25/2015	Communication	4 courses; 3 credits each	\$6,916.50
<b>Bonaire</b>	5/8-16/2015	Natural Science	2 courses; 3 credits each 1 lab; 1 credit	\$3,759.00
<b>Canada</b>	5/15-6/10/2015	Communication	2 courses; 3 credits each	\$3,339.50
<b>Costa Rica Span</b>	5/17-6/14/2015	Communication	2 courses; 4 credits each 2 courses; 3 credits each 1 course; 1 credit	\$2,616.56
<b>Costa Rica VT</b>	5/7-17/2015	Vet Tech	1 practicum; 1 credit	\$2,869.00
<b>Ecuador</b>	7/13-7/23/2015	Natural Science	1 course; 3 credits & 1 lab; 1 credit	\$3,844.25
<b>England/London</b>	5/15-23/2015	Humanities	2 courses; 3 credits each 1 course; 1 credit	\$4,153.00
<b>Ireland</b>	5/8-22/2015	Social Science	2 courses; 3 credits each	\$3,944.25
<b>Italy HS</b>	6/20-30/2015	Social Science	1 course; 3 credits	\$4,400.00
		Humanities	1 course; 3 credits	
<b>Jamaica Dent</b>	10/24-11/2/2014	Dental Hygiene	1 Practicum; 1 credit	\$2,089.51
<b>Jamaica Ed</b>	11/15-24/2014	College of Education	1 Practicum; 1 credit	\$1,920.00
<b>South Africa</b>	6/26-7/25/2015	Social Science	2 courses; 3 credits each	\$7,383.50
<b>Spain</b>	6/27-7/19/2015	Communication	2 courses; 4 credits 4 courses; 3 credits 1 Work Exp; 1-3 credits	\$3,832.00

## International Partners by Type

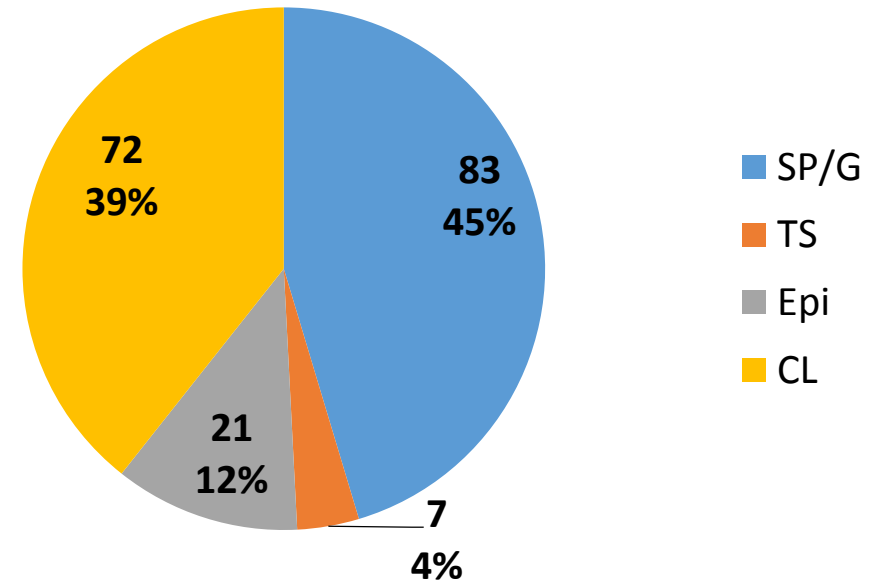
- **International Associations in U.S.**
  - *e.g., World Partnerships*
- **Educational Institutions**
  - *e.g., North West Regional College & University of Ulster, Northern Ireland*
- **Government Entities**
  - *e.g., Bulgarian Embassy*
- **Local International Partners**
  - *e.g., Tech Data, Costa Rica*
- **Sister Cities**
  - *e.g., Tarpon Springs/Kalymnos*



### Number of International Students



### Enrollment by Campus



- 57 countries currently represented

## Strategic International Team (SIT)

provide input and advice for an internationalization (INZ) plan

### Areas of Focus for working subcommittees

- Education Abroad
- Internationalizing the Curriculum and Faculty Development
- International Student Services
- International Connections and Partnerships



## Earn points from various categories

- Curricular with World View credits
- Co-curricular with attendance/participation
- Volunteering opportunities
- Research opportunities
- Study Abroad



# St. Petersburg College

## Midtown Expansion— *Update*

**Board of Trustees  
Presentation**  
November 2014

Dr. Kevin Gordon  
Tyrone Clinton



## Purpose:



- To be a central force for education in the historically underserved Midtown and South St. Petersburg community.
- To support the revitalization of the Midtown Corridor by providing ***workforce development, certificate and AS*** programs and services in partnership with other community based businesses and organizations.
- To provide academic programs and services that allow students to ***complete*** a degree, certificate or training that will put them to work.



# New Facility

- 3-story 45,000 sq. Ft. building
- Full service building
- Four times more space
- Two science labs
- Three computer labs
- Bookstore
- Community room
- Public access computers and small business services functions.

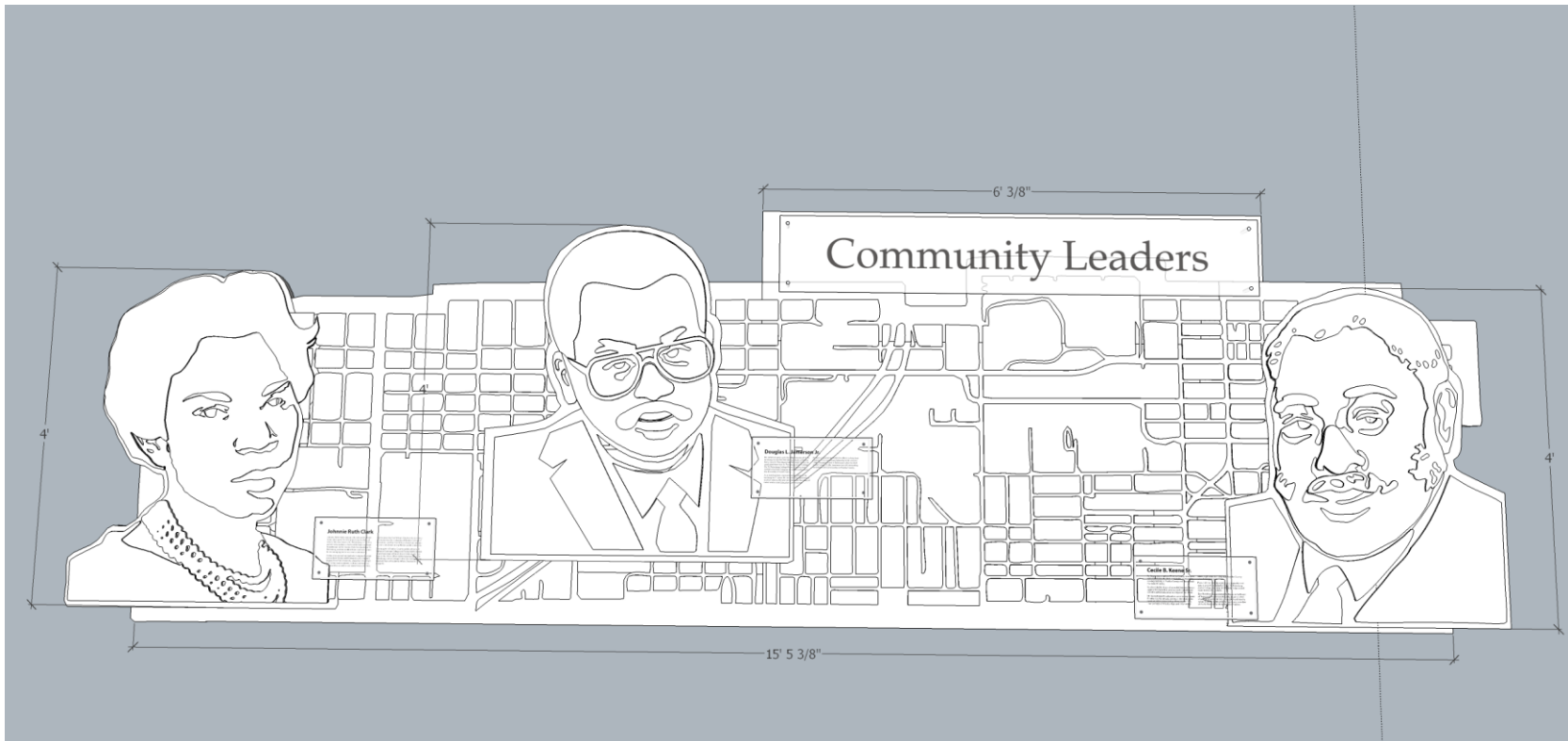


# Other highlights



## Proposed Career Center

# Other highlights cont.



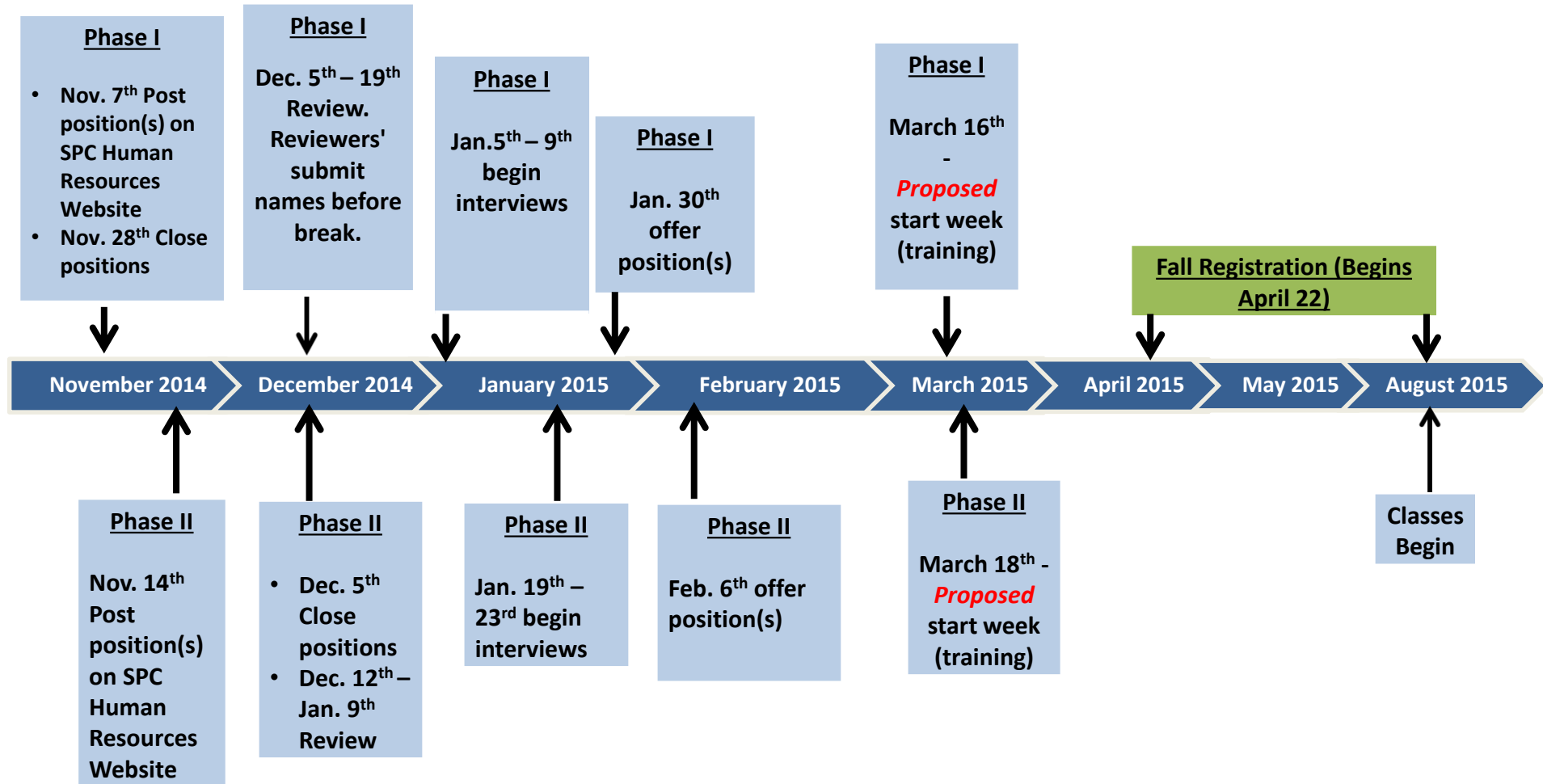
## Proposed Artwork

# Proposed New Staffing Needs

This staffing plan addresses the opening and first year staffing needs of the building. In order to be fully functional and to best serve students and the community, the following staffing needs were identified.

- Technology Support Specialist
- Information Resources Librarian
- Instructional Support Specialist (writing)
- Student Support Assistant

- Student Support Advisor (2)
- Disability Resource Specialist
- Student Life and Leadership Coordinator



# Academic Programs



## Phase I

- Advanced Manufacturing
- Clinical Medical Assisting (Certificate)
- Early Childhood Education Certificate
- EMT (Certificate)
- Entrepreneurship Certificate
- General AA

## Phase I (con't)

- CCIT Certificates:
  - Help Desk Support Technician
  - Information Technology Analysis
  - Computer Support CompTIAA+
  - Information Technology Support Specialist

## Phase II

- Human Services AS
- Business Administration AS
- Early Childhood BA

# Projected Enrollment

Enrollment will be based on the following:

- Maximum section allocation will be allotted to Midtown Campus
- Approach to managing the schedule is to hold sections in reserve.
- Reserved sections will be released as classes fill.

# Enrollment Strategy

- Visit all area churches
- Visit 5 Highschools (Gibbs, Boca Ciega, Lakewood, St. Pete, and Northeast)
- Host an information at Deuces Live Sunday Market
- Phone outreach to applicants
- Door to Door community walks with hang tags



# Next Steps

- Conduct Community Collaborative Lab-Dec. 2, 2014
- Create Marketing & Advertisement Plan for Community
- Develop a Communication Plan for Students
- Develop a Transition timeline

# Questions



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# Academic Workforce Program Goals

*Board Of Trustees Meeting*

*November 18, 2014*

# Internships & Work-Based Learning Courses

<b>Discipline</b>	<b>2013-14 Actual</b>	<b>2014-15 Target</b>	<b>Fall 2014 Actual</b>
College of Business	104	460	181
College of Education	532	670	291
College of Public Safety	25	280	70
Communications	21	13	11
Computer and Information Technology	119	138	63
Engineering Technology and Building Arts	21	30	4
Humanities and Fine Arts	83	98	29
Natural Sciences	12	44	7
Non-Clinical Health	148	149	78
Public Policy and Legal Studies	85	125	36
Social Sciences	39	82	21
Human Services	63	65	11
<b>Grand Total</b>	<b>1252</b>	<b>2154</b>	<b>802</b>

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# Work-Based Learning

60 hours = 1 credit

- Internship / Cooperative Education Work Experience
- Service Learning
- Entrepreneurial Experiences
- Mentorship
- Simulated Enterprise
- Job Shadowing
- Business/Industry Visits
- Promote Career-Readiness
  - ✓ Apply content knowledge in real-world environments
  - ✓ Establish relationships and build a professional network
  - ✓ Demonstrate critical thinking, professionalism and ethical decision-making

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# New Partnerships

## College of Business

### *Supply Chain*

- Council of Supply Chain Management Professionals
- Amazon
- Port of Tampa Bay
- Hillsborough County Aviation Authority
- City of Tampa
- Great Bay Distributors
- Tampa Bay Times
- GE Instrument Transformers

### *Hospitality*

- USF – Manatee
- Collegiate Chapter of Hospitality, Sales, and Marketing Association International

## Music Industry Recording Arts

- Music Tampa Bay radio station
- Society of Broadcast Engineers
- Pinellas County Schools
- Operation Co-exist
- Lake Audio

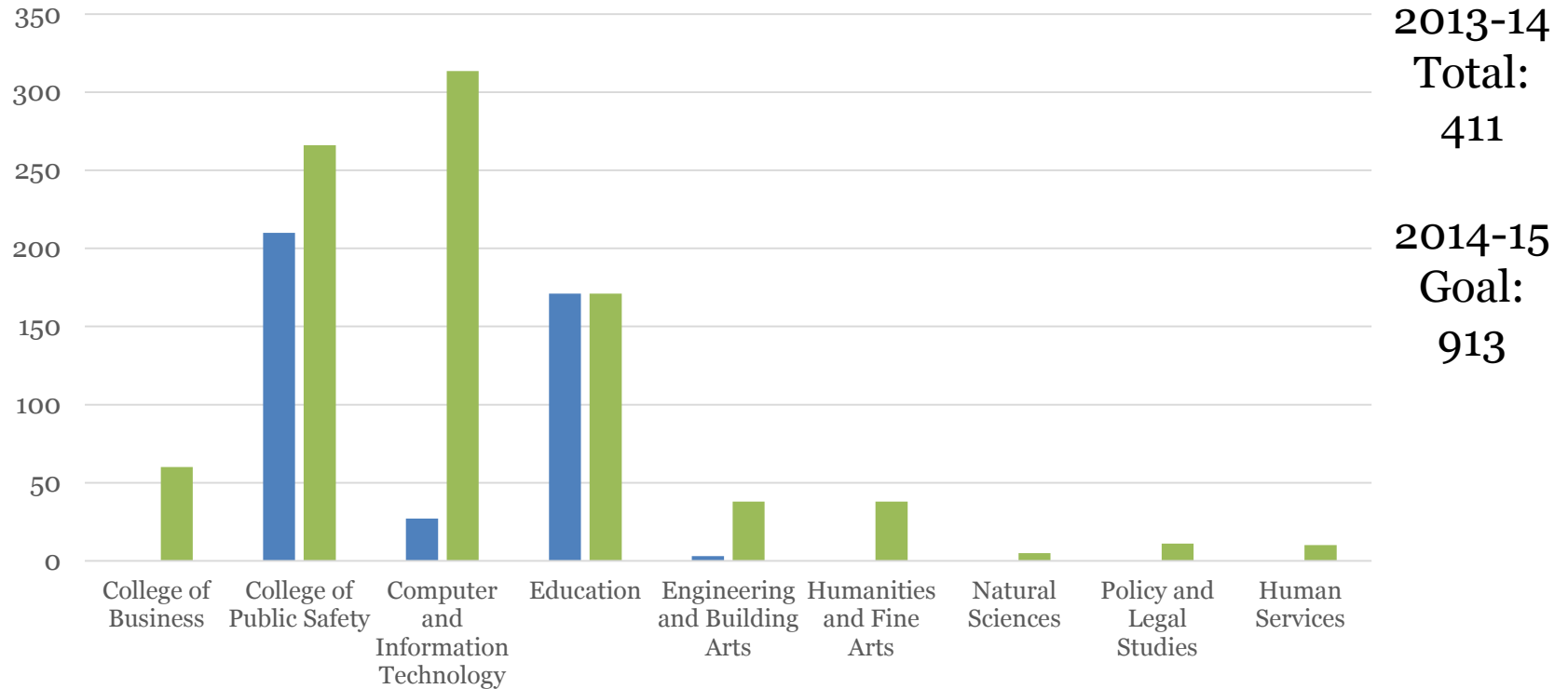
## Sign Language Interpretation Program

- Hillsborough County School Board
- Vocational Rehabilitation
- KSS Sign Language Agency

## Policy & Legal Studies

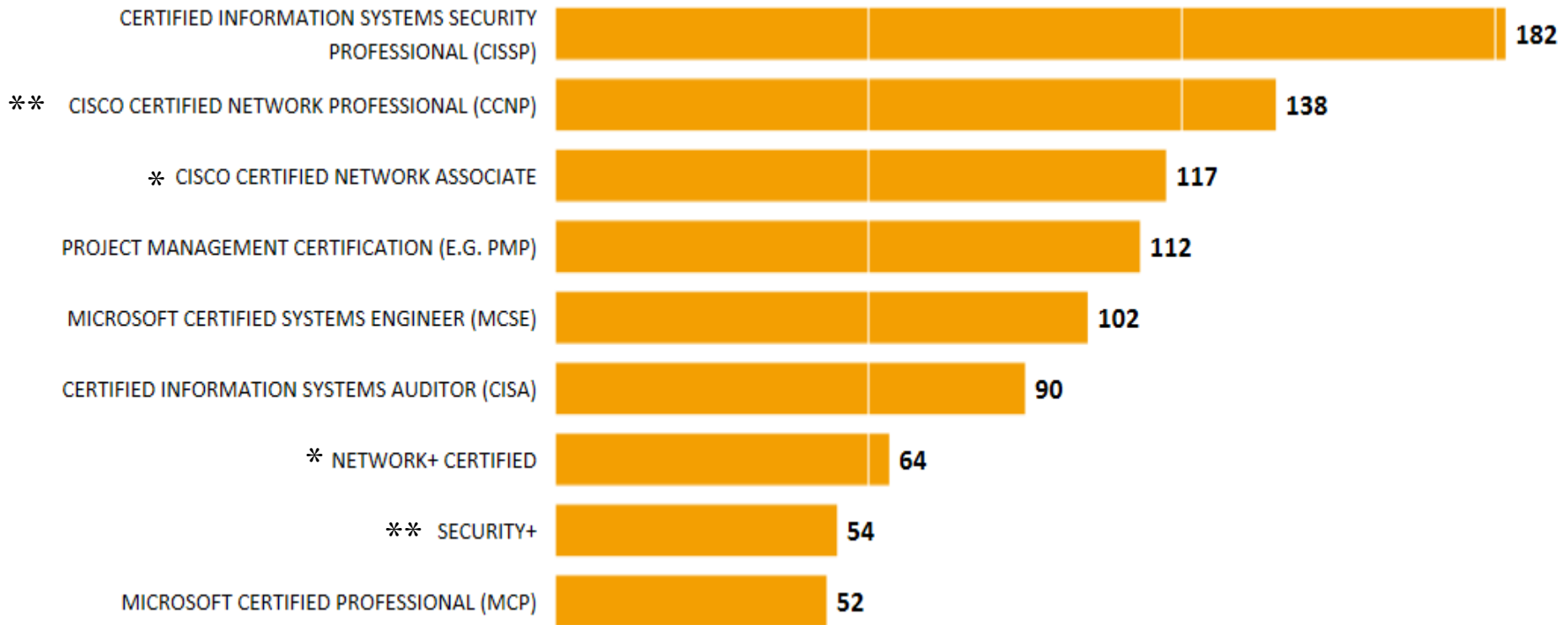
- Clearwater Marine Aquarium

# Industry Certifications Attained



2013-14 Actual ■  
 2014-2015 Goal ■

# Burning Glass IT Job Postings and Required Industry Certifications



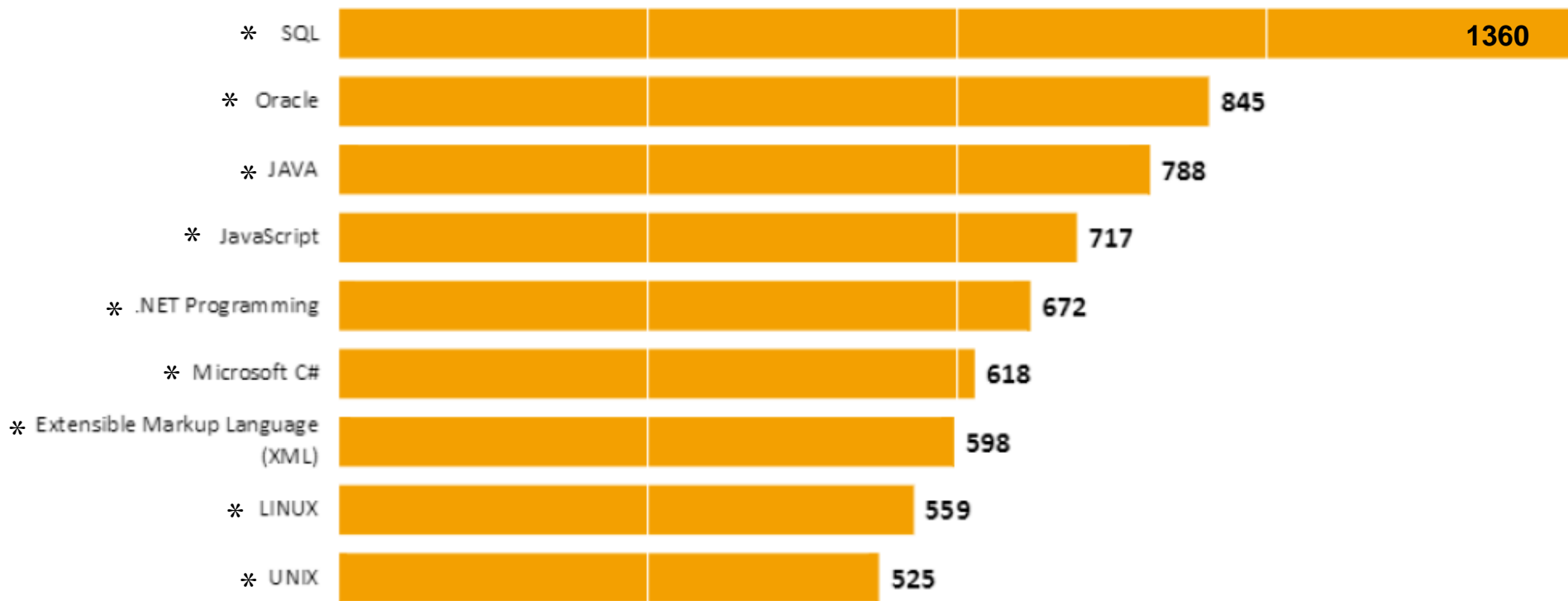
Embedded into courses:

\*2013-14

\*\*2014-15

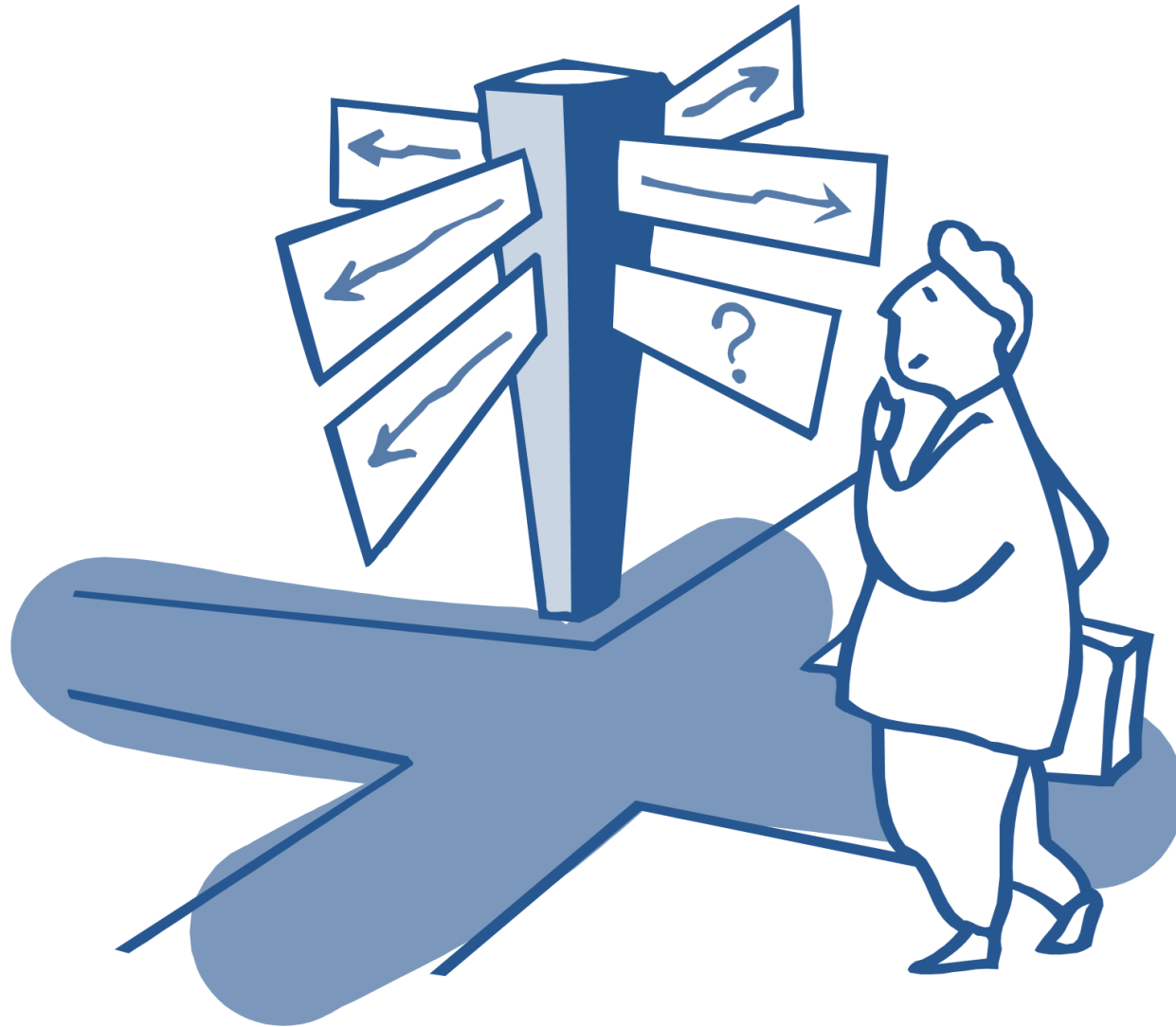


# Burning Glass IT Job Postings and Listed Skills



\*Skills embedded in courses

# Questions?



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# Economic Innovation and Leadership Symposium

- Primary Industries
- Collaboration Between Business/Industry, Government, and Education
- Focus on Primary Jobs

# Primary Industries

- Manufacturing
- Information Technology
- Business and Finance
- Healthcare

# Collaboration

## Pinellas County Economic Development

- Prospect Visits
  - Bristol Myers Squibb
  
- Quick Response Training Grants (QRT)

<b>Company Name</b>	<b>Jobs</b>	<b>Dollars</b>
Tech Data	100	\$486,429.00
Jabil	85	\$102,829.00
Power Design	150	\$276,562.00
Instrument Transformers-GE Energy MFG/Digital Energy	143	TBD
<b>Totals</b>	<b>478</b>	<b>\$865,820.00</b>

# Collaboration

## **CareerSource Pinellas Hi-Tech Training (HITT) Grant/USDOL**

### **Unemployed Participants:**

- Attending – 200
- Completing – 128
- Gaining Employment – 88

### **Participant Demographics:**

- 48% have some college
- 30% have Bachelor Degrees
- 13% are Veterans
- 9% Disabled

# Collaboration with Industry

## **Manufacturing**

- Transforming Resources for Accelerated Degrees and Employment (TRADE)
- Collaborative Center for Emerging Technologies
- LumaStream
- Oldsmar Training Center
- Industry Certification Training Centers (ICTC) German Manufacturing


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November 18, 2014

**MEMORANDUM**

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

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

**SUBJECT:** FY14-15 July 1 – October 31 Financial Report

Attached for information is the financial report for FY14-15 through October 31<sup>st</sup>.

Financial Report Highlights:

- Total operating revenue is approximately \$1.8 million above the budgeted revenue estimate through October primarily due to increased enrollment, which drives student tuition and fee revenues. Overall, the college has reached 55% of budgeted tuition for the year.
- Total operating costs are 1% below the budgeted estimate through October. This is primarily due to lower non-personnel expenses than estimated. Personnel expenses are at the budget estimate.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, Jamelle Conner, Associate Vice President, Strategic Execution and Systems Support, recommend approval.



*Within Reach*

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# Board of Trustees Monthly Financial Report

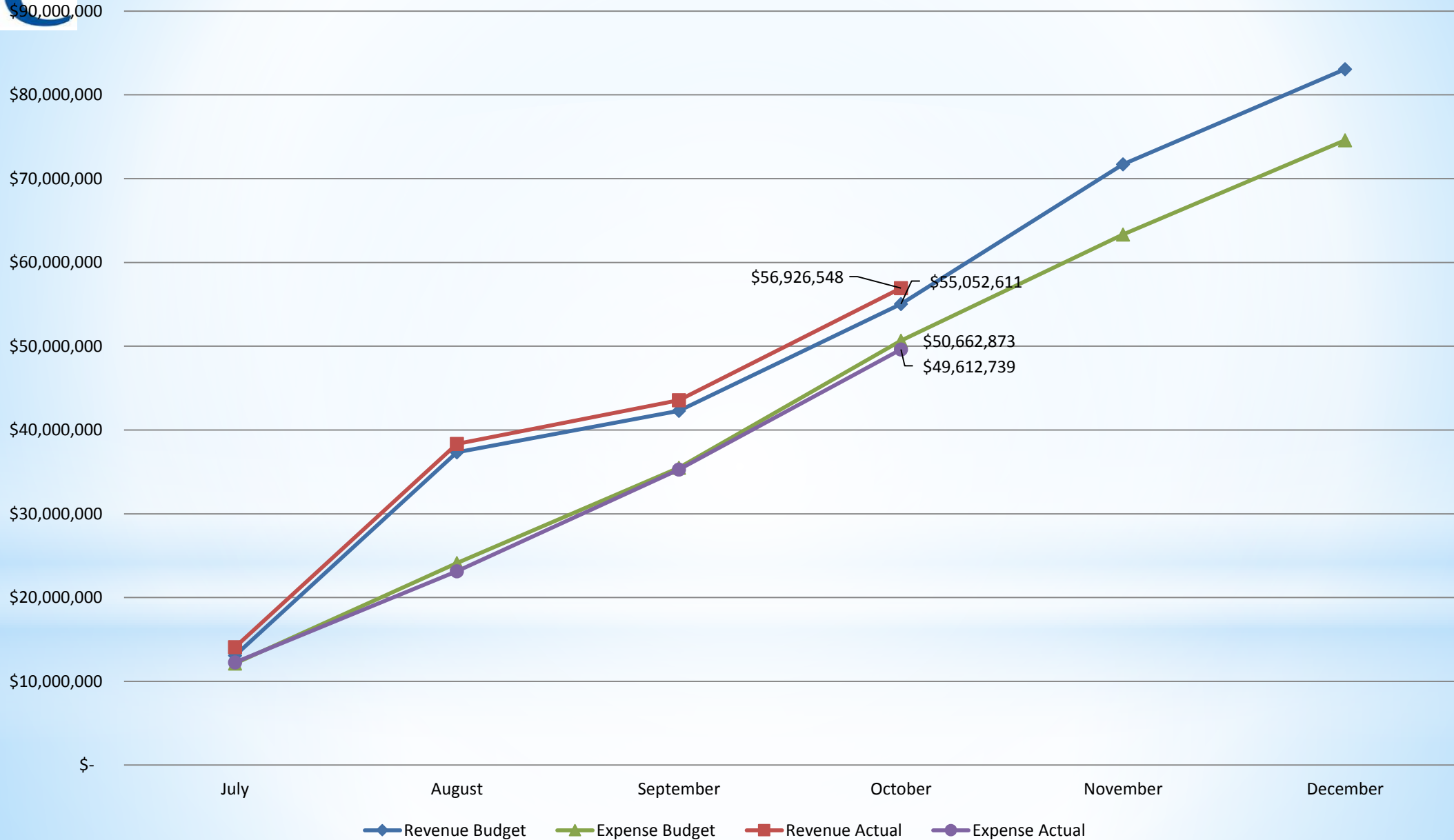
Jamelle Conner

November 2014

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Institution

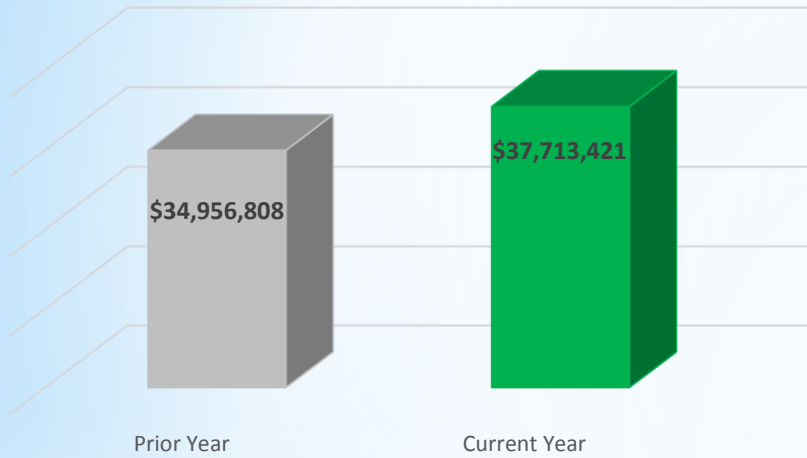


# St. Petersburg College FY14-15 Fund 1 Actuals



# Revenue Focus

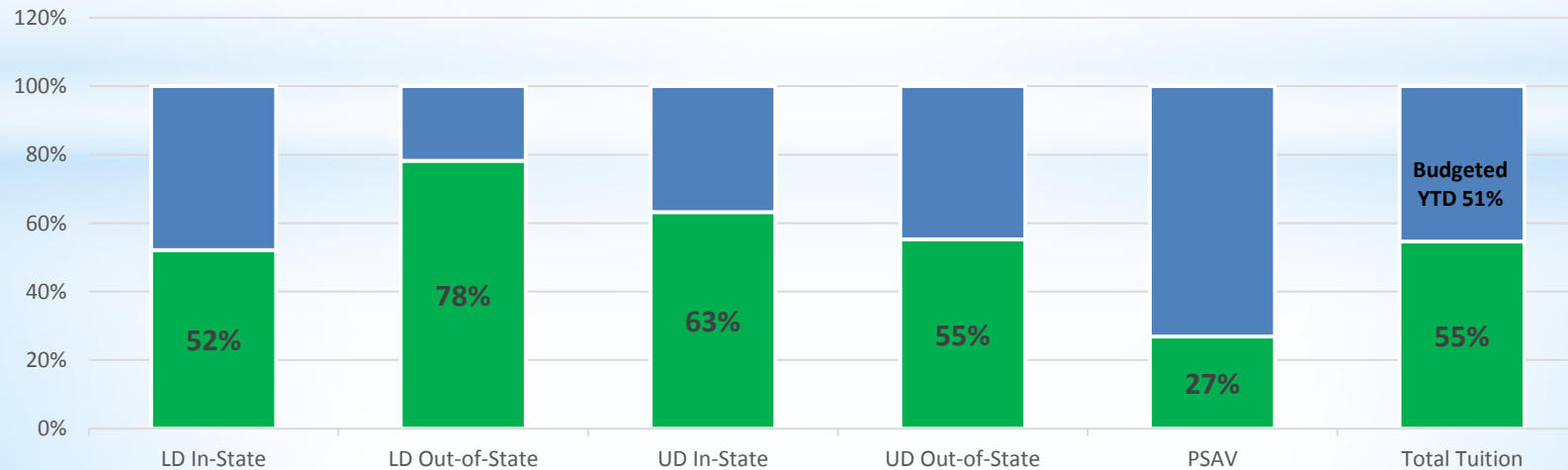
YTD Student Tuition and Fees



**ST. PETERSBURG COLLEGE**  
FY14-15 OPERATING BUDGET TO ACTUAL REPORTING: July 1 - Oct 31

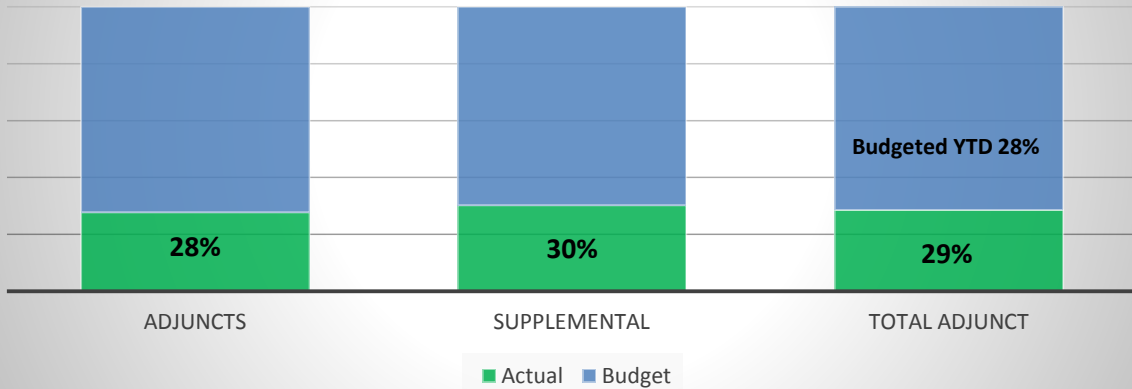
Revenue	FY14-15 Budget	FY14-15 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
Student Tuition & Out-of-State Fees	\$ 58,937,969	\$ 32,203,240	55%	
State Appropriation - CCPF	\$ 53,145,924	\$ 17,827,319	34%	
State Appropriation - Lottery	\$ 15,540,962	\$ -	0%	
Operating Cost for New Facilities	\$ 336,168	\$ -	0%	
Learning Support Access Fee	\$ 1,931,748	\$ 1,012,980	52%	
Distance Learning Fee	\$ 3,563,035	\$ 1,839,979	52%	
Technology Fee	\$ 2,903,108	\$ 1,581,960	54%	
Lab Revenue Fees	\$ 1,714,401	\$ 1,075,262	63%	
Industry Certifications	\$ 150,000	\$ -	0%	
Other Revenues	\$ 3,390,893	\$ 933,467	28%	
Other Student Fees	\$ 1,681,635	\$ 452,341	27%	
Fund Transfers In	\$ 3,145,628	\$ -	0%	
Revenue Stabilization Reserve	\$ 2,173,009	\$ -	0%	
One-Time Non-Recurring Funds	\$ 2,433,328	\$ -	0%	
<b>Total Revenues - Fund 1x</b>	<b>\$ 151,047,808</b>	<b>\$ 56,926,548</b>	<b>38%</b>	<b>36%</b>

Tuition Revenue Tracking to Budget

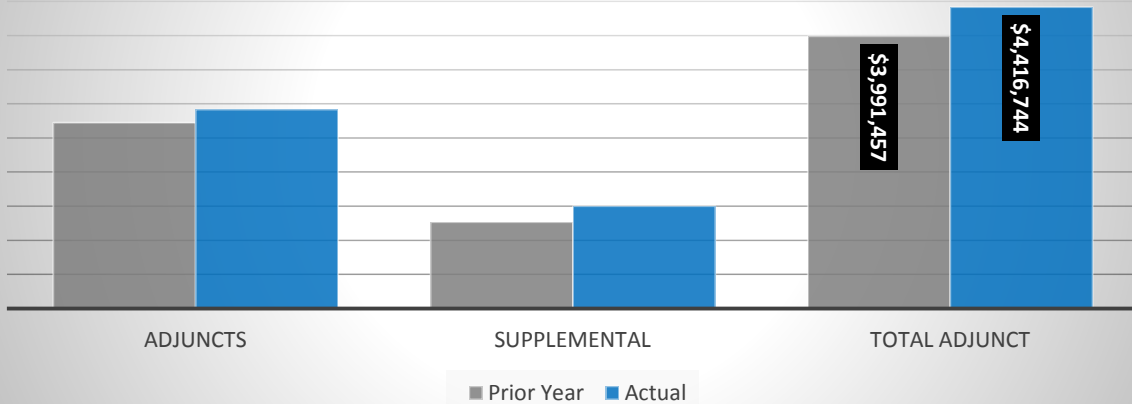


# Expense Focus

## Adjunct Expense Tracking to Budget



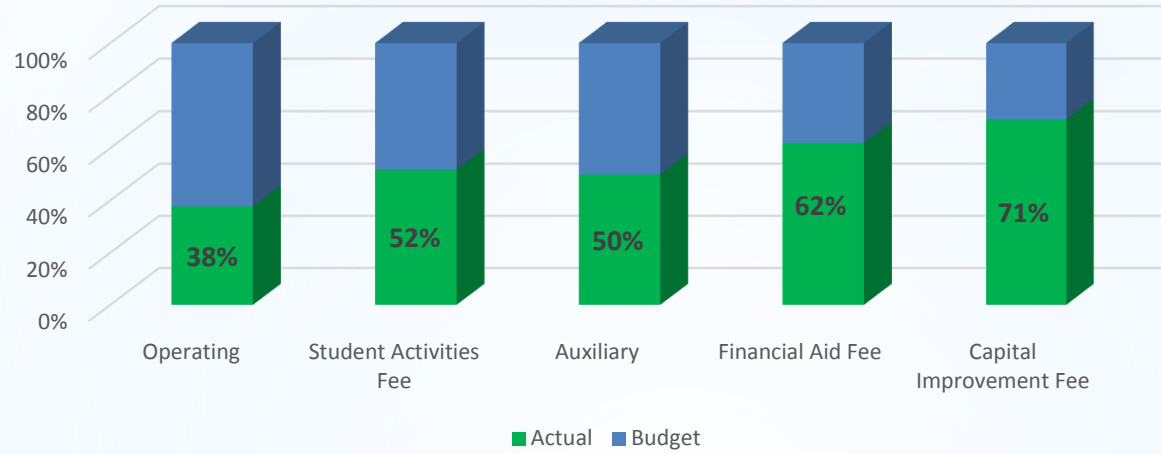
## Year Over Year Adjunct Expense Comparison



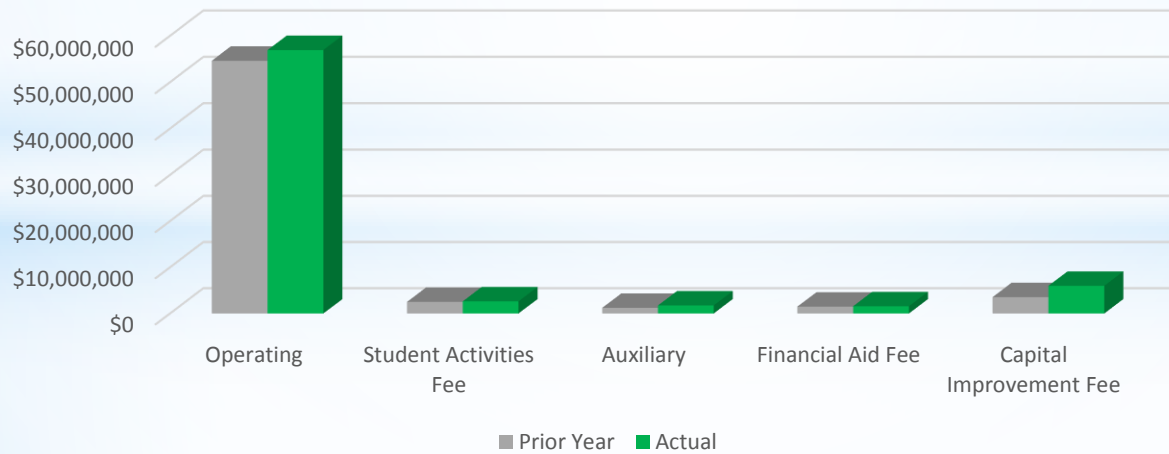
Operating Costs	FY14-15 Budget	FY14-15 Actual	% YTD Actual to Total Budget	% Tracking to YTD Budget
<b>Personnel &amp; Benefits</b>				
Instructional/Faculty-Full Time	\$ 28,294,099	\$ 11,426,521	40%	
Administrative	\$ 21,426,648	\$ 6,940,598	32%	
Career (Non-Instructional)	\$ 24,588,972	\$ 6,599,586	27%	
Adjunct/Supplemental	\$ 15,471,875	\$ 4,416,744	29%	
Other Academic	\$ 356,937	\$ 54,949	15%	
Non-Instructional OPS and Overtime	\$ 2,867,950	\$ 986,519	34%	
Student Assistants	\$ 500,000	\$ 120,324	24%	
Personnel Benefits	\$ 23,083,974	\$ 9,172,846	40%	
<b>Total Personnel &amp; Benefits</b>	\$ 116,590,454	\$ 39,718,088	34.1%	33.3%
<b>Current Expense</b>				
Travel	\$ 627,464	\$ 229,570	37%	
Repairs & Maintenance	\$ 982,192	\$ 401,809	41%	
Rentals/Leases	\$ 452,720	\$ 70,680	16%	
Insurance (Non-Health)	\$ 1,725,368	\$ 1,236,101	72%	
Utilities	\$ 5,800,000	\$ 2,127,346	37%	
Services and Fees	\$ 5,804,571	\$ 1,219,489	21%	
Scholarships/Fee Waivers	\$ 1,510,895	\$ 762,539	50%	
Materials and Supplies	\$ 6,783,180	\$ 1,522,574	22%	
Tech Expense/Licensing	\$ 2,674,911	\$ 1,264,290	47%	
Bad Debt/Unemployment Comp/Misc	\$ 1,147,782	\$ (44,678)	-4%	
Other Current Expense	\$ 3,619,341	\$ 337,546	9%	
<b>Total Current Expense</b>	\$ 31,128,426	\$ 9,127,267	29%	34%
<b>Capital Spending</b>				
Computer Refresh Leases	\$ 2,588,906	\$ 694,664	27%	
Capital Purchases- Non-Recurring	\$ 740,023	\$ 72,719	10%	
<b>Total Capital Spending</b>	\$ 3,328,929	\$ 767,383	23%	37%
<b>Total Operating Costs - Fund 1x</b>	\$ 151,047,810	\$ 49,612,739	33%	34%
<b>Total Remaining Funds (Surplus/Deficit)</b>	\$ 0	\$ 7,313,809		

# All Fund Revenue Focus

All Funds Revenue Tracking



Year Over Year All Funds Revenue Comparison



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St. Petersburg College

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Questions?

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the Dream™  
Institution



November 18, 2014

**MEMORANDUM**

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

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

**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>
11/3/2014	Maisch,William Richard	Budget, Planning & Compliance	Accounting Support Specialist
10/20/2014	Martinez,Erika G	Student Activities SE	Administrative Svcs Specialist
11/3/2014	Diaz,Liza M	Admin Info Sys - Development	Analyst/Programmer
11/3/2014	James,Chinyere Y	Business Administration EpiCtr	Curriculum Dev Specialist
10/13/2014	Hernandez,Jose M	Custodial Services SPG	Custodian
11/3/2014	Doubleday,Scott A	Fac Plan/Construction DO	Facilities Specialist
11/3/2014	Hill,Richard L	Instructional Computing SE	Instructional Design Tech
11/3/2014	Jones,Betty J	Learning Resources SPG	Library Services Technician
11/10/2014	Gross,Jennifer Suzanne	Learning Resources SPG	Library Services Technician
10/27/2014	Charest,Marianne-Luz E	Nursing HC	Nursing Skills Facilitator
10/27/2014	Johnson,James Garland	Scholarships/Stu Fin Assist SPG	Scholar&Stu Fin Assist Officer
10/13/2014	Garcia-Provenzano,Angela	Campus Security - SE	Security Officer
10/13/2014	Hunter,Tara T	Academic Effective & Assessmt	Sr Administrative Svcs Assist
11/10/2014	Costello,Maureen Anne	Associate Provost CL	Sr Administrative Svcs Assist
11/10/2014	Hourigan,Maureen A	Associate Provost CL	Sr Administrative Svcs Assist
10/13/2014	Weston,Kelvin L	Provost CL	Sr Administrative Svcs Speclst
10/20/2014	Mullarkey,Amy L	OSSD - SP	Sr Instructional Supp Spec.
11/3/2014	Smith,Christina M	Learning Resources DT	Student Support Assistant
10/20/2014	Yu,Nancy	Student Support Services - CL	Student Support Specialist
11/10/2014	Atwater,Siedah S	Academic & Student Affairs	Student Support Specialist
10/27/2014	DiMattei,Jonathan	IT Network Help Desk	Technology Support Specialist
11/5/2014	Washington,Terry L	Corporate Training E&SS DO	Test Center Administrator

<b>TRANSFER/PROMOTION Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
10/13/2014	Ganoo,Kelliann	Counseling & Advisement SPG	Student Support Advisor
10/4/2014	Wright,Nikishea A	Registration SPG	Student Support Advisor

**HIRE Temporary/Supplemental**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
10/13/2014	Craig,Paul L	Business Administration EpiCtr	Adjunct Bach Prog.
10/15/2014	Kondis,Peter	Business Administration EpiCtr	Adjunct Bach Prog.
10/13/2014	Law,Alicia A	Baccalaureate Programs/UPC	Adjunct Bach Prog.
10/13/2014	McLean,Gordon S	Baccalaureate Programs/UPC	Adjunct Bach Prog.
10/15/2014	Moccia,Joanna	Business Administration EpiCtr	Adjunct Bach Prog.
10/13/2014	Ritchie,Carol J	Business Administration EpiCtr	Adjunct Bach Prog.
10/13/2014	Selius,Claire	Business Administration EpiCtr	Adjunct Bach Prog.
10/13/2014	Siegel,Cary	Baccalaureate Programs/UPC	Adjunct Bach Prog.
11/3/2014	Knezevic,Slavisa	District Library DO	General Support
10/13/2014	Law,Alicia A	Business Technologies SP	Instructor, Temporary Credit
10/13/2014	Mills,Abigail R	Letters SE	Instructor, Temporary Credit
10/13/2014	Vivoda,Margaret A	Baccalaureate Programs/UPC	Instructor, Temporary Credit
10/27/2014	Marsters,Sylvia B	District Library DO	Librarian- Temporary
10/20/2014	Cash,Jacqueline T	District Library DO	OPS Career Level 1
11/10/2014	Marante,Margaret E	District Library DO	OPS Career Level 1
10/14/2014	Prasco,Richard A	Custodial Services DO	OPS Career Level 1
10/13/2014	Blair,Whitney P L	Student Support Services - SP	OPS Career Level 2
10/23/2014	Clavizzao,Alexis Karolin	SPC-Downtown	OPS Career Level 2
10/20/2014	Ford,Nykko Andrew	SPC-Downtown	OPS Career Level 2
10/13/2014	Green,Treniece Vyanna	Associate Provost SP	OPS Career Level 2
11/3/2014	Givens,Lori	Associate Provost HC	OPS Career Level 4
11/3/2014	Bailey,Travis A	District Library DO	OPS Career Level 5
10/20/2014	Clements,Briana Camille	Instructional Computing SE	OPS Career Level 5
10/27/2014	Hogg,Donna K	Provost HC	OPS Career Level 5
11/3/2014	Padron,Estela S	District Library DO	OPS Career Level 5
10/28/2014	Romanelli,Briana E	District Library DO	OPS Career Level 5
10/20/2014	Bartolotti,Sheryl L	Provost SE	OPS Career Level 6
10/13/2014	Martin,Camille R	Special Programs/Intl Educ DO	OPS Professional
10/13/2014	Martinez,Rafael	Facilities Plan & Inst Svcs	OPS Professional
10/22/2014	Schlanger,Lea K	Academic Effective & Assessmt	OPS Professional
10/29/2014	Young,Joseph A	Srvcs Spc Students/OSSD CL	OPS Teaching Asst/Interpreter
10/13/2014	Arnold,Wendy C	Allstate Center Provost	Professional Trainer
10/27/2014	Cruz,Daniel Enrique	Criminal Justice AC	Professional Trainer
10/28/2014	Despirt,Erick S	Allstate Center Provost	Professional Trainer
10/27/2014	Gordon,Calvin L	Criminal Justice AC	Professional Trainer
10/27/2014	Greear,Thomas J	Allstate Center Provost	Professional Trainer
10/27/2014	Hatch,Michael A	Criminal Justice AC	Professional Trainer
11/3/2014	Hightower,Robert N	Allstate Center Provost	Professional Trainer
10/27/2014	Johnston,Richard O	Criminal Justice AC	Professional Trainer
11/3/2014	Moore,Richard C	Allstate Center Provost	Professional Trainer
10/13/2014	Newton,Amanda Lynn	Criminal Justice AC	Professional Trainer
11/15/2014	Tillman,Adrian D	Corporate Training E&SS DO	Professional Trainer
11/3/2014	Tucker,Diane D	Corporate Training E&SS DO	Professional Trainer
10/27/2014	Vater,Kevin P	Criminal Justice AC	Professional Trainer
11/10/2014	Williams,Mark A	Criminal Justice AC	Professional Trainer

**EMPLOYEE CONTRACTS**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
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12/20/14-06/30/15	Jones,Patricia C	BusSVITSystems DO	AVP, Human Resources
12/20/14-06/30/15	Kirsch,Ramona	Provost SPG	Dir, International Program
12/20/14-07/31/15	Gilleland, Amanda	Natural Science SE	Chair, Natural Science
12/20/14-06/30/15	Clark, Shelly Lynn	Resource Development DO	Coordinator, LRMA PR & Grants

<b>TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES</b>
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<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
10/28/14-11/04/14	Lawless, Daniel	Communications SPG	Instructor

The purpose of this trip is to visit Paris, France, and attend the presentation, reading and symposium on Contemporary Poetry and Literary Journals: An "Insider's View" with readings from Marilyn Hackers, Jeffrey Greene, Molly Freeman, Emmanuel Moses, and Claire Malroux. The benefit of this trip is the scholarly exchange of ideas/best practices regarding contemporary literary journals, the college experience, readings from internationally recognized poets and translators, and the promotion of St. Petersburg College as a center of creative writing excellence.

Funded by the Communications Department. Total estimated cost to the College is \$2,000.00.

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05/08/15-05/30/15	Liebert, David	Social Science TS	Academic Department Chair
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The purpose of this trip is to visit Londonderry, UK, and to offer St. Petersburg College students the educational opportunity to apply the sociological, psychological and historical culture of Northern Ireland to the study of PPE 2002: Social Psychology and ISYG 2010: Sociology of Social Problems. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Funded by the Social Science Department. Total estimated cost to the College is \$4,875.15.

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05/08/15 - 05/16/15	Miller, Abraham	Natural Science TS	Instructor
05/08/15 - 05/16/15	Fernandes, Jennifer	Natural Science TS	Instructor

The purpose of this trip is to visit Kralendijk, Bonaire, and to offer St. Petersburg College students an educational opportunity to introduce them to coral ecology, turtle conservation, a desert island, and the human impact on island ecology by combining lectures, labs and discovery-oriented investigative experiences. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Funded by the Natural Science Department. Total estimated cost to the College is \$7,376.27.

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05/15/15 - 05/23/15	Cooper, Scott	Fine & Applied Arts CL	Instructor
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The purpose of this trip is to visit London, UK, and to offer St. Petersburg College students an educational opportunity; acting Repertory TPP 2192 and Intro to Theatre Arts, THE 2000. The benefit to the College is to contribute to the international education of students by providing opportunities that encourage global awareness and perspectives.

Funded by the Fine & Applied Arts Department. Total estimated cost to the College is \$986.75.

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

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SW1105141

November 18, 2014

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *wdl*  
**SUBJECT:** Renewal of College’s Stop Loss Policy

**Confirmation is sought to renew the College’s stop-loss policy for its self-funded health plan effective January 1, 2015, according to the agreed-upon terms and with no cost increase.** The College carries stop-loss coverage on specific (individual person) as well as overall aggregate (college-wide) claims to reduce its risk of catastrophic loss. The recommendation is to maintain coverage at the current deductible level. The College will re-evaluate the coverage levels as part of an overall review of the plan coverage leading into the 2016 plan year.

The College’s policy would continue with Symetra Financial. The Symetra Financial aggregate and specific stop-loss premium will not change and is locked in through Dec. 31, 2015 at \$338,860. The terms of the agreement are as follows:

<b>2015 Terms and Options</b>	
Specific Terms - Limit:	Unlimited/person, mandated by Health Care Reform legislation
Aggregate Terms:	Limit \$1-million, 125% aggregate margin
Covered Benefits:	Medical and Prescription Drugs
Third-Party Administrator:	Aetna
<b>Current Renewal</b>	
Contract:	12/15
Specific Deductible*:	\$350,000
Estimated Aggregate Deductible:	\$20,442,194
Composite Enrollment:	1,389
Composite Spec. Rate:	\$18.83
Composite Agg. Rate:	\$1.50
Annual Premium:	\$338,860

*\*Includes unlimited lifetime max feature mandated by Health Care Reform*

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

November 18, 2014

**MEMORANDUM**

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

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

**SUBJECT:** Selection for Energy Performance Contracting Services, Allstate Chiller

Pursuant to the Requests for Qualifications approved by the Board of Trustees at its October 15, 2013 meeting, the college received five submissions for consideration for Energy Performance Contracting Services, Allstate Chiller. The total cost of this project is estimated to be 3 to 3.5 million dollars, with two thirds to three quarters of the cost to be paid from energy savings derived from the installation. The balance has been allocated in this year's Capital Expenditure budget. Please recall that previous Board action separated the screening of the proposals from the interview and selection of the recommended firms.

The Chairperson of the Screening Committee determined to allow all five firms to move on to the Selection phase and make their presentations to the Selection Team. The Selection Team was comprised of Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Scott Fronrath, Provost, Allstate Center. The team interviewed the five unranked firms on November 7, 2014. The Selection Team meeting was held pursuant to the Florida Open Meetings Act.

Based upon the Board-adopted Request for Qualifications, the selection team provides the following recommendation to the Board in order of preference:

1. Johnson Controls
2. Con Ed Solutions
3. Honeywell

Authorization is requested for the following:

- To approve the selection team's recommendation and to proceed with contract negotiations with the #1 ranked firm;
- Should the negotiations not result in a satisfactory contract deemed to be fair and competitive, negotiations will be undertaken with the second most qualified firm and thereafter, if necessary, with the third.

William D. Law, Jr., President; Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Scott Fronrath, Provost, Allstate Center; and Jim Waechter, Associate Vice President of Facilities Planning and Institutional Services, recommend approval.

November 18, 2014

**MEMORANDUM**

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

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



**SUBJECT:** Fulltime faculty and academic chair positions for the 2015-2016 academic year

The attached list contains the recommended requests for fulltime faculty and academic chair positions for the 2015-2016 academic year. The deans, provosts, and president's executive team reviewed and approved the requests for consideration by the Board of Trustees.

The process of review begins by generating the number of replacements due to retirements, resignations, promotions or non-renewals. This year we have 12 retirements, 2 resignations, 1 promotion and one unfilled position from last year.

Decisions to replace, reallocate, convert or hold a position are based on careful review of the number of college-wide and campus courses taught within the academic discipline by fulltime vs adjunct faculty. Our institutional goal is to reach and maintain a 55/45 fulltime to adjunct ratio of student semester hours taught. Utilizing workforce practitioners as adjuncts who bring real world, current experience and practical application into the classroom, is the driving force behind the maintenance of a 55/45 fulltime to adjunct faculty ratio. This ratio is determined by calculating the number of student semester hours (SSH) taught by fulltime faculty compared to the total number of student semester hours (SSH) within a discipline by campus for the academic year.

In addition to the fulltime adjunct faculty ratios, program growth, additions of new programs and/or facilities and the overall quality of our academic programs are also part of the review process. For example, a new AS degree in Biomedical Engineering Technology will begin on the Tarpon Springs campus and the new Midtown Center will open in fall, 2015. These needs can sometimes be met by reallocating or transferring positions from other campuses without a negative impact because of shifting enrollments. We may have a retirement in an administrative position from a former organizational structure that can now be converted to an Academic Chair position which better serves the needs of the program. Finally positions are considered where needs have not yet been by the aforementioned methods. This insures that we continue to build a strong professorial team for all our programs and campuses.

Attachment

Anne Cooper, Senior Vice President, Instruction and Academic Programs, recommend approval.

# Process for Determining Faculty/Chair Positions

*November, 2014*

*Board Of Trustees Meeting*



# Replacement Positions

Replacement	Number of replacements
Retirements	12
Resignations	2
Promotion	1
2014 Unfilled Position	1
Non-Renewal	0



# Determining Factors

- $\frac{\text{Fulltime SSH}}{\text{Total SSH}} = 55 \text{ Standard}$

## Example:

Mathematics

Current -	<u>Campus A</u>	<u>Campus B-New Facility</u>
	70 Fulltime	50 Fulltime
	30 Adjunct	50 Adjunct

Decision - Reallocate or Transfer Position

Result -	<u>Campus A</u>	<u>Campus B</u>
	65 Fulltime	55 Fulltime
	35 Adjunct	45 Adjunct

# Additional Determining Factors

- Program Growth/Expansion
  - Bachelor of Science Nursing
- New Program
  - AS Biomedical Engineering Technology Tarpon Springs
- New Facilities
  - Midtown Center – Enrollment Increase





# Faculty/Academic Chair Positions 2015-2016

College/Department/School	Ratio FT/PT	Campus	Faculty Request	Rationale	FY14-15 Budget (Salary Only)	Position w/Changes*	FY15-16 Budget Impact (Salary Only)
College of Education		SPG	Conversion/New Academic Chair	A&P Position	\$58,080.98	\$68,754.00	\$10,673.02
Communications/Letter-LD		SE	Conversion/New Academic Chair	A&P Position	\$84,521.97	\$63,705.00	-\$20,816.97
College of Computer and Information Technology		DTMT	New Academic Chair	New	\$0.00	\$63,705.00	\$63,705.00
College of Nursing/NUR-UD		HEC	New Academic Chair	New	\$0.00	\$73,948.80	\$73,948.80
Natural Sciences/Biosci-LD		DTMT	New Academic Chair	New	\$0.00	\$63,705.00	\$63,705.00
Social & Behavioral Sciences		DTMT	New Academic Chair	New	\$0.00	\$63,705.00	\$63,705.00
Bio Medical Engineering		TS	New Faculty	New AS Degree	\$0.00	\$50,508.00	\$50,508.00
Fine Arts/Humanities		SE	Replacement Academic Chair	Retirement	\$78,492.00	\$63,705.00	-\$14,787.00
Natural Sciences/Physci-LD		CLW	Replacement Academic Chair	Retirement	\$83,312.00	\$63,705.00	-\$19,607.00
Social & Behavioral Sciences		SE	Replacement Academic Chair	Retirement	\$90,505.75	\$63,705.00	-\$26,800.75
College of Business/BusTech-LD & MGTORG-UD	50/50	TS(50/50)	Replacement Faculty	Retirement	\$86,768.00	\$55,557.00	-\$31,211.00
College of Education -ESE	46/54	TS/CLW	Replacement Faculty	Retirement	\$87,308.50	\$55,557.00	-\$31,751.50
College of Education -EDUC-LD	45/55	DTMT	Replacement Faculty	Retirement	\$68,203.50	\$50,508.00	-\$17,695.50
College of Health Sciences/HSA-UD	47/53	HEC	Replacement Faculty	Resignation	\$59,085.00	\$55,557.00	-\$3,528.00
College of Education - ESOL	45/55	TS/CLW/SPG	Replacement Faculty	Carry Forward Last Year	\$70,000.00	\$55,557.00	-\$14,443.00
Natural Sciences/Biosci-LD	58/42	SPG(54/46)	Replacement Faculty	Retirement	\$83,780.75	\$50,508.00	-\$33,272.75
Natural Sciences/Physci-LD	42/58	SE	Replacement Faculty	Retirement	\$58,460.00	\$50,508.00	-\$7,952.00
College of Nursing/NUR-LD	77/23	HEC	Replacement Faculty	Retirement	\$63,475.00	\$55,558.80	-\$7,916.20
College of Nursing/NUR-LD	77/24	HEC	Replacement Faculty	Retirement	\$55,229.00	\$55,558.80	\$329.80
Ethics		CL	Replacement Faculty	Retirement	\$72,880.00	\$50,508.00	-\$22,372.00
Communications/Letter-LD	54/46	SPG	Replacement Faculty	Resignation	\$63,597.00	\$50,508.00	-\$13,089.00
Mathematics/Math-LD	70/30	DTMT(46/54)	Replacement via Transfer	Promotion	\$55,460.00	\$50,508.00	-\$4,952.00
Mathematics/Math-LD	70/30	CL (45/55)	Replacement via Transfer	Retirement	\$80,731.00	\$50,508.00	-\$30,223.00
College of Business		DTMT	Transfer	Reallocate	\$57,816.00	\$57,816.00	\$0.00
<b>Total Impact</b>							\$26,156.95

\*Assumes Entry Salary for LD at Masters+30 and UD at Doctorate (Nursing +10%)

These 2 positions will remain in the budget, but on hold and not filled

# Hiring Process

Review college-wide faculty/chair diversity within academic discipline



Diverse search and screen committees chosen



Applications reviewed and final choices submitted to dean



Deans consolidate choices 5 to 6 candidates chosen for interview



Candidates present teaching demo followed by interviews with search & screen committee and dean



Finalist interviewed by Provost



Final candidates interviewed by President and Senior Vice President

## Faculty/Academic Chair Positions 2015-2016

College/Department/School	Ratio FT/PT	Campus	Faculty Request	Rationale	Fund	Position #	FY14-15 Budget (Salary Only)	Position w/Changes*	FY15-16 Budget Impact (Salary Only)
College of Education		SPG	Conversion/New Academic Chair	Convert A&P Sr. Academic Program Coordinator/Internships Program Director position to Chair	12	9889	\$58,080.98	\$68,754.00	\$10,673.02
Communications/Letter-LD		SE	Conversion/New Academic Chair	Convert A&P Program Director position to Chair	10	190	\$84,521.97	\$63,705.00	-\$20,816.97
College of Computer and Information Technology		DTMT	New Academic Chair	New Academic Chair for DT/MT	10	NEW	\$0.00	\$63,705.00	\$63,705.00
College of Nursing/NUR-UD		HEC	New Academic Chair	New Academic Chair for Nursing UD	12	NEW	\$0.00	\$73,948.80	\$73,948.80
Natural Sciences/Biosci-LD		DTMT	New Academic Chair		10	NEW	\$0.00	\$63,705.00	\$63,705.00
Social & Behavioral Sciences		DTMT	New Academic Chair	Dual purpose of administrative support at both sites and teaching at Midtown.	10	NEW	\$0.00	\$63,705.00	\$63,705.00
Bio Medical Engineering		TS	New Faculty	New AS Degree	10	NEW	\$0.00	\$50,508.00	\$50,508.00
Fine Arts/Humanities		SE	Replacement Academic Chair	Retirement	10	10590	\$78,492.00	\$63,705.00	-\$14,787.00
Natural Sciences/Physci-LD		CLW	Replacement Academic Chair	Retirement	10	9945	\$83,312.00	\$63,705.00	-\$19,607.00
Social & Behavioral Sciences		SE	Replacement Academic Chair	Retirement	10	1930	\$90,505.75	\$63,705.00	-\$26,800.75
College of Business/BusTech-LD & MGTORG-UD	50/50	TS(50/50)	Replacement Faculty	Retirement	10	1246	\$86,768.00	\$55,557.00	-\$31,211.00
College of Education -ESE	46/54	TS/CLW	Replacement Faculty	Retirement	12	9973	\$87,308.50	\$55,557.00	-\$31,751.50
College of Education-EDUC-LD	45/55	DTMT	Replacement Faculty	Retirement	10	1720	\$68,203.50	\$50,508.00	-\$17,695.50
College of Health Sciences/HSA-UD	47/53	HEC	Replacement Faculty	Resignation	12	10513	\$59,085.00	\$55,557.00	-\$3,528.00
College of Education - ESOL	45/55	TS/CLW/SPG	Replacement Faculty	Carry Forward Last Year	12	10193	\$70,000.00	\$55,557.00	-\$14,443.00
Natural Sciences/Biosci-LD	58/42	SPG(54/46)	Replacement Faculty	Retirement	10	916	\$83,780.75	\$50,508.00	-\$33,272.75
Natural Sciences/Physci-LD	42/58	SE	Replacement Faculty	Retirement	10	10567	\$58,460.00	\$50,508.00	-\$7,952.00
College of Nursing/NUR-LD	77/23	HEC	Replacement Faculty	Retirement	10	3210	\$63,475.00	\$55,558.80	-\$7,916.20
College of Nursing/NUR-LD	77/24	HEC	Replacement Faculty	Retirement	10	10361	\$55,229.00	\$55,558.80	\$329.80
Ethics		CL	Replacement Faculty	Retirement	10	184	\$72,880.00	\$50,508.00	-\$22,372.00
Communications/Letter-LD	54/46	SPG	Replacement Faculty	Resignation	10	650	\$63,597.00	\$50,508.00	-\$13,089.00
Mathematics/Math-LD	70/30	DTMT(46/54)	Replacement via Transfer	Promotion	10	3520	\$55,460.00	\$50,508.00	-\$4,952.00
Mathematics/Math-LD	70/30	CL (45/55)	Replacement via Transfer	Retirement	10	880	\$80,731.00	\$50,508.00	-\$30,223.00
College of Business		DTMT	Transfer	Reallocate	10	10585	\$57,816.00	\$57,816.00	\$0.00

<b>Total Impact</b>				<b>\$26,156.95</b>
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
\*Assumes Entry Salary for LD at Masters+30 and UD at Doctorate (Nursing +10%)

These 2 positions will remain in the budget, but on hold and not filled in FY15-16

November 18, 2014

**MEMORANDUM**

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

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

**SUBJECT:** Florida Department of Military Affairs, Florida National Guard Counterdrug Program – Multijurisdictional Counterdrug Task Force Training (MCTFT) Program

**Confirmation is sought for a contract that was submitted, subject to Board of Trustees' approval, to the Florida Department of Military Affairs by St. Petersburg College's Center for Public Safety Innovation (CPSI). Permission is also sought to accept funding for this contract, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the contract.**

The goal of the contract between SPC and the State of Florida's Department of Military Affairs, in conjunction with the Florida National Guard, is to re-establish the 22-year old federally-funded counterdrug training program that provides all aspects of military and law enforcement counterdrug training support throughout the nation. The contract will be supplemented by individual Statements of Work that will detail specific training products/services to be delivered and the budget that has been allocated and approved for that particular project.

The estimated period of performance will be from October 1, 2014 through September 30, 2019. Anticipated revenue to the College will be approximately \$1,000,000 during Year One. The budget for the first Statement of Work received will be for approximately \$10,000 to initiate program start-up activities. The Board will be advised annually of the revenue anticipated for Years 2-5 as the contract amount is subject to the availability of federal funding each year. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; C. Scott Fronrath, Provost; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el1104142

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

**Date of BOT Meeting:** November 18, 2014

**Funding Agency or Organization:** Florida Department of Military Affairs,  
Florida National Guard Counterdrug Program

**Name of Competition/Project:** Multijurisdictional Counterdrug Task Force Training (MCTFT) program

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

**Grant/Contract Time Period:** **Start:** 10/1/14      **End:** 9/30/19

**Administrator:** C. Scott Fronrath

**Manager:** Eileen LaHaie

**Focus of Proposal:**

SPC and the State of Florida’s Department of Military Affairs, in conjunction with the Florida National Guard, will re-establish the 22-year old federally-funded counterdrug training program that provides all aspects of military and law enforcement counterdrug training support throughout the nation. The contract will be supplemented by individual Statements of Work that will detail specific training products/services to be delivered and the budget that has been allocated and approved for that particular 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.)

Salaries	\$ 197,090
Fringe Benefits	\$ 70,952
Travel	\$ 30,158
Consultants/Contractors	\$ 650,000
Supplies	\$ 1,800
College Administrative Support	<u>\$ 50,000</u>
Total Budget	\$1,000,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$1,000,000
Total amount from funder:	\$1,000,000

Amount/value of match:	Cash: N/A
	In-kind: N/A
Required match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Voluntary match or cost sharing:	No <input checked="" type="checkbox"/> Yes
Source of match/cost sharing:	N/A
Negotiated indirect cost:	N/A
(Fixed) administrative fee:	\$50,000 (5% of total contract)
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:**

Values:	<ol style="list-style-type: none"> <li>1. Professional Development</li> <li>2. Partnerships</li> </ol>
Strategic Initiative:	<ol style="list-style-type: none"> <li>1. Outreach</li> </ol>
Strategic Activity:	<ol style="list-style-type: none"> <li>1. Expanded Workforce Offerings</li> </ol>

November 18, 2014

**MEMORANDUM**

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

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

**SUBJECT:** National Science Foundation – Improving Undergraduate STEM Education (IUSE)  
– Engaged Student Learning: Exploration Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by St. Petersburg College to the National Science Foundation (NSF) for the Improving Undergraduate STEM Education (IUSE) – Engaged Student Learning: Exploration grant opportunity. 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.**

Known as STEM Outdoor Learning Cloud (STEM Cloud), SPC's proposal is an experiential learning project that uses mobile networking technology to enable flora and fauna at SPC's Seminole and Bay Pines campus nature parks to be the educator of science concepts. STEM Cloud uses high-bandwidth outdoor communication networks, sensors and geospatial technology to transmit educational data from objects in the natural environment to students' mobile devices (smartphones, tablets) when they enter the physical space served by the cloud. This creates an interactive and organic learning space in which students learn – not only about a particular species of tree or marine life – but the relationship each has to the other, and to humans.

STEM Cloud is an innovative approach to improving undergraduate STEM education that features free-learning opportunities, experiential learning strategies and interdisciplinary curricula. The overall goals of the project are to: 1) increase students' access to formal and informal experiential STEM learning opportunities; 2) increase students' knowledge about one or more STEM disciplines through interactive and personalized experiences; and 3) create engagement in STEM disciplines for undergraduate students experiencing STEM Cloud, and extended learning engagement after their initial educational experience.

The estimated period of performance will be from August 1, 2015 through July 31, 2017. The total project budget is estimated at \$250,000 over a two-year period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and John Chapin, Dean, Natural Sciences, recommend approval.

Attachment

js1104142

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

**Date of BOT Meeting:** November 18, 2014

**Funding Agency or Organization:** National Science Foundation (NSF)

**Name of Competition/Project:** National Science Foundation – Improving Undergraduate STEM Education (IUSE) – Engaged Student Learning: Exploration Program

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

**Grant/Contract Time Period:** **Start:** 8/1/15 **End:** 7/31/17

**Administrator:** John Chapin

**Manager:** Linae Boehme-Terrana

**Focus of Proposal:**

Known as STEM Outdoor Learning Cloud (STEM Cloud), the project is an innovative approach to improving undergraduate STEM education that uses mobile networking technology to enable natural habitats to be the educator of science concepts. STEM Cloud will provide students with formal STEM learning in courses that incorporate it into their curricula, and informal STEM learning by providing students with an outdoor environment in which they may explore multiple STEM disciplines on their own. Student research projects, conducted individually or with their peers in one or more STEM areas of study, are an integral component of the project. STEM Cloud will be implemented on the nature park at the Seminole campus during year one of the grant, and then at the Bay Pines site in year two, where it will serve as a STEM learning resource for the community at large, in addition to SPC students.

**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	\$ 69,928.00
Materials & Supplies	\$ 36,877.00
Consultants & Professional Services	\$ 81,500.00
Travel	\$ 5,000.00
Indirect Costs	<u>\$ 56,695.00</u>
Total Budget	\$ 250,000.00



**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below) \$ 250,000.00

Total amount from funder: \$ 250,000.00

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

Required match or cost sharing: No  Yes

Voluntary match or cost sharing: No  Yes

Source of match/cost sharing: N/A

Negotiated indirect cost: N/A

(Fixed) administrative fee: N/A

Software/materials: N/A

Equipment: N/A

Services: N/A

Staff Training: N/A

FTE: N/A

Other: N/A

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

Values: 1. Academic Excellence  
2. Culture of Inquiry  
3. Innovation

Strategic Initiatives: 1. Instructional Support  
2. Student Engagement  
3. Outreach

Strategic Activity: 1. Student Success and Out-of-Classroom Support

November 18, 2014

**MEMORANDUM**

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

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

**SUBJECT:** State University System Board of Governors Targeted Educational Attainment (TEAm) Grant

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, by Florida State University, in conjunction with St. Petersburg College, to the State University System Board of Governors for the Targeted Educational Attainment (TEAm) Grant. 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 TEAm grant is designed to increase the number of Bachelor's degree-prepared students in the field of Computer and Information Technology through targeted recruitment, admissions/articulation, retention, internship and job placement activities. Led by Florida State University, the Florida IT Career (FITC) Alliance was formed to help recruit, retain and employ Florida's next generation technology workforce by engaging academic and industry partners. Upon award, SPC was invited to join the Alliance, which also includes: Florida A&M University, Florida State College at Jacksonville, FSU Panama City and Tallahassee Community College.

As part of the project, SPC will recruit dual-enrollment students to its Smart Choice Baccalaureate program, offer a select number of scholarships to students in this program, and provide all students with internship opportunities en route to A.S. degree completion in Computer Programming and Analysis, Technology Management or Web Development, before earning a B.A.S. degree in Technology Development and Management, with a concentration in either Data Analytics or Software Development. Program activities also include College of Computer and Information Technology open houses at SPC for high school students, and summer camps with career exploration opportunities at the Clearwater, Seminole and St. Petersburg/Gibbs campuses.

The estimated period of performance will be from November 1, 2014 through March 15, 2015. The total project budget is estimated at \$2,981,386 over a five-month period. Of this amount, the College anticipates receiving approximately \$30,000 for its services over the same period. See attached Information Summary for additional information.

Anne Cooper, Senior Vice President, Instruction and Academic Programs; Suzanne L. Gardner, General Counsel; and Sharon Setterlind, Dean, College of Computer and Information Technology, recommend approval.

Attachment  
js1105142

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

**Date of BOT Meeting:** November 18, 2014

**Funding Agency or Organization:** State University System of Florida Board of Governors

**Name of Competition/Project:** Targeted Educational Attainment (TEAm) Grant

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

**Grant/Contract Time Period:** **Start:** 11/1/14      **End:** 3/1/15

**Administrator:** Sharon Setterlind

**Manager:** Sharon Setterlind

**Focus of Proposal:**

Through the TEAm grant and participation in the Florida IT Career (FITC) Alliance, led by Florida State University, SPC will prepare students for high-skill, high-demand occupations in Computer and Information Technology through administration of St. Petersburg College’s Smart Choice Baccalaureate program in Information Technology. SPC will offer a select number of scholarships to students in this program, and provide all students with internship opportunities en route to A.S. degree completion in Computer Programming and Analysis, Technology Management or Web Development, before earning a B.A.S. degree in Technology Development and Management, with a concentration in either Data Analytics or Software Development. Program activities also include College of Computer and Information Technology open houses at SPC for high school students, and summer camps with career exploration opportunities at the Clearwater, Seminole and St. Petersburg/Gibbs campuses.

**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 Salaries & Fringe	\$ 30,000
Total Budget	\$ 30,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 30,000
Total amount from funder:	\$ 30,000

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

Required match or cost sharing:	No	<input checked="" type="checkbox"/>	Yes
Voluntary match or cost sharing:	No	<input checked="" type="checkbox"/>	Yes
Source of match/cost sharing:	N/A		
Negotiated indirect cost:	N/A		
(Fixed) administrative fee:	N/A		
Software/materials:	N/A		
Equipment:	N/A		
Services:	N/A		
Staff Training:	N/A		
FTE:	N/A		
Other:	N/A		

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

Values:

1. Academic Excellence
2. Partnerships
3. Student Focus
4. Outstanding Service

Strategic Initiatives:


1. Outreach
2. Student Engagement
3. Student Support

Strategic Activities:

1. Accelerated Degree Programs
2. Expanded Workforce Offerings and Improved Placement Tracking

November 18, 2014

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Biltmore Construction – Design-Build Services

At its October 21, 2014 meeting, the Board approved the selection of Biltmore Construction for Design-Build Services for Construction of Marine Science Labs and Classrooms, Bay Pines. Subsequent contract negotiations are complete and that contract is presented for your review and approval.

Authorization is sought for approval of the contract between St. Petersburg College and Biltmore Construction for Construction of Marine Science Labs and Classrooms, Bay Pines and to proceed with the following:


- To issue all purchase orders including Direct Purchases, in accordance with the contract documents; and
- To adjust the amount of the purchase orders based on the subsequent Board of Trustees' approved construction documents and accepted Guaranteed Maximum Price.

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

November 18, 2014

**MEMORANDUM**

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

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

**SUBJECT:** Lease Agreement between St. Petersburg College and the Honorable Gus Bilirakis, Member of the U.S. House of Representatives, for a Lease of Office Space at the Olympia/Michael and Evelyn Bilirakis Building, Tarpon Springs Campus

**Authorization is requested to enter into a lease agreement with the Honorable Gus Bilirakis, member of the U.S. House of Representatives. This authorization also includes authority for the President to enter into any renewals of the foregoing lease under the same or similar terms and conditions.**

St. Petersburg College in conjunction with the Honorable Gus Bilirakis, Member of the U.S. House of Representatives, has agreed to enter into a lease agreement for approximately five hundred and two (502) square feet of office space located in the Olympia/Michael and Evelyn Bilirakis Building at the Tarpon Springs Campus. The lease rate will be \$15.00 per square foot per year for a total annual lease rate of \$7,530 (502 square feet x \$15.00 per square foot). The term of this lease agreement will begin on January 3, 2015, and will expire on January 2, 2017.

The foregoing lease agreement is being provided to the Board of Trustees as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (I):

Prior to entering into or executing any such lease, a board shall consider approval of the lease or lease-purchase agreement at a public meeting, at which a copy of the proposed agreement in its final form shall be available for inspection and review by the public, after due notice as required by law.

Marvin Bright, Provost, Tarpon Springs Campus; Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.

Attachment

U.S. House of Representatives

Washington, D.C. 20515

District Office Lease

(Page 1 of 3 – 114<sup>th</sup> Congress)

Pursuant to 2 U.S.C.A. § 4313, and the Regulations of the Committee on House Administration (as modified from time to time by Committee Order) relating to office space in home districts, \_\_\_\_\_

\_\_\_\_\_,  
(Landlord's name) (Landlord's street address, city, state, ZIP code)  
("Lessor"), and \_\_\_\_\_, a Member/Member-Elect of the U.S. House of  
Representatives ("Lessee"), agree as follows:

1. **Location.** Lessor shall lease to Lessee \_\_\_\_\_ square feet of office space located at

\_\_\_\_\_  
(Office street address)  
in the city, state and ZIP code of \_\_\_\_\_.  
(Office city, state and ZIP)

2. **Lease Amenities.** Note that this checklist is for convenience only and the listed amenities are not required. However, the interior wiring of a CAT 5e or better and broadband internet access to the building will likely expedite the process for the office to be fully operational.

The Lease includes (please check any and complete all that apply):

Telephone Service Available. (interior wiring CAT 5e or better)

Broadband Internet Access to Building. (e.g., COMCAST, COX or like provider)

Parking.  \_\_\_ no. of assigned parking spaces  \_\_\_ no. of unassigned parking spaces

General off-street parking on an as available basis

Utilities. Includes: \_\_\_\_\_

Janitorial Services. Frequency: \_\_\_\_\_

Trash Removal. Frequency: \_\_\_\_\_

Carpet Cleaning. Frequency: \_\_\_\_\_

Window Washing.  Window Treatments.

Tenant Alterations Included In Rental Rate.

After Hours Building Access.

Office Furnishings. Includes: \_\_\_\_\_

Cable TV Accessible. If checked, Included in Rental Rate  Yes  No

Building Manager.  Onsite  On Call Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

3. **Term.** Lessee shall have and hold the leased premises for the period beginning \_\_\_\_\_, 20\_\_\_ and ending \_\_\_\_\_, 20\_\_\_. The term of this District Office Lease ("Lease") may not exceed two (2) years and may not extend beyond January 2, 2017, which is the end of the constitutional term of the Congress to which the Member is elected.

4. **Rent.** The monthly rent shall be \_\_\_\_\_, and is payable in arrears on or before the last day of each calendar month. Rent payable under this Lease shall be prorated on a daily basis for any fraction of a month of occupancy.

*U.S. House of Representatives*

Washington, D.C. 20515

**District Office Lease**

(Page 2 of 3 – 114<sup>th</sup> Congress)

5. **Early Termination.** This Lease may be terminated by either party giving \_\_\_\_\_ days' prior written notice to the other party. The commencement date of such termination notice shall be the date such notice is delivered or, if mailed, the date such notice is postmarked.
6. **Payments.** During the term of this Lease, rent payments under Section 4 of this Lease shall be remitted to the Lessor by the Chief Administrative Officer of the U.S. House of Representatives (the "CAO") on behalf of the Lessee.
7. **District Office Lease Attachment for 114<sup>th</sup> Congress.** The District Office Lease Attachment attached hereto is incorporated herein by reference, and this Lease shall have no force or effect unless and until accompanied by an executed District Office Lease Attachment for the 114<sup>th</sup> Congress.
8. **Counterparts.** This Lease may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
9. **Section Headings.** The section headings of this Lease are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.
10. **Modifications.** Any amendments, additions or modifications to this Lease inconsistent with Sections 1 through 9 above shall have no force or effect to the extent of such inconsistency.
11. **Other.** Additionally, the Lessor and the Lessee agree to the following:

[Signature page follows.]



*U.S. House of Representatives*

Washington, D.C. 20515

**District Office Lease**

(Page 3 of 3 – 114<sup>th</sup> Congress)

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease as of the later date written below by the Lessor or the Lessee.

\_\_\_\_\_  
*Print Name of Lessor/Landlord/Company*

\_\_\_\_\_  
*Print Name of Lessee*

By: \_\_\_\_\_  
*Lessor Signature*

\_\_\_\_\_  
*Lessee Signature*

Name:  
Title:

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

***This District Office Lease must be accompanied with an executed District Office Lease Attachment.***

## **District Office Lease Attachment**

(Page 1 of 4 – 114<sup>th</sup> Congress)

1. **Incorporated District Office Lease Attachment.** Lessor (Landlord) and Lessee (Member/Member-Elect of the U.S. House of Representatives) agree that this District Office Lease Attachment (“Attachment”) is incorporated into and made part of the Lease (“Lease”) and, if applicable, District Office Lease Amendment (“Amendment”) to which it is attached.
2. **Performance.** Lessor expressly acknowledges that neither the U.S. House of Representatives (the “House”) nor its Officers are liable for the performance of the Lease. Lessor further expressly acknowledges that payments made by the Chief Administrative Officer of the House (the “CAO”) to Lessor to satisfy Lessee’s rent obligations under the Lease – which payments are made solely on behalf of Lessee in support of his/her official and representational duties as a Member of the House – shall create no legal obligation or liability on the part of the CAO or the House whatsoever. Lessee shall be solely responsible for the performance of the Lease and Lessor expressly agrees to look solely to Lessee for such performance.
3. **Modifications.** Any amendment to the Lease must be in writing and signed by the Lessor and Lessee. Lessor and Lessee also understand and acknowledge that the Administrative Counsel for the CAO (“Administrative Counsel”) must review and give approval of any amendment to the Lease prior to its execution.
4. **Compliance with House Rules and Regulations.** Lessor and Lessee understand and acknowledge that the Lease shall not be valid, and the CAO will not authorize the disbursement of funds to the Lessor, until the Administrative Counsel has reviewed the Lease to determine that it complies with the Rules of the House and the Regulations of the Committee on House Administration, and approved the Lease by signing on page 4 of this Attachment.
5. **Payments.** The Lease is a fixed term lease with monthly installments for which payment is due in arrears on or before the end of each calendar month. In the event of a payment dispute, Lessor agrees to contact the Office of Finance of the House at 202-225-7474 to attempt to resolve the dispute before contacting Lessee.
6. **Void Provisions.** Any provision in the Lease purporting to require the payment of a security deposit shall have no force or effect. Furthermore, any provision in the Lease purporting to vary the dollar amount of the rent specified in the Lease by any cost of living clause, operating expense clause, pro rata expense clause, escalation clause, or any other adjustment or measure during the term of the Lease shall have no force or effect.
7. **Certain Charges.** The parties agree that any charge for default, early termination or cancellation of the Lease which results from actions taken by or on behalf of the Lessee shall be the sole responsibility of the Lessee, and shall not be paid by the CAO on behalf of the Lessee.
8. **Death, Resignation or Removal.** In the event Lessee dies, resigns or is removed from office during the term of the Lease, the Clerk of the House may, at his or her sole option, either: (a) terminate the Lease by giving thirty (30) days’ prior written notice to Lessor; or (b) assume the obligation of the Lease and continue to occupy the premises for a period not to exceed sixty (60) days following the certification of the election of the Lessee’s successor. In the event the Clerk elects to terminate the Lease, the commencement date of such thirty (30) day termination notice shall be the date such notice is delivered to the Lessor or, if mailed, the date on which such notice is postmarked.

## **District Office Lease Attachment**

(Page 2 of 4 – 114<sup>th</sup> Congress)

9. **Term.** The term of the Lease may not exceed the constitutional term of the Congress to which the Lessee has been elected. The Lease may be signed by the Member-Elect before taking office. Should the Member-Elect not take office to serve as a Member of the 114<sup>th</sup> Congress, the Lease will be considered null and void.
10. **Early Termination.** If either Lessor or Lessee terminates the Lease under the terms of the Lease, the terminating party agrees to promptly file a copy of any termination notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
11. **Assignments.** Lessor shall not have the right to assign (by operation of law or otherwise) any of its rights, interests and obligations under the Lease, in whole or in part, without providing thirty (30) days prior written notice to Lessee, and any such purported assignment without such notice shall be void. Lessor shall promptly file a copy of any such assignment notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
12. **Sale or Transfer of Leased Premises.** Lessor shall provide thirty (30) days prior written notice to Lessee in the event (a) of any sale to a third party of any part of the leased premises, or (b) Lessor transfers or otherwise disposes of any of the leased premises, and provide documentation evidencing such sale or transfer in such notice. Lessor shall promptly file a copy of any such sale or transfer notice with the Administrative Counsel by e-mail at leases@mail.house.gov.
13. **Bankruptcy and Foreclosure.** In the event (a) Lessor is placed in bankruptcy proceedings (whether voluntarily or involuntarily), (b) the leased premises is foreclosed upon, or (c) of any similar occurrence, Lessor agrees to promptly notify Lessee in writing. Lessor shall promptly file a copy of any such notice with the Office of Finance, U.S. House of Representatives, B-245 Longworth House Office Building, Washington, D.C. 20515, and with the Administrative Counsel by e-mail at leases@mail.house.gov.
14. **Estoppel Certificates.** Lessee agrees to sign an estoppel certificate relating to the leased premises (usually used in instances when the Lessor is selling or refinancing the building) upon the request of the Lessor. Such an estoppel certificate shall require the review of the Administrative Counsel, prior to Lessee signing the estoppel certificate. Lessor shall promptly provide a copy of any such estoppel certificate to the Administrative Counsel by e-mail at leases@mail.house.gov.
15. **Maintenance of Common Areas.** Lessor agrees to maintain in good order, at its sole expense, all public and common areas of the building including, but not limited to, all sidewalks, parking areas, lobbies, elevators, escalators, entryways, exits, alleys and other like areas.
16. **Maintenance of Structural Components.** Lessor also agrees to maintain in good order, repair or replace as needed, at its sole expense, all structural and other components of the premises including, but not limited to, roofs, ceilings, walls (interior and exterior), floors, windows, doors, foundations, fixtures, and all mechanical, plumbing, electrical and air conditioning/heating systems or equipment (including window air conditioning units provided by the Lessor) serving the premises.

## **District Office Lease Attachment**

(Page 3 of 4 – 114<sup>th</sup> Congress)

17. **Lessor Liability for Failure to Maintain.** Lessor shall be liable for any damage, either to persons or property, sustained by Lessee or any of his or her employees or guests, caused by Lessor's failure to fulfill its obligations under Sections 15 and 16.
18. **Initial Alterations.** Lessor shall make any initial alterations to the leased premises, as requested by Lessee and subject to Lessor's consent, which shall not be unreasonably withheld. The cost of such initial alterations shall be included in the annual rental rate.
19. **Federal Tort Claims Act.** Lessor agrees that the Federal Tort Claims Act, 28 U.S.C. §§ 2671-80, satisfies any and all obligations on the part of the Lessee to purchase private liability insurance. Lessee shall not be required to provide any certificates of insurance to Lessor.
20. **Limitation of Liability.** Lessor agrees that neither Lessee nor the House nor any of the House's officers or employees will indemnify or hold harmless Lessor against any liability of Lessor to any third party that may arise during or as a result of the Lease or Lessee's tenancy.
21. **Compliance with Laws.** Lessor shall be solely responsible for complying with all applicable permitting and zoning ordinances or requirements, and with all local and state building codes, safety codes and handicap accessibility codes (including the Americans with Disabilities Act), both in the common areas of the building and the leased space of the Lessee.
22. **Electronic Funds Transfer.** Lessor agrees to accept monthly rent payments by Electronic Funds Transfer and agrees to provide the Office of Finance, U.S. House of Representatives, with all banking information necessary to facilitate such payments.
23. **Refunds.** Lessor shall promptly refund to the CAO, without formal demand, any payment made to the Lessor by the CAO for any period for which rent is not owed because the Lease has ended or been terminated.
24. **Conflict.** Should any provision of this Attachment be inconsistent with any provision of the attached Lease or attached Amendment, the provisions of this Attachment shall control, and those inconsistent provisions of the Lease or the Amendment shall have no force and effect to the extent of such inconsistency.
25. **Construction.** Unless the clear meaning requires otherwise, words of feminine, masculine or neuter gender include all other genders and, wherever appropriate, words in the singular include the plural and vice versa.
26. **Fair Market Value.** The Lease or Amendment is entered into at fair market value as the result of a bona fide, arms-length, marketplace transaction. The Lessor and Lessee certify that the parties are not relatives nor have had, or continue to have, a professional or legal relationship (except as a landlord and tenant).
27. **District Certification.** The Lessee certifies that the office space that is the subject of the Lease is located within the district the Lessee was elected to represent unless otherwise authorized by Regulations of the Committee on House Administration.

**District Office Lease Attachment**

(Page 4 of 4 – 114<sup>th</sup> Congress)

28. **Counterparts.** This Attachment may be executed in any number of counterparts and by facsimile copy, each of which shall be deemed to be an original but all of which together shall be deemed to be one and the same instrument.
29. **Section Headings.** The section headings of this Attachment are for convenience of reference only and shall not be deemed to limit or affect any of the provisions hereof.

IN WITNESS WHEREOF, the parties have duly executed this District Office Lease Attachment as of the later date written below by the Lessor or the Lessee.

\_\_\_\_\_  
*Print Name of Lessor/Landlord*

\_\_\_\_\_  
*Print Name of Lessee*

By:

\_\_\_\_\_  
*Lessor Signature*

\_\_\_\_\_  
*Lessee Signature*

Name:

Title:

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

From the Member's Office, who is the point of contact for questions?

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_@mail.house.gov

**This District Office Lease Attachment and the attached Lease or Amendment have been reviewed and are approved, pursuant to Regulations of the Committee on House Administration.**

Signed \_\_\_\_\_ Date \_\_\_\_\_, 20\_\_\_\_.  
(Administrative Counsel)

Send completed forms to: Administrative Counsel, 217 Ford House Office Building, Washington, D.C. 20515.  
Copies may also be faxed to 202-225-6999.



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# Keynote Presenters

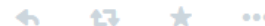
- Dr. Mark David Milliron
- John Streitmatter
- Dr. Tonjua Williams



Mark Milliron  
@markmilliron

Follow

Thanks @JesseCoraggio ! Really enjoyed the conversations at #MTN2014 -- great event! @spcnews @CivitasLearning





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**Diuan:** RT @Laurie\_edu: Congrats SPC on the success of your inaugural Moving the Needle conference. @AchieveTheDream was proud to participate. #MT... about 2 days ago



# Pre-Conference

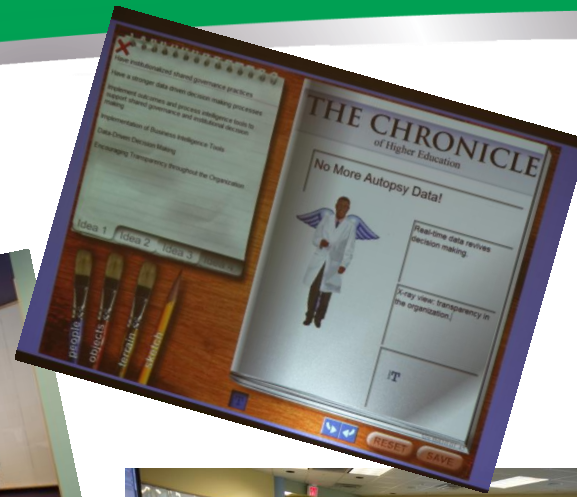
*"Everything is great. We are here to not only try to 'move the needle' but we really got great ideas on how to build a better data culture." – South Texas College*



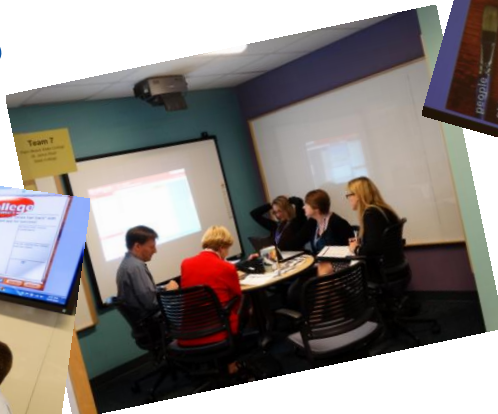
# Breakfast Activity



# Collaborative Labs



*"I'm excited to say I've never seen anything that in-depth. To actually have, at one time, so many people sit down and focus on the overall idea of how to implement and change the overall scope of student success." - Tallahassee Community College*



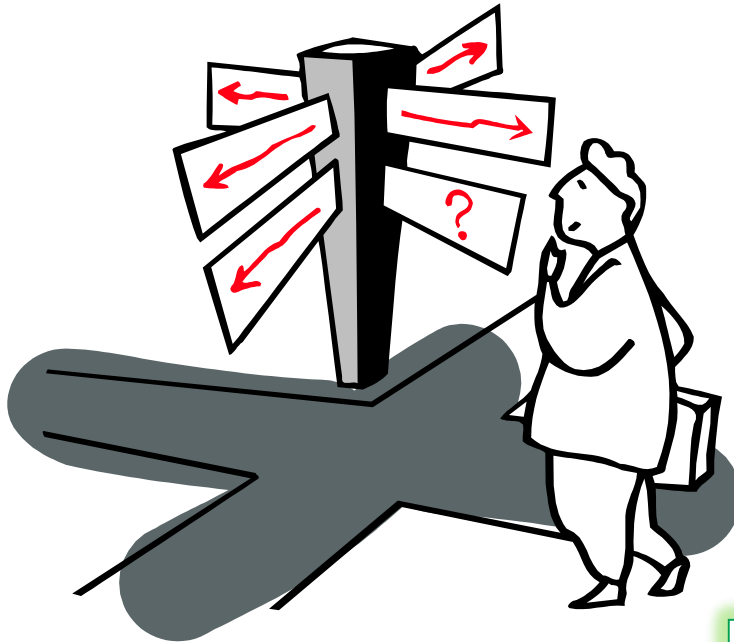
# Conference Session Evaluations



<https://www.surveymonkey.com/s/MtNsessionevals>



# Questions?



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Congrats SPC on the success of your inaugural Moving the Needle conference. @AchieveTheDream was proud to participate. #MTN2014

