

## **MINUTES OF THE JUNE 17, 2014 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE**

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The Board of Trustees of St. Petersburg College met on Tuesday, June 17, 2014 at the St. Petersburg College EpiCenter, 13805 – 58<sup>th</sup> Street N., Largo, Florida. The following Board members were present: Chairman Deveron M. Gibbons, Bob Fine, Vice Chair, Bridgette Bello and Lauralee Westine. Mr. Dale Oliver was unable to attend. Also present were William D. Law, Jr., President of St. Petersburg College and Secretary to the Board of Trustees, and Joseph H. Lang, Board Attorney. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

### NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE 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 17, 2014; Board meeting commencing at 9:00 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 16, 2014, 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 April 25, 2014. Said Notice(s) also appeared in the Business Observer on April 25, 2014.

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.

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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 9:00 a.m. or soon thereafter on June 17, 2014, 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.

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.

Members of the public are given the opportunity to provide public comment at meetings of the Board of Trustees concerning matters and propositions on the agenda for discussion and Board action. At the Board meeting, in advance of the time for public comment on the agenda, individuals desiring to speak shall submit a registration card to the Board Clerk, Ms. Lara Holmes, at the staff table. Policy and procedures regarding public comment can be found on the [SPC Board of Trustees website](http://www.spcollege.edu) at [www.spcollege.edu](http://www.spcollege.edu)

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.

**14-100.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

### AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
JUNE 17, 2014

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

**REGULAR MEETING: 9:00 A.M.**

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## I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

## II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. J.C Brock, Provost, Allstate Center (*Attending*)
  - 2. J. R. Lenges, Plant Supervisor, Epi Center (*Attending*)
  - 3. Mark Lulek, Humanities Chair, Tarpon Springs Campus (*Attending*)
  - 4. Joseph Smith, Student Support Advisor, St. Petersburg/Gibbs Campus (*Attending*)
  - 5. Diane Reese, Faculty, St. Petersburg/Gibbs Campus (*Not Attending*)
- B. Recognitions/Announcements - **None**

## III. COMMENTS

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

## IV. REVIEW AND APPROVAL OF MINUTES

- A. Board of Trustees' Meeting of May 20, 2014 (*Action*)

## V. MONTHLY REPORTS

- A. Board Attorney
- B. General Counsel
  - 1. 2014 New Law Summary\* (*Information*)
  - 2. Board of Trustees: Authority and Responsibilities 2014\* (*Information*)

## VI. STRATEGIC FOCUS AND PLANNING

- A. STRATEGIC PRIORITIES
  - 1. Baccalaureate Education Review and Next Steps (*Presentation*)
- B. STUDENT SUCCESS AND ACHIEVEMENT - **None**

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C. BUDGET AND FINANCE

1. Fiscal Year 2014-15 Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets (*Presentation*)
2. Fiscal Year 2014-2015 College Capital Budget (*Action*)
3. Capital Improvement Plan (*Action*)
4. FY13-14 July 1 – May 31 Fund 1 Financial Report (*Presentation*)
5. Accounts Receivable Write Off (*Action*)

D. ADMINISTRATIVE MATTERS

1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Annual Employee Contract Recommendations (*Action*)
  - c. Salary Schedules (*Action*)
2. Construction
  - a. Request to Advertise for Design/Build Services for the new Marine Science Center at Bay Pines site (*Action*)
3. Contracts
  - a. Baynard, McLeod and Lang, PA—Legal Services as Board Attorney (*Action*)

E. ACADEMIC MATTERS

1. Curriculum Updates (*Action*)
2. Certification Training Curriculum (*Action*)

F. PRESIDENT'S EVALUATION \*

**VII. CONSENT AGENDA - (*Action*)**

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- A. OLD BUSINESS (items previously considered but not finalized) - **None**
  
- B. NEW BUSINESS
  - 1. GRANTS/RESTRICTED FUNDS CONTRACTS
    - a. Florida Department of Education – Carl D. Perkins Grant
  
    - b. U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program (iHeart grant)
  
  - 2. BIDS, EXPENDITURES, CONTRACTS OVER \$325,000 - **None**
  
  - 3. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION
    - a. Renovation of Palladium
  
    - b. Midtown Achievement Center Lease (*Action*)
  
  - 4. OTHER
    - a. Wireless Personal Communications, LP, d/b/a Verizon Wireless – District Office Tower Lease (*Action*)

**VIII. INFORMATIONAL REPORTS - None**

Adjourn St. Petersburg College Board Meeting

Open St. Petersburg Collegiate High School Governing Board Meeting

**IX. ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING - Principal Starla Metz**

- A. SPCHS Highlights for 2013-14
  
- B. SPCHS Proposed Budget (*Action*)

Adjourn St. Petersburg Collegiate High School Governing Board Meeting

Re-open St. Petersburg College Board Meeting

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**X. PUBLIC ACCESS/UNAGENDAED ITEMS**

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

**XII. PRESIDENT’S REPORT**

- A. Student Loan Debt\*
- B. Accountability Standards\*
- C. Workforce Investment Act\*

**XII. NEXT MEETING DATE AND SITE**

**August 19, 2014 Epi Center (No July meeting)**

**XIII. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting June 17, 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: May 16, 2014

Confirmation of Publication

[Notice of meeting](#)

**14-101. Under Item I, Call to Order**

The meeting was convened by Mr. Fine at 9:06 a.m. The invocation was given by Mr. Fine and was immediately followed by the Pledge of Allegiance. Mr. Gibbons arrived at 9:12 a.m.

**14-102 Under Item II, Preliminary Matters**

Dr. Law recommended adoption of a retirement resolution for J.C. Brock, J.R. Lenges, Mark Lulek, Joseph Smith and Diane Reese. Mr. Smith, Mr. Lulek, Mr. Lenges and Mr. Brock were in attendance and, joined by colleagues, received their resolutions as presented by Chairman Gibbons and President Law. Ms. Westine moved to adopt the resolutions. Mr. Fine seconded the motion. The motion passed unanimously.

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### **14-103. Under Item II-B, Recognitions/Announcements**

None

### **14-104. Under Item III, Comments**

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

Mr. Fine commented that with the retirement of such long-service employees, the College has some big shoes to fill. He thanked the retirees for their service.

Chairman Gibbons thanked Mr. Smith for all his years of service and recognized him for his support of students, particularly African-American men. He commented that Mr. Brock was a well-respected officer and has done great work for the College. He added that many first responders in the Pinellas County have probably been trained at St. Petersburg College under Mr. Brock's leadership.

Chairman Gibbons remarked that he has known Mr. Lenges for eight or nine years and that he and his family would try to raise \$100K for the scholarship efforts that Mr. Lenges focused on while at the College.

Dr. Law asked Mr. Jeff Cavanaugh, Coordinator of Veterans Services, to address the Board. Mr. Cavanaugh reported that with the passage of the C.W. Bill Young Act, state colleges can now waive out-of-state tuition for veterans. He remarked that these members of the Department of Defense served the whole country, not an individual state. This Act allows veterans to attend any college in the U.S. on the GI Bill with in-state tuition rates. Mr. Cavanaugh reported that the College is receiving between six and twelve calls per day from veterans inquiring about the College. He said that St. Petersburg College is known as a military-friendly school and that his department would be working with the Marketing Department to present the College as a veteran-friendly school. He showed the Board a t-shirt that has been designed with the St. Petersburg College Veterans logo on the front and "Picture yourself here" and a beach scene on the back and presented each trustee with a shirt.

Dr. Law distributed two additional handouts. One document contains a summary of the budget that representatives of the College can use when interacting with the Legislature or others who have an interest in knowing how the College manages its finances. The second document describes the College Experience initiative and progress on the metrics. Dr. Law explained that the program is attracting national attention and a presentation tool was needed about the initiative.

Chairman Gibbons stated that after the last Board meeting in May, some people assumed that because the Board determined not to approve staff salary increases at this time, the College was experiencing financial difficulty. He wanted to state clearly for the record that this is not the case. Dr. Law added that he has had conversations with other college presidents and that he did

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not know of any who would not want to change places with St. Petersburg College from a financial perspective.

**14-105. Under Item IV, Review and Approval of Minutes**

The minutes of the May 20, 2014 Meeting of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Ms. Westine moved approval of the minutes as submitted. Mr. Fine seconded the motion. The motion passed unanimously.

**14-106. 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.

Mr. Lang had no monthly report. Ms. Gardner distributed two more booklets to the Board. The first contains a description and implications of the 16 State bills that were passed in the last legislative session. She informed the Board that College departments were working on any changes that these bills might require. The second booklet Ms. Gardner distributed contains the Board Rules and the provisions that cover the governance of State College Boards.

Ms. Westine commented that legislation is not always easy to read and complimented Ms. Gardner on the concise and easy to understand summary of the legislative bills passed.

Mr. Lang brought to the Board's attention that Ms. Gardner recently earned her certification in Education Law. She is one of only two college attorneys that have been certified, in Education Law by the Florida State Bar.

Chairman Gibbons thanked Ms. Gardner and Dr. Law for the summary as well.

**14-107. Under Item VI - A, Strategic Priorities**

Under Strategic Priorities,  
Baccalaureate Education Review and Next Steps

Dr. Law asked Dr. Jesse Corragio, Associate Vice President, Institutional Effectiveness, and Mr. Djuan Fox, Academic Projects Coordinator, to present an update on the status of the Baccalaureate Education Review. After presenting a brief history of the development of baccalaureate programs at St. Petersburg College, Mr. Fox said that today the College has 22 baccalaureate programs which make up 12% of enrollment serving 5,500 students this year. He informed the Board that most baccalaureate students are working on degrees in business, education and nursing. He shared that the College's baccalaureate programs require contact hours in the field through internships and other authentic learning experiences. The profile of baccalaureate students is typically an older individual with 38.6% over the age of 36. Three-quarters are part-time students, most are female (66.5%), attend online classes (60%) and only 218 are new to St. Petersburg College, most being returning students from previous St. Petersburg College programs.



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Dr. Corragio underscored that St. Petersburg College's baccalaureate students are non-traditional with different needs than those attending other four-year schools. He added that the baccalaureate program students have a higher average course success rate than the lower division students. Retention is also higher for these students.

Dr. Corragio shared that St. Petersburg College has produced 7,344 baccalaureate graduates so far which leads the other 22 state colleges. Miami-Dade is the closest competitor and, because of its size, will most likely surpass St. Petersburg College next year. Dr. Corragio also shared that the baccalaureate students are mostly female, with the largest percentage of minorities in the nursing program. Most attend classes part-time and many have attended at least one summer term.

Dr. Corragio shared that Senate Bill 1148 restricts the State Board of Education from approving any new baccalaureate degrees before May 31, 2015. During this one-year moratorium, current State baccalaureate programs will be reviewed and guidelines will be developed for new degree program development. The College is required to submit an annual Baccalaureate Performance Accountability Report which is due August 15, 2014.

Ms. Westine commented that she was aware that there will also be an analysis of workforce needs during this moratorium but asked what else would be reviewed. She added that this one-year delay would not hurt the College.

Dr. Law added that there was a meeting scheduled later in the day to outline what the study will entail. He stated his intention to be extremely aggressive on this issue because the program has been so successful at St. Petersburg College. He noted that the percentage of credit hours is usually where others challenge what the College is doing. He felt that if the percentage were higher than the current 12%, for instance 30-40%, the discussions would be different. Dr. Law shared that he met with Dr. Judy Genshaft, President of USF, and that there was not a single program offered by St. Petersburg College that she had not signed off of. He also noted that Senator Jack Latvala strongly supported this initiative.

Chairman Gibbons asked if the College is tracking how many baccalaureate students are moving on towards a Masters degree. He also felt that there was a need to look at the cumulative cost savings to students by attending St. Petersburg College instead of USF, UF and FSU. He stated that many attend St. Petersburg College because they cannot afford going elsewhere as well as the convenience of being in Pinellas County.

Dr. Corragio stated that the data on cost savings exists and that the cost gap is widening. Chairman Gibbons said that the College needs to go back to the beginning to show the savings to St. Petersburg College's students.

Dr. Law agreed and stated his intent to produce a summary document that can be used in discussions around this issue. He stated that the programs have been hugely successful.

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**14-108. Under Item VI - B, Student Success and Achievement**

None

**14-109. Under Item VI - C, Budget and Finance**

Under Budget and Finance,

1. Fiscal Year 2014-15 Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets  
(*Presentation*)

Ms. Jamelle Connor, Associate Vice President, Planning, Budget and Compliance, presented information on the Capital Outlay, Student Activities, Auxiliary and Scholarship budgets. She informed the Board that she was seeking approval specifically on the Capital Outlay budget. Ms. Connor stated that student fees drive the other budgets and the budgets were also based on projected flat tuition for lower division and 3% growth projections for upper division. For each of the budgets, Ms. Connor presented the funding available, the expenditure categories and the resultant deficit/surplus.

2. Fiscal Year 2014-2015 College Capital Budget (*Action*)

For the Capital Outlay budget, Ms. Connor explained that there were three major construction projects: Midtown Campus (\$15M), Clearwater Campus Library (\$14M) and Bay Pines (\$4.8M). She noted that the City of Clearwater would be funding \$6M of the \$14M needed for the Clearwater Library.

After reviewing the budget figures presented by Ms. Connor, Chairman Gibbons stated again that the College is financially healthy. Dr. Law noted that these separate budgets allow one-time expenditures that do not have to drain the operating budget. He added that the Student Governance budget is administered by students and they use that opportunity to learn how to develop and balance a sizeable budget.

Mr. Fine asked if the contingency funds are determined by a percentage or by historical spending. Ms. Connor answered that the SGA budget is a percentage (5%) of the Student Activities budget, but the Capital Outlay budget considers at the prior year's spending and allowance for contingencies.

3. Capital Improvement Plan (*Action*)

Dr. Law explained that the College is required to submit its top five spending priorities to the Legislature. He asked Mr. Jim Waechter, Associate Vice President, Facilities Planning & Institutional Services, to explain in more detail.

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Mr. Waechter reported that the budget covers three main activities: renovation, remodeling and new construction. He said that the College is required to prioritize the top five projects in each of these three areas. He explained some of the projects including the replacement of the Administration Building on the St. Petersburg/Gibbs Campus, the Health Education Center (HEC) Annex building remodel, and the removal of the portable buildings at Tarpon Springs and a building to replace them with a classroom building. Another top priority is to build out some vacant space at the Downtown Center for additional Learning Center and classroom space. He explained that these proposed projects will feed into the legislative process and with approval can move forward next spring.

Ms. Westine asked what the College's liability is for Americans with Disabilities Act requirements. Mr. Waechter stated that the College is fully compliant, but when buildings are remodeled or renovated, there is a requirement to bring the buildings up to current code requirements.

Dr. Law commented that he was very pleased with the top five priorities. He said that the St. Petersburg/Gibbs Administration Building is 70 years old and needs to be replaced. He said his plan would be to build something like the Midtown Building or the Ethics and Social Sciences (ES) building at the Clearwater Campus. He also supported the removal of the portable buildings at Tarpon Springs and the Health Education Center (HEC) Annex in order to look more collegiate.

Ms. Westine asked about the indoor firing range. Mr. Waechter replied that this is an indoor range located adjacent to the Allstate Center. He said that because of the nature of its use, it is subject to a lot of wear and it needs to be refreshed every 10 to 15 years. It has been 10 years since it was last refreshed.

Chairman Gibbons also supported the replacement of the St. Petersburg/Gibbs Administration building and the removal of the portable classrooms at Tarpon Springs and felt the budget was on track.

Ms. Westine moved approval of the College Capital budget and the Capital Improvement Plan. Mr. Fine seconded the motion. The motion passed unanimously.

FY13-14 July 1 – May 31 Fund 1 Financial Report (*Presentation*)

Dr. Duncan, Senior Vice President, Administration, Business Services and Information Technology, presented the current financial report. As expected, the budget surplus declined. He noted that there was an extra payroll in May, due to 5 Fridays in May. He pointed out the auxiliary fund transfers that come from the other budgets Ms. Connor presented. He reported that there is a \$2.4M surplus and an additional \$4M in State revenue as well as \$2M in lottery funds that are coming in before the end of the fiscal year. Dr. Law stated that a \$3-4M surplus is not incidental budget management and Dr. Duncan commented that the budget is in good shape.

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4. Accounts Receivable Write Off (*Action*)

Dr. Law reported that there are rules and regulations regarding the way students repay their financial aid loans. There are always students who walk away from their loans and the Federal government holds the College responsible for these defaults. He stated that the College is quite aggressive in trying to collect these funds, but that there is \$1.2M that will be written off. He noted that the College is taking steps to prevent students from continuing their studies if they have not met their financial obligations.

Ms. Westine commented that “we are a college, not a collection agency” and asked if the College has engaged a collection agency. Dr. Law confirmed that one has been hired and Dr. Duncan added that there are two agencies tasked with collections at two different stages. Currently, there is a 35% success rate in recovering loan debt.

Ms. Westine asked what the College’s success rate was prior to the hiring of the agencies. Dr. Law stated that the College could take the students to small claims court, but a third party is doing that now. He stated that the College’s best approach was to do more front-end student counseling.

Chairman Gibbons stated that he was comfortable using outside firms, but he wanted to be clear that the students are still students of St. Petersburg College and that they should be handled appropriately. He stated that if they want to come back to College, it should not be a bad experience for them. Dr. Law clarified that a student cannot come back until the debt is clear. The debt may have been written off, but it is not forgiven.

Mr. Fine moved approval of the Accounts Receivable Write Off. Ms. Westine seconded the motion and the motion passed unanimously.

**14-130. Under Item VI - D, Administrative Matters**

Under Administrative Matters,

The Board considered Personnel Items VII-D.1a, 1b and 1c. Ms. Westine moved approval. Mr. Fine seconded the motion.

Information regarding these items is as follows:

1. Human Resources
  - a. Personnel Report (*Action*)
  - b. Annual Employee Contract Recommendations (*Action*)

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- c. Salary Schedules (*Action*)
2. Construction
  - a. Request to Advertise for Design/Build Services for the new Marine Science Center at Bay Pines site (Action)

Dr. Law stated that this is a much smaller project and that the Board will not be asked to identify community contractors. It will require that a Board member meet with Dr. Law to make the final selection of a contractor.

Chairman Gibbons asked that Mr. Oliver be designated to participate in this project. Dr. Law said Mr. Oliver did not have to be part of the screening committee. Chairman Gibbons asked Dr. Law to ask Mr. Oliver if he would have the time to participate and, if so, would he involve himself in the project.

Mr. Fine moved approval to advertise for design/build services for the new Marine Science Center at Bay Pines. Ms. Westine seconded the motion. The motion passed unanimously.

3. Contracts
  - a. Baynard, McLeod and Lang, PA—Legal Services as Board Attorney (*Action*)

Chairman Gibbons expressed his satisfaction with the use of Baynard, McLeod and Lang, PA. Ms. Westine moved approval of the continued contract. Mr. Fine seconded the motion. The motion passed unanimously.

### **14-131. Under Item VI - E, Academic Matters**

Under Academic Matters,

The Board considered Academic Matters Items VII-E.1-2.

Ms. Westine moved approval of Items VII-E.1-2. Mr. Fine seconded the motion. The motion passed unanimously.

Information regarding these items is as follows:

1. Curriculum Updates (*Action*)

Dr. Law asked Dr. Anne Cooper, Senior Vice President, Instructional & Academic Programs, to explain this item. Dr. Cooper explained that curriculum updates are ongoing in an effort to ensure that students are graduating with the skills they need to be successful. Ms. Westine asked about the removal of prerequisites for courses. Dr. Cooper explained that when there are changes within a course, sometimes the prerequisites are no longer necessary. She added that the faculty

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is very active in this process. Ms. Westine asked what “decksider coaching” is. Dr. Cooper promised she would find out and respond to that question at a later date.

2. Certification Training Curriculum (*Action*)

**14-132. Under Item VI - F, Presidential Evaluation**

Chairman Gibbons distributed a statement regarding Dr. Law’s evaluation. The Chairman voiced the Board’s pleasure with Dr. Law’s exemplary performance. He added that he would be remiss if he did not include the faculty and staff in his praise. He noted that in Dr. Law’s discussions with him, several individuals were specifically named as exceptional performers.

Mr. Fine moved the approval of a one-year addition to Dr. Law’s contract, which would extend the contract until June 30, 2017. Ms. Westine seconded the motion. The motion passed unanimously.

Chairman Gibbons commented that he felt Dr. Law had done everything and anything to help St. Petersburg College’s students. He praised Dr. Law for his attention to detail and encyclopedic knowledge of the budget. He expressed his thanks again to Dr. Law and the staff for their hard work. Chairman Gibbons also thanked the Board members for taking the time to evaluate Dr. Law properly.

**14-133. Under Item VII-A, Old Business**

None

**14-134. Under Item VII-B.1, Grants/Restricted Funds Contracts**

The Board considered Items VII-B.1-2 under Grants/Restricted Funds Contracts.

Ms. Westine moved approval of all items under the Consent Agenda VII. Mr. Fine seconded the motion. The motion passed unanimously.

**14-135. Under Item VII-B.2, Bids, Expenditures and Contracts over \$325,000**

None

**14-136. Under Item VII-B.3, Capital Outlay, Maintenance, Renovation, and Construction**

The Board considered Items VII-B.3 Capital Outlay, Maintenance, Renovation, and

Construction. Ms. Westine moved approval of all items under the Consent Agenda VII. Mr. Fine seconded the motion. The motion passed unanimously.

**14-137. Under Item VII-B.4, Other**

Ms. Westine moved approval of all items under the Consent Agenda VII. Mr. Fine seconded the motion. The motion passed unanimously.

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### **14-138. Under Item VIII, Informational Reports**

Chairman Gibbons adjourned the St. Petersburg College Board of Trustees meeting at 10:45 a.m. and opened the St. Petersburg Collegiate High School Governing Board Meeting.

### **14-139. Under Item IX, St. Petersburg Collegiate High School Governing Board Meeting**

Ms. Metz presented highlights and the budget for the St. Petersburg Collegiate High School (SPCHS). She stated that SPCHS is a charter school that has a strong focus on scholarship, community service and leadership. She reported that a second Gates Millennium Scholar, Salina Som, was named, one of only 1,000 students in the country to receive this award. In addition, two other students, Sorany Son and Alia Davis were named Apollo Award recipients. Ms. Son and Ms. Davis recently attended the regional Honors College Conference. Seventy-nine SPCHS graduates received a total of \$8M in scholarships. Five students qualified for Rotary Youth Exchange foreign study. Other graduates are attending prestigious colleges such as John Hopkins, American, Clemson and New College.

In the area of Community Service, students participate in clothing drives, beach clean ups and serve as tutors. They also give significant hours in community service: seniors gave 22,000 hours during their last year.

In the area of Leadership, students have involved themselves in studies and projects and serve as officers in their high school and college organizations.

Ms. Metz then presented graduation and academic achievement metrics. She reported that SPCHS has a 100% high school graduation rate and a 92% Associates Degree completion rate that she believes would rise to 99% after the summer session. She noted that FCAT results have improved except for Writing, which is due to an elevation to the standard.

Ms. Metz presented the budget to the Board. She noted that it is a separate budget from St. Petersburg College. SPCHS is a public charter high school. Ms. Metz that the total estimated revenue for the next year will be \$1,376,072. Operating expenses are budgeted at \$875,834. She reported that two faculty members have received their Masters degrees and would therefore receive higher salaries. The textbook expenses were increased. Computer leases decreased because Ms. Metz was able to purchase them for the Learning Lab and the Laptop Lending Program. Math classes will be getting new computers. Current expenses total \$500,238. The proposed 2014-2015 Budget would yield a \$734,860 surplus.

Mr. Fine moved to accept the proposed SPCHS budget. Ms. Westine seconded the motion. The motion passed unanimously.

**MINUTES OF THE JUNE 17, 2014 MEETING OF THE BOARD OF  
TRUSTEES OF ST. PETERSBURG COLLEGE**

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Chairman Gibbons adjourned the SPCHS meeting and reopened the St. Petersburg College Board of Trustees meeting at 10:55.

**14-140.**        **Under Item X, Public Access/Unagendaed Items**  
None

**14-141.**        **Under Item XI, Proposed Changes to BOT Rules Manual**  
None

**14-142.**        **Under Item XII, President's Report**  
Under the President's Report, Dr. Law discussed the following:

Dr. Law advised the Board that he would keep them informed on the federal initiative to decrease student loans. Regarding the Workforce Investment Act, he shared that there is a continued focus on this issue. Finally, Dr. Law reported that there is an anticipated press conference regarding the Dream Act next week and that Senator Latvala will be attending to celebrate the passage of this bill. He invited the Board members to attend. He reminded the Board that there is no meeting in July.

**14-143.**        **Under Item XIII, Next Meeting Date and Site**  
The Board confirmed its next meeting date and site as Tuesday, August 19, 2014, 9:00 a.m., at the Epi Center.

**14-144.**        **Under Item XIV, Adjournment**  
Having no further business to come before the Board, Chairman Gibbons adjourned the meeting at 10:58 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 17, 2014**

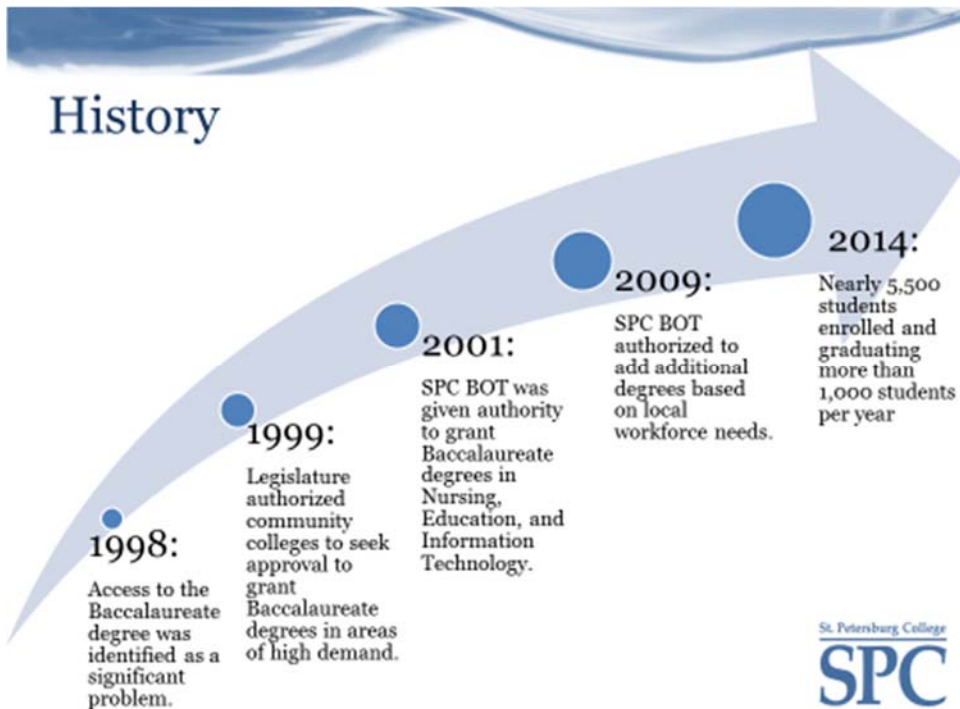
## VI - A.1 Baccalaureate Education Review and Next Steps



St. Petersburg College  
**SPC**

### Baccalaureate Education at SPC

*Program Review and Update  
Board of Trustees (BOT) Meeting  
June 17, 2014*



## History

- 1998:** Access to the Baccalaureate degree was identified as a significant problem.
- 1999:** Legislature authorized community colleges to seek approval to grant Baccalaureate degrees in areas of high demand.
- 2001:** SPC BOT was given authority to grant Baccalaureate degrees in Nursing, Education, and Information Technology.
- 2009:** SPC BOT authorized to add additional degrees based on local workforce needs.
- 2014:** Nearly 5,500 students enrolled and graduating more than 1,000 students per year.

St. Petersburg College  
**SPC**

## Opportunity



Source: Florida College System Economic Impact Report – Student Perspective



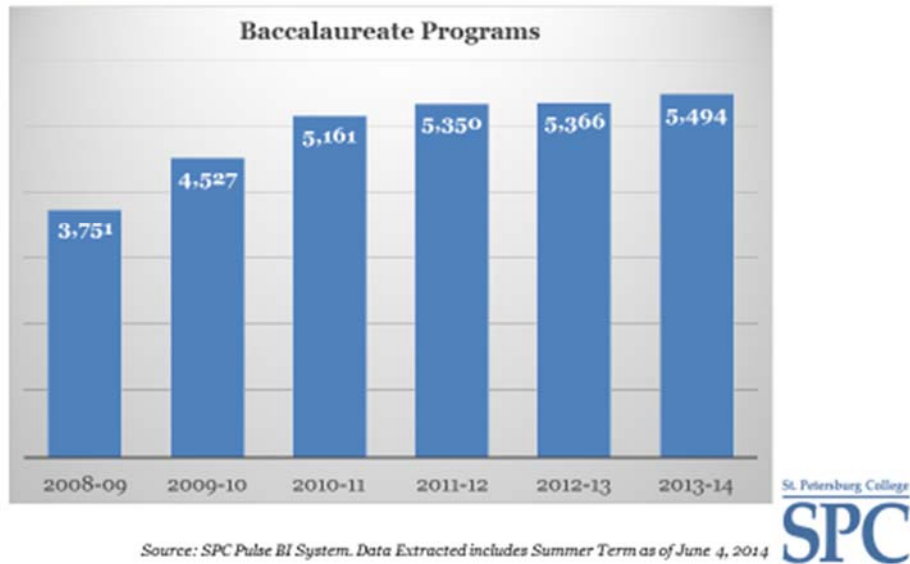
## Growth of Baccalaureate Programs

	2002-03	2013-14
Programs	3	22
Enrolled	648	5,494
% of Total Enrollment	1.9%	12.2%
Graduates	9	921 (Fall & Spring)
% of Total Graduates	0.3%	19.8%

Source: SPC Pulse BI System. Data Extracted June 4, 2014



## 6-yr Enrollment Trend



## Current Programs

College/Department/School	BS/BAS Programs
College of Business	Business Administration, International Business, Management & Org. Leadership, Sustainability Management
College of Computer and Information Technology	Technology Development & Management
College of Education	7- Teacher Certifications 1 – Non-teacher Certification
College of Health Sciences	Health Services Administration, Dental Hygiene, Orthotics and Prosthetics
College of Nursing	RN-BSN Nursing
College of Public Safety	Public Safety Administration
Natural Science Department	Biology
School of Policy and Legal Studies	Paralegal Studies, Public Policy and Admin.
School of Veterinary Technology	Veterinary Technology

## Workforce Emphasis

- Contact Hours
- Internship Opportunities
- Authentic Learning (Capstone Courses, Projects, etc.)
- Program Advisory Boards



## Student Profile

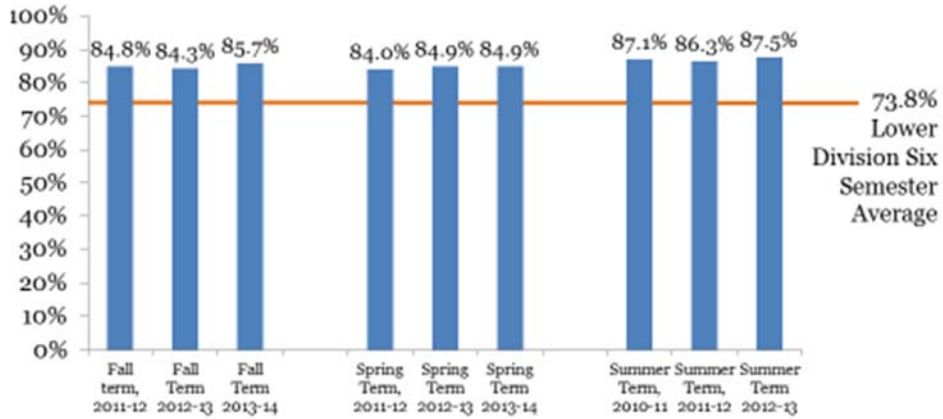
Fall 2013

- 3,932 Headcount Enrollment
- Older: 38.6% are 36 or older
- Part-Time : 72.0% (Avg.=8.1 CHs)
- Female: 66.5%
- Diversity: 72.4% White; 9.4% Black/African American; and 9.1% Hispanic/Latino
- Online Only: 59.1% of students
- New Students: 218 students were 'new' to SPC



*Source: SPC Pulse BI System. Data Extracted June 9, 2014*

## Course Success Rates



Note: Excludes Pass/Fail Grading basis courses and audits



Source: Pulse Business Intelligence System, Campus Success Rates dashboard, Data extracted June 8, 2014.

## Retention Rates

	Fall-to-Spring	Fall -to-Fall
Enrolled Fall 2012-13	4,426	4,426
Graduated or Returned	3,859	3,518
Retention Rate	87.2%	79.5%

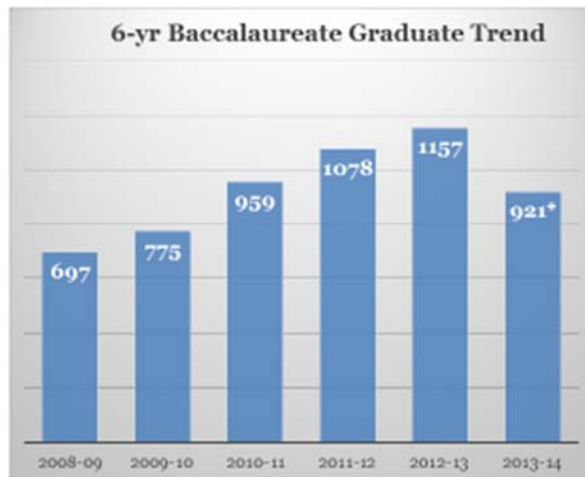
Note: Includes returning students and those who graduated prior to the start of the term.



Source: Pulse Business Intelligence System, Custom Query, Data extracted June 8, 2014.

## Graduate Analysis

- SPC has produced 7,355 baccalaureate graduates since inception
- Over 1,000 SPC graduates a year which leads the other 22 state colleges



\*Note: 2013-14 Graduate data includes Fall and Spring only.



## Graduate Analysis

- Focus will be on the 1,157 BAS/BS graduates from the 2012-13 academic year (Fall 2012, Spring 2013, Summer 2013)
- 24 Different Baccalaureate Degrees
  - 11 Bachelor of Applied Science (BAS) Degrees
  - 13 Bachelor of Science (BS) Degrees



Source: SPC Pulse BI System. Data Extracted June 2, 2014

## Gender and Ethnicity

	% Male	% Minority
Education n=172	15.1%	18.7%
Business/ Management n=457	47.9%	28.3%
Nursing n=268	12.3%	35.5%
Other Health n=260	15.6%	28.1%
Total n=1,157	27.1%	27.6%

Note: Within the 1,157 total graduates there are 4.2% (49 students) with undisclosed gender and 4.2% (49 students) with undisclosed ethnicity.

Source: SPC Pulse BI System. Data Extracted June 2, 2014



## Time to Degree

Semesters	1 to 3	4 to 6	7 to 9	10 to 12	12 or more
Graduates	12	654	369	86	36
Percentage	1.0%	56.5%	31.9%	7.4%	3.1%

- Average time to degree was 6.7 semesters.
- 94.7% of graduates took courses in a least one summer semester.
- 60.8% of graduates were enrolled each of the summers during their degree program.



Source: Pulse Business Intelligence System, Custom Query, Data extracted June 8, 2014.





## Public Policy Issue

- *“Senate Bill 1148 - BACCALAUREATE DEGREES: Restricts the State Board of Education...from approving any new baccalaureate degrees before May 31, 2015. No special exceptions allowed.”*
- One-year moratorium – *More to come*
  - Review of all current state baccalaureate programs
  - Develop guidelines for new degree program development
- Annual Baccalaureate Performance Accountability Report – Due August 15, 2014
  - Status of regional and programmatic accreditation
  - Enrollment and Graduate Data
  - Evidence that the college is managing fiscal resources appropriately
  - Summary of successes and/or unique features



## Noteworthy Observations

SPC produces non-traditional workforce focused graduates:

- **Older:** Median age is 31 with one third over the age of 36
- **Committed:** Almost ninety percent (89.4%) completed the program within 3 years with almost all enrolled at least one summer term (94.7%)
- **Employed:** Over three quarters (79%) are employed with an average annual wage of \$36,880 for education majors and \$52,524 for non-education majors (Graduates from 2010-11) <http://smart-college-choices.com/>
- **Local:** Over three quarters of graduates received their previous degree within the local area.



# Questions



**VI - C.1 Fiscal Year 2014-15 Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets**

St. Petersburg College  
**SPC**

**FY14-15 Capital Outlay and other  
Major Funding Category Budgets**

Board of Trustees Meeting  
June 17, 2014

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

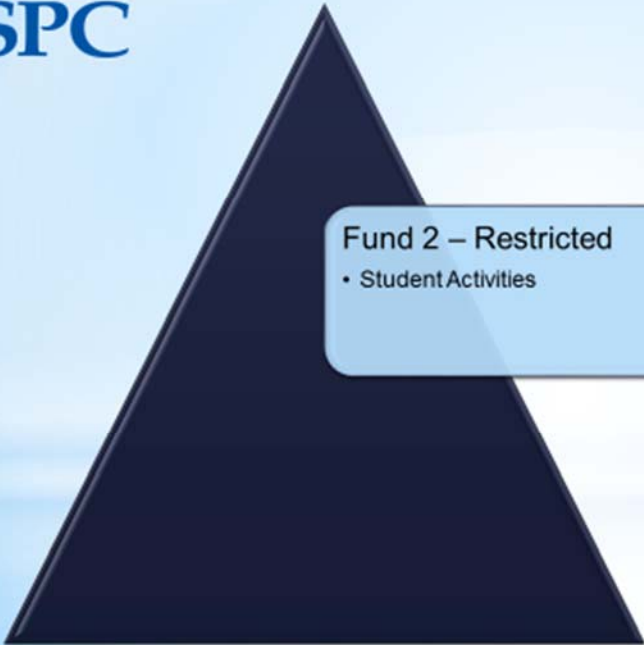
St. Petersburg College  
**SPC**

**Review of College Budget/Fund Types**

Fund 2 – Restricted (Student Activities)	\$5,089,176
Fund 3 – Auxiliary	\$3,493,217
Fund 5 – Scholarship Fund	\$63,733,877
Fund 7 – Capital Outlay	\$40,242,969

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St. Petersburg College  
**SPC**

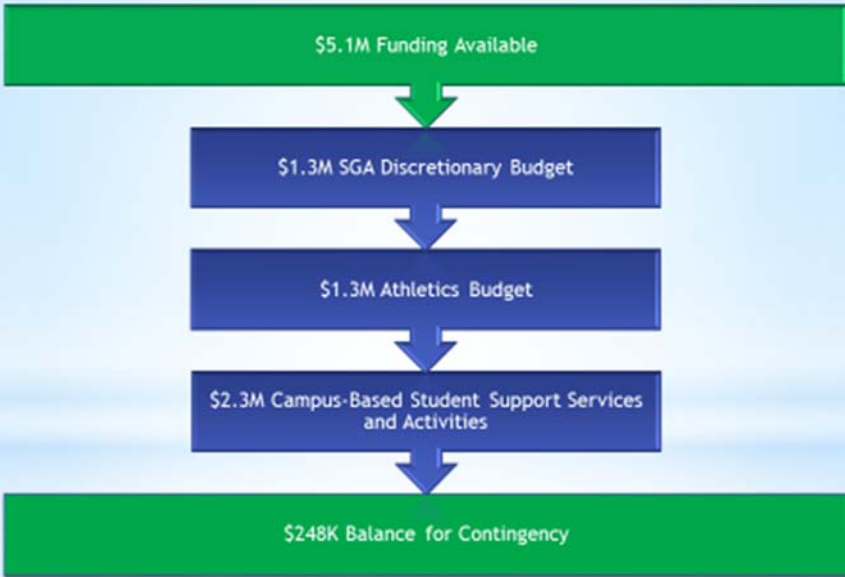


Fund 2 – Restricted  
• Student Activities

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**SPC**

### 2014-15 Student Activities Budget



```
graph TD; A["$5.1M Funding Available"] --> B["$1.3M SGA Discretionary Budget"]; B --> C["$1.3M Athletics Budget"]; C --> D["$2.3M Campus-Based Student Support Services and Activities"]; D --> E["$248K Balance for Contingency"];
```

\$5.1M Funding Available

\$1.3M SGA Discretionary Budget

\$1.3M Athletics Budget

\$2.3M Campus-Based Student Support Services and Activities

\$248K Balance for Contingency

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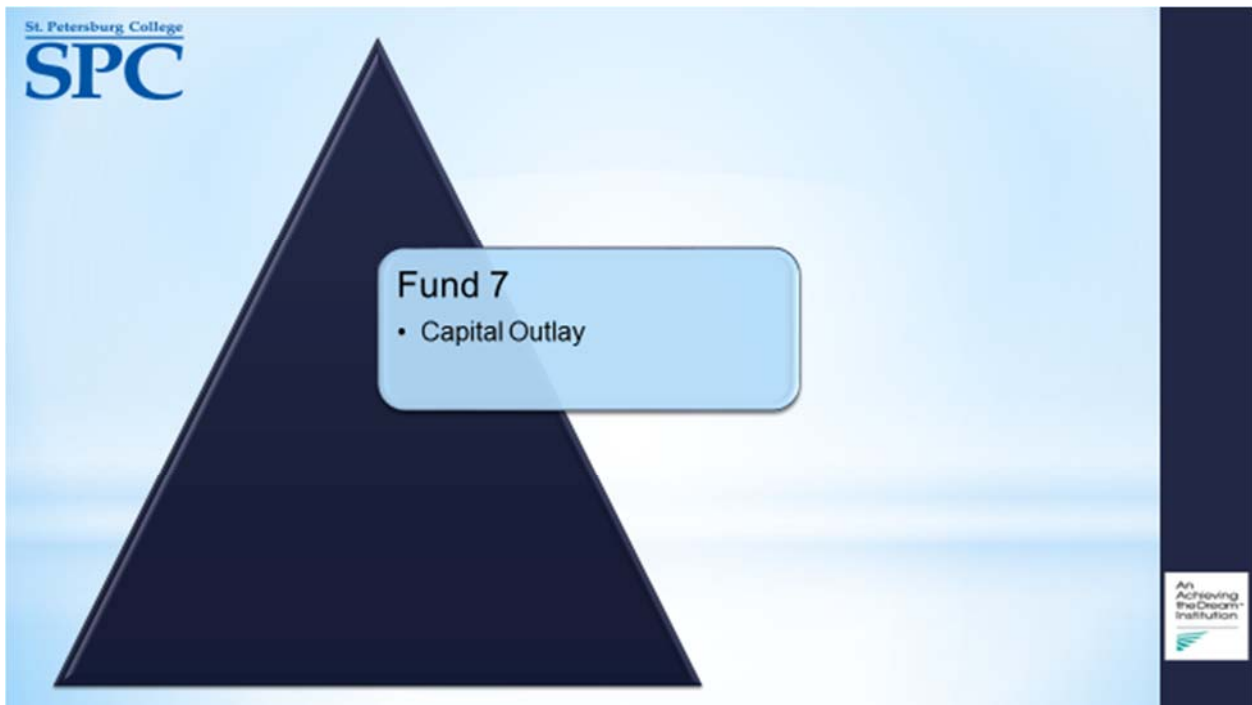
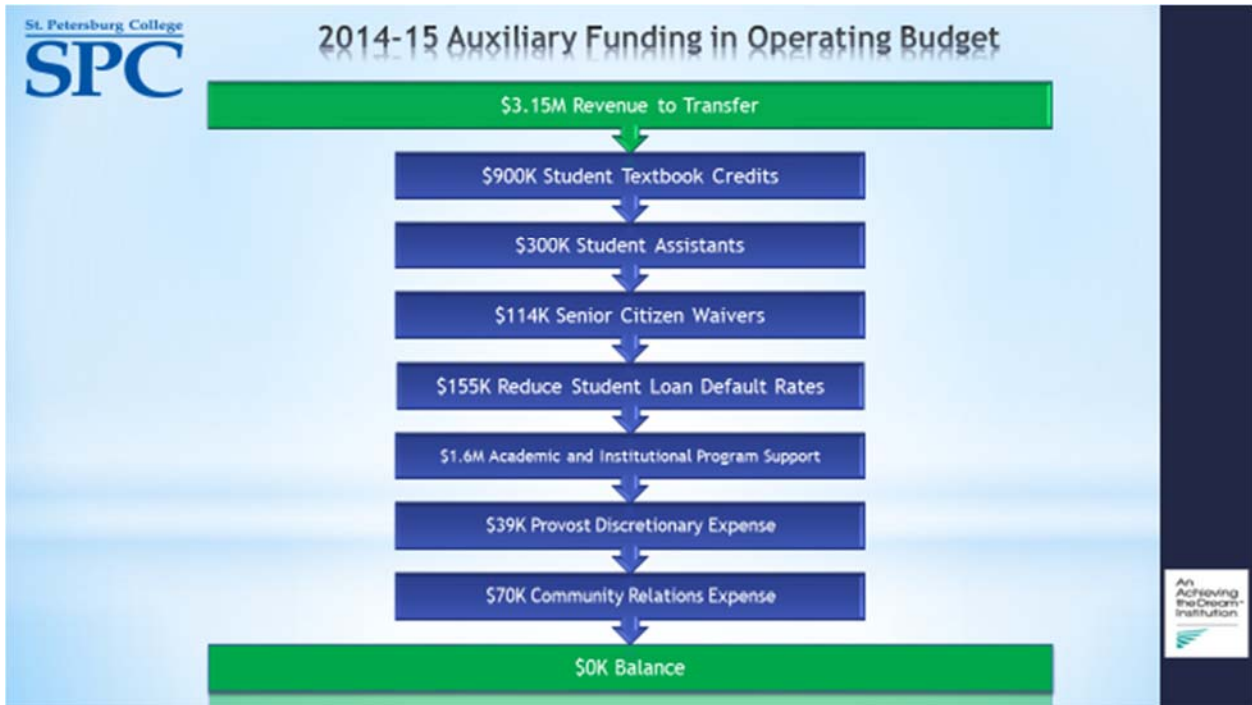
**Fund 3**

- Auxiliary
- Sources of Revenue for General Operating

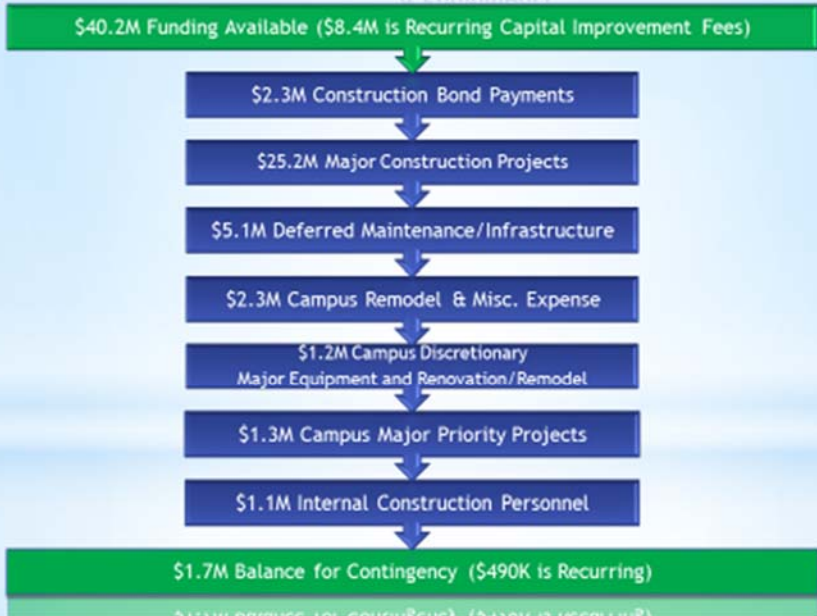
**Fund 3: Auxiliary**

<b>Revenues:</b>	
Bookstore Commissions	\$ 1,887,820
Bookstore Textbook Credit Contribution	\$ 530,000
Food Services/Vending Commissions	\$ 150,000
Residual Financial Aid Funds	\$ 155,000
Royalties-Ethics Textbook	\$ 50,000
Royalties_ Excess Bandwidth	\$ 384,613
Pay For Print Sales	\$ 104,000
Seminole Library Rentals	\$ 2,500
Gound Tower Lease	\$ 53,356
Interest	\$ 48,700
Fund Balance	\$ 127,228
<b>Total Revenues</b>	<b>\$ 3,493,217</b>
<b>Expenses:</b>	
Auxiliary Services Administrative Costs	\$ 152,964
Computer & Equipment Leases	\$ 56,040
Materials, supplies, misc. services	\$ 48,585
<b>Total Expenses</b>	<b>\$ 257,589</b>
<b>Transfers Out to Other Funds:</b>	
Operating Budget Fund	\$ 2,245,628
Restricted Fund Palladium Theater	\$ 85,000
Scholarship Fund Mac J Williams	\$ 5,000
Textbook Bookstore Credits	\$ 900,000
Total Transfers Out to Other Funds	\$ 3,235,628
<b>Excess of Revenues Over Expenses &amp; Transfers</b>	<b>\$ -</b>

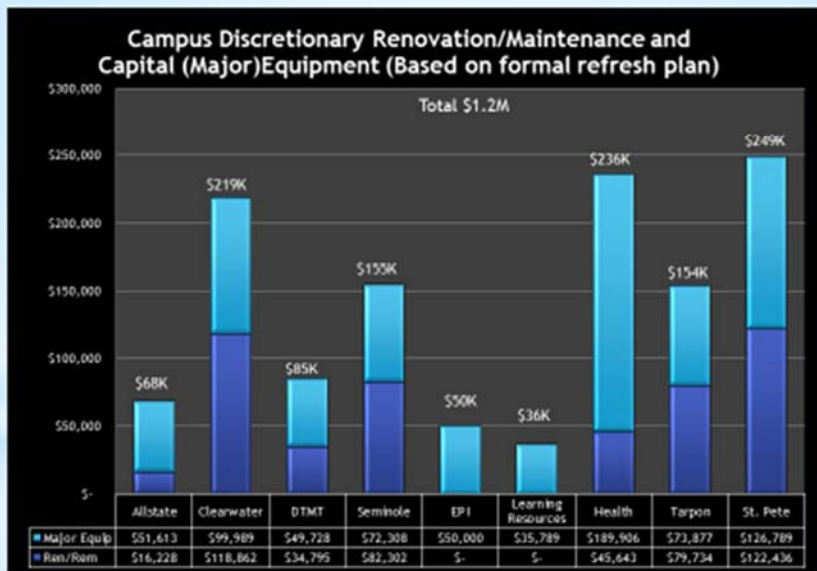
Fund Balance: \$7.8M



### 2014-15 Capital Outlay (Construction, Remodel, Renovation, & Equipment)



### Campus Discretionary Renovation/Maintenance and Capital (Major)Equipment (Based on formal refresh plan)



St. Petersburg College  
**SPC**

## Major Construction Projects FY14-15 Budget

Project	Total FY14-15 Project Budget (Not inclusive of project dollars spent in prior years)
Midtown Education Center	\$13.3M (Total \$15M)
Clearwater Library	\$5.7M (Total \$6.6 M)
Bay Pines	\$4.6M (Total \$4.8M)

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St. Petersburg College  
**SPC**

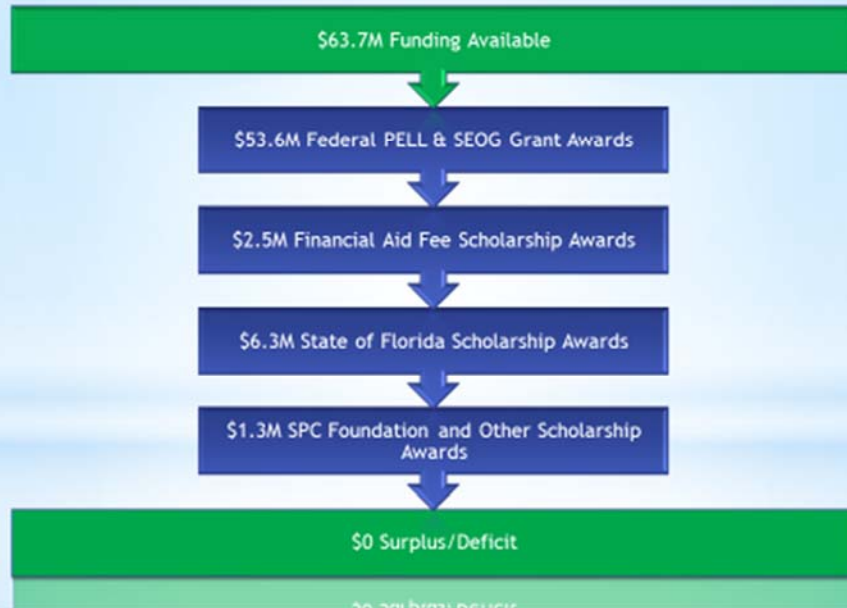
### Fund 5 – Scholarship Fund

- Financial Aid Fees
- Pell/SEOG Grants
- Foundation

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## 2014-15 Scholarship Fund




\*Questions

June 17, 2014

**MEMORANDUM**

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

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

**SUBJECT:** Fiscal Year 2014-2015 College Capital Outlay, Student Activities, Auxiliary, and Scholarship Budgets

**The College's Board of Trustees approval is requested of this Capital Outlay budget, in accordance with Florida statute 1013.61.**

**The FY2014-2015 College Capital Outlay budget provides for college wide facility and technology infrastructure maintenance, discretionary campus specific renovation/remodel needs, and major building project funding.**

Following are brief narratives of major funding category budgets, including Capital Outlay. Budget summaries for each are attached.

**Fund 7 Capital Outlay Budget** – The FY2014-2015 College wide Capital Outlay Budget is \$40.2M. The capital needs are presented in the attached summary as proposed expenditures from the capital budget funding sources detailed, pending the Governor's approval.

**Fund 2 Student Activities Budget** - The FY2014-2015 College wide Student Activities Budget is \$5.1M. It includes \$1.3M distributed across the campus' Student Government Associations (SGA) for budget development. This budget is reviewed and approved by the President.

**Fund 3 Auxiliary Budget** – The FY2014-2015 College wide Auxiliary Budget is \$3.5M. It includes \$2.2M to support expenses in the Fund 1 General Operating Budget and \$900K for student textbook credits.

**Fund 5 Scholarship Budget** – The FY2014-2015 College wide Scholarship Budget is \$63.7M. It includes \$60M in Federal and State financial aid, \$2.5M in scholarships funded by the Student Financial Aid Fee, and \$1.3M in Foundation and other scholarships.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology, Janelle Conner, Associate Vice President, Strategic Execution and Systems Support, and Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services recommend approval.

**St. Petersburg College  
FY14-15 Fund 2 Student Activities Budget**

<b>Total Projected Student Activity Revenues</b>	<b>\$5,089,176</b>
<b>Less Budgeted Expenses:</b>	
Annual Journal Entries	\$426,000
Student Determined Activities Distribution (25%)	\$1,237,754
Reserve (5%)	\$247,551
Budgeted Personnel (excluding annual journal entries and athletics personnel)*	\$1,318,903
Athletics (including personnel)	\$1,281,085
Non-Discretionary Campus Program Operating Expenses	\$350,301
Other Collegewide Operating Expenses	\$227,582
<b>Total Budgeted Expenses</b>	<b>\$5,089,176</b>
<b>Surplus/Deficit</b>	<b>\$0</b>

**St. Petersburg College  
FY14-15 Fund 5 Scholarship Budget**

<b>Revenues:</b>	
Student Financial Aid Fees Collected	\$ 2,536,177
Federal PELL and SEOG Grants	\$ 53,608,000
Various Florida State Scholarship Grants	\$ 6,306,700
Various SPC Foundation and Other Scholarship Grants	\$ 1,283,000
<b>Total Revenues</b>	<b>\$ 63,733,877</b>
<b>Expenses:</b>	
Student Incentive Grant Scholarships	\$ 1,523,738
Johnnie Ruth Clark Scholarships	\$ 550,000
SPC Presidential Scholarships	\$ 350,000
Fine Arts, Visual Art, Associate to Baccalaureate, Honors College, Misc. Scholarships	\$ 112,439
<b>Total Financial Aid Fee Scholarships</b>	<b>\$ 2,536,177</b>
Federal PELL & SEOG Grants Awarded	\$ 53,608,000
State of Florida Scholarships	\$ 6,306,700
Various SPC Foundation and Other Scholarships	\$ 1,283,000
<b>Total Expenses</b>	<b>\$ 63,733,877</b>
<b>Surplus/Deficit</b>	<b>\$ -</b>

<b>St. Petersburg College</b>	
<b>FY14-15 Fund 3 Auxiliary Budget</b>	
<b>Revenues:</b>	
Bookstore Commissions	\$ 1,887,820
Bookstore Textbook Credit Contribution	\$ 530,000
Residual Financial Aid Funds	\$ 155,000
Food Services/Vending Commissions	\$ 150,000
Royalties-Ethics Textbook	\$ 50,000
Royalties_Excess Bandwidth	\$ 384,613
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<b>Expenses:</b>	
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<b>Total Expenses</b>	<b>\$ 257,589</b>
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Operating Budget Fund	\$ 2,245,628
Restricted Fund Palladium Theater	\$ 85,000
Scholarship Fund Mac J Williams	\$ 5,000
Textbook Bookstore Credits	\$ 900,000
<b>Total Transfers Out to Other Funds</b>	<b>\$ 3,235,628</b>
<b>Surplus/Deficit</b>	<b>\$ -</b>


**St. Petersburg College  
FY14-15 Fund 7 Capital Outlay Budget**

Projected Sources of Revenue	FY14-15 Recurring	FY14-15 Non- Recurring	FY14-15 Budget
<b>Funds</b>			
PECO Projects (Categorical)		\$4,653,070	\$ 4,653,070
SODA General Renovation/Remodel (265)		\$1,411,375	\$ 1,411,375
City of Seminole (Habitat)		\$1,140,139	\$ 1,140,139
Capital Improvement Fees - Discretionary		\$4,490,814	\$ 4,490,814
Capital Improvement Fees - Discretionary	\$8,437,443		\$ 8,437,443
SBE Bonds		\$373,286	\$ 373,286
CLW Gym Proceeds		\$100,000	\$ 100,000
CO&DS		\$968,957	\$ 968,957
PY CO&DS		\$18,188,090	\$ 18,188,090
Fund 1 Transfer Out to DSO		\$229,796	\$ 229,796
Other Misc Sources		\$250,000	\$ 250,000
<b>Total Fund Sources</b>	<b>\$8,437,443</b>	<b>\$31,805,527</b>	<b>\$ 40,242,969</b>
<b>Projected Uses of Revenue</b>			
Budgeted Personnel Salaries	\$671,765		\$ 671,765
Other Personnel		\$200,000	\$ 200,000
Employee Benefits - Retirement	\$49,477		\$ 49,477
Employee Benefits - FICA/Medicare	\$51,390		\$ 51,390
Employee Benefits - Health/Dental/Wellness	\$135,883		\$ 135,883
<b>Total Personnel &amp; Benefits</b>	<b>\$ 908,515</b>	<b>\$ 200,000</b>	<b>\$ 1,108,515</b>
<b>Major Construction</b>			
Midtown Education Center (F1 transfer)		\$13,100,000	\$ 13,100,000
Midtown Education Center (SCIF)		\$172,156	\$ 172,156
Clearwater Library		\$5,674,263	\$ 5,674,263
Bay Pines		\$4,653,070	\$ 4,653,070
Palladium-ADA Code Renovation		\$304,984	\$ 304,984
Purchase existing Midtown property		\$1,300,000	\$ 1,300,000
<b>Total Major Construction</b>	<b>\$ -</b>	<b>\$ 25,204,473</b>	<b>\$ 25,204,473</b>
<b>Infrastructure Deferred Maintenance and Network</b>			
Deferred Maintenance	\$600,000	\$189,546	\$ 789,546
Campus Infrastructure Projects	\$800,000		\$ 800,000
Career Services Infrastructure		\$65,000	\$ 65,000
Collegewide Maintenance/Repair	\$407,718		\$ 407,718
Technology Infrastructure Maintenance	\$1,337,226	\$250,000	\$ 1,587,226
Bus, Float & Vehicle Replacement		\$229,796	\$ 229,796
<b>Total Infrastructure Deferred Maintenance and Network</b>	<b>\$3,144,944</b>	<b>\$ 734,342</b>	<b>\$ 3,879,286</b>

<b>Project Expense</b>			
<b>Allstate</b>			
Chiller Plant Replacement		\$1,203,498	\$ 1,203,498
Misc Maintenance and Ren/Rem	\$16,228		\$ 16,228
Capital Equipment	\$51,613		\$ 51,613
<b>Clearwater Projects</b>			
Misc Maintenance and Ren/Rem	\$118,862		\$ 118,862
Capital Equipment	\$99,989		\$ 99,989
<b>Downtown-Midtown</b>			
Misc Maintenance and Ren/Rem	\$34,795		\$ 34,795
Capital Equipment	\$49,728		\$ 49,728
<b>EpiCenter/District Office</b>			
Capital Equipment - EpiTech	\$50,000		\$ 50,000
Capital Equipment - Facilities	\$100,000		\$ 100,000
Capital Equipment - DO/EpiServices	\$50,000		\$ 50,000
Workforce STEM		\$276,000	\$ 276,000
College-wide (out of class support projects)	\$35,789		\$ 35,789
Collaborative Labs	\$140,000		\$ 140,000
College-wide (electronic sign replacement)		\$100,000	\$ 100,000
<b>Health</b>			
Dental Chairs	\$85,000		\$ 85,000
O&P Grant		\$250,000	\$ 250,000
Misc Maintenance and Ren/Rem	\$45,643		\$ 45,643
Capital Equipment	\$189,906		\$ 189,906
<b>Seminole</b>			
Green House/SWFMD		\$272,000	\$ 272,000
Misc Maintenance and Ren/Rem	\$82,302		\$ 82,302
Capital Equipment	\$72,308		\$ 72,308
<b>St. Pete</b>			
Misc Maintenance and Ren/Rem	\$122,436		\$ 122,436
Capital Equipment	\$126,789		\$ 126,789
<b>Tarpon</b>			
Misc Maintenance and Ren/Rem	\$79,734		\$ 79,734
Capital Equipment	\$73,877		\$ 73,877
<b>Major Campus Projects</b>		\$1,332,922	\$ 1,332,922
<b>Contingency - Campus Discretionary Project Carryforward</b>		\$675,000	\$ 675,000
<b>Contingency - Collegewide</b>		\$150,000	\$ 150,000
<b>Debt Service - Construction Obligations and Bonds</b>	\$2,268,588		\$ 2,268,588
JWB Payment		\$187,490	\$ 187,490
<b>Total Expenses</b>	<b>\$7,947,047</b>	<b>\$ 30,585,725</b>	<b>\$ 38,532,773</b>
<b>Remaining Funds</b>	<b>\$ 490,395</b>	<b>\$ 1,219,802</b>	<b>\$ 1,710,197</b>

June 17, 2014

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Capital Improvement Program (CIP) (Summary worksheet #1) for FY 2015-2016 through 2019-2020

**Review and approval is sought from the Board of Trustees for the FY 2015-2016 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 third 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, 2014. The CIP information will then be tabulated, submitted and approved by the State Board of Education, to be included in the 2015-16 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. Construct Student Support Services and Classroom Building – St. Petersburg/Gibbs Campus
2. General Renovation/Remodeling of Roofs, HVAC, ADA, Utilities, Improvements – Collegewide
3. Rem/Ren the Health Education Center Annex (Phase I) – Health Education Center
4. Construct New Classroom/Student Support Services Building – Tarpon Springs Campus
5. Construct Library/Learning Support/Academic Spaces – Downtown Center

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  
2015-2016 to 2019-2020**

**COLLEGE: ST. PETERSBURG COLLEGE**

**RENOVATION PROJECTS:**

PRI	#	PROJECT DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	CIP 5YR TERM
	2	General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide	\$3,239,340	\$3,239,340	\$3,239,340	\$3,239,340	\$3,239,340	\$16,196,700
		Ren/Rem Business Technologies Building - Clearwater Campus			\$1,227,314			\$1,227,314
		Ren/Rem Fine Arts Auditorium - Clearwater Campus		\$1,344,296				\$1,344,296
		Ren/Rem Social Arts Building - St Petersburg Gibbs Campus				\$4,933,431		\$4,933,431
		Ren/Rem Natural Science Building North Wing - St. Petersburg Gibbs Campus			\$3,408,612			\$3,408,612
		Ren/Rem Indoor Firing Range - Alisiate Center					\$1,200,000	\$1,200,000
		<b>TOTAL RENOVATION PROJECTS</b>	<b>\$3,239,340</b>	<b>\$4,583,636</b>	<b>\$7,875,266</b>	<b>\$8,172,771</b>	<b>\$4,439,340</b>	<b>\$28,310,353</b>

**REMODELING PROJECTS:**

PRI	#	PROJECT DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	CIP 5YR TERM
		Ren/Rem Language Arts Building - Clearwater Campus		\$1,354,699				\$1,354,699
		Ren/Rem Vacated Library Space in Fire Arts Building - Tarpon Springs Campus					\$1,617,455	\$1,617,455
	3	Ren/Rem the Health Education Center Annex (Phase I) - Health Education Center	\$5,053,864					\$5,053,864
	5	Ren/Rem Library/Learning Support Academic Spaces - Downtown Center		\$4,378,000				\$4,378,000
		Ren/Rem Palladium ADA Code Compliance - St. Petersburg/Gibbs Campus		\$750,000				\$750,000
		<b>TOTAL REMODELING PROJECTS</b>	<b>\$5,053,864</b>	<b>\$6,482,699</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,617,455</b>	<b>\$13,154,018</b>

**NEW CONSTRUCTION PROJECTS:**

PRI	#	PROJECT DESCRIPTION	2015-16	2016-17	2017-18	2018-19	2019-20	CIP 5YR TERM
	1	Construct Student Support Services and Classroom Building - St. Petersburg/Gibbs Campus	\$2,534,533	\$13,674,729	\$1,481,665			\$17,690,927
		Construct New Classroom Laboratory Office Building - Seminole Campus			\$976,235	\$9,333,924	\$1,141,340	\$11,451,499
	4	Construct New Classroom/Student Support Services Building - Tarpon Springs Campus		\$2,455,937	\$12,314,578	\$2,868,441		\$17,638,957
		Construct New Math & Sciences Building - Tarpon Springs Campus			\$974,827	\$7,798,620	\$974,828	\$9,748,275
		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 Programming at HEC - Health Education Center			\$1,972,090	\$15,776,723	\$1,972,090	\$19,720,903
		<b>TOTAL NEW CONSTRUCTION PROJECTS</b>	<b>\$2,534,533</b>	<b>\$18,130,115</b>	<b>\$33,714,990</b>	<b>\$37,777,157</b>	<b>\$4,088,258</b>	<b>\$96,245,053</b>
		<b>GRAND TOTAL OF ALL PROJECTS</b>	<b>\$10,827,737</b>	<b>\$29,196,450</b>	<b>\$41,590,256</b>	<b>\$45,949,928</b>	<b>\$10,145,053</b>	<b>\$137,709,424</b>

## General Ren/Rem, Roofs, HVAC, ADA, Utilities, Site Improvements - Collegewide


Requested	2009/10	\$6,602,304
Received	2009/10	\$1,875,773
Variance		\$4,726,531

Requested	2010/11	\$6,726,531
Received	2010/11	\$3,204,180
Variance		\$3,522,351

Projected	2011/12	\$2,722,051
Requested	2011/12	\$6,244,402

June 17, 2014

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** FY13-14 July 1 – May 31 Fund 1 Financial Report

Attached for information is the Fund 1 financial report for FY13-14 July 1 – May 31 time period.

Financial Report Highlights through May 31:

- Overall revenue is 2% under budgeted revenue projections primarily due to lower enrollment than anticipated.
  
- Total Operating Cost is currently 1% under budget primarily due to management of current expenses implemented early in the year.

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

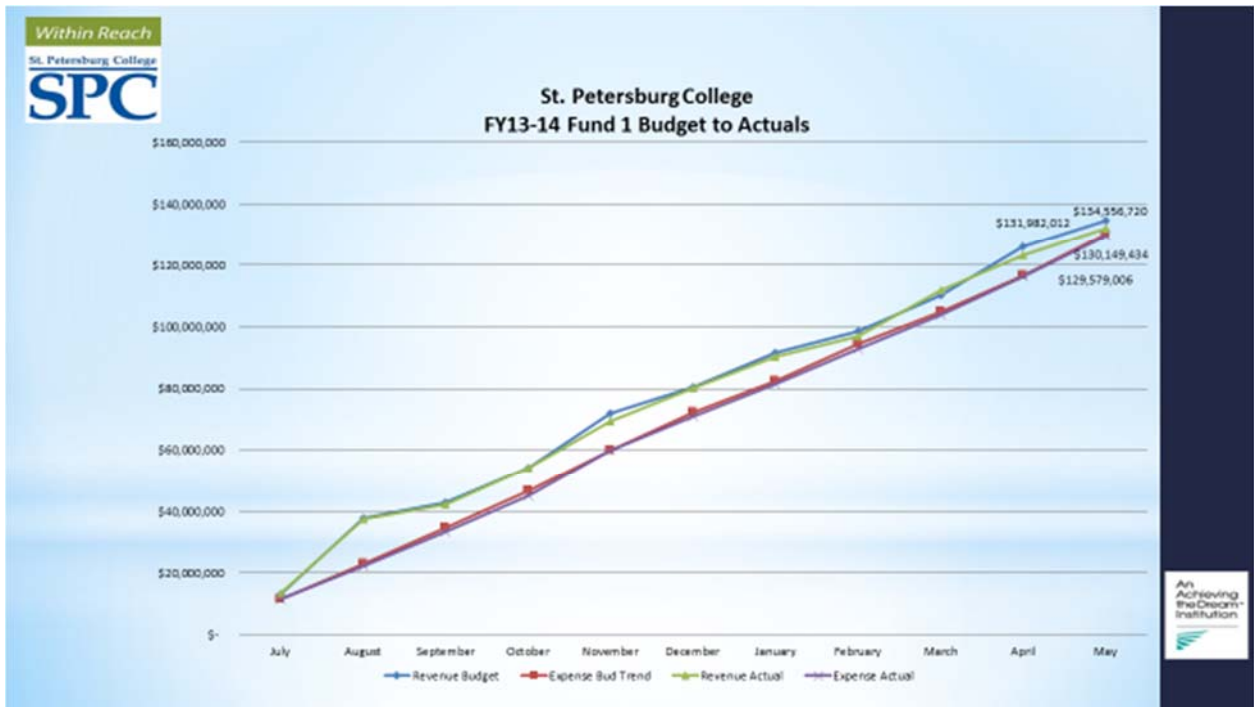
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Within Reach  
St. Petersburg College  
**SPC**

# Board of Trustees Financial Report

June 2014

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




ST. PETERSBURG COLLEGE  
FY2013-2014 RECURRING OPERATING BUDGET TO ACTUAL REPORTING: July 1 - May 31

Revenue	FY13-14 Budget	FY13-14 YTD Actual	% of YTD Budgeted Revenue	Year to Date %
<b>Revenue</b>				
Student Tuition & Out-of-State Fees	\$ 50,843,320	\$ 50,411,002	99%	
State Appropriation - C-PP	\$ 52,529,253	\$ 48,741,044	92%	
State Appropriation - Lottery	\$ 12,517,091	\$ 10,438,005	83%	
Operating Cost for New Facilities	\$ 106,159	\$ -	0%	
Distance Learning Fee	\$ 3,334,455	\$ 3,156,040	95%	
Technology Fee	\$ 2,586,697	\$ 2,485,660	96%	
Lab Revenue Fee	\$ 2,322,150	\$ 1,888,647	81%	
Other Revenue	\$ 3,492,617	\$ 2,736,967	78%	
Other Student Fees	\$ 1,733,879	\$ 1,422,098	82%	
Fund Transfers In	\$ 2,542,401	\$ 3,827,727	150%	
Revenue Stabilization Reserve	\$ 2,173,009	\$ -	0%	
One-Time Non-Recurring Funds	\$ 1,589,320	\$ 1,589,320	100%	
<b>Total Revenue - Fund Tx</b>	<b>\$ 146,841,632</b>	<b>\$ 131,832,012</b>	<b>90%</b>	<b>92%</b>
<b>Operating Costs</b>	<b>FY13-14 Budget</b>	<b>FY13-14 YTD Actual</b>	<b>% of YTD Expenses</b>	<b>Year to Date %</b>
<b>Personnel &amp; Benefits</b>				
Instructional Faculty Full Time	\$ 20,454,115	\$ 20,478,718	93%	
Administrative	\$ 21,887,244	\$ 19,887,267	90%	
Career (Non-Instructional)	\$ 24,854,609	\$ 20,388,269	82%	
Adjunct Supplemental	\$ 16,808,700	\$ 13,844,956	72%	
Other Academic	\$ 598,937	\$ 473,505	49%	
Non-Instructional OPA and Overtime	\$ 2,883,055	\$ 2,288,674	79%	
Student Activities	\$ 500,888	\$ 411,921	82%	
Personnel Benefits	\$ 22,378,182	\$ 22,194,177	99%	
<b>Total Personnel &amp; Benefits</b>	<b>\$ 116,877,812</b>	<b>\$ 108,724,699</b>	<b>93%</b>	<b>93%</b>
<b>Current Expense</b>				
Travel	\$ 602,944	\$ 677,002	112%	
Repairs & Maintenance	\$ 1,817,054	\$ 165,009	9%	
Books & Cases	\$ 478,271	\$ 253,488	53%	
Insurance (Non-Health)	\$ 1,725,568	\$ 1,888,571	109%	
Utilities	\$ 6,875,055	\$ 6,828,104	92%	
Services and Fees	\$ 5,448,079	\$ 2,514,634	46%	
Scholarship Fee Waivers	\$ 1,519,855	\$ 818,136	54%	
Materials and Supplies	\$ 8,388,802	\$ 6,278,666	75%	
Tech Expense/Consulting	\$ 2,288,033	\$ 1,547,712	68%	
Bad Debt/Unemployment/Compliance	\$ 1,147,782	\$ 1,127,672	98%	
Other Current Expense	\$ 1,489,697	\$ 1,888,667	127%	
<b>Total Current Expense</b>	<b>\$ 27,992,410</b>	<b>\$ 21,959,297</b>	<b>79%</b>	<b>87%</b>
<b>Capital Spending</b>				
Computer Refresh/Leases	\$ 2,489,268	\$ 2,188,574	88%	
Capital Purchases-Non-Recurring	\$ 800,341	\$ 678,637	77%	
<b>Total Capital Spending</b>	<b>\$ 3,289,609</b>	<b>\$ 2,867,211</b>	<b>87%</b>	<b>92%</b>
<b>Total Operating Costs - Fund Tx</b>	<b>\$ 146,841,632</b>	<b>\$ 128,579,006</b>	<b>88%</b>	<b>90%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ -</b>	<b>\$ 2,493,006</b>		

Questions?

June 17, 2014

**MEMORANDUM**

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

**Pursuant to Section 1010.03, Florida Statutes, the college is submitting for approval the accounts receivable write-off for uncollected receivables recorded prior to June 30, 2012. In each instance, the receivable is at least two years old.**

Accounts to be written-off are summarized on the following schedule:

Student Tuition Debt:	\$405,228 (applied for but did not receive financial aid and owed tuition for classes enrolled).
Financial Aid:	\$820,628.72 (students awarded financial aid who withdraw early requiring repayment by the college to the federal government).
Return Checks/Other:	\$15,631.79
Total Write-off	\$1,241,488.78 (23% reduction over prior year)

Approved write-offs for last year totaled \$1,603,615.22. This decrease is attributable primarily due to reductions in financial aid debts. Accounts receivable has trended downward for the last two years with a projected 20% reduction in write-offs next year.

Students in each of the above categories initially receive an internal delinquent bill from the SPC collections department and a hold is placed on the student's account preventing enrollment in future classes or release of transcripts.

If the debt is not paid following the initial billing it is turned over to a third party pre-collections company who attempts to collect the debt (billings and phone calls) for a five (5) week period. If the student does not contact SPC to either pay in full or set up payment options, the student is turned over to our primary collection agency.

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. Students with unpaid debt are not allowed to register or obtain transcripts until the debt is paid in full.

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

June 17, 2014

**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>
5/27/2014	Glover,Zelma L	Accounting Services DO	Accounting Support Technician
5/12/2014	Pham,Long T	Custodial Services SPG	Custodian
5/12/2014	Spadola,Tabitha A	Custodial Services CL	Custodian
5/19/2014	Spencer,Michael A	Information Systems - Network	Information Tech Specialist
5/19/2014	Macdonald,Judith M	District Library DO	Instructional Supp Specialist
5/19/2014	Zipay,Judith Marie	District Library DO	Instructional Supp Specialist
5/27/2014	Garrison,Kate L	Provost HC	Sr Administrative Svcs Assist
5/19/2014	Oliver,Brian D	IT Network Help Desk DO	Technology Support Specialist

<b>TRANSFER/PROMOTION Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
5/3/2014	Gomez,Julie D	Associate Provost CL	Career Outreach Spelst



**HIRE Budgeted Faculty**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
8/14/2014	Simunac, Kristin	Natural Science TS	Faculty
8/14/2014	Jenks, Diane	College of Nursing HC	Faculty

**HIRE  
Temporary/Supplemental**

<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
5/12/2014	McKenna,Nicole D	Dual Credit - AC	Contributed Service
5/19/2014	Bailey,April E	Business Administration TS	Faculty - credit adjunct
5/19/2014	Bedore,Joan M	Speech - Letters TS	Faculty - credit adjunct
5/30/2014	Cantrell,Tiffany	Business Technologies CL	Faculty - credit adjunct
6/2/2014	Cassell,Margaret E	Fine & Applied Arts SPG	Faculty - credit adjunct
5/19/2014	Clark,William D	Natural Science SPG	Faculty - credit adjunct
5/19/2014	Cobb,Laurel G	Business Technologies TS	Faculty - credit adjunct
5/12/2014	Cook,Meghan L	Natural Science TS	Faculty - credit adjunct
5/19/2014	Culbreath,Steven A	Baccalaureate Programs/UPC	Faculty - credit adjunct
5/30/2014	Irving,Ryan M	Business Technologies CL	Faculty - credit adjunct
5/8/2014	Jankowiak,Kinga	Natural Science SE	Faculty - credit adjunct
6/1/2014	Lambert,Stacy A.	Social Science TS	Faculty - credit adjunct
5/19/2014	Paton,John R	Social Science SE	Faculty - credit adjunct
5/19/2014	Patrick,DeJuan J	Social Science SPG	Faculty - credit adjunct
5/19/2014	Seeger,Sandra S	Natural Science SPG	Faculty - credit adjunct
5/12/2014	Sherdiwala,Monti J	Mathematics TS	Faculty - credit adjunct
5/19/2014	Stokes,Keith H	Associate Provost TS	Faculty - credit adjunct
5/19/2014	Taylor,Cary Zervos,Aaron-	Letters TS	Faculty - credit adjunct
5/19/2014	Nickolaos P	Natural Science CL	Faculty - credit adjunct
6/2/2014	Austin,Robert A.	Natural Science CL	Faculty - non-credit adjunct
5/19/2014	Bengston,Patrick M	Fire Science AC	Faculty - non-credit adjunct
6/1/2014	Bringas,Regina M.	Corporate Training E&SS DO	Faculty - non-credit adjunct
5/19/2014	Bruckler,Aaron P	Fire Science AC	Faculty - non-credit adjunct
6/1/2014	Calandra,Tony	Corporate Training E&SS DO	Faculty - non-credit adjunct
5/20/2014	Champagne,Daniel E	Corporate Training E&SS DO	Faculty - non-credit adjunct
6/1/2014	Colon,Autumnn R	Corporate Training E&SS DO	Faculty - non-credit adjunct
5/19/2014	Coward,Stephen B	Fire Science AC	Faculty - non-credit adjunct
5/13/2014	Doherty,Daniel A	Allstate Center Provost	Faculty - non-credit adjunct
6/1/2014	Drake,Gina Ann	Corporate Training E&SS DO	Faculty - non-credit adjunct

6/1/2014	Drake-Fry,Diana Y	Corporate Training E&SS DO	Faculty - non-credit adjunct
6/1/2014	Farris,Natalie J Gahles,Christopher R	Corporate Training E&SS DO	Faculty - non-credit adjunct
5/19/2014		Clearwater Campus Provost	Faculty - non-credit adjunct
6/1/2014	Helms,James D	Corporate Training E&SS DO	Faculty - non-credit adjunct
6/2/2014	Hill,Jennifer R	Corporate Training E&SS DO	Faculty - non-credit adjunct
5/12/2014	Kuffel,Therese P	Health Education Ctr Provost	Faculty - non-credit adjunct
5/19/2014	Lora,Carolina T Manfre,Maureen Marie	Corporate Training E&SS DO	Faculty - non-credit adjunct
6/1/2014		Corporate Training E&SS DO	Faculty - non-credit adjunct
5/19/2014	Miller,Eric E	Fire Science AC	Faculty - non-credit adjunct
5/19/2014	Moore III,Eugene D	Student Support Services - SP	Faculty - non-credit adjunct
5/30/2014	Powers,Marlene C	Corporate Training E&SS DO	Faculty - non-credit adjunct
6/1/2014	Rodney,Tameka L	Corporate Training E&SS DO	Faculty - non-credit adjunct
6/1/2014	Selleck,Robert P	Corporate Training E&SS DO	Faculty - non-credit adjunct
6/1/2014	Sinphay,Jennifer D	Corporate Training E&SS DO	Faculty - non-credit adjunct
5/28/2014	Taylor,Gregory S	Emergency Medical Services HC	Faculty - non-credit adjunct
5/19/2014	Valliere,John R	Student Support Services - SP	Faculty - non-credit adjunct
5/19/2014	Ward,Joseph T	Fire Science AC	Faculty - non-credit adjunct
5/12/2014	Concepcion,Iris N. Jorgensen-	Nursing HC	Faculty - supplemental
5/19/2014	Zidar,Nikole S	Natural Science CL	Faculty - supplemental
5/12/2014	Pels,Margarite L	Nursing HC	Faculty - supplemental
5/18/2014	Piper,Angela M	Business Technologies CL	Faculty - supplemental
5/22/2014	Tillman,Adrian D	Business Technologies SP	Faculty - supplemental
5/19/2014	Tucker,Eric J.	Social Science CL	Faculty - supplemental
6/1/2014	Maxey,Melisa	Corporate Training E&SS DO	General Support
6/1/2014	McDow,Paige L Prescott,Kacey Meredith	Corporate Training E&SS DO	General Support
6/1/2014		Corporate Training E&SS DO	General Support
6/1/2014	Proco,Paul Nicholas	Corporate Training E&SS DO	General Support
6/1/2014	Shavers,Brandon	Coop Assoc Schol M CL	General Support
5/27/2014	Simpson,Marne K	SPC-Downtown	General Support
5/19/2014	Able,John Robert	Corporate Training E&SS DO	OPS Career Level 1
5/19/2014	Grimm,Vicki J	District Library DO	OPS Career Level 1
5/27/2014	Anderson,David E Biszewski	Engineering Technology CL	OPS Career Level 2
5/12/2014	Eber,Wren P	Business Technologies SP	OPS Career Level 2
5/27/2014	Dalessio,Margaret Mary	Student Activities SE	OPS Career Level 2
5/19/2014	Hardwick,Caitlin Lanjiu	District Library DO	OPS Career Level 2
6/2/2014	Hill,Jennifer R	Corporate Training E&SS DO	OPS Career Level 2
5/21/2014	Moore,Nancy M.	Natural Science SE	OPS Career Level 2

5/21/2014	Bleisch,Renee	Institutional Advancement DO	OPS Career Level 3
6/1/2014	Ball,Amanda J	Associate Provost HC	OPS Career Level 5
6/1/2014	Eli,Megan Lynn Sullivan,Sanbona	Associate Provost HC	OPS Career Level 5
5/14/2014	Alex	Admin Information Systems	OPS Career Level 5
5/27/2014	Vargas,Jose J	Associate Provost HC	OPS Career Level 5
5/16/2014	Hernandez,Nancy	Counseling & Advisement CL	OPS Career Level 6
6/1/2014	Fields,Yata D	College Reach Out Program DO	OPS Professional
5/19/2014	Gill,Lynette S.	Fine & Applied Arts SPG	OPS Professional
5/13/2014	Muehl,Nathan	Central Records DO	OPS Professional
5/19/2014	Mitchell,Amy N	Admin Info Systems - AC	OPS Technical Intern
5/12/2014	Ziesemer,Brandy G	Baccalaureate Programs/UPC	Percent-of-load

<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>
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07/30/14- 08/07/14	Kirsch, Ramona	Center for Internatl Programs SPG	Director International Programs
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The purpose of this trip is to visit Londonderry, Ireland, attend the Education First (EF) Tours International Orientation and Development Seminar for Administrators, and visit sites in Londonderry, NW Regional College and the University of Ulster SPC partners. The benefit to the College is to learn how EF study abroad programs work and to continue to work on SPC partnerships with NW Regional College and the University of Ulster for Ireland Study Abroad programs.

Funded by the Center of International Programs Department. Total estimated cost to the College is \$1,383.44.

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

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Ssw060414

## Agenda Item VI - D.1b

June 17, 2014

**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 2014-2015.**

Recommend appointment to a contract (2014-2015) 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
7/1/14-6/30/15	Dibuono,Michael	Criminal Justice AC	Academy Coordinator II
7/1/14-6/30/15	Staney,Timothy P	Institut Advancement DO	Assistant Director, Interactive
7/1/14-6/30/15	Hart,Ethan L	District Library DO	Assoc Dir, Learning Resources
7/1/14-6/30/15	Christensen,Eva	Institutional Research DO	Coord,Curriculum Service
7/1/14-6/30/15	Kachelriess,Billie J	Fac Plan & Inst Scvs DO	Facilities Project Coordinator
7/1/14-6/30/15	Dickie,Laurance P	Fac Plan & Inst Svcs DO	Facilities Project Coordinator
7/1/14-6/30/15	Le,Man M	Grants DO	Grants Management Specialist
7/1/14-6/30/15	Rossiter-Smith,Carla M	College of Education TS	Institutional Effectiveness Director
7/1/14-6/30/15	Davis,Glenn E	EMS/CME - HC	Instructional Designer/Facilitator
7/1/14-6/30/15	Barlow,Alison A	Instruct & Acad Prog DO	Mgr, Collaborative Labs
7/1/14-6/30/15	Ignarski,Lorenda S	Nursing HC	Nursing Skills Facilitator
7/1/14-6/30/15	Murphy,Hallie M	Nursing HC	Nursing Skills Facilitator
7/1/14-6/30/15	Chandler,Jill S	Accounting Services DO	Senior Accountant
7/1/14-8/29/14	Hughes,Tiffany	Resource Developmt DO	Senior Development Officer

Recommend appointment to an annual instructional contract (2014-2015), contingent upon the successful completion of satisfactory service in the current contract year. This individual is serving in a 12-month position.

Contract Dates	Name	Department	Title
8/1/14-7/31/15	Fair,Timothy M	Provost HC	Instructor

8/1/14-7/31/15	Roe,Bobby	BA Programs/UPC HC	Instructor
8/1/14-7/31/15	Nulty,Dorothy	BA Programs/UPC HC	Instructor

Recommend appointment to an annual instructional contract (2014-2015), contingent upon the successful completion of satisfactory service in the current year based on 36 ECH.

Contract Dates	Name	Department	Title
8/14/14-7/24/15	Burgess,Diana	Nursing HC	Instructor
8/14/14-7/24/15	Concepcion,Iris N	Nursing HC	Instructor
8/14/14-7/24/15	Pels,Margarite L	Nursing HC	Instructor

Recommend appointment to a continuing contract (2014-2015), contingent upon the successful completion of satisfactory service in the current contract year and official documentation of successful completion of required graduate coursework.

Contract Dates	Name	Department	Title
8/14/14	Albrecht,Osiris P	Foreign Language 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.


Contract Dates	Name	Department	Title
7/1/14-6/30/15	Peerenboom,Jill	Provost HC	Academic Program Manager
7/1/14-6/30/15	Gomez,Julie D	Associate Provost CL	Career Outreach Specialist
7/1/14-6/30/15	Sorice Jr,Paul Gerald	Special Programs/Intl Educ DO	Instructional Tech Analyst
7/1/14-6/30/15	Dominguez,Aneesah D	Natural Science CL	Project Manager
7/1/14-6/30/15	Robinson,James C	Special Programs/Intl Educ DO	Project Manager
7/1/14-6/30/15	Lysinger,Linda Ann	Provost HC	Sr Instructional Tech Analyst
7/1/14-6/30/15	Swaim,Lenore S	Provost HC	Student Support Counselor
7/1/14-6/30/15	Rodesiler,Carrie A	Special Programs/Intl Educ DO	Title III Director
7/1/14-6/30/15	Lloyd,George E	Special Programs/Intl Educ DO	Train & Dev Design Facilitator

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

Ssw0604141

June 17, 2014

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Adoption of the 2014-2015 Salary Schedule

**Approval is sought to establish the 2014-2015 Salary Plan and Schedule, effective July 1, 2014 and to include the following:**

1. The Classification & Salary Schedule, including ranges and placement of positions, as published on the College's official Web site and approved annually by the Board of Trustees.
2. The 2014-15 Classification & Salary Schedule also incorporates General Compensation Information, updated to align with rule changes and other actions approved by the Board of Trustees.
3. Additionally, a new section incorporates a Collegiate High School Salary Schedule (Pay-for-Performance Schedule) as required by Senate Bill 736: The Student Success Act. The Act requires two pay scales be established by July 1, 2014 — a Grandfathered and a Pay-for-Performance salary schedule. Under the Student Success Act, both base compensation and salary adjustments are addressed:
  - a. The Grandfathered Schedule will be available only to Collegiate High School employees hired before July 1, 2014. Under the Grandfathered Schedule in order to receive the same pay increase as other college employees, such Collegiate High School employees must be rated at least "effective" to receive the full BOT-approved increase. Collegiate High School employees who are rated "needs improvement" or "unsatisfactory" will receive 50 percent of the BOT-approved increase.
  - b. The new Pay-for-Performance portion of the schedule shall be administered as follows:
    - i. Base compensation. Faculty of the Collegiate High School falling under this Salary Schedule shall be paid at the Master's level rate on the 36-ECH portion of the regular college salary schedule regardless of the instructors' degree level. Administrators falling under this Salary Schedule will be paid according to the grade where their position falls on the Administrative & Professional Salary Schedule, with no differentiation for the administrators' degree level. The college has the authority to offer an annual supplement for level of degree.

- ii. Salary adjustments. Employees deemed “highly effective” shall receive the greatest possible salary adjustment. Employees must be rated “highly effective” or “effective” in order to receive a salary adjustment.
- iii. Contracts. Employees must be on an annual or probationary contract. This aligns with the current St. Petersburg College practice of placing new faculty on annual contracts.

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

## Classification & Salary Schedule 2014-15

### ADMINISTRATIVE & PROFESSIONAL

Grade Level	Minimum	Maximum	Classification Title	Position Title
I	\$43,247.95	\$60,547.13		
			College-wide Workforce Internship Coordinator	
			EMS Program Support Coordinator	
			Museum Education Coordinator	
			School Partnership Liaison	
Assistant Curator			Museum Collections Manager	
Curriculum Developer			Curriculum Development Specialist	
			Language Institute Project Coordinator	
Development Specialist			Development Specialist	
Human Resources Coordinator			Employment Coordinator	
			Wellness Coordinator	
Laboratory Coordinator			Laboratory Manager	
Media Services Coordinator			Audio/Visual Services Coordinator	
Multimedia Content Developer			Multimedia Content Developer	
			Public Relations Marketing Specialist	
			Social Media Marketing Specialist	
Performance Operations Manager			Performance Operations Manager	
Range Master			Range Master	
Research Analyst			Grants Research Analyst	
			Research Analyst	
Risk Management Coordinator			Risk Management Coordinator	
Student Activities Coordinator			Student Life & Leadership Coordinator	
Student Support Counselor			Career Development Specialist	
			Career Outreach Specialist	
			College Support Coordinator	
			Project Coordinator I	
			Scholarship & Student Financial Assistance Officer	
			Student Support Coordinator	
Videographer			Videographer	
II	\$46,226.34	\$64,716.88		
Accounting and Financial Analyst			Budget Specialist	
			Facilities Accounting Manager	
			Fiscal and Business Analyst	
			Grants Accountant	
			Staff Accountant	
Business Development Representative			Client Account Representative	
College Archivist			College Archivist	
Emergency Management Coordinator			Emergency Management Director	
Facilities Coordinator			Facilities Project Coordinator	
			Planning Coordinator	
Head Coach			Athletics Coach	
Human Resources Trainer			Instructional Designer/Facilitator	
Information Resources Librarian			Reference & Instruction Librarian	
Instructional Support Coordinator			College Placement Testing Coordinator	
			Nursing Skills Facilitator	
			Special Services Specialist	
Legal Services Coordinator			Legal Services Coordinator	
Project Manager			Data Quality Coordinator - FL TRADE Grant	
			Grant Management Specialist	
			Institutional Strategic Project Coordinator	
Senior Academic Program Coordinator			Academy Coordinator II	
			International Language Institute Coordinator	
			Internships Program Director	
			Lifelong Learning/CFK Coordinator	
			Public Safety Training Coordinator II	



Senior Student Support Counselor

Career Services Support Coordinator  
Disability Resource Specialist  
Early College/Dual Enrollment Coordinator  
Education Specialist - Impact  
International Students Services Representative  
Project Coordinator II  
Senior Student Support Coordinator  
Student Success Specialist

III \$49,409.85

\$69,173.79

Curator  
Development Officer

Museum Curator  
Development Officer  
Palladium Community Relations Coordinator  
Grant Writer

Grant Writer  
Graphic Design Manager

Graphic Design Manager  
Search Engine Marketing (SEM) Manager  
Social Media Manager (MPI)  
Benefits Manager  
Payroll Manager

Human Resources Manager

Institutional Effectiveness Coordinator

Accreditation & Baccalaureate Assessment Coordinator  
Assessment Baccalaureate Program Coordinator  
Curriculum Services Coordinator  
Institutional Research Coordinator  
Institutional Research & Reporting Coordinator

Instructional Design

Instructional Design Specialist  
Instructional Design Technician

Instructional Technology Analyst

Instructional Technology Analyst  
Systems Operations Coordinator

Marketing/Communications Manager

Academic Program Support Coordinator  
Marketing Services Manager

Materials Management Manager  
Producer

Purchasing Manager  
Public Safety Training Producer

Senior Accounting and Financial Analyst

Budget Support & Development Coordinator  
Business Office Coordinator

Senior Facilities Coordinator

Business Systems & Accounting Manager  
Project Administration Services Manager  
Senior Accountant

Senior Performance Operations Manager

Building Code Administrator  
Environmental Services Coordinator  
Institutional Services Coordinator  
Palladium Production Manager

IV \$53,707.34

\$75,190.28

Facilities Manager  
Grant Management Coordinator

Custodial & Landscape Services Manager  
Career and Technical Education Coordinator  
Grants Management Coordinator  
Professional Development Manager

Professional Development Manager  
Information Technology Analyst

Analyst/Programmer  
Information Technology Analyst  
Network/Design & Security Engineer

Instructional Support Manager

Project Technologist  
Technology Applications & Support Coordinator  
Web Analyst/Programmer

Instructional Technology Coordinator  
Performance Operations Director

Learning Resources Specialist  
Project Technologist  
Instructional Technology Coordinator

Security Director  
Senior Development Officer  
Senior Instructional Technology Analyst

Palladium Operations Coordinator  
Safety & Security Director  
Senior Development Officer  
Course Delivery Manager  
Senior Instructional Technologist

Student Support Manager			Academic Projects Coordinator Electronic Center Coordinator Scholarship & Student Financial Assistance Assistant Director Student Success Manager Student Support Manager Student Support Services TRIO Coordinator Veteran Affairs Coordinator Women on the Way Coordinator
V Academic Program Manager	\$61,937.62	\$92,906.43	Academic Department Coordinator Associate Director of Learning Resources Curriculum & Program Management Director Curriculum Services Director Honors College Director QEP & Accreditation Services Director Program Director I Public Safety Training Manager Creative Assistant Director (MPI) Interactive Assistant Director Marketing & Public Information Assistant Director Public Information Assistant Director (MPI) Senior Web Developer Broadcast Services Manager Business Development Officer – Collaborative Labs Manager – Collaborative Labs Assessment Director Institutional Research Director Library Program Director Procurement/Asset Management Director Museum of Fine Arts Director Enrollment Services Operations Coordinator PeopleSoft Student System Development Manager Senior Analyst/Developer Senior Analyst/Programmer Senior Developer Senior Network/Design & Security Engineer Senior Web Analyst/Programmer SQL SSIS Developer Student Information Systems Support Manager Systems Analyst Systems Analyst – Learning Management System Strategic Project Execution Manager Admissions Assistant Director Records Assistant Director
Assistant Marketing/Communications Director			
Broadcast Services Manager Business Development Officer			
Institutional Effectiveness Director			
Library Program Director Materials Management Director Museum Director Senior Information Technology Analyst			
Student Support Assistant Director			
VI Academic Program Director	\$70,762.40	\$106,143.60	Multi Media Coordinator Program Director II - FL Trade Grant Program Director II Public Safety Training Director Workforce Coordinator Workforce Services Director Accountant/Business Manager Accounting Services Director Business Systems & Student Accounting Director Chief of Staff Palladium Executive Director Design & Construction Services Director Facilities Services Director Human Resources Operations Director Microsoft Systems Applications Coordinator Network System & Security Operations Manager Web Program & Support Manager
Accountant/Business Manager Accounting and Financial Director			
Chief of Staff Executive Performance Operations Director Facilities Director			
Human Resources Operations Director Information Technology Manager			

Instructional Technology Director			Learning Management System & Web Systems Support Director
Student Support Director			Admissions & Records Director
			Disability Resources Director
			International Program Director
			Recruitment Services Director
VII	\$85,006.50	\$127,509.76	
Administrative Director			Associate General Counsel
			Corporate Training Director
			Government Relations Director
			Institutional Strategic Policy Solutions Executive Director
Associate Provost			Associate Provost
			eCampus, Web & IT Executive Director
Executive Institutional Effectiveness Director			Institutional Research Effectiveness Executive Director
Executive Student Services Director			Retention Programs Executive Director
Information Technology Director			Enterprise Systems Director
			Systems Administration Director
Senior Academic Program Director			Early College/Dual Enrollment Director
			Online Academic Integration, Student Success & Services Executive Director
Scholarships & Student Financial Assistance Director			Scholarships & Student Financial Assistance Director
VIII	\$98,763.47	\$148,145.20	
Executive Academic Program Director			Associate Dean
			Collaborative Labs Executive Director
			Collegiate HS Principal
			Learning Resources Director
			Public Safety Training Executive Director
Executive Administrative Director			Enterprise Systems Senior Director
			General Counsel
			Grants Development Executive Director
			Marketing & Public Information Director
			Network Systems & Telecommunications Senior Director
IX	\$105,565.09	\$158,347.64	
Associate Academic Vice President			AVP, Academic Affairs & Partnership
			AVP, Institutional Effectiveness, Research & Grants
			AVP, Online Learning and Services
Associate Administrative Vice President			AVP, Facilities Planning & Institutional Services
			AVP, Financial & Business Services
			AVP, Human Resources
			AVP, Information Technology
			AVP, Planning, Budgeting & Compliance
Associate Student Services Vice President			AVP, Enrollment Services
			AVP, Financial Assistance Services
Dean			Dean, College of Business
			Dean, College of Computer & Information Technology
			Dean, College of Education
			Dean, College of Health Sciences
			Dean, College of Nursing
			Dean, Communications
			Dean, Humanities and Fine Arts
			Dean, Mathematics
			Dean, Natural Science
			Dean, Public Policy & Legal Studies
			Dean, Public Safety
			Dean, School of Veterinary Technology
			Dean, Social & Behavioral Sciences
			Provost
X	\$114,746.78	\$172,120.17	
Administrative Vice President			VP, Institutional Advancement & Foundation Executive Director
XI	\$126,814.80	\$190,222.20	
Senior Academic Vice President			SVP, Instruction & Academic Programs
Senior Administrative Vice President			SVP, Administrative/Business Services & Information Technology
Senior Student Services Vice President			SVP, Student Services

**CAREER SERVICE**

<b>Grade Level</b>	<b>Minimum</b>	<b>Maximum</b>	<b>Position Title</b>
1	\$10.79	\$15.65	Custodian Landscaper Library Services Technician Print Services Technician
2	\$12.03	\$17.45	Accounting Support Assistant Administrative Services Assistant Bus Operator Facilities Technician Lead Custodian Materials Management Assistant Security Officer Senior Landscaper Student Support Assistant
3	\$13.28	\$19.25	Senior Administrative Services Assistant Senior Library Services Technician Senior Security Officer
4	\$14.35	\$21.24	Academic Records Specialist Accounting Support Technician Administrative Services Specialist Direct Mail & Storefront Specialist (MPI) Multimedia Services Assistant Museum Technician Senior Print Services Technician Sign Language Interpreter Student Support Specialist Veterinary Technician
5	\$15.58	\$23.05	Accounting Support Specialist Custodial Supervisor Facilities Specialist Graphic Designer Human Resources Specialist Information Technology Technician Instructional Support Specialist Instructional Technology Specialist Laboratory Specialist Landscaper Supervisor Library Services Paraprofessional Materials Management Specialist Multi-Media Graphic Designer Multimedia Services Specialist Performance Support Specialist Print Shop Graphic Artist (MPI) Research Specialist Risk Management Specialist Security Supervisor Senior Administrative Services Specialist Senior Sign Language Interpreter Senior Veterinary Technician Technology Support Specialist Transportation Supervisor
6 Exempt	\$34,673.60	\$52,020.80	Recruiter Student Support Advisor
6	\$16.67	\$25.01	Community Relations and Outreach Coordinator (MPI) Lead Sign Language Interpreter Senior Custodial Supervisor Senior Facilities Specialist Senior Instructional Support Specialist

			Senior Materials Management Specialist Senior Technology Support Specialist
7 Exempt	\$37,856.00	\$56,763.20	Academic Records Supervisor Accounting Support Supervisor Administrative Services Supervisor
7	\$18.20	\$27.29	Executive Administrative Services Specialist Information Technology Specialist Multimedia Services Supervisor Senior Human Resources Specialist
8	\$41,654.00	\$62,481.00	Facilities Supervisor Materials Management Supervisor Print Services Supervisor Technology Support Supervisor

**TEMPORARY (OPS)**

Grade Level	Rate	Position Titles
1 Lab Assistant (OPS)	\$10.45	Custodian (OPS) Landscape (OPS) Library Services Technician (OPS) Print Services Technician (OPS) Science Lab Technician (OPS) Test Proctor (OPS)
2	\$11.66	Accounting Support Assistant (OPS) Administrative Services Assistant (OPS) Bus Operator (OPS) Curatorial Prep Assistant Facilities Technician (OPS) Lead Custodian (OPS) Materials Management Assistant (OPS) Security Officer (OPS) Senior Landscaper (OPS) Student Support Assistant (OPS)
3	\$12.87	Senior Administrative Services Assistant (OPS) Senior Library Services Technician (OPS) Senior Security Officer (OPS)
4	\$14.18	Academic Records Specialist (OPS) Accounting Support Technician (OPS) Administrative Services Specialist (OPS) Multimedia Services Assistant (OPS) Museum Technician (OPS) Senior Print Services Technician (OPS) Sign Language Interpreter (OPS) Student Support Specialist (OPS) Veterinary Technician (OPS)
5	\$14.87	Accounting Support Specialist (OPS) Custodial Supervisor (OPS) Facilities Specialist (OPS) Graphic Designer (OPS) Human Resources Specialist (OPS) Information Technology Technician (OPS) Instructional Support Specialist (OPS) Instructional Technology Specialist (OPS) Laboratory Specialist (OPS) Landscape Supervisor (OPS) Library Services Paraprofessional (OPS) Materials Management Specialist (OPS)

Multimedia Services Specialist (OPS)  
 Performance Support Specialist (OPS)  
 Research Specialist (OPS)  
 Risk Management Specialist (OPS)  
 Security Supervisor (OPS)  
 Senior Administrative Services Specialist (OPS)  
 Senior Sign Language Interpreter (OPS)  
 Senior Veterinary Technician (OPS)  
 Technology Support Specialist (OPS)  
 Transportation Supervisor (OPS)

6 \$16.35

Lead Sign Language Interpreter (OPS)  
 Recruiter (OPS)  
 Senior Custodial Supervisor (OPS)  
 Senior Facilities Specialist (OPS)  
 Senior Instructional Support Specialist (OPS)  
 Senior Materials Management Specialist (OPS)  
 Senior Technology Support Specialist (OPS)  
 Student Support Advisor (OPS)

7 \$17.86

Academic Records Supervisor (OPS)  
 Accounting Support Supervisor (OPS)  
 Administrative Services Supervisor (OPS)  
 Executive Administrative Services Specialist (OPS)  
 Information Technology Specialist (OPS)  
 Multimedia Services Supervisor (OPS)  
 Senior Human Resources Specialist (OPS)

8 \$20.03

Facilities Supervisor (OPS)  
 Materials Management Supervisor (OPS)  
 Technology Support Supervisor (OPS)

General Support - Diverse \$9.52

General Support - Call Center  
 General Support – Financial Assistance Services

General Support - Moderate \$8.81

General Support - Routine \$7.93

General Support

**TEMPORARY WORK STUDY**

<b>Grade Level</b>	<b>Rate</b>
Student Ambassador	\$10.00
Student Assistant	\$9.37
Tutoring Program	\$10.96

**FACULTY**

**36 Equated Credit Hour**

<b>GRADE</b>	<b>ENTRY SALARY</b>
II (Bachelor's)	\$41,742
III (Master's)	\$45,916
IV (Master's + 30)	\$50,508
V (Doctorate)	\$55,557

**42 Equated Credit Hour**

<b>GRADE</b>	<b>ENTRY SALARY</b>
II (Bachelor's)	\$47,167
III (Master's)	\$51,884
IV (Master's + 30)	\$57,074
V (Doctorate)	\$62,780

**Academic Department Chair Stipends - 36 ECH Base + Stipend**

<b>Degree</b>	<b>Lower Division</b>	<b>Upper Division</b>
Master's	\$13,197	\$16,106
Master's +30	\$14,020	\$17,217
Doctorate	\$14,895	\$18,390

**COLLEGIATE HIGH SCHOOL**

There are two schedules for Collegiate High School employees. The Grandfathered Schedule will be available only to Collegiate High School employees hired before July 1, 2014. Under the Grandfathered Schedule in order to receive the same pay increase as other college employees, such Collegiate High School employees must be rated at least "effective" to receive the full BOT-approved increase. Collegiate High School employees who are rated "needs improvement" or "unsatisfactory" will receive 50 percent of the BOT-approved increase.

**The Pay-for-Performance portion of the schedule shall be administered as follows:**

- 1. Base compensation.** Faculty of the Collegiate High School falling under this Salary Schedule shall be paid at the Master's level rate on the 36-ECH portion of the regular college salary schedule regardless of the instructors' degree level. Administrators falling under this Salary Schedule will be paid according to the grade where their position falls on the Administrative & Professional Salary Schedule, with no differentiation for the administrators' degree level. The college has the authority to offer an annual supplement for level of degree.
- 2. Salary adjustments.** Employees deemed "highly effective" shall receive the greatest possible salary adjustment. Employees must be rated "highly effective" or "effective" in order to receive a salary adjustment.
- 3. Contracts.** Employees must be on an annual or probationary contract. This aligns with the current St. Petersburg College practice of placing new faculty on annual contracts.

**ADJUNCT, TEMPORARY AND SUBSTITUTE PERSONNEL**

**General Compensation Information**

**Adjunct/Supplemental Salary Schedule - Credit**

This schedule covers (1) credit courses taught by full-time St. Petersburg College staff as a supplement, (2) credit courses taught by staff not under annual or continuing contract with the college and expressed in equated credit hours, (3) payment for responsibilities expressed in equated credit hours for duties performed by full-time staff beyond contract minimums. If the amount of overload is less than one hour, payment will be on a pro rata basis.

Adjustments in pay for extra ECH or other supplements do not calculate into final pay-out for sick leave and vacation leave.

**Lower Division Rate per Equated Credit Hour**

Grade	Salary Per Equated Credit Hour	*Hard-to-Fill Salary per Equated Credit Hour
Associate's	\$597	\$1,085.76
Bachelor's	\$655	\$1,194.30
Master's	\$731	\$1,313.82
Master's + 30/Bachelor's +62	\$779	\$1,445.04
Doctorate	\$829	\$1,589.58

\* Total pay for Hard-to-Fill Adjunct is calculated using ECH values which have been derived from the full-time faculty salary schedule.

The total of all combined work for the college by a non-budgeted employee must not, on average, exceed 29 hours per week.

**Upper Division Rate per Equated Credit Hour**

Grade	Salary Per Equated Credit Hour
Bachelor's	\$810
Master's	\$894
Master's +30/Bachelor's +62	\$957
Doctorate	\$1,022

(Any variations in the above rates of pay must be approved by the Board of Trustees.)

**Distinguished Faculty Adjunct Rate per Equated Credit Hour**

Grade	Salary Per Equated Credit Hour
Distinguished Faculty	\$2,678

(Any variations in the above rates of pay must be approved by the Board of Trustees.)

**High Technology Certification Programs**

Competition for a very limited number of instructors with the proper certification necessitates paying a rate close to the industry. As a result, instructors will be paid the following for the different certification programs:

Rate	Community College Certificate - Information Technology (IT) Security Certificate
\$1,286 per ECH	Instructors for courses (ISM 3320, ISM3324, & ISM 3330) in the IT Security Certificate program when instructors have passed an IT security exam in the appropriate specialty area in which they will be teaching.

**Bachelor of Applied Science in Technology Management**

\$1,072 per ECH	Instructors for ETI 4448 (Applied Project Management), when the instructors hold certification from the Project Management Institute.
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**ECH & TEACHING PREPARATION IN EXCESS OF BASE FACULTY CONTRACT**

\$104.50 stipend for each ECH over three preparations with a maximum per semester of \$627.

**Rate**  
Full-time or acting full-time faculty on a 30 or 36 ECH contract teaching in excess of three preparations as part of base contract. Courses with the highest ECH will be counted first towards the base contract in determining the number of excess preparations. Lab sections or portions of courses count as a different preparation only when the lab is significantly different from the lecture portion of the course, as determined by the Dean.

**ADJUNCT/SUPPLEMENTAL SALARY SCHEDULE - NON CREDIT**

**Rate**

**Collegiate High School Rate**

Adjunct instructors teaching in the Collegiate High School Program.

\$26.13 per classroom contact hour

**Non-Credit Course Rate**

The normal hourly rate to be paid for non-credit courses.

\$13.59 per contact hour of instruction.

A Senior-Level approver can approve an hourly rate in excess of \$13.59 but not more than \$54.50 per contact hour in extraordinary or exceptional circumstances in accordance with the appropriate level derived from the following Non-Credit Instructional Payment Level Determination Table.

\$13.59 but not more than \$53.82 per contact hour

An hourly rate in excess of \$54.50 per contact hour must be approved by the Board of Trustees.

\$53.82

**Credit Technical/Subject Matter Expert and Noncredit Payment Table**

The structure, content and mandated student-instructor ratios of many courses within the Public Safety Programs require the use of technical and subject matter experts in support of the instructor of record. Hourly payment allows for the efficient and appropriate payment to these instructors used in support of the instructor of record. For their pay rate the Credit Technical/Subject Matter Expert and Noncredit Payment Table will be used.

**Non-credit Instructional Payment Level Determination Table**

	Presenter Credentials				
	General Training/ Expertise	Recognized Specialized Expertise	Author Copy- Righted/ Franchised	High Demand /High	Set Fee
Personal Development	Level 1	Level 1	Level 1	Level 2	Level 2
(Avocational)	\$13.59	\$13.59	\$13.59	\$19.33	\$19.33
Personal Development	Level 1 \$13.59	Level 1 \$13.59	Level 2	Level 3 \$25.08	Level 3 \$25.08
(Non- Recreational)		Or Level 2 \$19.33	\$19.33	Or Level 4 \$30.83	Or Level 4 \$30.83
Cognitive Skills Development	Level 1 \$13.59	Level 1 \$13.59	Level 2 \$19.33	Level 3 \$25.08	Level 3 \$25.08
Audience		Or Level 2 \$19.33		Or Level 4 \$30.83	Or Level 4 \$30.83
Professional Technical (Non-Specialist)	Level 1 \$13.59	Level 2 \$19.33	Level 3 \$25.08	Level 4 \$30.83	Level 4 \$30.83
	Or Level 1b \$14.11		Or Level 4 \$30.83	Or Level 5 \$36.58	Or Level 5 \$36.58
Specialist Professional (Non-Agency)	Level 1b \$14.11	Level 2 \$19.33	Level 4 \$30.83	Level 4 \$30.83	Level 5 \$36.58
	Or Level 2 \$19.33		Or Level 5 \$36.58	Or Level 5 \$36.58	Or Level 6 \$42.32



Specialist/Professional (Agency Supported)	Level 1 \$13.59	Level 3 \$25.08	Level 5 \$36.58	Level 6 \$42.32	Level 8 \$53.82
	Or	Or	Or	Or	Or
	Level 4 \$30.83	Level 4 \$30.83	Level 6 \$42.32	Level 7 \$48.07	BOT Approval

**SUBSTITUTE PAY**

Substitute pay for credit instruction **Rate**  
\$27.43 per contact hour (50 minutes)

**Extended Substitute Pay**

In cases where an instructional substitute is needed for an extended period, the appropriate Senior Vice President may approve additional compensation based upon hard-to-fill base pay of the appropriate degree or at the equated credit hour rate.

**Brain Bowl, Ethics, Forensics and Computer Team Coaching Salary Schedule**

As per Board of Trustees rule, student organization advisors must be full-time faculty, administrative & professional or career exempt.

Head Coach	\$1,254	annually
Assistant Coach	\$783.75	annually

**Experiential Learning Salary Schedule\***

TYPE OF ASSESSMENT		SUPPLEMENT
Portfolio Evaluation	\$26.13	per clock hour, maximum 3 hours per course

\* Salaried Non-Faculty personnel may not receive supplemental pay for experiential learning assessment.

**Dual Enrollment Program Liaison**

Dual Enrollment Liaison	\$260	base pay per term
Offsite course rate	\$26	per course section offered

**Writing Assessment Salary Schedule**

TYPE OF ASSESSMENT		SUPPLEMENT
\$104.50	per course	Gordon Rule Writing Requirement Assessment for CLEP Credit in ENC 1101 and ENC 1102
\$15.68	per clock hour	Holistic reading of essays for the Placement Test, Progress Assessment Tests, Comprehensive English Language Test, and Pathways Program

**Miscellaneous Salary Schedule**

Recipients of stipends from Miscellaneous Salary Schedule must be in budgeted, salaried positions.

Athletic Director	\$24,790.09	stipend
EA/EO Coordinator	\$5,516.29	stipend
FGO Site Representative	\$4,633.68	stipend
FGO President	\$5,792.11	stipend
\$26.13	per hour	Full-time Faculty supplemental non-instructional assignments
Health Academic Education Oversight	\$8,000	stipend
Lead Technology Resource Specialist (TRS)	\$827.44	per 6 months
Leepa-Rattner Museum Development Project	\$5,355.62	stipend
\$535.56 - \$1,606.69	stipend	Mentor Faculty from other countries (Budgeted Faculty Only)
Nursing Curriculum Leader	\$827.44	stipend
Phi Theta Kappa Mentor for terms I and II only each year.	\$1,853.48	stipend
Pro Tools and Venue Certification	\$76.88	per hour
Special Projects approved by the President	\$535.56 - \$5,355.63	stipend based on scope of the project
Teaching Program Coordinator	\$5,278.75	stipend
Voice Over Talent - Institutional Advancement's videos, and radio and TV commercials	\$80.34-\$107.11	stipend based on scope of performance

**Sign Language Interpreters & C-print Captionists**

TYPE	CERTIFICATION	HOURLY RATE
National Certification	National Interpreter Certification	\$37.57
National Certification	Certificate of Interpretation & Certificate of Transliteration	\$37.57
National Certification	Comprehensive Skills Certificate	\$37.57
National Certification	National Association of the Deaf Level 5	\$37.57
National Certification	Certificate of Interpretation	\$32.88
National Certification	Certificate of Transliteration	\$32.88
National Certification	National Association of the Deaf level 4	\$32.88
National Certification	Interpretation Certificate & or Transliteration Certificate (Old System)	\$32.88
State Qualification	Quality Assurance Level 3	\$23.48
State Qualification	Educational Interpreter Evaluation Level 3	\$23.48
State Qualification	Quality Assurance Level 2	\$23.48
State Qualification	Educational Interpreter Evaluation Level 2	\$23.48
C-Print Captionists	1 - 3 Years Experience	\$23.48
C-Print Captionists	4 - 6 Years Experience	\$32.88
C-Print Captionists	7+ Years Experience	\$37.57

**Project-Deliverable Salary Schedule**

A project-deliverable is tangible as well as verifiable. To be verifiable, the deliverable must meet predetermined standards for its completion. The project should not be part of the employee's normally compensated duties or normal work hours.

Examples include but are not limited to:

- Course refresh
- Course development
- Study guide, exam creation, written tutorial
- Video or audio recording
- Training module creation
- Website creation
- Textbook creation/rewrite
- Workshops – preparation/presentation

**Project-Deliverable Guidelines**

Project deliverables must be specified and approved in advance of the appointment and submitted to HR via the Personnel Action Authorization Request (ePAAR).

Each defined project-deliverable is based on a minimum of 32 hours of work.

Lump-sum payments will be made following completion and verification to Human Resources for all project deliverables (and certification of minimum contact hours).

Adjustments in pay for extra ECH or other supplements do not calculate into final payout for vacation or sick leave.

Budgeted, salaried employees producing a project deliverable will be compensated from the following table:

Level	Pay Rate Per Project-Deliverable
(for budgeted salaried employees only)	
(each defined project-deliverable is based on a minimum of 32 hours of work)	
A ≤ BA	\$522.50 per defined project-deliverable
B ≥ MA	\$783.75 per defined project-deliverable
C*	\$1,045.00 per defined project-deliverable
D*	\$1,306.25 per defined project-deliverable

Non-budgeted employees producing a project deliverable will be compensated from the following table.

**The following criteria must be adhered to:**

The total of all combined work for the college must not exceed 29 hours per week

Before work on the project begins, deliverables must be approved via the Hours Worked Assessment Tool.


Level	Pay Rate Per Project-Deliverable
A ≤ BA	\$16.33 per hour
B ≥ MA	\$24.49 per hour
C*	\$32.66 per hour
D*	\$40.82 per hour

\* Rates of pay in levels C-D may be based on one or more of the following criteria:

- Recognized Specialized Expertise
- Recognized Technical Expertise
- Specialized Certification

June 17, 2014

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Request to Advertise for Design/Build Services for the new Marine Science Center at the Bay Pines site.

**Authorization is sought to advertise for Design/Build Services for the Marine Science Center at the Bay Pines site.**

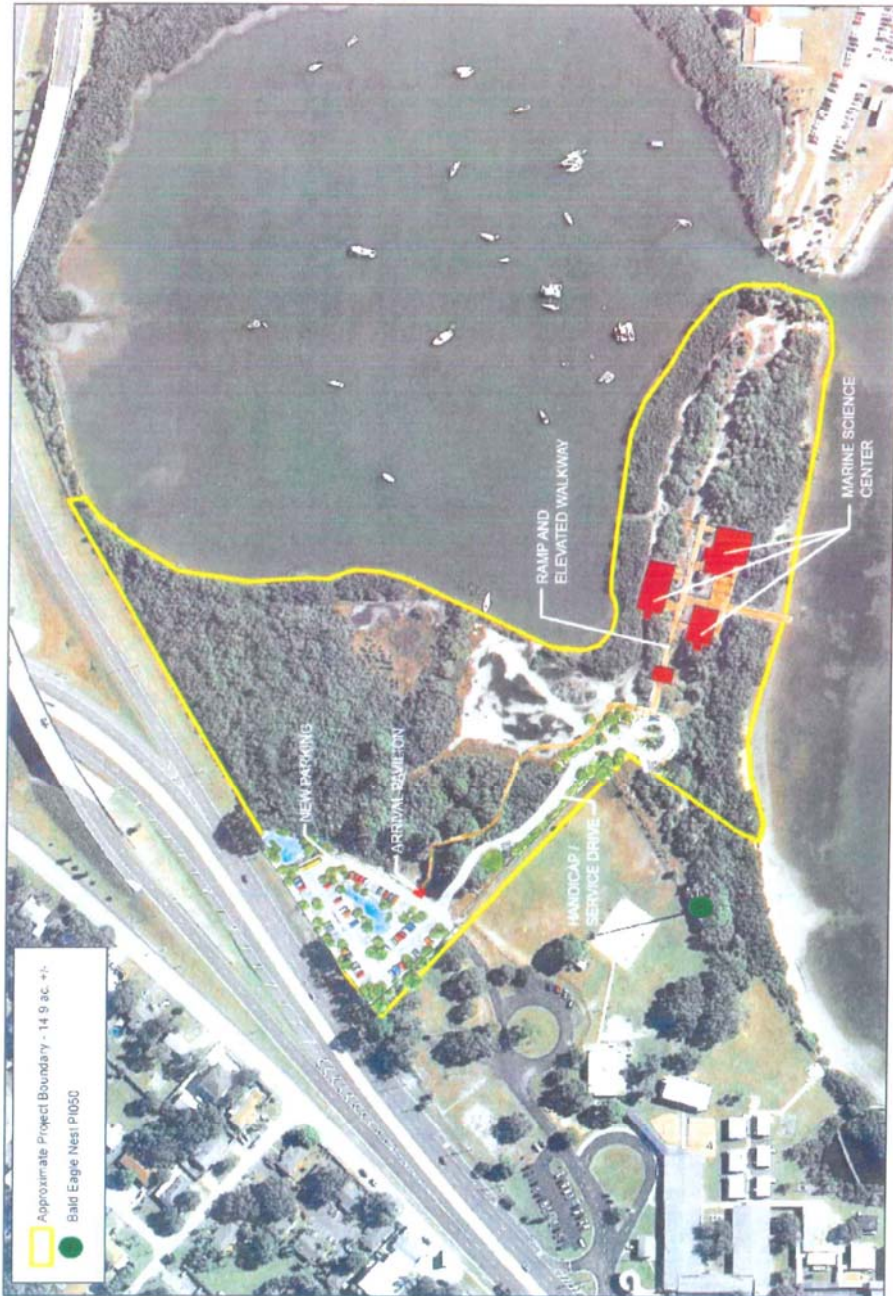
Recent revisions to our selection processes for Construction Managers and Design/Build firms gives discretion to the President in the area of the composition of the Screening Committee. As this project is focused more on the college's academic mission and less on a community impact, coupled with the reduced size of the project compared to the current Midtown and Clearwater Library projects, we wish to engage a Screening Committee comprised largely of college personnel rather than Board appointees used for the larger projects that have more significant community impact. The selection process will still follow our newly adopted procedure that was developed for the Midtown project, as that procedure allows for flexibility of this nature. This is all in accordance with Florida Statute 287.055, under the Consultants' Competitive Negotiations Act.

Due to the unique nature of the site, its proximity to adjacent schools, highways, and protected wetlands, along with the relatively small scope of the project, it is recommended that we utilize the Design/Build delivery method of design and construction for this project. This will allow for a faster completion of the project without incurring any additional costs. The college will advertise, interview and recommend firms to the Board, ranked by preference. The project will consist of approximately 18,000 gross square feet and will include classrooms, a large multi-purpose room and various wet labs. Approximate construction cost for the project is \$4,800,000. The project will be constructed on the Bay Pines site.

A local architectural firm, Hoffman Architects, PA, was hired to produce a conceptual design that was presented to the Board of Trustees in November, 2013. Following are the milestone dates for the project:

June, 2014	Request for Qualifications for Design Build firm.
September, 2104	Recommendation of ranked Design Build firms to the Board
Spring, 2015	Begin Construction
December, 2015	Project Completion

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



CONCEPTUAL SITE PLAN

SPC STEM Learning Center at Bay Pines





**BUILDING MASS - PERSPECTIVE STUDY**  
SPC STEM Learning Center at Bay Pines





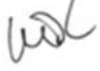


TERRACE / DECK STUDY  
SPC STEM Learning Center at Bay Pines



June 17, 2014

**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, 2014 and continuing through June 30, 2015.**

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 2014-15.

Suzanne L. Gardner, General Counsel, recommends approval.

slg0604141

June 17, 2014

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President  
**SUBJECT:** Credit Curriculum *wsl*

**Approval is sought for the following recommended changes to credit curriculum for the 2014-15 catalog year:**

**Program & Course Updates Effective Spring 2015**

*Note: Closed programs follow a three-year teach-out period and deleted courses follow a five-year teach-out period, unless otherwise indicated.*

**A. College of Business**

1. **Program Updates:** The following programs were modified as a result of program review. The total program hours did not change:
  - a. Management and Organizational Leadership (MGTORG-BAS): *Entrepreneurial Finance* (FIN 4470), *Project Management* (MAN 4583) and *Sustainability & Environmental Issues* (MAN 4788) were replaced with *Financial Analysis* (FIN 3461), *Operations Management* (MAN 3504) and *Sustainable Business Strategies* (MAN 4781). *Project Management* (MAN 4583) was moved from the major core courses into the subplan.
  - b. Sustainability Management (SUSMGT-BAS): Course updates were made in order to reduce duplication and streamline the curriculum structure. Total program hours did not change. Seven courses were removed as elective options: *Quality Management* (ETI 3116), *Managerial Risk Analysis and Decision Making* (MAN 3503), *Sustainability in the Built Environment Green Construction and Urban Planning* (MAN 3780), *Philanthropy and the Management of the Not-For-Profit* (NFP) (MAN 3860), *Process Improvement Methodologies* (MAN 4584), *Special Topics in Management Concepts* (MAN 4935), *Concept and Product Development* (MAR 4836). Three courses were added to the major core course section: *Financial Management* (FIN 3403), *Operations Management* (MAN 3504), *Marketing Management* (MAR 3802). *Operations Management* (MAN 3504) and *Marketing Management* (MAR 3802) were moved from the elective section.
2. **Course Updates:** The following courses had major modifications as a result of course review:
  - a. *Sustainable Business Strategies* (MAN 4781): MLOs updated
  - b. *Club and Resort Operations* (HFT 2276): removed prerequisites

- c. *Hospitality Cost Controls* (HFT 2450): removed prerequisites
  - d. *Convention and Group Management and Marketing* (HFT 2750): removed prerequisites
3. Course Deletions: The following elective courses were deleted to streamline curriculum and remove repetitive content. All courses are electives and do not require a teachout:
- a. *Sustainability in the Built Environment Green Construction and Urban Planning* (MAN 3780)
  - b. *Philanthropy and the Management of the Not-For-Profit (NFP)* (MAN 3860)
  - c. *Management of the Fund Development Process in Not-For-Profit (NFP)* (MAN 3861)
  - d. *Commercial Insurance* (RMI 4211)

## B. College of Computer & Information Technology

1. Program Updates: The following programs were modified as a result of changes to state curriculum frameworks:
- a. **Computer Support (APLS-CT) Effective Fall 2014**: state framework increased from 18 credits to 21 credits; one course was added, *Installing and Configuring Windows Server* (CTS 1328) to accommodate the required increase in program hours.
  - b. **Linux System Administrator (LINXSA-CT) Effective Fall 2014**: Total program hours increased from 18 credits to 21; replaced *Introduction to Network Security Foundations* (CTS 1120) with *Computer Repair Essentials* (CET 1171C) and *Configuring and Administering MS Windows client* (CTS 1327).
  - c. **Cisco Certified Network Associate (CCNA-CT) Effective Fall 2014**: Total program hours changed from 12 to 21 credits. Six credits added now - *Scalable Routing Protocols and IPV6* (CET 2670) and *Implementing CISCO IP Switched networks (SWITCH)* (CET 2856) –3 additional credits will be added in the next curriculum cycle. This certificate is now eligible for financial aid.
2. Course Updates: The following courses had major modifications as a result of course review:
- a. *Routing Protocols & Concepts* (CET 1610): updated MLOs, added minimum grade of “C” to prerequisite
  - b. *Implementing CISCO IP Routing (ROUTE)* (CET 2670): updated MLOs, course title changed.
  - c. *Implementing CISCO IP Switched Networks (SWITCH)* (CET 2856): updated MLOs
  - d. *Implementing CISCO Network Security (CCNAS)* (CET 2685): updated MLOs, course title changed

## C. College of Education

1. Program Updates: The following programs were modified in order to eliminate duplication of course content and to better prepare students for the Elementary Education Subject Area Exam. Total program hours did not change:

- a. Science Teacher Education Biology Teacher Education 6-12 (BSCED-BS): *Reading in the Content Area* (RED 4335) was replaced with *Reading within the Disciplines 5-12* (RED 4043).
  - b. Elementary Education (K-6) with Infused ESOL & Reading Endorsements (ELEDR-BS): *Integrated Health and Recreation* (EDE 4220) was replaced with *Science Concepts & Procedures in K-6 Classroom* (EDE 4324).
  - c. Exceptional Student Education (K-12) with Infused ESOL & Reading Endorsements (ESED-BS): *Science Concepts and Procedures in the K-6 Classroom* (EDE 4324, 1 credit) was added and *Curriculum and Instruction Strategies for Students with Behavioral Disorders & Specific Learning Disabilities* (EEX 4261) was reduced in credit hours from 3 to 2.
  - d. Middle Grades Mathematics Education (5-9) (MGMED-BS): Replaced *Cognitive Strategies Instruction in the Classroom* (EDG 4343), *Cognitive Strategies Instruction in the Classroom Practicum* (EDG 4943), *Discrete Mathematics* (MAD 2104), and *Reading in the Content Area* (RED 4335) with *Instructional Methods in Secondary Mathematics with Technology* (MAE 4330), *Reading within the Disciplines 5-12* (RED 4043), *Instructional Methods in Secondary Mathematics with Technology Practicum* (MAE 4942), *Discrete Mathematical Structures* (MAD 3107) and *Reading within the Disciplines 5-12* (RED 4043).
  - e. Middle Grades General Science Education 5-9 (MGSED-BS): Replaced *Cognitive Strategies Instruction in the Classroom* (EDG 4343), *Cognitive Strategies Instruction in the Classroom Practicum* (EDG 4943), and *Reading in the Content Area* (RED 4335) with *Secondary School Science & Assessment with Technology* (SCE 4330), *Instructional methods in Secondary Science & Assessment with Technology Practicum* (SCE 4940) and *Reading within the Disciplines 5-12* (RED 4043).
  - f. Secondary Education Mathematics (6-12) (MTSED-BS): Replaced *Reading in the Content Area* (RED 4335) with *Reading within the Disciplines 5-12* (RED 4043).
2. Course Updates: The following courses had major modifications made as a result of course review, unless otherwise noted:
    - a. *Psychology of Adolescence* (DEP 3305): updated MLOs.
    - b. *Interactive Middle School Mathematics Projects* (MAE 3320): updated MLOs, minimum grade of “C” added to corequisite.
    - c. *Instructional Methods in Secondary Mathematics with Technology* (MAE 4330): updated MLOs.
    - d. *Reading within the Disciplines 5-12* (RED 4043): added program admissions to prerequisites.
    - e. *Instructional Methods in Secondary Science & Assessment with Technology Practicum* (SCE 4940): updated MLOs.
  3. New Course: An elementary science course, *Science Concepts and Procedures in the K-6 Classroom* (EDE 4324), was added to support student success, meet new state requirements and strengthen our partnership with surrounding school districts.
  4. Course Deletions: The following courses were deleted as a result of changes to state

requirements in the subject area exam: *Integrated Health & Recreation* (EDE 4220), *Cognitive Strategies Instruction in the Classroom* (EDG 4343), *Cognitive Strategies Instruction in the Classroom Practicum* (EDG 4943), *Practices Working with Young Children with Special Needs in Inclusive Settings* (EEC 2272), *Science Concepts and Procedures in the K-6 Classroom* (EDE 4324).

### **E. College of Nursing**

1. Program Deletions: As the result of a three year review of enrollment and advisory committee recommendations, the following Advanced Technical Certificates were deleted:
  - a. Critical Care (CC-ATC)
  - b. Emergency Care (EMC-ATC)
  - c. Erin K. Flatley Certificate in Sepsis Awareness & Education (SAE-ATC)
2. Course Updates: The following courses had major modifications to descriptions, prerequisites, major learning outcomes, and/or credit hours to be consistent with the scope/standards of registered nurse practice from the American Nurses Association and American Association of Colleges of Nursing: *Nursing in a Multicultural Society* (NUR 3655), *Community Health Nursing Theory* (NUR 4636), and *Nursing of the Family* (NUR 4606).

### **G. College of Public Safety Administration**

1. Program Updates: Public Safety Administration (PSA-BAS): the EMS subplan was deleted due to low enrollment; courses were previously deleted. Total program hours did not change.
2. New Course: *Chief Officer* (FES XXXX) was added in response to the Florida Fire Board Of Standards and Training requirement initiated by statute on November 18, 2013.

### **H. Communications Department**

1. Course Modifications: The following courses had modifications to MLOs, prerequisites and/or course description:
  - a. *Honors American Literature I* (AML 2010H): added minimum grade of “C” to prerequisites.
  - b. *Honors American Literature II* (AML 2020H): updated MLOs and prerequisites.
  - c. *Introduction to Communication as Performance* (ORI 2000): updated MLOs and prerequisites.
2. New Courses: the following courses were developed and will be included in the new AA transfer plan in Communications: *Introduction to Communication* (COM 2000), *Persuasion* (SPC 2541).

### **I. Fine Arts/Humanities Department**

1. Program Updates:
  - a. Digital Arts, Media and Interactive Web Design Associate in Science (DIG-AS) **Effective Summer 2014**: following advisory board recommendations three courses, *Advanced Adobe Flash* (DIG 2360), *ActionScript* (DIG 2312) and

*Introduction to Computer Programming* (COP 1000) were replaced with *Exploration of Media Tools* (DIG 1000C), *Motion Graphics II* (DIG 23xxC) and *Interactive Design II* (DIG 2xxxC). Total program hours did not change.

- b. Digital Media Technology Interactive Web Design (DIGIWD-CT) **Effective Summer 2014:** Following advisory board recommendations, *Advanced Adobe Flash* (DIG 2360) was replaced with *Interactive Design II* (DIG 2xxxC). Total program hours did not change.
  - c. Digital Media Technology Production (DMPRD-CT): Following advisory board recommendations, *Advanced Adobe Flash* (DIG 2360) and *Action Script* (DIG 2312) were replaced with new courses: *Fundamentals of Interactive Design* (DIG 2500) and *Motion Graphics II* (DIG 23xxC). Total program hours did not change.
  - d. Photographic Technology (PGY-AS): Following advisory board recommendations, *Alternative Processes/Photography* (PGY 2446C) was replaced with a new course, *Legal Issues in Photography* (PGY 1279). Total program hours did not change.
2. Course Updates: The following courses had modifications as a result of course review:
    - a. *Motion Graphics I* (DIG 2311): updated MLOs, course description and title.
    - b. *Fundamentals of Interactive Design* (DIG 2500): updated MLOs, course description and prerequisites.
  3. New Courses: The following courses were added in response to changes in the industry and recommendations from the advisory board:
    - a. *Exploration of Media Tools* (DIG 1XXC)
    - b. *Motion Graphics II* (DIG 23XXC)
    - c. *Interactive Design II* (DIG 2XXXXC)

## J. Health Science Department

1. New Courses: The following courses have been developed for the new Orthotics and Prosthetics program (ORTHO-AS):
  - a. *Introduction to Basic Fabrication Hand Skills* (PRO 1001C)
  - b. *Ankle Foot Orthoses Fabrication* (PRO 1002C)
  - c. *Stirrup Layout and Fabrication* (PRO 1003C)
  - d. *Knee Ankle Foot Orthoses* (PRO 1004C)
  - e. *Leather Work for the Lower Limb Orthosis* (PRO 1005C)
  - f. *Thermoplastic Orthosis Fabrication* (PRO 1006C)
  - g. *Upper Limb Orthosis Fabrication* (PRO 1007C)
  - h. *Spinal Orthosis Fabrication* (PRO 1008C)
  - i. *Material Science* (PRO 1009C)
  - j. *Introduction to Orthotics & Prosthetics* (PRO 1010)
  - k. *Transtibial Socket Inserts, Alignment and Duplication* (PRO 1011C)
  - l. *Prosthetic Finishing Procedures* (PRO 1012C)
  - m. *Transfemoral Socket Fabrication* (PRO 1013C)
  - n. *Thermoplastic Check Socket Fabrication* (PRO 1014C)
  - o. *Transradial Prosthesis Fabrication* (PRO 1015C)
  - p. *Transhumeral Prosthesis Fabrication* (PRO 1016C)

- q. *Advanced Procedures* (PRO 1017C)
- r. *Custom Fit Orthoses* (PRO 1018C)
- s. *Foot Orthoses and Shoe Modifications* (PRO 1019C)
- t. *Orthotics & Prosthetics CAD/CAM* (PRO 1020C)
- u. *Technician Practicum* (PRO 1021C)
- v. *Post Mastectomy Fitting* (PRO 1022C)
- w. *Board Exam Review* (PRO 2930C)

#### **L. Natural Science Department**

1. Program Updates: Biology BS (BIOLOGY-BS): A number of combined “C” courses (lab and lecture) were separated into distinct lecture and lab courses to enable students to repeat specific components as needed (modified courses are listed below under #2). Total program hours did not change.
2. Course Updates: The following courses had major modifications made to MLOs, prerequisites and descriptions:
  - a. *Biochemistry* (BCH 4024)
  - b. *Biological Science* (BSC 1005)
  - c. *Developmental Biology with Lab* (PCB 4253C)


The following combined lecture and lab (“C”) courses were split into separate courses:

  - d. *Plant Biology* (BOT 3015C)
  - e. *Microbiology* (MCB 3020C)
  - f. *Cell Biology* (PCB 3023C)
  - g. *Ecology* (PCB 3043C)
  - h. *Genetics* (PCB 3063C)
  - i. *Comparative Physiology* (PCB 4723C)
  - j. *Vertebrate Zoology* (ZOO 3307C)
  - k. *Functional Vertebrate Anatomy* (ZOO 3713C)
  - l. *Animal Behavior* (ZOO 4513C)
3. New Courses: The following courses were created as elective courses per advisory board recommendations:
  - a. *Biology I Honors Lecture with Laboratory* (BSC 2010CH)
  - b. *Special Topics in Biology* (BSC 3931)
  - c. *Special Topics in Biology Lab* (BSC 3931L)
  - d. *Scientific Communication* (BSC 3932)
  - e. *Undergraduate Teaching Assistantship* (BSC 4945)
  - f. *Molecular Biology* (PCB 4024)

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

June 17, 2014

**MEMORANDUM**

**TO:** Board of Trustees St. Petersburg College  
**FROM:** William D. Law, President   
**SUBJECT:** Certification Training Curriculum

**Approval is sought for the recommended changes to Certification Training Curriculum for classes within the 2013-2014 catalog year. In order to meet the needs of community education the attached courses are being offered. These courses are strategic and expand workforce offerings:**

*Corporate Training:* Added six new courses in technology and manufacturing due to employer requests and workforce needs:

- CMP0990-Deskside Coaching
- CMP0991-IT Test PreparationTTP0462-
- TTP0463-Rockwell Automation Training
- VOT0912-Computer/Web Programming & Analysis Part Time Program
- VOT0918-Industrial Management Technology - Part II

*Licensed Professions:* Changed two courses to fulfill CE requirements of the Appraisers Qualifications Board:

- RAP0161-3 Hour Appraiser Continuing Education Course
- RAP0162-7 Hour Appraiser Continuing Education Course

*Fire Academy:* Updated eight new courses to support local and state regulations:

- PSP0818-Fire Academy In-Service - Training Tower Usage 1-8 hour
- PSP0841-Firefighter Rescue/Survival
- PSP0857-Fire Academy In-Service - Tricks of the Truck
- PSP0875-Unconventional Ground Ladders
- PSP0890-Fire Origin & Cause Online
- PSP0892-225 Hour Firefighter I Refresher
- PSP0893-225 Hour Firefighter II Refresher
- PSP0828-State Emergency Response Plan (SERP)
- PSP0827-Observations from 30,000' -- Modern Challenges & Opportunities for the Modern Fire Service
- PSP0833-Fire Academy Youth Summer Camp

*Continuing Education Health:* Added six new courses due to employer requests:

- HHP0213-Multi-disciplinary courses



- HHP0233-ALF Survey Process
- HHP0246-ALF 12-Hour Continuing Education and CORE Update
- HHP0377L-IV Therapy LAB
- HHP0434-CE Multi-disciplinary courses
- HHP0395-Hanger College of Orthotics and Prosthetics Pedorthist Program

*Manufacturing: Biomedical Device* Added one new courses in manufacturing to support the grant and industry needs:

- BMD0184-Basic Electronics for Biomedical Technology
- BMD0100-Careers in Biomedical Technology
- BMD0125-Electronic Instrumentation for Biomedical Technology
- BMD0171-Industrial Safety for Biomedical Technology
- BMD0241-Medical Device Design, Development and Manufacturing

*Florida TRADE:* Added four new courses in manufacturing to support the grant and industry needs:

- MNF0050-Manufacturing Essentials
- MNF0251-Introduction to CNC Machining
- MNF0280-OSHA 30
- MNF0811-Introduction to Mechatronics

*International Language Institute:* Added twelve new courses in support of community needs:

- LNG0340-English as a Second Language Non-Resident
- LNG0341-English as a Second Language Resident
- LNG0342-English Pronunciation I
- LNG0343-English Pronunciation 2
- LNG0528-German II
- LNG0529-German III
- LNG0530-United States Citizenship
- LNG0531-German IV
- LNG0849-Conversational Spanish III
- LNG0860-Introduction to Hungarian
- LNG0861-Biblical Greek
- TTP0099-English for Speakers of Other Languages

Updated two new courses to better serve the students:

- LNG0522-Japanese for Beginners
- LNG0526-Conversational Russian

*Math Readiness:* Updated three new courses to meet the State Senate Bill 1720:

- AAP0018-Developmental Math II Readiness

- AAP0028-Intermediate Algebra Readiness
- AAP0033-College Math Readiness

*Public Safety:* Updated ten new courses to better serve the public safety community:

- PSP0700-CJ In-Service - 8 Hrs (Search Warrant Protocol & Court Room Testimony)
- PSP0700-CJ In-Service 8 Hrs (Risk Avoidance & Use of Force in Undercover Drug Enforcement)
- PSP0700-CJ In-Service 8 Hrs (Tactical Readiness)
- PSP0701-CJ In-Service 16 Hrs (Strategies for Off-duty Encounters)
- PSP0701-CJ In-Service 16 Hrs. Basic Evidence Analysis & Triage
- PSP0702-CJ In-Service 24 Hrs (Leadership Essentials for LE)
- PSP0704-CJ In-Service 40 Hrs (LE Fitness Specialist Cooper Institute)
- PSP0796-CJ Firearms Instructor - NRA LE Handgun Inst. Dev. School

*Lifelong Learning:*


- AAP0895-All-State Ensemble Audition Prep

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

June 17, 2014

**MEMORANDUM**

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

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

**SUBJECT:** Florida Department of Education – Carl D. Perkins Vocational and Technical Education Act

**Confirmation is sought for a grant proposal, submitted subject to Board of Trustees' approval, to the Florida Department of Education by St. Petersburg College for the Carl D. Perkins Vocational and Technical Education Act funds to continue Postsecondary Vocational programs. Permission is also sought to accept an estimated \$1,709,543 funding over a one-year period for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

Perkins Act funding provides for Post-Secondary Vocational (PSV) programs, allowing St. Petersburg College to provide services to students enrolled in Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates and Postsecondary Adult Vocational (PSAV) programs. Specifically, the College will use grant funds to provide:

1. Services to assist special population students in identifying, enrolling and succeeding in the College's Post-Secondary Vocational programs. Special population students include students with disabilities, students who are educationally and economically disadvantaged, single parents, displaced homemakers, single pregnant women, and individuals enrolled in training non-traditional to their gender;
2. Coordination with Pinellas County Schools to develop a continuous, articulated program of studies from secondary to postsecondary education including transfer to a four-year university; and conversion of Programs of Study to the state mandated template; and
3. Staff development activities relating to improvement of Post-Secondary Vocational programs, integrating academic and technical education, articulation of technical programs between the Pinellas County Schools and SPC, and improvement of services to special population students and gender equity.

The grant is in its seventh year, renewable July 1 of each year. The funding requested could change when final allocations are awarded by the state. Perkins funds are provided to St. Petersburg College on a formula-driven basis. The number of economically disadvantaged students enrolled in Associate in Science Degree and Certificate programs also determines the allocation. SPC applied under one category: Postsecondary Vocational (PSV) Programs.

The estimated period of performance will be from July 1, 2014 through June 30, 2015. The College anticipates receiving approximately \$1,709,543 over the one-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, General Counsel; Anne Cooper, Senior Vice President, Instruction and Academic Programs; Jason Krupp, Director of Workforce Services; and Lisa Yacso, Career Pathways/Workforce Specialist, recommend approval.

Attachment

ks0604142

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

**Date of BOT Meeting:** June 17, 2014

**Funding Agency or Organization:** Florida Department of Education

**Name of Competition/Project:** Carl D. Perkins Vocational and Technical Education Act

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

**Grant/Contract Time Period:** **Start:** 7/1/14 **End:** 6/30/15

**Administrator:** Jason Krupp

**Manager:** Lisa Yacso

**Focus of Proposal:**

Under the Carl D. Perkins grant, the College applies for funding from the Post-Secondary Vocational (PSV) Programs, which include Associate in Science degrees, Applied Technology Diplomas, College Credit Certificates, and Postsecondary Adult Vocational (PSAV) programs. This provides funding for services to assist special populations enroll in and/or complete Post-Secondary Vocational programs, enhance Post-Secondary Vocational programs, provide for SPC faculty to participate in training programs related to improving Post-Secondary Vocational programs, integrating academic and vocational education, and cooperating with Pinellas County Schools to develop strategies for a seamless continuum of services and transition from secondary through postsecondary education.

**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 (Salary & Benefits)	\$1,548,231
Travel	\$ 11,500
Freight & Postage	\$ 2,100
Printing & Duplicating	\$ 15,000
Materials & Supplies	\$ 26,352
Other: Industry Certification Fees for Testing	\$ 61,160
Other: Career Services Technology	\$ 30,000
Indirect	\$ 15,200
Total	\$1,709,543

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$ 1,709,543
Total amount from funder:	\$ 1,709,543
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:	up to 1% (For Post-Secondary Vocational Programs)
(Fixed) administrative fee:	N/A
Software/materials:	N/A
Equipment:	N/A
Services:	N/A
Staff Training:	N/A
FTE:	For registration and retention of students with special needs
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. Partnerships</li> <li>4. Outstanding Service</li> </ol>
Strategic Initiative(s):	<ol style="list-style-type: none"> <li>1. Faculty and Staff Development</li> <li>2. Outreach</li> <li>3. Student Engagement</li> <li>4. Student Support</li> </ol>
Strategic Activity(ies):	<ol style="list-style-type: none"> <li>1. Accelerated Degree Programs</li> <li>2. Advising Process Enhancements</li> <li>3. College Experience Enhancements</li> <li>4. Expanded Workforce Offerings and Improved Placement Tracking</li> <li>5. Student Success and Out of Classroom Support</li> <li>6. Revitalization of Distance Learning</li> </ol>

June 17, 2014

**MEMORANDUM**

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

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

**SUBJECT:** U.S. Department of Labor, Employment & Training Administration – Trade Adjustment Assistance Community College Career Training (TAACCCT) Program—iHEART Florida Consortium

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Labor, Employment and Training Administration by St. Petersburg College for the TAACCCT grant opportunity. Permission is also sought to accept an estimated \$15,000,000 in funding over a four-year period 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 the Improving Healthcare Employment, Achievement, Resources and Training consortium (iHEART Florida), the program mission is to advance the region's existing training and education system in healthcare. The main priority is to help Florida workers who have lost their jobs, or are at risk of losing their job, as a result of foreign trade (Trade Adjustment Assistance eligible workers), as well as veterans, dislocated and incumbent workers, overcome the gaps in knowledge, skills and credentials necessary to fulfill Florida's growing need for healthcare professionals, and strengthen the state's economy with a skilled and employed workforce.

This consortium will enhance educational and employment pathways in health sciences occupations that are in high-demand regionally. SPC will serve as the lead of a statewide consortium currently made up of 10 other partner colleges: College of Central Florida, Eastern Florida State College, Hillsborough Community College, Indian River State College, Lake-Sumter State College, Pasco-Hernando State College, Polk State College, Seminole State College, State College of Florida and Valencia College.

The proposed program is a cohesive, multi-layer initiative that incorporates all six of the DOL's targeted core elements: 1) evidence-based design; 2) career pathways, including stacked and latticed credentials; 3) advanced online and technology-enabled learning; 4) strategic alignment with the workforce system and other stakeholders; 5) strategic alignment with previously-funded TAACCCT projects; and 6) sector strategies and employer engagement, including registered apprenticeship programs. Through the alignment of the consortium's vast resources and community and business partnerships, iHEART Florida will offer wide access to training to help address the growing skilled workforce shortage faced by the region's healthcare industry and related industry clusters, including emergency medical technology and paramedics; medical records and health information technology; radiologic sciences; nursing; and medical and health

services managers. The proposed framework is intended to provide an articulated, accelerated pathway of training that acknowledges and awards credit for previous learning and allows students to build a portfolio of portable, standardized, industry-recognized credentials.

The estimated period of performance will be from October 1, 2014 through September 30, 2018. The total project budget is projected to be approximately \$15 million. Of this amount, the College anticipates receiving approximately \$2,300,000 for its services over this same period. See attached Information Summary for additional information.

Suzanne L. Gardner, General Counsel; Anne Cooper, Senior Vice President, Instruction & Academic Programs; and Phil Nicotera, Provost, Health Education Center, recommend approval.

Attachment

ks0604143



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

**Date of BOT Meeting:** June 17, 2014

**Funding Agency or Organization:** U.S. Department of Labor, Employment and Training Administration

**Name of Competition/Project:** Trade Adjustment Assistance Community College Career Training (TAACCCCT) – iHEART Florida Consortium

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

**Grant/Contract Time Period:** **Start:** 10/1/14      **End:** 9/30/18

**Administrator:** Phil Nicotera

**Manager:** TBD

**Focus of Proposal:**

The mission of Improving Healthcare Employment, Achievement, Resources and Training consortium (iHEART Florida) is to advance the region’s existing training and education system in healthcare. The main priority is to help Florida workers who have lost their jobs, or are at risk of losing their job, as a result of foreign trade (Trade Adjustment Assistance eligible workers), as well as veterans, dislocated and incumbent workers, overcome the gaps in knowledge, skills and credentials necessary to fulfill Florida’s growing need for healthcare professionals, and strengthen the state’s economy with a skilled and employed workforce. The proposed framework is intended to provide an articulated, accelerated pathway of training that acknowledges and awards credit for previous learning and allows students to build a portfolio of portable, standardized, industry-recognized credentials.

SPC will serve as the lead agency of a regional consortium currently comprised of 10 other Florida Community Colleges: College of Central Florida, Eastern Florida State College, Hillsborough Community College, Indian River State College, Lake-Sumter State College, Pasco-Hernando State College, Polk State College, Seminole State College, State College of Florida and Valencia College.

SPC will assume the role of fiscal agent and training provider. Specifically, the College will use funds to support co-grants with each of the partner colleges, subcontracts for procured vendor services, direct personnel and fringe, travel, equipment, supplies, outreach activities and administrative costs associated with the implementation of the program.

**Budget for Proposal:**

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

SPC Contract	\$ 2,300,000
SPC Lead Project Oversight	(\$ 700,000)
Program Personnel, Fringe, Consultants, & Equipment	(\$ 800,000)
Indirect (10%)	(\$ 800,000)
Consortium Members (Subrecipients)	\$ 9,700,000
Vendor Subcontracts	<u>\$ 3,000,000</u>
Total Budget	\$ 15,000,000

**Funding:**

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	<u>\$ 15,000,000</u>
Total amount from funder:	\$ 15,000,000

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:	N/A		

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

Values:

1. Academic Excellence
2. Student Focus
3. Partnerships
4. Innovation

Strategic Initiatives:

1. Instructional Support
2. Student Support
3. Outreach


Strategic Activities:

1. Accelerated Degree Programs
2. Expanded Workforce Offerings and Improved Placement Tracking
3. Emphasize Continuous Improvement and Data-Driven Decision Making
4. Encourage Partnerships

June 17, 2014

**MEMORANDUM**

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

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

**SUBJECT:** Approval of Construction Documents (Phase III) and Guaranteed Maximum Price (GMP), Project 186-F-11-3, ADA Bathroom Upgrades and Miscellaneous Renovations and Code Compliance, Palladium

**Approval is requested for the 100% Construction Documents (Phase III) and the Guaranteed Maximum Price (GMP), subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders.**

In collaboration with the college staff Canerday, Belfsky & Arroyo, Architects, Inc., has completed the 100% Construction Documents and Biltmore Construction, Inc. has developed the Guaranteed Maximum Price (GMP) for Project 186-F-11-3, ADA Bathroom Upgrades and Miscellaneous Code Compliance, Palladium.

This Category 5 Construction Project will consist of upgrading restrooms for ADA compliance, upgrading restroom fixtures and finishes and upgrading the mechanical systems serving these spaces. This project is intended to be completed in accordance with college standards including but not limited to “sustainable” design standards. The Guaranteed Maximum Price (GMP) for this project is \$332,770 with a total project budget of \$388,709.

The anticipated date for substantial completion is 90 days after Notice to Commence. This GMP has been reviewed for building codes, safety-to-life, the Americans with Disabilities ACT (ADA) and further refinements.


Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; James Pedicone, Director of Design and Construction, Facilities Planning and Institutional Services; Richard Belfsky, Principal, Canerday, Belfsky & Arroyo, Architecture, recommend approval.

jp060614

June 17, 2014

**MEMORANDUM**

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

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

**SUBJECT:** Amendment #6 to the Lease Agreement with the City of St. Petersburg Housing Authority for the Center of Achievement, Midtown Center.

**Authorization is requested to extend the lease agreement between St. Petersburg College and City of St. Petersburg Housing Authority for the Center of Achievement, Midtown Center for an additional term of six (6) months. Except for revisions listed below, all other terms and conditions of the original lease agreement will remain unchanged. This authorization also includes authority for the President to enter into any renewals of the foregoing lease under the same terms and conditions.**

- The term will be six months commencing on July 1, 2014 and continuing through December 31, 2014.
- The College shall pay \$34,634.25 in rent, which is based on \$6.75 per square foot over 10,262 square feet.
- The College maintains its interest in purchasing the property where the Center for Achievement is located as well as an adjacent parcel. If the deal to purchase the properties closes during the extended lease term, the College's leasehold interest will merge with its ownership interest, and the lease will automatically terminate upon the closing of the sale. The lease rent will be prorated through the date of the closing.

The lease agreement amendment is being provided to the Board as required by Florida Statutes, Chapter 1013.15 Lease, rental, and lease-purchase of educational facilities and sites, Section (1):

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.

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

AMENDMENT #6  
CENTER FOR ACHIEVEMENT  
LEASE AGREEMENT  
St. Petersburg College

This Amendment #6 is made this \_\_\_\_\_ day of June, 2014, by and between the Housing Authority of the City of St. Petersburg, a public body corporate and politic organized under the laws of the State of Florida, with its principal place of business located at 2001 Gandy Blvd. N., St. Petersburg, FL 33702, hereinafter referred to as the "Landlord" and the Board of Trustees of St. Petersburg College, Florida, P.O. Box 13489, St. Petersburg, Florida 33733, hereinafter referred to as the "Tenant".

WITNESSETH

WHEREAS, Landlord and Tenant entered into a lease for Tenant's use of a portion of the office building known as the Center for Achievement, Midtown, located at 1048 22<sup>nd</sup> Street South, St. Petersburg, Florida (the "Building") on September 1, 2003 (the "Original Lease"); and

WHEREAS, the Lease has been amended by Amendment #1, Amendment #2, Amendment #3, Amendment #4 and Amendment #5 (collectively, the "Amendments" and together with the Original Lease, the "Lease"), which amendments, inter alia, expanded the premises subject to the Lease to the entire Building, changed the rental terms, had Tenant assume the obligation for the operation of the building, released Tenant from its obligation to pay CAM Expenses, extended the term of the Lease until June 30, 2014; and

WHEREAS, Landlord and Tenant have agreed to further extend the term of the Lease until June 30, 2015 (the "Extended Expiration Date");

NOW THEREFORE, for Ten Dollars (\$10.00), the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord and Tenant agree as follows and the Lease is hereby amended as follows:

1. **TERM.** The Term of the Lease is hereby extended through the Extended Expiration Date.
2. **RENT.** From July 1, 2014 until the Extended Expiration Date, Tenant agrees to pay annual rent of \$6.75 per square foot of the Building ("Rent"). Accordingly, the Rent due on an annual basis shall be \$69,268.50 (based on 10,262 square feet). Such Rent shall be due and payable in equal monthly installments of \$5,772.38 each under the same terms and conditions as described in Paragraph 3, Rent, of the Original Lease.
3. **OTHER LEASE TERMS.** Unless expressly revised by the terms of this Amendment #6, all other terms and conditions of the Lease (including, without limitation, Tenant's obligations regarding the operation of the Building, landscaping and retention pond maintenance) shall remain in full force and effect. From and after the date that this Amendment #6 is executed, the term "Lease" shall mean the Lease as amended by this Amendment #6.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Amendment #6 as of the day and year written above.

TENANT:

Board of Trustees of St. Petersburg College

Witnesses as to Tenant:

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
William D. Law, Jr., College President and Secretary to  
the Board of Trustees

LANDLORD:

The Housing Authority of the City of St. Petersburg,  
Florida

Witnesses as to Landlord:

Michelle Dennis  
Print Name: Michelle Dennis

Parvula Hobbs  
Print Name: Parvula Hobbs

By: Mell B. for  
Darrell Irions, Chief Executive Officer


APPROVED AS TO FORM AND CONTENT

\_\_\_\_\_  
College Attorney  
Approved by: \_\_\_\_\_  
On: \_\_\_\_\_

June 17, 2014

**M E M O R A N D U M**

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

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

**SUBJECT:** Wireless Personal Communications, LP, d/b/a Verizon Wireless- District Office Tower Lease

**Approval is sought to lease the St. Petersburg College District Office communications tower and associated ground space to Verizon Wireless.**

- **Lease will consist of an initial five (5) year term with automatic extensions for four additional five (5) year terms unless terminated by Verizon Wireless 6 months prior to end of each term.**
- **The annual lease for the initial term will be \$18,000 per year totaling \$90,000 in revenue over the first 5 year term. Each successive (5 year) term will increase by 10% over the previous term. The total possible revenue, if facilities are leased for all terms, is \$360,648.**

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology, and David Creamer, Senior Director Network & Telecommunications, recommend approval.