

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES
TUESDAY, OCTOBER 15, 2013

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

REGULAR MEETING: 8:30 A.M.

I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption – **None**
- B. Recognitions/Announcements
 - 1. Introduce new trustee, Lauralee Westine
 - 2. National Eagle Award for Ethics Building, Clearwater Campus
 - A.D. Morgan: Rebecca Smith – President & Founder
 - John Kalaf – VP Operations
 - Dave Wade – Director of Marketing

III. COMMENTS

- A. Board Chair
- B. Board Members
- C. President
- D. Public Comment, §286.0114, Florida Statutes

IV. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of September 17, 2013 (*Action*)

V. MONTHLY REPORTS

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner

- C. Dr. Kevin Gordon, Provost, Downtown/Midtown Campuses; Dr. Sharon Setterlind, Dean, College of Computer and Information Technology (CCIT); Dr. Kim Hartman, Dean, College of Education (COE)

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

VII. NEW BUSINESS

A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)

- 1. Title III/College Experience (Dr. Tonjua Williams) (*Information*)
- 2. Communications and Outreach Plan (Diana Sabino) (*Information*)

B. GRANTS/RESTRICTED FUNDS CONTRACTS

- 1. Application/Acceptance
 - a. Bill and Melinda Gates Foundation – Scaled Models for Certificate Delivery Program (*Action*)
 - b. U.S. Department of Homeland Security – FEMA Emergency Management Leadership Training (*Action*)

C. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

- 1. Energy Performance Contract, Allstate Center Chiller Plant (*Information*)
- 2. Construction of Entrance and Egress Roadway and Site Utilities, Bay Pines Center (*Information*)

D. ADMINISTRATIVE

- 1. Human Resources
 - a. Personnel Report (*Action*)
 - b. Employee Health Insurance Recommendations - 2014 (*Action*)
- 2. Finance
 - a. FY13-14 July 1- September 30 Fund 1 Financial Report (*Information*)
 - b. Student Lab Fees (*Action*)

3. Informational Reports (*Information*)
 - a. Quarterly Informational Report of Exempt and Non-Exempt Purchases (*Information*)
 - b. Quarterly Report for Contract Items (*Information*)
 - c. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*Information*)
 - d. Removal of Certain Assets from Property Inventory (*Information*)
4. Agency Billings – **None**
5. Midtown Update/Progress Report (*Information*)
6. Other
 - a. Naming of College Facilities, Board Rule #6Hx23-6.14 (*Action*)

E. ACADEMIC MATTERS

1. Learning Management System Replacement (*Action*)

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

G. AUDITS AND OTHER STATUTORY REQUIREMENTS OF DIRECT SUPPORT ORGANIZATIONS, APRIL 2012, THROUGH MARCH 31, 2013

- 1) St. Petersburg College Foundation (*Action*)
- 2) St. Petersburg College Alumni Association (*Action*)
- 3) Leepa-Rattner Museum of Art (LRMA) (*Action*)
- 4) Institute for Strategic Policy Solutions (*Action*)

VIII. PRESIDENT’S REPORT

IX. FUTURE AGENDA ITEMS

X. NEXT MEETING DATE AND SITE

November 19, 2013, Tarpon Springs

XI. ADJOURNMENT

ST. PETERSBURG COLLEGIATE HIGH SCHOOL GOVERNING BOARD MEETING TO IMMEDIATELY FOLLOW – Presenter: Principal Starla Metz (see separate agenda)

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting October 15, 2013, he or she will need a record of the proceedings. It is the

obligation of such person to ensure a verbatim record of the proceedings is made, §286.0105, Florida Statutes.

Items summarized on the Agenda may not contain full information regarding the matter being considered. Further information regarding these items may be obtained by calling the Board Clerk at (727) 341-3241.

***No packet enclosure**

Date Advertised: October 4, 2013

Confirmation of Publication

[Notice of meeting](#)



Lauralee Westine

Lauralee Westine of Palm Harbor is an attorney with Lauralee Westine Law Offices PA. She has earned her Juris Doctorate from Stetson University College of Law and her MBA from Stetson University Graduate School of Business. After leaving the Pinellas County State Attorney's Office in 1999, she has been zoning and permitting cell towers and other type towers throughout the State of Florida. She is the wife of Sheriff Bob Gualtieri and has three children ages 24, 22 and 8. Westine was appointed in September, 2013; her term expires in May 2017.

Downtown/Midtown update

Results for student success for 2012-2013

Term	2011-12	2012-13	Difference
Fall	64.80%	68.20%	3.40%
Spring	63.40%	66.00%	2.60%
Summer	71.10%	74.90%	3.80%

Partnership Initiatives

Cecil B. Keene
Summer Enrichment

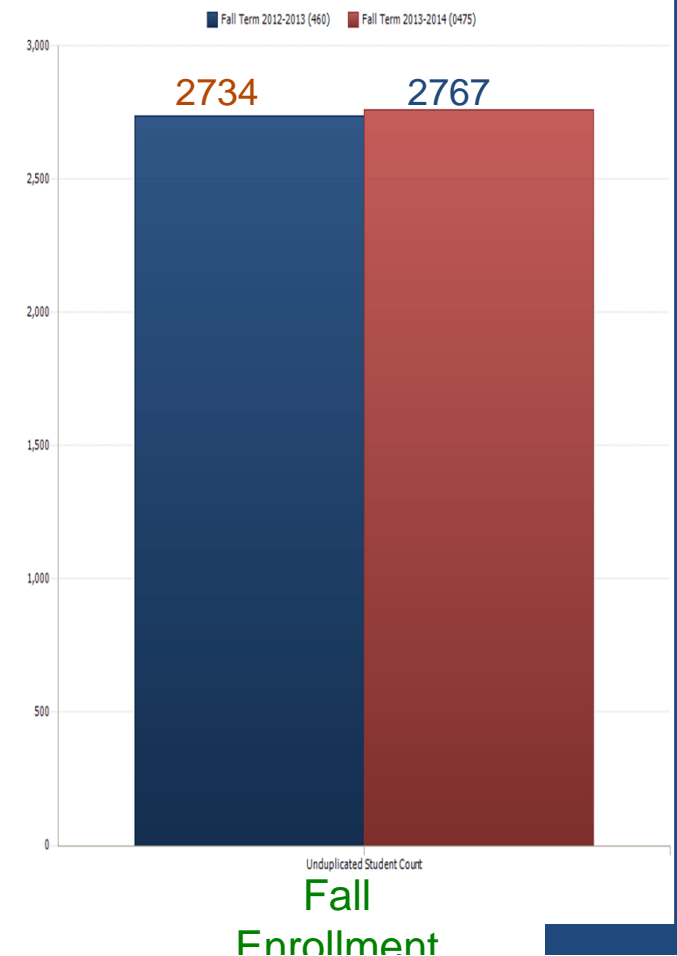


Boys and Girls
Club Tutoring



Summer STEM

- Pinellas Opportunity Council Interns
- Professional Opportunities Interns



Career Pathways

Program Review and Assessment

- *What do Businesses Need?
- *What needs to be in the curriculum?

ATC
 Adv. Tech. Cert.
 Project Mgmt.

Community Relations

- *Clubs
- *Market Program
- *Events

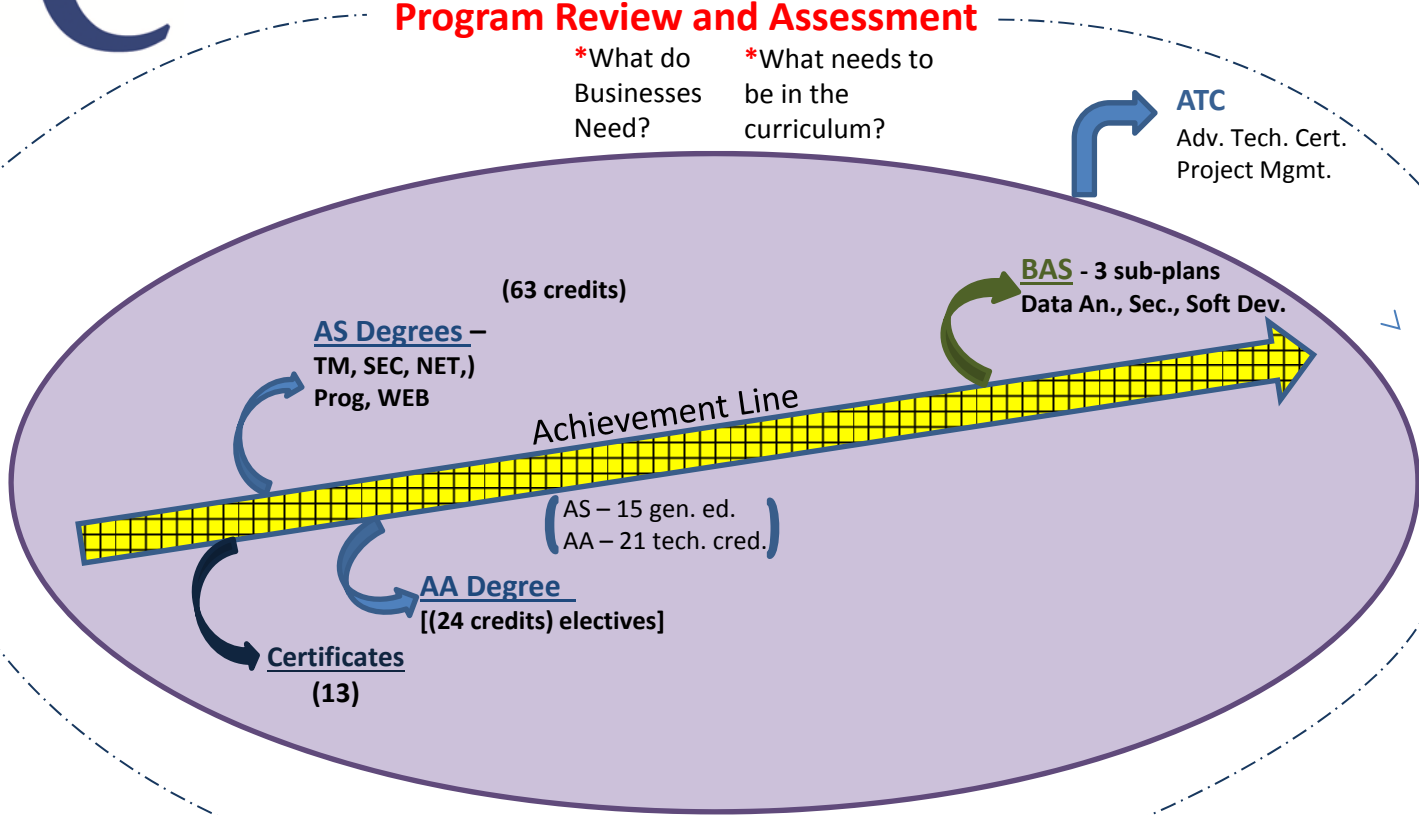


*Enter SPC with:

ACM – Accelerated Credit Mechanisms (up to 45 credits)

Industry Certifications (CCNA, etc.)

Dual enrollment or Early College



Career Assistance

- *Prepare students for workforce.
- *Portfolios

Internships

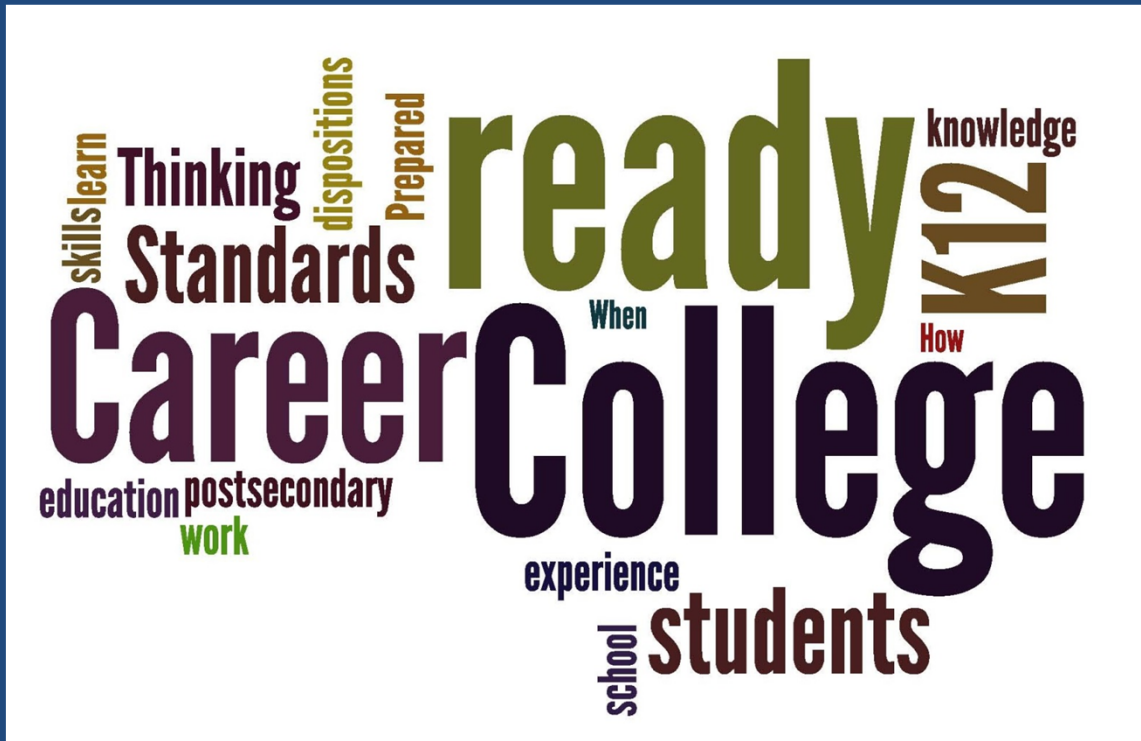
- *Develop Internships / Apprenticeship Programs

2013-2014 BIG CHANGE

- Florida and National
- Accreditation
- Stakeholder Accountability



Student Success



- Career Success
- College Success
- State & National Trends
- Partnerships
- Strengthening Curriculum

Student Success



- Enhance Work Experience
- Remain Informed
- Responsive to Change
- Proactively Pursue Student Success

Within Reach

St. Petersburg College

SPC

The College Experience: A Pathway to Student Success



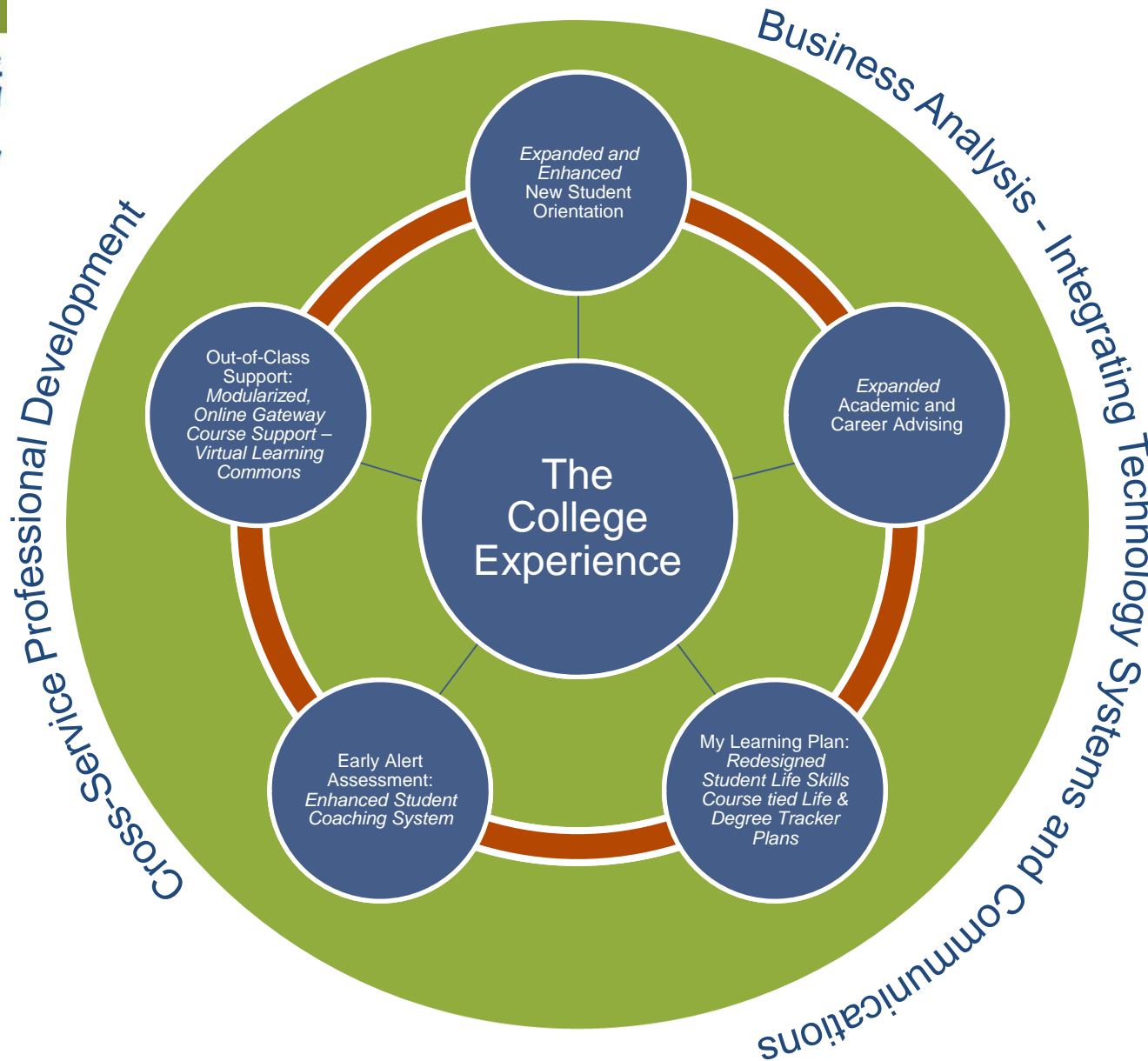
October 2013

Title III Strengthening Institutions Program
U.S. Department of Education

- **Funder:** U.S. Department of Education
- **Total Award:** \$2,238,734
- **Timeframe:** Five Years - October 1, 2013 – September 30, 2018
- **Focus:** Enhance *The College Experience*
- **Objectives:** Increased student achievement, persistence, retention and graduation rates
- **Grant Leader:** Dr. Linda Hogans, Executive Director of Retention Services



Title III Overview



The College Experience



- **Develop a Comprehensive Enrollment System**
 - Improve New Student Orientation on campus and online
 - Expand the Student Life Skills Course
 - Enhance integrated academic advising
- **Enhance Teaching and Learning**
 - Reform Gateway course teaching and learning
 - Infuse professional development to support faculty
 - Develop a comprehensive virtual learning common
- **Integrate support services**
 - Refine multi-service integration
 - Incorporate an inclusive customer service relationship Management System
 - Intensify Multi Service Cross Training of academic and student services staff

Primary Components

As a result of the College Experience; first time in college (FTIC) students:

- achievement will increase by 20% in Gateway Courses;
- persistence will increase by 15%;
- retention by will increase 5%; and
- graduation will increase by 10%.

Expected Outcomes

Grant Personnel - DOE Title III SIP

Program Description: The goal of Title III Strengthening Institutions Program (SIP) is to help institutions become self-sufficient and expand their capacity to serve low-income students by providing funds to improve and strengthen the institution's academic quality, institutional management, and fiscal stability.

Job Title	Funding Source	Annual Wage	Year 1	Year 2	Year 3 (SPC pays 20%)	Year 4 (SPC pays 40%)	Year 5 (SPC pays 60%)	Fully Institutionalized (year 6)
Program Director I	Title III	\$61,942.00	\$ 61,942	\$63,794	\$ 52,058	\$ 39,822	\$ 23,332	\$ -
	SPC		\$ -	\$ -	\$ 13,012	\$ 26,549	\$ 44,366	\$ 69,052
Instructional Design Analyst	Title III	\$49,400.00	\$ 49,400	\$50,398	\$ 41,127	\$ 30,440	\$ 19,332	\$ -
	SPC		\$ -	\$ -	\$ 10,279	\$ 20,966	\$ 32,074	\$ 54,553
Human Resources Trainer	Title III	\$23,109.00	\$ 23,109	\$23,566	\$ 19,230	\$ 14,232	\$ 9,036	\$ -
	SPC		\$ -	\$ -	\$ 4,807	\$ 9,805	\$ 15,001	\$ 25,508
Senior Admin. Services Assistant	Title III	\$13.28	\$ 27,622	\$28,184	\$ 28,746	\$ 29,328	\$ 29,910	\$ -

									Total
Total Personnel-SPC			\$ -	\$ -	\$ 28,099	\$ 57,321	\$ 91,441	\$ 149,113	\$ 325,973
Total Benefits-SPC			\$ -	\$ -	\$ 9,835	\$ 20,062	\$ 32,004	\$ 52,190	\$ 114,091
Total SPC			\$ -	\$ -	\$ 37,934	\$ 77,383	\$ 123,445	\$ 201,303	\$ 440,064

Institutionalizing Personnel

Activity	Term
Title III Kick-off Celebration	Fall 2013 (October 15 th)
Advertise and hire grant personnel <ul style="list-style-type: none"> • Project Director • Instructional Design Analyst • Human Resources Trainer Sr. Administrative Services Asst.	Fall 2013
<ul style="list-style-type: none"> • Develop Title III Website 	Fall 2013
Develop Title III Committees <ul style="list-style-type: none"> • Title III Taskforce • CRM Subcommittee • Business Plan Review 	Fall 2013

Next Steps





October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President



SUBJECT: Communications and Outreach Plan

The Communications and Outreach presentation is for informational purposes. The project action items that support the plan are large in scope and contain many complex pieces. This presentation is intended to serve as a high level overview of the analysis conducted and the action plan resolutions that are set forth.

Students and prospective students are not responding to messages sent by the College due to being inundated from multiple channels, departments and schedules. After conducting a Root Cause analysis it was evident that the solution exists at the foundation.

The St. Petersburg College website and MySPC are two areas that can be more relevant, personalized and need-based to the student or prospective student. A more refined process for onboarding and a strategy for inquiry generating and tracking will allow the College to move to a readiness stage for a Customer Relationship Management (CRM) implementation. Throughout the development of these tools, proper data capture and analysis will be key in determining future success.

Two additional projects are also being added for informational purposes. These projects have been launched as a means to improve communication channels with students, prospects, the community, and with faculty and staff. With a revised blogging environment and an Internal SharePoint Intranet, St. Petersburg College can continue to unplug the funnels of communication and effectively reach targets in ways that are more meaningful, timely and personalized to each individual.

Communications and Outreach

*Diana Sabino, Executive Director
Marketing and Public Information*



Students and parents want access and information that is immediate and personalized for their needs.

- Craig Chanoff, Senior VP and General Manager of Blackboard

Students routinely ignore, don't see, and/or delete mass emails originating from a College or University.

-2012 Student Focus Group

If the precedent for cluttered messaging is set early, it is far more likely for future communication attempts to be dismissed.

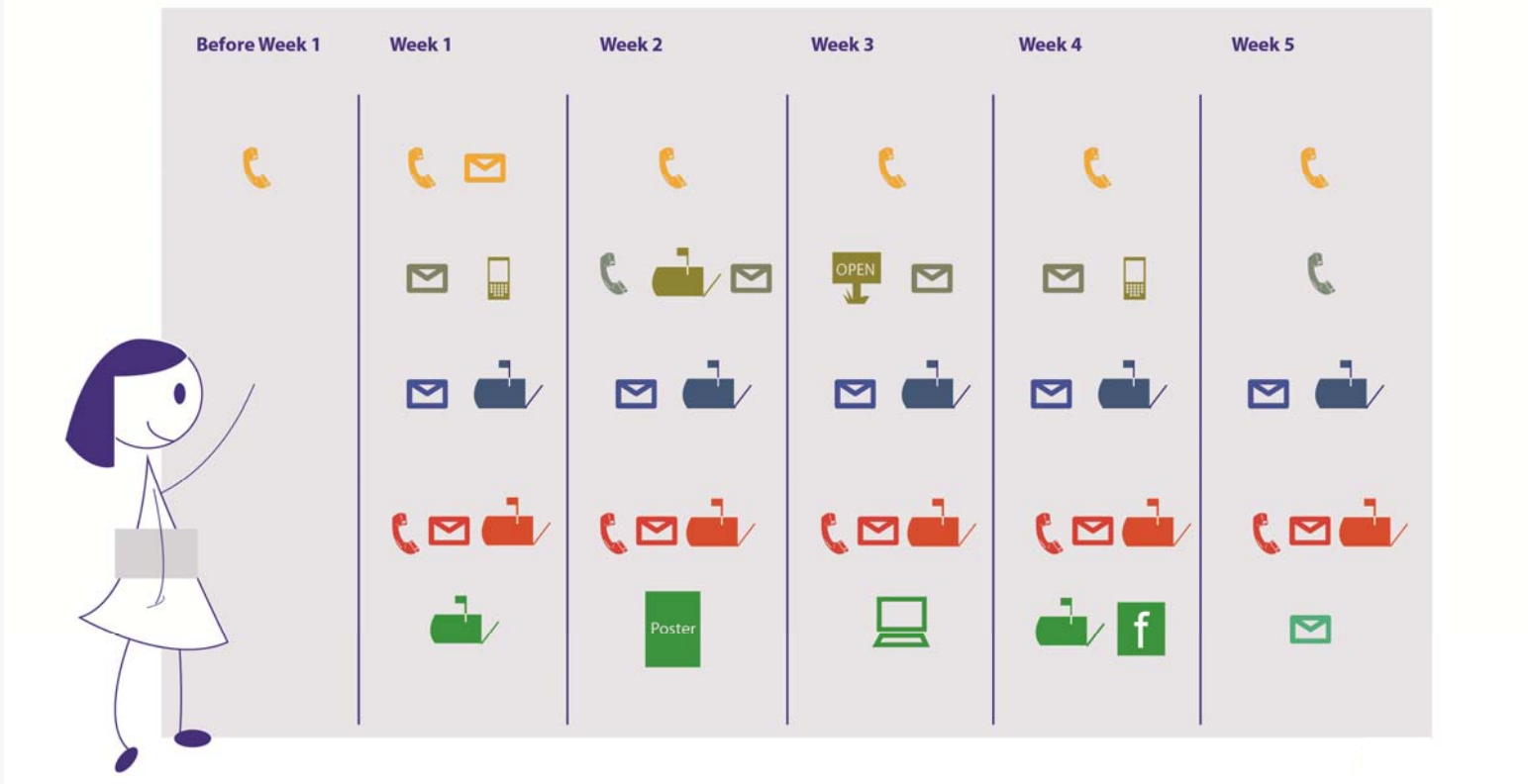
-US Student Satisfaction Survey

Students stated that the most compelling and effective communication was hearing about other students' experiences living away from home and how they plan their finances.

-USAA Student Experience Report

Changing Industry





Root Cause Analysis



1

2

SPC St. Petersburg College

Programs
 Services & Activities
 Contact Information

Programs

Which program areas would you like to have more information about? (click all of interest)

- General Studies - AA degree
- Biology
- Building Construction
- Business
- Computer and Information Technology - Management
- Computer and Information Technology - Networking
- Computer and Information Technology - Programming
- Computer and Information Technology - Security
- Computer and Information Technology - Web Design
- Digital Arts, Media and Interactive Web Design
- Education
- Engineering Technology
- Environmental Science Technology
- Health - Dental Hygiene
- Health - Emergency Medical Services
- Health - Funeral Services
- Health - Health Information Management and Healthcare Informatics
- Health - Human Services
- Health - Health Services Administration
- Health - Nursing
- Health - Orthotics and Prosthetics
- Health - Physical Therapist Assistant
- Health - Radiography
- Health - Respiratory Care
- Music Industry/Recording Arts (MIRA)
- Paralegal Studies
- Photographic Technology
- Public Policy and Administration
- Public Safety - Academics
- Public Safety - Administration
- Public Safety - Criminal Justice Technology
- Public Safety - Crime Scene Technology
- Public Safety - Digital Forensics and Computer Investigations
- Public Safety - Emergency Administration and Management

3

SPC St. Petersburg College

Thank you!

You can view your customized brochure online by clicking on the following link:
http://my-info-packet.com:8080/instantinfo_spc/pdf/St.PetersburgCollege/DianaSabino2.pdf

Please note that it may take a few minutes for your pdf to open, depending on the amount of information you have selected. Also, depending on your browser type and settings, it may open in a new window.

Remember, after opening the link, be sure to save the brochure to your computer so you can print it or share it with others. We have also sent you an email link to your document as well.

Thank you for your interest in St. Petersburg College! We hope to see you on campus soon!

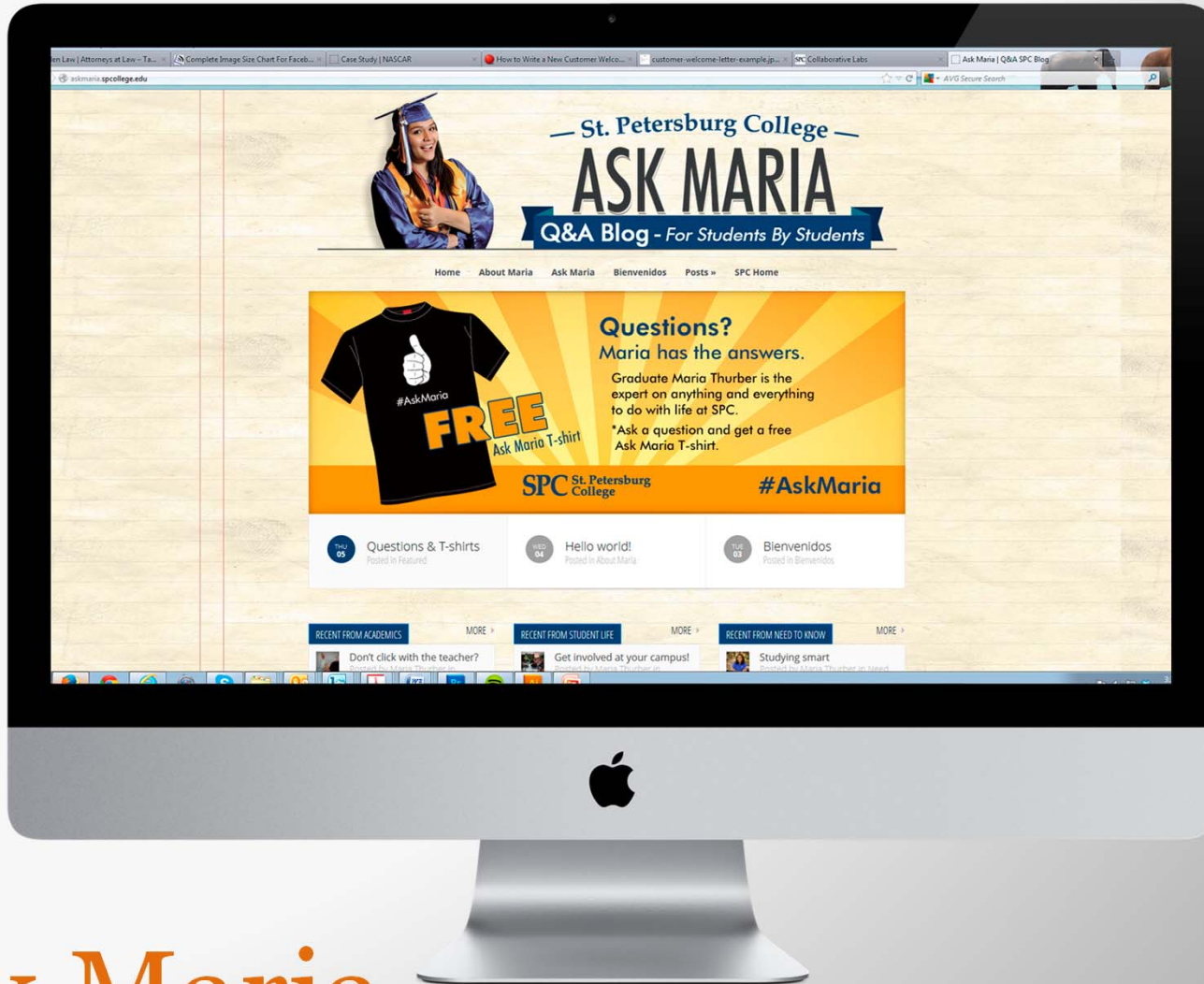
Prospective Students

- Onboarding Process for Customer Relationship Management (CRM) implementation
- Website Redesign for Prospects and Community
- Inquiry Capture and Tracking
- Inquiry routing and handling
- Application Process Redesign
- Internal SharePoint
- MySPC Student Hub
- Marketing Dashboard



Next Steps: Action Plan





Ask Maria



SPC St. Petersburg College

Print Social Online

— St. Petersburg College —
ASK MARIA
A Q&A Blog for students

Questions?
 Maria has the answers.

Graduate Maria Tharber is the resident expert on anything and everything to do with life at SPC. Visit her blog, ask a question and get a free Ask Maria T-shirt!

#AskMaria SPC St. Petersburg College

KEEP CALM AND #ASKMARI

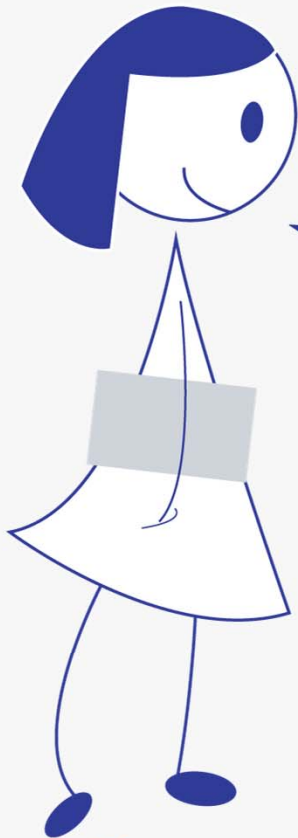
ASK MARIA
Questions? #AskMaria

Campaign QUICK GUIDE
ASK MARIA BLOG

Marketing & Public Information
 DESCRIPTION : ASK MARIA BLOG
 PREPARED FOR : CAMPUS PROVOSTS
 PROJECT NO. : 13-0743
 DATE : 09/16/2013

askmaria.spcollege.edu

Campaign Guide



"Where can I find information to help direct me to narrow my career choices, help pick classes for a major?"

"How do I apply for financial aid for study abroad?"

"How many years do you have to be in college to get a business degree?"

"If someone is working full time, what is a good amount of credits to take a semester?"

"If there was a dangerous weather conditions, how will I get informed if we have class or not?"

Study Habits?

Programs?

Scholarships?

Clubs?

Ask Maria



By the Numbers on Oct. 8th

295 Questions

3,023 Visitors

9,125 Total Page Views

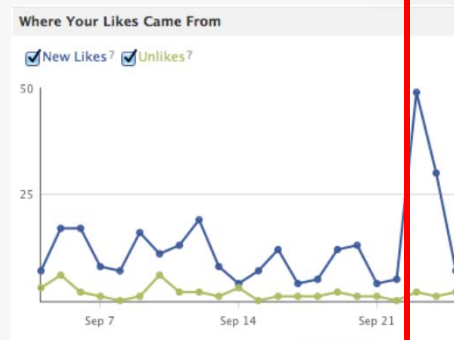
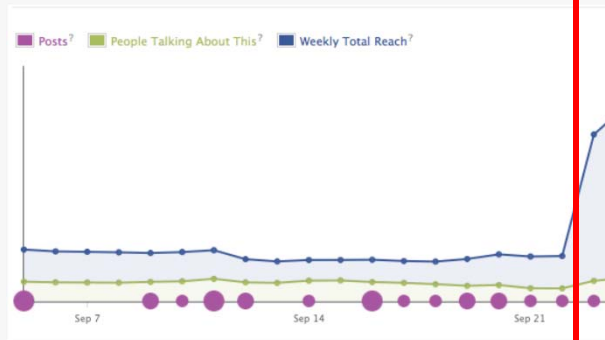
15% Mobile Visits

21% Mobile SPC wi-fi

10% of all traffic was generated by Social Media

83% of social media traffic was generated by Facebook

44.5% of visits were linked from the spcollege.edu home page



Ask Maria: Analytics

- Published Word Cloud
- Vlog from Maria
- FAQ Slider
- Category selection on form
- Promotion of the College Experience

Ask Maria: Next Steps



Direct Link



October 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
Welcome and Introduction by Dr. Law						
13	14	15	16	17	18	19
Recap Innovation Grant Luncheon – Innovation Grant Open Video Link to this week’s Board of Trustee Meeting						
20	21	22	23	24	25	26
Spring Registration Process						
27	28	29	30	31		
Developmental Education Reform						

November 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Developmental Education Reform			1	2
3	4	5	6	7	8	9
Scholarships and Grants						
10	11	12	13	14	15	16
Live Listening Post: Dr. Law						
17	18	19	20	21	22	23
Online Education Revitalization						
24	25	26	27	28	29	30
International Programs						

December 2013

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5	6	7
Financial Aid / Payment Plan						
8	9	10	11	12	13	14
Stream the Board Workshop Meeting						
15	16	17	18	19	20	21
Spring Registration Update						
22	23	24	25	26	27	28
Financial Aid / Payment Plan Update						
29	30	31				
Testing, New Student Orientation, Registration						


Direct Link: Content Calendar

Questions?



October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Bill and Melinda Gates Foundation – Scale Models for Certificate Delivery Program

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Bill and Melinda Gates Foundation by St. Petersburg College for the Scale Models for Certificate Delivery (Scale Models) Program grant. Permission is sought to accept an estimated \$100,000 in funding over five months 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 'Scaling Florida TRADE', SPC is proposing to partner with consortium members, to develop a business plan that would establish a sustainability blueprint beyond the funded program period for Florida TRADE. The proposed business planning and decision-making process will be facilitated and accelerated through the hiring of an independent expert in business start-ups, known as an Entrepreneur in Residence (EIR). The EIR will engage industry partners, leadership and key personnel from each of the consortium colleges, and members of the TRADE Steering Committee in a three-tiered business planning process: 1) Assessment and Analysis, 2) Business Plan Development, and 3) Business Plan Finalization. The business plan will focus on topics including: the benefits and costs of using National Training Education Resource as a shared content delivery system; industry's needs and credentials; internship expansion; enhanced student support; curriculum development and updating; licensing; partnership structure and governance; accreditation and regulatory issues; revenue and cost sharing models relative to course type (credit or non-credit); and delivery format (asynchronous online, synchronous online, hybrid, face-to-face).

The estimated period of performance will be from November 1, 2013 through March 28, 2014. The total project budget is projected to be \$100,000 over five months. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Anne Cooper, Senior Vice President of Instruction and Academic Programs; Greg Nenstiel, Dean, College of Business; and Patricia Hanrahan, Director of Curriculum and Program Management, College of Business, recommend approval.

Attachment js1002132

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

Date of BOT Meeting: October 15, 2013

Funding Agency or Organization: Bill and Melinda Gates Foundation

Name of Competition/Project: Scale Models for Certificate Delivery

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 11/1/13 **End:** 3/28/14

Administrator: Greg Nenstiel

Manager: Patricia Hanrahan

Focus of Proposal:

Scaling Florida TRADE will utilize current consortium members and partnerships in the development of a business plan focused on sustaining and potentially expanding the Florida TRADE program beyond the funding period. The proposed business plan will engage industry partners, leadership and key personnel from each of the consortium colleges, and members of the Florida TRADE Steering Committee in active discussions and decision-making around key topics including: the benefits and costs of using National Training Education Resource as a shared content delivery system; industry's needs and credentials; internship expansion; enhanced student support; curriculum development and updating; licensing; partnership structure and governance; accreditation and regulatory issues; revenue and cost sharing models relative to course type (credit or non-credit); and delivery format (asynchronous online, synchronous online, hybrid, face-to-face). The business planning process will produce a comprehensive strategy for scaled delivery of certificates/certifications within Florida TRADE, in a manner that leverages technology, partnerships and resources to improve accessibility, resources and program offerings for students.

Budget for Proposal:

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

Personnel & Fringe	\$ 3,220
Travel	\$ 3,523
Consultant Services (Subject Matter Experts)	\$ 30,000
Other (Meetings)	\$ 11,000
Other (Consortium College Deliverables)	\$ 44,000
Indirect Costs	<u>\$ 8,257</u>
Total Budget	\$ 100,000

Funding:

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

\$ 100,000

Total amount from funder:

\$ 100,000

Amount/value of match:

Cash: N/A

In-kind: N/A

Required match or cost sharing:

No Yes

Voluntary match or cost sharing:

No Yes

Source of match/cost sharing:

N/A

Negotiated indirect cost:

N/A

(Fixed) administrative fee:

N/A

Software/materials:

N/A

Equipment:

N/A

Services:

N/A

Staff Training:

N/A

FTE:

N/A

Other:

N/A

College Values, Strategic Initiatives and Activities Addressed:

Value(s):

1. Academic Excellence
2. Outstanding Services
3. Culture of Inquiry
4. Partnership
5. Innovation

Strategic Initiative(s):


1. Improved Processes

Strategic Activity(ies):

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

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: U.S. Department of Homeland Security: Federal Emergency Management Agency
– Emergency Management Leadership Training Grant

Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the U.S. Department of Homeland Security: Federal Emergency Management Agency by St. Petersburg College's Center for Public Safety Innovation (CPSI.) The goal of the grant is to develop and deliver emergency management leadership training to strengthen the public safety net across the United States. Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.

This funding will allow CPSI to develop and deliver highly visible, national emergency management leadership training so leaders are fully equipped to lead across jurisdictions and organizations and engage in capacity building and operational execution during times of national and local crisis. Funds from this grant will allow for a 40-hour curriculum to be developed and delivered across the United States.

The estimated period of performance will be from October 1, 2013 and end on September 30, 2016. Anticipated revenue to the College will be up to \$990,054 during a three-year period. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Tonjua Williams, Senior Vice President, Student Services; James C. Brock, Provost; and Eileen LaHaie, Executive Director, Center for Public Safety Innovation, recommend approval.

Attachment

el1002132

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

Date of BOT Meeting: October 15, 2013

Funding Agency or Organization: U.S. Department of Homeland Security:
Federal Emergency Management Agency

Name of Competition/Project: Emergency Management Leadership
Training Grant

SPC Application or Sub-Contract: SPC Application

Grant/Contract Time Period: **Start:** 10/1/13 **End:** 9/30/16

Administrator: James C. Brock

Manager: Eileen LaHaie

Focus of Proposal:

The Center for Public Safety Innovation (CPSI) is proposing an Emergency Management Leadership Training project to develop critical leadership skills for emergency leaders across the country. Funds from this grant will allow for the development and delivery of core competency training to support leaders' implementation of the whole community approach to emergency management. CPSI will be responsible for developing a blended, 40-hour curriculum of online, classroom, and broadcast/Webcast training which will be delivered by CPSI and strategic partners across multiple locations during the course of the grant.

Budget for Proposal:

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

Personnel & Benefits	\$372,242
Travel	57,024
Consultants/Contractors	536,583
Other Costs	20,325
Supplies & Materials	<u>3,880</u>
Total Budget	\$990,054


Funding:

Total proposal budget: (includes amount requested from funder, cash and in-kind matches listed below)	\$990,054
Total amount from funder:	\$990,054

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

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Energy Performance Contract, Allstate Center Chiller Plant

This project overview is provided to the Board of Trustees for review only. No Board action is required.

With approximately five million dollars spent annually for electricity, the college is constantly seeking ways to maximize the efficient use of this valuable resource. As 53% of these costs are directly attributable to the production of building air conditioning and heating, we focus on this component appropriately. At our various sites, consumption rates vary greatly, from as little as 46 kBtu/gsf at the St. Petersburg/Gibbs campus to 116 kBtu/gsf at the Allstate Center. This inefficiency, along with the fact that the building HVAC system has far exceeded its useful life, creates an opportunity for significant savings through the replacement of our chillers and associated pumps, boiler, controls and related equipment at the Allstate Center.


The College has used the Energy Performance Contracting delivery method of construction in the past. This allows a project to be funded from the energy savings that are achieved through the project implementation, thereby drastically reducing the requirement for initial capital investment. It is anticipated that the energy savings that will be achieved through this equipment replacement at the Allstate Center will exceed \$100,000 annually, thereby qualifying the project as a prime candidate for the Energy Performance Contracting delivery method.

A local mechanical engineering firm has been engaged to prepare a Design Criteria Package that will be used as the basis from which to generate a Request for Qualifications (RFQ) for state approved Energy Performance Contractors per Florida statutes. The RFQ will be advertised, and the Energy Performance Contractor selected, in accordance with FS 487.055. Construction documents and a recommended contractor will be provided for Board approval as the documents and the selection are complete.

This information is provided by Doug Duncan, Senior Vice-President, Administrative/Business Services and Information Technology; and Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services.

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Construction of Entrance and Egress Roadway and Site Utilities, Bay Pines Center

This project overview is provided to the Board of Trustees for review only. No Board action is required.

The SPC Bay Pines site consists of 55 acres of vacant waterfront property located between the Veterans Administration Center and the Madeira Beach Elementary/Madeira Beach Middle School property. Planning for the development of the Bay Pines property is ongoing, with the academic and facilities departments collaborating with a local architect to develop a conceptual design that will be used to solicit a design professional and a contractor to construct the center. While that planning activity continues, the college wishes to begin construction of the roadway into the site as well as construction of the site utilities necessary for the development.

As access to the property is restricted due to Florida Department of Transportation regulations, the college has been working with the Pinellas County School Board to develop an access easement onto the college property. An agreement in principle has been reached with the School Board and preliminary approval for the road work has been received from the Department of Transportation. Full construction documents are being prepared by a local civil engineering firm.

As this work will be very straightforward, with little to no design considerations beyond those already required by the Department of Transportation and the School Board, the college intends to solicit this construction work via a “hard bid” delivery method. The Invitation to Bid will be properly advertised and awarded in accordance with Florida statutes and the State Requirements for Educational Facilities (SREF) and the construction project will be awarded to the lowest qualified bidder. Complete construction documents and the recommended award to the low bidder will be brought to the Board for approval as they are available.

This information is provided by Doug Duncan, Senior Vice-President, Administrative/Business Services and Information Technology; and Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services.



NO.	DESCRIPTION	BY	DATE

SAINT PETERSBURG COLLEGE

HURRICANE HOLE

Cardno TBE
 380 Park Place Blvd., Suite 300, Clearwater, Florida, 33759
 www.cardnotbe.com - 727.531.3505
 Certificate of Authorization No. 3843

BRYAN L. ZARLENGA, PE DATE
 LIC. NO.: 52167

DESIGNED JDP
 DRAWN JDP
 Q.C.
 APPROVED

CONCEPTUAL SITE PLAN

PROJECT NO: 00022-995.01
 DATE: 02-22-13
 SHEET NO: 1 of 1

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

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

SUBJECT: Personnel Report

Approval is sought for the following recommended personnel transactions:

HIRE Budgeted			
Effect. Date	Name	Department/Location	Title
9/9/2013	Bell,Mayuree A	Baccalaureate Programs/UPC	Administrative Svcs Specialist
9/14/2013	Poe,Mary L	Natural Science CL	Administrative Svcs Specialist
9/14/2013	Pilkins,John P	Custodial Services HC	Custodian
9/23/2013	Murphy,Annie M	District Library DO	Instructional Support Specialist
9/16/2013	Jakupovic,Edin	Academic & Student Affairs	Research Analyst
9/16/2013	Webster,Michaela D	Business Services DO	Strategic Execution Project Manager
9/16/2013	Clinehens,Brad C	Human Resources	Instructional Designer/Facilitator

HIRE Temporary/Supplemental			
Effect. Date	Name	Department/Location	Title
9/23/2013	Loghry,Bonnie Lee	Veterinary Technology HC	Faculty Credit Adjunct
9/16/2013	Pardoll,Miriam L	College of Education	Faculty Credit Adjunct
9/16/2013	Allen,Kari A	Letters SE	Faculty Credit Adjunct
9/16/2013	Bednarzyk,Michelle L	Letters SPG	Faculty Credit Adjunct
9/16/2013	Capparelli,Adam C	Social Science SPG	Faculty Credit Adjunct
9/11/2013	Greene,Lora B.	Distance Learning TV SE	Faculty Credit Adjunct
9/16/2013	Maza,Joanna D	Veterinary Technology HC	Faculty Credit Adjunct
9/30/2013	Olausen,Caroline S	Veterinary Technology HC	Faculty Credit Adjunct
9/10/2013	Smith,Tanesh N	Interpreter Training CL	Faculty Credit Adjunct
9/18/2013	Durham,Katherine L	Corporate Training E&SS DO	Faculty Non-Credit Adjunct
9/24/2013	Kolomyjec,William J	Corporate Training E&SS DO	Faculty Non-Credit Adjunct
9/30/2013	McDaniel,Carolyn K	Corporate Training E&SS DO	Faculty Non-Credit Adjunct
9/9/2013	Scholing,Joy Larissa	District Library DO	Librarian- Temporary
9/9/2013	Damjanovic,Stefan	Academic & Student Affairs	OPS Career Level 1
9/9/2013	DiGioia,Domenic	District Library DO	OPS Career Level 1
9/9/2013	Gaddis,Kayla Rose Marie	Academic & Student Affairs	OPS Career Level 1
9/23/2013	Kurtovic,Edina	District Library DO	OPS Career Level 1
9/28/2013	Ray,Anna M	Instructional Computing SE	OPS Career Level 1
9/9/2013	Stallworth,Andrea Elaine	Academic & Student Affairs	OPS Career Level 1
9/9/2013	Walker,Sarah Cathryn	Academic & Student Affairs	OPS Career Level 1
9/30/2013	Wallace,Tina M	District Library DO	OPS Career Level 1
9/23/2013	Divito,Lisa	Associate Provost SP	OPS Career Level 2

9/16/2013	Ago,Adela	District Library DO	OPS Career Level 5
9/23/2013	Clark,Carrie M	Associate Provost HC	OPS Career Level 5
9/30/2013	Fisher,Michael E.	Academic & Student Affairs	OPS Career Level 5
9/9/2013	Gross,Jennifer	Academic & Student Affairs	OPS Career Level 5
9/16/2013	Boozy,Jonathan D	SPC-Downtown	OPS Career Level 6
9/23/2013	Kohler,Ross C	Provost TS	OPS Career Level 6
9/16/2013	Gelsheimer,Stacey	District Library DO	Other Professional- Temporary
9/23/2013	Hayes-Monia,Michelle R	Associate Provost HC	Other Professional- Temporary
9/9/2013	Krolick,Dana	Academic & Student Affairs	Other Professional- Temporary
9/16/2013	Macdonald,Judith M	District Library DO	Other Professional- Temporary
9/9/2013	Marsters,Sylvia B.	District Library DO	Other Professional- Temporary
9/18/2013	Monroe,David M	Ethics SPG	Faculty - Supplemental
9/14/2013	Odutola,Adeniji A.	Ethics SPG	Faculty - Supplemental
9/11/2013	Prophet,Kimberly D	Distance Learning TV SE	Faculty - Supplemental
9/19/2013	Tucker,Eric J.	Fine & Applied Arts TS	Faculty - Supplemental

TRANSFER/PROMOTION Budgeted

Effect. Date	Name	Department/Location	Title
9/16/2013	Wright,Nikishea A	Business Office SPG	Accounting Support Technician
9/23/2013	White,Brian N	Maintenance Services CL	Facilities Specialist
9/14/2013	Baldwin,William Matthew	Custodial Services SE	Lead Custodian
9/28/2013	Bird,Aja M	Registration SPG	Student Support Advisor

FOREIGN TRAVEL

Effect. Date	Name	Department/Location	Title
5/8/2014-5/18/2014	Copeland, Jacqueline	Mathematics SPG	Instructor

This is a Study Abroad trip to visit the Athens Studios in Athens, Greece. The primary goal of this program is to expose students to ancient Greek studies while visiting Greece. These courses examine the general characteristics of religion, culture, society, art, history, math and literature of ancient Greece. Students will see how ancient Greece still contributes to Western societies and cultures today.

Funded by the Mathematics Department. Total estimated cost to the College is \$1,600.00

5/9/14-5/24/14	Kesler, Bonnie	Social Science SPG	Instructor
5/9/14-5/24/14	Lightfoot, Randy	Social Science TS	Instructor

This is a Study Abroad trip to visit Londonderry, UK, and to offer St. Petersburg College students the educational opportunity to apply the political, international, and historical culture of Northern Ireland to the study of SOP2002: Social Psychology and INR2002: International Relations.

Funded by the Social Science Department. Total estimated cost to the College is \$9,683.56

11/7/13-11/11/13 Liebert, David Social Science TS Academic Department Chair

To visit York, UK, to attend and present at a professional psychology conference. The conference is devoted to the subject of instructional pedagogy for college-level psychology. Attending the conference will allow enhancing my instructional skills, gain greater international awareness of instructional strategies for teaching psychology, and participate by sharing a conference paper to fellow professors of psychology.

Funded by the Social Science Department. Total estimated cost to the College is \$2,073.89

5/9/14-5/18/14	Manias, Nicholas	Ethics CL	Instructor
5/9/14-5/18/14	Moutsatsos, Basil	Humanities CL	Instructor

To visit Paris, France. This is a Study Abroad course taking students to Paris, France, in May 2014. The instructors and students will spend 10 days and 8 nights on the trip to and from Paris. Students will engage in hands-on, experiential learning about humanities, critical thinking, and ethics. This excursion supports the college's stated initiative of the College Experience and the president's stated support of international student travel.

Funded by the Ethics and Humanities Department. Total estimated cost to the College is \$9,560.94

10/13/13-10/19/13	Navarro, Rafael	Center for Public Safety Innov. AC	Instructor
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To visit the Department of State in San Salvador, El Salvador, to provide for nationally and internationally recognized training programs. The purpose of this travel is the introduction to Community Policing Class #18483. Travel is a requirement of the contract to support ongoing training activities.

Funded by the Center for Public Safety Innovation Department. Total estimated cost to the College is \$1,908.83

10/12/13-10/21/13	Styers, Barbara	College of Education CL	Instructor
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To visit Akumal, Mexico to gain advanced training in the HeartMath/College DeStress program that I have integrated into my EME2040 class instruction. Data is currently collected for the College Destress program in conjunction with my innovation Grant to determine future uses of the program for retention.


Funded by the College of Education Department. Total estimated cost to the College is \$2,550.35

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.

Ssw0930132

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Employee Health Insurance Recommendations - 2014

The College administrative staff in conjunction with the College-wide Insurance Committee regularly reviews claims trends and annually recommends updates to the health plans for employees. The final recommendations for the 2014 plan year resulted from college-wide collaboration as well as input from consultants Brown & Brown.

Approval is sought on the following recommendations for the 2014 employee health insurance plan:

- No increase/change to monthly premiums, deductibles or co-pays.
- Update the high-deductible/low-premium plan with HSA (Health Savings Account) by offering an incentive for those moving to this plan for the first time:
 - Seed the HSA account by \$500 for those with employee-only and by \$1,000 for those with family coverage; and
 - Employer 2:1 match of employee contributions to the HSA, capping at \$1,000 from the college for \$500 contributed by the employee.
- For new employees hired Jan. 1, 2014, and later, only offer the high-deductible/low-premium plan with HSA. This is projected to generate a recurring annual claims savings of \$200,000-\$300,000.
- Accept additional prescription discounts and a higher prescription rebate from Aetna (from 20% to 70%). This is expected to net St. Petersburg College about \$270,000 in 2014.
- Accept new prescription clinical programs from Aetna that:
 - encourage plan members to use generic medications by requiring doctor approval for a prescription brand when a generic equivalent exists; and
 - apply the mail-order prescription savings to retail prescriptions (maintenance medications), giving members 90-day prescriptions for the 60-day cost when purchased through CVS CareMark. This is expected to save the college about \$75,000.
- For employees who completed the wellness incentives (online health risk assessment and biometric screening) in 2013, offer \$100 toward their 2014 deductible by applying it to their FSA (Flexible Spending Account), their HSA

or giving it in cash. Duplicate this practice for those completing the same wellness incentives in 2014, with the \$100 toward the 2015 deductible.

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, and Patty Jones, Vice President, Human Resources, recommend approval.

Within Reach

St. Petersburg College

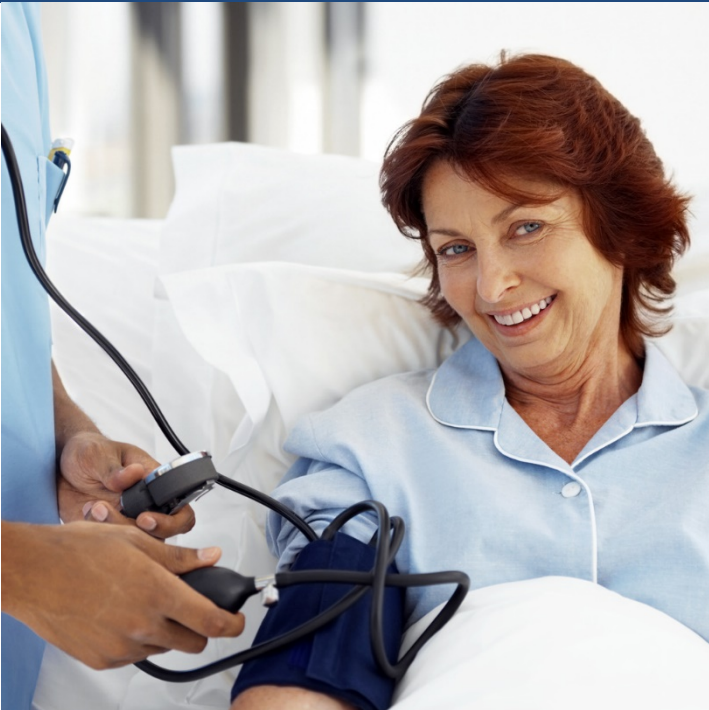
SPC

Employee Health Insurance 2014

Update and Recommendations

*Presented to
SPC Board of Trustees*

Oct. 15, 2013



2013 Recap

- **Stability for employees:**
 - No increase in premiums
 - No increase in co-pays
 - 2nd year of high-deductible/low-premium plan with Health Savings Account (HSA)
- **\$100 Wellness Incentive** for employees completing health-risk assessment and biometric screening
- **Addition of deductible on traditional plans** (non-HSA)

Plan	Deductible
Employee only	\$250
Employee + child(ren)	\$275
Employee + spouse/DP	\$350
Family	\$500

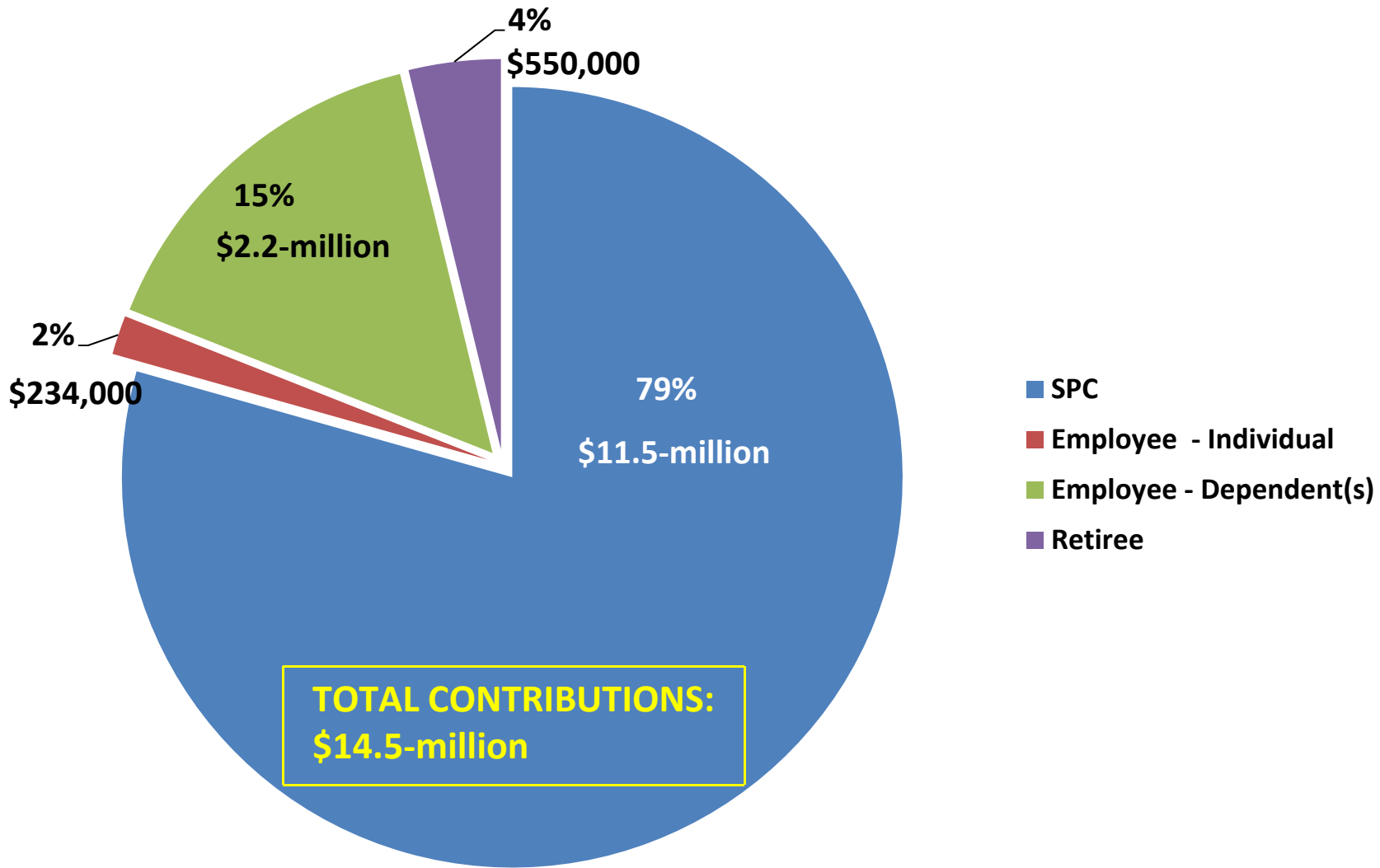
2013 Recap

Deductible shifts cost-sharing

TOTAL CLAIMS DATA SPC-paid	2012 (Jan.-June)	2013 (Jan.-June)	Percent change
Medical	\$3.9-million	\$3.7-million	- 5%
Pharmacy	\$1.8-million	\$1.3-million	- 28%
Medical/Pharmacy	\$5.7-million	\$5-million	- 13%

PHARMACY USE	2012 (Jan.-June)	2013 (Jan.-June)	Percent change
Generic utilization	70.2%	74.2%	+ 4%
Brand utilization	29.8%	25.8%	- 4%

Medical contributions



- SPC
- Employee - Individual
- Employee - Dependent(s)
- Retiree

Snapshot: September 2013



2014 Plan Design

Insurance Committee recommendations

- ✓ No increase in premiums, deductibles or co-pays
- ✓ All new hires in 2014 are *only* offered the high-deductible/low-premium (HSA) plan
- ✓ Offer incentives for those taking HSA plan:

Plan	SPC Seed	Employee contrib. to get max match (optional)	SPC 2:1 match (max \$1,000)	Maximum SPC contribution (seed + match)	Estimated cost to SPC
Employee	\$500	\$500	\$1,000	\$1,500	\$78,600
Family	\$1,000	\$500	\$1,000	\$2,000	\$219,200

2014 Plan Design

Incentives benefit employees with HSA

Plan	Deductible		Co-insurance (20%)		Max employee pays for medical expenses		Offset by SPC seed + employee/ SPC match		Balance of employee maximum expenses
Employee	\$1,500	+	\$1,500	=	\$3,000	-	\$2,000	=	\$1,000
Family	\$3,000	+	\$3,000	=	\$6,000	-	\$2,500	=	\$3,500

Maximum contributions to HSA allowable under the law (from all sources) – 2014:
 Employee-only: \$3,300 Family: \$6,550



2014 Plan Design

Projected recurring savings

Action	Estimated savings to SPC
New hires offered HSA	\$200,000 - \$300,000
Additional RX discounts + rebates from Aetna	\$270,000
New prescription clinical programs from Aetna	\$ 75,000
	\$545,000 - \$645,000

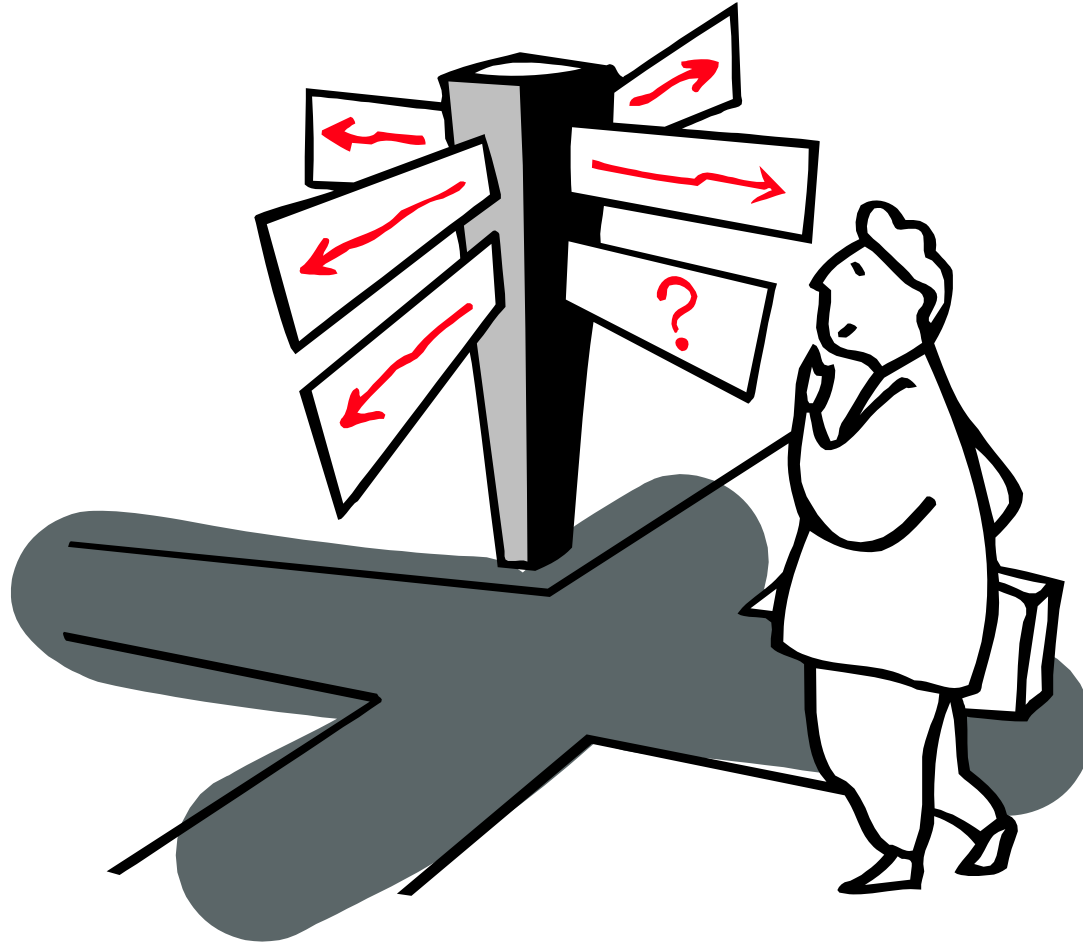


Prescription savings for members

- Current mail-order RX savings applied to retail prescriptions of maintenance medications
- Through CVS, get 90-day RX for cost of 60-day fill

Timeline


Action	Timing
Individual coaching session with current HSA members	Oct.14-18
Employee workshops / Benefits Fair	Oct. 22 (All College Day)
Online Open Enrollment (employees)	Nov. 4-10
Retiree/COBRA Open Enrollment	Nov.1-22
New plan year starts	January 1, 2014



Questions?

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: FY13-14 July 1 – September 30 Fund 1 Financial Report

Attached for information is the Fund 1 financial report for FY13-14 July 1 – September 30 time period.

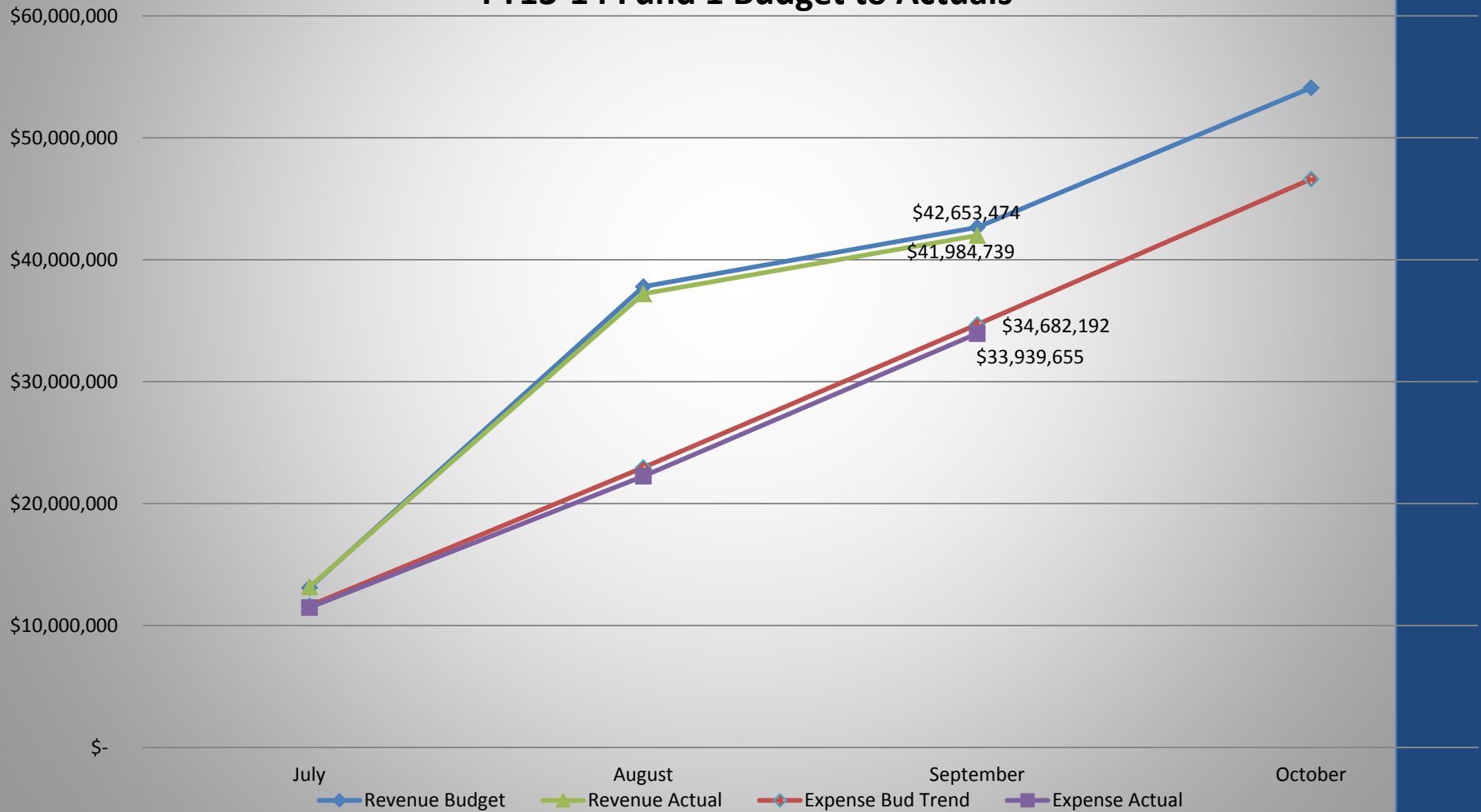
Financial Report Highlights Through September 30:

- Student tuition and fee revenue is approximately 1% below budget.
- Instructional/adjunct expense is also down to partially offset tuition shortfall
- The \$8.4 million surplus is healthy at this point of fiscal year.

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

**Board of Trustees
Financial Report**
October 2013

St. Petersburg College FY13-14 Fund 1 Budget to Actuals






ST. PETERSBURG COLLEGE
FY2013-2014 RECURRING OPERATING BUDGET TO ACTUAL REPORTING: July 1 -September 30

Revenue	FY12-13 Budget	FY12-13 YTD Actual	% To Budget	FY13-14 Budget	FY13-14 YTD Actual	% of YTD Budgeted Revenue	Year to Date %	\$ YOY Variance	% YOY Variance
Revenue									
Student Tuition & Out-of-State Fees	\$ 61,326,755	\$ 24,666,729	40%	\$ 58,654,324	\$ 24,282,114	41%		\$ (384,615)	-2%
Learning Support Access Fee	\$ -	\$ -	0%	\$ 1,289,004	\$ 320,838	25%		\$ 320,838	0%
State Appropriation - CCPF	\$ 51,927,099	\$ 13,091,012	25%	\$ 52,970,253	\$ 13,269,102	25%		\$ 178,090	1%
State Appropriation - Lottery	\$ 10,870,305	\$ -	0%	\$ 12,517,061	\$ -	0%		\$ -	0%
Operating Cost for New Facilities	\$ 436,949	\$ -	0%	\$ 106,159	\$ -	0%		\$ -	0%
Distance Learning Fee	\$ 3,319,162	\$ 1,294,805	39%	\$ 3,284,455	\$ 1,277,550	39%		\$ (17,255)	-1%
Technology Fee	\$ 3,074,103	\$ 1,216,046	40%	\$ 2,906,697	\$ 1,196,561	41%		\$ (19,485)	-2%
Lab Revenue Fees	\$ 2,062,917	\$ 774,248	38%	\$ 2,232,165	\$ 680,620	30%		\$ (93,628)	-12%
Other Revenues	\$ 3,962,196	\$ 680,591	17%	\$ 3,492,617	\$ 501,860	14%		\$ (178,731)	-26%
Other Student Fees	\$ 1,992,768	\$ 444,775	22%	\$ 1,723,979	\$ 456,094	26%		\$ 11,319	3%
Fund Transfers In	\$ 2,175,201	\$ -	0%	\$ 2,942,481	\$ -	0%		\$ -	0%
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0%	\$ 2,173,009	\$ -	0%		\$ -	0%
One-Time Non-Recurring Funds	\$ 1,569,328	\$ -	0%	\$ 1,569,328	\$ -	0%		\$ -	0%
Total Revenues - Fund 1x	\$ 144,867,283	\$ 42,168,207	29%	\$ 145,861,532	\$ 41,984,739	29%	29%	\$ (183,468)	0%
Operating Costs									
Personnel & Benefits									
Instructional/Faculty-Full Time	\$ 27,970,430	\$ 6,210,576	22%	\$ 28,454,115	\$ 6,580,239	23%		\$ 369,663	6%
Administrative	\$ 20,405,375	\$ 5,378,667	26%	\$ 21,007,244	\$ 5,346,069	25%		\$ (32,598)	-1%
Career (Non-Instructional)	\$ 23,900,492	\$ 4,980,210	21%	\$ 24,054,680	\$ 4,974,913	21%		\$ (5,297)	0%
Adjunct/Supplemental	\$ 15,172,713	\$ 2,531,144	17%	\$ 15,050,760	\$ 2,372,322	16%		\$ (158,822)	-6%
Other Academic	\$ 539,935	\$ 57,792	11%	\$ 356,937	\$ 38,690	11%		\$ (19,102)	-33%
Non-Instructional OPS and Overtime	\$ 2,754,125	\$ 597,179	22%	\$ 2,883,895	\$ 514,480	18%		\$ (82,699)	-14%
Student Assistants	\$ 500,000	\$ 68,884	14%	\$ 500,000	\$ 126,220	25%		\$ 57,336	83%
Personnel Benefits	\$ 21,755,250	\$ 5,895,640	27%	\$ 22,370,182	\$ 6,594,598	29%		\$ 698,958	12%
Total Personnel & Benefits	\$ 112,998,321	\$ 25,720,092	23%	\$ 114,677,813	\$ 26,547,532	23%	23%	\$ 827,440	3%
Current Expense									
Travel	\$ 602,964	\$ 111,982	19%	\$ 602,964	\$ 86,965	14%		\$ (25,018)	-22%
Repairs & Maintenance	\$ 1,217,864	\$ 302,349	25%	\$ 1,017,864	\$ 280,127	28%		\$ (22,222)	-7%
Rentals/Leases	\$ 474,271	\$ 73,885	16%	\$ 478,271	\$ 107,078	22%		\$ 33,193	45%
Insurance (Non-Health)	\$ 1,725,368	\$ 1,104,620	64%	\$ 1,725,368	\$ 1,184,336	69%		\$ 79,716	7%
Utilities	\$ 6,235,055	\$ 1,468,378	24%	\$ 6,075,055	\$ 1,439,225	24%		\$ (29,154)	-2%
Services and Fees	\$ 4,972,079	\$ 1,008,721	20%	\$ 5,446,079	\$ 857,377	16%		\$ (151,344)	-15%
Scholarships/Fee Waivers	\$ 610,895	\$ 203,464	33%	\$ 1,510,895	\$ 373,531	25%		\$ 170,068	84%
Materials and Supplies	\$ 5,442,805	\$ 1,143,166	21%	\$ 6,208,402	\$ 1,158,934	19%		\$ 15,767	1%
Tech Expense/Licensing	\$ 2,504,455	\$ 760,081	30%	\$ 2,280,033	\$ 848,187	37%		\$ 88,106	12%
Bad Debt/Unemployment Comp/Misc	\$ 1,147,782	\$ (34,970)	-3%	\$ 1,147,782	\$ (47,527)	-4%		\$ (12,557)	36%
Other Current Expense	\$ 2,700,269	\$ 544,726	20%	\$ 1,409,697	\$ 359,228	25%		\$ (185,498)	-34%
Total Current Expense	\$ 27,633,806	\$ 6,686,402	24%	\$ 27,902,410	\$ 6,647,460	24%	27%	\$ (38,942)	-1%
Capital Spending									
Computer Refresh Leases	\$ 3,254,815	\$ 588,802	18%	\$ 2,400,968	\$ 576,674	24%		\$ (12,129)	-2%
Capital Purchases- Non-Recurring	\$ 980,341	\$ 182,171	19%	\$ 880,341	\$ 167,989	19%		\$ (14,182)	-8%
Total Capital Spending	\$ 4,235,156	\$ 770,973	18%	\$ 3,281,309	\$ 744,663	23%	32%	\$ (26,310)	-3%
Total Operating Costs - Fund 1x	\$ 144,867,283	\$ 33,177,467	23%	\$ 145,861,532	\$ 33,939,655	23%	24%	\$ 762,188	2%
Total Remaining Funds (Surplus/Deficit)	\$ 0	\$ 8,990,740		\$ -	\$ 8,045,084				

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Student Lab Fees

Approval is sought for the following changes to the Student Tuition and Fee Schedule, effective Spring 2014.

Florida Statute 1001.64(10) states that each Board of Trustees shall establish fees. In addition to standard tuition and fees, this authorization extends to user fees, as specified in Florida Statute 1009.23(12(a)). User fees can only be charged to the persons receiving the service and shall not exceed the cost of the services provided. Laboratory fees are considered a user fee. They are intended to cover costs associated with a lab course, such as consumables, additional support personnel to offer class, etc.

Historically, the College has calculated laboratory fees based on estimated cost by course. The Deans performed an in-depth analysis over the past six months, resulting in the following lab fee schedule that is grouped and determined by academic discipline.

Lab Fees by Academic Discipline:

Departments	Courses	Lab Fee
<i>SCIENCE (biological)</i>	BSC1005L-BSC2250C, OCB1000, MCB2010L	\$27.87
<i>SCIENCE (physical)</i>	AST1022L, CHM1025L-CHM2211L, ESC1000L, GLY2010L, OCE2001L, PHY1048L, PHY1049L, PSC1001C	\$37.85
<i>FINE ARTS (Art)</i>	ART1201C-ART2501C	\$60.94
<i>FINE ARTS (Class Music)</i>	MVK1111, MVK2121, MVV1111, MVV2121	\$25.00
<i>FINE ARTS (Ensembles)</i>	MUN1440-1441, MUN1810, MUS1360	\$50.00

<i>FINE ARTS (Applied Music Composition)</i>	MUC1101-MUC1311, MUC1616-MUC1619, MVP1411, MVP2421	\$120.00
<i>FINE ARTS (1 CREDIT)</i>	MVK1115, MVK2125	\$60.00
<i>FINE ARTS (2 CREDIT)</i>	MVK1115, MVK2125	\$120.00
<i>FINE ARTS (Applied Music)</i>	MVJ, MVB, MVK, MVP, MVS, MVV, MVW – 1 credit Music Majors	\$60.00
<i>FINE ARTS (Applied Music)</i>	MVJ, MVB, MVK, MVP, MVS, MVV, MVW – 1 credit Non Music Majors	\$120.00
<i>FINE ARTS (Applied Music)</i>	MVJ, MVB, MVK, MVP, MVS, MVV, MVW – 2 credit Music Majors	\$120.00
<i>FINE ARTS (Applied Music)</i>	MVJ, MVB, MVK, MVP, MVS, MVV, MVW – 2 credit Non Music Majors	\$240.00
<i>COMMUNICATIONS (ESL)</i>	EAP1500-EAP1695	\$5.12
<i>COLLEGE OF EDUCATION</i>	EDF2085, EME2040	\$6.21
<i>SCIENCE (wellness & human performance)</i>	HLP1080, HSC2400, PEL2342, PEN2136-PEN2137, PET2622	\$24.02
<i>SOCIAL SCIENCE</i>	SLS1301, EDT2382C	\$1.75
<i>HOSPITALITY</i>	FSS2235C	\$135.00
<i>DENTAL HYGIENE</i>	DEH1003L-DEH2806L, DES1020L-DES2100L	\$75.07
<i>MEDICAL LAB TECH</i>	MLT1044L, MLT2807L	\$23.00
<i>NURSING</i>	NUR1001C-NUR2731C,	\$380.47
<i>PHYSICAL THERAPIST</i>	PHT1121L-PHT2820L	\$76.79
<i>RADIOLOGY</i>	RTE1000-RTE2844L	\$64.00
<i>HUMAN SERVICES</i>	HUS2949	\$13.79
<i>RESPIRATORY CARE</i>	RET1874L-RET2878L	\$32.80

EMERGENCY MANAGEMENT SERVICES (EMS)	EMS1059C-EMS2665	\$82.30
FUNERAL SERVICES	FSE2101L-FSE2946	\$62.42
VETERINARY TECHNOLOGY	ATE1110L-ATE2945	\$159.59
HEALTH INFO MGMT	HIM1000-HIM2510	\$2.01
EDUCATION (Early Childhood)	EEC2002, EEC2523	\$10.00
COMPUTER & INFO TECH	CET1171C-CET2856, CTS1303-CTS1334	\$75.00
DIGITAL FORENSICS	CJE1660-CJE1666, CJE1678	\$93.00
BUILDING ARTS	ARC1126C-ARC2461, BCN1251C-BCN2055, TAR2057C	\$34.90
ENGINEERING TECH	CET1114C, EET1015-EET2144C, ETD1320C- EDT2392C, ETM1010C	\$72.49
FINE ARTS (Digital Media)	DIG1710-DIG2580, GRA1206C, GRA2201	\$23.30
FINE ARTS (Photography)	PGY2107C-PGY2940C	\$86.85
MIRA (Music Technology)	MUC2631, MUM1623-MUM2682	\$120.00
MIRA (Class Music)	MUM1034, MUM2035	\$25.00
MIRA (Music Ensembles)	MUN1031-1032, MUN1700, MUN2004, MUN2719	\$50.00
MIRA (Music Group)	MUT2341L-MUT2342L	\$25.00
MIRA APPLIED MUSIC (1 CREDIT)	MVV1317, MVV2327	\$60.00
MIRA APPLIED MUSIC (2 CREDIT)	MVB1317, MVB2327, MUC1621, MUC2622, MVK2225, MVP1317-MVP2327, MVS1317- MVS2327, MVV1317, MVV2327, MVW1317, MVW2327	\$120.00

CRIME SCENE TECH	CJE1640-CJE1643, CJE1770-CJE1772, CJE2656-CJE2676, CJL2610	\$30.75
COMMUNICATIONS (sign language)	ASL1140C-ASL1160C, INTL1000L	\$17.26
COMMUNICATIONS (ESL Prep)	EAP0200-EAP0495	\$20.00
SCIENCE UD (Biology)	BOT3015C, BSC3096-BSC4910, MCB3020C, PCB3023C-PCB4723C	\$100.00
HEALTH SERVICES ADMIN	HSC4910	\$23.00
ORTHOTICS & PROSTHETICS	PRO3000C-PRO4371C	\$434.28
COLLEGE OF EDUCATION BACC	EDE4940-EDE4943, EDG4343, ETE3402C-ETE4947, EEX4940, MAE3941-MAE4943, RED3309-RED4519, SCE3941-SCE4943	\$42.80
DENTAL HYGIENE BACC	DEH4947	\$20.74
NURSING BACC	NUR3066C, NUR4636L	\$36.78

Deletions:

Departments	Courses	Current Lab Fee
BUSINESS	ACG2450, MAN2582	\$40-\$60
BUSINESS BACC	BUL3130-BUL3583, COM3131, ECP3703, ETI4448, FIN3403-FIN4324, MAN3240-MAN4935, MAR3802-MAR4836, QMB3200, REE3043-REE4103, RMI3117-RMI4211	\$45
COLLEGE OF EDUCATION BACC	MAE4643, LAE4416, RED4324	\$45

COMMUNICATIONS BACC	COM3120, COM3131	\$45
COMMUNICATIONS (letters)	ASL1140C	\$25
COMPUTER & INFO TECH	CGS1070, CGS1821, CGS1827,CGS2525, COP1822, COP1831, COP2251,COP2840,	\$23-\$60
CRIME SCENE TECH	CJE2020C, CJE2050, CJE2054, CJE2730	\$10-\$175
EMERGERNCY MANAGEMENT SERVICES (EMS)	EMS1421, EMS2659	\$108-\$154
HEALTH INFO MGMT	HIM2003	\$23
LEGAL ASSISTING	PLA1104, PLA1730	\$35-\$40
NURSING BACC	NUR4835L	\$100
PUBLIC SAFETY	ISM 3011, ISM4320, ISM4324, ISM4330, ISM4915	\$45
RADIOLOGY	RTE2571, RTE2571L, RTE2575, RTE2576, RTE2576L, RTE2582 RTE2582L, RTE2584, RTE2584	\$23

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Anne M. Cooper, Senior Vice President, Instruction and Academic Programs; and Jamelle Conner, Associate Vice President, Strategic Execution and Systems Support, recommend approval.

St. Petersburg College

SPC

Student Lab Fee Program Enhancement Project

Board of Trustees Meeting

October 15, 2013

Doug Duncan

Student Lab Fees

- The Board authorizes lab fees to cover costs for a lab course that are above what would be expected in a regular classroom:
 - Consumables (gloves, chemicals)
 - Lab assistants
- Cannot exceed the cost of the services provided

Problem: Complex planning and more than 460 lab fee rates

Goal: Enhance the experience of students taking college lab courses via less variability in lab fee rates and better funding of the lab environments

- From:

- More than 460 separate lab fee rates
- Specialized Lab- technology and equipment costs included in fees
- Course based calculation
- Total cost of each lab consumable per student (plus personnel and equipment)=lab fee rate
- Student financial planning difficulty
- Program budget planning difficulty (variations in prices and enrollment)

- To:

- Less than 50 lab fee rates
- No specialized lab technology and equipment costs included in fees
- Program based calculation
- Annualized lab costs/# planned credits= lab fee rate
- Simplified student financial planning
- Program budget planning simplicity (variations in total lab operating expense)

St. Petersburg College


SPC

Questions

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Quarterly Informational Report of Exempt and Non-Exempt Purchases

This informational report includes purchases above Category 2 (currently \$35,000) but not exceeding Category 5 (\$325,000) as specified in Board of Trustee's Rule 6Hx23-5.12. These transactions during the preceding quarter have been approved by the President's designee and may be exempt from the bidding procedure pursuant to the State Board of Education Procurement Requirements 6A-14.0734.

Because each transaction stands on its own and does not occur in sequence with other transactions, a cumulative dollar amount is not implied when the same vendor appears more than once on the report. A summary appears at the end of the report, grouping vendors that appear on the report more than once, showing a total for each during the period.

The acronyms "SBE" and "BOT" stand for the State Board of Education and the St. Petersburg College Board of Trustees, respectively.

The listing is by Purchase Order Number:

1. **P.O. #84378B – SST North America Inc** – This is in the amount of **\$86,112.00** for PeopleSoft consultant to provide technical and functional support for the student administration system. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: "Information technology..." **Recommended** by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
2. **P.O. #87414 – Federal Express** – This is in the amount of **\$40,000.00** for express service for the period of 7/1/13 to 6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: "contract prices..." per the E & I (Educational and Institutional Cooperative) contract pricing. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

3. **P.O. #87584 – City of Seminole** – This is in the amount of **\$50,662.14** for library staff funding for college hours when Seminole Community Library would be closed as needed for the period of 7/1/13-6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Single or sole source...” **Recommended** by Joseph Leopold, Director, Learning Resources, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.

4. **P.O. #87686 – Assessment Technologies Institute LLC** – This is in the amount of **\$190,000.00** for text books, DVD’s, and assessment and review of program for the College of Nursing for the period of 7/1/13-6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption I: “Single source...” **Recommended** by Susan Baker, Dean, College of Nursing, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.

5. **P.O. #87766 – NALCO Company** – This is in the amount of **\$85,417.44** for water treatment college wide. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices...” per Pinellas County School Board bid #12-962-100. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

6. **P.O. #87767– Coastal Courier** – This is in the amount of **\$87,735.28** for courier service for the period of 7/1/13-6/30/14. This is the low bid result of the College’s Invitation to Bid (ITB) # 1-09-10. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

7. **P.O. #87812– Barnes & Noble College Booksellers LLC** – This is in the amount of **\$128,000.00** for SPCHS student’s books and supplies for the period of 7/1/13-6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption B: “Educational tests, textbooks...” **Recommended** by Catherine Kennedy, Associate Vice President, University Partnership Center, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.

8. **P.O. #87853 – Banquet Masters, Inc.** – This is in the amount of **\$40,000.00** for SPCH students free/reduced lunches for the period of 7/1/13-6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption E: “Food”. **Recommended** by Catherine Kennedy, Associate Vice President, University Partnership Center, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.

9. **P.O. #87867 – Coutts Information Services** – This is in the amount of **\$90,000.00** for books and items for the 2 year program for the period of 6/30/13-7/1/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption C: “Library Books...” **Recommended** by Joseph Leopold, Director, Learning Resources, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.

10. **P.O. #87869 – Gem Supply** – This is in the amount of **\$82,957.15** custodial supplies college wide for the period of 7/1/13-6/30/14 per SPC Invitation to Bid (ITB) #5-09-10. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
11. **P.O. #87870 – Prime Air Conditioning and Refrigeration, Inc** – This is in the amount of **\$37,566.00** to repair and replace ductwork at HEC campus. This is the low bid result of an ITB for Project # 80274A. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
12. **P.O. #87890 – Stanley Convergent Security Solutions** – This is in the amount of **\$44,837.16** for monitoring and maintenance college wide for the period of 7/1/13-6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption I: “Single Source Procurements...”. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
13. **P.O. #87929 – Universal Protection Service LLC** – This is in the amount of **\$97,000.00** to provide security officer services college wide for the period of 7/1/13-6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices...”. FL State Contract 991-380-10-1, State Term Contract #DMS RFP 12-001-380-J. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
14. **P.O. #87976 – EQ Florida Inc** – This is in the amount of **\$42,000.00** for hazardous waste removal services college wide for the period of 7/1/13-6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract Prices...”. Hillsborough County Government ITB# S-0124-0-2012/EM. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
15. **P.O. #88055 – Motorola Solutions** – This is in the amount of **\$129,312.00** for 24 digital portable radios and accessories for operation. **This is grant funded.** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information technology...”. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
16. **P.O. #88139 – Gem Supply** – This is in the amount of **\$72,575.00** for custodial products as needed college wide for the period of 7/1/13-6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract prices...”. Per SPC bid #07-12-13. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and

Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

17. **P.O. #88300 – Ronco Communications and Electronics Inc** – This is in the amount of **\$50,812.00** for 600 SNOM UC600 Microsoft USB Phones. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology...”. **Recommended** by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
18. **P.O. #88371 – Hartman Integration Inc** – This is in the amount of **\$80,267.44** for SPC Seminole Pharmacy AV upgrade. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption H: “Information Technology **Recommended** by Catherine Kennedy, Associate Vice President, University Partnership Center, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
19. **P.O. #88413 – Skyline Elevator** – This is in the amount of **\$39,720.00** for elevator service and maintenance college wide. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract pricing...”. Per SPC Bid 08-12-13. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
20. **P.O. #88625 – Haas Factory Outlet LLC** – This is in the amount of **\$75,423.00** for machine tools (CNC Lathe, vector drive, spindle, station bolt-on turret, and 15” color LCD monitor). **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Single source...”. **Recommended** by John Chapin, Dean, Natural Science, SE, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.
21. **P.O. #88626 – Haas Factory Outlet LLC** – This is in the amount of **\$64,955.00** for machine tools (vertical machining center). **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Single source...”. **Recommended** by John Chapin, Dean, Natural Science, SE, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.
22. **P.O. #88846 – Technical Training Aids** – This is in the amount of **\$38,394.00** for certified education robot package, including training and roboguide simulation software. **This grant funded.** **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption F: “Single source...”. **Recommended** by John Chapin, Dean, Natural Science, SE, and approved by Anne Cooper, Senior Vice President of Academic and Student Affairs.
23. **P.O. #88974 – Benjamin Solutions Group LLC** – This is in the amount of **\$91,663.00** to provide services related to strategic digital marketing communications needs in branding, web, and recruitment efforts for the period of 8/1/13-6/30/14. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...”. **Recommended** by Diana Sabino, Executive Director of Marketing and Public Information, and approved by

Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

Change orders listed in numeric order:

1. **P.O. #84534 – EQ Florida Inc:** This change order is in the amount of **\$1295.94** increase (new total is \$75,795.94). For additional hazardous waste removal services. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption D: “Contract prices...”. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.
2. **P.O. #87870 – Prime Air Conditioning and Refrigeration, Inc:** This change order is in the amount of **\$10,000.00** increase (new total is \$47,566.00). For additional work discovered in process of HEC ductwork repair and replacement. **Authority:** SBE & BOT Rule 6Hx23-5.12, Exemption G: “Professional services...”. **Recommended** by Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services, and approved by Doug Duncan, Senior Vice President of Administrative/Business Services and Information Technology.

Summary of Vendors Appearing More Than Once (exclusive of change orders)

P.O. #87869 - Gem Supply – \$82,957.15
P.O. #88139 - Gem Supply – \$72,575.00
Totaling: \$155,532.15

P.O. #88625 - Haas Factory Outlet LLC – \$75,423.00
P.O. #88626 - Haas Factory Outlet LLC – \$64,955.00
Totaling: \$140,378.00

For Information: Excerpt from Board of Trustees Rule 6Hx23-5.12 Purchasing

All non-exempt purchases exceeding the Category Two threshold amount [\$35,000] as specified in Section 287.017, Florida Statutes, require a formal sealed competitive solicitation requested from at least three responsible vendors, when possible. In addition, competitive solicitation awards exceeding the Category Five threshold amount [\$325,000] as specified in Section 287.017, Florida Statutes, must be approved by the Board of Trustees. Whenever two or more such solicitations, which are equal with respect to price, quality, and service, are received for the procurement of commodities or services, a solicitation response received from a business that certifies it has implemented a drug-free workplace program as specified in Section 287.087, Florida Statutes, shall be given preference in the award process. In the event it is desired to competitively solicit commodities or services that are included in the exempt from competitive solicitation category, the competitive solicitation must originate through Purchasing.

The following are exceptions to competitive solicitations:

A. Purchases under Sections 946.515 (PRIDE) and 946.519 (The State Department of Corrections), Florida Statutes.

B. Educational tests, textbooks, instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audiovisual materials, and computer-based instructional software.

C. Library books, reference books, periodicals, and other library materials and supplies.

D. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives.

E. Food.

F. Services or commodities available only from a single or sole source.

G. Professional services, including, but not limited to artistic services, instructional services, health services, environmental matters, attorneys, legal services, auditors, and management consultants, architects, engineers, and land surveyors. Services of architects, engineers, and land surveyors shall be selected and negotiated according to Section 287.055, Florida Statutes. For the purposes of this paragraph, "professional services" shall include services in connection with environmental matters, including, but not limited to the removal of asbestos, biological waste, and other hazardous material.

H. Information technology resources defined as all forms of technology used to create, process, store, transmit, exchange, and use information in various forms of voice, video and data and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan.

I. Single Source procurements for purposes of economy or efficiency in standardization of materials or equipment.

J. Emergency purchases not in excess of the Category Two threshold [\$35,000] as specified in Section 287.017, Florida Statutes as provided for in P6Hx23-5.123.

(Rule Authority: State Board of Education Rule 6A-14.0734 Bidding Requirements.)

This Quarterly Informational Report was compiled by Paul Spinelli, Director of Procurement and Asset Management.

PAS093013

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Quarterly Information Report on Contract Items

This informational report includes executed contracts and/or items that have been approved by either the President or designee during the preceding Quarter and are being reported to the Board pursuant to Board of Trustees' Rule 6Hx23-5.903.

Section A: Program Related Contracts

1. Agreement with **ABC Group, LLC** to partner with Corporate Training to offer Business Solutions courses to active-duty military personnel. The College will retain 50% of student fee revenue and remit 50% to ABC Group. Based on an estimated number of courses to be offered and anticipated student enrollments, the College estimates an annual net revenue of \$97,000. The Agreement will commence as soon as possible and will continue for the period of one year; thereafter, the Agreement will continue for one-year periods unless terminated by either party. This item was approved by Anne Cooper on July 15, 2013. Department—Corporate Training
2. Dual Enrollment Agreement with **Admiral Farragut Academy, Inc.** (AFA) that will allow eligible AFA students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2013 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on July 15, 2013. Department—Dual Enrollment/Early College
3. Agreement with **All Children's Hospital** to provide clinical experience to students enrolled in Physical Therapist Assistant, Respiratory Care, EMS, Radiography, Nursing, Continuing Education, Health Information Management, and Health Services Administration programs. The Agreement will commence as soon as possible and will continue for the period of two years. This item was approved by Anne Cooper on July 29, 2013. Departments—Physical Therapist Assistant, Respiratory Care, EMS, Radiography, Nursing, Continuing Education, Health Information Management, and Health Services Administration

4. Agreement with the **Association of periOperative Registered Nurses, Inc. (AORN)** to provide implementation assistance related to the *Periop 101* course to be offered by the College. The College purchased the *Periop 101* curriculum from AORN separately via the Purchase Order process. Under the terms of this Agreement, AORN will provide a staff member to assist the College with curriculum implementation including meeting with the College's nurse educators and leadership and providing recommendations on best practices for implementation based on the College's needs. The cost to the College for this Agreement is expected to be approximately \$350. This item was approved by Anne Cooper on August 8, 2013. Department—CE Health
5. Affiliation Agreement with **BayCare Health System, Inc.** to provide clinical experience to students enrolled in Emergency Medical Services; Health Information Management; Radiography; Respiratory Care; Nursing; and Physical Therapist Assistant programs. The Agreement will commence as soon as possible and will continue for a period of three years at no cost to the College. This item was approved by Anne Cooper on July 3, 2013. Departments—Emergency Medical Services; Health Information Management; Radiography; Respiratory Care; Nursing; and Physical Therapist Assistant
6. Affiliation Agreement with **Bayfront HCA Medical Center, LLC** to provide clinical experience to students enrolled in Nursing; Health Information Management; Respiratory Care; Medical Laboratory Technology; Physical Therapist Assistant; Emergency Medical Services; and Radiography programs. The Agreement will commence as soon as possible and continue for the period of one year. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on June 12, 2013. This item is being included in this Quarterly Report as it did not appear on the previous report. Departments—Nursing; Health Information Management; Respiratory Care; Medical Laboratory Technology; Physical Therapist Assistant; Emergency Medical Services; and Radiography
7. Affiliation Agreement with **Bay Hospital, Inc. d/b/a Gulf Coast Medical Center** to provide a preceptor and clinical site for RN Refresher/Remediation/Return to Work Nursing students at no cost to the College. The Agreement will commence as soon as possible and continue for the period of three years. This item was approved by Anne Cooper on September 4, 2013. Department—CE Health
8. Affiliation Agreement with **Billings Clinic** to provide students in the Health Services Administration Program with the necessary experience to complete their Capstone course. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on August 16, 2013. Department—Health Services Administration
9. Agreement with **Biodex Medical Systems, Inc.** to continue to provide maintenance service for the Biodex equipment used in the Physical Therapist Assistant Program. The Agreement is for the period commencing September 24, 2013 and continuing through September 23, 2014 at a cost to the College of \$2,650. This item was approved by Anne Cooper on August 5, 2013. Department—Physical Therapist Assistant

10. Dual Enrollment Agreement with **Calvary Christian High School (CCHS)** that will allow eligible CCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2013 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on July 15, 2013. Department—Dual Enrollment/Early College
11. Agreement with **Cisco WebEx, LLC** to provide a one-year subscription for computer based conferencing/meeting services for the School of Veterinary Technology Program. The Agreement will commence as soon as possible and will continue for the period of one year at a cost of \$468. This item was approved by Anne Cooper on July 2, 2013. Department—Veterinary Technology
12. Dual Enrollment Agreement with **Clearwater Central Catholic High School (CCCHS)** that will allow eligible CCCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2013 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on July 15, 2013. Department—Dual Enrollment/Early College
13. Agreement with **Coordinated Child Care of Pinellas County** whereby the College will provide career exploration courses through the College’s Fire Academy for middle to high school students who are interested in firefighting and first responder careers. The Agreement will commence as soon as possible and will continue through September 30, 2013. The cost to the College will be \$3,800; however, the College will also receive an amount of \$5,820 for its services under the Agreement. Based on the foregoing, the net revenue to the College is anticipated to be \$2,020. This item was approved by Anne Cooper on July 11, 2013. Department—College for Kids
14. Agreement with **Decision Partners, Inc.** to continue to give students in the Student Support Services Program the opportunity to take a Financial Literacy 101 course to learn about budgeting management, credit card debt, personal finances, interest rates and financial aid. The renewal Agreement will commence on September 1, 2013 and continue through August 31, 2014 at a cost to the College of \$500. This item was approved by Tonjua Williams on August 6, 2013. Department—Student Support Services Program
15. Agreement with the **Florida Dental Hygiene Association** that will allow the College to participate as an exhibitor at the 2013 Florida Dental Hygiene Symposium event. This will give the College the opportunity to build awareness and recruit students for the College’s Dental Hygiene Programs. The event will be held October 5, 2013. The cost

to the College associated with this Agreement will be \$700. This item was approved by Anne Cooper on July 3, 2013. Department—Dental Hygiene

16. Affiliation Agreement with **Florida Hospital Memorial Medical Center** to continue to provide a clinical site and preceptor for RN Refresher/Remediation/Return-to-Work students. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College. This item was approved by Anne Cooper on July 15, 2013. Department—CE Health
17. Agreement with **Greenville Technical College, Buck Mickel Center** to continue to develop and offer online curriculum for RN/LPN Refresher/Remediation and RN Return-to-Work courses that meet the Florida Board of Nursing guidelines. The Agreement will commence as soon as possible and continue for the period of three years. The College will enroll students who meet course criteria and provide clinical affiliations. Greenville will provide Florida Board of Nursing approved curriculum and instructional support. The parties will each receive a 50/50 revenue share and Greenville will also be paid \$190 per student if a course extension period is necessary. This item was approved by Anne Cooper on July 11, 2013. Department—CE Health
18. Agreement with **Gulfcoast North Area Health Education Center, Inc.** whereby the College agrees to incorporate tobacco prevention and cessation content throughout the Dental Hygiene curriculum and to participate in the orientation, online training program, Afternoon of Learning and Day of Service at several middle schools in Pinellas County on Tobacco Training and Cessation. Under this agreement, SPC Dental Hygiene students will learn about tobacco and develop professional skills necessary to address its use with their patients. Students will also be prepared to educate youth about the dangers of tobacco. The Agreement will commence upon execution and will continue for one year. The College will receive \$25 per student. This item was approved by Anne Cooper on September 30, 2013. Department—Dental Hygiene
19. Agreement with **HCA, Largo Medical Center, Inc.** to continue the initiative to expand enrollment in the Nursing Program to assist in alleviating the nursing shortage in the Tampa Bay area. The parties to the Agreement will provide qualified candidates (to be selected from the current eligible SPC applicant pool, with preferential selection for hospital employees) to obtain an Associate in Science degree in Nursing. In addition, Largo Medical Center will coordinate student work schedules; provide classroom, lab and office space for students and faculty; provide some faculty for instruction and lab facilitation support as part of the initiative. SPC will coordinate admissions; reserve slots for students, if needed; schedule initiative classes, skills labs, and clinicals at Largo Medical Center and HEC on certain days; place students at HCA affiliated hospitals for clinical rotations as available; and provide schedule and contact hour information to the hospital/instructors at the beginning of each semester. The Agreement will commence as soon as possible and is subject to review and renegotiation in August 2014. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on July 25, 2013. Department—College of Nursing

20. Affiliation Agreement with **Heritage Healthcare, Inc.** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Phil Nicotera on September 4, 2013. Department—Physical Therapist Assistant
21. Agreement with the **Hillsborough County School Board** to provide for the sharing of data by Hillsborough County School Board regarding SPC's College of Education Program completers who are teaching in Hillsborough County Public Schools. Data shared will be for the purposes of SPC program improvement and is related to FDOE teacher education program scorecards. The Agreement will commence as soon as possible and will continue through December 31, 2015. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on August 1, 2013. Department—College of Education
22. Dual Enrollment Agreement with **Indian Rocks Christian School (IRCS)** that will allow eligible IRCS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2013 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on July 15, 2013. Department—Dual Enrollment/Early College
23. Affiliation Agreement with **Kindred Rehab Services, Inc. d/b/a Rehab Care** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence as soon as possible and continue for the period of one year; thereafter, the Agreement will automatically continue for one-year periods unless terminated by either party. There is no cost to the College. This item was approved by Phil Nicotera on September 23, 2013. Department—Physical Therapist Assistant
24. Agreement with **Main State Music Theatre Costume Rentals** for the rental of costumes to be used for SPC's Theater Department Production of the musical, XANADU which will be held October 16-20, 2013. The cost to the College for this Agreement will be \$905. This item was approved by Anne Cooper on August 27, 2013. Department—Fine & Applied Arts, Theater Activities
25. Agreement with **Medical Technologies Associates** to provide maintenance for the medical air and medical vacuum systems used in the Veterinary Technology Program. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will be \$1,250. This item was approved by Anne Cooper on August 16, 2013. Department—Veterinary Technology
26. Dual Enrollment Agreement with **Northside Christian School (NCS)** that will allow eligible NCS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and

college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2013 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on July 15, 2013. Department—Dual Enrollment/Early College

27. Agreement with **Orthomerica Products, Inc.** that will allow the College to purchase post-operative training devices to be used on patient simulators for training students in the O&P Program. Although there is no cost associated with entering into the Agreement; purchases of any equipment will be handled separately via the Purchase Order process. This item was approved by Anne Cooper on August 27, 2013. Department—Orthotics & Prosthetics
28. Affiliation Agreement with **District School Board of Pasco County** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program. The Agreement will commence as soon and will be ongoing unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Phil Nicotera on April 8, 2013. This item is being included in this Quarterly Report as it did not appear on the previous report. Department—Physical Therapist Assistant
29. Agreement with the **District School Board of Pasco County** that will allow SPC's College of Education students to participate in Student Teaching Internships, Practicums, and Observations at schools located in the District. The Agreement will commence as soon as possible and will continue through July 31, 2016. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on August 1, 2013. Department—College of Education
30. Career Pathways Articulation Agreement between **Pinellas County School Board** and the College. The Agreement defines the academic programs and activities that will benefit *Career Pathways* students of Pinellas County. The College will offer information on student progress and acceleration mechanisms to students in Pinellas County high schools to facilitate greater success in post-secondary education. The School Board will market and encourage high school students regarding opportunities for Career Pathways articulation and accelerated college credit opportunities. The Agreement will commence as soon as possible and will ongoing; however, the Agreement must be reviewed and updated annually. There is no cost to the College. This item was approved by Anne Cooper on July 11, 2013. Department—Perkins, Career Pathways
31. Agreement with the **Pinellas County School Board** that will allow SPC's College of Education students to participate in Student Teaching Internships, Practicums, and Observations at schools located in the District. The Agreement will commence as soon as possible and will continue through June 30, 2015. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on August 1, 2013. Department—College of Education

32. Agreement with the **Pinellas County Urban League (PCU)** whereby the PCU and the College, through its Nursing Program will partner to improve access to and knowledge of quality healthcare within medically underserved communities of Pinellas County. PCU will provide a County Mobile Health Unit (CMHU) intended to visit medically underserved community locations over a three-year period. The College's Nursing Program will support this CMHU project in areas such as: 1) providing associate degree student volunteers to conduct blood pressure checks, blood sugar checks and health education; 2) providing officers from the College's Student Nurses' Association for some program assistance and coordination; 3) providing RN and BSN students with more advanced skills to further benefit the Mobile Health Screening Unit; and 4) assisting with some marketing efforts related to the recruitment of a full-time person to manage the CMHU and program. The Agreement will commence as soon as possible and will continue for the period of three years. There is no cost to the College. This item was approved by Anne Cooper on September 30, 2013. Department—College of Nursing
33. Agreement with **Prometric, Inc.** whereby the College will be designated as an Authorized Prometric Testing Center to provide computer-based testing services for individuals seeking various industry certifications. Prometric will pay the College per test given once quarterly testing volume exceeds 44 exams. Thereafter, the College would receive from \$5 to \$15 per exam depending on the quarterly testing volume. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Anne Cooper on July 30, 2013. Department—College of Computer & Information Technology
34. Agreement with **Raritan Valley Community College** to continue to allow students completing their general education and support courses at Raritan to articulate into the SPC Veterinary Technology Distance Program for the A.S. Degree. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue through June 30, 2016. This item was approved by Anne Cooper on June 28, 2013. Department—Veterinary Technology
35. Agreement with **Rosetta Stone, Ltd.** for the purchase of 100 additional licenses to be used for courses/programs offered by Corporate Training's International Language Institute. The cost to the College for this Agreement will be \$15,200 and will be offset by student fees. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Anne Cooper on August 28, 2013. Department—Corporate Training/International Language Institute
36. Agreement with **Sheraton Sand Key Resort** to provide rooms, complimentary meeting room, and audio visual equipment for the BJA Executive Session on Police Leadership meeting to be held November 19-21, 2013. The cost to the College associated with this Agreement is anticipated to be \$8,836. This item was approved by Tonjua Williams on July 18, 2013. Department—Center for Public Safety Innovation
37. Agreement with **SIG SAUER Academy** to partner with the College to offer SIG SAUER Pistol Armorer Certification training for up to 30 students on December 4-5, 2013 at the Allstate Center. The College will provide materials and supplies, registration and

classroom/training facility. SIG SAUER will provide training pistols, tools and other training materials, and instructors. The all-inclusive fee for SIG SAUER's services will be \$7,900. This item was approved by Tonjua Williams on August 13, 2013. Department—Center for Public Safety Innovation

38. Amendment to the Agreement with **SkillSoft Corporation** to provide the College with e-learning modules for both technical and soft skills improvement. To date, these e-learning modules have been used to provide College employees with an opportunity for ongoing professional development to improve their skills. However, this Amendment is to expand the use of SkillSoft's online training resources for use by Corporate Training's deployed military students. The cost to the College for this Amendment will be \$23,253.51 over a two-year period; however, the anticipated revenue over this same period is expected to be \$34,000 for a net revenue of approximately \$10,746.49. This Amendment will commence July 31, 2013 and continue through June 14, 2015. This item was approved by Anne Cooper on July 19, 2013. Department—Corporate Training
39. Agreement with the **St. Johns County School District** that will allow SPC's College of Education students to participate in Student Teaching Internships, Practicums, and Observations at schools located in the District. The Agreement will commence as soon as possible and will continue through July 31, 2016. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on August 1, 2013. Department—College of Education
40. Dual Enrollment Agreement with **St. Petersburg Catholic High School (SPCHS)** that will allow eligible SPCHS students to enroll in AA, AS and AAS degree or Certificate programs and take Dual Enrollment classes while in high school. Students will receive high school and college credit for the Dual Enrollment classes completed and will not be required to pay tuition and lab fees. The Agreement will commence August 1, 2013 and continue for the period of one year. The instructional costs to the College are yet to be determined and will be based on student enrollment in each class. This item was approved by Anne Cooper on July 15, 2013. Department—Dual Enrollment/Early College
41. Agreement with **StreamGuys, Inc.** to provide reflector service at a cost of \$21.95 per month which will allow the College's Music Industry Recording Arts (MIRA) program to do radio live streaming from event locations. The Agreement will commence October 1, 2013 and continue for one year. This item was approved by Tonjua Williams on August 27, 2013. Department—MIRA Program
42. Agreement with **University of Central Florida** for graduate Nursing student(s) to complete their education practicum with an assigned SPC faculty preceptor. The Agreement will commence as soon as possible and continue for a period of three years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on August 6, 2013. Department—College of Nursing
43. Agreement with the **University of West Florida** for a 2 + 2 Articulation whereby students will be able to earn an AS/BS degree in Interdisciplinary Information

Technology/Networking and Telecommunications. Students will complete the AS portion at SPC and the BS portion at the University of West Florida. There is no cost to the College associated with entering into this Agreement. The Agreement will commence upon execution and continue for the period of five years. This item was approved by Anne Cooper on September 10, 2013. Department—College of Computer Information & Technology

44. Affiliation Agreement with the **U.S. Department of Veterans Affairs, Orlando VA Medical Center** to provide students in the Health Services Administration Program with the necessary experience to complete their Capstone course. The Agreement will commence as soon as possible and will continue unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on August 20, 2013. Department—Health Services Administration
45. Agreement with **VAPS Acquisition, LLC d/b/a Vanguard Advanced Pharmacy Systems (VAPS)** to partner with the College to develop and offer an online Extended Congregant Care Continuing Education course VAPS will provide the curriculum and instructors for the course and the College will approve curriculum, determine presentation format, and provide marketing and program administration. VAPS will receive 40% of registration fees for its services under the Agreement. The Agreement will commence as soon as possible and will continue for the period of one year; thereafter, the Agreement will automatically renew for one-year terms unless terminated by either party. After expenses, the estimated revenue to the College is approximately \$3,750 per year. This item was approved by Anne Cooper on April 10, 2013. This item is being included in this Quarterly Report as it did not appear on the previous report. Department—Continuing Education Health
46. Agreement with **VAS Instruments Corporation** whereby VAS will continue to promote the College and refer students from South Africa to study at the College. VAS will be the central point of contact between applicants and the College, recommend only academically and financially qualified applications, collect and review application materials, and transmit documentation the College admissions office for processing and acceptance decision. The College will pay VAS a total of \$4,000 for its services under the Agreement. The estimated net revenue associated with this Agreement is approximately \$21,000. The Agreement will be for the period of July 1, 2013 through June 30, 2014. This item was approved by Anne Cooper on July 11, 2013. Department—International Language Institute, Corporate Training
47. Affiliation Agreement with **Veterinary Clinics of America (VCA)** to provide various VCA locations for SPC Veterinary Technology students to obtain clinical experience. The Agreement will commence as soon as possible and will continue for a period of four years. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on July 25, 2013. Department—School of Veterinary Technology

48. Affiliation Agreement with **Walden University, LLC** (WU) whereby SPC will serve as a field site for eligible WU students earning their BSN or MSN degrees. WU students will obtain field education experience through SPC's College of Nursing. SPC will provide a clinical preceptor, appropriate learning experiences and evaluation of the student's performance. The Agreement will commence as soon as possible and continue for a period of one year. Thereafter, the Agreement shall renew for successive one-year terms unless terminated by either party. This item was approved by Anne Cooper on July 25, 2013. Department—College of Nursing

Section B: Major Technology Contracts

49. Agreements with **Dell Financial Services, LP** to lease a total of 351 computers, 2 workstations, and EMC Data Domain Storage for use in various academic and administrative departments collegewide. The leases are for a period of 49 - 60 months. The cost to the College for these leases is expected to be approximately \$571,512.68. Should the College opt to purchase the equipment, if applicable, at the end of the lease term, the purchase option price would be an additional \$37,937.26. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$609,449.94. Should funds not be appropriated to continue the lease for any subsequent fiscal period during the term of the Agreement, the Agreement may be terminated with 60 days written notice prior to the end of the current fiscal period. These items are being reported to the Board based on its approval of the 2013-14 Budget on May 21, 2013. — Doug Duncan

Section C: Contracts above \$100,000 (\$100,001-\$325,000)

50. Agreement previously approved with **Fox Lawson & Associates** to conduct a compensation and classification study of A&P and Career Service employees. The Agreement was initially approved to continue through December 31, 2011 at an all-inclusive expense to the College of \$127,000. The Agreement was subsequently extended and additional deliverables were added for a total cost to the College of \$166,000. This item is to further extend the Agreement through August 31, 2013 and to add a cost of \$36,500 to the Agreement to cover the review of an incentive compensation plan for the Collaborative Lab as well as the appeals for Career Service and A&P employees. Based on the foregoing, the total contract amount will not exceed \$202,500. This item was approved by the President on July 12, 2013. Department—Human Resources

Section D: Contracts above \$50,000 (\$50,001-\$100,000)

51. Agreement with **Pro Education Solutions, LLC** to continue to provide consulting services for Financial Assistance Services to assist in processing of student files selected for federal verification and SAP appeal reviews. The renewal Agreement will commence as soon as possible and will continue for the period of one year. The anticipated cost to the College for this Agreement period will be \$89,000. This item was approved by Tonjua Williams on July 3, 2013. Department—Financial Assistance Services

Section E: Contracts above \$10,000 (\$10,001-\$50,000)

52. Agreement with **Russ Adkins, Inc.** to provide consulting services on the revitalization of online education at the College. Consultant will guide various teams in their efforts to form goals and strategies for SPC's online learning programs; provide a framework for discussions and an overview of trends outside of SPC. The Agreement will commence as soon as possible and continue through December 31, 2013 at a cost to the College not to exceed \$13,900. This item was approved by Anne Cooper on August 30, 2013. Department—Instructional Technology
53. Agreement with **American Funding Innovators, Inc.** to provide a subscription to AFI's online grants management software and technical support. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$17,500. This item was approved by Doug Duncan on July 19, 2013. Department—Administrative Technology/Grants
54. Agreement with **Behavioral Health Management Services, Inc. d/b/a BayCare Behavioral Health, Inc.** to continue to provide student counseling services and assistance. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College associated with this Agreement is anticipated to be \$45,999.80. This item was approved by Tonjua Williams on August 14, 2013. Department—Student Activities/Campus SGA
55. Agreement with **CareerAmerica, LLC d/b/a Financial Aid TV (FATV)** to continue to provide the College with FATV online financial aid videos which are available to students 24/7 and provide consistent, timely and student-friendly video answers to financial aid questions. FATV agrees to produce videos regarding Florida grants, scholarships, pre-paid tuition free of charge. The College will produce other SPC specific videos for placement on FATV's site. SPC will also use its videos and FATV's videos on the SPC TV channel and website. The cost to the College for this Agreement will be \$12,000. The Agreement will commence in November 9, 2013 and continue for the period of one year. This item was approved by Tonjua Williams on August 23, 2013. Department—Financial Assistance Services
56. Agreement with **Diversified Business Machines** to provide maintenance on the College's 10 Photo ID printers college-wide. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this period will be \$18,750. This item was approved by Tonjua Williams on July 24, 2013. Department—Student Activities/Photo ID Systems
57. Agreement with **Enliven Wellness Works** to provide the services of a contracted wellness professional to assist in the implementation of the College's employee wellness program. The Agreement is expected to commence September 2, 2013 and continue through December 1, 2013. The wellness professional will provide services for approximately 25 hours per week at the College's EpiCenter. The College will pay Enliven for hours worked as well as administrative costs and mileage. Based on an estimate of 25 hours per week, the costs to the College for this Agreement are anticipated

- to be \$11,107.60. Should the hours go over 25 per week, the total amount paid would increase based upon the terms of the Agreement. This item was approved by Doug Duncan on July 23, 2013. Department—Human Resources, Aetna Wellness
58. Agreement with **Gregory, Sharer & Stuart, P.A.** to provide services to conduct the required annual audit of the St. Petersburg Collegiate High School. The Agreement will commence July 1, 2013 and continue through June 30, 2016 at a cost to the College not to exceed \$41,250. This item was approved by Anne Cooper on July 3, 2013. Department—St. Petersburg Collegiate High School
 59. Agreement with **Gregory, Sharer & Stuart, P.A.** to provide services to conduct the audit of financial statements of Institute for Strategic Policy Solutions, Inc. which comprise the statements of the Institute's financial position as of its fiscal years ending March 31, 2013, 2014, and 2015. The cost to the College for this Agreement will not exceed \$15,000. This Agreement was approved by Tonjua Williams on August 1, 2013. Department—Institute for Strategic Policy Solutions
 60. Agreement with **Mechanical Services of Central Florida, Inc.** to provide annual service/maintenance on chillers at the College. The cost to the College for this Agreement will be \$24,282. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Doug Duncan on September 11, 2013. Department—Facilities Services
 61. Amendment to the Agreement with **Oasis Refreshment Systems** whereby Oasis will continue to provide catering and food service for the Clearwater Campus. The Agreement will commence January 4, 2014 and continue for a period of three years. It is anticipated that the College will receive a revenue of approximately \$15,000--\$18,000 annually during the period of this Agreement. This is based on receiving from 2% to 7% of catering and café sales. This item was approved by Doug Duncan on September 11, 2013. Department—Auxiliary Services
 62. Agreement with **O.C. Tanner Recognition Company** whereby the College will continue to purchase annual service awards for employee recognition. The Agreement will commence as soon as possible and continue through June 30, 2014 at a cost to the College not to exceed \$25,000. This item was approved by Doug Duncan on August 12, 2013. Department—Human Resources
 63. Agreement with **SimplexGrinnell, LP** to provide labor and materials to install a Simplex Model 4008 Addressable Fire Alarm System at the College's Fire Training Facility. The cost to the College for this Agreement will be \$13,312. This item was approved by Doug Duncan on July 22, 2013. Department—Facilities/In-House Construction
 64. Agreement with **Sun Print Management (SPM)** to continue the print management program college-wide through SPM to provide onsite service (including parts and labor); maintenance kits; printer help desk service; and all consumables and toner (excluding paper and staples) for most of the College's printers. For black and white printers, the College is charged .009 per page for SPC owned printers and .01 per page for any SPM

owned printers (which may be supplied by SPM). For color printers, the College is charged .10 per color page and .03 per black and white page. Monthly costs for color printer rentals range from \$10 to \$20 per month depending upon the specific equipment. The Agreement will be tied to the majority of the terms and conditions of the School Board of Clay County's agreement with Sun Print. The Agreement will commence as soon as possible and will continue through June 30, 2014. The estimated cost to the College for this period is \$50,000. This item was approved by Doug Duncan on July 22, 2013. Department—Budgeted Collegewide Revenue

Section F: Contracts below \$10,000

65. Agreement with **Access Text Network** to provide access to publisher's electronic files needed by students diagnosed with a print related disability. The Agreement will commence as soon as possible and will continue for the period of one year. There is no cost to the College associated with entering into this Agreement. This item was approved by Tonjua Williams on July 24, 2013. Department—Student Affairs
66. Agreement with **Active Security Company** to provide monitoring services for the emergency panic buttons in Congressman Bill Young's office area. The Agreement will commence September 14, 2013 and continue through September 14, 2014 at a cost to the College of \$299.40. This item was approved by Doug Duncan on September 30, 2013. Department—College-wide Security Services
67. Amendment to the Agreement with **Banquet Masters, Inc.**, whereby Banquet Masters provides food service for the Tarpon Springs Campus. The Amendment will add or update information such as payment information, remuneration for over the counter food service, a one-time increase in menu pricing up to 10%, and Banquet Masters' responsibility to provide its own internet service. The Amendment will also provide a three-year extension of the current Agreement. There is no cost to the College associated with this Amendment. The Amendment will commence July 1, 2013 and continue through June 30, 2016. This item was approved by Doug Duncan on June 28, 2013. This item is being included on this Quarterly Report since it did not appear on the previous report. Department—Purchasing
68. Agreement with **Biddle Consulting Group, Inc.** to continue to provide consulting services and assistance for the development of the College's Affirmative Action Plan. The Agreement will continue through August 2015. The cost to the College for this period will be \$10,000. This item was approved by Doug Duncan on August 5, 2013. Department—Human Resources
69. Agreement with **Blackbaud, Inc.** to develop two Crystal Reports for the Financial Edge software currently used by the College's Foundation. The Agreement will commence as soon as possible and will continue through project completion. The cost to the College for this Agreement will be \$3,500 plus any costs for travel. This item was approved by Frances Neu on September 5, 2013 and Doug Duncan on September 16, 2013. Department(s)—Resource Development/Foundation

70. Agreement with **The Chronicle of Higher Education** for continued online access to *The Chronicle of Higher Education* through its website. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this period will be \$3,140. This item was approved by Anne Cooper on July 25, 2013. Department—District Library
71. Agreement with **Criterion Pictures USA, a Division of Post Modern Distribution, LLC** to provide streaming rights for *Waiting for Superman* to support course curriculum. The Agreement will commence October 1, 2013 and continue through September 30, 2014. The cost to the College for this Agreement will be \$300. This item was approved by Anne Cooper on September 9, 2013. Department—District Library
72. Agreement with **DaySpring Episcopal Conference Center** to provide rooms for the Women’s Basketball Team Retreat to be held September 27-29, 2013. The cost to the College for this Agreement is expected to be approximately \$3,060. This item was approved by Karen Kaufman White on September 18, 2013. Department—Athletics
73. Agreement with the **Florida Association for the Education of Young Children (FAEYC)** that will allow the College to exhibit at the FAEYC Conference to build awareness of SPC’s College of Education programs. The Conference will be held on September 27-28, 2013 at a cost to the College of \$500. This item was approved by Anne Cooper on July 17, 2013. Department—Marketing & Public Information
74. Agreement with the **Florida Public Health Association** that will allow the College to participate as an exhibitor at the 2013 Florida Public Health Association Annual Educational Conference. This will give the College the opportunity to build awareness and recruit students for the College’s health care programs. The event will be held August 28-30, 2013. The cost to the College associated with this Agreement will be \$200. This item was approved by Doug Duncan on August 22, 2013. Department—Marketing & Public Information
75. Agreement with **Jungle Source, Inc.** to process background checks as needed on prospective/current employees and volunteers. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College associated with this Agreement is anticipated to be \$5,250. This item was approved by Doug Duncan on July 24, 2013. Department—Human Resources
76. Agreement with **Kramer Entertainment Agency, Inc.** to bring the Save-A-Life Tour to the Clearwater Campus to increase awareness about the effects of drunk driving. The event will be on October 7, 2013. The cost to the College for this Agreement will be \$3,100. This item was approved by Tonjua Williams on August 27, 2013. Department—Student Activities
77. Affiliation Agreement with **Marguerite’s Deli & Catering, Inc.** to provide catering services for the Fall Advisory Committee Appreciation event to be held September 12-13, 2013. The cost to the College for this Agreement is anticipated to be an amount not

- to exceed \$5,873.16. This item was approved by Anne Cooper on August 13, 2013. Department—Academic & Student Affairs
78. Agreement with **Naviance, Inc.** to continue to provide access to its Naviance communication system, which serves as a vital tool for the Collegiate High School to communicate more efficiently with parents and students. The system also allows the Collegiate High School to gather and display data in graph format to assist in recruitment efforts, documenting student achievement. The system also assists the College in transmitting transcripts to other colleges and universities. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for this Agreement will not exceed \$2,990. This item was approved by Anne Cooper on July 8, 2013. Department—St. Petersburg Collegiate High School
 79. Agreement with the **Pinellas Park Art Society** to provide artwork on loan for display at the Downtown Campus from January 30, 2014 through February 28, 2014. There is no cost to the College associated with entering into this Agreement. This item was approved by Kevin Gordon on July 10, 2013. Department—Provost, DT
 80. Agreement with **Ricoh** to lease a copier for use by the Financial Assistance Services Department at the St. Petersburg/Gibbs Campus. The lease will commence as soon as possible and will continue for the period of five years. The cost to the College for this Agreement will be \$5,946.60 for the lease of the machine plus approximately \$474 for copies over the 5-year period. Based on the foregoing, the anticipated cost for this Agreement will be approximately \$6,420.60. This item was approved by Tonjua Williams on August 28, 2013. Department—Financial Assistance Services
 81. Agreement with **Ruth Eckerd Hall, Inc.** for the use of its facilities on November 15, 2013 for the Women on the Way luncheon. Ruth Eckerd will provide facility, dining area with tables, set-up, clean-up, table linens and napkins. The cost to the College for this Agreement will be \$450. This item was approved by Tonjua Williams on July 17, 2013. Department—Women on the Way
 82. Agreement with the **Rotary Club of Seminole Lake Charitable Foundation, Inc.** for use of portions of the College's parking facilities at the Seminole Campus on October 5, 2013. The Rotary Club will be holding *Rocktoberfest* at the Seminole Recreation Center and is in need of additional parking facilities. The Rotary Club will make a gift to the College's Foundation in an amount equal to 10% of the net proceeds from the event which will be used for scholarships for Seminole Campus students. This item was approved by Doug Duncan on September 5, 2013. Departments—Provost, SE and Facilities
 83. Agreement with **SimplexGrinnell, LP** to provide fire alarm monitoring service for the Pinellas County Fire/EMS Training Facility. The Agreement will commence as soon as possible and continue through June 30, 2014 at a cost to the College of \$240. This item was approved by Doug Duncan on September 16, 2013. Department—Access Control

84. Agreement with the **City of St. Petersburg** for use of the Coliseum for the SPC student Spring Ball to be held March 21, 2014. The cost to the College for this Agreement is anticipated to be approximately \$3,050 and includes things such as the use of the Coliseum facility, parking services, set-up, and police officer(s). This item was approved by Tonjua Williams on August 26, 2013. Departments—Student Life and Leadership and Student Government Association
85. Agreement with the **Tampa Bay Business Journal** to provide for the purchase of digital database licenses for 50 concurrent users of the online Tampa Bay Business Journal to support the College of Business programs. The cost to the College for this Agreement will be \$1,760. The Agreement will commence as soon as possible and will continue for the period of one year. This item was approved by Anne Cooper on July 3, 2013. Department—District Library
86. Agreement with **Tarpon Springs Band Boosters** to use a portion of the College's Tarpon Springs Campus parking area for a Christmas Tree Lot. The Agreement will commence November 27, 2013 and continue through December 22, 2013. There is no cost to the College. This item was approved by Conferlete Carney on September 17, 2013. Department—Provost, TS
87. Agreement with **TW Telecom Holdings, Inc.** (TWT) whereby the College will use TWT's service known as Enterprise SIP Trunking, which is in the development stage. TWT will provide the Beta Service on a trial basis for a period of 30 days once it is made available by TWT. The service, which provides IP based connectivity to TWT's network, will be tested at DO and SE sites. There is no cost to the College associated with entering into this Agreement. This item was approved by Doug Duncan on September 19, 2013. Department—Unallocated Communications Expense
88. Amendment to the Agreement with **University of Florida, College of Dentistry (UF)** to provide that UF agrees to pay the College a flat daily rate or a sum equal to 10% of the tuition actually received by UF, whichever is lower, for any continuing education programs offered by UF at SPC. The daily rate may be adjusted from year to year to cover actual costs and the standard square footage rental fee for the lease of stated facilities. The exact amount to be paid to the College as a result of this amendment cannot be determined at this time. This item was approved by Doug Duncan on August 12, 2013. Department—University Partnership Center


Pamela Smith, Legal Services Coordinator, prepared this Quarterly Informational Report on contract items not exceeding \$325,000.

Suzanne Gardner, Acting General Counsel, recommends approval.

ps1001131

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325K

Board of Trustees Rules 6Hx23-6.09 and 6Hx23-6.10 authorize the President to approve construction contracts and change orders to construction contracts for extensions of time and for increases in an amount not to exceed CATEGORY FIVE, Florida Statutes 287.017 (currently \$325,000), with the stipulation that the Board of Trustees will be informed of these approvals on a quarterly basis. This memo is to inform the Board of Trustees of the following items approved from April 1, 2013 through September 30, 2013.

1. Approval was received for Change Order #2, Substantial Completion and Final Accounting for Construction Manager at Risk, IROK Constructional Services, Project #186-U-11-1, Demolition of Annex 1 for Parking, EpiCenter.

This Type II Miscellaneous Construction Manager at Risk Services, (up to \$1 Million) project consisted of demolition of the Annex 1 building, and installation of two parking lights in the existing Annex 1 parking lot. This project was substantially complete on March 1, 2013.

Change Order #2 in the deductive amount of (\$6,393.52) for this project is detailed below:

Original GMP:	\$113,379.29
Change Order #1- Extension of time only	\$0.00
Revised GMP:	\$113,379.29
Change Order #2 detail below	
Owner Contingency:	(\$6,393.52)
Change Order #2:	(\$6,393.52)
Final GMP:	\$106,985.77

Funding Source for the total project budget:

Public Education Capital Outlay (PECO)	\$39,460.16
Student Capital Improvement Fee (SCIF) Funds	\$12,135.55
State Board of Education Bond Funds (SBE Bonds)	\$113,404.29
Total Project Budget:	\$165,000.00

2. Approval was received for Change Order #2, Substantial Completion and Final Accounting for Construction Manager at Risk, Eveland Brothers Inc., Project #1707-S-13-2, Phase I, Demolition for New Library Building, Clearwater campus.

This *Type II Miscellaneous Construction Manager at Risk Services, (up to \$1 Million)* project consisted of demolition of the church buildings to prepare for the New Library Building at Clearwater campus. This project was substantial complete on January 31, 2013.

Change Order #2 in the deductive amount of (\$12,067.25) for this project is detailed below:

Original GMP:	\$122,634.98
Change Order #1	\$7,150.00
Revised GMP:	\$129,784.98
Change Order #2 detail below	
Owner Contingency:	(\$4,210.65)
General Conditions:	(\$7,856.60)
Change Order #2:	(\$12,067.25)
Final GMP:	\$117,717.73

Funding Source for the total project budget:

Midtown, Clearwater and Seminole Library Reserve Funds	\$209,500.00
Total Project Budget:	\$209,500.00

3. Approval was received for Change Order #1, Substantial Completion and Final Accounting for Construction Manager at Risk, Certus Builders, Inc., Project 186-B-09-6, Site Improvements, Bay Pines Center.

This *Type II Miscellaneous Construction Manager at Risk Services, (up to \$1 Million)* project consisted of the demolition of (2) two buildings and their utilities at the Bay Pines site. This project was substantially complete on May 15, 2013.

The Guaranteed Maximum Price (GMP) for this project was \$45,537.00. Change Order #1 is a deduction in the amount of (\$6,316.39) for this project and is detailed below:

Original GMP:	45,537.00
Owner Contingency:	(\$1,947.00)
Project Contingency (Buy-out):	(\$2,920.00)
General Conditions:	(\$1,449.39)
Change Order #1:	(\$6,316.39)
Final GMP:	\$39,220.61

4. Approval was received for Change Order #1, for Construction Manager At Risk, A. D. Morgan Corporation, Project 1707-V-11-4 Remodeling and Addition to Library (Building 54) and the Technology Learning Center (Building 51), SE.

This *Type I Large Construction Project (projects up to \$35 Million)* consists of the second floor build out of the Library to include a multipurpose tiered classroom, a Faculty development room and office space. The Technology Center portion expands the Learning Support Commons, renovates the Reference area as well as the Writing and Math Studios. It also includes the addition of a combination Chemistry and Microbiology Lab and a prep room.

Change Order #1 in the amount of \$50,000.00 will revise the (GMP) for this project to \$3,228,792.00.

Authorization was received to:

- Approve Change Order #1 in the amount of \$50,000.00 for funding in excess of existing contingency and sales tax savings for PR 69 that prepares the former food service area in the Library for Barnes & Noble Bookstore build out.
- Adjust the amount of the Purchase Order.

5. Approval was received on the Guaranteed Maximum Price of \$192,911.76 and to issue all necessary purchase orders to Scherer Construction of West Florida, LLC, for Project 1707-X-11-0, Technology and Business Development Center, Ventilation Commissioning, Epicenter.

This *Type II Miscellaneous Construction Manager at Risk Services, Collegewide (up to \$1 Million)* project consists of a completely new digital lighting control system for designated areas with the capability for future phases. Additionally, the existing HVAC building automation system shall be upgraded as required to directly communicate with the new digital lighting control system.

The Guaranteed Maximum Price (GMP) for this project is \$192,911.76 with a total project budget of \$192,911.76.

- 6. Approval was received on the Guaranteed Maximum Price of \$40,190.00 and to issue all necessary purchase orders to A. D. Morgan Corporation, for Project #1707-Q-13-4, Remodeling of the Seminole Community Library (Building 54) for the City of Seminole, Seminole campus.**

This *Type II Miscellaneous Construction Manager at Risk Services, Collegewide (up to \$1 Million)* project is for the City of Seminole and will repurpose areas to better serve the functionality of the Library. This will be accomplished by converting classroom space for quiet study, extending stack space, and provide additional electrical floor boxes for expanded laptop computer use.

The Guaranteed Maximum Price (GMP) for this project is \$40,190.00 with a total project budget of \$128,500.00.

Funding Source for the total project budget:

City of Seminole Funds	\$128,500.00
Total Project Budget:	\$128,500.00

- 7. Approval was received on the Guaranteed Maximum Price of \$34,813.00 and to issue all necessary purchase orders to Walbridge for Project 597-E-13-5, Renovate Food Service Entry Access for ADA and Safety-to-Life, Bilirakis Building, Tarpon Springs Campus.**

This *Type II Miscellaneous Construction Manager at Risk Services, Collegewide (up to \$1 Million)* project consists of removal and relocation of the existing Food Service exterior door system for ADA and Safety-to-Life code requirements, at the Bilirakis Building in Tarpon Springs Campus.

The Guaranteed Maximum Price (GMP) for this project is \$34,813.00 with a total project budget of \$52,133.00. The funding sources for this project are State Board of Education Bonds (SBE Bonds) and Capital Outlay & Debt Service Funds (CO&DS). This project is scheduled to be completed on August 2, 2013.

Funding Source for the total project budget:


State Board of Education Bonds (SBE Bonds)	\$5,111.28
Capital Outlay & Debt Service Funds (CO&DS)	\$47,021.72
Total Project Budget:	\$52,133.00

This information is provided by Doug Duncan, Senior Vice President, Business Services and Information Technology; Jim Waechter, Associate Vice President, Facilities Planning and Institutional Services; pursuant to Board of Trustees Rules 6Hx23-6.09 and 6Hx23-6.10.

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President 

SUBJECT: Removal of Certain Assets from Property Inventory

This memo is for informational purposes and fulfills the requirement of Florida Statute 274.07 for the recording of the disposition of government property into the Board Meeting minutes. Per approval by the Survey Committee for removal from the inventory, the following items have a current Net Book value of \$0 and were acquired between 1982 and 2011.

BOT	Description	Acquisition Date
00030	Shelving: Metal	6/1/1987
00143	Flake Ice Maker	2/1/1993
00812	Convention Display Unit	12/1/1986
01332	Manikin: Patient Paul	2/1/1982
02915	Modular Studio System	12/1/1986
02916	Modular Studio System	12/1/1986
04007	Camera: Panasonic Color P	3/1/1987
05036	Extractor: Hoover	12/1/1988
06192	Handie Talkie: Motorola	5/1/1991
06193	Handie Talkie: Motorola	5/1/1991
06194	Handie Talkie: Motorola	5/1/1991
06195	Handie Talkie: Motorola	5/1/1991
06196	Handie Talkie: Motorola	5/1/1991
06197	Handie Talkie: Motorola	5/1/1991
06198	Handie Talkie: Motorola	5/1/1991
06199	Handie Talkie: Motorola	5/1/1991
06200	Handie Talkie: Motorola	5/1/1991
06201	Handie Talkie: Motorola	5/1/1991
06202	Handie Talkie: Motorola	5/1/1991
06203	Handie Talkie: Motorola	5/1/1991
06204	Handie Talkie: Motorola	5/1/1991
06205	Handie Talkie: Motorola	5/1/1991

BOT	Description	Acquisition Date
06242	Library Shelving:42" Db	4/1/1991
07412	Microscope:Leica	10/1/1992
08921	Dental Chair:A-Dec	10/1/1994
08922	Dental Chair:A-Dec	10/1/1994
08923	Dental Chair:A-Dec	10/1/1994
08927	Dental Chair:A-Dec	10/1/1994
08929	Dental Chair:A-Dec	10/1/1994
08932	Dental Chair:A-Dec	10/1/1994
09303	Dental Chair:A-Dec	3/1/1995
09306	Dental Chair:A-Dec	3/1/1995
09310	Dental Chair:A-Dec	3/1/1995
10041	Netstacker Base Hub	3/1/1996
10058	Payphone Tdd:Ultratec	4/1/1996
10835	Recumbant Bike Machine	2/20/1997
10838	Crane Dental Chair Lights	12/16/1997
10841	Crane Dental Chair Light	12/16/1997
10842	Crane Dental Chair Light	12/16/1997
11021	Computer Server Rack/Mgt	3/20/1997
11032	Printer: HP 5M	4/8/1997
12030	Desk w/patron ledge	7/15/1997
12082	Projector: Epson ELP 7000	10/22/1997
12083	Projector:Epson ELP 7000	10/22/1997
12452	Volleyball Stand	11/12/1997
12599	Printer:Lexmark 1650N	1/21/1998
14102	Dental Light Unit Mount	11/6/1998
14103	Dental Light Unit Mount	11/6/1998
14106	Dental Light Unit Mount	11/6/1998
14266	Projector:Epson	1/8/1999
14738	Computer:Dell P6400	4/19/1999
14810	Projector:Proxima	6/3/1999
15246	Carpet Extractor:Powrflite	9/16/1999
15776	Computer: Dell PIII 500K GX1p/	9/30/1999
15998	Laptop Computer:Dell Latitude	10/20/1999
16067	Projector:Epson	12/13/1999
16636	Router:Cisco	12/7/1999
16647	Router:Cisco	12/7/1999
16671	Router:Cisco	12/2/1999

BOT	Description	Acquisition Date
17417	Printer:HP 8550GN	6/23/2000
17603	PowerSource:Arma-Rock 800	9/18/2000
17912	Reception Desk	6/30/2000
17936	Control Unit	6/30/2000
17937	Control Unit	6/30/2000
18051	Computer Station:Adjustable	6/30/2000
18467	Excersize Bike:Monark	5/8/2001
18894	Server:Dell PowerEdge 1550	3/1/2001
19370	Switch:Cisco	5/11/2001
20311	Monitor/Graphic:Viewson	8/29/2001
20446	Extractor:PowerFilte 13 Gal.	11/20/2001
20493	Switch:Cisco	5/15/2001
20975	Computer: Dell GX240	11/13/2001
21165	Computer: Dell GX240	11/28/2001
21357	Switch:Summit	12/27/2001
21498	Switch:Cisco	3/13/2002
21592	Table 24X72	10/3/2001
22026	Laptop Computer: Dell Latitude	7/25/2002
22282	Printer: Lexmark T620N	6/24/2002
22428	Scanner: Fujitsu 3091	7/5/2002
22437	Catalyst:Cisco	7/16/2002
22438	Catalyst:Cisco 3524	7/16/2002
22440	Catalyst:Cisco	7/16/2002
22442	Catalyst:Cisco	7/16/2002
22443	Catalyst:Cisco	7/16/2002
22444	Catalyst:Cisco	7/16/2002
22689	Computer: Dell GX260T	6/25/2002
22736	Laptop Computer: Dell Latitude	6/26/2002
22740	Laptop Computer: Dell Latitude	6/26/2002
22761	Laptop Computer: Dell Latitude	6/26/2002
22781	Laptop Computer: Dell Latitude	6/24/2002
23072	Laptop Computer: Dell Latitude	7/25/2002
23322	Laptop Computer: Dell Latitude	9/23/2002
23454	Switch: Extreme 48 Pt	3/19/2003
23469	Laptop Computer: Dell Latitude	8/21/2002
23471	Laptop Computer: Dell Latitude	8/21/2002
23665	Laptop Computer: Dell Latitude	11/6/2002

BOT	Description	Acquisition Date
23766	50" Projector TV: Sony	9/6/2002
23966	Computer: Dell GX260	11/14/2002
24232	Computer: Sun Blade 550MHz	12/16/2002
24242	Computer: Sun Blade 550MHz	12/16/2002
24462	Router: Cisco	8/22/2002
24511	DigiDesign 002 System	4/16/2003
24575	Computer: Compaq	2/24/2003
24698	20" Cinema Display: Apple	6/6/2003
25046	Laptop Computer: Dell Latitude	4/23/2003
25246	Monitor: Apple 20"FP	6/16/2003
25343	Laptop Computer: Dell Latitude	4/30/2003
25373	Laptop Computer: Dell Latitude	5/2/2003
25397	Computer: Dell GX260T	5/1/2003
25412	Computer: Dell GX260T	5/1/2003
25442	Computer: Dell GX260T	5/1/2003
25450	Computer: Dell GX260T	5/1/2003
25541	Computer: Dell GX260T	4/29/2003
25575	Computer: Dell GX260T	4/29/2003
25582	Computer: Dell GX260T	4/29/2003
25588	Computer: Dell GX260T	4/30/2003
27051	Laptop Computer: Dell M60	12/15/2003
27443	Computer: Dell GX270T	12/2/2003
27545	Computer: Dell GX270T	11/14/2003
27558	Computer: Dell GX270T	1/8/2004
27689	Laptop Computer: Dell Latitude	4/14/2004
27735	Computer: Dell 650	5/11/2004
27751	Computer: Dell GX270	3/29/2004
28533	Switch: Cisco	4/28/2005
28534	Switch: Cisco	4/28/2005
28660	Switch: Cisco Catalyst 6509	11/3/2004
28661	Switch: Cisco Catalyst 6509	11/3/2004
28661A	48P Exp Module - inside 28661	9/7/2005
28671	Switches: Cisco Catalyst 3560	11/11/2004
28672	Switches: Cisco Catalyst 3560	11/11/2004
28886	Monitor: Apple 20"FP	11/4/2004
29067	Laptop Computer: Dell Latitude	12/21/2004
29183	Laptop Computer: Dell M60	2/24/2005

BOT	Description	Acquisition Date
29346	Router: Cisco 2620	2/3/2005
29693	Computer: Dell GX280	3/23/2005
29734	Computer: Dell GX280	3/28/2005
29737	Computer: Dell GX280	3/28/2005
29738	Computer: Dell GX280	3/28/2005
29739	Computer: Dell GX280	3/28/2005
29741	Computer: Dell GX280	3/28/2005
29742	Computer: Dell GX280	3/28/2005
29745	Computer: Dell GX280	3/28/2005
29746	Computer: Dell GX280	3/28/2005
29747	Computer: Dell GX280	3/28/2005
29748	Computer: Dell GX280	3/28/2005
29859	Digital Presenter: Samsung	8/1/2005
29928	Quad/SDN Module: Polycom	7/18/2005
30128	Switch: Cisco 3560G-48PS	4/3/2006
30585	Switch: Cisco 3560	6/8/2005
30693	Bunker: Marshall	6/16/2006
31092	Computer: Dell GX280	6/17/2005
31094	Computer: Dell GX280	6/17/2005
31096	Computer: Dell GX280	6/17/2005
31663	Router: Cisco 2620XM	10/7/2005
32175	Computer: Dell GX280	8/19/2005
32357	Computer: Dell GX280	8/25/2005
32359	Computer: Dell GX280	8/25/2005
32363	Computer: Dell GX280	8/25/2005
32367	Computer: Dell GX280	8/25/2005
32368	Computer: Dell GX280	8/25/2005
32373	Computer: Dell GX280	8/25/2005
32374	Computer: Dell GX280	8/25/2005
32375	Computer: Dell GX280	8/25/2005
32376	Computer: Dell GX280	8/25/2005
32379	Computer: Dell GX280	8/25/2005
32687	Computer: Dell GX620	9/6/2005
32690	Computer: Dell GX620	9/6/2005
32829	48 Pt Switch: Cisco Catalyst	3/23/2006
32830	48 Pt Switch: Cisco Catalyst	3/23/2006
32831	48 Pt Switch: Cisco Catalyst	3/23/2006

BOT	Description	Acquisition Date
32832	48 Pt Switch:Cisco Catalyst	3/23/2006
33448	Server:Dell PowerEdge 6850	1/30/2006
33615	Computer:Dell GX620	1/20/2006
34591	Switch:Cisco 3560	9/11/2006
34592	Switch:Cisco 3560	9/11/2006
34858	Dell Latitude	7/7/2006
34872	Laptop Computer:Dell Latitude	7/7/2006
35062	Laptop Computer:Dell Latitude	10/6/2006
35174	Laptop Computer:Dell Latitude	12/14/2006
35313	Mobility Controller:Aruba 6000	11/30/2006
35495	Laptop Computer:Dell Latitude	9/13/2006
35496	Laptop Computer:Dell Latitude	9/13/2006
35506	Laptop Computer:Dell D620	9/27/2006
35600	Laptop Computer:Dell Latitude	11/27/2006
35776	Catalyst 3560 48 Port	3/24/2008
36188	Screen Printing Press	12/1/2006
36189	Vacuum Frame	12/1/2006
36896	Laptop -Latitude D830	10/29/2007
37653	Computer - Latitude D830	2/14/2008
37654	Computer - Latitude D830	2/14/2008
37655	Computer - Latitude D830	2/14/2008
37657	Computer - Latitude D830	2/14/2008
37660	Computer - Latitude D830	2/14/2008
37669	Computer - Latitude D830	2/14/2008
37683	Computer - Latitude D830	2/14/2008
37686	Computer - Latitude D830	2/14/2008
37692	Computer - Latitude D830	2/14/2008
38606	Aruba 6000 Base Unit	1/6/2009
39929	Handheld Radar Gun	6/27/2011

William D. Law, Jr., President; Doug Duncan, Vice President, Administrative/Business Services & Information Systems, Theresa Furnas, Associate Vice President, Financial & Business Services; and Paul Spinelli, Director of Procurement & Asset Management, recommend approval.

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: William D. Law, Jr., President



SUBJECT: Progress Report on the Construction of the Midtown Educational Center

This project overview is provided to the Board of Trustees as an update only. No Board action is required.

At its September meeting, the Board approved the selection of Lema Construction as the Construction Manager at Risk for the Midtown Center. Since then, significant progress has been made toward the actual commencement of construction. Construction documents are being reviewed by Lema, contract negotiations are ongoing and the beneficial community impact has been more clearly defined so that it can be appropriately and accurately measured and reported on.


Lema Construction has submitted a Guaranteed Maximum Price (GMP) as well as a project timeline for the construction of the building. These submissions are presently under review by college personnel as well as the design professionals, Harvard Jolly Architecture. Once complete, the GMP and the corresponding 100% construction documents will be presented for Board approval. We expect this will occur at the November meeting.

As you see, the project is now moving along established channels with all parties giving the project a high priority to keep it moving forward.

Thank you.

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Naming of College Facilities, Board Rule #6Hx23-6.14

As we continue to make progress in the construction of our campus facility in Midtown, I anticipate that we will find ourselves in a discussion regarding the naming of the facility to memorialize committed community leadership in the field of education. For background purposes, I am attaching the relevant portion of the Board of Trustees rule regarding the naming of college facilities. The rule outlines a process by which the President can develop a recommendation for Board consideration and approval.

With your concurrence, I would like to begin that process to determine how we might appropriately memorialize educational leadership in Midtown.

I should also note that I have been asked to consider at least one other recognition at a different location. I'll review both opportunities at the same time.

Thank you.

RULE

SUBJECT	NAMING OF COLLEGE FACILITIES	PAGE
		6.14-1
LEGAL AUTHORITY	6Hx23-6.14	6/21/11 Revision #11-6

6Hx23-6.14 NAMING OF COLLEGE FACILITIES

I. INTENT AND PURPOSE

- A. The primary intent of this naming policy is to allow St. Petersburg College to honor and recognize significant contribution(s) to the College by an individual(s), both in extraordinary service to the College and/or philanthropic giving.
- B. When considering naming recommendations, it shall be the priority of the Board to advance the most essential elements of the College's mission by matching naming honors to recognize extraordinary service and contributions to the College and to consider substantial gifts, endowments or irrevocable pledges of substantial giving. In the case of philanthropic giving, the gifts and endowments being bestowed upon the College shall benefit and support the facility being named.

II. NAMING POLICIES

- A. Naming opportunities may be extended to both physical facilities of the College such as buildings, wings, rooms, auditoriums, etc., and intangible assets such as campus centers, institutes, departments, programs, etc., in both cases to be referred to within this Rule as College facilities.
- B. The following policies shall be established regarding naming opportunities and recommendations made to the President and the Board of Trustees:
 - 1. College facilities may be named for the purpose of either honoring individuals or groups for their extraordinary service to the College or in recognition of a significant gift, endowment, scholarship or program support donation to the St. Petersburg College Foundation. The amount of the gift or endowment shall be commensurate with the significance placed on the naming and its prominence in the facility.
 - 2. The Board may establish whether the naming of facility shall apply for the expected life of the facility or otherwise. In the

RULE

SUBJECT	NAMING OF COLLEGE FACILITIES	PAGE
		6.14-2
LEGAL AUTHORITY	6Hx23-6.14	6/21/11 Revision #11-6


event that the facility is demolished and rebuilt or is substantially renovated the Board may, at its discretion, discontinue the original name, transfer the name to a new facility, or rename the building.

3. Notwithstanding any naming agreement that may be in effect, the Board reserves the right to revoke the naming of a facility at its own discretion where it deems that such name, in the judgment of the Board, may subject the College to public disrepute and as a result not continue to be in the best interest of the College to maintain.
4. The President shall appoint a standing committee of the College for the purpose of bringing forth naming recommendations as may be appropriate during any given period and as opportunities arise. The committee's composition shall be determined by the President and shall normally include representatives from the impacted campus or site, including, but not limited to, faculty, staff, and student representatives. The Vice Chair of the Board of Trustees shall also serve on the committee.
5. The Committee shall submit its recommendations to the President in writing for further consideration. The President shall submit his or her recommendation to the Board for its consideration and final approval.
6. The Board shall approve the naming of any College facility as outlined herein, with the exception of the rooms, galleries, collections and exhibits of the Leepa-Rattner Museum of Art.
7. Upon approval of the Board the designated name shall be publicly disseminated and commemorated in signage in a manner consistent with the intent to honor those for which the facility or program is named.

Specific Authority: 1001.64(2) & (4), F.S.
 Law Implemented: 1001.64(5), F.S.
 History: 6/21/11. Adopted - 6/21/11. Effective - 6/21/11.

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Learning Management System Replacement

Approval is sought to enter into a five-year, six-month agreement with Desire2Learn, Ltd. The total cost for licensing and related training services will not exceed \$2,015,162. The agreement will commence as of November 2013. The funding source for procurement will be from the general operating budget.

Background: A learning management system is an application that gives St. Petersburg College faculty the tools required to inspire learning and increase student success for all instructional modalities. Currently, St. Petersburg College uses ANGEL as its learning management system. At present time, there are approximately 32,000 St. Petersburg College students actively using its learning management system each semester. Additionally, the learning management system is utilized by Corporate Training for workforce development and the grants department for delivery of officer and emergency preparedness training.

There are many driving forces for moving from ANGEL to Desire2Learn. These include but are not limited to the lack of feature enhancements to ANGEL since it was acquired by Blackboard in 2009, no viable mobile support for faculty and students and concerns about the uncertain future of the ANGEL product itself.

The selection process:

- On February 17, 2012 a Learning Management System search committee was created to evaluate viable applications on the market.
- The committee consisted of twenty-two (22) faculty and Thirteen (13) administrative/professional employees.
- The committee generated a selection values structure which was reviewed and endorsed by St. Petersburg College's Board of Trustees.
- Thirteen (13) available Learning Management Systems were evaluated in a comprehensive, transparent and rigorous process.
- The committee convened in August, 2013 for a final analysis, reviewed the value structure rubric and held a vote. The recommendation from the committee was to pursue a license agreement with Desire2Learn, Ltd.

Cost breakdown: The maximum cost for Desire2Learn for five years is: 1,160,369. In addition, the college proposes to purchase Desire2Learn’s Insights Analytics, Capture, and Degree Compass applications. Below is a breakdown of each application.

Insights Analytics This application will enhance SPC’s efforts in its Early Alert initiative by giving faculty and advisors a real-time dashboard view of students’ performance on each course assignment. The maximum cost for Insights for five years is: \$276,281.

Capture facilitates teaching online by giving faculty the ability to share presentations, software, audio, video interactions with students live or in-demand. This application will improve St. Petersburg College’s out of classroom support initiative, giving faculty the ability to successfully communicate to students in a real time, interactive environment. . The maximum cost for Capture for five years is: \$110,512

Degree Compass is a personalized, web-based course recommendation tool that uses predictive analytics to guide students' course selection in a way that not only enhances the rate of academic success but also drives on-time completion of their degree. This application will enhance SPC’s My Learning Plan initiative which is designed to keep students on track and on pace for degree completion. If purchased, Degree Compass would not be implemented until year two or three of the five year contract. Estimated cost is \$50,000 to \$60,000 annually.

Cost Summary:

Costs	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Desire2Learn	\$ 210,000	\$ 220,500	\$ 231,512	\$ 243,101	\$ 255,256	\$1,160,369
Insights	\$ 50,000	\$ 52,500	\$ 55,125	\$ 57,881	\$ 60,775	\$ 276,281
Capture	\$ 20,000	\$ 21,000	\$ 22,050	\$ 23,152	\$ 24,310	\$ 110,512
Degree Compass Estimate	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ 60,000	\$ 180,000
**TAM Support	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 40,000
Total Recurring Cost	\$ 300,000	\$ 314,000	\$ 368,687	\$ 384,134	\$ 400,341	\$ 1,767,162
One Time Costs	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Contingency	\$ 54,900	\$ 36,600	\$ 36,600	\$ 36,600	\$ 18,300	\$ 183,000
Total Non-Recurring & Contingency Costs	\$ 119,900	\$ 36,600	\$ 36,600	\$ 36,600	\$ 18,300	\$ 248,000
Total Costs	\$ 419,900	\$ 350,600	\$ 405,287	\$ 420,734	\$ 418,641	\$ 2,015,162
Funding						
Recurring Budget*	\$ 300,000	\$ 314,000	\$ 368,687	\$ 384,134	\$ 400,341	\$ 1,767,162
Use of One-Time Funding	\$ 119,900	\$ 36,600	\$ 36,600	\$ 36,600	\$ 18,300	\$ 248,000
Total Funding	\$ 419,900	\$ 350,600	\$ 405,287	\$ 420,734	\$ 418,641	\$ 2,015,162
*Primarily Distance Learning Fees. Anticipates approx. 5% annual increase in costs plus a larger						

increase in Year 3 with the addition of Degree Compass Est.

**TAM Support: Provides St. Petersburg College with a designated Desire2Learn technical resource who will provide proactive, personalized and collaborative support to assure optimized performance and future growth.

Suzanne L. Gardner, Acting General Counsel; Doug Duncan, Senior Vice President, Business Services and Information Technology; Anne Cooper, Senior Vice President, Academic & Student Affairs recommend approval; Vicki Westergard, Executive Director, eCampus, Web and Instructional Technology.

St. Petersburg College

SPC

Learning Management System Replacement

Revitalizing Online Learning

October 2013

An
Achieving
the Dream[™]
Institution



- **Replacing SPC Learning Management System**
 - Change has been looming since Blackboard bought ANGEL in 2009
- **Revitalization of Online Education requires updated functionality**

Changes in Online Education

- **Committee make-up**
 - Representing all sites & disciplines, upper and lower divisions
 - 22 faculty
 - 13 A&P staff
- **Monthly meetings from February 2012**
- **Final recommendation meetings in August 2013**

Selection Committee

- Created formal values structure
- Educated members on products, options and decision points
- Presented extensive product demos
- Reviewed feedback from customers
- Analyzed products using detailed rubric
- Discussed choices and held a vote

Committee Activity

- **LMS Evaluation Committee recommends Desire2Learn (D2L) as SPC's next learning management system**
 - Chosen by 72% of committee faculty, 77% of committee as a whole
- **Proposed contract duration November 2013 to August 2018**

Recommendation

- **Desire2Learn, Inc (1999)**
 - D2L’s education-oriented staff understands the needs of faculty and students
 - Cutting edge applications for interactivity, collaboration, student success
 - Tools integrated for ease of use, accessibility
 - Florida D2L peers include: Daytona State College, Broward College, U. of West Florida

About the Company

- Students choose where reminders and alerts are sent – texts or **social media** (Facebook , Twitter)
- **Collaboration tools** allow student-initiated sessions
- **Integrated video** tools for faculty and students
- Web conferencing feature with **whiteboard** capabilities
- Insights **dashboard** charts students progress
- Faculty can set **automatic alerts** or encouragements
- **Mobile access** allows phone and tablet access to student and faculty functions

Student Access=Student Success

- Desire2Learn fully satisfies all of the points on the values structure.
- Desire2Learn reaches beyond a traditional Learning Management System to be an **Integrated Learning Platform.**
- Desire2Learn provides all of the tools needed to take St Petersburg College's online education to the next level and to support student success.

Reflections on Desire2Learn



Step 1 – Committee recommends a product, presents contract to Board



Step 2 – Revitalizing Online Education Project, August – November 2013

Next steps

- 70+ faculty, deans, provosts and other stakeholders addressing six issues:
 - Big Picture – Vision
 - Online Course Development and Delivery
 - Faculty Roles and Support
 - Student Readiness for Online Learning
 - Academic and Student Services
 - Organizational Structure
- Committee report to Board November 22
- Strategic discussions with Board December 10

Revitalizing Online Education

- Changing the software
 - Look and feel
 - Ease of access
 - Cutting edge technology
 - More powerful tools
- Changing our support for online students
- Changing how we teach online




Online Education at SPC



Questions

October 15, 2013

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: William D. Law, Jr., President 
SUBJECT: Audits and Other Statutory Requirements of Direct Support Organizations, April, 2012, Through March 31, 2013

In accordance with Section 1004.70, Florida Statutes, the Federal Internal Revenue Service Return of Organization Exempt from Income Tax forms (Form 990) and the annual financial audits and the audit-associated Reports to the Board of Directors reports of the following direct-support organizations are submitted for your approval and authorization to submit to the appropriate agencies in Tallahassee:

- St. Petersburg College Foundation, Incorporated
- St. Petersburg College Alumni Association, Incorporated
- The Leepa-Rattner Museum of Art, Incorporated
- Institute for Strategic Policy Solutions

All of the above St. Petersburg College direct-support organizations are in compliance with the Board of Trustees Rule 6Hx23-1.33 that states they shall make provisions for an annual audit of their financial accounts, to be conducted by an independent certified public accountant. The annual audit report shall be submitted to the Auditor General, the State Board of Education and the Board of Trustees.

Each auditor's report states that each set of financial statements presented fairly, in all material respects, the net assets of each respective direct-support organization as of March 31, 2013.

Attachments

Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology; Theresa Furnas, Associate Vice President, Financial & Business Services; France Neu, Vice President, Institutional Advancement and Executive Director, SPC Foundation, Inc.; Tiffany Stallard, Associate Director, SPC Alumni Association, Inc.; Ann Larsen, Director, Leepa-Rattner Museum of Art, Inc.; and David Klement, Executive Director, Institute for Strategic Policy Solutions, recommend approval.



St. Petersburg College Foundation, Inc.

October 1, 2013

William D. Law, Jr., Ph.D.
President
St. Petersburg College
P.O. Box 13489
St. Petersburg, FL 33733

Dear President Law:

This letter is to confirm to you and the Board of Trustees that St. Petersburg College Foundation, Inc., certified as a community college direct-support organization, is in full compliance with S1004.70, Florida Statutes.

This information is provided as required by the Board of Trustees Rule 6Hx23-1.33.

Sincerely,

A handwritten signature in blue ink that reads "Frances Neu". The signature is written in a cursive style with a horizontal line extending to the right.

Frances Neu
VP Advancement, St. Petersburg College
Executive Director, SPC Foundation

FZN:eq



MEMORANDUM

TO: Board of Trustees

FROM: Frances Neu, VP Advancement, St. Petersburg College *FN*
Executive Director, SPC Foundation

DATE: October 1, 2013

RE: SPC Foundation, Inc.

The St. Petersburg College Foundation, Inc., as stated in the Articles of Incorporation dated October 25, 1979, is a corporation formed for scientific, educational and charitable purposes under the provisions of Chapter 617 of the Florida Statutes and, for these purposes, adopted Articles of Incorporation.

Article II of the Articles of Incorporation states that the general nature of the object of the Foundation is to provide charitable and educational aid in the form of money and other forms of property and services to the Board of Trustees of St. Petersburg College, Florida, its successors and assigns, and persons, associations and corporations associated therewith; to promote education and other related activities of the said College; and to encourage research, learning and dissemination of information in which the said College is engaged.

The Board of Directors of St. Petersburg College Foundation, Inc. is proud of the work of St. Petersburg College and appreciates the opportunity to help enable the college to more effectively carry out its mission in serving the citizens of the Suncoast of Florida.

FN:etq

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College

Financial Statements
And Supplementary Information

March 31, 2013 And 2012

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Independent Auditor's Report

Board of Directors
St. Petersburg College Foundation, Inc.
St. Petersburg, Florida

Report On The Financial Statements

We have audited the accompanying financial statements of the business-type activities of St. Petersburg College Foundation, Inc. (a component unit of St. Petersburg College) as of and for the years ended March 31, 2013 and 2012, and the related notes to the financial statements, which collectively comprise St. Petersburg College Foundation, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility For The Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of St. Petersburg College Foundation, Inc. as of March 31, 2013 and 2012, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 6 through 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audits of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

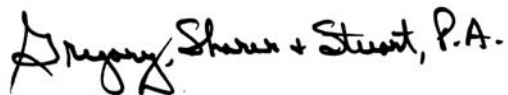
Other Unaudited Information

Our audits were conducted for the purpose of forming an opinion on the financial statements that collectively comprise St. Petersburg College Foundation, Inc.'s basic financial statements. The Unaudited Schedule of Collections for 2013 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is marked "unaudited" and has not been subjected to the auditing procedures applied in the audits of the basic financial statements by us or other auditors, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required By *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 1, 2013 on our consideration of St. Petersburg College Foundation, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering St. Petersburg College Foundation, Inc.'s internal control over financial reporting and compliance.

Gregory, Sharer & Stuart, P.A.



St. Petersburg, Florida
August 1, 2013

Management's Discussion And Analysis

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Management's Discussion And Analysis
March 31, 2013 And 2012

The management of St. Petersburg College Foundation, Inc. (Foundation) presents the following Management's Discussion and Analysis (MD&A) narrative overview and analysis of the financial activities of the Foundation for the year ended March 31, 2013, with comparative information for the years ended March 31, 2012 and 2011. The purpose of this discussion is to enable the reader to identify and understand the significant issues and changes in the financial condition of the Foundation. The information presented here should be read in conjunction with the accompanying audited financial statements and footnotes, which begin on page 11. The financial statements, footnotes, and this MD&A were prepared by management and are the responsibility of management.

The Foundation is a component unit of St. Petersburg College (College).

Financial Highlights

Overview

In the year ended March 31, 2013, the overall state of the economy continued to improve, along with improvements in charitable giving. Foundation investments reported a strong return for the year ended March 31, 2013, a reversal of the volatility seen in the prior year. During 2013, the Foundation's investment portfolio earned 16% return, net of fees, compared to 5% in the previous year. Overall, the Foundation's net position, which represents the excess of total assets over liabilities, increased by \$4.38 million or 9% to \$52 million as of March 31, 2013, primarily the result of positive investment returns and increased contributions.

The Foundation's revenue in the form of donor contributions totaled \$1.75 million during 2013, a 35% increase as compared to a 7% increase in 2012. This is indicative of a rebound in the economy with respect to charitable giving. However, the Foundation supported campus needs during 2013 in the form of scholarships and grants to the College in the amount of \$1.28 million and \$1.33 million, respectively. Grants to the College increased from \$789,389 in 2012 to more than \$1.33 million in 2013. This support of the College, combined with other operating expenses and a shortfall in donor contributions, resulted in an operating loss of \$1.48 million for the year ended March 31, 2013 as compared to an operating loss of \$1.33 million for the year ended March 31, 2012. Due to positive investment returns in 2013, the Foundation had nonoperating revenue of \$5.44 million. Other income, primarily in the form of additions to permanent endowments, totaled \$415,460 for the year ended March 31, 2013.

The Foundation expects fluctuations in contribution revenue as well as investment results from year-to-year. Very significant contributions may be periodically received from donors as a result of relationships cultivated over many years. The timing of these contributions is not entirely predictable, and often will correlate with a campus initiative. Likewise, the Foundation manages the endowment portfolio with a long-term philosophy of capital appreciation; single year fluctuations are normal and expected.

Presentation

The Foundation presents its financial report in accordance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis - for State and Local Governments* (GASB 34), which focuses the reader of the financial reports on an organization's overall financial condition and change in net position and cash flows taken as a whole.

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Management's Discussion And Analysis
March 31, 2013 And 2012

Condensed Schedule Of Net Position

	March 31, 2013	Change		March 31, 2012	Change		March 31, 2011
Assets							
Current assets	\$25,011,990	\$ 3,896,632	18%	\$21,115,358	\$ 1,575,582	8%	\$19,539,776
Noncurrent assets	27,880,726	481,826	2%	27,398,900	174,594	1%	27,224,306
Total assets	<u>\$52,892,716</u>	<u>\$ 4,378,458</u>	9%	<u>\$48,514,258</u>	<u>\$ 1,750,176</u>	4%	<u>\$46,764,082</u>
Liabilities							
Current liabilities	\$ 500,000	\$ (800)	0%	\$ 500,800	\$ 500,000	62500%	\$ 800
Net position							
Restricted							
Expendable	24,681,798	3,743,596	18%	20,938,202	902,802	5%	20,035,400
Nonexpendable	26,641,634	401,875	2%	26,239,759	180,723	1%	26,059,036
Unrestricted							
Total net position	<u>52,392,716</u>	<u>4,379,258</u>	9%	<u>48,013,458</u>	<u>1,250,176</u>	3%	<u>46,763,282</u>
Total liabilities and net position	<u>\$52,892,716</u>	<u>\$ 4,378,458</u>	9%	<u>\$48,514,258</u>	<u>\$ 1,750,176</u>	4%	<u>\$46,764,082</u>

The Statement of Net Position includes all assets and liabilities of the Foundation. Net position serves as a useful indicator of an organization's financial health over time. Particular aspects of the Foundation's financial operations positively influenced the increase in net position for the year ended March 31, 2013.

The Condensed Schedule of Net Position shows the assets, liabilities, and net position for the years ended March 31, 2013, 2012, and 2011. Current assets of the Foundation consist primarily of cash and cash equivalents and investments. Current assets increased \$3.90 million or 18% during 2013 and \$1.58 million or 8% during 2012. A major component of this increase is attributable to the financial market's recovery and, in particular, the realized and unrealized gains on investments for the fiscal years.

Noncurrent assets consist primarily of endowment investments, remainder interest in trusts and estates, note receivable, and other assets held for sale. Noncurrent assets were almost unchanged at \$27.88 million and \$27.40 million at the end of 2013 and 2012, respectively.

Current liabilities remain almost unchanged from the prior year. The \$500,000 liability is due to a pending donor refund that was not completed prior to year-end. The Foundation entered into an agreement with the local chapter of the Florida Federation of Business and Professional Women's Association (BPW) in 2007. Under the agreement, BPW agreed to provide funding to build a student house for SPC students. However, due to the weak economy BPW was unable to raise sufficient funds to satisfy its obligations under the Agreement and complete the project. The Foundation board of directors agreed to terminate the agreement and refund BPW \$500,000 of their original donation. The refund and termination of the contract was completed after year-end.

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Management's Discussion And Analysis
March 31, 2013 And 2012

Condensed Schedule Of Revenues, Expenses, And Change In Net Position

	Year Ended March 31, 2013	Change		Year Ended March 31, 2012	Change		Year Ended March 31, 2011
Operating revenue and expenses							
Contributions	\$ 1,754,974	\$ 456,760	35 %	\$ 1,298,214	\$ 87,204	7 %	\$ 1,211,010
Operating expenses	3,231,591	601,526	23 %	2,630,065	(117,828)	(4 %)	2,747,893
Operating (loss) income	(1,476,617)	(144,766)	(11 %)	(1,331,851)	205,032	13 %	(1,536,883)
Nonoperating revenues (expenses)	5,440,415	3,039,211	127 %	2,401,204	(1,607,598)	(40 %)	4,008,802
Additions to permanent endowments	415,460	234,637	130 %	180,823	(88,469)	(33 %)	269,292
Change in net position	4,379,258	3,129,082	250 %	1,250,176	(1,491,035)	(54 %)	2,741,211
Net position, beginning of year	48,013,458	1,250,176	3 %	46,763,282	2,741,211	6 %	44,022,071
Net position, end of year	<u>\$52,392,716</u>	<u>\$ 4,379,258</u>	9 %	<u>\$48,013,458</u>	<u>\$ 1,250,176</u>	3 %	<u>\$46,763,282</u>

The Statement of Revenues, Expenses, and Change in Net Position reports revenues earned and expenses incurred during the year as either operating, nonoperating, or additions to permanent endowments. Incoming gifts to the Foundation and grants made to the College are reported as operating revenue and expenses, respectively, and investment results are reported as nonoperating income or expense.

The Condensed Schedule of Revenues, Expenses, and Change in Net Position reflects operating and nonoperating revenue and expense and additions to permanent endowment for the years ended March 31, 2013, 2012, and 2011. The net operating loss was \$1.48 million in 2013 compared to \$1.33 million in 2012 and \$1.54 million in 2011.

During 2013, operating revenue included \$1.75 million in contributions, an increase of 35% compared to 2012, which increased \$87,204 or 7% from 2011. The increase is attributable to increase in donor contributions most likely caused by the stock market rebounding and improved financial conditions of the past year. Contributions result from both long-term donor cultivation and specific appeals for immediate needs, and are not entirely predictable.

Operating expenses were \$3.23 million during 2013, an increase of \$601,526 or 23% compared to 2012. Operating expenses decreased by \$117,828 or 4% during 2012. A significant component of operating expenses is grants made by the Foundation to the College in response to requests for use of funds by the intended campus beneficiaries. These grants are made for purposes that comply with donor restrictions placed on contributions in support of many College programs and needs, including construction of new buildings, student aid, and faculty and general departmental support. Changes in the amounts of grants made to the College annually occur in relation to College needs for use of the funds or the timing of expenditures made on capital projects funded by contributions. During the years ended March 31, 2013 and 2012, scholarships and grants made to the College exceeded contribution revenue, resulting in operating losses in both years.

Nonoperating revenues (expenses) include net investment income and net appreciation or depreciation of investments for unrestricted and restricted - expendable funds. Nonoperating revenues for 2013 reflect an increase of \$3.04 million or 127% more than 2012. This increase is due primarily to robust returns in the investment markets compared to the prior year. Nonoperating revenues for 2011 reflect a decrease of \$1.61 million or 40% compared to 2011.

Endowed gifts and related earnings provided an additional \$415,460 to the net position of the Foundation during 2013 compared to \$180,823 during 2012. Increasing the gifts to and the value of the endowment is of significant importance to the Foundation. The size of the endowment relates directly with providing permanent resources for the benefit of the College and its students.

Factors Impacting Future Periods

Factors that can significantly impact future periods always include the state of financial markets and the state of the overall economy. These factors affect the value of investments and can impact charitable giving. The Board of Directors continues to monitor the status of the economy, its direct impact on overall giving, and the investment pool.

St. Petersburg College is experiencing declines in support from the state of Florida. Accordingly, private support is an increasingly important component of revenue to the various campuses. The Foundation anticipates a higher rate of use of Foundation held funds in the future in the form of grants to the campuses, as a result of decreased resources provided by the state.

Management is not aware of any factors within management's control that would have a significant impact on future periods.

Using The Information In The Financial Report

The Foundation's financial statements are immediately following this discussion and analysis.

This annual report consists of a series of financial statements prepared in accordance with pronouncements issued by the Governmental Accounting Standard Board. These statements focus the reader of the financial reports on the Foundation's overall financial condition, and change in net position and cash flows, taken as a whole.

One of the most important questions asked about the Foundation's finances is whether the Foundation is better off or worse off as a result of the year's activities. The keys to understanding this question are the Statement of Net Position, Statement of Revenues, Expenses, and Change in Net Position, and the Statement of Cash Flows. These statements present financial information in a form similar to that used by private sector companies. The Foundation's net position (the difference between assets and liabilities) is one indicator of the Foundation's financial health when considered in combination with other nonfinancial information.

The Statement of Net Position reports assets, liabilities, and net position as of March 31, 2013. The balances are a reflection of activities that have occurred during fiscal year 2013 and come from transactions between assets and liabilities or from transactions in the Statement of Revenues, Expenses, and Change in Net Position. The balances are presented as either current (expected to be realized in 12 months) or noncurrent in nature.

The Statement of Revenues, Expenses, and Change in Net Position presents the results of operations for the year ended March 31, 2013. Activities are reported as operating, nonoperating, or additions to permanent endowments. Non-endowed gifts are reported as operating revenue and investment results are reported as either nonoperating revenue or additions to permanent endowments. Both the Statement of Net Position and the Statement of Revenues, Expenses, and Change in Net Position are prepared using the accrual basis of accounting.

The remaining required statement is the Statement of Cash Flows showing the sources and uses of funds; in essence, accounting for the change in cash and cash equivalents balances for the reporting period.

The notes to the financial statements provide additional information and more detail that is essential to a full understanding of the data presented in the financial statements. The notes to the financial statements can be found immediately following the basic financial statements.

Basic Financial Statements

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Statements Of Net Position

	March 31,	
	<u>2013</u>	<u>2012</u>
Assets		
Current Assets		
Cash and cash equivalents	\$ 1,795,136	\$ 2,611,834
Investments	<u>23,216,854</u>	<u>18,503,524</u>
Total Current Assets	<u>25,011,990</u>	<u>21,115,358</u>
Noncurrent Assets		
Note receivable	500,000	500,000
Remainder interest in trusts and estates	683,842	604,891
Endowment investments	26,641,634	26,238,759
Other assets held for sale	<u>55,250</u>	<u>55,250</u>
Total Noncurrent Assets	<u>27,880,726</u>	<u>27,398,900</u>
Total Assets	<u>\$ 52,892,716</u>	<u>\$ 48,514,258</u>
Liabilities And Net Position		
Current Liabilities		
Accounts payable	\$ -	\$ 800
Due to other	<u>500,000</u>	<u>500,000</u>
Total Current Liabilities	<u>500,000</u>	<u>500,800</u>
Net Position		
Restricted		
Expendable	24,681,798	20,938,202
Nonexpendable	26,641,634	26,239,759
Unrestricted	<u>1,069,284</u>	<u>835,497</u>
Total Net Position	<u>52,392,716</u>	<u>48,013,458</u>
Total Liabilities And Net Position	<u>\$ 52,892,716</u>	<u>\$ 48,514,258</u>

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Statements Of Revenues, Expenses, And Change In Net Position

	Year Ended March 31,	
	<u>2013</u>	<u>2012</u>
Operating Revenue		
Contributions	\$ 1,754,974	\$ 1,298,214
Operating Expenses		
Program services		
Scholarships	1,276,056	1,196,870
Grants to St. Petersburg College	1,338,814	789,389
Forums and events	28,147	-
	<u>2,643,017</u>	<u>1,986,259</u>
Administrative		
Personnel services	226,443	238,619
Other	80,332	87,189
	<u>306,775</u>	<u>325,808</u>
Fundraising		
Personnel services	226,443	238,619
Development	19,536	35,394
Other	35,820	43,985
	<u>281,799</u>	<u>317,998</u>
Total Operating Expenses	<u>3,231,591</u>	<u>2,630,065</u>
Operating Loss	(1,476,617)	(1,331,851)
Nonoperating Revenues		
Investment income, net of fees	499,211	507,988
Net appreciation of investments	4,862,253	1,898,345
Change in value of split interest agreements	78,951	(5,129)
Total Nonoperating Revenues	<u>5,440,415</u>	<u>2,401,204</u>
Income Before Additions To Permanent Endowments	3,963,798	1,069,353
Additions To Permanent Endowments		
Contributions	403,485	175,002
Investments income, net of fees	1,793	1,743
Net appreciation of investments	10,182	4,078
Total Additions To Permanent Endowments	<u>415,460</u>	<u>180,823</u>
Change In Net Position	4,379,258	1,250,176
Net Position At Beginning Of Year	<u>48,013,458</u>	<u>46,763,282</u>
Net Position At End Of Year	<u>\$ 52,392,716</u>	<u>\$ 48,013,458</u>

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Statements Of Cash Flows

	Year Ended March 31,	
	2013	2012
Cash Flows From Operating Activities		
Gifts received from donors and grantors	\$ 905,184	\$ 438,204
Payments to vendors	(71,220)	(92,972)
Payments for scholarships	(1,276,056)	(1,196,870)
Payments for programs	(1,367,761)	(289,389)
Net Cash Used By Operating Activities	<u>(1,809,853)</u>	<u>(1,141,027)</u>
Cash Flows From Noncapital Financing Activities		
Endowment contributions received	403,485	175,002
Cash Flows From Investing Activities		
Proceeds from sale of investments	2,806,291	3,241,584
Purchase of investments	(2,216,621)	(3,632,949)
Net Cash Provided (Used) By Investing Activities	<u>589,670</u>	<u>(391,365)</u>
Net Change In Cash And Cash Equivalents	(816,698)	(1,357,390)
Cash And Cash Equivalents At Beginning Of Year	<u>2,611,834</u>	<u>3,969,224</u>
Cash And Cash Equivalents At End Of Year	<u>\$ 1,795,136</u>	<u>\$ 2,611,834</u>
Reconciliation Of Operating Loss To Net Cash Used By Operating Activities		
Operating loss	\$ (1,476,617)	\$ (1,331,851)
Adjustments to reconcile operating loss to net cash used by operating activities		
Foundation fee	(332,436)	(309,176)
Changes in operating assets and liabilities		
Accounts payable	(800)	-
Due to other	-	500,000
Net Cash Used By Operating Activities	<u>\$ (1,809,853)</u>	<u>\$ (1,141,027)</u>

Note A - Organization

St. Petersburg College Foundation, Inc. (Foundation) is a Florida nonprofit corporation. The Foundation was formed in September 1980 and is governed by a 23-member board of directors. The primary purposes of the Foundation are to be a community advocate for St. Petersburg College (College) and to encourage charitable donations to provide financial support for the College and its students. As a public charity, the Foundation accepts donations to enhance the College's many and varied teaching and public service programs, as well as to support capital projects and other related College improvements.

St. Petersburg College provides the resources necessary to cover the costs of the operation and administration of the Foundation's activities, including personnel, facilities, and administration. The Foundation's primary expenditures are related to providing scholarships to students attending St. Petersburg College and grants made to the College in support of campus needs, in compliance with donor restrictions on gifts.

The Foundation is a direct support organization of the College and its financial statements are presented in the College's financial statements as a component unit.

Note B - Summary Of Significant Accounting Policies

A summary of the significant accounting policies applied in preparation of the accompanying financial statements is presented below:

Basis Of Accounting

The financial statements are prepared using the economic resource measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB). Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. As a general rule, the effects of interfund activities have been eliminated from the Foundation's financial statements.

The Foundation reports as an entity engaged in one business-type activity.

Classification Of Current And Noncurrent Assets And Liabilities

The Foundation considers assets to be current if, as part of its normal business operations, they are held as or can be converted to cash and be available for operating needs or payments of current liabilities within 12 months of the Statement of Net Position date. Similarly, liabilities are considered to be current if they can be expected, as part of the normal Foundation business operations, to be due and paid within 12 months of the Statement of Net Position date. All other assets and liabilities are considered to be noncurrent.

Cash And Cash Equivalents

The Foundation's cash and cash equivalents consist of cash in banks, certificates of deposit with maturities of six months or less, money market accounts, and cash held in investment accounts, which are used to deposit Foundation contribution receipts and make transfers to the College to expend in accordance with donor restrictions.

Investments

Investments are carried at fair value. The basis of determining the fair value of investments is the readily determinable sales price or current exchange rate of the investments based on prices or quotations for over-the-counter markets such as the New York Stock Exchange or the National Association of Securities Dealers Automated Quotations. In the case of pooled funds or mutual funds, the fair value is determined by multiplying the number of units held in the pool by the prices per unit share as quoted by the broker and/or investment manager. The net change in the fair value of investments consists of both realized and unrealized gains and losses on investments. Gains or losses on the sale of components within any investment pool resulting from investment management decisions are attributed to the pool.

Receivables

Management considers all receivables to be collectible. Accordingly, no allowance for uncollectible accounts has been provided at March 31, 2013 and 2012.

Remainder Interest In Trusts And Estates

The Foundation recognizes an asset and revenue on remainder interest in trusts and estates when it receives notification of an irrevocable interest in one of those types of contributions. When management expects the cash from the contributions to be received more than one year in the future, the asset and revenue are discounted for the time value of money (net present value) at a discount rate of 2%. These are part of the restricted - expendable net position because the Foundation does not have access to the assets until the assets are released from probate or after the donor's death.

The Foundation recorded its interest in the remainder interest in trusts and estates as a temporarily restricted contribution at fair value in the period the gift was received. Subsequent changes in the fair value of the remainder interest in trusts and estates are recognized as change in value of split interest agreements. The Foundation measures remainder interest in trusts and estates at fair value on a recurring basis based on statements from the donors.

Other Assets Held For Sale

These are assets that have been donated and have been recognized at fair value. The donor has specified that the item be sold and the majority of the proceeds are to be used for specific purposes as designated by the donor. These are part of the restricted - expendable net position.

Property And Equipment

Property and equipment in excess of \$5,000 with an estimated life in excess of one year are capitalized. Donated property used by the Foundation is recorded at fair market value on the date contributed. If donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, contributions of property and equipment are recorded as unrestricted support. When appropriate, depreciation is provided using the straight-line method over the estimated useful lives of the assets.

Collections

Collections donated to the Foundation are not capitalized on the Statement of Net Position. It is the policy of the Foundation not to purchase any collections. The Foundation has received gifts of donated art objects, microfilm, and microfiche that will be held for educational purposes. The donor agreements for the art objects require that the artwork will be stored or displayed in perpetuity in a museum.

Collections are held for exhibition to the public and for education purposes, not for financial gain. Collections are appropriately protected, cared for, and preserved in order to maintain the cultural, aesthetic, and historical value of the collections perpetually. See Note E and the Unaudited Schedule of Collections.

Net Position

The Foundation's net position is classified into the following net asset categories:

Restricted - nonexpendable: Assets subject to externally imposed conditions that the Foundation will retain in perpetuity. This classification of net position represents the net corpus of true donor-restricted endowed funds. To the extent that the market value of a fund is below its historical cost (corpus), the difference is recorded as restricted - expendable in the Statement of Net Position.

Restricted - expendable: Assets subject to externally imposed conditions that can be fulfilled by the actions of the Foundation or by the passage of time. These assets may include accumulated appreciation on the endowment funds, accumulated endowment spending allocations, and restricted expendable funds.

Unrestricted: All other categories.

Endowments - Endowment Spending Policy

The Foundation's endowed funds are managed in an investment pool in accordance with the Foundation's Board approved Investment Policy Guidelines and the Florida Uniform Management of Institutional Funds Act (FUMIFA). The FUMIFA provides statutory guidance for management, investment, and expenditure of endowed funds. Investment decisions are based on a long-term investment strategy intended to preserve the investment capital and its purchasing power, meet payout requirements, and maximize the endowment portfolio's long-term total return. At March 31, 2013, the Foundation's endowment portfolio target mix was 60% invested in equity and 40% in fixed income holdings, with further refinement regarding the types of positions held within those general classes. This target mix is unchanged from the prior year. The Foundation, through its Finance and Investment Advisory Committee, continues to monitor and review the investment policy and asset mix to enhance the long-term performance of the endowment investments. The endowment earned a total return of 16% for the year ended March 31, 2013, net of investment fees.

The Foundation's Finance and Investment Advisory Committee establishes the endowment payout rate annually, giving prudent consideration to asset allocation, expected returns, future capital market assumptions, inflation and other market conditions and the expendable income needs of the endowment fund holders. The rate for fiscal year 2013 was 4.5%. Endowment payout is calculated by multiplying the payout rate by the market value at the end of the fiscal year on accounts held less than five years or by the five-year average fair market value for all other accounts. For endowed funds with a fair value that is less than historical cost (corpus), referred to as "underwater funds," payout is not limited to actual cash income earned under the FUMIFA. The FUMIFA allows for the expenditure of the endowment fund as the governing board determines to be prudent for the uses and purposes of which the endowment fund is established, consistent with the goal of conserving the purchasing power of the endowment fund without regard to the source of the payout.

Classification Of Revenues And Expenses

The Foundation considers operating revenue and expenses in the Statement of Revenues, Expenses, and Change in Net Position to be revenue and expenses that result from activities that are connected directly to the Foundation's primary functions. Such transactions include grants the Foundation makes to the College. The Foundation has no revenue from exchange transactions that would be considered operating revenue. Certain other transactions are reported as nonoperating revenues and expenses in accordance with GASB Statement No. 34. These nonoperating activities include the Foundation's noncapital financing activities and net investment income.

Contributions And Pledges

Contributions that are restricted by the donor are reported as an increase in unrestricted net position if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted contributions are reported as an increase in net position restricted - expendable or nonexpendable depending on the nature of the restriction. When a restriction expires, net position restricted - expendable are reclassified to unrestricted net position.

Investment income and net realized and unrealized gains or losses on restricted contributions are recorded as increases or decreases to net position restricted - expendable or nonexpendable, in accordance with donor stipulations.

Unconditional promises to give the Foundation cash or other assets in the future are recorded as contribution revenue and pledges receivable. If management expects the cash from the pledges receivable to be received more than one year in the future, the contributions revenue and pledges receivable are discounted for the time value of money.

Donated Items

The value of donated securities, materials, services, small equipment, land, and other nonmonetary items are recorded in the financial statements as contributions based upon the fair market value of the goods received at the time of the donation.

Employees of the College operate the Foundation. The College also provides office space for the Foundation, as well as other miscellaneous supplies and services. These items are all recognized as in-kind contribution revenue and expense.

Foundation Fee

The Foundation assesses an administrative fee on all funds maintained to cover expenses associated with the management of those assets over time. The fee is calculated quarterly and is deducted from the interest and dividend revenues of the individual funds. In 2013 and 2012, the fee was .75%.

Expenses

The operating expenses of the Foundation are allocated to two different functional categories based on management's estimate of the time and expense spent for each of the functions. These functions are defined as follows:

Administration - The costs of operating the Foundation offices, including gathering, processing, and maintaining financial and legal information.

Fundraising - The costs associated with the direct solicitation of contributions to the Foundation.

When an expense is incurred for purposes for which both restricted and unrestricted resources are available, the Foundation's policy is to apply restricted resources first.

Scholarship And Program Expenses

Scholarship and program expenses paid to the College are recognized as expenses and liabilities when commitment to pay the scholarship and program expenses is made, not when cash is paid.

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Notes To Financial Statements
March 31, 2013 And 2012

Income Taxes

The Foundation is an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and is generally not subject to federal or state income taxes. However, the Foundation is subject to income taxes on any net income that is derived from a trade or business, regularly carried on, and not in furtherance of the purpose for which the Foundation is granted exemption. No income tax provision has been recorded as the net income, if any, from any unrelated trade or business, in the opinion of management, is not material to the basic financial statements taken as a whole.

Management has evaluated its tax positions taken for all open tax years and has not identified any uncertain tax positions. The 2009, 2010, and 2011 tax years are open and subject to examination by the Internal Revenue Service (IRS). The Foundation is not currently under audit nor has the Foundation been contacted by the IRS.

Use Of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

For the year ended March 31, 2013, management evaluated subsequent events for potential recognition and disclosure through August 1, 2013, the date the financial statements were available to be issued. Management determined the payoff of the \$500,000 note receivable subsequent to year-end requires disclosure. See Note D.

Note C - Cash, Cash Equivalents, And Investments

In accordance with GASB Statement No. 40, *Deposit and Investment Risk Disclosures*, (GASB 40) the Foundation's investments are reported by investment type at market value in the table below. GASB 40 also requires the disclosure of various types of investment risk based on the type of investment, as well as stated policies adopted by the Foundation to manage those risks.

Cash, cash equivalents, and investments consist of the following as of March 31:

	<u>2013</u>	<u>2012</u>
Cash and cash equivalents		
Commercial banks	\$ 1,490,438	\$ 2,348,003
Money market funds	304,698	263,831
Total cash and cash equivalents	<u>1,795,136</u>	<u>2,611,834</u>
Investments		
U.S. government obligations	1,445,653	4,287,645
Federal agency obligations	2,937,808	1,835,445
Bonds and notes	6,134,889	4,785,498
Stocks and other equity securities	32,214,128	27,899,981
Mutual funds	7,089,710	5,729,335
Exchange traded fund	36,300	-
Property	-	204,379
Total investments	<u>49,858,488</u>	<u>44,742,283</u>
Total cash, cash equivalents, and investments	<u>\$ 51,653,624</u>	<u>\$ 47,354,117</u>
Current - cash and cash equivalents	\$ 1,795,136	\$ 2,611,834
Current - investments	23,216,854	18,503,524
Noncurrent - endowed investments	26,641,634	26,238,759
	<u>\$ 51,653,624</u>	<u>\$ 47,354,117</u>

St. Petersburg College Foundation, Inc.
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Notes To Financial Statements
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The following are maturities and credit quality ratings for the Foundation's investments in debt securities, money market, and mutual funds at March 31:

Investment Type	Fair Value	Investment Maturities (In Years)				Ratings	
		Less Than 1	1 to 5	6 to 10	More Than 10	S&P	Moody's
2013							
<i>Investments</i>							
U.S. government obligations	\$ 1,445,653	\$ 115,692	\$ 584,887	\$ 587,019	\$ 158,055	(1)	(1)
Federal agency obligations	2,937,808	-	233,822	191,733	2,512,253	AA+	Aaa
Bonds and notes	6,134,889	314,075	1,608,136	2,056,805	2,155,873	AAA-CCC	Aaa-Caa3
Fixed income mutual fund (2)	346,648	-	346,648	-	-	AAA-NR (3)	
Fixed income mutual fund (2)	2,722,963	-	2,722,963	-	-	AAA-B1	
Fixed income mutual fund	29,256	-	-	29,256	-	AAA-Below B	
Fixed income mutual fund	2,257,559	-	-	2,257,559	-	AAA-B	
Fixed income mutual fund	895,125	-	-	-	895,125	BBB-BB+	
Equity mutual funds	838,159	838,159	-	-	-	Not Rated	
Equity securities	32,214,128	32,214,128	-	-	-	Not Rated	
Exchange traded fund	36,300	36,300	-	-	-	Not Rated	
Total Investments	49,858,488	33,518,354	5,496,456	5,122,372	5,721,306		
<i>Cash And Cash Equivalents</i>							
Money markets	3,040	3,040				Not Rated	
Money markets	249,626	249,626				Not Rated	
Money markets	35,109	35,109				Aaa	
Money markets	16,923	16,923				Aaa	
Cash	1,490,438	1,490,438				Not Rated	
Total cash and cash equivalents	1,795,136	1,795,136					
Total	\$51,653,624	\$35,313,490	\$ 5,496,456	\$ 5,122,372	\$ 5,721,306		
2012							
<i>Investments</i>							
U.S. government obligations	\$ 4,287,645	\$ -	\$ 1,347,795	\$ 289,591	\$ 2,650,259	(1)	(1)
Federal agency obligations	1,835,445	-	70,629	356,521	1,408,295	AA+	Aaa
Bonds and notes	4,785,498	301,472	2,456,346	1,792,747	234,933	AAA, BBB+, CCC	Aaa-Caa3
Fixed income mutual fund (2)	225,790	-	225,790	-	-	AAA, NR (3)	
Fixed income mutual fund (2)	1,488,504	-	1,488,504	-	-	AAA, B	
Fixed income mutual fund	162,271	-	-	162,271	-	AAA-NR (3)	
Fixed income mutual fund	2,124,416	-	-	2,124,416	-	AAA, B	
Fixed income mutual fund	954,921	-	-	-	954,921	BBB, BB	
Equity mutual funds	773,433	773,433	-	-	-	Not Rated	
Equity securities	27,899,981	27,899,981	-	-	-	Not Rated	
Property	204,379	-	-	-	204,379	Not Rated	
Total Investments	44,742,283	28,974,886	5,589,064	4,725,546	5,452,787		
<i>Cash And Cash Equivalents</i>							
Money markets	3,417	3,417				Not Rated	
Money markets	195,124	195,124				Not Rated	
Money markets	43,330	43,330				Not Rated	
Money markets	21,960	21,960				Not Rated	
Cash	2,348,003	2,348,003				Not Rated	
Total cash and cash equivalents	2,611,834	2,611,834					
Total	\$47,354,117	\$31,586,720	\$ 5,589,064	\$ 4,725,546	\$ 5,452,787		

- (1) Disclosure of credit risk is not required for this investment type.
- (2) These fixed income mutual funds have a weighted average maturity of < 5 years.
- (3) Components of these funds have credit ratings that range from AAA to NR.

St. Petersburg College Foundation, Inc.
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March 31, 2013 And 2012

Investment income from these investments is summarized as follows for the years ended March 31:

	2013	2012
Net appreciation of investments	\$ 4,872,435	\$ 1,902,423
Interest and dividends	1,244,956	1,203,036
Investment fees	(743,952)	(693,305)
	<u>\$ 5,373,439</u>	<u>\$ 2,412,154</u>

There are many factors that can affect the value of investments. Some, such as custodial risk, concentration of credit risk, and foreign currency risk may affect both equity and fixed income securities. Equity securities respond to such factors as economic conditions, individual company earnings performance, and market liquidity, while fixed income securities are particularly sensitive to credit risks and changes in interest rates. The Foundation has adopted a written investment policy to provide the basis for the management of a prudent investment program appropriate to the particular fund type.

Credit Risk

Fixed income securities are subject to credit risk, which is the risk that a bond issuer will fail to pay interest or principal in a timely manner, or that negative perceptions of the issuer's ability to make these payments will cause prices to decline. The circumstances may arise due to a variety of factors such as financial weakness, bankruptcy, litigation, and/or adverse political developments. A bond's credit quality is an assessment of the issuer's ability to pay interest on the bond, and ultimately, to pay the principal. Credit quality is evaluated by one of the independent bond rating agencies such as Moody's Investors Service or Standard and Poor's. The lower the rating, the greater the chance that the bond issuer will default or fail to meet payment obligations. Generally, the lower a bond's credit rating, the higher its yield should be to compensate for the additional risk.

Certain fixed income securities, including obligations of the U.S. government or those explicitly guaranteed by the U.S. government, have little or no credit risk. The Foundation maintains policies to manage credit risk, which include requiring minimum credit ratings issued by nationally recognized rating organizations.

Interest Rate Risk

Interest rate risk is the risk that the value of fixed income securities will decline because of rising interest rates. The prices of fixed income securities with a longer time to maturity tend to be more sensitive to changes in interest rates and, therefore, more volatile than those with shorter maturities.

The Foundation's investment policy limits investments in fixed income securities to maturities of no longer than 30 years. As of March 31, 2013 and 2012, the Foundation has \$10,518,350 and \$10,908,588, respectively, in obligations of the U.S. government, federal agencies, and bonds and notes that include embedded options consisting of the option at the discretion of the issuer to call their obligation. These securities have various call dates and mature between June 2015 and May 2043.

The Foundation's investment policy provides that debt issues of investment grade "BBB" or better is preferred. However, investment managers may purchase lesser quality debt investments as long as the purchases represent no more than 25% of that particular fixed income portfolio's assets.

Concentration Of Credit Risk

Concentration of credit risk is the risk of loss associated with a lack of diversification of having too much invested in a few individual issuers, thereby exposing the Foundation to greater risks resulting from adverse economic, political, regulatory, geographic, or credit developments. Securities issued or explicitly guaranteed by the U.S. government, Fannie Mae and Government agencies are excluded from this review. The Foundation minimizes concentration of credit risk by requiring no one single issuer represents more than 5% of the total assets of the manager's portfolio. This along with the diversification of the investment portfolio minimized the impact of potential losses from any one type of security or issuer.

St. Petersburg College Foundation, Inc.
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The Foundation's policy provides that investments in fixed income securities of a single issue must not exceed 5% of total investment assets with each money manager at market value. U.S. government and federal agency obligations are not subject to this limitation. For equities, no single major industry may represent more than 20% of the market value of the total amount each investment firm has to invest at the time of purchase, and in no case should an individual security be purchased that exceeds 5% of the portfolio total without approval from the investment committee. The policy also provides that the target asset allocation for the investment portfolio is 60% in equities and 40% in fixed income.

From time to time, the Foundation holds deposits in excess of the amount insured by the Federal Deposit Insurance Corporation and the Florida Department of Financial Services. Management believes that the risk of loss on these deposits is remote.

Custodial Risk

The Foundation's investment policy does not address custodial risk. Foundation investments in debt securities are uninsured, not registered in the name of the Foundation, and held by financial institutions and, as such, are exposed to custodial credit risk.

Foreign Currency Risk

Foreign currency risk is the possibility that changes in exchange rates between the U.S. dollar and foreign currencies could adversely affect a deposit or investment's fair value. As of March 31, 2013 and 2012, the portfolio does not hold any foreign bonds. While foreign securities are held in an international equity account, they are held as ADR's, which are denominated in U.S. dollars and trade like U.S. domestic equities on U.S. domestic stock exchanges. Under the Foundation's investment policy, there is no provision to purchase individual foreign-denominated securities.

Note D - Note Receivable

The note receivable under noncurrent assets represents a \$500,000, 6.5% loan made by the Foundation to the Education Foundation of the Florida Federation of Business and Professional Women's Clubs, Inc. on January 22, 2008. The note is due on January 21, 2018. The interest on this loan was reduced by mutual agreement between the two parties to 3.25% effective July 1, 2009. By mutual agreement, interest on the loan has been waived. This note was paid in full after the close of the year ended March 31, 2013.

Note E - Related-Party Transactions

The Foundation is related to the College by virtue of its primary purpose, which is to engage in activities to foster, promote, and provide funds to or for the benefit of the College and its students. During 2013 and 2012, the Foundation provided scholarships and program expenses to the College in the amount of \$2,643,017 and \$1,986,259, respectively.

The College provides the office space for the Foundation to operate without charge. Management estimates fair value of the annual rental payments, including utilities, to be approximately \$39,000 and \$38,000 for the years ended March 31, 2013 and 2012, respectively. The College also provides the employees to operate the Foundation at an estimated cost of \$453,000 and \$477,000 for the years ended March 31, 2013 and 2012, respectively. The College provided other miscellaneous services and supplies in estimated amounts of \$24,000 and \$28,000 for the years ended March 31, 2013 and 2012, respectively. These donated amounts are recognized in the Statement of Revenues, Expenses, and Change in Net Position as operating revenue as a part of contributions and various elements of operating expense. The College provides the insurance for the Foundation; however, an allocation for the insurance cost cannot be determined at this time.

During the years ended March 31, 2013 and 2012, the Foundation received cash donations from members of the Board, corporations, and organizations affiliated with directors of the Board. Three Board members have established endowments at the Foundation and two have established named scholarship funds.

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One member of the board of directors is a non-broker executive with an investment firm used by the Foundation.

The Foundation has permanently loaned The Leepa-Rattner-Gentle art collection to the College for \$1. The College provided the insurance for the collection until 2010. Starting in 2010, the Foundation is responsible for the insurance on the art collection at a cost of approximately \$14,000 per year. The College has in turn loaned the collection to The Leepa-Rattner Museum of Art, Inc. (Museum).

The Museum is also related to the Foundation, as it is also a direct support organization of the College. Within the Foundation is an endowed fund held for the benefit of the Museum valued at \$2.3 million.

The Foundation also holds funds for the Institute for Strategic Policy Solutions at St. Petersburg College (Institute). The Institute is a legally separate 501(c)(3) support group organized to advance academic excellence, community engagement, economic vitality and public understanding through high-quality, solutions-directed public policy programs. The Foundation reflects this balance in the financial statements as part of Investments. The expendable funds totaled approximately \$9.9 million at March 31, 2013.

Note F - In-Kind Contributions

In-kind contributions are included in contributions in the Statement of Revenues, Expenses, and Change in Net Position. The majority of in-kind contributions are from the College. The remainder of in-kind contributions is from other individuals or corporations. Management estimates that the fair value of items donated to the Foundation are as follows for the years ended March 31:

	<u>2013</u>	<u>2012</u>
Materials and supplies	\$ 1,228	\$ 7,350
Contributions in-kind from the College		
Donated personnel	452,886	477,238
Facilities	39,185	38,036
Services, materials, and supplies	24,057	28,211
	<u>516,128</u>	<u>543,485</u>
	<u>\$ 517,356</u>	<u>\$ 550,835</u>

Note G - Oversight By St. Petersburg College

As a direct support organization, the Foundation is subject to the policies and procedures of the College. All contributions to the Foundation ultimately benefit the College. Accordingly, the Foundation, for reporting purposes, is considered a governmental not-for-profit organization subject to reporting under the GASB and is reported as a component unit of the College.

Note H - State Matching Funds

The Foundation qualifies as a recipient of state matching funds under the Dr. Philip Benjamin Matching Program for Community Colleges. Under the grant agreement, the Foundation receives dollar-for-dollar matching funds from the state of Florida for all contributions that are restricted to financial aid and scholarships. All other contributions received are matched on a \$4 for \$6 basis. The primary use of these funds is to benefit future as well as students currently enrolled at the College and to improve the quality of education. The Foundation records these funds as either net position restricted – expendable or net position restricted – nonexpendable (permanent endowments) depending on the restriction of the contribution they are matching.

During 2012, the Foundation applied for a \$1,092,860 grant for matching of scholarships and programs from the state of Florida. The State Legislature has not awarded this grant. This amount is not included in receivables in the Statement of Net Position. The State Legislature has not appropriated funding for this program since 2007. Due to the significant backlog of unmatched gifts, the 2011 Legislature decided to enact a freeze on matching any new donations received on or after June 30, 2011, until at least \$200 million of the existing backlog has been paid down. Donations already received, or those received by June 29, 2011, remain eligible for state matching funds once those funds become available.

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Notes To Financial Statements
March 31, 2013 And 2012

Note I - Net Position Restricted - Expendable

Net position restricted - expendable was available for the following purposes at March 31:

	<u>2013</u>	<u>2012</u>
Program support	\$ 17,119,837	\$ 15,110,964
Scholarships and grants to students	6,330,878	4,840,325
Time restriction on charitable remainder trusts	683,842	604,891
Awards for endowed teaching chairs	323,243	185,744
Student recognition awards	223,998	196,278
	<u>\$ 24,681,798</u>	<u>\$ 20,938,202</u>

Changes in restricted - expendable net position are as follows for the years ended March 31:

	<u>2013</u>	<u>2012</u>
Restricted - expendable at beginning of year	\$ 20,938,202	\$ 20,035,400
Contributions	879,497	430,294
Release of restrictions	(2,496,852)	(1,938,638)
Investment return:		
Investment income, net	498,698	512,801
Net appreciation of investments	4,862,253	1,898,345
Total investment return	5,360,951	2,411,146
Restricted - expendable at end of year	<u>\$ 24,681,798</u>	<u>\$ 20,938,202</u>

Assets were released from donor restrictions by incurring expenses satisfying the restricted purposes. Purpose restrictions were accomplished by the following during the years ended March 31:

	<u>2013</u>	<u>2012</u>
Scholarship expenses	\$ 1,276,056	\$ 1,196,870
Capital project construction	58,395	223,882
Other program expenses	1,256,854	505,507
Other operating expenses	1,228	7,350
Change in value of split interest agreements	(78,951)	5,129
Change in donor restrictions	(16,730)	(100)
	<u>\$ 2,496,852</u>	<u>\$ 1,938,638</u>

Note J - Net Position Restricted - Nonexpendable

Net position restricted - nonexpendable consist of donor-restricted assets (endowments) subject to the spending policy of the Foundation. The income from these endowments is sometimes restricted for a specific purpose by the donor. Realized and unrealized gains and losses on endowments are recorded as unrestricted, restricted - expendable or nonexpendable, consistent with the interest and dividend income treatment, unless otherwise specified by the donor.

Net position restricted - nonexpendable is summarized as follows as of March 31:

	<u>2013</u>	<u>2012</u>
Program support	\$ 10,349,883	\$ 10,349,783
Scholarships and grants to students	14,472,930	14,148,546
Awards for endowed teaching chairs	1,504,391	1,496,408
Student recognition awards	314,430	245,022
	<u>\$ 26,641,634</u>	<u>\$ 26,239,759</u>

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Notes To Financial Statements
March 31, 2013 And 2012

Changes in restricted - nonexpendable net position are as follows for the years ended March 31:

	<u>2013</u>	<u>2012</u>
Restricted - nonexpendable at beginning of year	\$ 26,239,759	\$ 26,059,036
Contributions	403,485	175,002
Release of restrictions	(13,585)	(100)
Investment return:		
Investment income, net	1,793	1,743
Net appreciation of investments	10,182	4,078
Total investment return	11,975	5,821
Restricted - nonexpendable at end of year	<u>\$ 26,641,634</u>	<u>\$ 26,239,759</u>

Certain donors changed their restrictions during the years ended March 31, 2013 and 2012 resulting in assets released from donor restrictions.

Other Unaudited Information

St. Petersburg College Foundation, Inc.
A Component Unit Of St. Petersburg College
Unaudited Schedule Of Collections
March 31, 2013

The Foundation has received various gifts of donated art objects, microfilm, and microfiche, being held for education purposes, which are not reflected on the financial statements. They include:

1. Wendall Ware Microfilm Collection - A collection of 25,000,000 images. Independently appraised to be worth \$1,932,447.
2. Canadian Donors Art Collections - A collection of contemporary prints and artists' proofs. Independently appraised to be worth \$988,653.
3. Anonymous Oriental Art Objects Collection - A collection of Chinese Qing dynasty and Japanese Taisno, Heisei, and Showa Period objects d'art. Independently appraised to be worth \$44,275.
4. Abraham Rattner, Allen Leepa, and Esther Gentle Art Collection - Over 5,000 artworks with an estimated fair market value of \$22 million.
5. Butterfly Collection - A collection of 6,349 specimens of Lepidoptera Butterflies, 41 books, and 208 separate scientific journals. Independently appraised to be worth \$31,615.
6. Two art quilts by Pauline Salzman. Independently appraised to be worth \$5,600 and \$4,000.
7. Contemporary Florida Art Collection and American Fine Crafts from the Gulf Coast Museum of Art. Independently appraised to be worth \$544,210.
8. Stella Anderson Photographs - A collection of 10 black and white photographs of downtown St. Petersburg donated by Stella Anderson with an estimated fair market value of \$2,500.
9. Martha Campbell painting with an estimated fair market value of \$800.
10. Florence Putterman Paintings - Two paintings with an estimated fair market value of \$1,600.
11. Victoria Block Pieces - A collection of nine wall-mounted oil on ceramic pieces with an estimated fair market value of \$3,500.
12. Jack King Piece - A mixed-media wall construction art piece with an estimated fair market value of \$1,100.
13. Jack Barrett painting - "Knight of the Brownstones" with an estimated fair market value of \$6,800.
14. Winslow Homer - A collection of prints (349). Estimated fair market value \$44,320.

Total Fair Market Value: \$25,611,420.



**Independent Auditor's Report On Internal Control Over Financial Reporting
And On Compliance And Other Matters Based On An Audit Of
Financial Statements Performed In Accordance With
*Government Auditing Standards***

Board of Directors
St. Petersburg College Foundation, Inc.
St. Petersburg, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities of St. Petersburg College Foundation, Inc. as of and for the year ended March 31, 2013, and the related notes to the financial statements, which collectively comprise St. Petersburg College Foundation, Inc.'s basic financial statements, and have issued our report thereon dated August 1, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered St. Petersburg College Foundation, Inc.'s internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of St. Petersburg College Foundation Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of St. Petersburg College Foundation, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charges with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance And Other Matters

As part of obtaining reasonable assurance about whether St. Petersburg College Foundation, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose Of This Report

This purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Gregory, Sharer & Stuart, P.A.

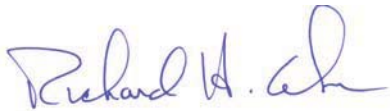
St. Petersburg, Florida
August 1, 2013

St. Petersburg College Foundation, Inc.
DR. PHILIP BENJAMIN MATCHING PROGRAM FOR COMMUNITY COLLEGES
CERTIFICATION OF ACCURACY OF PRIVATE CONTRIBUTIONS RECEIPTED (FEBRUARY 2, 2011 THROUGH FEBRUARY 1, 2012)

Chapter 1011.85(4)(c), Florida Statutes, states: "The audit of each foundation receiving state funds from this program must include a certification of accuracy in the amount reported for matching funds."

Auditor Certification of Accuracy:

This is to certify that the contributions reported in the final certification of private contributions are accurate according to college records. The contributions reported were aligned with the mission of the college and certified by the college board of trustees. The funds were received by February 1, 2012 and have not been matched from previous state appropriations.



Signature of Foundation Auditor

August 1, 2013

Date

Richard H. Caton

Please print name

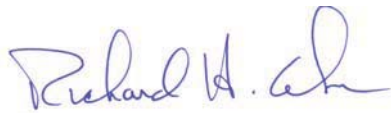
Please include this form in your published Direct Support Organization audit. Also attach a copy to the DSO Checklist along with a copy of the final private contributions certification form (bearing the President's signature) and return them to Everett Condry, Community College Budget Office, 325 West Gaines Street, Suite 1224, Tallahassee, Florida 32399-0400.

St. Petersburg College Foundation, Inc.
DR. PHILIP BENJAMIN MATCHING PROGRAM FOR COMMUNITY COLLEGES
CERTIFICATION OF ACCURACY OF PRIVATE CONTRIBUTIONS RECEIPTED (FEBRUARY 2, 2012 THROUGH FEBRUARY 1, 2013)

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Signature of Foundation Auditor

August 1, 2013

Date

Richard H. Caton

Please print name

Please include this form in your published Direct Support Organization audit. Also attach a copy to the DSO Checklist along with a copy of the final private contributions certification form (bearing the President's signature) and return them to Everett Condry, Community College Budget Office, 325 West Gaines Street, Suite 1224, Tallahassee, Florida 32399-0400.

SPC St. Petersburg College
Alumni Association, Inc.

Serving alumni, the community and the college

October 7, 2013

President William D. Law, Jr.
St. Petersburg College
P.O. Box 13489
St. Petersburg, FL 33733

Dear President Law:

This letter is to certify to you and the Board of Trustees that the St. Petersburg College Alumni Association, Inc., certified as a community college direct-support organization, is in full compliance with S1004.70, Florida Statutes.

This information is provided as required by the Board of Trustees Rule 6Hx23-1.33.

Sincerely,



Tiffany Hughes
Associate Director

SPC St. Petersburg College Alumni Association, Inc.

Serving alumni, the community and the college

To: Board of Trustees

From: Tiffany Hughes, Associate Director, SPC Alumni Association, Inc.

Re: Mission Statement of the St. Petersburg College Alumni Association, Inc.

Date: October 7, 2013

The purposes of the Association shall be:

- 1) To provide a vehicle through which alumni of the college can maintain both the friendships and ties with the institution which were developed during their college days.
- 2) To actively promote the advancement of St. Petersburg College in the community through the activities of the Association.
- 3) To maintain a communications link between the college and its alumni.
- 4) To provide a channel through which alumni can support the college financially.
- 5) To enable alumni to demonstrate their loyalty to the college in constructive and productive ways that will support the institution's missions and goals.
- 6) To recognize outstanding student achievement, as well as outstanding alumni accomplishments.

**St. Petersburg College
Alumni Association, Inc.**

Financial Statements

March 31, 2013 And 2012

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Independent Auditor's Report

Board of Directors
St. Petersburg College Alumni Association, Inc.
St. Petersburg, Florida

Report On The Financial Statements

We have audited the accompanying financial statements of the business-type activities of St. Petersburg College Alumni Association, Inc. (a component unit of St. Petersburg College) as of and for the years ended March 31, 2013 and 2012, and the related notes to the financial statements, which collectively comprise St. Petersburg College Alumni Association, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility For The Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

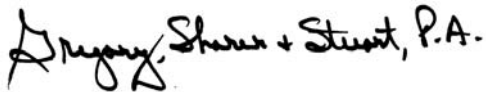
Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of St. Petersburg College Alumni Association, Inc. as of March 31, 2013 and 2012, and the changes in its financial position, activities, and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required By *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 5, 2013 on our consideration of St. Petersburg College Alumni Association, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering St. Petersburg College Alumni Association, Inc.'s internal control over financial reporting and compliance.

Gregory, Sharer & Stuart, P.A.

A handwritten signature in black ink that reads "Gregory, Sharer & Stuart, P.A." The signature is written in a cursive style.

St. Petersburg, Florida
August 5, 2013

St. Petersburg College Alumni Association, Inc.
 Statements Of Net Position

March 31, 2013						
	General Fund	Scholarship Fund	Board Designated Fund	Nursing Chapter Fund	Tech Management Chapter Fund	Total Unrestricted
Assets						
Cash and cash equivalents held by St. Petersburg College	\$ 40,361	\$ -	\$ 101,861	\$ 680	\$ 1,078	\$ 143,980
Total Assets	<u>\$ 40,361</u>	<u>\$ -</u>	<u>\$ 101,861</u>	<u>\$ 680</u>	<u>\$ 1,078</u>	<u>\$ 143,980</u>
Net Position						
Net Position - unrestricted	\$ 40,361	\$ -	\$ 101,861	\$ 680	\$ 1,078	\$ 143,980
Total Net Position	<u>\$ 40,361</u>	<u>\$ -</u>	<u>\$ 101,861</u>	<u>\$ 680</u>	<u>\$ 1,078</u>	<u>\$ 143,980</u>
March 31, 2012						
	General Fund	Scholarship Fund	Board Designated Fund	Nursing Chapter Fund	Tech Management Chapter Fund	Total Unrestricted
Assets						
Cash and cash equivalents held by St. Petersburg College	\$ 20,439	\$ -	\$ 102,145	\$ 680	\$ 1,078	\$ 124,342
Total Assets	<u>\$ 20,439</u>	<u>\$ -</u>	<u>\$ 102,145</u>	<u>\$ 680</u>	<u>\$ 1,078</u>	<u>\$ 124,342</u>
Net Position						
Net Position - unrestricted	\$ 20,439	\$ -	\$ 102,145	\$ 680	\$ 1,078	\$ 124,342
Total Net Position	<u>\$ 20,439</u>	<u>\$ -</u>	<u>\$ 102,145</u>	<u>\$ 680</u>	<u>\$ 1,078</u>	<u>\$ 124,342</u>

St. Petersburg College Alumni Association, Inc.
 Statements Of Activities

	Year Ended March 31, 2013					Total Unrestricted
	General Fund	Scholarship Fund	Board Designated Fund	Nursing Chapter Fund	Tech Management Chapter Fund	
Revenues						
In-kind contributions	\$ 41,413	\$ -	\$ -	\$ -	\$ -	\$ 41,413
Alumni dues and gifts	27,623	-	-	-	-	27,623
Royalties	6,025	-	-	-	-	6,025
Interest income	367	-	2,216	-	-	2,583
Total Revenues	<u>75,428</u>	<u>-</u>	<u>2,216</u>	<u>-</u>	<u>-</u>	<u>77,644</u>
Expenses						
Scholarship awards	2,000	2,500	-	-	-	4,500
Events	1,870	-	-	-	-	1,870
Marketing materials	7,664	-	-	-	-	7,664
Professional fees	2,034	-	-	-	-	2,034
In-kind expenses	41,413	-	-	-	-	41,413
Miscellaneous	525	-	-	-	-	525
Interfund transfer (in) out	-	(2,500)	2,500	-	-	-
Total Expenses	<u>55,506</u>	<u>-</u>	<u>2,500</u>	<u>-</u>	<u>-</u>	<u>58,006</u>
Change In Unrestricted Net Position	19,922	-	(284)	-	-	19,638
Unrestricted Net Position At Beginning Of Year	<u>20,439</u>	<u>-</u>	<u>102,145</u>	<u>680</u>	<u>1,078</u>	<u>124,342</u>
Unrestricted Net Position At End Of Year	<u>\$ 40,361</u>	<u>\$ -</u>	<u>\$ 101,861</u>	<u>\$ 680</u>	<u>\$ 1,078</u>	<u>\$ 143,980</u>

	Year Ended March 31, 2012					Total Unrestricted
	General Fund	Scholarship Fund	Board Designated Fund	Nursing Chapter Fund	Tech Management Chapter Fund	
Revenues						
In-kind contributions	\$ 41,082	\$ -	\$ -	\$ -	\$ -	\$ 41,082
Alumni dues and gifts	740	-	-	-	-	740
Royalties	4,741	-	-	-	-	4,741
Interest income	320	-	2,798	-	-	3,118
Total Revenues	<u>46,883</u>	<u>-</u>	<u>2,798</u>	<u>-</u>	<u>-</u>	<u>49,681</u>
Expenses						
Scholarship awards	-	2,500	-	-	-	2,500
Events	130	-	-	-	-	130
Printing and supplies	248	-	-	-	-	248
Professional fees	1,284	-	-	-	-	1,284
In-kind expenses	41,082	-	-	-	-	41,082
Miscellaneous	319	-	-	-	-	319
Interfund transfer (out) in	-	(2,426)	2,426	-	-	-
Total Expenses	<u>43,063</u>	<u>74</u>	<u>2,426</u>	<u>-</u>	<u>-</u>	<u>45,563</u>
Change In Unrestricted Net Position	3,820	(74)	372	-	-	4,118
Unrestricted Net Position At Beginning Of Year	<u>16,619</u>	<u>74</u>	<u>101,773</u>	<u>680</u>	<u>1,078</u>	<u>120,224</u>
Unrestricted Net Position At End Of Year	<u>\$ 20,439</u>	<u>\$ -</u>	<u>\$ 102,145</u>	<u>\$ 680</u>	<u>\$ 1,078</u>	<u>\$ 124,342</u>

St. Petersburg College Alumni Association, Inc.
Statements Of Cash Flows

	Year Ended March 31, <u>2013</u>	<u>2012</u>
Cash Flows From Operating Activities		
Change in net position	\$ 19,638	\$ 4,118
Cash And Cash Equivalents At Beginning Of Year	<u>124,342</u>	<u>120,224</u>
Cash And Cash Equivalents At End Of Year	<u>\$ 143,980</u>	<u>\$ 124,342</u>

Note A - Organization

St. Petersburg College Alumni Association, Inc. (Alumni Association) is a Florida not-for-profit corporation.

The purpose of the Alumni Association is to assist St. Petersburg College (College) in worthwhile endeavors such as fundraising and the establishment of scholarships.

Note B - Summary Of Significant Accounting Policies

Basis Of Accounting

The financial statements are prepared using the economic resource measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB). Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. As a general rule, the effects of interfund activities have been eliminated from the Alumni Association's financial statements.

Cash And Cash Equivalents

The Alumni Association's cash and cash equivalents consist of cash on hand and funds invested with the State Treasury Special Purpose Investment Account (SPIA) held by the College. The Alumni Association considers all highly liquid investments with original maturities of three months or less to be cash equivalents.

Net Position

Net position and revenues, expenses, gains, and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net position of the Alumni Association and changes therein are classified and reported as follows:

Unrestricted net position - assets that are not subject to donor-imposed stipulations.

Unrestricted net position of the Alumni Association includes the following:

General Fund - accounts for the day-to-day operations of the Alumni Association.

Scholarship Fund - established to accumulate principal to be used for future scholarship awards.

Board Designated Fund - established to be used as the board of directors considers necessary.

Nursing Chapter Fund - established to account for the Nursing Chapter's portion of membership dues and the related operational expenses.

Tech Management Chapter Fund - established to account for the Tech Management Chapter's portion of membership dues and the related operational expenses.

Contributions

Contributions are recorded when received. All contributions are available for unrestricted use unless specifically restricted by the donor. Contributions that are restricted by the donor are reported as an increase in unrestricted net position if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted contributions are reported as an increase in temporarily or permanently restricted net position depending on the nature of the restriction. When a restriction expires, temporarily restricted net position is reclassified to unrestricted net position. For the years ended March 31, 2013 and 2012, all contributions were unrestricted.

Income Taxes

The Alumni Association is an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and has been determined not to be a private foundation.

Management has evaluated its tax positions taken for all open tax years and has not identified any uncertain tax positions. The 2009, 2010, and 2011 tax years are open and subject to examination by the Internal Revenue Service (IRS). The Alumni Association is not currently under audit nor has the Alumni Association been contacted by the IRS.

Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events Evaluation

For the year ended March 31, 2013, management evaluated subsequent events for potential recognition and disclosure through August 5, 2013, which is the date the financial statements were available to be issued. Management determined that there were no subsequent events which require disclosure.

Note C - Cash And Cash Equivalents Held By St. Petersburg College

The Alumni Association participates with the College in the purchase of its cash equivalents. Amounts held by the College at March 31, 2013 and 2012 represent cash equivalents invested with the SPIA and cash held in the College's bank accounts. Cash and cash equivalents held by the College may exceed insured limits. Management believes the risk of loss is remote.

Note D - Royalty Revenue

The Alumni Association has an agreement with an insurance company to offer insurance products to its alumni members. The agreement provides for the Alumni Association to receive royalties of 2% for new business and 1% on renewals.

Note E - In-Kind Contributions

All in-kind contributions are from the College. Management estimates that the fair value of services donated to the Alumni Association consist of the following for the years ended March 31:

	<u>2013</u>	<u>2012</u>
Contributions in-kind from the College		
Personnel	\$ 33,206	\$ 40,013
Other services and expenses	8,207	1,069
	<u>\$ 41,413</u>	<u>\$ 41,082</u>



**Independent Auditor's Report On Internal Control Over Financial Reporting
And On Compliance And Other Matters Based On An Audit
Of Financial Statements Performed In Accordance With
Government Auditing Standards**

Board of Directors
St. Petersburg College Alumni Association, Inc.
St. Petersburg, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities of St. Petersburg College Alumni Association, Inc. as of and for the year ended March 31, 2013, and the related notes to the financial statements, which collectively comprise St. Petersburg College Alumni Association, Inc.'s basic financial statements and have issued our report thereon dated August 5, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered St. Petersburg College Alumni Association, Inc.'s internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of St. Petersburg College Alumni Association Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of St. Petersburg College Alumni Association, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charges with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance And Other Matters

As part of obtaining reasonable assurance about whether St. Petersburg College Alumni Association, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose Of This Report

This purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Gregory, Sharer & Stuart, P.A.

St. Petersburg, Florida
August 5, 2013

LRMA

Leepa-Rattner Museum *of Art*
at St. Petersburg College

September 27, 2013

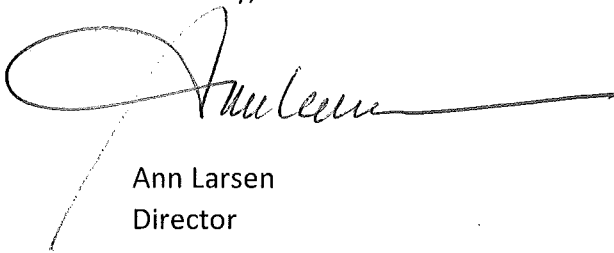
Dr. William D. Law, Jr., President
St. Petersburg College
P.O. Box 13489
St. Petersburg, FL 33733

Dear President Law:

This letter will certify to you and the Board of Trustees that the Leepa-Rattner Museum of Art, Inc., certified as a community college direct support organization, is in full compliance with §1004.70, Florida Statutes.

This information is provided as required by the Board of Trustees Rule 6Hx23-1.33.

Sincerely,



Ann Larsen
Director

The Leepa-Rattner Museum Of Art, Inc.
A Component Unit Of St. Petersburg College

Financial Statements
And Supplementary Information

March 31, 2013 And 2012

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Independent Auditor's Report

Board of Directors
The Leepa-Rattner Museum of Art, Inc.
Tarpon Springs, Florida

Report On The Financial Statements

We have audited the accompanying financial statements of the business-type activities of The Leepa-Rattner Museum of Art, Inc. (a component unit of St. Petersburg College), as of and for the years ended March 31, 2013 and 2012, and the related notes to the financial statements, which collectively comprise The Leepa-Rattner Museum of Art, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility For The Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of The Leepa-Rattner Museum of Art, Inc. as of March 31, 2013 and 2012, and the changes in its financial position and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis Of Matter

As discussed in Note E to the financial statements, The Leepa-Rattner Museum of Art, Inc. retroactively adopted a policy of not capitalizing the collections in 2013.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 6 through 9 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

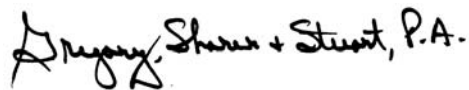
Other Unaudited Information

Our audits were conducted for the purpose of forming an opinion on the financial statements that collectively comprise The Leepa-Rattner Museum of Art, Inc.'s basic financial statements. The Unaudited Schedule of Collections for 2013 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is marked "unaudited" and has not been subjected to the auditing procedures applied in the audits of the basic financial statements by us or other auditors, and accordingly, we do not express an opinion or provide any assurance on it.

Other Reporting Required By *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated August 1, 2013 on our consideration of The Leepa-Rattner Museum of Art, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering The Leepa-Rattner Museum of Art, Inc.'s internal control over financial reporting and compliance.

Gregory, Sharer & Stuart, P.A.



St. Petersburg, Florida
August 1, 2013

Management's Discussion And Analysis

The Leepa-Rattner Museum of Art, Inc.
A Component Unit Of St. Petersburg College
Management's Discussion And Analysis
March 31, 2013 And 2012

The management of The Leepa-Rattner Museum of Art, Inc. (Museum) presents the following Management's Discussion and Analysis (MD&A) narrative overview and analysis of the financial activities of the Museum for the year ended March 31, 2013, with comparative information for the years ended March 31, 2012 and 2011. The purpose of this discussion is to enable the reader to identify and understand the significant issues and changes in the financial condition of the Museum. The information presented here should be read in conjunction with the accompanying audited financial statements and footnotes, which begin on page 11. The financial statements, footnotes, and this MD&A were prepared by management and are the responsibility of management.

The Museum is a component unit of St. Petersburg College (College).

Financial Highlights

Overview

For the year ended March 31, 2013 management changed its accounting policy with respect to the Museum's art collection and moved from a capitalization to a no capitalization policy. Management believes that discontinuing the capitalization of the collection is preferable to continuing to capitalize the collection. The presentation of the collection as not capitalized is the most widely practiced method of presentation for organizations similar to the Museum.

The value of the Museum's collections has been excluded from the Statement of Net Position, and artwork gifts are excluded from revenue in the Statement of Revenues, Expenses, and Change in Net Position. The change in accounting principle resulted in a decrease of \$1,176,887 and \$1,116,837 in the net position previously presented for the years ended March 31, 2012 and 2011, respectively. Additionally, there was a decrease of \$60,050 and \$238,810 in the contributions previously presented for the years ended March 31, 2012 and 2011, respectively. The remaining cumulative effect of the change in accounting principle was a decrease in net position of \$817,977 which represented the amount of contributed art work recognized prior to March 31, 2011.

The Museum's financial position as a whole declined during the year ended March 31, 2013, with a decrease in net position of \$12,525, or 2%. The Museum's expenses exceed revenues and other support, decreasing the net position to \$506,497.

Presentation

The Museum presents its financial report in accordance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis - for State and Local Governments* (GASB 34), which focuses the reader of the financial reports on an organization's overall financial condition and change in net position and cash flows taken as a whole.

The Leepa-Rattner Museum of Art, Inc.
A Component Unit Of St. Petersburg College
Management's Discussion And Analysis
March 31, 2013 And 2012

Condensed Schedule Of Net Position

	<u>March 31,</u> <u>2013</u>	<u>Change</u>		<u>March 31,</u> <u>2012</u>	<u>Change</u>		<u>March 31,</u> <u>2011</u>
Assets							
Current assets	\$ 505,669	\$ 109,963	28%	\$ 395,706	\$ 82,871	26%	\$ 312,835
Noncurrent assets	22,283	(132,273)	(86%)	154,556	824	1%	153,732
Total assets	<u>\$ 527,952</u>	<u>\$ (22,310)</u>	(4%)	<u>\$ 550,262</u>	<u>\$ 83,695</u>	18%	<u>\$ 466,567</u>
Liabilities							
Current liabilities	\$ 21,455	\$ (9,785)	(31%)	\$ 31,240	\$ (9,071)	(23%)	\$ 40,311
Net position							
Restricted – expendable	79,625	(3,041)	(4%)	82,666	(14,849)	(15%)	97,515
Unrestricted	426,872	(9,484)	(2%)	436,356	107,615	33%	328,741
Total net position	<u>506,497</u>	<u>(12,525)</u>	(2%)	<u>519,022</u>	<u>92,766</u>	22%	<u>426,256</u>
Total liabilities and net position	<u>\$ 527,952</u>	<u>\$ (22,310)</u>	(4%)	<u>\$ 550,262</u>	<u>\$ 83,695</u>	18%	<u>\$ 466,567</u>

The Statement of Net Position includes all assets and liabilities of the Museum. Net position serves as a useful indicator of an organization's financial health over time. Particular aspects of the Museum's financial operations influenced the decrease in net position for the year ended March 31, 2013.

The Condensed Schedule of Net Position shows the assets, liabilities, and net position for years ended March 31, 2013, 2012, and 2011. Current assets of the Museum consist primarily of cash and cash equivalents, inventory, and receivables. Current assets increased by \$109,963 or 28% during 2013 and increased by \$82,871 or 26% during 2012. The major components of the 2013 increase are attributable to the conversion of mature certificates of deposit to cash as well as a transfer of funds from the endowment earnings. A major component of the 2012 increase was the transfer of funds from the endowment earnings as well as an unrestricted contribution bequeathed to the Museum.

Noncurrent assets in 2013 consist of a grand piano and a pledge receivable. Noncurrent assets decreased by \$132,273 or 86% during 2013 and increased by \$824 or 1% during 2012. The major component of the 2013 decrease was the conversion of mature certificates of deposit to cash. A major component of the 2012 increase was interest earned on the certificates of deposit.

Current liabilities decreased by \$9,785 or 31% during 2013. This is primarily due to decreases in accounts payable. Current liabilities decreased \$9,071 or 23% during 2012. This was primarily due to an increase in accounts payable offset by a decrease in deferred revenue.

The Leepa-Rattner Museum of Art, Inc.
A Component Unit Of St. Petersburg College
Management's Discussion And Analysis
March 31, 2013 And 2012

Condensed Schedule Of Revenues, Expenses, And Change In Net Position

	Year Ended March 31, 2013	Change		Year Ended March 31, 2012	Change		Year Ended March 31, 2011
Operating revenues and expenses							
Operating revenues	\$ 697,226	\$(207,235)	(23%)	\$ 904,461	\$(189,997)	(17%)	\$1,094,458
Operating expenses	775,045	(210,851)	(21%)	985,896	(166,048)	(14%)	1,151,944
Operating loss	(77,819)	3,616	(4%)	(81,435)	(23,949)	42%	(57,486)
Nonoperating revenues	65,294	(108,907)	(63%)	174,201	85,149	96%	89,052
Change in net position	(12,525)	(105,291)	(114%)	92,766	61,200	194%	31,566
Net position, beginning of year	519,022	92,766	22%	426,256	31,566	8%	394,690
Net position, end of year	<u>\$ 506,497</u>	<u>\$ (12,525)</u>	(2%)	<u>\$ 519,022</u>	<u>\$ 92,766</u>	22%	<u>\$ 426,256</u>

The Statement of Revenues, Expenses, and Change in Net Position reports revenues earned and expenses incurred during the year as either operating or nonoperating. Revenues and expenses that are connected directly to the Museum's primary functions are reported as operating revenues and expenses, respectively, and grants, contributions, and investment results are reported as nonoperating revenues.

The Condensed Schedule of Revenues, Expenses, and Change in Net Position reflects operating and nonoperating revenue, for the years ended March 31, 2013, 2012, and 2011. The net operating loss was \$77,819 in 2013 compared to \$81,435 in 2012 and \$57,486 in 2011.

The Museum considers operating revenues to be those revenues that are connected directly to the Museum's primary functions. Such revenues include promoting education excellence, admission fees, various types of memberships, museum store revenue, special event fundraising revenues, and in-kind contributions. During 2013 and 2012, operating revenues included recognition of \$637,451 and \$805,819, respectively, of in-kind contributions. Operating revenue decreased by \$207,235 or 23% during 2013 and increased by \$189,997 or 17% in 2012. Major components of the 2013 decrease are attributable to decreases in membership revenue, Museum store revenue, fundraising revenue, and in-kind contributions.

Operating expenses were \$775,045 during 2013, a decrease of \$210,851 or 21% compared to 2012. Operating expenses decreased by \$166,048 or 14% during 2012. The primary components of the Museum's operating expenses are: fundraising - marketing and advertising and exhibition opening expenses; curatorial expenses - freight and exhibition rental fees; program expenses - education outreach, classes and workshops; and special events - contractual services, entertainment, and catering.

Nonoperating revenues include grant revenue, contributions, and interest income. Nonoperating revenues for 2013 reflect a decrease of \$108,907 or 63% compared to 2012. This consists primarily of a decrease in contributions and interest income. In 2012, The Museum nonoperating revenue increased \$85,149 or 96% during 2012, primarily related to an increase in contributions and endowment earnings.

Using The Information In The Financial Report

The Museum's financial statements are immediately following this discussion and analysis.

This annual report consists of a series of financial statements prepared in accordance with pronouncements issued by the Governmental Accounting Standard Board. These statements focus the reader of the financial reports on the Museum's overall financial condition, and change in net position and cash flows, taken as a whole.

One of the most important questions asked about the Museum's finances is whether the Museum is better or worse off as a result of the year's activities. The keys to understanding this question are the Statement of Net Position, Statement of Revenues, Expenses, and Change in Net Position, and the Statement of Cash Flows. These statements present financial information in a form similar to that used by private sector companies. The Museum's net position (the difference between assets and liabilities) are one indicator of the Museum's financial health when considered in combination with other nonfinancial information.

The Statement of Net Position reports assets, liabilities, and net position as of March 31, 2013. The balances are a reflection of activities that have occurred during fiscal year 2013 and come from transactions between assets and liabilities or from transactions in the Statement of Revenues, Expenses, and Change in Net Position. The balances are presented as either current (expected to be realized within 12 months) or noncurrent in nature.

The Statement of Revenues, Expenses, and Change in Net Position presents the results of operations for the year ended March 31, 2013. Activities are reported as operating or nonoperating. Both the Statement of Net Position and the Statement of Revenues, Expenses, and Change in Net Position are prepared using the accrual basis of accounting.

The remaining required statement is the Statement of Cash Flows showing the sources and use of funds; in essence, accounting for the change in cash and cash equivalents balances for the reporting period.

The notes to the financial statements provide additional information and more detail that is essential to a full understanding of the data presented in the financial statements. The notes to the financial statements can be found immediately following the basic financial statements.

Basic Financial Statements

The Leepa-Rattner Museum Of Art, Inc.
A Component Unit Of St. Petersburg College
Statements Of Net Position

	March 31,	
	<u>2013</u>	<u>2012</u> (restated)
Assets		
Current Assets		
Cash and cash equivalents	\$ 494,183	\$ 383,794
Museum store inventory	10,434	10,833
Accounts receivable	52	79
Pledge receivable	1,000	1,000
Total Current Assets	<u>505,669</u>	<u>395,706</u>
 Collections (Note E)	 -	 -
Noncurrent Assets		
Investments in certificates of deposit	-	131,447
Other assets	17,500	17,500
Pledge receivable, net of current portion	4,783	5,609
Total Noncurrent Assets	<u>22,283</u>	<u>154,556</u>
 Total Assets	 <u>\$ 527,952</u>	 <u>\$ 550,262</u>
 Liabilities And Net Position		
Current Liabilities		
Accounts payable	\$ 4,057	\$ 14,359
Other current liabilities	71	114
Deferred revenue	17,327	16,767
Total Current Liabilities	<u>21,455</u>	<u>31,240</u>
Net Position		
Restricted		
Restricted by donors - expendable	79,625	82,666
Unrestricted		
Designated by board	88,488	88,488
Unrestricted	338,384	347,868
Total Net Position	<u>506,497</u>	<u>519,022</u>
 Total Liabilities And Net Position	 <u>\$ 527,952</u>	 <u>\$ 550,262</u>

The Leepa-Rattner Museum Of Art, Inc.
A Component Unit Of St. Petersburg College
Statements Of Revenues, Expenses, And Change In Net Position

	Year Ended March 31,	
	2013	2012
Operating Revenues		(restated)
Admission fees	\$ 11,195	\$ 6,285
Membership	29,050	36,670
Special event revenue	7,478	40,710
Program revenue	248	2,640
Museum store sales, net of cost of goods sold of \$13,227 and \$15,107 for the years ended March 31, 2013 and 2012, respectively	10,814	12,268
Other operating revenue	990	69
In-kind operating contributions	637,451	805,819
Total Operating Revenues	<u>697,226</u>	<u>904,461</u>
Operating Expenses		
Personnel	533,137	590,064
Facilities and utilities	51,135	51,013
Contractual services	19,356	39,526
Other services and expenses	139,078	266,016
Materials and supplies	32,339	39,277
Total Operating Expenses	<u>775,045</u>	<u>985,896</u>
Operating Loss	(77,819)	(81,435)
Nonoperating Revenues		
Grant revenue	10,000	350
Contributions	54,397	171,207
Interest income	897	2,644
Total Nonoperating Revenues	<u>65,294</u>	<u>174,201</u>
Change In Net Position	(12,525)	92,766
Net Position At Beginning Of Year	<u>519,022</u>	1,543,093
Cumulative Effect Of Change In Accounting Principle		<u>(1,116,837)</u>
Net Positon At Beginning Of Year, Restated		<u>426,256</u>
Net Position At End Of Year	<u>\$ 506,497</u>	<u>\$ 519,022</u>

The Leepa-Rattner Museum Of Art, Inc.
A Component Unit Of St. Petersburg College
Statements Of Cash Flows

	Year Ended March 31,	
	<u>2013</u>	<u>2012</u>
Cash Flows From Operating Activities		
Cash received from members and patrons	\$ 73,341	\$ 111,322
Cash received from program funding sources	248	2,640
Cash paid to suppliers of goods and services	(128,085)	(151,545)
Cash paid to St. Petersburg College for personnel	(32,682)	(45,589)
Net Cash Used By Operating Activities	<u>(87,178)</u>	<u>(83,172)</u>
Cash Flows From Noncapital Financing Activities		
Cash received from grants	10,000	350
Cash received from contributions	55,223	172,033
Net Cash Provided By Noncapital Financing Activities	<u>65,223</u>	<u>172,383</u>
Cash Flows From Investing Activities		
Cash received from investment earnings	897	2,644
Proceeds from (purchase of) certificates of deposit	131,447	(1,650)
Net Cash Provided By Investing Activities	<u>132,344</u>	<u>994</u>
Net Change In Cash And Cash Equivalents	110,389	90,205
Cash And Cash Equivalents At Beginning Of Year	<u>383,794</u>	<u>293,589</u>
Cash And Cash Equivalents At End Of Year	<u>\$ 494,183</u>	<u>\$ 383,794</u>
Reconciliation Of Operating Loss To Net Cash Used		
By Operating Activities		
Operating loss	\$ (77,819)	\$ (81,435)
Adjustments to reconcile operating loss to net cash used by operating activities		
Changes in operating assets and liabilities		
Museum store inventory	399	1,271
Accounts receivable	27	6,063
Accounts payable	(10,302)	(2,741)
Other current liabilities	(43)	(480)
Deferred revenue	560	(5,850)
Net Cash Used By Operating Activities	<u>\$ (87,178)</u>	<u>\$ (83,172)</u>

Note A - Organization

The Leepa-Rattner Museum of Art, Inc. (Museum) is a Florida nonprofit corporation. The Museum was incorporated July 16, 2001 and is governed by a board of directors. The Museum was formed to benefit St. Petersburg College (College) for purposes including promoting educational excellence by collecting, preserving, and displaying works of art that reflect or support the aesthetic concerns of Abraham Rattner, Esther Gentle, Allen Leepa, and other artists. The Museum also provides a facility for teaching, exhibiting, and promoting all aspects of the art spectra for the benefit of the College and the general public. The Museum commits to excellence in visual arts education, fosters aesthetic, critical, and ethical thinking as a bridge to the future, and nurtures interest in 20th and 21st century art history. The mission of the Leepa-Rattner Museum of Art, Inc. is to collect, conserve exhibit and protect the works of art entrusted to its care and stewardship. Through its exhibitions, programs, and expanding collection of 20th and 21st century art, the museum strives to engage and inspire our diverse community by providing opportunities for education, enlightenment, interpretation and research to students, scholars, and visitors.

The operating expenses include all fiscal transactions related to collecting, preserving, and displaying works of art, instruction, administration, academic support, student services, and physical facility operations.

The Museum is a direct support organization of the College and its financial statements are presented in the College's financial statements as a component unit.

Note B - Summary Of Significant Accounting Policies

A summary of the significant accounting policies applied in preparation of the accompanying statements are presented below:

Basis Of Accounting

The financial statements are prepared using the economic resource measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB). Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. As a general rule, the effects of inter-fund activities have been eliminated from the Museum's financial statements.

The Museum reports as an entity engaged in one business-type activity.

Classification Of Current And Noncurrent Assets And Liabilities

The Museum considers assets to be current if, as part of its normal business operations, they are held as or can be converted to cash and be available for operating needs or payments of current liabilities within 12 months of the Statement of Net Position date. Similarly, liabilities are considered to be current if they can be expected, as part of the normal Museum business operations, to be due and paid within 12 months of the Statement of Net Position date. All other assets and liabilities are considered to be noncurrent.

Cash And Cash Equivalents

The Museum's cash and cash equivalents consist of cash on hand, cash in demand deposit accounts, and money market accounts. For reporting cash flows, the Museum considers all highly-liquid investments with original maturities of three months or less to be cash equivalents.

The Leepa-Rattner Museum of Art, Inc.
A Component Unit Of St. Petersburg College
Notes To Financial Statements
March 31, 2013 And 2012

Inventory

The Museum Store inventory is stated at cost. The majority of the inventory is made up of various mission-related and gift items purchased from outside third parties.

Receivables

Management considers all receivables to be collectible. Accordingly, no allowance for uncollectible accounts has been provided at March 31, 2013 and 2012.

Investments In Certificates Of Deposit

The Museum's certificates of deposit consisted of certificates of deposits with commercial banks with original maturities of more than 12 months. The certificates of deposit were redeemed during the year ended March 31, 2013.

Collections

Works of art, historical treasures, or similar assets that are: (a) held for public exhibition, education, or research in furtherance of public service rather than financial gain; (b) protected, kept unencumbered, cared for, and preserved; and (c) subject to organizational policy that requires the proceeds of items that are sold to be used to acquire other items for collections, are not required to be capitalized.

Capital Assets And Other Assets

Tangible property of \$5,000 or more to be used for operating purposes of the Museum is considered a capital asset. The Museum does not currently own any capital assets that are depreciable. The College provides facilities, equipment, and various supplies and materials as disclosed in Notes F and G. As such, the Museum's grand piano which was donated has been recognized at its estimated fair value based upon appraisals or similar valuations and is not depreciated. Included in noncurrent assets as of March 31, 2013 and 2012 was the grand piano listed as other assets of \$17,500.

Net Position

The Museum's net position are classified into the following categories:

Restricted by donors-expendable: Assets subject to externally imposed conditions that can be fulfilled by the actions of the Museum or by the passage of time.

Unrestricted - designated by board: Assets subject to internally imposed conditions that can be fulfilled by the actions of the Museum or by the passage of time.

Unrestricted: All other categories.

Classification Of Revenues And Expenses

The Museum considers operating revenues and expenses in the Statement of Revenues, Expenses, and Change in Net Position to be those revenues and expenses that result from activities that are connected directly to the Museum's primary functions. Such transactions include promoting educational excellence, admission fees, various types of memberships, museum store revenue, special event fundraising revenues, and in-kind contributions. Certain other transactions are reported as nonoperating revenues. These nonoperating revenues include grant funding, contributions, and interest income.

The Leepa-Rattner Museum of Art, Inc.
A Component Unit Of St. Petersburg College
Notes To Financial Statements
March 31, 2013 And 2012

Contributions And Pledges

Contributions that are restricted by the donor are reported as an increase in unrestricted net position if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted contributions are reported as an increase in net position restricted by donor - expendable. When restriction expires, net position restricted by donor - expendable is reclassified to unrestricted net position.

Unconditional promises to give the Museum cash or other assets in the future are recorded as contribution revenue (net position restricted by donor) and pledges receivable. If management expects the cash from the pledges receivable to be received more than one year in the future, the promises to give revenue and the receivable are discounted for the time value of money.

Donated Items

The value of donated materials, services, small equipment, and inventory has been recorded in the financial statements as contributions based upon the fair market value of the goods received at the time of the donation. The value of collection items donated to the Museum is not recorded in the financial statements.

Employees of the College operate the Museum. In the years ended March 31, 2013 and 2012, the Museum reimbursed the College for the salary of the part-time museum store buyer position and additional hours required of the business services coordinator, and the associate curator/registrar position. The College also provides use of facilities for the Museum, as well as other miscellaneous supplies and services. These items are all recognized as in-kind operating contributions and operating expenses.

Income Taxes

The Museum is an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and is generally not subject to federal or state income taxes. However, the Museum is subject to income taxes on any net income that is derived from a trade of business, regularly carried on, and not in furtherance of the purpose for which the Museum is granted exemption. No income tax provision has been recorded as the net income, if any, from any unrelated trade or business, in the opinion of management, is not material to the basic financial statements taken as a whole.

Management has evaluated its tax positions taken for all open tax years and has not identified any uncertain tax positions. The 2009, 2010, and 2011 tax years are open and subject to examination by the Internal Revenue Service (IRS). The Museum is not currently under audit nor has the Museum been contacted by the IRS.

Use Of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Reclassifications

Certain amounts in the accompanying 2012 financial statements have been reclassified to conform to the 2013 presentation. The reclassifications had no effect on previously reported net position.

Subsequent Events Evaluation

For the year ended March 31, 2013, management evaluated subsequent events for potential recognition and disclosure through August 1, 2013, which is the date the financial statements were available to be issued. Management determined there were no subsequent events that require disclosure.

Note C - Investments In Certificates Of Deposit

At March 31, 2012, the Museum's certificates of deposit consisted of two certificates totaling \$131,447. Each of the certificates was insured by the Federal Deposit Insurance Corporation (FDIC). The certificates had original maturity dates of 14 months with annual percentage rates of 1.25%. The certificates were not rated by S&P or Moody's. The certificates matured on April 7, 2012 and the funds were used to open new money market accounts on April 12, 2012.

Note D - Pledge Receivable

Pledge receivable consists of a promise from an organization within the Tampa Bay area. Management evaluated the pledge receivable for collectability. As of March 31, 2013, management believes the entire balance is collectable. Expected receipts are as follows at March 31, 2013:

Due in less than one year	\$ 1,000
Due in one to five years	5,000
Due in more than five years	<u>1,000</u>
Gross pledge receivable	7,000
Less discount to present value	<u>(1,217)</u>
Net pledge receivable	<u>\$ 5,783</u>

Note E - Collections

In 2013, management changed its accounting policy with respect to the Museum's collections from a capitalization to a no capitalization policy. Management believes that discontinuing the capitalization of the collection is preferable to continuing to capitalize the collection. The presentation of the collection as not capitalized is the most widely practiced method of presentation for organizations similar to the Museum. The value of the Museum's collections has been excluded from the Statement of Net Position and artwork gifts are excluded from revenue in the Statement of Revenues, Expenses, and Change in Net Position.

The change in accounting principle resulted in a decrease of \$1,116,837 in the net position previously presented for the year ended March 31, 2012 which represented the amount of contributed and purchased art work recognized prior to March 31, 2012. Additionally, there was a decrease of \$60,050 in the contributions previously presented for the year ended March 31, 2012.

The collections are held in the public trust for exhibition and educational purposes, not for financial gain. Each of the items is catalogued, preserved, and cared for in order to maintain the cultural, aesthetic, and historic value of the collections. Activities verifying the existence and assessing the condition of the collections are periodically performed.

During the years ended March 31, 2013 and 2012, the Museum received contributed works of art with an estimated value of \$88,461 and \$60,050, respectively. There were no deaccessions during the years ended March 31, 2013 and 2012. These amounts are not recorded on the Statement of Revenues, Expenses, and Change in Net Position.

The collections, which have been acquired through contributions and purchases since the Museum's inception are not recognized as assets on the Statements of Net Position. Purchases of collection items are recorded as decreases in net position unrestricted in the year the items are acquired or as net position restricted by donors-expendable if the assets used to purchase the items are restricted by donors.

The St. Petersburg College Foundation, Inc. (Foundation) owns the Leepa-Rattner-Gentle art collection and has permanently loaned the collection to the College. The College has in turn permanently loaned the collection to the Museum. The Foundation pays the insurance on the Leepa-Rattner-Gentle art collection. See Note F and the Unaudited Schedule of Collections.

Note F - Related-Party Transactions

The Museum is related to the College by virtue of its primary purpose, which is to engage in activities to foster and promote all aspects of the art spectra for the benefit of the College, its students, and the general public.

The College provides the space for the Museum to operate without charge. Management estimates fair market value of the annual rental payments, including utilities, to be approximately \$51,000 for each of the years ended March 31, 2013 and 2012. The College also provided the employees to operate the Museum at an estimated cost of \$500,000 and \$544,000 for the years ended March 31, 2013 and 2012, respectively. The Museum reimbursed the College approximately \$11,200 and \$19,000 for the years ended March 31, 2013 and 2012, respectively, for the salary of the museum store buyer. In 2010, the Museum took responsibility for additional hours required of the business services coordinator and the associate curator/registrar, and reimbursed the College \$20,900 and \$25,900 in 2013 and 2012, respectively. Reimbursement was also made to the College for adjunct instructor's salaries for approximately \$500 and \$400 in 2013 and 2012, respectively. The College provided other miscellaneous services and supplies in estimated amounts of \$27,000 and \$39,000 for the years ended March 31, 2013 and 2012, respectively, and small equipment in estimated amounts of \$4,900 and \$0 for the years ended March 31, 2013 and 2012, respectively.

The Museum is also related to the Foundation as it is also a direct support organization of the College. Within the Foundation is an endowed fund held for the benefit of the Museum valued at \$2.3 million.

The Foundation has permanently loaned The Leepa-Rattner-Gentle art collection to the College for \$1. The College provided the insurance for the collection until 2010. Starting in 2010, the Foundation was responsible for the insurance on the art collection at a cost of approximately \$14,000 and \$20,000, for the years ended March 31, 2013 March 31, 2012, respectively. The College has, in turn, loaned the collection to the Museum.

For the years ended March 31, 2013 and 2012, the Museum reimbursed the College approximately \$20,000 and \$18,000, respectively, for the cost of the insurance on the accessioned collection items, traveling exhibitions, and liability insurance.

Note G - In-Kind Contributions And Donated Items

In-kind contributions are included in contributions in the Statement of Revenues, Expenses, and Change in Net Position. The majority of in-kind contributions are from the College. The remainder of in-kind contributions is from individuals or corporations. Management estimates that the fair value of items donated to the Museum are as follows for the years ended March 31:

	2013	2012
In-kind operating contributions from the College		
Small equipment	\$ 4,864	-
Materials and supplies	26,612	38,512
Personnel	500,455	544,475
Facilities	51,135	51,013
	<u>583,066</u>	634,000
In-kind operating contributions from others	54,385	171,819
Total in-kind operating contributions	<u>\$ 637,451</u>	<u>\$ 805,819</u>

Note H - Oversight By St. Petersburg College

As a direct support organization, the Museum is subject to the policies and procedures of the College. All contributions to the Museum ultimately benefit the College. Accordingly, the Museum, for reporting purposes, is considered a governmental not-for-profit organization subject to reporting under the GASB and is reported as a component unit of the College.

Note I - Net Position Restricted By Donors - Expendable

Net position restricted by donors - expendable was available for the following purposes at March 31:

	<u>2013</u>	<u>2012</u>
Art Haven project	\$ 12,829	\$ 10,047
Adopt a masterpiece program	47,660	52,657
Pledges receivable	5,783	6,609
Educational program	13,353	13,353
	<u>\$ 79,625</u>	<u>\$ 82,666</u>

Changes in net position restricted by donors – expendable are as follows for the years ended March 31:

	<u>2013</u>	<u>2012</u>
Net position restricted - expendable at beginning of year	\$ 82,666	\$ 97,515
Release of restrictions:		
Restrictions satisfied/imposed by payments	(2,215)	(14,023)
Restrictions satisfied/imposed by time	(826)	(826)
Net position restricted - expendable at end of year	<u>\$ 79,625</u>	<u>\$ 82,666</u>

Note J - Unrestricted Net Position

Net position designated by the board as of March 31, 2013 and 2012 includes a gift received in June 2009 in the amount of \$88,488. The board voted to restrict the use of this gift until July 2013. The interest earned on the principal of this gift may be used by the Museum.

Note K - Functional Distribution Of Expenses

The operating expenses on the Statement of Revenues, Expenses, and Change in Net Position are presented in the natural classifications. Below are those same expenses presented in functional classifications. The functional classification is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. The operating expenses of the Museum are allocated to the following functional departments:

Administration - includes the costs of operating the Museum offices, including gathering, processing, and maintaining financial and legal information.

Fundraising- includes the costs associated with the direct solicitation of contributions to the Museum.

Program - includes the costs associated with the operation of the Museum, including exhibitions, preservation of collections, education, etc.

The Leepa-Rattner Museum of Art, Inc.
A Component Unit Of St. Petersburg College
Notes To Financial Statements
March 31, 2013 And 2012

The functional classification of expenses is summarized as follows for the year ended March 31:

	<u>2013</u>	<u>2012</u>
Fundraising		
Advertising	\$ 501	\$ 11,200
Personnel services	5,005	54,447
Special events	3,566	26,497
Other	1,396	26,470
Total fundraising	<u>10,468</u>	118,614
Program services		
Exhibitions	22,487	20,213
Education	15,464	14,899
Facilities and utilities	48,067	45,911
Personnel services	395,359	381,134
Supplies and equipment	25,143	35,432
Other	82,128	175,589
Total program services	<u>588,648</u>	673,178
Administrative		
Insurance	20,000	18,000
Personnel services	100,090	108,895
Other	55,839	67,209
Total administrative	<u>175,929</u>	194,104
	<u>\$ 775,045</u>	<u>\$ 985,896</u>

When an expense is incurred for purposes for which both restricted and unrestricted resources are available, the Museum's policy is to apply restricted resources first.

Other Unaudited Information

Core Collection (Leepa-Rattner-Gentle Collection)

The core collection of the Leepa-Rattner Museum of Art, Inc. (Museum) consists of 1,185 objects: paintings, sculptures, works on paper (drawings, watercolors, prints), tapestries and stained glass maquettes, and up to 3,000 inventoried objects (mostly works on paper). This collection is not owned by the Museum, but managed by the Museum through an agreement between the St. Petersburg College, the St. Petersburg College Foundation, Inc. (Foundation), and the Museum.

Secondary Core Collection (Gulf Coast Museum Of Art Collection)

The secondary collection of the Museum consists of 275 objects that have been donated to the Museum by the Foundation. Based on the nature of this collection, the Museum has redefined its mission and direction. More than two-thirds of the collection reflects Florida art and southeastern United States fine art crafts amassed between 1995 and 2008.

Donated Art (1,152 objects) – listed by donation size

1. St. Petersburg College Foundation, Inc. (245 accessioned objects): Prints created mostly from the 1980s through the 1990s at print workshops in the United States and Canada by a variety of known and lesser known artists gifted to the Museum by the Foundation through a brokered deal with the Eckerd College Foundation.
2. Richard Florsheim Art Fund (182 accessioned objects): Paintings and prints by Chicago artist Richard Florsheim (1916-1979) reflecting a 40-year retrospective of the artist's career.
3. Vladimir Yoffe / Pasco Art Center (48 accessioned objects): Sculptures and ephemera by New York sculptor Vladimir Yoffe (1911-1997) transferred to the Museum from the non-collecting Pasco Art Center.
4. Lothar and Mildred Uhl Collection (241 accessioned objects): Currently reflecting a variety of media, as well as a recent gift of 88 prints by Winslow Homer and 144 prints by Leonard Baskin.
5. Caroline Adams Byrd-Denjoy Collection (131 accessioned objects): A collection of modern and contemporary prints produced in France in a variety of printing techniques.
6. Patricia A. and Thomas J. Lehnen Family Art Collection (47 accessioned objects): An eclectic collection of fine art, contemporary craft and ethnographic art, including works by Dale Chihuly.
7. Dorothy Mitchell Collection (34 accessioned objects): Large-format screenprints created in the 1990s at Berghoff-Cowden Editions in Tampa by seven nationally known artists.
8. Zipkin Family Collection (17 accessioned objects): While not a large collection, the pieces given have greatly enhanced the existing Leepa-Rattner-Gentle collection with the expectation of more objects being gifted.
9. Barbara Witlin Collection (11 accessioned objects): Donation by the widow of Roy Witlin (1923-1997), large reverse-paintings on Plexiglas works.
10. Edna Andrews and Dr. Dietrich Schroeer Collection (11 prints): An alumnus of St. Petersburg College and an art collection, Edna Andrews Schroeer and her husband have given European prints.
11. Other Donations (185 accessioned objects by 52 individual donors): These works reflect a variety of artists, periods and media in the 20th century art.



**Independent Auditor's Report On Internal Control Over Financial Reporting
And On Compliance And Other Matters Based On An Audit Of
Financial Statements Performed In Accordance With
*Government Auditing Standards***

Board of Directors
The Leepa-Rattner Museum of Art, Inc.
Tarpon Springs, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities of The Leepa-Rattner Museum of Art, Inc. as of and for the year ended March 31, 2013, and the related notes to the financial statements, which collectively comprise The Leepa-Rattner Museum of Art, Inc.'s basic financial statements and have issued our report thereon dated August 1, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered The Leepa-Rattner Museum of Art, Inc.'s internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of The Leepa-Rattner Museum of Art Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of The Leepa-Rattner Museum of Art, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charges with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance And Other Matters

As part of obtaining reasonable assurance about whether The Leepa-Rattner Museum of Art, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose Of This Report

This purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Gregory, Sharer & Stuart, P.A.

St. Petersburg, Florida
August 1, 2013

SPC St. Petersburg College

INSTITUTE FOR STRATEGIC

POLICY SOLUTIONS

727-394-6942

PolicySolutionsInstitute@spcollege.edu

www.spcollege.edu/solutions

September 30, 2013

William D. Law, President
St. Petersburg College
P.O. Box 13489
St. Petersburg, FL 33733

Dear President Law,

This letter will certify to you and the Board of Trustees that the Institute for Strategic Policy Solutions, certified as a community college direct-support organization, is in full compliance with S1004.70, Florida Statutes.

This information is provided as required by the Board of Trustees Rule 6Hx23-1.33.

Sincerely,



DAVID E. KLEMENT
Executive Director

MAILING ADDRESS: Post Office Box 13489, St. Petersburg, FL 33733-3489



Institute For Strategic Policy Solutions, Inc.
A Component Unit Of St. Petersburg College

Financial Statements
And Supplementary Information

March 31, 2013

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Independent Auditor's Report

Board of Directors
Institute for Strategic Policy Solutions, Inc.
St. Petersburg, Florida

Report On The Financial Statements

We have audited the accompanying financial statements of the business-type activities of Institute for Strategic Policy Solutions, Inc. (a component unit of St. Petersburg College) as of and for the year ended March 31, 2013, and the related notes to the financial statements, which collectively comprise Institute for Strategic Policy Solutions, Inc.'s basic financial statements as listed in the table of contents.

Management's Responsibility For The Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of Institute for Strategic Policy Solutions, Inc. as of March 31, 2013, and the change in its financial position and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

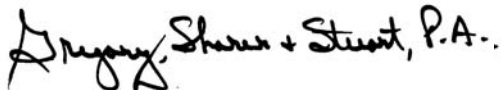
Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis on pages 6 through 8 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, which considers it an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required By Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated August 5, 2013 on our consideration of Institute for Strategic Policy Solutions, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Institute for Strategic Policy Solutions, Inc.'s internal control over financial reporting and compliance.

Gregory, Sharer & Stuart, P.A.



St. Petersburg, Florida
August 5, 2013

Management's Discussion And Analysis

The management of Institute for Strategic Policy Solutions, Inc. (Institute) at St. Petersburg College (College) presents the following Management's Discussion and Analysis (MD&A) narrative overview and analysis of the financial activities of the Institute for the year ended March 31, 2013. The purpose of this discussion is to enable the reader to identify and understand the significant issues and the financial condition of the Institute. The information presented here should be read in conjunction with accompanying audited financial statements and footnotes, which begin on page 10. The financial statements, footnotes, and this MD&A were prepared by management and are the responsibility of management.

Institute for Strategic Policy Solutions, Inc. at St. Petersburg College completed its first year of operations as a 501(c)(3) with a strong organizational structure and a satisfactory record of accomplishments.

The Institute's primary revenue-generating vehicle, the Village Square, was successfully launched and staged four dinner programs focusing on topical issues of public concern. Attendance was just over 500 and 20 percent was students. A Founding Member group was organized as a support base with 52 members, and 36 general memberships were generated for a total of 88 members.

The Village Square is a new kind of debate forum that harkens back to our country's colonial days when citizens would gather in the village square to discuss an issue requiring community consensus. The modern-day Village Square consists of members who participate in civic engagement and dialogue in a commitment to a better community.

In addition, the Institute presented four programs in its free public forum series. These programs attracted an audience totaling almost 700, including 150 students. Also, the Institute partnered with the Citizen Advocacy Center to stage its national conference, and with the First Amendment Foundation to stage its annual Sunshine Summit. Total attendance for these two events was 200.

These activities fulfilled our goals of academic enrichment, civic engagement, and civil discourse.

The Institute is a component unit of St. Petersburg College.

Financial Highlights

Overview

The Institute's financial position as a whole improved during the year ended March 31, 2013, with net assets increasing by \$1,946 or 18%. The Institute's revenues exceed expenses increasing the net asset balance to \$12,496.

Presentation

The Institute presents its financial report in accordance with Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements and Management's Discussion and Analysis - for State and Local Governments* (GASB 34), which focuses the reader of the financial reports on an organization's overall financial condition and change in net assets and cash flows taken as a whole.

Institute For Strategic Policy Solutions, Inc.
A Component Unit Of St. Petersburg College
Management's Discussion And Analysis
March 31, 2013

Condensed Schedule of Net Position

	March 31, 2013
Assets	
Current assets	\$ 186,048
Total assets	<u>\$ 186,048</u>
Liabilities	
Current liabilities	\$ 173,552
Net position	
Unrestricted	12,496
Total net position	<u>12,496</u>
Total liabilities and net position	<u>\$ 186,048</u>

The Statement of Net Position includes all assets and liabilities of the Institute. The year ended March 31, 2013 is the first year of any significant activity and the initial audit of the Institute. A comparative analysis will be provided in future years. Net position serves as a useful indicator of an organization's financial health over time. Current assets consist primarily of cash in the bank. Current liabilities consist primarily of a liability to St. Petersburg College for salary and operational expenses for the period of April 1, 2012 through March 30, 2013.

Condensed Schedule of Revenue, Expenses, and Change in Net Position

	Year Ended March 31, 2013
Operating revenues and expenses	
Operating revenues	\$ 272,969
Operating expenses	271,023
Operating income	<u>1,946</u>
Change in net position	1,946
Net position, beginning of year	<u>10,550</u>
Net position, end of year	<u>\$ 12,496</u>

The Statement of Revenues, Expenses, and Change in Net Position categorizes revenues earned and expenses incurred during the year as operating. Revenues and expenses that are connected directly to the Institute's primary functions are reported as operating.

Operating revenue was primarily generated through income from the Institute's endowment, Village Square activities, and in-kind donations. Expenses were less than revenues during this current fiscal period resulting in an increase in net position of \$1,946.

Using the Information in the Financial Report

The Institute's financial statements are immediately following this discussion and analysis.

This annual report consists of a series of financial statements prepared in accordance with pronouncements issued by the Governmental Accounting Standard Board. These statements focus the reader of the financial reports on the Institute's overall financial condition, and change in net position and cash flows, taken as a whole.

One of the most important questions asked about the Institute's finances is whether the Institute is better or worse off as a result of the year's activities. The keys to understanding this question are the Statement of Net Position, Statement of Revenues, Expenses, and Change in Net Position, and the Statement of Cash Flows. These statements present financial information in a form similar to that used by private sector companies. The Institute's net position (the difference between assets and liabilities) are one indicator of the Institute's financial health when considered in combination with other nonfinancial information.

The Statement of Net Position reports assets, liabilities, and net position as of March 31, 2013. The balances are a reflection of activities that have occurred during fiscal year 2013 and come from transactions between assets and liabilities or from transactions in the Statement of Revenues, Expenses, and Change in Net Position. The balances are presented as either current (expected to be realized within 12 months) or noncurrent in nature.

The Statement of Revenues, Expenses, and Change in Net Position presents the results of operations for the year ended March 31, 2013. All activities are reported as operating. Both the Statement of Net Position and the Statement of Revenues, Expenses, and Change in Net Position are prepared using the accrual basis of accounting.

The remaining required statement is the Statement of Cash Flows showing the sources and use of funds; in essence, accounting for the change in cash and cash equivalents balances for the reporting period.

The notes to the financial statements provide additional information and more detail that is essential to a full understanding of the data presented in the financial statements. The notes to the financial statements can be found immediately following the basic financial statements.

Fiscal Year 2013-2014

Looking forward, in 2013-2014 the Institute plans to continue developing programs and to launch new initiatives that enable it to fulfill additional aspects of its mission. The Institute is challenged to expand membership while retaining its original members. The Institute also plans to offer public forums on world peace, a local referendum on a tax increase to fund mass transit, and immigration reform.

The Institute plans an academic research project: a survey of local hospital systems on the adequacy of training for health-care professionals trained by the College. This will produce a white paper that will identify any training gaps in the College's curriculum. It could serve as a guideline for other higher education institutions with health care training programs and for other hospital systems nationwide.

The Institute also plans to distill its previous programs into white paper form for dissemination on its website. The first of these will be the prison reform series. It is hoped that this document will serve as a guideline for state legislators at the 2014 session of the Florida Legislature.

The Institute's role as a statewide institution serving the Florida College System will be fulfilled by its Civics Education Initiative. After more than a year of planning, the Institute launched this initiative in April with a Collaborative Lab for key stakeholders. The goal is to expand civics education across the college system as well as to help the K-12 public school system to become more proactive in civics education. The Institute will host a two-day workshop to develop a strategic plan for expanding civics education in the State College System, an ongoing project which it will oversee.

Basic Financial Statements

Institute For Strategic Policy Solutions, Inc.
A Component Unit Of St. Petersburg College
Statement Of Net Position
March 31, 2013

Assets

Current Assets	
Cash and cash equivalents	\$ 185,868
Accounts receivable	<u>180</u>
Total Assets	<u><u>\$ 186,048</u></u>

Liabilities And Net Position

Current Liabilities	
Due to St. Petersburg College	\$ 173,348
Deferred revenue	<u>204</u>
Total Current Liabilities	<u>173,552</u>
Net Position	
Unrestricted	<u>12,496</u>
Total Net Position	<u>12,496</u>
Total Liabilities And Net Position	<u><u>\$ 186,048</u></u>

Institute For Strategic Policy Solutions, Inc.
A Component Unit Of St. Petersburg College
Statement Of Revenues, Expenses, And Change In Net Position
For The Year Ended March 31, 2013

Operating Revenues	
Endowment revenues	\$ 176,284
In-kind operating contributions	72,001
Other operating revenue	19,249
Membership revenue	5,435
Total Operating Revenues	<u>272,969</u>
Operating Expenses	
Personnel	147,957
Advertising and marketing	11,660
In-kind local broadcast media	61,400
Other services and expenses	22,874
Contractual and professional services	19,869
Facilities and utilities	3,455
Materials and supplies	3,808
Total Operating Expenses	<u>271,023</u>
Change In Net Position	1,946
Net Position At Beginning Of Year	<u>10,550</u>
Net Position At End Of Year	<u>\$ 12,496</u>

Institute For Strategic Policy Solutions, Inc.
A Component Unit Of St. Petersburg College
Statement Of Cash Flows
For The Year Ended March 31, 2013

Cash Flows From Operating Activities

Cash received from donors and members	\$ 23,809
Cash received from St. Petersburg College Foundation account	176,284
Cash paid to suppliers of goods and services	<u>(25,674)</u>
Net Cash Provided By Operating Activities	<u>174,419</u>

Net Change In Cash And Cash Equivalents 174,419

Cash And Cash Equivalents At Beginning Of Year 11,449

Cash And Cash Equivalents At End Of Year \$ 185,868

**Reconciliation Of Change In Net Position To Net Cash
Provided By Operating Activities**

Change in net position	\$ 1,946
Adjustments to reconcile change in net position to net cash provided by operating activities	
Changes in operating assets and liabilities	
Accounts receivable	(180)
Payable to St. Petersburg College	173,348
Deferred revenue	<u>(695)</u>
Net Cash Provided By Operating Activities	<u><u>\$ 174,419</u></u>

Note A - Organization

Institute for Strategic Policy Solutions, Inc. (Institute) is a Florida nonprofit corporation. The Institute was formed in September 2011 and is governed by a board of directors. The Institute was formed to benefit St. Petersburg College (College) in the promotion of educational and civic engagement and excellence through its operations and activities by providing students, faculty, college employees, and the community at large, a forum and center for learning and scholarly public discourse on key civic matters which may be local, regional, national, or international in scope and impact.

The operating expenses include all fiscal transactions related to promoting and supporting the purposes of the Institute, instruction, administration, academic support, and student services.

The Institute is a direct support organization of the College and its financial statements are presented in the College's financial statements as a component unit.

Note B - Summary Of Significant Accounting Policies

A summary of the significant accounting policies applied in preparation of the accompanying statements are presented below:

Basis Of Accounting

The financial statements are prepared using the economic resource measurement focus and the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as promulgated by the Governmental Accounting Standards Board (GASB). Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. As a general rule, the effects of inter-fund activities have been eliminated from the Institute's financial statements.

The Institute reports as an entity engaged in one business-type activity.

Classification Of Current And Noncurrent Assets And Liabilities

The Institute considers assets to be current if, as part of its normal business operations, they are held as or can be converted to cash and be available for operating needs or payments of current liabilities within 12 months of the Statement of Net Position date. Similarly, liabilities are considered to be current if they can be expected, as part of the normal Institute business operations, to be due and paid within 12 months of the Statement of Net Position date. All other assets and liabilities are considered to be noncurrent.

Cash And Cash Equivalents

The Institute's cash and cash equivalents consist of cash in a bank.

Receivables

Management considers all receivables to be collectible. Accordingly, no allowance for uncollectible accounts has been provided at March 31, 2013.

Net Position

Net position and changes therein are classified as follows:

Unrestricted – Assets not subject to donor-imposed stipulations.

Classification Of Revenues And Expenses

The Institute considers operating revenues and expenses in the Statement of Revenues, Expenses, and Change in Net Position to be those revenues and expenses that result from activities that are connected directly to the Institute's primary functions. Such transactions include promoting educational excellence, various types of memberships, special event fundraising revenues, and in-kind contributions.

Contributions

Contributions that are restricted by the donor are reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized.

Donated Items

The value of donated materials, services, small equipment, and other nonmonetary items are recorded in the financial statements as contributions based upon the fair market value of the goods or services received at the time of the donation.

Employees of the College operate the Institute. The College also provides office space for the Institute as well as miscellaneous supplies. These items are recognized as in-kind contribution revenue and expense.

Income Taxes

The Institute is an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and is generally not subject to federal or state income taxes. However, the Institute is subject to income taxes on any net income that is derived from a trade of business, regularly carried on, and not in furtherance of the purpose for which the Institute is granted exemption. No income tax provision has been recorded as the net income, if any, from any unrelated trade or business, in the opinion of management, is not material to the basic financial statements taken as a whole.

Management has evaluated its tax positions taken for all open tax years and has not identified any uncertain tax positions. The 2011 tax year is open and subject to examination by the Internal Revenue Service (IRS). The Institute is not currently under audit nor has the Institute been contacted by the IRS.

Use Of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Subsequent Events

For the year ended March 31, 2013, management evaluated subsequent events for potential recognition and disclosure through August 5, 2013, the date the financial statements were available to be issued. Management determined there were no subsequent events that require disclosure.

Note C - Related-Party Transactions

The Institute is related to the College by virtue of its primary purpose, which is to engage in activities for the promotion of educational and civic engagement and excellence through its operations for the benefit of the College, its students, and community.

The College provides office space for the Institute without charge. Management estimates fair market value of the annual rental payments, including utilities, to be approximately \$3,500.

The St. Petersburg College Foundation, Inc. (Foundation) is related to the Institute, as a direct support organization of the College. The Foundation holds funds appropriated for activities of the Institute totaling \$9.9 million at March 31, 2013. For the year ended March 31, 2013, the Institute received \$176,284 from the Foundation.

As of March 31, 2013, the Institute had an amount due to the College for \$173,348 for amounts expended by the College on behalf of the Institute.

Note D - In-Kind Contributions And Donated Items

In-kind contributions are included in contributions in the Statement of Revenues, Expenses, and Change in Net Position. During the year ended March 31, 2013, the Institute received in-kind donations from various local broadcast media and the College. The College's in-kind donations consisted of expenses incurred by the College on behalf of the Institute for the period April 1, 2012 through June 30, 2012 and for use of College facilities. In-kind contributions for the year ended March 31, 2013 consist of the following:

Advertising	\$ 61,400
In-kind operating contributions from the College	10,601
	<u>\$ 72,001</u>

Note E - Oversight By St. Petersburg College

As a direct support organization, the Institute is subject to the policies and procedures of the College. Accordingly, the Institute, for reporting purposes, is considered a governmental not-for-profit organization subject to reporting under the GASB and is reported as a component unit of the College.

Note F - Functional Distribution Of Expenses

The operating expenses on the Statement of Revenues, Expenses, and Change in Net Position are presented in their natural classifications. Below are those same expenses presented in functional classifications. The functional classification is assigned to a department based on the nature of the activity, which represents the material portion of the activity attributable to the department. The operating expenses of the Institute are allocated to the following functional departments:

Administration - includes the costs of operating the Institute offices, including gathering, processing, and maintaining financial and legal information.

Fundraising - includes the costs associated with the direct solicitation of contributions and developing members of the Institute.

Program - includes the costs associated with the operation of the Institute, events, and forums.

Institute For Strategic Policy Solutions, Inc.
A Component Unit Of St. Petersburg College
Notes To Financial Statements
March 31, 2013

The functional classification of expenses is summarized as follows for the year ended March 31, 2013:

Program Services:	
Advertising and marketing	\$ 75,205
Personnel services	57,458
Food and beverages	16,107
Professional fees	5,104
Consultant fees	2,250
Printing	1,644
Materials and supplies	1,453
Other	1,071
Total program services	<u>160,292</u>
Administrative:	
Personnel services	67,612
Professional fees	7,521
Facilities	3,455
Other	2,298
Office supplies	1,257
Accounting fees	1,050
Total administrative	<u>83,193</u>
Fundraising:	
Personnel services	22,886
Professional fees	1,470
Materials and supplies	1,069
Printing	788
Food and beverages	510
Advertising and marketing	230
Dues and memberships	350
Other	235
Total fundraising	<u>27,538</u>
	<u>\$ 271,023</u>



**Independent Auditor's Report On Internal Control Over Financial Reporting
And On Compliance And Other Matters Based On An Audit Of
Financial Statements Performed In Accordance With
*Government Auditing Standards***

Board of Directors
Institute for Strategic Policy Solutions, Inc.
St. Petersburg, Florida

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the business-type activities of Institute for Strategic Policy Solutions, Inc. as of and for the year ended March 31, 2013, and the related notes to the financial statements, which collectively comprise Institute for Strategic Policy Solutions, Inc.'s basic financial statements and have issued our report thereon dated August 5, 2013.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Institute for Strategic Policy Solutions, Inc.'s internal control over financial reporting (internal control) to determine audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Institute for Strategic Policy Solutions, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Institute for Strategic Policy Solutions, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charges with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance And Other Matters

As part of obtaining reasonable assurance about whether Institute for Strategic Policy Solutions, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose Of This Report

This purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Gregory, Sharer & Stuart, P.A.

St. Petersburg, Florida
August 5, 2013