

## AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
TUESDAY, July 17, 2012

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

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

### I. CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

### II. PRELIMINARY MATTERS

- A. Presentation of Retirement Resolutions and Motion for Adoption
  - 1. Gregory Andrews (*not attending*)
  - 2. Marja Beaufait (*not attending*)
  - 3. Ann McNicol (*not attending*)
  - 4. Robert Riestler (*not attending*)
  - 5. Trudy Williams (*attending*)
- B. Recognitions/Announcements
  - 1. Leepa Rattner Museum of Art – Public Recognition as Top 50 Florida Buildings
- C. Annual Organizational Meeting
  - 1. Election of Chairperson
  - 2. Election of Vice Chairperson
  - 3. Selection of Day for Regular Monthly Board Meetings
  - 4. Selection of Time for Regular Monthly Board Meetings
  - 5. Designation of Location for Special Board Meetings Held at Locations Other than the EpiCenter

- D. Appointment of Board Members to Direct Support Organizations Boards: SPC Alumni Association, Inc.; SPC Foundation, Inc; and Leepa-Rattner Museum of Art, Inc.

### **III. COMMENTS**

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

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

Board of Trustees' Meeting of June 19, 2012

### **V. MONTHLY REPORTS**

- A. Board Attorney – Joseph H. Lang
- B. Acting General Counsel – Suzanne Gardner
- C. Mr. J.C. Brock, CEO, Allstate; Dr. Kevin Gordon, Provost, Downtown/Midtown

### **VI. OLD BUSINESS (items previously considered but not finalized)**

### **VII. NEW BUSINESS**

#### **A. STUDENT SUCCESS AND ACHIEVEMENT (*Information*)**

- Enrollment Update
- Student Life Plan

#### **B. BIDS, EXPENDITURES AND CONTRACTS (through Purchasing)**

1. Microsoft volume licensing (*Action*)
2. Quarterly Information Report on Contract Items (*Action*)

#### **C. OTHER EXPENDITURES AND CONTRACTS - None**

#### **D. GRANTS/RESTRICTED FUNDS CONTRACTS**

1. Application/Acceptance
  - a. Blue Cross Blue Shield Foundation: Improve Access to Health Care (IMPACT) Grant – Dental Hygiene Capital Equipment (*Action*)

E. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

1. Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000 (*Information*)
2. Annual List and Quarterly Selection of Pre-Qualified Small Contractors (*Action*)
3. Disposition of Surplus or Obsolete Property Survey #543 (*Action*)
4. Resolution to Terminate Epi Center, Annex I, (Coliseum), Building 702, (Site 1), Amendment to the Educational Plant Survey dated July 1, 2012 (*Action*)
5. Amendment #1 to the Educational Plant Survey dated July 1, 2012, (Spot Survey #1) Termination of Epi Center, Annex I (Coliseum) Building 702 (Site 1) (*Action*)

F. AGENCY BILLINGS - None

G. ADMINISTRATIVE

1. Human Resources
  - a. Personnel Report (*Action*)
2. Finance
  - a. FY11-12 July 1- June 31 Fund 1 Financial Report (*Information*)
  - b. Uncollectible Student Delinquent Accounts (*Action*)

H. PROPOSED CHANGES TO BOT RULES MANUAL – Public Hearing

- Rule 6Hx23-4.01- Students, Admission, Programs, and Activities – General
- Rule 6Hx23-4.04 - Uniforms
- Rule 6Hx23-4.14 - Florida Resident Classification for the Purpose of Assessing Fees
- Rule 6Hx23-4.20 - Grading System
- Rule 6Hx23-4.24 – Graduation Requirements for All Degrees, Certificates and Diplomas
- Rule 6Hx23-4.28 – Acceleration Mechanisms
- Rule 6Hx23-4.29 – Graduation Requirements for the Associates in Science and Associate in Applied Science Degrees
- Rule 6Hx23-4.30 – Class Attendance

- Rule 6Hx23-4.31 - Withdrawal
- Rule 6Hx23-4.32 – General Education Requirements for Associate Degree Programs
- Rule 6Hx23-4.33 – Student and Student Organization Regulations
- Rule 6Hx23-4.332 – Sexual Misconduct
- Rule 6Hx23-4.333 – Evaluation and Dismissal of Students Exhibiting Unusual or Disruptive Behavior
- Rule 6Hx23-4.34 – Student Traffic and Parking Control
- Rule 6Hx23-4.351 – Threat Assessment
- Rule 6Hx23-4.44 – Student Organizations
- Rule 6Hx23-4.37 – Student Records
- Rule 6Hx23-4.40 – Student Publications
- Rule 6Hx23-4.49 – Scholarships, Academic Merit Scholars
- Rule 6Hx23-4.451 – College- Preparatory Instruction
- Rule 6Hx23-4.46 – Academic Warning, Probation, Suspension and Dismissal
- Rule 6Hx23-4.4910 – Presidential Scholarship
- Rule 6Hx23-4.4911 – Trustee’s Honors College Scholarships
- Rule 6Hx23-4912 – Baccalaureate Programs Scholarships
- Rule 6Hx23-4.492 - Johnnie Ruth Clarke Scholarship
- Rule 6Hx23-4.493 – Student Incentive Grants

**VIII. PRESIDENT’S REPORT**

**IX. FUTURE AGENDA ITEMS**

**X. NEXT MEETING DATE AND SITE**

August 21, 2012, Epi Center

**XI. ADJOURNMENT**

If any person wishes to appeal a decision made with respect to any matter considered by the Board at its meeting July 17, 2012, 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: June 15, 2012

Confirmation of Publication

[Notice of meeting](#)



**THE FLORIDA ASSOCIATION OF THE  
AMERICAN INSTITUTE OF ARCHITECTS**

IS PLEASED TO PRESENT THIS

**AWARD OF PUBLIC RECOGNITION**

AS ONE OF THE TOP 50 BUILDINGS IN THE STATE OF FLORIDA  
AS SELECTED BY ITS CITIZENS IN ASSOCIATION WITH THE  
FLORIDA ARCHITECTURE: 100 YEARS. 100 PLACES. COMPETITION

UPON

**LEEPA-RATTNER  
MUSEUM OF ART**

IN RECOGNITION OF THE CAREFUL PRESERVATION OF THIS ARCHITECTURAL  
TREASURE FOR THE ENJOYMENT OF THIS AND FUTURE GENERATIONS.

A handwritten signature in black ink, appearing to read 'Peter W. Jones'.

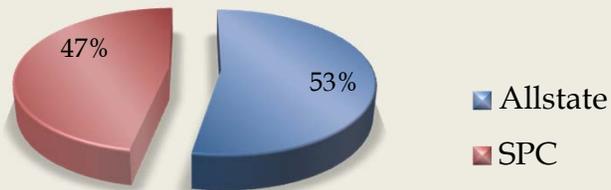
PETER W. JONES, AIA  
2012 AIA FLORIDA PRESIDENT

A handwritten signature in black ink, appearing to read 'Donald T. Yoshino'.

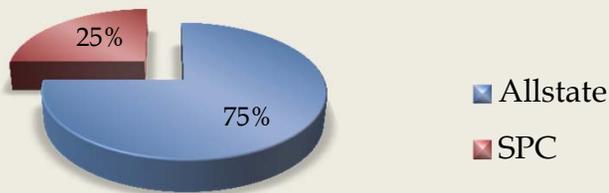
DONALD T. YOSHINO, FAIA  
CHAIR, 100TH ANNIVERSARY STEERING COMMITTEE

# Grants – Contracts – Earmarks

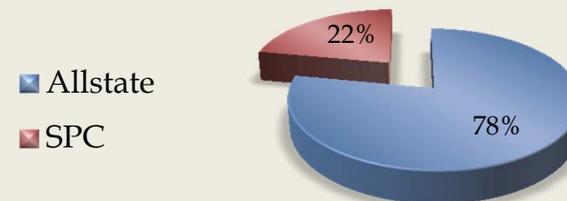
**There are 41 Restricted Fund Categories at SPC, 22 are for Allstate**



**Restricted Funds Available College-wide: \$11,590,421**  
(\$8,692,816 allocated to Allstate)



**Current Restricted Funds Awards College-wide: \$28,895,840**  
(\$22,608,601 is allocated to Allstate)





## Downtown/Midtown Summer Round-Up

St. Petersburg College



Community Outreach/Partnerships:

Summer Academies

4 Academies at DT/MT

- STEM TEC Junior Achievement
- Pinellas Opportunity Council Junior Achievement Program
- Summer Academic Success Academy
- Jump Start to College

Fall 2012  
Enrollment Update & Strategies

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*Board of Trustees Meeting*

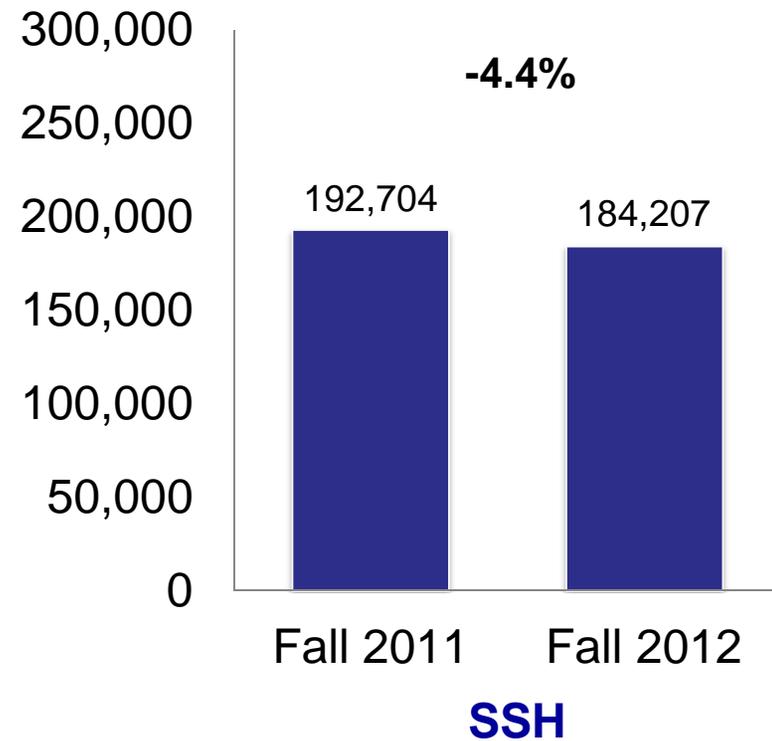
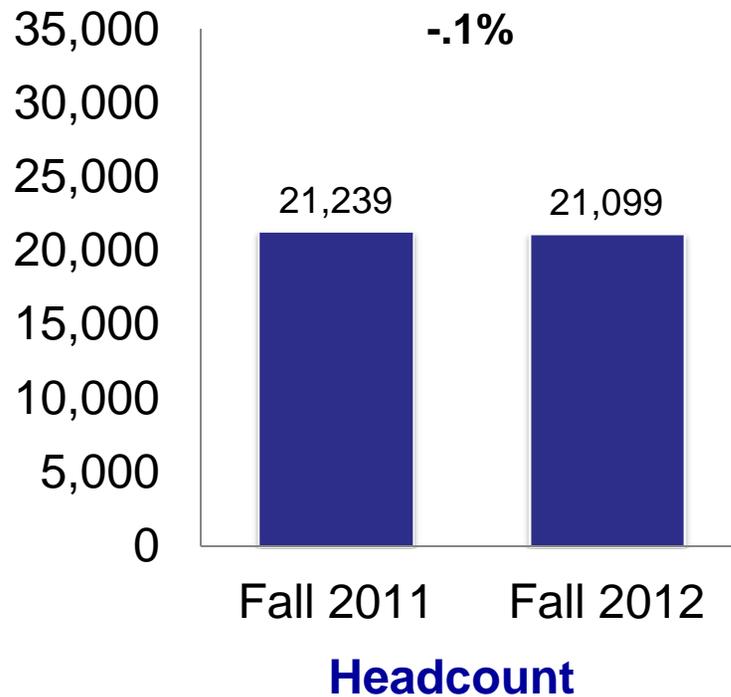
July 2012



# Fall Enrollment

## *Five Weeks Before Classes Start*

St. Petersburg College

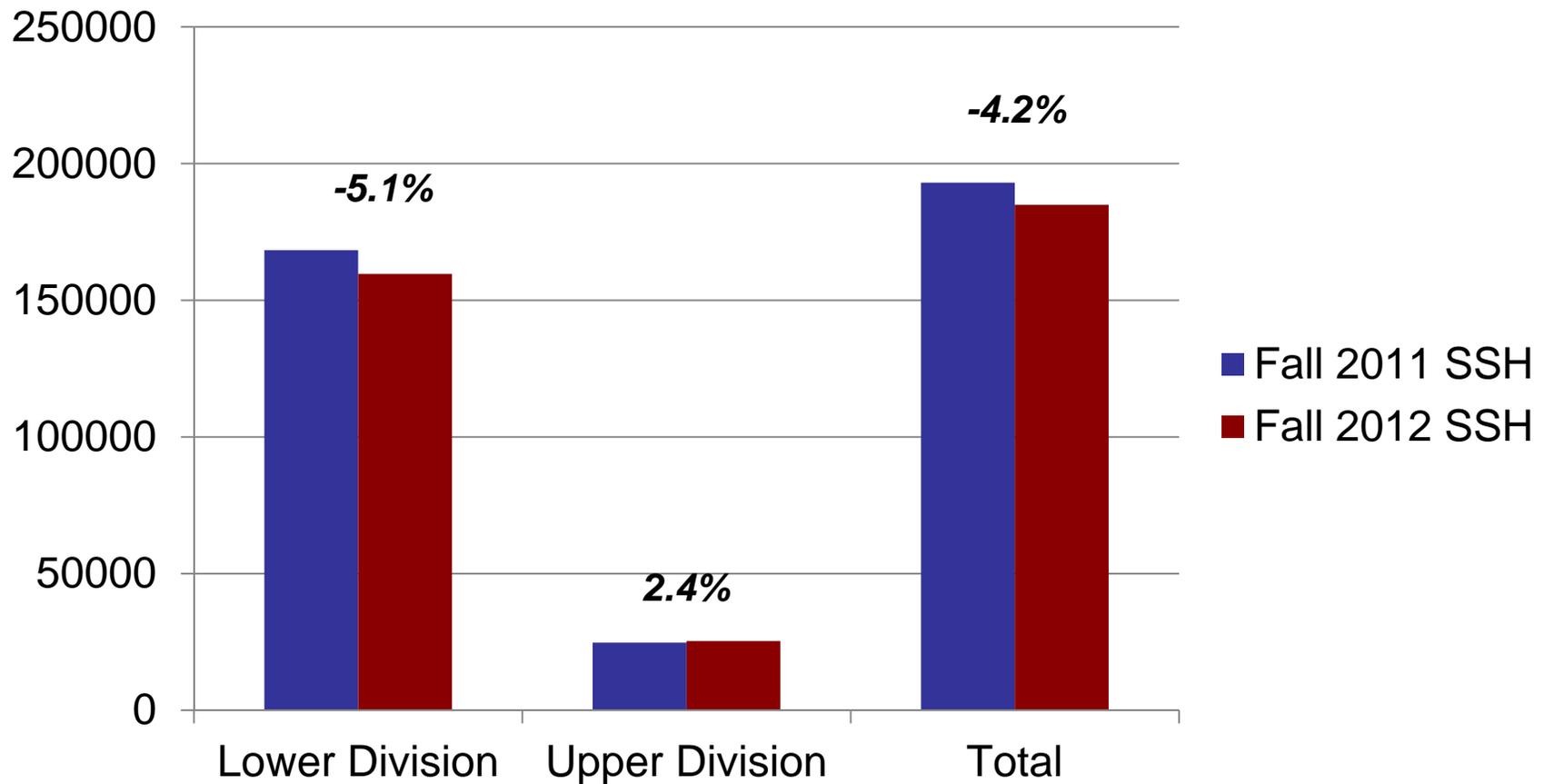


Note: SSH = Student Semester Hours.



# Lower & Upper Division - SSH

St. Petersburg College





# Baccalaureate Enrollment

St. Petersburg College

## SSH Increase/Decrease by Program

- Education +28%
- Biology +21%
- Paralegal Studies +2%
- Business Administration +2%
- Nursing -17%
- Health -4%



# College-wide Collaboration to Curb Decline

St. Petersburg College

## Personal Contact

- Recruiter visits, Outreach events, Outbound phone calls

## Direct Mail

- Letters, postcards (\$3,500), email

## Mass Media

- TV (\$40,882), Radio (\$47,940), Billboards (\$23,525)

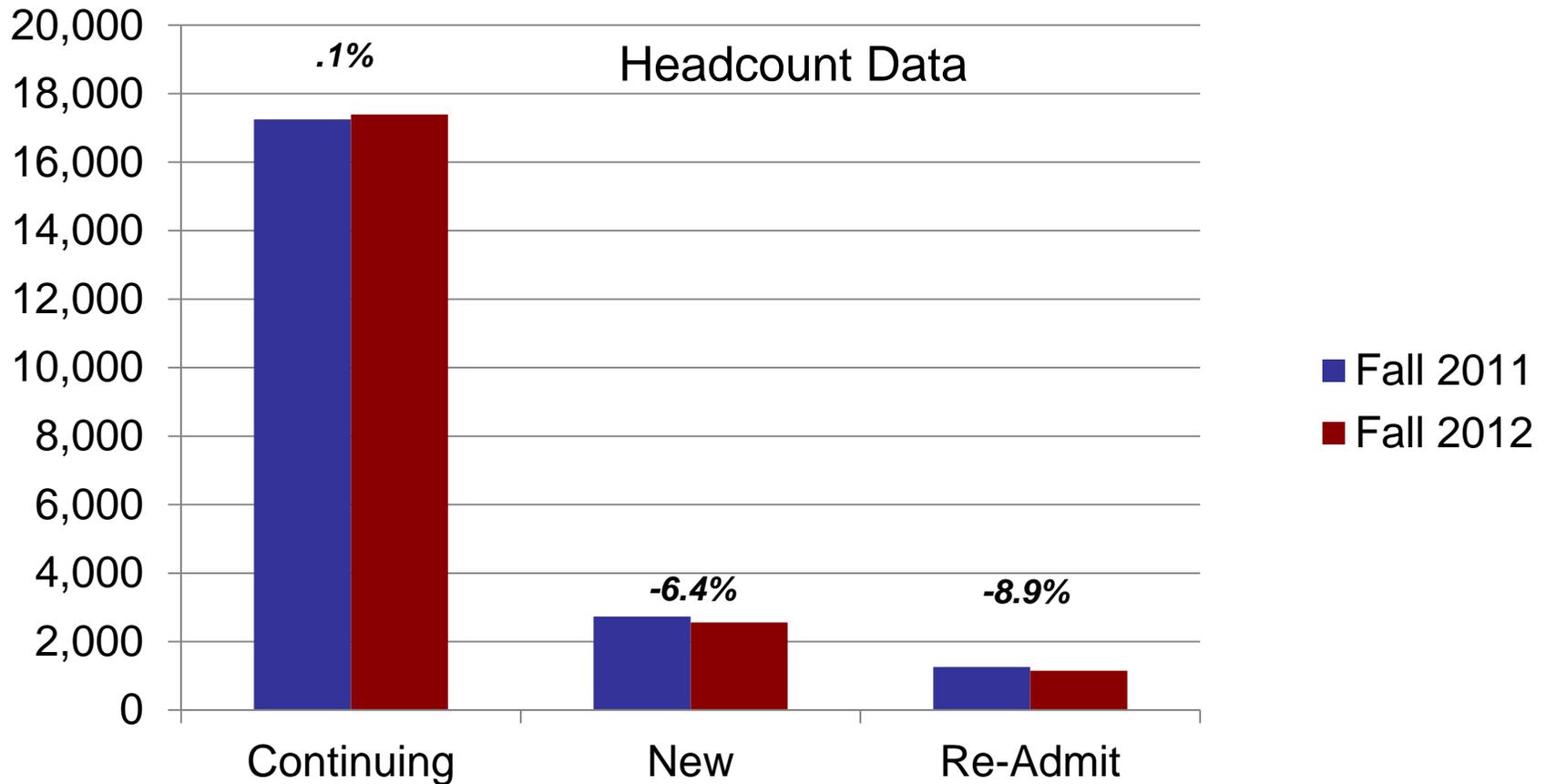
## Social Media

- Online ads (\$8,000), Facebook(\$4,500), Twitter, Blogs



# Enrollment Type

## St. Petersburg College





# New Student Trends

## St. Petersburg College

Age Category	% Decrease
21 and under	-4.2%
22-25	-26%
26-35	-19%
36 and over	-9%

Gender	% Decrease
Female	-9%
Male	-12%

- College Preparatory Enrollment is down 14%



# Recruitment Strategies

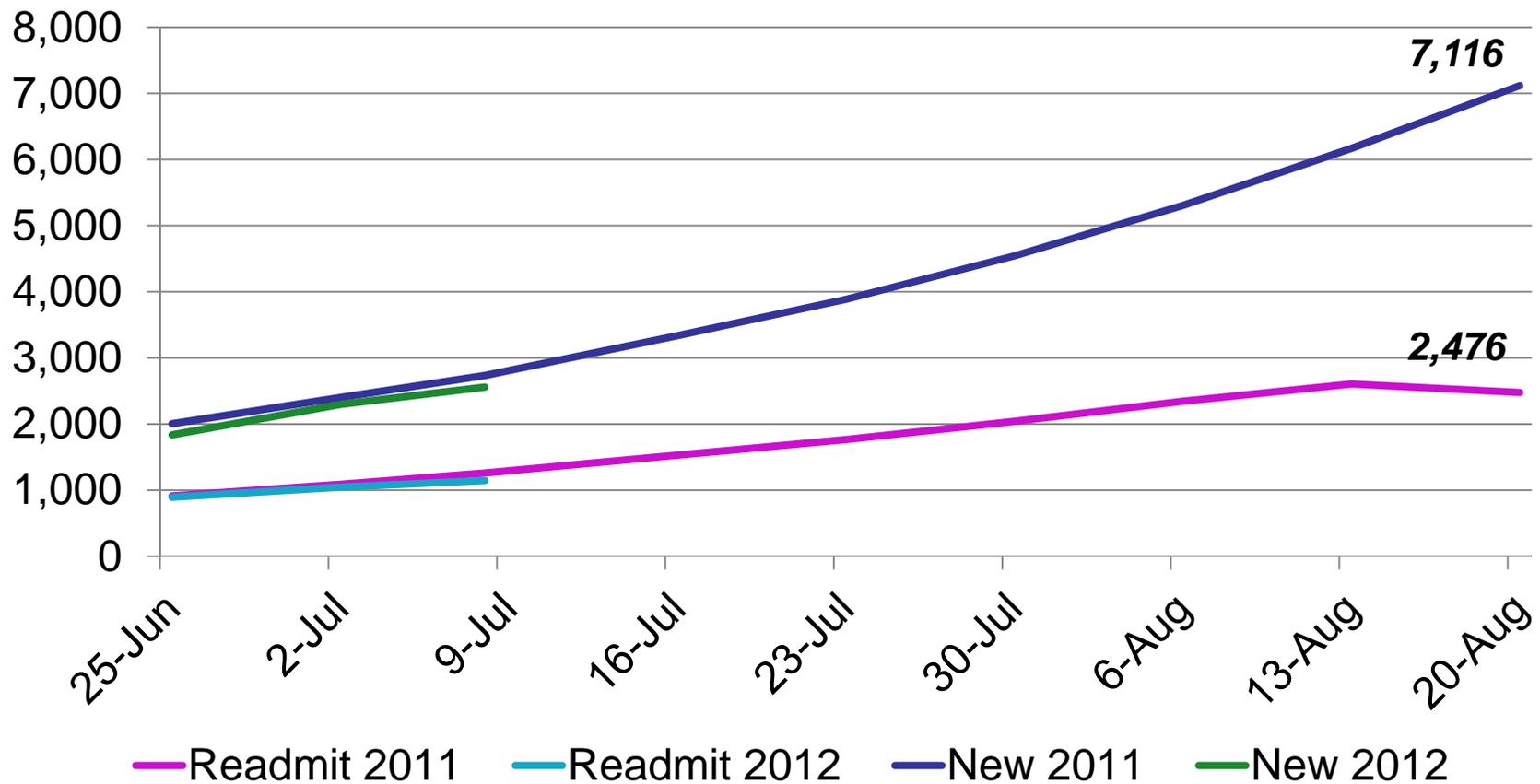
## St. Petersburg College

- For Continuing Students
  - College Experience enhancements
  - Earlier registration
  - Marketing to Summer Transient Students
  - *We Miss You* – Students enrolled in the last year, not graduated and not enrolled for Fall 2012



# New and Readmit Student Trend

St. Petersburg College





# Recruitment Strategies

## St. Petersburg College

### For New Students

- HS Outreach
- College Board
- Applied Not Enrolled
- FAFSA
- Targeted Adult Populations
- Non Credit students

### For Readmitted Students

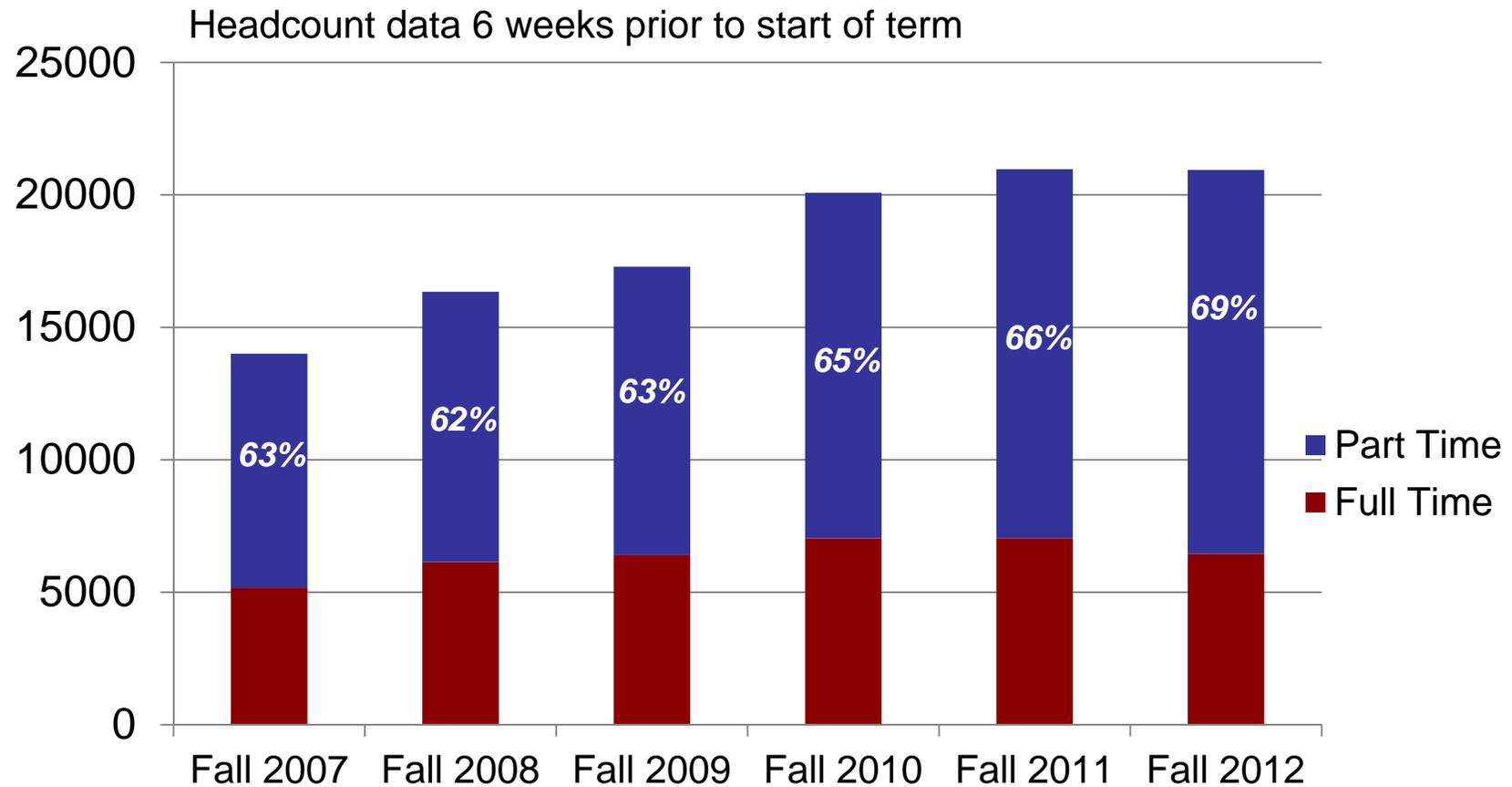
- Finish Up Florida
- Within Reach – Mass Media Campaign



# Five-Year Annual Trend

## *Full-Time vs. Part-Time*

St. Petersburg College





# Fall 2012 Enrollment Update

St. Petersburg College

## Noteworthy Observations:

- Today, continuing student enrollment is slightly up while new and readmitted student enrollment is down
- Although headcount enrollment is nearly flat, we've been trending down for several weeks
- Upper division enrollment is up
- A 3% proportional increase in part-time students
- Unemployment rate 2% better than last year



# Questions

St. Petersburg College



# **Student Life Plan: Retention Policy**

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*Board of Trustees Meeting  
July 2012*

**July 2012**



# Changing Culture

## St. Petersburg College

- *“The history of the failure of war can almost be summed up in two words: ‘Too late.’” -- General Douglas MacArthur*
- For too many of our students, our help, guidance, support, intervention, and recentering comes “too late.”



# Student Life Plan Introduced

St. Petersburg College

*August 2011  
Faculty Welcome Back Breakfast*

*In the beginning. . . . .*

<http://www.youtube.com/watch?v=5Tdn42egFRA>



# Purpose of Project

St. Petersburg College

- Develop a procedure that encourages student responsibility.
- Prevent patterns of repetitive failures in a student's path to graduation.



# Proper Alignment

## St. Petersburg College

- Ensure alignment between Academic Standing Policy and the Satisfactory Academic Progress (SAP)
- Recommend revision by adding a completion component to the Academic Standing Policy
- Recommend revision to the Satisfactory Academic Progress (SAP) to ensure students receiving financial aid are 'invested' in their courses
- Allow the Student Life Plan project to serve as a retention policy

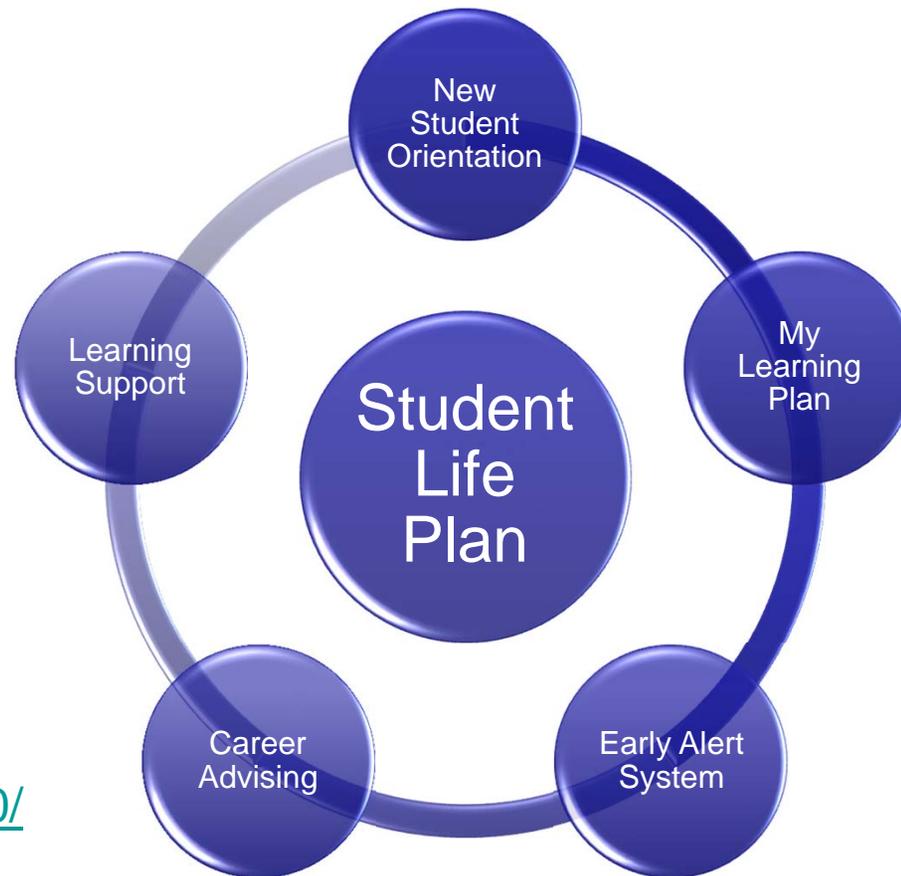


# College Experience

St. Petersburg College

The College Experience is a values-based, student completion and success initiative composed of five strategic project initiatives.

College Experience Website:  
<http://www.spcollege.edu/5180/>



July 2012



# Credit Hour Commitment Model

## St. Petersburg College

### 144 hour commitment for a 3 credit hour class

- Regardless of Modality
- Regardless of Session Type

Session Type	Credit Hours	Total Hour Commitment	Weekly Commitment
16-week	3	144	9 hours
10-week	3	144	14.4 hours
8-week	3	144	18 hours
5-week	3	144	28.8 hours



# FTIC Subsequent Term Simulation

## St. Petersburg College

	Total FTIC	2.0 and Up GPA		75% and Up Success Rate		Accelerated (Meets Both Requirements)	
		N	%	N	%	N	%
<b>Spring 2010-11</b>	1,451	841	58%	781	54%	751	52%
<b>Summer 2010-11</b>	528	376	71%	342	65%	342	65%
<b>Fall 2011-12</b>	3,577	2,274	64%	1,882	53%	1,836	51%

Source: PeopleSoft Student System, Custom Query, Data Extracted 3/12/2012

Note: Includes grades from developmental courses.



# FTIC Rationale

## St. Petersburg College

- Ensure FTIC students start a path to success
- College's existing advising and academic support infrastructure can better accommodate a smaller pilot population
- In a short number of years, the majority of students will be exposed to the new retention policy as entering students



# Life Plan Status

## St. Petersburg College

### Accelerated

### Intervention

### Restricted

#### Criteria

Term-based successful completion rate of 75% and a cumulative GPA of 2.0.

Term-based successful completion rate of 67% and a term-based GPA of 2.0.

The student will enter the Restricted Status after failing to meet the requirements to remain in the Intervention Status.



# Life Plan Enrollment Restrictions

## St. Petersburg College

### Accelerated

### Intervention

### Restricted

#### Enrollment Restrictions

No restrictions on enrollment.  
Maximum term load restrictions still apply.

Enrollment is limited to 12 credit hours for the Fall and Spring terms and 7 credit hours for the Summer term.

Enrollment is limited to the number of credit hours the student successfully completed in the previous term.  
(Minimum 6 credit hours)



# Life Plan Time Allowed in Status

## St. Petersburg College

### Accelerated

### Intervention

### Restricted

#### Time In Status

Indefinite - maintain term based completion rate of 75% and 2.0 cumulative GPA.

Indefinite - maintain term based completion rate of 67% and 2.0 term based GPA.

Indefinite - Until student: 1) returns to Intervention Status, 2) becomes academically suspended by the Academic Standing Policy, or 3) is impacted by loss of financial aid.

**Status movement** occurs at the end of each term and is only from one status to an adjacent status.

July 2012



# Student Life Plan Assistance Model

St. Petersburg College

Former FTIC Student  
in Intervention or Restriction Status

Advisement  
Phase



Advisor  
(Required)  
*My Academic  
Success Plan*



July 2012



# Student Life Plan Assistance Model

St. Petersburg College

**Academic  
Support Phase**



Learning  
Specialist  
Diagnostics and  
Prescribed  
Academic  
Support



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July 2012



# Second Chances

St. Petersburg College

Suspended students are required to complete a *My Reentry Contract*, which may include:

- Assessment of student's needs,
- Non-credit learning modules (e.g., reading, writing, and math), and a
- Non-credit student success course.

July 17, 2012

**MEMORANDUM**

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

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

**SUBJECT: Microsoft Campus Agreement – Student Participation Option**

**Authorization is sought to expand the agreement with Microsoft for licensing Windows Operating System (OS) and Microsoft Office software for all degree and certificate seeking students on their personal computers; Windows or Macs.** The license allows a student to upgrade the windows OS and office software to any new version and retain perpetual rights to use the software after graduation.

The college currently has an agreement to use Microsoft Operating System (OS) and Microsoft Office software on any college owned desktop/laptop computer including work at home rights to faculty and staff. While this software is the standard for college technology applications, students must purchase their own software for personal computing devices. This software is frequently out of sync with versions utilized in the classroom and learning support areas. The agreement will allow our students to run the same Microsoft Operating System and Office software as those used in college classrooms and computer labs.

The agreement also gives the college the capability to implement advanced technologies such as desktop and application virtualization while ensuring compliance with all user licensing requirements. Once implemented, these technologies will offer the college employees and students options to access academic software applications on college servers from virtually any location inside or outside the college.

This agreement includes expanded licenses for college use of windows server operating systems, virtualization technology, system center, Lync (telecommunications), SharePoint and Exchange systems. It also includes site licenses for the Microsoft IT academy which provides online learning for Microsoft products and certification exams.

The agreement is for three years beginning August 1, 2012 and continuing through July 31, 2015. The cost of the contract is \$234,667.40, \$263,952 and \$293,237 for years one, two and three respectively based on the college's student full-time equivalent (FTE) count of 19,394 for the academic year 2011 (\$12.10 per FTE). The anticipated total expenditure will not exceed \$900,000 for the three year term. This "not to exceed" amount will cover any potential increase of the college's student FTE count during the agreement term. The cost of this agreement will be

paid partially from student activity/service fees as well as the college's general operating technology fee contingency. The agreement allows the college to renegotiate the price of the contract if Microsoft offers a better price point to any other college or the state college system as a whole.

Tonjua Williams, Vice President, Academic and Student Affairs and Doug Duncan, Senior Vice President, Administrative/Business Services & Information Technology, recommend approval.

dp0703121

# St. Petersburg College Microsoft Student Option Overview

*...students must purchase their own software for personal computing devices. This software is frequently out of sync with versions utilized in the classroom and learning support areas. The agreement will allow our students to run the same Microsoft Operating System and Office software as those used in college classrooms and computer labs.*

# Office 2010 Suites

## Suites

Word  
Excel  
PowerPoint  
Outlook  
OneNote  
Office Web Apps  
Publisher  
Access  
InfoPath  
Lync  
SharePoint Workspace  
Adv Integration Features

✓ = New

✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Microsoft Office Professional Plus 2010

Also Includes:  
Microsoft Office:mac

✓ ✓ ✓ ✓ ✓ ✓ ✓

Microsoft Office Standard 2010

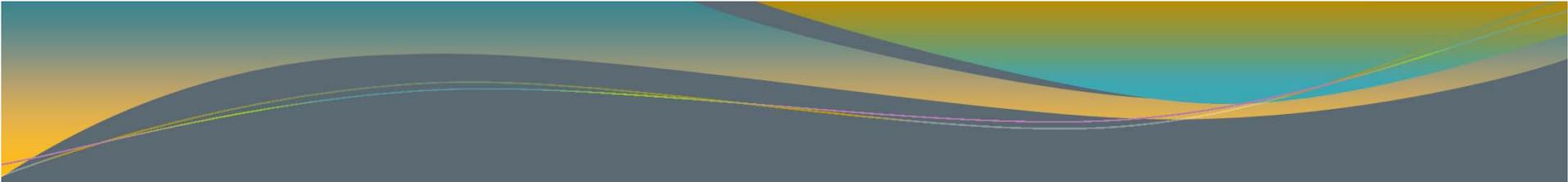
\* Office Web Apps include Word web app, Excel web app, PowerPoint web app, and OneNote web app. Access to Office Web Apps included with Office license.

# Benefits

- College Cost: Consortium level price discount (\$12.10 per student FTE compared to \$99 if purchased separately)
- Student Cost: Office and Windows free to students
- Newest technology ready for the classroom
- Perpetual license granted at graduation
  
- Students are better prepared for post-college employment
  - Accustomed to industry standard Office products
  - Access the current version of software (Office 2010/Windows 7)
  
- Upgrades included through student lifecycle
  - Windows 8, Office 15, etc.
  - Includes Mac (Office and/or Boot Camp)
  
- 100% Compliance: Faculty, Staff and Students are covered by a Client Access License to server applications

# Microsoft “IT Academy”

- Licenses: Covers 2 Campus Locations
- Access to On-Line Curriculum and Learning for:
  - Office and Office Certifications
  - Microsoft Server and Server Certifications
  - Microsoft Programming and Programming Certifications
- IT Academy Training for Students and Staff
- Over 12,000 Open Jobs for applicants with Microsoft Certifications in Florida!



Questions?

July 17, 2012

**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 **3M Company** for a license to use its Encoder software which will be used in the Health Information Management and Medical Coder Programs. The Agreement will commence as soon as possible and will continue for the period of two years. The cost to the College for this period will be \$19,268.20. This item was approved by Phil Nicotera on April 30, 2012. Department—Health Information Management, Phil Nicotera
2. Agreement with **A-dec, Inc./Patterson Dental** whereby the College's Dental Hygiene Program will be provided a Dental Chair and associated equipment for evaluation purposes. The evaluation period will be for approximately 6 months and there is no cost to the College associated with this evaluation. The College is looking to purchase new dental chairs and update its equipment in the near future. This item was approved by Phil Nicotera on June 21, 2012. Department—School of Dental Hygiene, Phil Nicotera
3. Affiliation Agreement with **Ambassador Rehabilitative Services** 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. There is no cost to the College associated with entering into the Agreement. This item was approved by Phil Nicotera on April 30, 2012. Department—Physical Therapist Assistant, Phil Nicotera
4. Agreement with **Apperson Education Products** to provide maintenance for the EMS Benchmark 3000 scanner used in the Emergency Medical Services Department. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will be \$229. This item was approved by Phil Nicotera on March 28, 2012. This item is being included on this report since it did not appear in the previous Quarterly Report. Department—Emergency Medical Services, Phil Nicotera

5. Agreement with **Axzo Press** whereby the College's Corporate Training will continue to use Axzo's *ILT CustomCourse 5.1* software to create and modify Instructor Lead Training Manual(s) that will be used to teach various business/technology courses. The Agreement will commence July 1, 2012 and continue through June 30, 2013. The cost to the College for this Agreement will be \$10,000. After expenses, the net revenue to the College is anticipated to be approximately \$7,000. This item was approved by Stan Vittetoe on April 23, 2012. Department—Corporate Training, Stan Vittetoe
6. Agreement with **BayCare Health System, Inc.** 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 a designated number of qualified candidates (current eligible BayCare employees and if needed, candidates from SPC's applicant pool) for Fall 2012 and Spring/Summer 2013 semesters to obtain an Associate in Science degree in Nursing. In addition, BayCare will coordinate employee work schedules; provide classroom, lab and office space for students and faculty; provide lab equipment and supplies; and provide some faculty and lab facilitation support as part of the initiative. SPC will provide some faculty for instruction; coordinate admissions; reserve slots for students, if needed; schedule initiative classes and skills labs at designated locations; schedule initiative clinical rotations in BayCare facilities; and provide student support and resources. The Agreement will commence as soon as possible and is subject to review and renegotiation annually. There is no added cost to the College (beyond the provision of instructors) associated with entering into this Agreement. This item was approved by Phil Nicotera on May 21, 2012. Department—Nursing, Phil Nicotera
7. Dual Enrollment Agreement with **Clearwater Central Catholic High School** to provide dual enrollment acceleration opportunities for high school students to earn college credit. The Agreement will commence on June 1, 2012 and continue through May 31, 2013. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on May 11, 2012. Department—Dual Enrollment, Anne Cooper
8. Agreement with **Comprehensive Health Management, Inc.** to partner with the College to provide Leadership Training courses by a certified Developmental Dimensions International instructor. The leadership courses will be presented through Corporate Training. The revenue to the College is anticipated to be \$33,054.72; however, after expenses, the net revenue is anticipated to be \$18,832. The Agreement will commence as soon as possible and continue for the period of one year. This item was approved by Stan Vittetoe on April 26, 2012. Department—Corporate Training, Stan Vittetoe
9. Agreement with **Cornerstone Solutions, Inc.** to continue to facilitate the transition of eligible Job Corps students to St. Petersburg College. The College will conduct awareness sessions including workshops on financial aid and scholarships; provide transition services such as academic and career advisement and placement testing; and provide campus liaisons to handle admissions and enrollment of Job Corps students. The Agreement will commence July 1, 2012 and continue for one year. There is no cost to the College. This item was approved by the president on June 6, 2012. Department—President's Office

10. Agreement with **Daytona Beach State College (DBSC)** whereby SPC agrees to accept DBSC students into the Veterinary Technology Program upon completion of general education courses at DBSC. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and continue for a period of two years. This item was approved by Phil Nicotera on May 31, 2012. Department—Veterinary Technology, Richard Flora
11. 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 as soon as possible and will continue through August 31, 2013 at a cost to the College of \$500. This item was approved by Anne Cooper on June 27, 2012. Department—Student Support Services, Karen Kaufman White
12. Agreement with **Robert Entel, MD** to continue to provide services as the Medical Director for the Radiography Program that will help maintain and monitor standards of the Program. The cost the College for this Agreement will be \$1,500. The Agreement period covers medical direction services for Sessions I, II, and III 2012-13. This item was approved by Phil Nicotera on April 2, 2012. Department—Radiography, Phil Nicotera
13. Agreement with **Estudio Sampere**, headquartered in Madrid, Spain, to continue to offer Spanish language and culture programs for SPC's students to study at any of Estudio's institutes in Cuenca, Ecuador or Spain. 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. Any fees associated with this study abroad program will be paid by program participants. This item was approved by Catherine Kennedy on April 24, 2012. Department—Center for International Programs, Catherine Kennedy
14. Digital License Agreement with **Films Media Group** that will give the College continued access to the Master Academic Collection which includes over 5,600 titles of streamed video content that will support learning outcomes of the College's University Partnership Center degree programs in academic areas of Social Science, Fine Arts, Science, Business/Economics and Health. The video content will be used for in-class and online instruction. 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 \$19,244.14. This item was approved by Anne Cooper on June 1, 2012. Department—Director of Libraries, Anne Cooper
15. Affiliation Agreement with **Fort Walton Beach Medical Center** to provide clinical practicum experience for RN-BSN students enrolled in the Nursing Program. The Agreement will commence as soon as possible and will continue for a period of two years. There is no cost to the College. This item was approved by Kay Burniston on April 10, 2012. Department—College of Nursing, Kay Burniston

16. Agreement with **Goodwill Industries, Inc.**, Suncoast Business Solutions division, whereby the College will partner with Goodwill to offer National Retail Federation Training, Employability Training, and Financial Literacy courses. The College will pay Goodwill the cost of the instructors and 50% of the fee revenue generated for each course. 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 periods unless terminated by either party. The annual cost to the College is anticipated to be \$1,270. After these expenses, the annual net revenue to the College is anticipated to be \$230. This item was approved by Anne Cooper on April 26, 2012. Department—Learn to Earn, Stan Vittetoe
17. Affiliation Agreement with **HCA Health Services of Florida, Inc. d/b/a Oak Hill Hospital** to provide clinical practicum experience for RN-BSN students enrolled in the Nursing Program. The Agreement will commence as soon as possible and will continue for a period of two years. There is no cost to the College. This item was approved by Kay Burniston on April 3, 2012. Department—College of Nursing, Kay Burniston
18. Agreement with **Indian River Medical Center** to provide a medical surgical clinical site and preceptor for RN Refresher/Remediation/Return-to-Work students in the Continuing Education Nursing Program. The Agreement will commence as soon as possible and will continue for the period of two years. There is no cost to the College associated with entering into this Agreement. This item was approved by Stan Vittetoe on May 22, 2012. Department—CE Health, Stan Vittetoe
19. Agreement with **InterMetro Industries Corporation** to continue the warranty on the Metro MedDispense System equipment used in the College's Nursing Department. The Agreement will continue through May 2, 2013 at a cost to the College of \$925. This item was approved by Anne Cooper on June 6, 2012. Department—Nursing, Phil Nicotera
20. Agreement with **Kidde Fire Trainers, Inc.** to continue to assist the College in the upkeep and maintenance of the Kidde Fire Training equipment. The renewal Agreement will begin July 1, 2012 and continue through June 30, 2015. The cost to the College for the Agreement will be \$15,300 per year at a total cost of \$45,900. This item was approved by Tonjua Williams on May 10, 2012. Department—Fire Academy Lab Fees, James Brock
21. Agreement with **The Charter Board of Lake Technical Center** that will allow for the awarding of up to 30 credit hours in the College's A.S. degree program in Criminal Justice Technology to those individuals who have completed the Law Enforcement program at the Lake Technical Center Institute of Public Safety. The Agreement will commence as soon as possible and continue through the 2011-12 academic school year. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on April 23, 2012. Department—Criminal Justice Institute, James Brock

22. Affiliation Agreement with **Manatee Memorial Hospital** to provide clinical experience to EMT and Paramedic students enrolled in the Emergency Medical Services 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 June 5, 2012. Department—Emergency Medical Services, Phil Nicotera
23. Articulation Agreement with **Metropolitan Community College** (MCC) whereby eligible MCC students graduating with the AS Veterinary Technology may be admitted into SPC's BAS Veterinary Technology degree program. The Agreement is anticipated to begin as soon as possible and will continue for the period of two years. There is no cost to the College associated with entering into this Agreement. This item was approved by Phil Nicotera on June 5, 2012. Department—Veterinary Technology, Richard Flora
24. Agreement with the **Morean Arts Center** to lease space from the Center for an art class to be offered by the College from August 21, 2012 through December 13, 2012. The cost to the College for this Agreement will be \$2,000. This item was approved by Susan Reiter on May 10, 2012. Department—Facilities Planning & Institutional Services, Susan Reiter
25. Agreement with **NCS Pearson, Inc. d/b/a Smarthinking** to continue to provide one-to-one online tutoring services to students enrolled in various courses for the period of March 30, 2012 through March 31, 2013. The cost to the College for an additional 2,000 hours of tutoring services will be \$46,000 for this period. The Master agreement with Smarthinking is ongoing; however, individual Statements of Work (SOWs) allow for the increase of tutoring service hours and extension of use timelines. The College has an existing SOW that will continue through June 30, 2012; however, should any tutoring hours remain unused, they will roll forward to this new SOW for use through the end of the new SOW period. This item was approved by Anne Cooper on March 30, 2012. This item is being included on this report since it did not appear in the previous Quarterly Report. Department—Director of Libraries, Anne Cooper
26. Agreement with **NCS Pearson, Inc. d/b/a Smarthinking** to continue to provide one-to-one online tutoring services to students enrolled in various courses for the period of June 30, 2012 through June 30, 2013. The cost to the College for an additional 3200 hours of tutoring services will be \$73,600 for this period. The Master agreement with Smarthinking is ongoing; however, individual Statements of Work (SOWs) allow for the increase of tutoring service hours and extension of use timelines. The College has an existing SOW(s) that will continue through June 30, 2013; however, should any tutoring hours remain unused, they will roll forward to this new SOW for use through the end of the new SOW period. This item was approved by Kay Burniston for Anne Cooper on June 26, 2012. Department—Director of Libraries, Anne Cooper
27. Agreement with **NCS Pearson, Inc. d/b/a Smarthinking** to continue to provide one-to-one online tutoring services to students enrolled in various courses for the period of June 15, 2012 through June 30, 2013. The cost to the College for an additional 724 hours of tutoring services will be \$16,652 for this period. The Master agreement with Smarthinking is ongoing; however, individual Statements of Work (SOWs) allow for the increase of

tutoring service hours and extension of use timelines. The College has an existing SOW that will continue through March 31, 2013; however, should any tutoring hours remain unused, they will roll forward to this new SOW for use through the end of the new SOW period. This item was approved by Anne Cooper on June 12, 2012. Department—Dean, Communications, Anne Cooper

28. Agreement with **NCS Pearson, Inc. d/b/a Smarthinking** to continue to provide one-to-one online tutoring services to students enrolled in various courses for the period of June 30, 2012 through June 30, 2013. The cost to the College for an additional 1739 hours of tutoring services will be \$39,997 for this period. The Master agreement with Smarthinking is ongoing; however, individual Statements of Work (SOWs) allow for the increase of tutoring service hours and extension of use timelines. The College has an existing SOW(s) that will continue through June 30, 2013; however, should any tutoring hours remain unused, they will roll forward to this new SOW for use through the end of the new SOW period. This item was approved by Anne Cooper on June 28, 2012. Department—Director of Libraries, Anne Cooper
29. Affiliation Agreement with **Palms of Pasadena Hospital** to provide clinical experience to students enrolled in the Radiography Program at no cost to the College. The Agreement will commence as soon as possible and will continue for the period of five years. There is no cost to the College associated with entering into this Agreement. This item was approved by Phil Nicotera on June 12, 2012. Department—Radiography Program, Phil Nicotera
30. Agreement with **Physio-Control, Inc.** to provide technical service and support for the LIFEPAK equipment used in the Emergency Medical Services Program. 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 \$4,238. This item was approved by Phil Nicotera on March 28, 2012. This item is being included on this report since it did not appear in the previous Quarterly Report. Department—Emergency Medical Services, Phil Nicotera
31. Dual Enrollment Articulation Agreement between **Pinellas County School Board** and the College. The Agreement defines the academic programs and activities that will benefit *Dual Enrollment* 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 Dual Enrollment 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 May 9, 2012. Department—Academic & Student Affairs, Anne Cooper
32. 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 May 9, 2012. Department—Academic & Student Affairs, Anne Cooper

33. Agreement with **Professional Opportunities Program for Students, Inc.** (POPS) to provide summer internship experiences for POPS student interns. The Agreement will cover the period of June 18, 2012 through July 20, 2012. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on June 14, 2012. Departments—Dual Enrollment, Provost, DT, Anne Cooper
34. Agreement with **Shands Teaching Hospital and Clinics, Inc.** to provide a medical surgical clinical site and preceptor for RN Refresher/Remediation/Return-to-Work students in the Continuing Education Nursing Program and RN to BSN students in the Nursing Program. The Agreement will commence as soon as possible and will continue for the period of two years; thereafter, the Agreement will automatically renew from year to year. There is no cost to the College associated with entering into this Agreement. This item was approved by Stan Vittetoe on April 18, 2012 and Kay Burniston on June 29, 2012. Department—CE Health, Stan Vittetoe & Nursing, Kay Burniston
35. Affiliation Agreement with **SigmaLink Rehab, LLC** to provide clinical experience to students enrolled in the Physical Therapist Assistant Program at no cost to the College. The Agreement will commence on July 1, 2012 and be ongoing unless terminated by either party. This item was approved by Phil Nicotera on April 27, 2012. Department—Physical Therapist Assistant, Phil Nicotera
36. Dual Enrollment Agreement with **St. Petersburg Catholic High School** to provide dual enrollment acceleration opportunities for high school students to earn college credit. The Agreement will commence on June 1, 2012 and continue through May 31, 2013. There is no cost to the College associated with entering into this Agreement. This item was approved by Anne Cooper on May 11, 2012. Department—Dual Enrollment, Anne Cooper
37. Affiliation Agreement with **Tallahassee Memorial Hospital** to provide clinical practicum experience for RN-BSN students enrolled in the Nursing Program. The Agreement will commence as soon as possible and will continue through July 31, 2013. There is no cost to the College. This item was approved by Kay Burniston on April 3, 2012. Department—Nursing, Kay Burniston
38. Modification to the Agreement with **Trulife and The Florida Association of Orthotists and Prosthetists, Inc.** (FAOP) whereby the College, Trulife & FAOP have partnered to offer Orthotic Fitters continuing education courses for professionals in the field of Orthotics and Prosthetics. The College, Trulife and FAOP will continue to offer various a 40-hour courses and 1-day courses, both in the classroom and online. The Agreement commenced on May 29, 2011 and will continue for the period of three years. **This**

**modification reflects a change in the revenue sharing under the Agreement.** The College anticipates fee revenue in the amount of approximately \$55,400; however, after expenses, the net revenue per year is anticipated to be approximately \$27,400. This item was approved by Stan Vittetoe on April 16, 2012. Department—CE Health, Stan Vittetoe

39. Agreement with **Vet Med Team** whereby the College would continue to accept students who have successfully completed certain Vet Med Team courses and award credit for certain Vet Tech courses at SPC. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue for a period of two years. This item was approved by Anne Cooper on March 26, 2012. This item is being included in this report since it did not appear in the previous Quarterly Report. Department—Veterinary Technology, Richard Flora
40. Agreement with **Wolters Kluwer/Ovid Technologies, Inc.** to provide the Site License(s) for several online databases that will support the Nursing, Health Services Administration, and Human Services programs. 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 \$52,179. This item was approved by Anne Cooper on May 15 2012. Department—Director of Libraries, Anne Cooper

#### **Section B: Major Technology Contracts**

41. Agreements with **Dell Financial Services, LP** to lease a total of 274 computers and other computer equipment for use in various academic and administrative departments. The leases will continue for a period of 49 months. The cost to the College for these leases is expected to be approximately \$271,161.24. Should the College opt to purchase the equipment at the end of the lease term, the purchase option price would be an additional \$21,791.60. Based on the foregoing, the total cost to the College for these lease agreements will not exceed \$292,952.84. These items are being reported to the Board based on its approval of August 16, 2011 and its approval of the 2012-13 Budget on June 19, 2012. — Doug Duncan
42. Agreement with **HighPoint Technology Solutions, Inc.** to provide the HighPoint Mobile for PeopleSoft Campus Solutions which will allow for communications with PeopleSoft via devices such as the Apple iPad, Apple iTouch, Motorola DroidX and Blackberry devices. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College will be \$90,000. This item was approved by Doug Duncan on May 1, 2012. Department—Information Systems, Daya Pendharkar

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

43. Agreement with **Bachelor Degree Access Strategies, LLC** to continue to provide consulting services and deliverables as agreed to by the parties. Services will include structuring and implementing certificate, two-year, baccalaureate and graduate programs and enhancing opportunities with international institutions. The Agreement will commence July 1, 2012 and continue through June 30, 2013. The cost to the College for this period

will not exceed \$168,000 plus travel expenses. This item was approved by the President on April 26, 2012. Department—President’s Office

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

44. Agreement with **AAA Allied Group, Inc. d/b/a AAA Corporate Travel Services** to provide business-related travel management services to the College. The Agreement will commence July 1, 2012 and continue for the period of three years; thereafter, the Agreement may be renewed for up to two additional one-year periods for a total contract period not to exceed 5 years. The annual costs to the College are estimated to be approximately \$20,000 for a three-year contract amount of approximately \$60,000. Thereafter, should the Agreement be renewed for the additional two years, the costs will be approximately \$20,000 per year. This item was approved by Doug Duncan on May 30, 2012. Department—Purchasing, Theresa Furnas
45. Agreement with **Allen, Norton & Blue, P.A.** to continue to provide legal services to the College from July 1, 2012 through June 30, 2013. The Firm will provide services at an hourly rate of \$210 per hour for attorneys and \$75 per hour for paralegals. This firm provides legal services associated with employment law issues. Although the total amount of this Agreement cannot be determined at this time, the expenditure approval sought is within the College’s approved budgeted amount for Fiscal Year 2012-13. This item was approved by the Doug Duncan on May 14, 2012. Department—General Counsel, Suzanne Gardner
46. Agreement with **ClearChannel Outdoor** to provide for advertising on two bulletin sized billboards, which will rotate every two months throughout Pinellas County. The Agreement will commence July 2, 2013 and continue through June 30, 2013. The cost to the College for this Agreement will be \$52,000. This item was approved by Doug Duncan on May 8, 2012. Department—Marketing and Public Information, Mike O’Keeffe
47. Agreement with **NCM Media Networks, a/k/a National Cinemedia, LLC** to provide on-screen SPC advertising on 20 screens at Woodlands and 16 screens at Park Place Stadium theaters. The ads will also run on 2 screens every 20-25 minutes in the lobby of both theaters. The Agreement will commence on July 1, 2012 and continue through June 30, 2013 at a cost to the College of \$60,006. This item was approved by Doug Duncan on May 2, 2012. Departments—Marketing & Public Information, Mike O’Keeffe
48. 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 Anne Cooper on June 28, 2012. Department—Financial Assistance Services, Tonjua Williams

49. Agreement with **SkillSoft Corporation** to provide e-learning modules for both technical and soft skills. These e-learning modules will provide College employees with an opportunity for ongoing professional development to improve their skills. The cost to the College for this Agreement will be \$83,908.44 over three years. The Agreement will commence June 15, 2012 and will continue through June 14, 2015. This item was approved by Doug Duncan on May 2, 2012. Department—Human Resources, Patty Jones
50. 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, 2013. The estimated cost to the College for this period is \$60,000. This item was approved by Doug Duncan on May 17, 2012. Department—Collegewide Budgeted Revenue, Doug Duncan
51. Agreement with **Unicon, Inc.** to provide Student Success Plan consulting and cooperative support services. The Agreement will commence as soon as possible and will continue through project completion. The cost to the College associated with entering into this Agreement will be \$60,250. This item was approved by Doug Duncan on May 1, 2012. Department—Student System, Doug Duncan
52. Agreement with **WorkNet Pinellas** whereby the College will participate in WorkNet’s On-the-Job Training (OJT) program. The Agreement provides a unique opportunity for unemployed individuals who already possess some job-related skills and knowledge to “learn as they earn.” By participating in the program, the College benefits by being reimbursed up to 50% for a new employee’s wages during their probationary period of employment to help offset the costs associated with new hire training and increased supervision related to the training. The maximum reimbursement from WorkNet is \$4,000 per newly hired eligible employee. The Agreement will commence as soon as possible and continue until funds are expended. Although the amount of funds that may be reimbursed to the College cannot be determined at this time, WorkNet’s total budget for this program through June 2012 is \$250,000. The portion of this funding to be received by the College will depend on the number of eligible employees hired. This item was approved by Doug Duncan on February 1, 2012. Department—Human Resources, Patty Jones

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

53. Agreement with **Augusoft, Inc.** to continue to provide the Lumens Pro Learning Management System for the day-to-day operation and management of Corporate Training’s business solutions services. This renewal Agreement includes the annual subscription fee

(\$20,000) for *Lumens Entrepreneur* and the annual customization subscription fee (\$8,000). The renewal period will commence as soon as possible and continue for one year at a total cost to the College of \$28,000. This item was approved by Stan Vittetoe on May 15, 2012. Department—Corporate Training, Stan Vittetoe

54. Agreement with **ClearChannel Outdoor** to provide for advertising in Pinellas County on thirteen poster sized billboards, which will rotate based on enrollment periods. The Agreement will commence July 2, 2013 and continue through June 30, 2013. The cost to the College for this Agreement will be \$27,203. This item was approved by Patty Jones on May 7, 2012. Department—Marketing and Public Information, Mike O’Keeffe
55. Agreement with **ClearChannel Outdoor** to provide for advertising in Pinellas County on two electronic rotating bulletin sized billboards, which will rotate every two months throughout Pinellas County. The Agreement will commence July 2, 2013 and continue through June 30, 2013. The cost to the College for this Agreement will be \$34,800. This item was approved by Patty Jones on May 7, 2012. Department—Marketing and Public Information, Mike O’Keeffe
56. Agreement with **Delectables Fine Catering** to provide food and catering services for the *Fall Faculty Welcome Back 2012* event to be held on August 16, 2012. The cost to the College for this Agreement will be \$11,519.38. This item was approved by Anne Cooper on May 14, 2012. Department—Public Relations, Anne Cooper
57. Agreement with **Holiday Inn National Airport Hotel** to provide hotel accommodations for a group of 37 Student Government Association students and advisors college-wide who are taking an educational trip to Washington, DC from May 9-12, 2012. The cost to the College for this Agreement will be \$14,447.40. Costs will be divided among the Seminole Campus, Health Education Center, Clearwater Campus, St. Petersburg/Gibbs Campus, SPC Midtown, and SPC Downtown Center. This item was approved by James Olliver on April 24, 2012. Department—Student Life and Leadership, College-wide, James Olliver
58. Agreement with the **LYRASIS (formerly Southeastern Library Network)** and **LexisNexis Academic and Library Solutions, a division of Reed-Elsevier, Inc.** (“Lexis”) to continue to provide access to the Congressional Information Service and other reference materials (“CIS”). LYRASIS is a consortium, which allows schools to obtain access to reference materials such as CIS at a discount. Lexis is the company actually providing access to CIS; therefore, a separate Licensing Agreement with Lexis is also required. The LYRASIS agreement continues to automatically renew unless terminated by either party. The term and termination provisions of the Lexis agreement will coincide with the LYRASIS agreement. There is no cost to the College associated with continuing the LYRASIS agreement. The estimated cost to the College to continue the Lexis agreement (through LYRASIS) through June 30, 2012 is approximately \$18,240. Should the Lexis agreement be renewed to continue beyond June 30 2013, the department will seek additional expenditure approval at that time. This item was approved by the Anne Cooper on June 1, 2012. Department—Library, Anne Cooper

59. Agreement with **Mechanical Systems of Central Florida, Inc.** to provide maintenance service for the Leibert units (stand-alone air conditioning units to control room temperature for College data centers) housed at the Allstate Center, EpiCenter and Seminole State College. The Agreement will commence July 1, 2012 and continue through June 30, 2013. The cost to the College for this period will be \$10,197. This item was approved by Doug Duncan on June 25, 2012. Department—Facilities Services, Doug Duncan
60. Agreement with **Meridian Strategies, LLC** to provide technical assistance in dealing with agencies in the state (Florida) government in resource development opportunities, including identification and pursuit of grants and contracts that correlate with the College's mission. The Agreement will be for the period beginning July 1, 2012 and continuing through June 30, 2013 at a cost to the College of \$40,000. This item was approved by the President on April 30, 2012. Department—Government Affairs, President's Office
61. Agreement with **Morton Plant Mease Health Care, Inc.** and **St. Anthony's Hospital, Inc.** to provide for diabetes and nutrition educational opportunities for College employees. The College will promote the opportunities and coordinate the logistics to offer the training on the campus and Morton Plant will provide the professional educators in diabetes and nutrition management. The cost to the College will be \$15,000. The Agreement will commence as soon as possible and will continue through December 31, 2012. This item was approved by Patty Jones on April 17, 2012. Department—Human Resources, Wellness, Patty Jones
62. Agreement with **Oasis Refreshment Services, Inc.** (Oasis) and the City of Seminole (City) whereby Oasis will continue to provide food and catering services on the Seminole Campus. Specifically, Oasis will provide food service at the Connections Café located in the Joint Use Library operated by the City and the College. Oasis will also have the first right of refusal to provide catering services for events held at the Joint Use Library, including at the Connections Café, and on the Seminole campus. The Agreement renewal will commence July 1, 2012 and continue for the period of three years. It is anticipated that the College will receive a revenue of approximately \$7,000-\$8,000 per year. This item was approved by Doug Duncan on June 1, 2012. Department—Manual Food Service, Doug Duncan
63. Agreement with **Ricoh Americas Corporation** to provide one color print-scan-fax-copier and two black and white print-scan-fax-copiers with maintenance services for the Downtown Center. The Agreement will commence as soon as possible and will continue for the period of five years. The cost to the College for this period will be \$17,680.20. This item was approved by Tonjua Williams on May 29, 2012. Department—Provost, Kevin Gordon
64. Agreement with **Sunburst Entertainment Group, LLC** for the use of the Tropicana Field and facilities for the College's graduation ceremony to be held May 8, 2012. The cost to the College for this Agreement is anticipated to be approximately \$15,600. This item was approved by Tonjua Williams on March 12, 2012. This item is being included in this

report since it did not appear in the previous Quarterly Report. Department—Graduation, Tonjua Williams

65. Agreement with **Times Publishing Company d/b/a Tampa Bay Times**, to provide a one-for-one match in advertising space for various events held at the Palladium. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for this Agreement will not exceed \$35,000. This item was approved by Doug Duncan on June 27, 2012. Department—Palladium Theater, Doug Duncan
66. Agreement with **TSA Consulting Group, Inc.** to provide compliance administration services to the College for the College's voluntary retirement programs [403(b) and 457(b)]. The Agreement will commence July 1, 2012 and continue through June 30, 2015. The cost to the College for this Agreement will not exceed \$12,000 per year. If the agreement is continued beyond June 30, 2015, additional approval will be sought at that time. This item was approved by Patty Jones on May 11, 2012. Department—Human Resources, Patty Jones
67. Agreement with **VAS Instruments Corporation** whereby VAS will 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, 2012 through June 30, 2013. This item was approved by Stan Vittetoe on May 9, 2012. Department—International Language Institute, Corporate Training, Stan Vittetoe

#### **Section F: Contracts below \$10,000**

68. 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 July 1, 2012 and continue through June 30, 2013. The cost to the College for this period will be \$299.40. This item was approved by Doug Duncan on June 4, 2012. Department—College-wide Security Services, Susan Reiter
69. Agreement with **American Library Association**, through its division of the Association of College & Research Libraries, for a license to access materials included in the ChoiceReviews.online database. The Agreement will commence July 1, 2012 and continue through June 30, 2013. The cost to the College for this renewal period will be \$510. This item was approved by Anne Cooper on June 20, 2012. Department—Director of Libraries, Anne Cooper

70. Agreement with the **American Society of Composers, Authors and Publishers (ASCAP)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 2013. The cost to the College to continue this Agreement for this period is estimated to be approximately \$8,750. This item was approved by Doug Duncan on June 4, 2012. Department—Student Activities Royalties, Theresa Furnas
71. Agreement with **Broadcast Music, Inc.** to continue the Music Licensing Agreement for an additional year through June 30, 2013. Additionally, this item is to advise regarding the expenditure for the current contract period which ends June 20, 2012. The cost to the College for the Agreement period of July 1, 2011 through June 30, 2012 is estimated to be \$7,760.43. The cost for the upcoming contract period which commences July 1, 2012 and continues through June 30, 2013 is estimated to be \$8,900. This item was approved by Doug Duncan on June 4, 2012. Department—Student Activities Royalties, Theresa Furnas
72. Agreement with **Cisco WebEx Communications, Inc.** to provide capabilities for virtual engagements for the Collaborative Labs. The Agreement will commence as soon as possible and continue for a period of three months. The cost to the College for this period will be up to \$6,000 and will allow use for up to 100 participants. This item was approved by Anne Cooper on January 25, 2012. This item is being included on this report since it did not appear in the previous Quarterly Report. Department—Collaborative Labs, Anne Cooper
73. Agreement with **CLARUS Corporation** to provide a license for the use of its On-Demand Software that will allow for the development of customized electronic brochures which will include data that is specific to students' requests. The Agreement will commence as soon as possible and continue for the period of one year. The cost to the College for the one-year period will be \$10,000. This item was approved by Mike O'Keeffe on April 2, 2012. Department—Marketing & Public Information, Mike O'Keeffe
74. Agreement with **Compendium Library Services, LLC** to continue to provide a web-based Desk Tracker service for tracking and reporting statistics by multiple library service points in order to maximize end-user support. The renewal Agreement will commence as soon as possible and continue for the period of one year. The cost to the College will be \$1,195. This item was approved by Anne Cooper on June 1, 2012. Department—Director of Libraries, Anne Cooper
75. Agreement with **DaySpring Episcopal Conference Center** to provide the use of its facilities for the Ropes course/student retreat to be held June 22-23, 2012. The Agreement will include three meals and the use of the Pavillion Room. The cost to the College will be \$2,040. This Agreement was approved by Tonjua Williams on April 16, 2012. Department—Student Activities, Male Outreach, Tonjua Williams
76. Agreement with **Dolphin Computer Access, Ltd.** to renew the license for software used by Disability Resources' staff and students. The software license being renewed is for Dolphin Easy Converter. The cost to the College to renew the license, including free updates and upgrades, for a 12-month period will be \$280. This item was approved by

Tonjua Williams on May 2, 2012. Department—Academic & Student Affairs, Assistive Learning, Tonjua Williams

77. Agreement with **Elsevier B.V.** to continue to access the Science Direct College Edition of the Health & Life Sciences Journal collection. 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 \$2,677.97. This item was approved by Anne Cooper on April 16, 2012. Department—Director of Libraries, Anne Cooper
78. Agreement with **Interactive Procurement Technologies by BidNet** that will allow the College to issue quotes, bids and RFPs electronically. The Agreement will commence as soon as possible 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 Doug Duncan on June 4, 2012. Department—Purchasing, Doug Duncan
79. 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 will 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 Patty Jones on May 11, 2012. Department—Human Resources, Patty Jones
80. Agreement with **National Student Clearinghouse (NSC)** to participate in NSC's Student Tracker system that will provide the College with data associated with recruitment, admissions, records, financial aid and institutional research. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Pat Rinard on May 9, 2012. Department—Central Records, Pat Rinard
81. Agreement with **Naviance, Inc.** to provide access to its Naviance communication system, which will serve as a vital tool for the Collegiate High School to communicate more efficiently with parents and students. The system will also allow the Collegiate High School to gather and display data in graph format to assist in recruitment efforts and documenting student achievement. 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 \$2,500. This item was approved by Starla Metz on April 23, 2012. Department—St. Petersburg Collegiate High School, Starla Metz
82. Agreement with **NG Web Solutions d/b/a Next Gen Web Solutions** to provide the Scholarship Manager software used for SPC Institutional Scholarships and Foundational Scholarships. The Agreement will commence as soon as possible and will continue for the period of one year at a cost to the College of \$7,000. This item was approved by Tonjua Williams on April 16, 2011. Department—Financial Assistance Services, Tonjua Williams

83. Agreement with **Nova Southeastern University, Inc.** (NSU) to use a room at the Health Education Center June 23, July 21, and August 18, 2012. NSU will pay the College a total of \$1,725 for the use of the room on these three dates. This item was approved by Phil Nicotera on April 27, 2012. Department—Provost, HEC, Phil Nicotera
84. Agreement with the **District School Board of Pasco County** to provide for the articulation of students completing Veterinary Assistant programs at Pasco High School and Hudson High School into SPC's AS—Veterinary Technology 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 Phil Nicotera on May 7, 2012. Department—Veterinary Technology, Phil Nicotera
85. Agreement with **Pinellas County** whereby the College will provide the County the use of its campuses and sites as staging areas to conduct emergency relief activities in the event of a natural, technological, or man-made disaster. The location and use of College premises shall be as agreed to by the parties. There is no cost to the College associated with entering into this Agreement. The Agreement will commence as soon as possible and will continue for the period of five years. This item was approved by Susan Reiter on April 24, 2012. Department—Facilities Planning & Institutional Services, Susan Reiter
86. Agreement with **Primal Pictures, Inc.** to provide for the renewal of the license for web access to Anatomy.TV for five concurrent users. The course materials will be used for Physical Therapist Assistant, Orthotics & Prosthetics and Chiropractic instruction. The license will be for the period of one year at a cost to the College of \$8,000. The Agreement is for the period commencing June 1, 2012 and continuing through May 31, 2013. This item was approved by Anne Cooper on June 1, 2012. Department—Director of Libraries, Anne Cooper
87. Agreement with **Prometric, Inc.** whereby the College will continue to be an Authorized Prometric Testing Center to provide computer-based testing services. The College may receive compensation for its services, depending upon the number of tests per quarter administered. Although the exact amount of revenue cannot be determined, it is estimated the annual revenue may be approximately \$1,800. The Agreement will commence as soon as possible and will be ongoing unless terminated by either party. This item was approved by Stan Vittetoe on April 11, 2012. Department—College of Computer & Information Technology, Stan Vittetoe
88. Agreement with **Ricoh Americas Corporation** to provide one color print-scan-fax-copier with maintenance services for SPC Midtown. The Agreement will commence as soon as possible and will continue for the period of five years. The cost to the College for this period will be \$6,375. This item was approved by Tonjua Williams on May 29, 2012. Department—Provost, Kevin Gordon

89. Agreement with the **City of St. Petersburg** for the use of its Coliseum for the College's Fall Faculty event to be held August 16, 2012. The cost to the College for the use of the facility, set-up, parking, and fire marshal will be \$3,525. The Agreement was approved by Anne Cooper on April 9, 2012. Department—Provost District Office, Anne Cooper
90. Agreement with the **Society of European Stage, Authors and Composers (SESAC)** to continue the Music Licensing Performance Agreement for an additional year through June 30, 2013. The cost to the College to continue this Agreement for this period is estimated to be approximately \$3,350. This item was approved by Doug Duncan on June 4, 2012. Department—Student Activities Royalties, Theresa Furnas
91. Agreement with **SurveyMonkey.com, LLC - Zoomerang** to continue the subscription for the Zoomerang Online Research Tool used in the College's libraries. The Agreement will commence as soon as possible and will continue for the period of one year. The cost to the College for the Agreement will be \$350. This item was approved by Anne Cooper on June 4, 2012. Department—Director of Libraries, Anne Cooper
92. Agreement with **Taylor Publishing Company** to provide for the publication of the 2012-13 Yearbook for the St. Petersburg Collegiate High School. The cost to the College for this Agreement is estimated to be \$4,742 but will not exceed \$5,500. This item was approved by Starla Metz on June 6, 2012. Department—St. Petersburg Collegiate High School, Starla Metz
93. Agreement previously approved with **Taylor Publishing Company** to provide for the publication of the 2011-12 Yearbook for the St. Petersburg Collegiate High School. **This item is to modify the total cost associated with the Agreement.** The cost was initially anticipated to be an amount not to exceed \$4,500; however, the total cost to the College for this Agreement is \$5,244.55. This item was approved by Starla Metz on May 30, 2012. Department—St. Petersburg Collegiate High School, Starla Metz
94. Agreement with **TW Telecom** to provide a right of entry to facilitate the installation and maintenance of new telecommunications services for Pinellas County Government offices located at the SPC JWB building. The Agreement will commence upon execution and will have an initial term of three years; thereafter, the Agreement will automatically renew for one-year periods unless terminated by either party. There is no cost to the College associated with entering into this Agreement. This item was approved by Doug Duncan on May 8, 2012. Department—Unallocated Communications Expense, Doug Duncan
95. Agreement with **Typhoon Group, LLC** for the purchase of software to track Orthotic & Prosthetic students' clinical requirements and program competencies. The cost to the College for this software will be a one-time set-up fee of \$250 and a maintenance fee of \$250 per year. The Agreement will commence as soon as possible and will continue annually unless terminated by either party. This item was approved by Anne Cooper on April 13, 2011. Department—College of Health Sciences, Kay Burniston

96. Agreement with **WealthEngine, Inc.** to provide the use of its FindWealth Online-DM online research software for the College's Foundation. The Agreement will commence July 1, 2012 and continue through June 30, 2013. The cost to the College for this Agreement will be \$2,500. This item was approved by Doug Duncan on May 17, 2012. Department—Foundation, Frances Neu
97. Agreement with **Wolters Kluwer/Ovid Technologies, Inc.** to continue the Site License for the Clin-eguide clinical decision support system database. 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 \$5,775. This item was approved by Anne Cooper on April 16, 2012. Department—Director of Libraries, Anne Cooper

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

Suzanne Gardner, General Counsel, recommends approval.

ps0710122

July 17, 2012

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President   
**SUBJECT:** Blue Cross Blue Shield of Florida Foundation – Improving Access to Health Care Grant Program

**Confirmation is sought for a proposal that was submitted, subject to Board of Trustees' approval, to the Blue Cross Blue Shield of Florida Foundation by St. Petersburg College for the Improving Access to Health Care (IMPACT) grant opportunity.** SPC's Dental Hygiene program provides preventative oral health services to the community at the Health Education Center Clinic and at eight partner sites, such as the Homeless Emergency Project and Johnnie Ruth Clarke Health Center. Estimates indicate students serve more than 3,000 individuals with dental care, from ages 5 to 95. SPC's Optimizing Oral Health in Tampa Bay project will grow the current capacity of the Dental Hygiene Program by outfitting the Clinic with modern and up-to-date equipment. **Permission is also sought to accept funding for this proposal, if awarded, and enter into any amendments, extensions or agreements as necessary, within the original intent and purpose of the grant.**

The project will improve quality of services to patients by significantly reducing their treatment time, while also improving the education students receive through exposure to technologically advanced equipment. The Dental Hygiene program will use the funds to help modernize its outdated equipment and update its technology to increase efficiency and effectiveness. This support will enable students to accomplish more, reduce duplicative tasks and increase appointment availabilities. The program serves many wait listed individuals who cannot afford preventative dental services such as cleanings, X-rays and sealants.

The estimated period of performance will be from January 1, 2013 through December 31, 2015. The total project budget is projected to be \$280,000 over three years. See attached Information Summary for additional information.

Suzanne L. Gardner, Acting General Counsel; Phil Nicotera, Provost, Health Education Center; and Joan Tonner, Dental Hygiene Program Director recommend approval.

Attachment  
js0703122

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

**Date of BOT Meeting:** July 17, 2012

**Funding Agency or Organization:** Blue Cross Blue Shield of Florida  
Foundation

**Name of Competition/Project:** Improving Access to Health Care  
(IMPACT)

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

**Grant/Contract Time Period:** **Start:** 1/1/13 **End:** 12/31/15

**Cabinet Member:** Phil Nicotera

**Manager:** Joan Tonner

**Focus of Proposal:**

Optimizing Oral Health in Tampa Bay will build upon over 40 years of Dental Hygiene Education at St. Petersburg College. Students entering the dental hygiene field look to this program to provide an affordable, comprehensive and competitive education, while uninsured or underinsured community members turn toward this valuable resource for preventative dental care.

The Clinic is currently operating with antiquated dental equipment and technology, with the dental chair systems purchased in 1994. The need for updated equipment is critical based on the advancements in dental hygiene technology today. Through the purchase of additional dental chair systems, chair side computers, teeth cleaning jets and a digital X-ray sensor, the Clinic will be outfitted with equipment that will significantly benefit both students and clients. These new machines are likely to be found in a traditional dentist office, providing students with training directly correlated to the experience they will have once employed, while clients receive the level of care comparable to a traditional dental office.

SPC has purchased 12 new of the needed dental chair systems, and the BCBSF grant would provide for the remaining chairs needed to completely outfit the Clinic. Equipment installation will take place incrementally over a three year period as funding is disbursed, taking place during summer and winter breaks to provide minimal, if any, disruption to students and patients.

Additionally, this program will build on the current program's capacity to collect, analyze and disseminate information on clients, services and overall community impact through the implementation of an enriched data tracking system.

**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	\$ 24,704
Fringe	\$ 360
Other – Construction/Renovation Costs	\$ 19,132
Other – Equipment and Supplies	<u>\$ 235,804</u>
Total Budget	\$ 280,000

**Funding:**

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

\$280,000

Total amount from funder: \$280,000

Amount/value of match:	Cash:	N/A
	In-kind:	N/A
Required match or cost sharing:	No	X Yes
Voluntary match or cost sharing:	No	X Yes
Source of match/cost sharing:	N/A	
Negotiated indirect cost:	N/A	
(Fixed) administrative fee:	N/A	
Software/materials:	N/A	
Equipment:	N/A	
Services:	N/A	
Staff Training:	N/A	
FTE:	N/A	
Other:	N/A	

**College Goals and Institutional Initiatives Addressed:**

College Goal: VIII. Build/acquire and maintain a high-quality infrastructure, including technology, facilities, and equipment, to meet student and community needs.

Institutional Initiative(s): 1. Continue to provide quality facilities, equipment, and services to meet student and community need through facilities planning, physical plant and institutional services, maintenance, construction, partnership and energy management.

**SPC 7/24 Initiative Addressed:**

Focus: 3. Managing Growth  
Observable Project: Facilities Master Plan

July 17, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Quarterly Informational Report of Construction Contract Approvals Not Exceeding \$325,000

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, 2012 through June 30, 2012.

- 1. Authorization was granted to approve Change Order #3, Final Accounting for Construction Manager at Risk, Biltmore Construction Inc. Project 186-G-09-3, Parking Lot Adjacent to Gymnasium, St. Petersburg/Gibbs Campus.**

This *Type I Large Construction Project (up to \$35 Million)* consisted of the renovation of the existing parking lot adjacent (west) to the Gymnasium following the removal of the 12 portables that were previously utilized by the Collegiate High School, Bookstore and Campus Security. This project added approximately 110 parking spaces to the site as well as creating a new exit to the west parking lot in order to reduce congestion at peak times.

Additionally, this project replaced the Progress Energy Light Poles (in this lot only) with lighting owned and operated by St. Petersburg College. This reduced the energy consumption costs for the parking lot lighting (we previously leased the light poles and paid for the lights to be powered from dusk until dawn) by allowing Facilities to control the operating hours of the lights.

The GMP for this project was \$1,198,822. The total project budget for this project is \$1,575,878.66. The funding sources for this project are Public Educational Capital Outlay (PECO) monies and Student Capital Improvement Fees (SCIF).

Contingency:

When the Guaranteed Maximum Price is established at the beginning of the project, an Owner's Contingency is established. This is utilized for Owner changes throughout the project. Additionally, a project contingency is established by the contractor when they

finalize the buyout of their bid packages. This change will deduct the balance of the surplus Owner's Contingency and Project Contingency from the final contract amount.

Owner Direct Purchases and Sales Tax Savings:

As approved by the Board on September 23, 2003, this project is utilizing the Direct Purchase Program which enables St. Petersburg College to save sales taxes. To date we have purchased \$49,709.00 worth of materials, realizing a sales tax savings of \$3,032.54.

Change Order #3 in the deductive amount of (\$61,405.80) for this project is detailed below:

<b>Original GMP:</b>	<b>\$611,338.00</b>
Reduction to Owner's Contingency (Money returned from GMP)	(\$7,731.12)
Reduction to Buy-out:	(\$933.14)
Sales Tax Savings:	(\$3,032.54)
<b>Change Order #3:</b>	<b>(\$61,405.80)</b>
<b>Original GMP:</b>	<b>\$611,338.00</b>
Change Order #1: (Change in Scope of Work)	\$587,484.00
Change Order #2: (Extension of Time)	(0.00)
Change Order #3: (Reduction to Owner's Contingency (\$7,731.12), Reduction to Buy-out (\$933.14). Realized Sales Tax Savings (\$3,032.54) and Final Owner Direct Purchase of (\$49,709.00.)	(\$61,405.80)
<b>Final GMP:</b>	<b>\$1,137,416.20</b>

Funding Source for the total project budget:

Public Education Capital Outlay (PECO Funds-Project Specific)	\$1,282,280.54
Public Education Capital Outlay (PECO Funds-General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site Improvements, Collegewide (186)	\$270,362.26
Student Capital Improvement Fee Reserves:	\$23,235.86
<b>Total Project Budget:</b>	<b>\$1,575,878.66</b>

There was no loss of revenue or interruption to operation of the college as a result of this change order.

- 2. Authorization was granted to approve the 100% Construction Documents (Phase III) for Project #1707-T-11-2 Renovate/Remodel Adjacent Church Facilities at the Clearwater campus and approve the A. D. Morgan Corporation GMP of \$312,047.00 as well as proceed with the Construction subject to further refinements of the terms, conditions, and bidding, and to issue all necessary purchase orders.**

This *Type II Miscellaneous Construction Manager at Risk Services, Collegewide (up to \$1 Million)* project will consist of remodeling the existing 4,000 square foot building on the Clearwater Campus (formerly the church property) for the Collaborative Center for Emerging Technologies. This project is scheduled to be substantially complete August 10, 2012 and ready for Fall 2012 classes.

The Guaranteed Maximum Price (GMP) for this project is \$312,047.00 with a total project budget of \$505,549.55. The funding sources for this project are the Proceeds from the Sale of the Clearwater Gymnasium and Student Capital Improvement Fee Reserve Funds (SCIF Reserve). This project is scheduled to be substantially complete August 10, 2012.

Funding Source for the total project budget:

Proceeds from the Sale of the Clearwater Gymnasium	\$183,832.09
Student Capital Improvement Fee Reserve Funds (SCIF Reserve)	\$321,717.46
<b>Total Project Budget:</b>	<b>\$505,549.55</b>

**3. Authorization was granted to approve Change Order #1, Final Accounting for Construction Manager At Risk, A. D. Morgan Corporation, Project #266-P-11-2, Renovation of the Fine Arts Auditorium (Phase I) (Safety to Life), Clearwater Campus**

This *Type II Miscellaneous Construction Manager at Risk Services, Collegewide (up to \$1 Million)* consisted of upgrades to the Clearwater Campus Fine Arts Auditorium including replacing the existing fire curtain and stage rigging as well as other miscellaneous code deficiencies. The existing curtain contained asbestos and was removed earlier this year as an initial step to the upgrade the facility. Due to the existing events scheduled at the Fine Arts Auditorium, the curtain was removed over the summer and this project took place between December 20, 2011 and January 15, 2012. The details of this project are as follows:

- New pipe grid system to be installed at a lower height providing proper support and a more user friendly setup;
- New fire curtain and code compliant rigging;
- New hand winches for the three (3) upstage positions;
- All new equipment will have new dead hanging hardware providing proper positioning and spacing for optimum use;
- New roof vent rigging providing a code compliant system;
- New removable aluminum stairs providing a second means of exiting from the stage;
- New lobby carpeting and walk off mats.

Change Order #1 provides for the deduction of the contingencies and unused general conditions from the overall project.

Contingency: When the Guaranteed Maximum Price is established at the beginning of the project, an Owner’s Contingency is established. This is utilized for Owner changes throughout the project. Additionally, a project contingency is established by the contractor

when they finalize the buyout of their bid packages. This change will deduct the balance of the surplus Owner's Contingency and Project Contingency from the final contract amount.

Change Order #1 in the deductive amount of (\$9,380.11) for this project is detailed below:

<b>Original GMP:</b>	<b>\$99,615.00</b>
Owner Contingency:	(\$4,350.00)
Project Contingency (Buy-out):	(\$4,050.11)
General Conditions:	(\$980.00)
<b>Change Order #1:</b>	<b>(9,380.11)</b>
<b>Final GMP:</b>	<b>\$90,234.89</b>

Funding Source for the total project budget:

Sum of the Digits/Safety to Life (265)	\$102,676.26
Student Capital Improvement Fee Reserve (SCIF Reserve)	\$11,733.74
Public Education Capital Outlay(PECO) Funds – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site (186)	\$590.00
<b>Total Project Budget:</b>	<b>\$115,000.00</b>

This information is provided by Doug Duncan, Senior Vice President, Business Services and Information Technology; James Pedicone, Acting Director of Design and Construction; pursuant to Board of Trustees Rules 6Hx23-6.09 and 6Hx23-6.10.

jk062612(3)

July 17, 2012

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *WDL*  
**SUBJECT:** Annual Selection of Pre-Qualified Small Contractors, Revision #23

Board of Trustees Rule 6Hx23-5.12.X, provides that the Facilities Planning and Institutional Services Department may select and pre-qualify several small contractors and sub-contractors for use on an annual basis to perform small miscellaneous construction, remodeling, renovation, maintenance, and/or safety-to-life projects on a vendor rotation basis. These contractors will perform *Type III and Type IV Construction Projects (up to \$35,000)* in cost. All firms are required to be licensed in their particular field and to supply evidence of adequate insurance.

The College will utilize these firms for one year, with an option for renewal based upon acceptable performance, mutual agreement, proper license and insurance and annual approval by the Board of Trustees.

**The following constitutes this annual list of pre-qualified small contractors. Additionally, authorization is sought from the Board of Trustees to add to the list of approved Contractors the firms in bold type, received in the last quarter.**

CONTRACTORS – AUDIO/VISUAL

AVI – Audio Visual Innovations  
Hartman Integration, Inc.  
Smiley’s Audio Visual, Inc.\*  
Troxell Communications, Inc.  
Xerox Audio Visual Solutions.

CONTRACTORS – AWNING

Thomas Sign & Awning Company\*  
West Coast Awnings, Inc.

CONTRACTORS – CARPET/FLOORING

Adrienne Floorcoverings, Inc.  
Flooring Worx, Inc. \*  
Florida Carpet Service  
Office & Flooring Worx, Inc  
ReSource Flooring & Maintenance  
SPECTRA Contract Flooring (Tampa Bay)  
Tampa Contract Floors, Inc.

CONTRACTORS – DOORS

Florida Door Control, Inc.  
Orange State Door Control, Inc.  
Overhead Door of Clearwater  
SM Door & Lighting, Inc.

CONTRACTORS - EARTH WORK

Scotty’s Land Development  
Sonny Glasbrenner, Inc.

CONTRACTORS – ELECTRICAL

APG Electric  
Commercial Electrical Contracting, Inc.  
Florida Electrical Service  
Himes Electric Co, Inc.  
Live Wire Electrical Services, Inc.  
M.C. Dean, Inc.  
P & L Electric, Inc.  
Progressive Electric, Inc.

CONTRACTORS – FIRE SPRINKLERS

Piper Fire Protection  
VSC Fire & Security  
Wayne Automatic Fire Sprinklers, Inc.

CONTRACTORS – GENERAL

A.D. Morgan Corporation  
**Antonell Construction Services**  
Artisan Professional Group, LLC  
Bay Breeze Enterprises, Inc.  
Biltmore Construction Co., Inc.  
Castco Construction, Inc.\*  
David Nelson Construction Co.  
G.A. Nichols Company  
Garrard Carpentry, Inc.  
Harbor Renovations, LLC  
Harvard General Contracting\*  
Hodge Management, LLC  
Howell Building, Inc.  
Huffman General Contractors  
J. Kokolakis Contracting  
J.W. Daniels Construction, Inc.  
LEMA Construction & Developers, Inc.  
Peter R. Brown Construction  
Scherer Construction & Engineering  
S. L. Construction & Remodeling\*  
W. G. Mills, Inc.  
Wallace Associates, LLC

CONTRACTORS –  
IRRIGATION/LANDSCAPING

Commercial Maintenance Services  
Florida Ground Control, Inc.  
Florida's Finest Landscape Services, Inc.  
Nik's Landscaping & Maintenance, Inc.  
Nite Owl Irrigation, Inc.  
Professional Grounds Management  
**Southern Landscaping Materials**

CONTRACTORS – MECHANICAL

Airite Air Conditioning, Inc.  
Air Masters of Tampa Bay, Inc.\*  
BCH Mechanical  
Bentzel Mechanical, Inc.  
Comfort Systems USA  
Con-Serv Building Services  
Derek Embody & Company  
Done Right Insulation, Inc.\*  
KCSI\*  
Linc Services, LLC  
McQuay International

Prime A/C & Refrigeration, Inc.  
Superior Mechanical Systems\*  
TUDI Mechanical Systems of Tampa, Inc.

CONTRACTORS – PAINTING

Bayside Sandblasting & Painting, Inc.  
Caravan Contractors, Inc.  
Jeff Coffin Painting  
Ganster & Company Inc.\*  
Lowe's Painting  
Munyan Painting Service  
Painters on Demand\*  
Service Painting Corporation  
Sourini Painting & Decorating, Inc.  
Vic's Painting & Reconstruction, Inc.

CONTRACTORS – PAVING

All Phase Paving & Sealing, Inc.\*  
DuraSeal Asphalt Sealing Co.  
G. A. Nichols Company  
O'Dell Asphalt and Sealing Co.

CONTRACTORS - PLUMBING

Bentzel Mechanical, Inc.  
Besel Plumbing Inc.  
C. Lacey Plumbing, Inc.  
Dunedin Plumbing, Inc.  
High Performance Plumbing Services

CONTRACTOR – ROOFING

Anderson & Shah Roofing\*  
Centimark Corporation  
Professional Roof Technology  
**Tecta America West Florida, LLC**  
THL Enterprises, Inc.\*  
Tremco Inc.

CONTRACTOR - SAFETY/ALARM

APG Electric  
A-Tech Consulting, Inc.  
Borrell Fire Systems, Inc.  
Commercial Fire & Communications, Inc.  
**Dabo Fire Inspection & Service**  
Piper Fire Protection  
Qualified Systems Contracting  
Safe Fire Protection, Inc.  
Siemens Industry, Inc.  
Simplex Grinnel LP  
Stanley Convergent Security Solutions, Inc.  
VSC Fire & Security

CONTRACTORS - SIGNAGE

Allen Industries, Inc.  
Creative Sign Designs  
Thomas Sign & Awning Company\*

CONTRACTORS –  
TELECOMMUNICATIONS

APG Electric  
BCI Integrated Solutions  
Com-Tek Communications\*  
InfraSource Underground Construction Services  
Metro Services Group, Inc.  
Wilson Technology Group, Inc.\*

CONTRACTORS – TEST & BALANCE

Bay to Bay Balancing, Inc.\*  
**Driggers Engineering Services, Inc. (DESI)**  
Southern Independent Testing Agency, Inc.  
SpecTech consultants, Inc.  
Test and Balance Corporation (TABC)  
The Phoenix Agency, Inc.\*

\* Indicates a Minority

CONTRACTORS – OTHER SPECIALTY

Alternative Building Solutions\*  
AwnClean USA, Inc.\*  
Bayside Sandblasting & Painting, Inc  
Cam Connections, Inc.  
Caravan Contractors, Inc.  
Hangings Unlimited of St. Petersburg  
Hile's Curtain Specialties, Inc.  
InfraSource Underground Construction Services  
M Space Holdings, LLC  
Office & Flooring Worx, Inc.  
RestoCon Corporation  
Spectrum Installations, Inc.  
The San Francisco Upholstery Group, Inc.\*  
West Coast Fence, Corp.

CONTRACTORS – TREE WORK

O'Neils Tree Service  
Pinellas Tree Service, Inc.  
Yutzy Tree Service

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

jr0628121

July 17, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Disposition of Surplus or Obsolete Property (Survey # 543)

The items of tangible personal property that follow have been declared as surplus or obsolete and are of no further economical use to the College. Regarding the retirement of desktop computers, the College's Technology Oversight Group (TOG) recommends that any desktop computer comparable to or older than the Dell GX280 model be moved to surplus. Any laptop computer comparable to or older than the Dell D810 model, or any C series (or comparable) should be moved to surplus. These older computers do not efficiently support the Windows 7 operating systems and application suites.

**Pursuant to Board of Trustees Rule 6Hx23-5.13 (IV), the Property Survey Committee requests authorization to sell or otherwise dispose of this property in the manner prescribed by Chapter 274, Florida Statutes.**

Tag Number	Description	Acquisition Date	Condition	Acquisition Cost
02898	Digital Time Base Correc	8/1/1989	obsolete	\$3,099.00
02962	Vectorscope:Videotek	9/1/1981	obsolete	\$2,308.50
03469	Bulletin Board:60X48 W/D	2/1/1989	poor	\$1,000.63
05571	Gen Inst Agile Modulator	3/1/1988	obsolete	\$5,652.79
06027	Tv:Mitsubishi:45"	2/1/1991	obsolete	\$2,335.00
07198	Computer:Unisys	6/1/1992	obsolete	\$3,285.07
08574	Waveform Monitor:Videote	11/1/1993	obsolete	\$2,214.28
09482	Computer:Compaq	7/1/1995	obsolete	\$3,884.93
10680	Projector:Epson	9/1/1996	obsolete	\$6,125.00
10995	Laptop Computer:Dell	4/17/1997	obsolete	\$4,549.00
11237	Fiber Probe Kit: Scope Comm	6/9/1997	obsolete	\$1,563.21
11730	Laptop Computer:Dell Latitude	7/7/1997	obsolete	\$3,589.00
11835	Laptop Computer:Dell Latitude	6/17/1998	obsolete	\$4,108.00
12288	Printer:Lexmark 1650N	1/14/1998	obsolete	\$1,281.63
12290	VHS Camcorder:Panasonic	11/25/1997	obsolete	\$1,475.99
12322	Computer:Dell	1/21/1998	obsolete	\$1,280.00
12519	Computer:Dell	1/21/1998	obsolete	\$1,369.21
12594	Printer:Lexmark 1650N	1/21/1998	obsolete	\$1,526.19

12942	Computer:Dell P6333 GX1/M+	7/30/1998	obsolete	\$2,299.00
13017	Laptop Computer:Dell Latitude	7/28/1998	obsolete	\$2,500.00
13625	Vtel Team Conferencing	8/20/1998	obsolete	\$48,267.98
14511	Computer:Yamaha	2/15/1999	obsolete	\$2,120.00
14785	Laptop Computer:Dell Latitude	4/13/1999	obsolete	\$2,994.00
15076	VCR:Mini DV Digital	2/7/1999	obsolete	\$3,421.00
15216	Printer:Lexmark 1855N	8/31/1999	obsolete	\$1,308.26
15529	Server:Dell PowerEdge	8/9/1999	obsolete	\$2,887.00
15573	Computer: Dell P6400	8/17/1999	obsolete	\$1,314.00
15597	Computer: Dell P6400	8/13/1999	obsolete	\$1,314.00
15771	Projector:Epson	9/29/1999	obsolete	\$3,740.00
16062	TV:Sony	12/6/1999	obsolete	\$1,568.34
16210	Video Router	12/1/2000	obsolete	\$35,337.85
16272	Computer:Dell Dimension XPS	1/12/2000	obsolete	\$2,521.08
16273	Computer:Dell Dimension XPS	1/12/2000	obsolete	\$2,521.08
16342	Waveform/Vetorscope	10/1/1999	obsolete	\$6,009.10
17007	Multiscan Monitor:Mitsubishi	2/22/2000	obsolete	\$3,907.56
17207	Monitor:Mitsubishi 33"	2/22/2000	obsolete	\$3,907.57
17317	Laptop Computer:Dell Latitude	6/19/2000	obsolete	\$2,481.00
17918	Monitor 33": Mitubishi	6/1/2000	obsolete	\$4,476.56
18106	Laptop Computer:Dell Latitude	9/8/2000	obsolete	\$2,134.00
18108	Laptop Computer:Dell Latitude	9/8/2000	obsolete	\$2,134.00
18306	Computer:Dell 800Mhz/133 GX110	11/13/2000	obsolete	\$2,267.00
18713	Laptop Computer:Dell Latitude	1/12/2001	obsolete	\$2,163.00
19003	Camcorder:Panasoic	5/9/2001	obsolete	\$1,474.40
19165	Braille Blazer Embosser	1/29/2001	obsolete	\$2,607.00
19173	Laptop Computer:Dell Latitude	4/17/2001	obsolete	\$2,540.00
19178	Laptop Computer:Dell Latitude	4/17/2001	obsolete	\$2,540.00
19896	S-Video TV Local Monitor:Sony	3/26/2001	obsolete	\$1,959.12
22014	Laptop Computer: Dell Latitude	7/25/2002	obsolete	\$1,886.00
22027	Laptop Computer: Dell Latitude	7/25/2002	obsolete	\$1,886.00
22049	Laptop Dell Latitude C610	5/8/2002	obsolete	\$2,528.00
22054	Laptop Computer: Dell Latitude	5/21/2002	obsolete	\$1,498.00
22083	Smartview Viewer w/Monitor	6/5/2002	obsolete	\$2,953.33
22084	Smartview Viewer w/Monitor	6/5/2002	obsolete	\$2,953.33
22093	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22120	Computer: Dell GX240	4/5/2002	obsolete	\$1,148.75
22140	Computer:Dell 530	4/23/2002	obsolete	\$3,963.00
23133	Computer: Dell GX260T	7/18/2002	obsolete	\$1,863.00

23242	Computer: Dell GX260T	8/7/2002	obsolete	\$1,294.02
23299	Printer: Lexmark T620N	8/22/2002	obsolete	\$1,322.00
23300	Laptop Computer: Dell Latitude	8/28/2002	obsolete	\$3,216.29
23689	Laptop Computer: Dell Latitude	11/13/2002	obsolete	\$2,662.00
23737	Large Speaker	5/6/2003	obsolete	\$1,024.69
23738	Large Speaker	5/6/2003	obsolete	\$1,024.70
23766	50" Projector TV: Sony	9/6/2002	obsolete	\$3,162.03
23966	Computer: Dell GX260	11/14/2002	obsolete	\$1,630.77
24346	Monitor 35"	11/22/2002	obsolete	\$2,206.81
24405	Monitor 35": Sony	11/22/2002	obsolete	\$1,434.83
24421	Laptop Computer:Dell Latitude	6/2/2003	obsolete	\$2,353.00
24529	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24535	Computer: Dell GX260T	1/15/2003	obsolete	\$1,578.41
24577	Projector: Powerlite 720C	3/7/2003	obsolete	\$2,424.21
24581	Laptop Computer: Dell Latitude	3/7/2003	obsolete	\$3,080.19
24779	Laptop Computer: Dell Latitude	5/6/2003	obsolete	\$2,061.00
24789	Laptop Computer: Dell Latitude	4/16/2003	obsolete	\$2,328.00
24961	Computer: Dell GX260T	4/22/2003	obsolete	\$1,171.00
25028	Laptop Computer:Dell Latitude	5/6/2003	obsolete	\$2,778.00
25073	Laptop Computer: Dell Latitude	5/21/2003	obsolete	\$2,625.00
25079	Laptop Computer: Dell Latitude	5/21/2003	obsolete	\$2,625.00
25096	Laptop Computer: Dell Latitude	4/30/2003	obsolete	\$1,733.00
25329	Computer:Dell GX260S	6/20/2003	obsolete	\$1,361.00
25333	Computer:Dell GX260S	6/26/2003	obsolete	\$1,322.00
25339	Computer:Dell GX260S	6/25/2003	obsolete	\$1,400.00
25342	Laptop Computer: Dell Latitude	4/30/2003	obsolete	\$2,061.00
25345	Computer: Dell 650	4/30/2003	obsolete	\$3,650.00
25361	Computer: Dell 650	4/30/2003	obsolete	\$3,738.00
25369	Computer: Dell GX260T	4/30/2003	obsolete	\$1,272.00
25383	Laptop Computer: Dell Latitude	5/5/2003	obsolete	\$2,981.20
25385	Laptop Computer: Dell Latitude	5/5/2003	obsolete	\$2,680.00
25393	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25394	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25396	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25397	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25398	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25401	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25402	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25403	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00

25405	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25408	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25411	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25412	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25413	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25414	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25415	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25416	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25442	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25443	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25450	Computer: Dell GX260T	5/1/2003	obsolete	\$1,272.00
25451	Computer: Dell 533	4/30/2003	obsolete	\$5,146.00
25455	Computer: Dell 533	5/1/2003	obsolete	\$5,146.00
25459	Computer: Dell 533	5/1/2003	obsolete	\$5,146.00
25460	Computer: Dell 533	5/1/2003	obsolete	\$5,146.00
25522	Computer:Dell GX260S	6/25/2003	obsolete	\$1,371.00
25523	Computer:Dell GX260S	6/25/2003	obsolete	\$1,371.00
25524	Computer:Dell GX260S	6/25/2003	obsolete	\$1,371.00
25526	Computer:Dell GX260S	6/25/2003	obsolete	\$1,371.00
25527	Computer:Dell GX260S	6/25/2003	obsolete	\$1,371.00
25529	Computer:Dell GX260S	6/25/2003	obsolete	\$1,371.00
25540	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25756	Computer: Dell GX260T	4/30/2003	obsolete	\$1,234.00
25759	Computer: Dell GX260T	4/30/2003	obsolete	\$1,313.00
25891	Computer: Dell Precision 650	5/5/2003	obsolete	\$5,146.00
25893	Computer: Dell Precision 650	5/5/2003	obsolete	\$5,146.00
25894	Computer: Dell Precision 650	5/5/2003	obsolete	\$5,146.00
25901	Computer: Dell Precision 650	5/5/2003	obsolete	\$5,146.00
25902	Computer: Dell Precision 650	5/14/2003	obsolete	\$5,146.00
25905	Computer: Dell Precision 650	5/14/2003	obsolete	\$5,146.00
25910	Computer: Dell Precision 650	5/14/2003	obsolete	\$5,146.00
26340	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26357	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26358	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26359	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26360	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26376	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26387	Computer:Dell GX260S	6/25/2003	obsolete	\$1,369.00
26417	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00

26422	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26427	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26430	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26445	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26446	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26448	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26449	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26450	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26451	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26452	Computer:Dell GX260S	6/26/2003	obsolete	\$1,235.00
26788	Computer:Dell GX260T	7/29/2003	obsolete	\$1,029.00
26794	Computer:Dell GX260T	7/23/2003	obsolete	\$1,370.00
26795	Computer:Dell GX260T	7/23/2003	obsolete	\$1,370.00
26796	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26797	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26798	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26799	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26800	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26801	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26802	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26804	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26805	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26806	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26809	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26810	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26811	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26813	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26814	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26816	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26818	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26819	Computer:Dell	7/23/2003	obsolete	\$1,370.00
26820	Computer:Dell	7/23/2003	obsolete	\$1,370.00
27050	Laptop Computer:Dell M60	12/15/2003	obsolete	\$3,459.23
27189	Computer:Dell 533	10/24/2003	obsolete	\$4,376.95
27234	Server:Dell 2650	4/12/2004	obsolete	\$4,585.15
27266	Server:Dell 1750	8/17/2004	obsolete	\$5,364.44
27267	Server:Dell 1750	8/17/2004	obsolete	\$5,364.44
27491	Laptop Computer:Dell Latitude	3/9/2004	obsolete	\$3,084.59
27501	Computer:Dell GX270	3/24/2004	obsolete	\$1,493.65

27504	Laptop Computer:Dell Latitude	3/30/2004	obsolete	\$3,294.54
27544	Computer:Dell GX270T	11/14/2003	obsolete	\$1,289.00
27545	Computer:Dell GX270T	11/14/2003	obsolete	\$1,289.00
27634	Laptop Computer:Dell Latitude	3/10/2004	obsolete	\$1,508.90
27685	Laptop Computer:Dell Latitude	4/14/2004	obsolete	\$2,477.45
27692	Laptop Computer:Dell Latitude	4/14/2004	obsolete	\$2,549.16
27696	Computer Latitude D800	4/21/2004	obsolete	\$3,293.53
27700	Laptop Computer:Dell Latitude	4/27/2004	obsolete	\$2,437.29
27714	Computer:Dell GX270	5/3/2004	obsolete	\$1,554.54
28547	Laptop Computer:Dell Latitude	8/20/2004	obsolete	\$1,791.00
28560	Laptop Computer:Dell Latitude	8/26/2004	obsolete	\$1,802.00
28600	Laptop Computer:Dell Latitude	9/8/2004	obsolete	\$2,427.96
28622	Computer:Dell GX280	9/29/2004	obsolete	\$1,853.22
28623	Computer:Dell GX280	9/29/2004	obsolete	\$1,853.22
28624	Computer:Dell GX280	9/29/2004	obsolete	\$1,853.22
28651	Computer:Dell SX280	11/2/2004	obsolete	\$1,339.94
28652	Computer:Dell GX280	11/2/2004	obsolete	\$1,339.94
28654	Computer:Dell SX280	11/2/2004	obsolete	\$1,339.94
28655	Computer:Dell GX280	11/2/2004	obsolete	\$1,339.94
28656	Computer:Dell SX280	11/2/2004	obsolete	\$1,339.94
28663	Computer:Dell GX280	11/5/2004	obsolete	\$1,629.21
28664	Computer:Dell GX280	11/5/2004	obsolete	\$1,540.66
28762	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
28767	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
28768	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
28769	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
28770	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
28773	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
28779	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
28780	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
28784	Laptop Computer:Dell Latitude	3/24/2005	obsolete	\$1,420.04
29049	Laptop Computer:Dell Latitude	12/17/2004	obsolete	\$1,737.86
29051	Laptop Computer:Dell Latitude	12/17/2004	obsolete	\$1,737.86
29098	Computer:Dell GX280	1/6/2005	obsolete	\$1,536.04
29115	Computer:Dell 370	1/19/2005	obsolete	\$2,198.78
29123	Computer:Dell GX280	1/26/2005	obsolete	\$1,594.12
29262	Computer:Dell GX280	1/31/2005	obsolete	\$1,234.00
29288	Server:Dell PowerEdge 2850	3/14/2005	obsolete	\$3,654.24
29417	Laptop Computer:Dell Latitude	3/14/2005	obsolete	\$2,506.29

29421	Laptop Computer:Dell Latitude	3/8/2005	obsolete	\$2,578.08
29424	Laptop Computer:Dell Latitude	3/9/2005	obsolete	\$1,854.10
29492	Computer:Dell GX280	4/25/2005	obsolete	\$1,114.00
29493	Computer:Dell GX280	4/25/2005	obsolete	\$1,114.00
29501	Computer:Dell GX280	4/26/2005	obsolete	\$1,075.00
29506	Laptop Computer:Del Latitude	5/2/2005	obsolete	\$2,283.37
29660	Computer:Dell GX280	3/8/2005	obsolete	\$1,453.12
29694	Computer:Dell GX280	3/23/2005	obsolete	\$1,214.92
29710	Computer:Dell GX280	3/18/2005	obsolete	\$1,278.65
29777	Computer:Dell GX280	3/28/2005	obsolete	\$1,065.16
30751	Server:Dell PowerEdge 2850	1/4/2006	obsolete	\$6,428.94
31085	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31091	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31092	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31093	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31094	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31095	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31096	Computer:Dell GX280	6/17/2005	obsolete	\$1,102.75
31130	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31131	Computer:Dell GX280	6/14/2005	obsolete	\$1,119.91
31249	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31250	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31252	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31262	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31265	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31349	Computer:Dell GX280	7/18/2005	obsolete	\$1,059.00
31363	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31365	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31366	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31367	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31370	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31374	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31375	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31379	Computer:Dell 670	8/10/2005	obsolete	\$3,186.00
31458	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31462	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31464	Computer:Dell GX280	8/2/2005	obsolete	\$1,218.00
31479	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31486	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00

31490	Laptop Computer:Dell Latitude	8/8/2005	obsolete	\$1,566.00
31498	Laptop Computer:Dell Latitude	8/12/2005	obsolete	\$1,566.00
31510	Sever:Dell PowerEdge 2850	11/15/2005	obsolete	\$16,791.00
31552	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31553	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31554	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31555	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31557	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31558	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31559	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31561	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31562	Laptop Computer:Dell Latitude	8/11/2005	obsolete	\$1,566.00
31612	Computer:Dell GX280	9/14/2005	obsolete	\$1,477.40
31630	Computer:Dell GX280	9/16/2005	obsolete	\$1,140.05
32151	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32152	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32154	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32155	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32157	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32161	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32165	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32172	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32176	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32177	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32180	Computer:Dell GX280	8/19/2005	obsolete	\$1,037.00
32185	Computer:Dell 670	9/7/2005	obsolete	\$3,186.00
32202	Computer:Dell 670	9/8/2005	obsolete	\$3,186.00
32203	Computer:Dell 670	9/8/2005	obsolete	\$3,186.00
32205	Computer:Dell 670	9/8/2005	obsolete	\$3,186.00
32216	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32222	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32224	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32225	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32227	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32229	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32231	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32232	Computer:Dell 670	9/14/2005	obsolete	\$3,186.00
32356	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32357	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75

32358	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32359	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32360	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32361	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32362	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32363	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32364	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32365	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32366	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32367	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32368	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32369	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32370	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32371	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32373	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32374	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32375	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32376	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32377	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32378	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32379	Computer:Dell GX280	8/25/2005	obsolete	\$1,087.75
32461	Video Mafnifier:Deskmate	12/9/2005	obsolete	\$2,595.00
33493	Laptop Computer:Dell Latitude	1/12/2006	obsolete	\$1,306.59
33494	Laptop Computer:Dell Latitude	1/12/2006	obsolete	\$1,306.59
33495	Laptop Computer:Dell Latitude	1/12/2006	obsolete	\$1,306.59
33496	Laptop Computer:Dell Latitude	1/12/2006	obsolete	\$1,306.59
33497	Laptop Computer:Dell Latitude	1/12/2006	obsolete	\$1,306.59
33498	Laptop Computer:Dell Latitude	1/12/2006	obsolete	\$1,306.59
33507	Laptop Computer:Dell Latitude	1/12/2006	obsolete	\$1,306.59
33514	Laptop Computer:Dell Latitude	1/12/2006	obsolete	\$1,306.59
34245	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34246	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34248	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34249	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34250	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34251	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34252	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34253	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34254	Laptop Computer:Dell Latitude	4/28/2006	obsolete	\$1,297.34

34255	Laptop Computer:Dell Latitude	4/28/2006	obsolete	\$1,297.34
34256	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34257	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34258	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34259	Laptop Computer:Dell Latitude	4/28/2006	obsolete	\$1,297.34
34260	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34262	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34263	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34264	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34265	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34266	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34267	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34268	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34270	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34271	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34272	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34273	Laptop Computer:Dell Latitude	4/28/2006	obsolete	\$1,297.34
34274	Laptop Computer:Dell Latitude	4/28/2006	obsolete	\$1,297.34
34275	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34276	Laptop Computer:Dell Latitude	5/1/2006	obsolete	\$1,297.34
34277	Laptop Computer:Dell Latitude	4/28/2006	obsolete	\$1,297.34
34730	Heatseal Laminator	10/30/2006	obsolete	\$1,302.00
35341	Server Poweredge	1/12/2007	obsolete	\$6,566.94
36592	Precision M65	7/2/2007	obsolete	\$2,136.21
			TOTAL:	\$790,513.83

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

Miscellaneous Chairs, Tables and Furniture

Miscellaneous Computer & Telephone Parts

Miscellaneous Custodial Equipment

Miscellaneous Scientific, Medical, Exercise, Classroom and Kitchen Equipment

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

djh0604121

July 17, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Resolution to Terminate EpiCenter Annex I (Coliseum) Facility 702, EpiCenter (Site 1), Amendment to the Educational Plant Survey dated, July 1, 2012

**Approval is sought to execute the attached resolution to terminate the EpiCenter Annex I (Coliseum) Facility 702, EpiCenter (Site 1), from the College Facilities Inventory.**

The architect, Steven J. Vinci of ARC3 Architecture, completed a Building Valuation Analysis of the EpiCenter Annex I (Coliseum) Facility #702, EpiCenter, (Site 1), using the Castaldi Formula Analysis for Modernization of Educational Facilities, as requested by staff. This analysis is required by the Office of Educational Facilities, Florida Department of Education to allow for the termination of any building included on a college's inventory of buildings.

The Castaldi Formula Analysis stipulates two rules to consider when deciding whether to modernize or replace an educational facility:

1. If the cost of modernization exceeds 40% of a cost to construct a comparable new building; and
2. If any two of the following items are required, modernization should be questioned;
  - a. Major replacement of plumbing, heating and air-conditioning (HVAC);
  - b. Total replacement of electrical wiring;
  - c. Basic structural changes involving space arrangements;
  - d. Complete replacement of roofing; or
  - e. Complete revamping of the fenestration pattern (exterior walls and windows).

ARC3 Architecture, Inc.'s findings to question 1, indicate that the ratio of modernization to replacement on the EpiCenter Annex I (Coliseum) Facility #702, EpiCenter, (Site 1), acquired in August, 2005 was 186%. Findings to question 2, a-e, were answered in the affirmative and therefore support the decision to raze the building as modernization is a more expensive solution. The entire report by ARC3 Architecture, Inc. is available upon request.

Per the State process for building replacement, this request will be submitted to the Florida Department of Education. Additionally, we will request the Office of Educational Facilities to perform a site visit to inspect this building, review the request for demolition and approve the demolition of EpiCenter Annex I (Coliseum) Facility 702, EpiCenter (Site 1).

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; and Steven J. Vinci, Principal, ARC3 Architecture, Inc., recommend approval.

Attachment

vrh 0626121

**RESOLUTION of the  
BOARD OF TRUSTEES  
ST. PETERSBURG COLLEGE  
St. Petersburg, Florida**

WHEREAS, the property commonly known as the EpiCenter Annex I (Coliseum), (Facility 702) at the EpiCenter (Site 1) of St. Petersburg College is located at 13707 58<sup>th</sup> Street North, Clearwater, FL 33760.

WHEREAS, said property is in unsatisfactory condition and has been evaluated using the Castaldi Formula Analysis and has been determined to have a modernization to replacement ratio of 186%, which is higher than the recommended ratio of 40% or less, for modernization

and

BE IT THEREFORE RESOLVED, pursuant to Section 1013.28, Florida Statutes, the Board of Trustees declares said property is unnecessary for educational or ancillary purposes and authorizes the termination of said property.

Dated this 17<sup>th</sup> day of July, 2012

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Terrence E. Brett, Chair  
Board of Trustees  
St. Petersburg College

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William D. Law, Jr., President  
of the College and Secretary of the  
Board of Trustees  
St. Petersburg College

July 17, 2012

**MEMORANDUM**

**TO:** Board of Trustees, St. Petersburg College  
**FROM:** William D. Law, Jr., President *WDL*  
**SUBJECT:** Board Acceptance of Project #186-Z-11-15, Remodel First Floor for Food Service, Bookstore and Student Support, Downtown Center

**Authorization is requested to approve Project #186-Z-11-15 as substantially complete. The Design Build Contractor, Biltmore Construction Company and college personnel have inspected the work on this project and certify that as of June 29, 2012, this project is substantially complete in accordance with the contract documents, subject to the correction of final punch list items, including building code requirements.**

This *Type I Large Construction Project* consisted of remodeling a portion of space on the ground floor of the main Downtown Center building. This provided a much needed Food Service area, Bookstore and Student Support area to accommodate growth at the Downtown Center.

The Guaranteed Maximum Price (GMP) for this project is \$547,571 with a total project budget of \$697,029.00. The funding sources for this project are Public Education Capital Outlay Funds (PECO-186), 2-Year Student Capital Improvement Fee Funds (SCIF), and Student Capital Improvement Fee Reserve Funds (SCIF Reserve).

Funding Source for the total project budget:

Public Education Capital Outlay Funds (PECO) – General Renovate/Remodel, Roofs, HVAC, ADA, Utilities, Site (186)	\$267,947.86
2-year Student Capital Improvement Fee Funds (SCIF)	\$73,285.56
Student Capital Improvement Fee Reserve Funds (SCIF Reserve)	\$355,795.58
<b>Total Project Budget:</b>	<b>\$697,029.00</b>

**Authorization is requested to accept this project based on substantial completion referenced above.** Final payment will not be made until all requirements for final completion have been met. The State Requirements for Educational Facilities, 2008, and as amended in 2009, Chapter 4, Section 4.2(3), requires that final payment shall not be made until a certificate of occupancy has been issued, the project has been completed, and the Board of Trustees has accepted the project.

Doug Duncan, Senior Vice President, Administrative/Business Services and Information Technology; Dr. Kevin Gordon, Provost, Downtown Center; Vito Diruggiero, Vice President,

Biltmore Construction; and Leo Arroyo, Principal, Canerday, Belfsky and Arroyo Architecture, Inc. recommend approval.

ai0626122

July 17, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Personnel Report

**Approval is sought for the following recommended personnel transactions:**

<b>HIRE Budgeted</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
6/18/2012	Apicerno,Amy	BA Programs/UPC	Crd.,Collegewide Wkfrc Intrn
6/25/2012	Babbitt,Renee Blair	Custodial Services TS	Custodian I
6/11/2012	Gotwald,Joni E	District Library DO	Instructional Asst II
5/8/2012	Hicks,Christopher R	Health CE - AC	Inst. Technician
7/2/2012	Kirsch,Ramona R	BA Programs/UPC	Director, International Prog.
7/1/2012	Ludwig, Rebecca	BA Programs/UPC	Dean, College of Health Sciences
7/2/2012	Phillips,Kimberly C	Scholarships/Stu Fin Assist DO	Fin. Assist. Officer-Clock Hr.
7/1/2012	Roberts, Geneo	Nursing HC	Program Director II
6/11/2012	Smith,McKenzie B	Fine & Applied Arts CL	Instructional Asst II
6/16/2012	Torres,Daniel Acosta	Provost TS	Technology Resource Specialist

<b>HIRE Temporary/Supplemental</b>			
<b>Effect. Date</b>	<b>Name</b>	<b>Department/Location</b>	<b>Title</b>
6/18/2012	Ballew,Trisha L	Academic & Student Affairs	OPS Technical Level 2
7/1/2012	Beitz,Pamela	Allstate Center Provost	Instructor- Temporary Non-Cred
6/4/2012	Brewer,Edward L	Mathematics SE	Instructor - Temporary Credit
5/14/2012	Brock,Dexter	Letters SPG	Instructor - Temporary Credit
6/12/2012	Daily,Suzanne B	Elderhostel/Coll for Kids AC	Instructor- Temporary Non-Cred
7/1/2012	Deasaro,Mark	Allstate Center Provost	Instructor- Temporary Non-Cred
6/18/2012	Dibuono,Michael	Allstate Center Provost	Instructor- Temporary Non-Cred
6/20/2012	Ford,Sarah A	Academic & Student Affairs	OPS Technical Level 2
5/21/2012	Glover,Alistair	District Library DO	OPS Career Level 4
6/11/2012	Klenk,Nicholas R	Elderhostel/Coll for Kids AC	Instructor- Temporary Non-Cred
6/12/2012	Langiotti,Bernadette L	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
6/20/2012	Lepeak,Patrick J	Dental Hygiene HC	Other Professional- Temporary
7/2/2012	Lieb,Lisbeth A	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
5/14/2012	Ligon,Mendee B	Dental Hygiene HC	Other Professional- Temporary
6/18/2012	Marckese,Dominick M	Allstate Center Provost	Instructor- Temporary Non-Cred

7/2/2012	Pagan,Norberto	Landscape Services HEC	OPS Career Level 1
6/26/2012	Palmore,Curtis L	Criminal Justice AC	Instructor- Temporary Non-Cred
7/2/2012	Penkethman,Thomas E	Student Support Services - SP	Instructor- Temporary Non-Cred
6/15/2012	Ragsdale,Erin K	Allstate Center Provost	OPS Career Level 2
6/20/2012	Reynolds,Jerry L.	Dental Hygiene HC	Other Professional- Temporary
6/18/2012	Roberts,Michael E.	Allstate Center Provost	Instructor- Temporary Non-Cred
6/1/2012	Ruffing,Jerome P	Emergency Medical Services HC	Other Professional- Temporary
6/30/2012	Simmons,Leslie A	Corporate Training E&SS DO	Instructor- Temporary Non-Cred
7/1/2012	Squitieri,Christopher J	Allstate Center Provost	Instructor- Temporary Non-Cred
6/6/2012	Toal,Frank J	Criminal Justice AC	Instructor- Temporary Non-Cred

<b>TRANSFER/PROMOTION Budgeted</b>			
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Effect. Date	Name	Department/Location	Title
5/29/2012	Beckman,Ryan Robert	Athletics - DO	Head Coach Baseball
6/25/2012	Ferrazano,Jamie P.	Instructional Computing SE	Dir. Learning Mgt. & Stud.&NS
7/1/2012	Leopold, Joseph S.	Education & Student Svcs DO	Director of Learning Resources
7/1/2012	Myers, Breanna	Athletics - DO	Head Coach Softball

<b>FOREIGN TRAVEL</b>			
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Effect. Date	Name	Department/Location	Title
06/23/12-07/17/12	Albrecht, Osiris	Foreign Language SE	Instructor

Travel as a chaperone to assist Professor Roxana Levin who will be offering St. Petersburg College Students an educational opportunity to learn the Spanish foreign language and cultural experience while in Spain.

7/23/12-08/05/12	Fernandes, Jennifer	Natural Science TS	Instructor
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To offer St. Petersburg College students an educational opportunity to introduce them to rainforest and Central American ecology by combining lectures, labs and discovery-oriented investigative experiences of the rainforest and coastal environments of Belize.

09/29/12-10/7/12	Flora, Richard	BA Programs UPC	Dean, School of Veterinary Tech.
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Site visit for student exchange program with students from Hansenberg College's veterinary technology program Denmark.

06/29/12-7/27/12	Rawa, Julia	Letters SE	Instructor
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To attend an Oxford University seminar on Advanced Digital Research & Design (DHSS) at Merton College, Oxford.

10/14/12-10/18/12	Murphy, AnnaMaria	Education & Student Svsc DO	Int'l Students Svcs. Rep
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To attend the bi-regional Annual Association of Foreign Educators Conference in San Juan, Puerto Rico, October 14-18th, 2012.

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

Ssw070312

July 17, 2012

**MEMORANDUM**

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

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

**SUBJECT:** FY11-12 July 1- June 30 Fund 1 Financial Report

Attached for information is the Fund 1 financial report for FY11-12 July 1- June 30 time period.

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

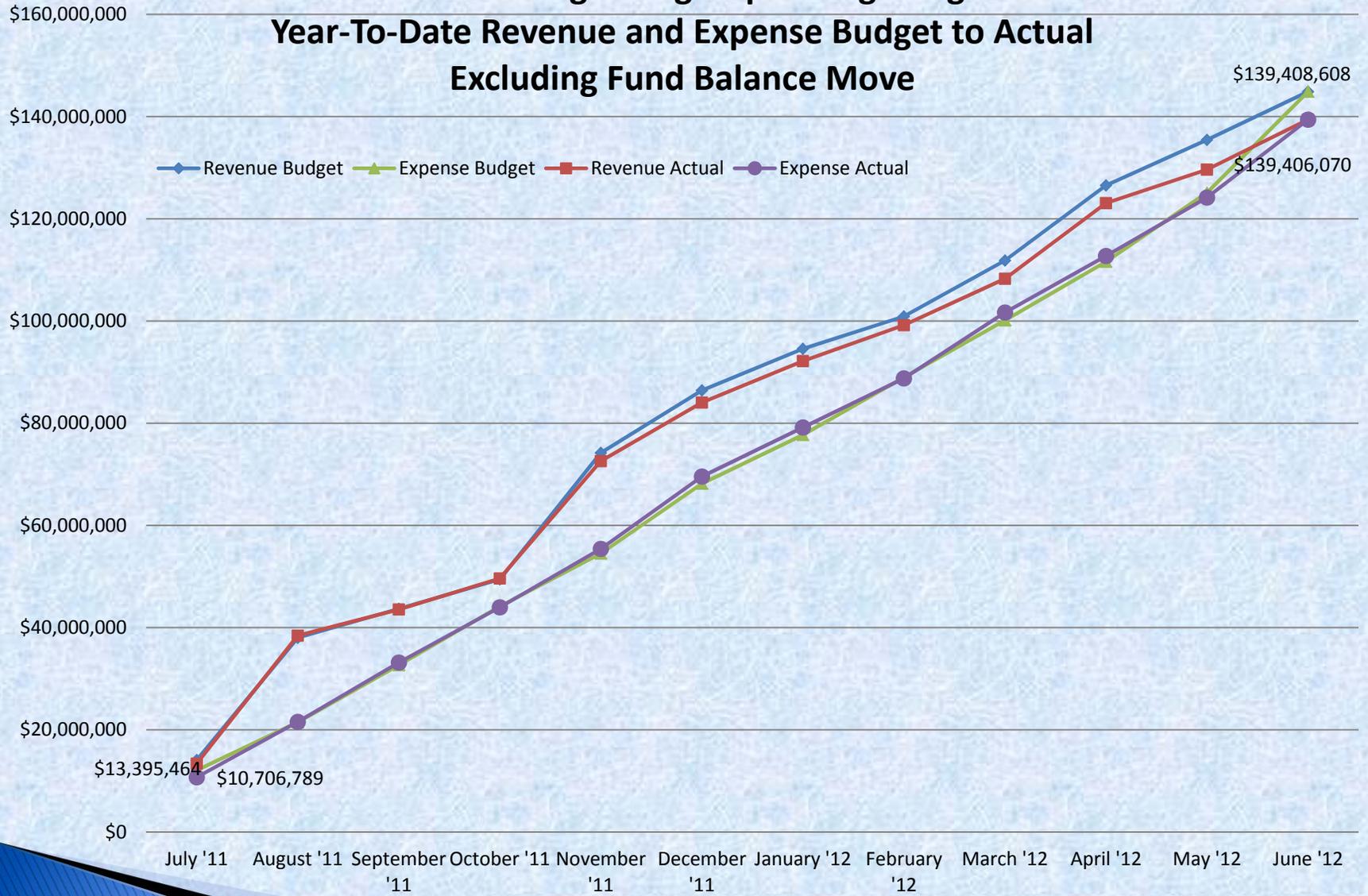
Attachments

Jjc070312

# Board of Trustees Financial Report

July 2012

## St. Petersburg College Operating Budget Year-To-Date Revenue and Expense Budget to Actual Excluding Fund Balance Move



**ST. PETERSBURG COLLEGE**  
 FY2011-2012 FUND 1x BUDGET TO ACTUAL REPORTING: July 1 - June 30 Proforma  
 Excluding Fund Balance Move

Revenue	FY11-12 Budget	FY11-12 YTD Proforma Actual	% of YTD Budgeted Revenue	Year to Date %
<b>Revenue</b>				
Student Tuition & Out-of-State Fees	\$ 61,777,468	\$ 58,095,154	94.0%	
State Appropriation - CCPF	\$ 54,013,658	\$ 54,013,658	100.0%	
Federal Stabilization Funds	\$ -	\$ -	0.0%	
State Appropriation - Lottery	\$ 8,056,423	\$ 8,056,423	100.0%	
Operating Cost for New Facilities	\$ 391,365	\$ 391,365	100.0%	
Distance Learning Fee	\$ 3,147,188	\$ 3,219,877	102.3%	
Technology Fee	\$ 3,059,794	\$ 2,783,254	91.0%	
Lab Revenue Fees	\$ 2,620,549	\$ 1,894,383	72.3%	
Other Revenues	\$ 3,900,474	\$ 3,769,714	96.6%	
Other Student Fees	\$ 1,716,792	\$ 1,785,504	104.0%	
Fund Transfers In	\$ 2,465,057	\$ 2,875,177	116.6%	
Purchase Order PY carryforward		\$ 2,524,099		
Revenue Stabilization Reserve	\$ 2,150,500	\$ -	0.0%	
One-Time Non-Recurring Funds	\$ 1,569,328	\$ -	0.0%	
<b>Total Revenues - Fund 1x</b>	<b>\$ 144,868,595</b>	<b>\$ 139,408,608</b>	<b>96.2%</b>	<b>100%</b>
<b>Operating Costs</b>	<b>FY11-12 Budget</b>	<b>FY11-12 YTD Actual</b>	<b>% of YTD Expense</b>	<b>Year to Date %</b>
<b>Personnel &amp; Benefits</b>				
Instructional/Faculty-Full Time	\$ 25,231,607	\$ 24,917,556	98.8%	
Administrative	\$ 21,807,449	\$ 19,473,150	89.3%	
Career (Non-Instructional)	\$ 23,893,276	\$ 22,872,566	95.7%	
Adjunct/Supplemental/Instr OPS	\$ 15,053,617	\$ 17,854,444	118.6%	
Non-Instructional OPS and Overtime	\$ 2,657,669	\$ 2,706,313	101.8%	
Student Assistants	\$ 500,000	\$ 346,061	69.2%	
Personnel Benefits	\$ 21,537,702	\$ 22,856,418	106.1%	
<b>Total Personnel &amp; Benefits</b>	<b>\$ 110,681,320</b>	<b>\$ 111,026,509</b>	<b>100.3%</b>	<b>100%</b>
<b>Current Expense</b>				
Travel	\$ 578,631	\$ 702,030	121.3%	
Repairs & Maintenance	\$ 1,200,032	\$ 1,070,457	89.2%	
Rentals/Leases	\$ 430,012	\$ 255,800	59.5%	
Insurance (Non-Health)	\$ 2,025,368	\$ 1,653,433	81.6%	
Utilities	\$ 6,255,055	\$ 5,724,706	91.5%	
Services and Fees	\$ 4,430,637	\$ 3,850,619	86.9%	
Scholarships/Fee Waivers	\$ 1,110,895	\$ 901,759	81.2%	
Materials and Supplies	\$ 6,614,473	\$ 6,043,615	91.4%	
Tech Expense/Licensing	\$ 2,126,939	\$ 2,204,347	103.6%	
Bad Debt/Unemployment Comp/Misc	\$ 1,170,257	\$ 1,213,115	103.7%	
Other Current Expense	\$ 3,157,455	\$ 1,270,443	40.2%	
<b>Total Current Expense</b>	<b>\$ 29,099,754</b>	<b>\$ 24,890,325</b>	<b>85.5%</b>	<b>100%</b>
<b>Capital Spending</b>				
Computer Refresh Leases	\$ 2,839,737	\$ 1,720,040	60.6%	100%
Capital Purchases- Non-Recurring	\$ 2,247,784	\$ 1,769,196	78.7%	100%
<b>Total Capital Spending</b>	<b>\$ 5,087,521</b>	<b>\$ 3,489,236</b>	<b>68.6%</b>	
<b>Total Operating Costs - Fund 1x</b>	<b>\$ 144,868,595</b>	<b>\$ 139,406,069</b>	<b>96.2%</b>	<b>100%</b>
<b>Total Remaining Funds (Surplus/Deficit)</b>	<b>\$ (0)</b>	<b>\$ 2,539</b>		

**St. Petersburg College**  
**Proposed Write-Off of Uncollectable Student Delinquent Accounts**  
**2009/2010 Student Accounts**

	<u>Write-Off</u> <u>Up To</u>	<u>Collection</u> <u>Costs Attributable</u>	<u>% of Collection</u> <u>Costs Attributable</u>
(1) Returned Checks	\$6,410.42	\$1,723.14	0.82%
(2) Returned Checks - Charge	\$1,075.00		
(3) Collections - Financial Aid	\$571,185.17	\$131,486.83	62.52%
(4) Collections Accounts Receivable	\$307,476.92	\$70,781.19	33.65%
(5) Short Term Loans	\$27,530.04	\$6,337.42	3.01%
<b>Total Principal Write-Off</b>	<b>\$913,677.55</b>	<b>\$210,328.58</b>	<b>100.00%</b>
(6) Collection Costs Unrecovered	\$210,328.58	\$210,328.58	100.00%
<b>Grand Total</b>	<b>\$1,124,006.13</b>	<b>\$210,328.58</b>	<b>100.00%</b>

July 17, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Uncollectible Student Delinquent Accounts

**In accordance with the State Board of Education Regulation 1010.03, authorization is requested to write-off uncollectible student delinquent accounts totaling \$1,124,006.13 including collection costs of \$210,328.58.** These uncollectible accounts, as shown on Attachment, have been delinquent for more than two years and represent (1.15%) of total student tuition and fee revenues. Last year's write-off represented (.92%).

Accounts receivable in 11/12 are trending slightly lower than 10/11 indicating that accounts receivable has peaked and write offs after next year should move below 1% of total student revenues. This positive trend is mainly due to increased academic and financial aid standards. Payments received from previously written-off accounts have totaled over \$106,000 through June 30.

The College, working with its collection agency, has exhausted all efforts to collect, including placing all accounts with the collection agency. A "HOLD" has been placed on all student delinquent accounts, which prevents them from obtaining transcripts or registering for classes.

The totals by account, not individual student, are listed on the attached page.

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

Attachments

Mm070512

**St. Petersburg College  
Uncollectible Student Delinquent Accounts  
2009/2010 Student Accounts**

	<u>Write-Off Up To</u>	<u>Collection Costs Attributable</u>	<u>% of Collection Costs Attributable</u>
(1) Returned Checks	\$6,410.42	\$1,723.14	0.82%
(2) Returned Checks - Charge	\$1,075.00		
(3) Collections - Financial Aid	\$571,185.17	\$131,486.83	62.52%
(4) Collections Accounts Receivable	\$307,476.92	\$70,781.19	33.65%
(5) Short Term Loans	\$27,530.04	\$6,337.42	3.01%
<b>Total Principal Write-Off</b>	<b>\$913,677.55</b>	<b>\$210,328.58</b>	<b>100.00%</b>
(6) Collection Costs Unrecovered	\$210,328.58	\$210,328.58	100.00%
<b>Grand Total</b>	<b>\$1,124,006.13</b>	<b>\$210,328.58</b>	<b>100.00%</b>

- (1) Checks returned due to insufficient funds or closed bank account.
- (2) Charge for returned checks (Total: 43 checks).
- (3) Reductions in Financial Aid due to students dropping/withdrawing from classes resulting in student not meeting eligibility and subsequently, owing money.
- (4) Student tuition delinquencies resulting from:
- (a) Did not qualify for Financial Aid
  - (b) Owed less than \$50.00 so did not get dropped from classes.
- (5) Payment plans are a 60-day deferral of tuition and fees. Starting in 2009/2010, payment plans are administered by a third party. Payment plan accounts receivable for all future years is the responsibility of the 3rd party agency.
- (6) In April 1999, SPC started charging back students for collection costs charged by our collection agency. The uncollected portion of these charges totals \$210,328.58

July 17, 2012

**MEMORANDUM**

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

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

**SUBJECT:** Board of Trustees' Rules

The College is in the process of undertaking a comprehensive and systematic review of its Rules and Procedures to ensure that each reflect the policies and practices of the institution. The purpose of this initiative is to ensure the College remains in compliance with the mandate in 120.74, Florida Statutes, to review, clarify, simplify and streamline rules where needed to improve efficiency and correct deficiencies. Further, procedural provisions found in the Rules are being moved to Procedures in an ongoing effort to strengthen the College's Procedures and promote accessibility and usability by employees and students.

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

**6Hx23-4.01 Students, Admission, Programs, and Activities - General** The proposed revisions will streamline the policy statement of the College as well as shift procedural provisions to the existing College Procedure P6Hx23-4.01. *Submitted by Tonjua Williams.*

**6Hx23-4.04 Uniforms** The proposed revisions will streamline the policy statement of the College as well as shift procedural provisions to a new College Procedure P6Hx23-4.04. *Submitted by Tonjua Williams.*

**6Hx23-4.14 Florida Resident Classification for the Purpose of Assessing Fees** The proposed revisions will state the policy statement of the College as well as shift procedural provisions to the existing College Procedure P6Hx23-4.14. *Submitted by Tonjua Williams.*

**6Hx23-4.20 Grading System** The proposed revisions will streamline the Rule as well as shift procedural provisions to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.24 Graduation Requirements for All Degrees, Certificates and Diplomas** The proposed change will streamline the College's policy statement regarding graduation requirements for degrees, certificates and diplomas, and shift procedural provisions to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.28 Acceleration Mechanisms** The proposed change will update provisions related to acceleration mechanisms for students and shift procedural provisions to College procedures. *Submitted by Tonjua Williams.*

**6Hx23-4.29 Graduation Requirements for the Associate in Science and Associate in Applied Science Degrees** The proposed change will streamline the Rule and move the procedural provisions to a new College Procedure on graduation requirements, P6Hx23-4.29. *Submitted by Tonjua Williams.*

**6Hx23-4.30 Class Attendance** The proposed change will revise and streamline the policy regarding class attendance and shift procedural provisions to an existing Procedure P6Hx23-4.30, *Class Attendance and Release for Jury Duty.* *Submitted by Tonjua Williams.*

**6Hx23-4.31 Withdrawal** The proposed change will streamline the existing Rule on withdrawal and shift procedural provisions to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.32 General Education Requirements for Associate Degree Programs** The proposed change will clarify the existing Rule on general education requirements for associate degree programs, and shift procedural provisions to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.33 Student and Student Organization Regulations** The proposed revisions will change the title of the Rule to *Student Code of Conduct* and streamline the College's existing policy statement and provide authority to establish procedures related to student regulations. Procedural provisions will be shifted to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.332 Sexual Misconduct** The proposed change will streamline the College's policy statement regarding sexual misconduct and shift procedural provisions to existing College procedure, P6Hx23-4.332. *Submitted by Tonjua Williams.*

**6Hx23-4.333 Evaluation and Dismissal of Students Exhibiting Unusual or Disruptive Behavior** The proposed change will streamline the College's policy statement regarding addressing students with disruptive behavior and move procedural provisions to a new Procedure P6Hx23-4.333. *Submitted by Tonjua Williams.*

**6Hx23-4.34 Student Traffic and Parking Control** The proposed change will streamline the College's policy statement regarding student traffic and parking control, and shift procedural provisions to the existing related College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.351 Threat Assessment** The proposed change will streamline and clarify College policy related to the implementation of the institutional threat assessment process, and move procedural aspects to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.37 Student Records** The proposed change will streamline and clarify College policy related to student records, and shift procedural provisions to a new related College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.40 Student Publications** The proposed change will streamline and clarify College policy related to student publications, and shift procedural provisions to a new related College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.44 Student Organizations** The proposed change will streamline and clarify College policy related to the formation, advisement and governance of student organizations and clubs, and shift procedural provisions to the existing related College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.49 Scholarships, Academic Merit Scholars** The proposed change will streamline and clarify College policy related to scholarships, and shift procedural provisions to a new related College Procedure P6Hx23-4.49. *Submitted by Tonjua Williams.*

**6Hx23-4.451 College-Preparatory Instruction** The proposed change will streamline and clarify College policy related to college preparatory instruction, and shift procedural provisions to a new related College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.46 Academic Warning, Probation, Suspension and Dismissal** The proposed change will streamline and clarify College policy related to academic warning, probation, suspension and dismissal, and shift procedural provisions to a new related College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.4910 Presidential Scholarships** The proposed change will streamline the current Rule on Presidential Scholarships and shift the procedural provisions to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.4911 Trustees' Honors College Scholarships** The proposed change will streamline the Rule on Trustees' Honors College Scholarships and shift procedural provisions to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.4912 Baccalaureate Programs Scholarships** The proposed change will streamline the Rule on Baccalaureate Programs Scholarships and shift procedural provisions to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.492 Johnnie Ruth Clarke Scholarship** The proposed change will streamline the Rule on the Johnnie Ruth Clarke Scholarship and shift procedural provisions to a new College procedure. *Submitted by Tonjua Williams.*

**6Hx23-4.493 Student Incentive Grants** The proposed change will streamline and clarify College policy related to student incentive grants, and shift procedural provisions to a new related College procedure. *Submitted by Tonjua Williams.*

Please see below a chart of the Rulemaking Revisions Summary including links to statutory authority as well as the proposed text for revision.

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

ps0703121

## Rulemaking Revisions Summary; JULY BOT Meeting

<b><i>BOT RULE</i></b>	<b><i>Citation</i></b>	<b><i>FS Statutory and SBE Authority</i></b>	<b><i>Board's Authority</i></b>	<b><i>College policy and revision</i></b>	<b><i>Corresponding College Procedure</i></b>
<b>Students, Admission, Programs, and Activities – General</b>	<a href="#">6Hx23-4.01</a>	<a href="#">1001.64 (2), (4), (5), (6), (7) &amp; (8), 1001.02, 1001.03, 1006.33, 1007.263, F.S.; Rules <a href="#">6A-10.030</a>, <a href="#">6A-19.001</a>, <a href="#">6A-19.002</a>, F.A.C.</a>	Board may adopt rules related to student admissions and programming.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.01 Procedural language moved from Rule 6Hx23-4.01, <i>Students, Admission, Programs, and Activities – General</i> to Procedure.
<b>Uniforms</b>	<a href="#">6Hx23-4.04</a>	<a href="#">1001.64 (2), (4) &amp; (8), 1001.02, 1001.03, 1001.65, F.S.; Rule <a href="#">6A-14.0261</a></a>	Board may adopt rules and policy related to student dress and program requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.04 Procedural language moved from Rule 6Hx23-4.04, <i>Uniforms</i> to new Procedure.
<b>Florida Resident Classification for the Purpose of Assessing Fees</b>	<a href="#">6Hx23-4.14</a>	<a href="#">1001.64 (2), (4) &amp; (18), 1012.81, 1012.855, F.S.; Rule <a href="#">6A-14.047</a></a>	Board may adopt rules and policies related to assessing residency for tuition purposes.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.14 Procedural language moved from Rule 6Hx23-4.14, <i>Florida Resident Classification for the Purpose of Assessing Fees</i> to Procedure.
<b>Grading System</b>	<a href="#">6Hx23-4.20</a>	<a href="#">1001.64 (2), (4) &amp; (8), 1004.68, F.S.</a>	Board may adopt rules and policy to establish a grading system.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.20 Procedural language moved from Rule 6Hx23-4.20, <i>Grading System</i> to new Procedure.
<b>Graduation Requirements for All Degrees, Certificates and Diplomas</b>	<a href="#">6Hx23-4.24</a>	<a href="#">1001.64 (2), (4), (6), (7), (8) &amp; (17), 1000.21, 1001.02, 1001.03, 1003.49, 1004.04, 1004.65, 1004.68, 1004.92, 1007.22, 1007.23, 1007.24, 1007.25, 1009.23, 1009.25, 1009.26, 1009.28, F.S.; SBE Rule <a href="#">6A-14.030</a></a>	Board may adopt rules and policy related to graduation requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.24 Procedural language moved from Rule 6Hx23-4.24, <i>Graduation Requirements for All Degrees, Certificates and Diplomas</i> to new Procedure.

<b><i>BOT RULE</i></b>	<b><i>Citation</i></b>	<b><i>FS Statutory and SBE Authority</i></b>	<b><i>Board's Authority</i></b>	<b><i>College policy and revision</i></b>	<b><i>Corresponding College Procedure</i></b>
<b>Acceleration Mechanisms</b>	<a href="#">6Hx23-4.28</a>	<a href="#">1001.64 (2), (4) &amp; (8), 1007.27, 1007.271</a> , F.S.; SBE Rules <a href="#">6A-14.031</a> , <a href="#">6A-14.054</a>	Board may adopt rules and policy related to accelerated mechanisms for qualified high school students.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.28 Procedural language moved from Rule 6Hx23-4.28, <i>Acceleration Mechanisms</i> to new Procedure.
<b>Graduation Requirements for the Associate in Science and Associate in Applied Science Degrees</b>	<a href="#">6Hx23-4.29</a>	<a href="#">1001.64 (2), (4), (6) &amp; (8), 1000.21, 1001.02, 1001.03, 1004.68, 1007.23</a> F.S.; SBE Rule <a href="#">6A-14.030</a>	Board may adopt rules and policy regarding graduation requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.29 Procedural language moved from Rule 6Hx23-4.29, <i>Graduation Requirements for the Associate in Science and Associate in Applied Science Degrees</i> to new Procedure.
<b>Class Attendance</b>	<a href="#">6Hx23-4.30</a>	<a href="#">1001.64 (2) &amp; (4), 1001.65</a> , F.S.;	Board may adopt rules and policies related to students and attendance.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.30 Procedural language moved from Rule 6Hx23-4.30, <i>Class Attendance</i> to Procedure.
<b>Withdrawal</b>	<a href="#">6Hx23-4.31</a>	<a href="#">1001.64 (2), (4), (6), (7) &amp; (8), 1004.68</a> , F.S.; SBE Rule <a href="#">6A-14.0301</a>	Board may adopt rules and policies related to students and academic requirements.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.31 Procedural language moved from Rule 6Hx23-4.31, <i>Withdrawal</i> to new Procedure.
<b>General Education Requirements for Associate Degree Programs</b>	<a href="#">6Hx23-4.32</a>	<a href="#">1001.64 (2), (4) &amp; (10), 1004.03, 1007.24, 1007.25, 1004.65, 1004.68, 1009.23, 1009.25, 1009.26, 1007.263</a> , F.S.; Rules <a href="#">6A-14.030</a> , <a href="#">6A-10.030</a>	Board may adopt rules and policies related to general education requirements for degree programs.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.32 Procedural language moved from Rule 6Hx23-4.32, <i>General Education Requirements for Associate Degree Programs</i> to new Procedure.
<b>Student and Student Organization Regulations</b>	<a href="#">6Hx23-4.33</a>	<a href="#">1001.64 (2), (4) &amp; (8), 1000.05, 1006.60</a> , F.S.	Board may adopt rules and policies related to student code of conduct and regulations.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.33 Procedural language moved from Rule 6Hx23-4.33, <i>Student and Student Organization Regulations</i> to new Procedure.

<b><i>BOT RULE</i></b>	<b><i>Citation</i></b>	<b><i>FS Statutory and SBE Authority</i></b>	<b><i>Board's Authority</i></b>	<b><i>College policy and revision</i></b>	<b><i>Corresponding College Procedure</i></b>
<b>Sexual Misconduct</b>	<a href="#">6Hx23-4.332</a>	<a href="#">1001.64 (2), (4) &amp; (8)</a> , F.S.	Board may adopt rules and policy related to student code of conduct and personnel policy.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.332 Procedural language moved from Rule 6Hx23-4.332, <i>Sexual Misconduct</i> to Procedure.
<b>Evaluation and Dismissal of Students Exhibiting Unusual or Disruptive Behavior</b>	<a href="#">6Hx23-4.333</a>	<a href="#">1001.64 (2), (4)(a) &amp; (b) &amp; (8)(f)</a> , <a href="#">1006.60</a> , <a href="#">1006.61</a> , <a href="#">120.81</a> , F.S.	Board may adopt rules and policy related to student code of conduct and behavior.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.333 Procedural language moved from Rule 6Hx23-4.333, <i>Evaluation and Dismissal of Students Exhibiting Unusual or Disruptive Behavior</i> to new Procedure.
<b>Student Traffic and Parking Control</b>	<a href="#">6Hx23-4.34</a>	<a href="#">1001.64 (2), (4) &amp; (24)</a> , F.S.	Board may adopt rules related to traffic flow.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.34 Procedural language moved from Rule 6Hx23-4.34, <i>Student Traffic and Parking Control</i> to Procedure.
<b>Threat Assessment</b>	<a href="#">6Hx23-4.351</a>	<a href="#">1001.64 (2), (4) &amp; (8)</a> , <a href="#">1006.60</a> , <a href="#">1006.61</a> , F.S.	Board may adopt policy related to student behavior and campus safety	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.351 Procedural language moved from Rule 6Hx23-4.351, <i>Threat Assessment</i> to new Procedure.
<b>Student Records</b>	<a href="#">6Hx23-4.37</a>	<a href="#">1001.64 (2) &amp; (4)</a> , <a href="#">1002.225</a> , F.S.	Board may adopt rules and policy related to student educational records.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.37 Procedural language moved from Rule 6Hx23-4.37, <i>Student Records</i> to new Procedure.
<b>Student Publications</b>	<a href="#">6Hx23-4.40</a>	<a href="#">1001.64 (2), (4) &amp; (8)</a> , F.S.; SBE Rule <a href="#">6A-14.057</a>	Board may adopt rules and policy related to student publications.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.40 Procedural language moved from Rule 6Hx23-4.40, <i>Student Publications</i> to new Procedure.
<b>Student Organizations</b>	<a href="#">6Hx23-4.44</a>	<a href="#">1001.64 (2), (4) &amp; (8)</a> , <a href="#">1001.65</a> , F.S.; SBE Rule <a href="#">6A-14.057</a>	Board may adopt rules and policy related to student clubs and organizations.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.44 Procedural language moved from Rule 6Hx23-4.44, <i>Student Organizations</i> to Procedure.

<b><i>BOT RULE</i></b>	<b><i>Citation</i></b>	<b><i>FS Statutory and SBE Authority</i></b>	<b><i>Board's Authority</i></b>	<b><i>College policy and revision</i></b>	<b><i>Corresponding College Procedure</i></b>
<b>Scholarships, Academic Merit Scholars</b>	<a href="#">6Hx23-4.49</a>	<a href="#">1001.64 (2), (4) &amp; (8)</a> , <a href="#">1001.02</a> , <a href="#">1001.03</a> , <a href="#">1011.83</a> , <a href="#">1009.23</a> , <a href="#">1009.26</a> , F.S.; Rule <a href="#">6A-14.054</a>	Board may adopt rules and policies related to academic awards and scholarships.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.49 Procedural language moved from Rule 6Hx23-4.49, <i>Scholarships, Academic Merit Scholars</i> to new Procedure.
<b>College-Preparatory Instruction</b>	<a href="#">6Hx23-4.451</a>	<a href="#">1001.64 (2), (4) &amp; (9)</a> , <a href="#">1001.02</a> , <a href="#">1001.03</a> , <a href="#">1001.65</a> , <a href="#">1004.65</a> , <a href="#">1004.68</a> , <a href="#">1007.263</a> , <a href="#">1008.30</a> , <a href="#">1009.23</a> , <a href="#">1009.26</a> , <a href="#">1009.28</a> , <a href="#">1009.285</a> , F.S.; Rule <a href="#">6A-10.0315</a>	Board may adopt rules and policies related to college preparatory instructions.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.451 Procedural language moved from Rule 6Hx23-4.451, <i>College-Preparatory Instruction</i> to new Procedure.
<b>Academic Warning, Probation, Suspension and Dismissal</b>	<a href="#">6Hx23-4.46</a>	<a href="#">1001.64 (2), (4) &amp; (8)</a> , <a href="#">1004.68</a> , <a href="#">1001.02</a> , <a href="#">1001.03</a> , F.S.	Board may adopt rules and policy related to academic standards.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.46 Procedural language moved from Rule 6Hx23-4.46, <i>College-Preparatory Instruction</i> to new Procedure.
<b>Presidential Scholarships</b>	<a href="#">6Hx23-4.4910</a>	<a href="#">1001.64 (2), (4), (6) &amp; (8)</a> , F.S.; SBE Rule <a href="#">6A-14.054</a>	Board may adopt rules and policy related to student award and scholarships.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.4910 Procedural language moved from Rule 6Hx23-4.4910, <i>Presidential Scholarships</i> to new Procedure.
<b>Trustees' Honors College Scholarships</b>	<a href="#">6Hx23-4.4911</a>	<a href="#">1001.64 (2) &amp; (4)</a> , <a href="#">1001.02</a> , <a href="#">1001.03</a> , <a href="#">1011.83</a> , <a href="#">1009.23</a> , <a href="#">1009.26</a> , F.S.; Rule <a href="#">6A-14.054</a>	Board may adopt rules and policy related to student award and scholarships.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.4911 Procedural language moved from Rule 6Hx23-4.4911, <i>Trustees' Honors College Scholarships</i> to new Procedure.
<b>Baccalaureate Programs Scholarships</b>	<a href="#">6Hx23-4.4912</a>	<a href="#">1001.64 (2), (4) &amp; (8)</a> , <a href="#">1011.83</a> , <a href="#">1009.23</a> , F.S.; SBE Rule <a href="#">6A-14.054</a>	Board may adopt rules and policy related to student award and scholarships.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.4912 Procedural language moved from Rule 6Hx23-4.4912, <i>Baccalaureate Programs Scholarships</i> to new Procedure.

<b><i>BOT RULE</i></b>	<b><i>Citation</i></b>	<b><i>FS Statutory and SBE Authority</i></b>	<b><i>Board's Authority</i></b>	<b><i>College policy and revision</i></b>	<b><i>Corresponding College Procedure</i></b>
<b>Johnnie Ruth Clarke Scholarship</b>	<a href="#">6Hx23-4.492</a>	<a href="#">1001.64 (2) &amp; (4)</a> , <a href="#">1001.02</a> , <a href="#">1001.03</a> , <a href="#">1011.83</a> , <a href="#">1009.23</a> , <a href="#">1009.26</a> , F.S.; SBE Rule <a href="#">6A-14.054</a>	Board may adopt rules and policy related to student award and scholarships.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.492 Procedural language moved from Rule 6Hx23-4.492, <i>Johnnie Ruth Clarke Scholarship</i> to new Procedure.
<b>Student Incentive Grants</b>	<a href="#">6Hx23-4.493</a>	<a href="#">1001.64 (2), (4) &amp; (8)</a> , F.S.	Board may adopt rules and policy related to student award and grants.	Rule revised and streamlined to move procedural provisions to a College Procedure.	P6Hx23-4.493 Procedural language moved from Rule 6Hx23-4.493, <i>Student Incentive Grants</i> to new Procedure.

6Hx23-4.01 STUDENTS, ADMISSION, PROGRAMS, AND ACTIVITIES – GENERAL

The Board of Trustees authorize and directs the President, or his or her designee, to establish procedures for the orderly implementation of general admission policies of the College as provided in the Board of Trustees' Rules. Admissions policies and modifications to such policies shall be reviewed on an ongoing basis by the administration and as directed by the President, and in accordance with all pertinent state and federal law.

Specific and detailed requirements for the admission of students to the College and specific programs, as approved by the Board of Trustees, shall be published in the College catalog, including Rules for the acceptance of students not meeting all general requirements.

**\*Please note that the text below in italics will move in its entirety without change or revision to the College's Procedure on Students, Admission, Programs and Activities – General, P6Hx23-4.01.**

*This Rule describes the general admission policies of the College but must be read in conjunction with Board Rule 6Hx23-4.02 Admission Requirements.*

- I. Admissions policies and modifications to those policies are reviewed on an ongoing basis by the Academic and Student Affairs Council, Provost's Council and the President's Cabinet.*
- II. Specific and detailed definitions of Rules for admission of students to the College, as approved by the Board of Trustees, shall be published in the College catalog and the upper-division supplement to the College catalog, including Rules for the acceptance of students not meeting all general requirements.*
- III. In order to maintain the College ideals of scholarship and deportment, the right is reserved to deny admission to applicants for any reason which is deemed to be in the best interest of the College.*
- IV. It is the policy of the College to provide equal access to and equal opportunity within all College programs and activities including admissions, without regard to race, color, religion, marital status, national origin, sex, age or disability. It is also the responsibility of the College to establish policies which identify and examine qualitative measures of College climate, support services, and extra-curricular services in an effort to clearly identify students with reasonable potential for success.
  - A. The College recognizes that sexual harassment constitutes discrimination on the basis of sex and violates this Rule and the College shall not tolerate such conduct. Also see Rule 6Hx23-2.011.**

- B. The College will not discriminate in any services program or activity against any qualified individual with a disability. The term "qualified individual with disability" means an individual with a disability who, with or without reasonable modifications to Rules, policies or practices, the removal of architectural, communication and transportation barriers or the provision for auxiliary aids and services meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the College. Except when undue hardship exists or where accommodation would result in a fundamental alteration of a program(s), the College shall endeavor to provide accommodation for such services, programs and activities to any qualified individual with a disability in accordance with the Americans With Disabilities Act of 1990, Sections 504 and 505 and the Rehabilitation Act of 1973 and related regulations.*
- 1. College Rules, Procedures, requirements and practices may be modified or waived when necessary and appropriate to meet the requirements of Paragraph IV.B. above.*
  - 2. The College shall develop a procedure and/or guidelines for a qualified student with a disability who requests reasonable accommodation.*
  - 3. Disabled students who are not satisfied with the accommodations made hereunder may pursue a grievance in accordance with Rule and Procedure 6Hx23-1.34.*
- C. Discrimination grievances shall be processed in accordance with Rule 6Hx23-1.34.*
- V. A. College employees shall recognize that Florida law requires the College to reasonably accommodate the religious observances, practices, and beliefs of individual students in regard to admissions, class attendance, and the scheduling of examinations and work assignments.*
- B. Religious accommodation includes respect for individual religious beliefs and tolerance of religious differences. Thus, students in the classroom shall not be subjected to harassment or ridicule on the basis of their religious beliefs.*
- C. Accommodations under A. or B. above shall be made between the individual student and the appropriate member of the faculty or staff.*
- 1. Such accommodation shall provide reasonable alternative means for students to carry out their responsibilities as students.*

2. *Students must notify instructors in advance of absences to observe religious holy days in their own faith. Such absences shall be permitted without penalty.*
  3. *Students are responsible for material covered during absences under this Rule, but will be given a reasonable period of time in which to complete makeup assignments after such absences.*
  4. *Whenever practicable, major class assignments, major examinations, and official ceremonies shall be scheduled at times which do not conflict with major religious holy days.*
- D. Students who are not satisfied with the accommodation made hereunder may pursue a grievance in accordance with Rule and Procedure 6Hx23-1.34.*
- VI. *Each student, by the act of registering, pledges to accept and obey the rules and regulations of the College.*
  - VII. *Any person whose past actions have been found to have disrupted or interfered with the orderly conduct, processes, functions, or programs of any other school, university, college or community college may be denied admission by the President.*
  - VIII. *Failure to pay fees on or before the designated due date will result in the student being dropped from all classes.*
  - IX. *Audit students are enrolled in credit courses for informational instruction only. Audit courses carry no credit.*
  - X. *For specific requirements for admission to Bachelors degree in Education Programs at St. Petersburg College, see BOT Rule 6Hx23-4.72.*
  - XI. *For specific requirements for admission to other bachelor degree programs at St. Petersburg College, see BOT Rule 6Hx23-4.02.*

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

Law Implemented: 1001.64 (5), (6), (7) & 8, 1001.02, 1001.03, 1004.73, 1006.33, 1007.263, F.S.; Rules 6A-10.030, 6A-19.001, 6A-19.002, F.A.C.; Title VI of Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, as amended; Americans With Disabilities Act of 1991, as amended; Age Discrimination Act of 1975

History: .....9/18/06. Filed – 9/18/06. Effective – 9/18/06; 11/20/07. Filed – 11/20/07. Effective – 11/20/07; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12

6Hx23-4.04 UNIFORMS

The development of a professional environment and presentation is paramount in the educational process. To this end, many degree programs have instituted the requirement of clinical uniforms that demonstrate professional attire. The

President or a designee shall authorize the requirement of uniforms for certain professional level programs and establish related procedures.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure on Uniforms, P6Hx23-4.04.**

- I. Assisting students in the development of a professional attitude is paramount in the educational process. To this end, many degree programs have instituted the requirement of clinical uniforms that demonstrate professional attire.*
- II. In order to establish a professional attitude towards learning and training in a student's chosen profession, and as a reflection of professionalism, a program may establish a policy requiring students to wear a designated uniform during the time they are on campus. Such a requirement will be subject to the approval of the senior vice president of Academic and Student Affairs, in advance of implementation.*
- III. A violation of the uniform requirement may result in a student being dismissed from the campus until such time as the required uniform is worn. During such dismissal, all applicable absence policies shall be in place.*

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

Law Implemented: 1001.64 (8), 1001.02, 1001.03, 1001.65, F.S.; Rules 6A- 14.0261, F.A.C.

History: Adopted - 11/20/07. Effective – 11/20/07; 7/17/12. To Be Filed – 7/17/12.  
Proposed Date To Become Effective – 7/17/12.

6Hx23-4.14 FLORIDA RESIDENT CLASSIFICATION FOR THE PURPOSE OF ASSESSING FEES

The Board of Trustees shall authorize and direct the President to establish College procedures outlining the process of assessing and classifying Florida

residency for tuition purposes in accordance with state law and the pertinent State Board of Education Rule.

**\*Please note that the text below in italics will move in its entirety without change or revision to existing College Procedure P6Hx23-4.14.**

*Classification as a Florida resident for tuition purposes shall be based upon Section 1009.21, Florida Statutes and the Guidelines on Florida Residency for Tuition Purposes adopted by the Articulation Coordinating Committee on September 6, 2006.*

*Every applicant for admission to St. Petersburg College shall be required to make a statement as to his or her length of residence in the state and, further, shall establish that his or her presence or, if the applicant is a dependent child, the presence of his or her parent or parents in the state currently is, and during the requisite 12-month qualifying period was, for the purpose of maintaining a bona fide domicile, rather than for the purpose of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.*

*For the purpose of determining residency status, "term" is defined as the beginning of a regular and/or express session for which residency is sought. If evidence of 12 months of residency cannot be established by the first day of the term but can be established before the start of the express session, residency may be granted for the express session provided that the student is not enrolled in any classes which start before the beginning of the express session.*

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

Law Implemented: 1001.64(18), 1012.81, 1012.855, F.S.; Rule 6A-14.047, F.A.C.

History: Formerly 6Hx23-4-5.13. Adopted 10/16/75. Readopted 10/25/77. Amended 11/30/81, 10/18/83 (effective 11/14/83), 9/20/84, 6/24/85. Filed 6/24/85. Effective 7/1/85; 11/17/92. Filed - 11/17/92. Effective - 11/17/92; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 11/20/07. Filed - 11/20/07. Effective - 11/20/07. - 11/17/92; 5/21/96. Filed - 5/21/96. Effective - 5/21/96; 7/17/12. To Be Filed - 7/17/12. Proposed Date to Become Effective - 7/17/12.

#### 6Hx23-4.20 GRADING SYSTEM

The Board of Trustees authorizes and directs the President, or his or her designee, to establish a grading system used to indicate the quality of work done by students at St. Petersburg College and to implement procedures related to awarding student grades for credit coursework.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.20.**

*I. Letters are used to indicate the quality of work done by students at St. Petersburg College:*

<i>A</i>	<i>excellent .....</i>	<i>awards 4 quality points</i>
<i>B</i>	<i>good .....</i>	<i>awards 3 quality points</i>
<i>C</i>	<i>average .....</i>	<i>awards 2 quality points</i>
<i>D</i>	<i>poor .....</i>	<i>awards 1 quality point</i>
<i>F</i>	<i>unsatisfactory.....</i>	<i>awards 0 quality points</i>
<i>I</i>	<i>incomplete .....</i>	<i>awards 0 quality points</i>
<i>N</i>	<i>no credit (college preparatory courses only)</i>	
<i>NG</i>	<i>no grade reported</i>	
<i>P</i>	<i>passing (credit courses)</i>	
<i>S</i>	<i>satisfactory (non-credit courses only)</i>	
<i>SP</i>	<i>showing progress (non-credit courses only)</i>	
<i>U</i>	<i>unsatisfactory (non-credit courses only)</i>	
<i>W</i>	<i>withdrawal</i>	
<i>WF</i>	<i>Withdrawal after the "W" period</i>	<i>awards 0 quality points</i>
<i>X</i>	<i>audit</i>	

*II. Special instructions for grades*

- A. "I" Incomplete grades received at the end of any term become "F" if not completed by the end of the succeeding Fall or Spring term.*
- B. A grade of "N" is used only in college preparatory courses. A grade of "N" may be assigned to students earning a "D" or "F" in such courses.*
- C. A grade of "WF" indicates that a student voluntarily withdrew from a course after the deadline to receive a grade of "W." The "WF" grade is punitive and has the same impact on the student's GPA as a grade of "F."*
- D. "P" may be used as follows:*
  - 1. Students enrolled in physical education activity courses (e.g. golf, tennis, bowling, archery, racquetball, etc.) may choose to be graded on a "P/F" or an "A-F" basis. During the first 2 weeks the course is taught, the instructor will require each student to select the grade option preferred. "P" grades will not be used in GPA calculations.*
  - 2. Credit awarded by Assessment of Prior Learning through the Experiential Learning Program (ELP) may be designated by the*

*grade of "P". Assessment of Prior Learning is the only approved procedure for evaluating and awarding credit for prior learning.*

- 3. Credit awarded for the Basic/Computer and Information Literacy competency OPT-OUT test may be designated by the grade of "P".*
- 4. Satisfactory completion of the following credit courses in the Physical Therapist Assistant Program will be graded on a "P/F" basis.*

*PHT 1801L—Physical Therapy Clinical Practice I  
PHT 2810L—Physical Therapy Clinical Practice II  
PHT 2820L—Physical Therapy Clinical Practice III*

- 5. Satisfactory completion of the following credit courses in the College of Education IMPACT Program will be graded on a "P/F" basis.*

*MAE 4942 Instructional Methods in Secondary Mathematics Field Experience: IMPACT  
MAE 3941 Interactive Middle School Mathematics Field Experience: IMPACT  
EDE 4942 Literacy Field Experience: IMPACT  
EDE 4943 Integrated Mathematics and Science Elementary (K-6) Field Experience: IMPACT  
SCE 4940 Secondary Science Field Experience Grades 9-12: IMPACT*

- 6. Satisfactory completion of SLS 0003 by students who tested into all three areas of remediation upon admission to the College will be graded on a "P/F" basis.*

- E. Students who wish to audit a college-level credit course may register on an audit basis without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.*

*Students who wish to change from credit to audit status may change to an audit status without special permission during the regularly scheduled registration period through the end of the first week of classes. This applies to regular and express sessions.*

*Students may change from audit to credit status during the regularly scheduled registration period through the end of the first week of classes or after the registration period has expired, but prior to the end of the session only upon the approval of the faculty member, the program director, and the campus provost, associate provost or the site administrator.*

*Fees are the same for both credit and audit students.*

*Audit students are required to meet course prerequisites including appropriate scores on the St. Petersburg College Placement Test unless such requirements are waived by obtaining permission through the program director.*

*Under exceptional circumstances, a student may appeal to the appropriate program director to seek a change to credit in a course in which registration was for audit. The program director will work with the student and the instructor to determine that the student completed all of the requirements for credit in the course.*

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

Law Implemented: 1001.64(8), 1004.68, F.S.

History: Formerly - 6Hx23-4-6.06; Adopted - 10/16/75; Readopted - 10/25/77; Amended - 11/30/81, 8/18/83; Emergency Amendment 1/19/84 (effective Session I, 1984-85), 2/16/84 (effective Session I, 1984-85), 11/20/86, 12/10/87, 4/27/89, 10/17/89. Filed - 10/17/89. Effective - 10/17/89, 8/22/91. Filed- 8/22/91. Effective- 8/22/91; 2/16/93. Filed - 2/16/93. Effective - Session I, 1993-94; 10/20/93. Filed - 10/20/93. Effective - Session I, 1993-94; 1/24/95. Filed - 1/24/95. Effective - Session I, 1995-96; 6/27/95. Filed - 6/27/95. Effective - Session I, 1995-96; 3/16/98. Filed - 3/16/98. Effective - 3/16/98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 2/27/01. Filed - 2/27/01. Effective - Session III, 2000-01; 6/21/02. Filed - 6/21/02. Effective - 6/21/02; 2/17/04. Filed - 2/17/04. Effective - 2/17/04; 7/18/06. Filed - 7/18/06. Effective - Session I, 2006-07; 9/18/06. Filed - 9/18/06. Effective - 9/18/06; 9/18/07. Filed - 9/18/07. Effective - 9/18/07; 12/17/07. Filed - 12/17/07. Effective - Session II, 2007-08; 4/21/10. Filed - 4/21/10. Effective - 4/21/10; 7/17/12. To Be Filed - 7/17/12. Proposed Date to Become Effective - 7/17/12.

#### 6Hx23-4.24 GRADUATION REQUIREMENTS FOR ALL DEGREES, CERTIFICATES AND DIPLOMAS

The College awards bachelor's degrees, associate's degrees, technical certificates and applied technology diplomas for satisfactory completion of a planned program of post-high school studies. The Board of Trustees authorizes and directs the President or designee to develop and establish graduation

requirements for all degrees, certificates and diplomas, and to establish College procedures related to the completion of graduation requirements for candidates.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.24.**

- I. *The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the Bachelor of Arts, Bachelor of Science or Bachelor of Applied Science Degrees.*
  - A. *Students must satisfactorily complete at least 120 semester hours of college-level credits. For residency purposes, at least 30 of the semester hours required for graduation must be earned at St. Petersburg College. Students who have left the College must be eligible to return for transfer credits to be accepted to meet graduation requirements. All other specific degree requirements must also be met. Credit awarded for college-preparatory instruction (0000 designation courses) may not be counted toward fulfilling the total number of credits or the number of credits in residency required for a degree.*
  - B. *For purposes of conferring the bachelor's degree, students must complete at least 40 semester hours of program specific courses numbered 3000 level or above. At least 30 of the 40 hours must be earned at St. Petersburg College and a grade of "C" or better is required in all program specific coursework.*
  - C. *Fulfill all requirements for the chosen major.*
  - D. *Students must generally achieve a grade point average of 2.0 or better on a 4.0 scale for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined, except for the College of Education, which requires that students achieve 2.5 or better average in all coursework. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College. Individual programs may require a higher grade point average for graduation.*
  - E. *Students must complete the general education requirements for the Associate in Arts degree including any assessment of education outcomes that are required by the College.*
  - F. *Students must satisfactorily complete any state mandated exit requirements or tests unless exempt. See P6Hx23-4.45, 6Hx23-4.36, and 6Hx23-4.45 for additional information.*

- G. *Students must complete the former Gordon Rule requirement (met with the A.A. Degree).*
- H. *Students must complete 2 credits/consecutive years of the same foreign language or American Sign Language in high school (documented by an official high school transcript) or 8-10 hours in the same language or American Sign Language at the college level. Students may also provide official proof of successful completion of CLEP or other proficiency examination. Students admitted without this requirement met must satisfy it prior to graduation for any bachelor's program.*
- I. *Students have a 15-session period, beginning with the academic year of initial acceptance and enrollment into a specific baccalaureate degree at the junior level, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 15-session period based on advisement provided by the program director and/or the counselor/advisor. Students who have not graduated within the 15-session period will begin a new 15-session period upon their enrollment following the expiration of their previous 15-session period.*
- J. *Students must submit a graduation application and pay any required fees. Graduation application deadlines will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma, and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.*
- K. *Students who have completed an A.A. degree or higher from a regionally accredited institution, at the time of graduation, are exempt from all state mandated exit requirements or tests, general education, and former Gordon Rule requirements associated with an A.A. degree. In addition to these exemptions, students who have completed a bachelor's degree or higher from a regionally accredited institution are also exempt from the foreign language requirement.*
- L. *Students may be eligible to receive a second SPC baccalaureate degree provided that:*
  - 1. *The requirements for both the first and second degrees are satisfied.*

2. *An additional thirty (30) upper division semester hours are completed at SPC after the first SPC baccalaureate degree has been awarded.*
  3. *The individual academic plan (IAP), developed as part of the admissions process, has been completed and approved by the program's dean.*
- M. *Special graduation requirements must be met for individual programs as follows:*
1. *Bachelor of Science in Education*  
  
*For graduation requirements, please refer to Section I. D. of Board Rule 6Hx23-4.72 College of Education Programs—Special Rules.*
  2. *Bachelor of Science in Nursing*  
  
*RN to BSN students must complete each NUR upper division course with a grade of "C" or better in order to receive credit and progress in the program. If a student fails to obtain a "C" or better in any NUR upper division course, the student may retake the course in order to attempt to achieve a "C" or better. In no event, however, shall a student be permitted to take any NUR upper division course more than three (3) times by reason of failure to achieve a "C" or better. Any RN to BSN student failing to achieve a "C" or better in the same NUR upper division course after three attempts will be academically dismissed from the College of Nursing and unable to return to the program. Additionally, any RN to BSN student failing to achieve a "C" or better in any combination of three NUR upper division courses while enrolled in the RN to BSN program shall be academically dismissed from the College of Nursing and unable to return to the program. Notwithstanding the foregoing, any NUR upper division course in which a student fails to achieve a "C" or better will be counted towards the dismissal criteria for failure to achieve a "C" or better in any combination of three NUR upper division courses, even if the student retakes such a course as provided herein and achieves a "C" or better.*
  3. *Bachelor of Applied Science in Technology Management*  
  
*Completion of a minimum of 21 semester hours in a single technical discipline, certificate or program of study.*
  4. *Bachelor of Applied Science in Dental Hygiene*
    - a. *Ten (10) upper division semester hours may be earned by the presentation of a valid and current dental hygiene license, from the state in which the applicant is practicing.*

- b. Students must receive a grade of “C” or better in all upper division dental hygiene coursework in order to progress in the program.*
- 5. Bachelor of Applied Science in International Business*

*Intermediate level foreign language proficiency as demonstrated by:*

  - a. One (1) semester (3 credit hours) of an intermediate level or conversational foreign language course, which may be eligible to be counted towards this requirement.*
  - b. A qualifying score on the AP (Advanced Placement), IB (International Baccalaureate), or CLEP (College Level Entrance Program) exam or*
  - c. A qualifying rating on the ACTFL (American Council on the Teaching of Foreign Languages), OPI (Oral Proficiency Interview) or*
  - d. A Study Abroad Program approved by the College of Technology and Management will be counted towards the Intermediate Foreign Language Requirement.*
- 6. Bachelor of Applied Science in Orthotics and Prosthetics*
  - a. Maintain a valid Basic Life Support (BLS) for Healthcare Providers C.P.R. certificate throughout the program.*
  - b. Students must satisfactorily complete a capstone exam including theoretical, clinical, and technical knowledge and skills.*
  - c. Students must be able to perform the essential functions and occupational requirements of the Orthotics and Prosthetics Program. Students with disabilities must be able to perform the essential functions and occupational requirements with or without reasonable accommodations.*
  - d. Students must satisfactorily exhibit the knowledge, behavior, skills, and ethics deemed necessary for the health, safety, and welfare of patients as outlined in the American Board for Certification in Orthotics, Prosthetics and Pedorthics Code of Professional Responsibility. The Orthotics and Prosthetics Program reserves the right to suspend or dismiss from the Orthotics and Prosthetics Program any student who does not meet these criteria.*

e. *Orthotics and Prosthetics students must complete each PRO upper division course with a grade of “C” or better in order to receive credit and progress in the program. If a student fails to obtain a “C” or better in any PRO upper division course, the student will not be allowed to continue with the program and will have to reapply. In no event, however, shall a student be permitted to take any PRO upper division course more than two (2) times by reason of failure to achieve a “C” or better. Any student failing to achieve a “C” or better in the same PRO upper division course after two (2) attempts will be academically dismissed from the Orthotics and Prosthetics Program and will be unable to return. Additionally, any student failing to achieve a “C” or better in any combination of three (3) PRO upper division courses while enrolled in the Orthotics and Prosthetics Program shall be academically dismissed from the program and will be unable to return. Notwithstanding the foregoing, any PRO upper division course in which a student fails to achieve a “C” or better will be counted towards the dismissal criteria for failure to achieve a “C” or better in any combination of three (3) PRO upper division courses, even if the student retakes such a course as provided herein and achieves a “C” or better.*

II. *The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the Associate in Arts degree:*

A. *Students must satisfactorily complete at least 60 semester hours of college-level credits. At least 25 percent of the semester hours required for graduation credits must be earned at St. Petersburg College. Students who have left the College must be eligible to return for transfer credits to be accepted to meet graduation requirements. All other specific degree requirements must also be met. Credit awarded for college preparatory instruction (0000 designation courses) may not be counted toward fulfilling the total number of credits, or the number of credits in residency, required for a degree.*

B. *Students must achieve a grade point average of 2.0 or better on a 4.0 scale, for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College.*

C. *Students must satisfactorily complete the general education requirements for the Associate in Arts degree including any assessment of educational outcomes that are required by the College.*

- D. *Students must satisfactorily exhibit College-Level Academic Skills (CLAS) in English language, reading, writing/essay and computation, unless exempt.*
  - E. *Students who achieve a score of 500 on the Verbal and/or Math portions of the SAT I, or a 21 score on the Enhanced ACT in Mathematics, 21 on the English and 22 on the Reading, or a 93 score in Reading and 105 on Writing/Essay, or 91 in Mathematics on the Accuplacer/CPT may be exempt from all or a portion of the CLAS requirements.*
  - F. *Students who complete appropriate coursework with a 2.5 GPA in each individual area where CLAS skills are taught (Reading, Writing, Computation, and Essay skills) shall be qualified for an exemption.*
  - G. *Students have a 15-session period, beginning with the academic year of initial enrollment, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 15-session period based on advisement provided by the program director and/or the counselor/advisor. Students who have not graduated within this 15-session period will begin a new 15-session period upon their next enrollment following the expiration of their previous 15-session period.*
  - H. *Students must submit a graduation application to the campus Admissions/Registration Office. Graduation application deadlines (usually the Friday of the 4th week of classes) will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma, and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.*
- III. *The following general requirements for graduation from St. Petersburg College must be met by all students who are candidates for the Associate in Science or Associate in Applied Science degree:*
- A. *Students must satisfactorily complete the general education requirements for the Associate in Science or Associate in Applied Science degree including any assessment of educational outcomes that are required by the College. Students must satisfactorily complete 25 percent of the semester hours required for graduation at the St. Petersburg College including at least 12 credit hours in the major.*

- B. Students must satisfactorily complete the Associate in Science or Associate in Applied Science degree End of Program Assessment.*
  - C. Students must achieve a grade point average of 2.0 or better on a 4.0 scale, for all work at St. Petersburg College considered alone and for all work at the College and transfer credits combined. The quality point value of transfer work accepted by the College will be included in grade point average computations for all purposes including determination of achievement of the required 2.0 grade point average to be graduated from St. Petersburg College.*
  - D. Students have a 15-session period, beginning with the academic year of initial enrollment, in which to complete graduation requirements under the terms of the College catalog which was in effect at the time of their initial enrollment. However, students may opt to meet the program course requirements for any catalog year within the 15-session period based on advisement provided by the program director and/or the counselor/advisor. For students in limited enrollment programs, students must receive approval from the appropriate program director. For students enrolled in linkage programs, the 15-session period begins with their initial enrollment at their local college. Students who have not graduated within this 15-session period will begin a new 15-session period upon their next enrollment following the expiration of their previous 15-session period. In each of the selected admission A.S. degree programs, students have a 15-session period, beginning with the session of initial enrollment into the program, to complete the specialty courses required for the degree.*
  - E. Students must submit a graduation application to the campus Admissions/Registration Office. Graduation application deadlines (usually the Friday of the 4th week of classes) will be published in the College catalog. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of the diploma, and participation in the graduation ceremonies. Late applications for graduation will be accepted until the last day of classes for the term in which the student wishes to graduate. However, students who apply late will not be listed in the graduation program and may not be able to order caps and gowns or participate in the graduation ceremonies.*
- IV. The following general requirements for completion must be met by all students who are candidates for College Credit Certificates or Applied Technology Diplomas:*
- A. Candidates must achieve a 2.0 grade point average or better on a 4.0 scale in all coursework applicable to either the College Credit Certificate or Applied Technology Diploma.*

## V. Degrees

*The authority for the award of baccalaureate degrees is contained in 1004.73, F.S. The authority for the award of associate degrees is contained in Rule 6A-14.030. The regulation sets as the minimum requirement for the award of an associate degree the completion of a program of post-high school studies of not less than 60 semester hours.*

- A. *The Bachelor of Science and Bachelor of Applied Science degrees are defined in 1004.73, F.S.*
- B. *The Associate in Arts degree is defined in Rule 6A-14.030(1).*
- C. *The Associate in Science degree is defined in Rule 6A-14.030(2).*
- D. *The Associate in Applied Science degree is defined in Rule 6A-14.030(3).*
- E. *The College Credit Certificate is defined in Rule 6A-14.030(4).*
- F. *The Applied Technology Diploma is defined in Rule 6A-14.030(5).*

## VI. Degree certification

- A. *The determination of eligibility of the applicants for the awards of the Associate in Arts degree is the responsibility of the campus coordinator of Admissions/Registration. The determination of eligibility for the award of the Associate in Science or Associate in Applied Science degree, College Credit Certificate, or Applied Technology Diploma in a vocational specialty is the responsibility of the program director or designee; the campus coordinator of Admissions/Registration will verify total hours and grade point average. Certification of degrees is the responsibility of the vice president of Educational and Student Services.*
- B. *The determination of eligibility of the applicants for the awards of the bachelor's degree is the responsibility of the Office of Central Records.*

## VII. Graduation

*Graduation is not automatic. Each candidate for a degree or certificate must file an application for graduation by the deadline date published in the catalog as part of the College calendar to be assured of final clearance for graduation, timely receipt of the diploma or certificate and participation in the graduation ceremony.*

## VIII. Graduation with Honors

- A. *Each student graduating with an associate's degree from St. Petersburg College with a GPA of 3.30 or higher on all college work will receive a special notation on the diploma indicating graduation with honors.*
- B. *Associate degree candidates (A.A. candidates who have completed at St. Petersburg College at least 25% of the semester hours required for graduation; and A.S. and A.A.S. degree candidates who have completed at least 25% of the semester hours required including at least 12 hours in the major area) who have earned an overall grade point average (GPA) of 3.50 or higher shall be considered for Latin Honors at graduation. Honors are conferred based on the following scale:*
1. *Cum Laude—a diploma designation for candidates with an overall GPA of at least 3.50 but below 3.70 (with honors).*
  2. *Magna Cum Laude—a diploma designation for candidates with an overall GPA of at least 3.70 but below 3.90 (with high honors).*
  3. *Summa Cum Laude—a diploma designation for candidates with an overall GPA of 3.90 or higher (with highest honors).*

*The GPA is not rounded up when determining honors for graduation (e.g., 3.49 is not the same as 3.50).*

- C. *Eligibility guidelines for Graduation with Honors Diploma or Honors Certificate are as follows. A student should:*
1. *have earned 18 credit hours of honors-designated courses with a cumulative grade point average of 3.5 or higher for the Honors Diploma; OR have earned 11 credit hours of honors-designated courses with a cumulative grade point average of 3.25 or higher for the Honors Certificate; AND*
  2. *have completed one service-learning project and/or participated in one extra-curricular activity per each semester; AND*
  3. *maintained a cumulative grade point average of 3.3 in honors-designated courses.*
- D. *Bachelor's degree candidates who have completed 40 credits of upper-division graded coursework at St. Petersburg College and have earned an overall grade point average (GPA) of 3.50 or higher shall be considered for Latin honors at graduation. Honors are conferred based on the following scale:*
1. *Cum Laude—a diploma designation for candidates with an overall GPA of at least 3.50 but below 3.70 (with honors).*

2. *Magna Cum Laude*—a diploma designation for candidates with an overall GPA of at least 3.70 but below 3.90 (with high honors).
3. *Summa Cum Laude*—a diploma designation for candidates with an overall GPA of 3.90 or higher (with highest honors).

*The GPA is not rounded up when determining honors for graduation (e.g., 3.49 is not the same as 3.50).*

*IX. Honorary Degrees*

*The College may award honorary degrees.*

- X. *The President is authorized to permit substitute graduation requirements for eligible disabled students as defined by Rule 6A-10.041, F.A.C. (See 6Hx23-4.02 for substitute requirements for qualified disabled students.)*

*XI. Degrees in Memoriam*

- A. *The President may grant a “Degree in Memoriam” in honor of a student who deceases while enrolled in the College providing the following requirements are met:*

1. *The award of the degree is requested by a member of the student's immediate family (i.e., mother, father, sister, brother, spouse, child or grandparent); and*
2. *The student was enrolled and in good standing at the time of his/her death.*

- B. *The Degree in Memoriam may be presented to appropriate members of the student's immediate family at one of the graduation ceremonies following the award of the degree or to members of the family prior to the graduation ceremony if the earlier date is preferred by the family.*

- C. *Exception to the above requirements may be approved by the President.*

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

Law Implemented: 1000.21, 1001.02, 1001.03, 1001.64(6), (7), (8) & (17), 1003.49, 1004.04, 1004.65, 1004.68, 1004.73(4), 1004.92, 1007.22, 1007.23, 1007.24, 1007.25, 1009.23, 1009.25, 1009.26, 1009.28, F.S.; SBE Rule 6A-14.030, F.A.C.

History:.... 7/17/12. To Be Filed – 7/17/12. To Become Effective – 7/17/12.

6Hx23-4.28 ACCELERATION MECHANISMS

The Board of Trustees authorizes and directs the President, or his or her designee, to establish and offer accelerated mechanisms and options for those students who seek to receive a degree in less than the traditional length of time, in accordance with the provisions of the pertinent Florida Statutes and State Board of Education Rules.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.28.**

*A variety of methods are available to students who wish to receive the associate degree in less than the usual 2 calendar years. The opportunities for time-shortened degrees at St. Petersburg College include the following:*

*I. College-Level Examination Program (CLEP)*

*The College participates in the general examination program and the selected subject examination program. Decision as to accept-ability of*

subject examinations is made Educational and Student Services, within the restrictions imposed by Paragraph 6A-14.031(1)(a), State Board of Education Regulations.

The acceptable examinations, minimum acceptable scores for each examination, the course(s) for which credit will be granted and the number of semester hours credit for each examination are published in the College-Level Examination Program at St. Petersburg College brochure by the Central Records' Office.

Score reports are transmitted by the Educational Testing Service, Princeton, N.J., to the Central Records' Office.

The Central Records' Office evaluates the test results, prepares an advanced standing notification (a copy of which is furnished to the student), and the data on courses for which credit has been granted are entered into the student's course file. These credits are entered as institutional credit, without grades or quality points. The percentile score (for general examinations) or the scaled score (for subject examinations) is also recorded. No record of examinations on which scores are below the acceptable level is kept on the permanent record.

## II. Advanced Placement

Advanced Placement examinations are a special program of the College Entrance Examination Board offering special instruction to high school seniors.

The examination must have been taken while the student is still enrolled in high school.

Advanced Placement credit is treated as transfer credit. The procedures followed for the granting of credit are the same as those followed for the College-Level Examination Program.

Scores are reported to the College on a scale of 5 to 1, with 5 being the highest. Credit will be granted to students who achieve scores of 3, 4, or 5, on one or more of the Advanced Placement Program examinations. Such credits will be transferable to institutions of higher education within the State of Florida which participate in the State Advanced Placement Program. The following table describes the subject areas for which Advanced Placement examinations are available and the necessary score(s) which must be achieved to earn the specified hours of credit.

Advanced Placement Examination	Exam Score Required	SPJC Course Equivalence	Credit Hour Granted
American History	3, 4, or 5	AMH-2010	3

	3, 4, or 5	AMH-2020	3
<i>Biology</i>	3, 4, or 5	BSC-1005	3
	3, 4, or 5	BSC-1010C	4
<i>Calculus</i>	3	MAC-2311	5
	4 or 5	MAC-2311	5
	4 or 5	MAC-2312	5
<i>Chemistry</i>	3, 4, or 5	CHM-1045	3
	3, 4, or 5	CHM-1046	3
<i>English</i>	3	ENC-1101	3
	3	LIT-2110	3
	4 or 5	ENC-1101	3
	4 or 5	ENC-1102	3
<i>European History</i>	3	EUH-1001	3
	4 or 5	EUH-1000	3
	4 or 5	EUH-1001	3
<i>French</i>	3	FRE-2200	3
	4 or 5	FRE-2200	3
	4 or 5	FRE-2201	3
<i>German</i>	3	GER-2200	3
	4 or 5	GER-2200	3
	4 or 5	GER-2201	3
<i>Music</i>	3 or 4	MUT-2126	4
	5	MUT-2126	4
	5	MUT-2127	4
<i>Physics</i>	3	PHY-1053	3
	4 or 5	PHY-105	3
	4 or 5	and 1054	6
<i>Spanish</i>	3	SPN-2200	3
	4 or 5	SPN-2200	3
	4 or 5	SPN-2201	3

### III. *Correspondence and Extension Courses*

*A maximum of 15 semester hours of correspondence and extension credit may be accepted, provided:*

A. *The course was administered by an accredited institution.*

*B. The credit is acceptable by the institution conducting the correspondence or extension course toward one of its degrees.*

*The provisions that acceptable correspondence and extension courses be administered by an accredited institution and that the credit be acceptable by the institution conducting the correspondence and extension course toward one of its degrees means the course(s) must appear on an official transcript of the conducting institution.*

*When such a transcript is received, it is evaluated as any other transcript, as outlined under Transfer Student. All credits earned through correspondence and extension are evaluated and entered into the student's permanent record file. The restriction of 15 hours maximum toward a degree is applied by the campus coordinator of Admissions/Registration when determining graduation eligibility.*

*Students expecting to transfer correspondence and extension credit to another institution should be advised to become familiar with that institution's acceptance policy.*

*Courses taken at an extension center of an institution are considered as residence credit and are not subject to the restrictions on correspondence and extension courses.*

#### *IV. Credit Bank*

*Students who wish to earn college credit while enrolled in high school may do so by completing requirements provided in Board of Trustees' Rule 6Hx23-4.02, III; B; 2.*

*A permanent record file for credit bank students is maintained in the same manner as for regular students.*

*A student who has attended under credit bank status and subsequently desires to be admitted to St. Petersburg College must meet the requirements as stated for regular admission. Any credits earned under credit bank status are treated as regular college work when the student is admitted as a regular student.*

*Acceptance of the high school student under credit bank status does not constitute a waiver of the requirement for high school graduation since the student's primary status is still that of high school student.*

#### *V. Early Admission*

*Upon completion of the 11th grade, a high school student who satisfies requirements stated on the Early Admission Form may enter St. Petersburg College.*

*The requirements for admission under this category are established by the Board of Trustees and are so stated in the catalog and on the Early Admission Form.*

*After reviewing all required credentials, the campus coordinator of Admissions/Registration has the authority to waive a requirement if the waiver is in the best interest of the student, the institution, and in keeping with the intent and mandate of the Florida Legislature as reflected in legislation regarding acceleration mechanisms in the interest of effective use of public funds.*

*The acceptance by the campus coordinator of Admissions/Registration is considered a waiver of the requirement for high school graduation for purposes of early admission.*

*The application of a student applying for early admission is not processed until all required items (application, test scores, high school transcript, Early Admission Form) are complete.*

*The transcript and test scores are evaluated by the campus coordinator of Admissions/Registration, who makes the decision and initials the evaluation form.*

*The student is notified by letter of the action taken.  
A student admitted under this category is a fully matriculated student, but without a high school diploma.*

*The Pinellas County School Board will award a diploma to the student at a later date if the student presents a transcript showing completion of 30 semester hours of satisfactory college work. The responsibility for applying for the diploma rests with the student. The College has no automatic procedure for notifying the high school.*

*Similar arrangements may be made by students accepted from schools outside Pinellas County. Such arrangements are between the student and the high school, and the College accepts no responsibility for notifying the school.*

#### *VI. International Baccalaureate*

*St. Petersburg College will grant college credit to a student who presents a score of 4, 5, or 6 on one or more of the International Baccalaureate examinations. Credit thus granted is transferable among Florida institutions of higher education participating in the statewide articulation agreement.*

VII. *Credit by Assessment of Prior Learning/Experiential Learning Program (ELP)*

*Credit may be awarded under this area for learning in a discipline or program area(s) offered by the College. The assessment of learning shall take place through means consistent with generally accepted techniques of measuring college-level learning. The techniques may include written and oral examinations, portfolio evaluations, interview assessments, and project or product evaluations. In addition, other methods of evaluation shall include use of ACE guidebooks, DANTES, the MOS Specialty Guide, the CAEL Guide, and correlation of military training with college-level credit. Such assessment shall certify levels of attainment consistent with the content and performance expectations established in the curriculum of the College for equivalent courses. Experiential Learning Program (ELP) replaces internal/challenge exams and other methods of evaluating and crediting prior learning. The discipline program directors, by collegewide agreement, will determine which courses within the curriculum of the department may be eligible for assessment through experiential learning. Program directors will consult annually with advisory committees, discipline instructors, and Experiential Learning coordinators to update the listing of courses eligible for assessment through the Experiential Learning Program. The College limits the credit earned through the Experiential Learning Program for Associate in Science and Certificate Programs to 50 percent of the core courses and/or courses within the major. If a student can demonstrate prior learning, the College will award credit for achievement rather than have the student repeat the learning sequence. Information concerning such assessments may be secured from the associate provost or the Experiential Learning Office on each campus.*

- A. When the student completes the assessment, the ELP Office will notify the student of the outcome. A grade of "P" will be recorded for the course if credit is awarded.*
- B. A student may not be registered for a course and be simultaneously evaluated for his/her prior learning of that course.*

*Pursuant to State Board of Education Rule 6A-14.054, matriculation and tuition fees shall not be charged for the assessment of prior learning or the awarding of credit based on prior learning, regardless of whether the prior learning was acquired through instruction provided by the College or through instruction or experience external to the College.*

*Students who are evaluated for the assessment of prior learning shall be charged a fee as prescribed in Board of Trustees' Rule 6Hx23-5.17 Student Fees.*

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

Law Implemented: 1001.64(8), 1007.27, 1007.271, F.S. SBE Rules 6A-14.031, 6A-14.054, F.A.C.

History: .... 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

6Hx23-4.29 GRADUATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE AND ASSOCIATE IN APPLIED SCIENCE DEGREES

The Board of Trustees authorizes and directs the President or a designee to establish graduation requirements and related procedures for associate in science and associate in applied science degrees in accordance with applicable state law and State Board of Education Rules.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure.**

- I. *Associate in Science Degree Candidates for graduation must:*
  - A. *Satisfactorily complete the general education core requirements that are acceptable to the State University System.*
  - B. *Satisfactorily complete the prescribed course of study listed under the program, including special graduation requirements.*
  - C. *Satisfactorily complete items II.A. through II.E. of the graduation requirements for all degrees as outlined in Rule 6Hx23-4.24.*
  - D. *Demonstrate satisfactory mastery of those communication and computation skills judged to be essential for successful performance*

*in vocational field for which the respective program provides entry level preparation.*

- E. Satisfactorily complete all general education requirements for the Associate in Science degree as outlined in Rule 6Hx23-4.32.*
- F. Satisfactorily complete the end of program assessment for the program.*
- G. Waiver of course requirements and substitutions may be approved by the program director directly involved with the specific program.*
- H. Advisement Requirements*
  - 1. The college will provide students in the Associate in Science degree program with an automated program evaluation report each session they are enrolled at the college.*
  - 2. Each Associate in Science degree candidate must have a graduation advisement session with their program advisor prior to completing 42 credit hours in the Associate in Science degree program.*

*II. Associate in Applied Science Degree Candidates for graduation must:*

- A. Satisfactorily complete the prescribed course of study listed under the program, including special graduation requirements.*
- B. Satisfactorily complete items II.A. through II.E. of the graduation requirements for all degrees as outlined in Rule 6Hx23-4.24.*
- C. Demonstrate satisfactory mastery of those communication and computation skills judged to be essential for successful performance in vocational field for which the respective program provides entry level preparation.*
- D. Satisfactorily complete all general education requirements for the Associate in Applied Science degree as outlined in Rule 6Hx23-4.32.*
- E. Satisfactorily complete the end of program assessment for the program.*
- F. Waiver of course requirements and substitutions may be approved by the program director directly involved with the specific program.*
- G. Advisement Requirements*

1. *The College will provide students in the Associate in Applied Science degree program with an automated program evaluation report each session they are enrolled at the College.*
2. *Each Associate in Applied Science degree candidate must have a graduation advisement session with their program advisor prior to completing 42 credit hours in the Associate in Applied Science degree program.*

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

Law Implemented: 1001.64(6) & (8), 1000.21, 1001.02, 1001.03, 1004.68, 1007.23, F.S.; SBE Rule 6A-14.030

History: Formerly 6Hx23-4-7.01; Adopted 10/16/75; Readopted 10/25/77; Amended 11/30/81, 2/18/82 (Effective 3/24/82 for Session I, 1982-83), Emergency Amendment 12/15/83, 1/19/84 (Section (4) effective Session I, 1984-85), 9/20/84; Filed 9/20/84; Effective 9/20/84; 9/26/95. Filed - 9/26/95. Effective - Session I, 1996-97; 2/20/96. Filed - 2/20/96. Effective - Session I, 1996-97; 4/18/00. Filed - 4/18/00. Effective - Session I, 2000-01; 7/17/12. To Be Repealed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

#### 6Hx23-4.30 CLASS ATTENDANCE

The President or designee is authorized and directed by the Board of Trustees to establish standards and procedures to accompany this Rule concerning the assessment and recording of class attendance, as well as informing students of attendance and absence policies imposed pursuant to College policy and as provided for in applicable state and federal law.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.30.**

*Attendance taking throughout the term is not required but is strongly encouraged. Attendance throughout the term may be taken in the ANGEL Learning Management System Attendance Manager module. It will be the responsibility of each instructor to insure that all students are informed of his or her class attendance and excessive absence policy in writing via the course syllabus. The instructor determines when the absences of a particular student have become "excessive." During the first two weeks of each class, the instructor is required to take attendance in the college's student information system. During a period of one week just after the sixty (60) percent point in the term, instructors shall determine any student enrolled in his or her class who is not actively participating in his or her class. Instructors are required to identify and record any of his or her students who are not actively participating in his or her class in the college's student information system by the end of the one week period just after the sixty (60) percent point in the term.*

*Each instructor shall exercise his or her professional judgment to determine if a student is actively participating in his or her class. Examples of active participation include: completion of a recent exam, submission of a class assignment, attendance in a scheduled class meeting, and participation in online discussion groups.*

*Instructors will be notified via email when no attendance has been taken for a student during the first two weeks and when it is time to determine active participation (just after the sixty (60) percent point in the term).*

*Recognizing that the college offers courses of varying length (express, eight week, and dynamically dated classes), the instructor will have one week to take attendance at the beginning of such classes. Furthermore, the period to determine active participation will be calculated and each instructor will be notified when students who are not participating may be recorded as such in the college's student information system.*

- I. Regular class attendance is expected of all students. When absent for less than a week because of illness or other emergencies, a student should notify, or have someone notify, the appropriate instructors. In the case of extended absences of a week or more, the student should notify, or have someone notify, the office of the associate provost.*
- II. It is important that the student become aware of each instructor's attendance and excessive absence policy.*

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

Law Implemented: 1001.64, 1001.65, F.S.; 34 CFR 668, Return of Title IV Funds

History: Formerly 7-1.02 and 6Hx23-7-1.02 and 6Hx23-4.31. Adopted 7/2/68; Readopted 12/19/74, 10/25/77; Amended 10/16/75, 11/30/81; Filed and Effective 11/30/81. 6/21/02. Filed – 6/21/02. Effective – 6/21/02; 10/17/06. Filed – 10/17/06. Effective – 10/17/06; 12/17/07. Filed – 12/17/07. Effective – Session II, 2007-08; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

#### 6Hx23-4.31 WITHDRAWAL

The Board of Trustees shall authorize and direct the President to establish a process and procedures causing students to be apprised of their progress prior to the voluntary withdrawal deadline, and to establish policies concerning voluntary and involuntary withdrawals from courses during the semester, as well as procedures for requesting reinstatements and the process for a complete withdrawal from the College.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.31.**

#### *I. WITHDRAWAL FROM THE COLLEGE*

*The President shall establish procedures causing students to be apprised of their progress prior to the voluntary withdrawal deadline. Students who wish to withdraw completely from the College are required to report to the academic counseling areas of their home campus or center for an exit interview. If it is not possible for a student to come in, a request in writing that the student be withdrawn must be submitted to the associate provost.*

#### *PROCEDURE FOR COMPLETE WITHDRAWAL*

*A. Admissions and registration receives a copy of the complete withdrawal from the academic counseling office.*

- B. *After entry of the information into the student information system, the withdrawal is posted to the student's record with the date that the withdrawal was initiated.*

II. **COURSE WITHDRAWALS ARE CLASSIFIED AS FOLLOWS:**

- A. *INVOLUNTARY WITHDRAWAL - Students should be familiar with the instructor's attendance policy. Attendance guidelines are presented in rule 6Hx23-4.30. Students who fail to attend and participate in at least one class meeting during the first two weeks of the term will be withdrawn from the course with a grade of "W". If the instructor determines that the student is not actively participating in the course at the sixty percent period of the term, the student will receive a grade of "WF".*
- B. *VOLUNTARY WITHDRAWAL DURING "W" PERIOD - A student may elect to withdraw voluntarily from a course through the last day to withdraw with a final grade of "W." Students should refer to these dates in the academic calendar published in the College catalog and on the College's website.*
- C. *VOLUNTARY WITHDRAWAL AFTER THE "W" PERIOD – A student may elect to voluntarily withdraw from a course after the last day to withdraw with a grade of "W." Students who voluntarily withdraw after the last day to withdraw with a grade of "W" will receive a grade of "WF."*

*Withdrawal from an individual course without penalty will be permitted no more than two times. At the third attempt in any course the student may not receive a W, but will receive the appropriate letter grade earned based on academic performance in the course (See 6Hx23-4.451 and 6Hx23-4.15 for rules on penalties). An attempt shall be defined as each enrollment past the drop/add period in a college level or college preparatory course regardless of grade received. The three-attempt provision is intended to include any college level or college preparatory course(s) where grades of D, F, W, I or any combination thereof were earned. A fourth attempt may be allowed only by petition through the campus academic appeals committee process. However, only the last grade earned in a college level course will be factored into the overall grade point average (GPA) calculation, even if the last grade is lower than a previous grade. Audit enrollments shall not count as attempts.*

**NOTE: ON ALL DROPS, WITHDRAWALS, AND CHANGES TO AUDIT, IF STUDENT IS UNDER VETERANS ADMINISTRATION BENEFITS AND CEASES TO BE FULL-TIME, THE NECESSARY AGENCIES MUST BE NOTIFIED.**

III. **PROCEDURE FOR VOLUNTARY WITHDRAWAL FROM A COURSE**

*The student may withdraw from a class. A withdraw is defined as the action of dropping a class after the drop/add period for the class. Students who withdraw from a class will receive a grade of "W". A drop is defined as the action of dropping a class before or during the drop/add period for the class. Students who drop a class will have that class removed from their academic records.*

#### **IV. ABSENCE FROM CLASS BECAUSE OF ILLNESS**

- A. Any student who has to be absent from class due to illness should notify the instructor of the illness and possible duration of illness.*
- B. Any illness or injury necessitating extensive absence from class should be reported to the associate provost. The associate provost will then notify the instructors involved.*
- C. Any further action required (e.g., make-up work, etc.) must be arranged by the student with each instructor.*

#### **V. PROCEDURE FOR INSTRUCTOR INVOLUNTARY WITHDRAWAL OF A STUDENT FROM A COURSE**

- A. It will be the responsibility of each instructor to insure that all students are informed in writing of the class attendance and excessive absence policy via the course syllabus. The instructor determines when the absences of a particular student have become "excessive." If there is any question about a student's absence, the instructor should contact the associate provost or provost for possible information concerning the particular case.*
- B. The effect of absences upon grades is determined by the instructor. It is important that the student become aware of each instructor's attendance and excessive absence policy. After the end of the voluntary withdrawal period, a grade of "F" will be recorded due to violation of the instructor's attendance policy. Exceptions must be appealed via the program director to the Associate Provost, Provost or Center Administrator.*
- C. For an instructor who fails to provide a syllabus or who fails to include in his/her syllabus an attendance and excessive absence policy, absences exceeding 20% of the scheduled class hours shall be considered excessive.*

#### **VI. REINSTATEMENT OF STUDENTS**

*Students involuntarily withdrawn from a course for excessive absences due to illness may be reinstated at the discretion of the instructor. Any*

*student who is not so reinstated and who wishes to appeal the involuntary withdrawal may file a student academic appeal under the provisions of BOT Rule 6Hx23 - 4.36 (II).*

#### VII. WITHDRAWAL FOR MILITARY SERVICE

*If a student's military service obligation prevents him or her from completing a term that has already begun, the student should be referred to the Associate Provost's Office to be withdrawn from classes.*

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

Law Implemented: 1001.64 (6), (7) & (8), 1004.68, F.S.; SBE Rule 6A-14.0301, F.A.C.; 34 CFR 668, Return of Title IV Funds

History: Formerly 6Hx23-7-6.06 & 6Hx23-4.43; Adopted 10/16/75; Readopted 10/25/77; Amended 11/30/81, 1/18/83; Filed 1/18/83; Effective Session I, 1983-84. Filed - 11/24/97. Effective - to implement state regulations effective Session I, 1997-98. 12/15/97. Filed - 12/15/97. Effective - 12/15/97; 6/20/00. Filed - 6/20/00. Effective - 6/20/00; 4/17/01. Filed - 4/17/01. Effective - 4/17/01; 6/21/02. Filed - 6/21/02. Effective - 6/21/02; 7/19/05. Filed - 7/19/05. Effective - 7/19/05; 12/17/07. Filed - 12/17/07. Effective - Session II, 2007-08; 12/16/08. Filed - 12/16/08. Effective - 12/16/08; 7/17/12. To Be Filed - 7/17/12. Proposed Date to Become Effective - 7/17/12.

6Hx23-4.32 GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS

The Board of Trustees grants the President the authority to update and designate required course numbers and titles of the general education requirements for an Associate Degree program in accordance with that approved and required by the State Department of Education. The Board of Trustees further directs the President, or a designee, to establish procedures to accomplish notification and dissemination of general education requirements through the College procedures, website and course catalogs.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.32.**

*I. GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE DEGREE PROGRAMS*

- A. Changes to course numbers and titles are made by the State Department of Education on a regular basis. Such changes to any courses will be effective when approved by the State Department of Education despite any delays in correcting the course numbers and titles. The Board hereby grants the President the authority, without further Board approval, to amend this Rule and other Board of Trustees' rules wherein course titles and numbers are listed, to provide for the correction of course numbers and titles as are approved by the State Department of Education.*
- B. To provide students with an enhanced world view in light of an increasingly globalized economy, students must include at least one of*

the following courses as part of the general education requirements for the Associate in Arts, Associate in Science, and Associate in Applied Science degrees.

- LIT 2110 World Literature I
- LIT 2110H Honors World Literature I
- LIT 2120 World Literature II
- LIT 2120H Honors World Literature II
- HUM 2270 Humanities (East-West Synthesis)
- HUM 2270H Honors Humanities  
(East-West Synthesis)
- REL 2300 World Religions
- INR 2002 International Relations
- INR 2002H Honors International Relations
- WOH 2040 The Twentieth Century
- WOH 2040H Honors The Twentieth Century

This enhanced worldview requirement may be satisfied with the completion of a 3 credit hour college-level foreign language course with a grade of C or better (excluding American Sign Language).

## II. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN ARTS DEGREE

The general education requirements for the Associate in Arts degree consist of a minimum of 36 semester hours of credit. The minimum area requirements for the 36 semester hours are as follows:

Word Count A. Area I COMMUNICATIONS (a minimum of 9 semester hours with a grade of "C" or higher). This requirement may be met by completing 1, 2, **and** 3 below:

6,000 words

1. ENC 1101 Composition I  
**or**  
ENC 1121H Honors Composition I

NOTE: ENC 1101 **or** ENC 1121H must be completed within the first 24 semester hours of coursework at St. Petersburg College in the A.A. Degree Program.

6,000 words

2. One of the following 3 semester hour courses:

- AML 1600 African-American Literature
- ENC 1102 Composition II
- ENC 1122H Honors Composition II
- AML 2010 American Literature I **OR** (AML 2010 H)
- AML 2020 American Literature II **OR** (AML

2020H)  
 ENL 2012 *British Literature I* **OR** (ENL 2012H)  
 ENL 2022 *British Literature II*  
 LIT 2110 *World Literature I* **OR** (LIT 2110H)  
 LIT 2120 *World Literature II* **OR** (LIT 2120H)

NOTE: ENC 1102 **or** its equivalent course from this list must be completed within the first 36 semester hours of coursework at St. Petersburg College in the A.A. Degree Program.

2,000 words

3. One of the following 3 semester hour courses:

SPC 1017 *Introduction to Speech Communication*  
 SPC 1017H *Honors Introduction to Speech Communication*  
 SPC 1065 *Business and Professional Speaking*  
 SPC 1608 *Public Speaking*  
 SPC 1608H *Honors Public Speaking*

B. Area II HUMANITIES/FINE ARTS (a minimum of 6 semester hours with a grade of "C" or higher). This requirement may be met by completing 1 **and** 2 below:

2,000 words

1. \*HUM 2210 *Western Humanities I (Ancient through Renaissance)*  
**or**  
 \*HUM 2210H *Honors Western Humanities I (Ancient through Renaissance)*  
**or**  
 \*HUM 2233 *Western Humanities II (Baroque to the Present)*  
**or**  
 \*HUM 2233H *Honors Western Humanities II (Baroque to the Present)*  
**or**  
 \*\*HUM 2250 *Humanities (Western Man)*  
**or**  
 \*\*HUM 2250H *Honors Humanities (Western Man)*

\*Students who have received credit for HUM 2250 cannot also receive credit for HUM 2210 **or** HUM 2233

\*\*For students who completed HUM 2250 prior to Session I, 1996-97

2,000 words

2. One of the following 3 semester hour courses:

ARH 1000	Understanding Art
ARH 2050	Art History I
ARH 2051	Art History II
HUM 2210	Western Humanities I (Ancient through Renaissance)
HUM 2210H	Honors Western Humanities I (Ancient through Renaissance)
HUM 2233	Western Humanities II (Baroque to the Present)
HUM 2233H	Honors Western Humanities II (Baroque to the Present)
HUM 2270	Humanities (East-West Synthesis)
HUM 2270H	Honors Humanities (East-West Synthesis)
MUH 1110	Introduction to Music
MUL 1010	Introduction to Music History
PHI 1010	Introduction to Philosophy
REL 2300	World Religions

C. Area III MATHEMATICS (a minimum of 6 semester hours with a grade of "C" or higher). This requirement may be met by completing a minimum of two courses with a MAC, MAP, MAS, MGF, **or** MTG prefix.

STA 2023 may be substituted for any one course.

D. Area IV NATURAL SCIENCES (a minimum of 6 semester hours including at least one laboratory course, shown with an "L" in the prefix, **or** a laboratory/lecture course shown with a "C" in the prefix). This requirement may be met by completing courses from 1 **and** 2 below (at least one from biological sciences and one from physical sciences); **OR** 9 semester hours (if not including a laboratory experience) from a combination of the biological science field **and** the physical science field; **OR** a minimum of 12 semester hours from either field.

1. Biological Science field courses (a minimum of 3 semester hours from the following):

BOT 1000C	Botany with Lab
BSC XXXX/XXXXL	Any course with a BSC (Biology) prefix
HUN 1201	Science of Nutrition
MCB 2010-2010L	Microbiology and Lab
OCB 1000C	Biology of Marine Life

2. *Physical Science field courses (a minimum of 3 semester hours from the following):*

AST XXXX/XXXXL Any course with an AST (Astronomy) prefix

(Note: Students taking AST 1002 cannot also receive credit for AST 1003 or AST 1004)

CHM XXXX/XXXXL Any course with a CHM (Chemistry) prefix

GLY XXXX/XXXXL Any course with a GLY (Geology) prefix

PHY XXXX/XXXXL Any course with a PHY (Physics) prefix

PSC XXXX/XXXXL Any course with a PSC (Physical science) prefix

EVS 1001 Introduction to Environmental Science

ISC 1001L Methods of Science Laboratory

ESC 1000 Earth Sciences

ESC 1000L Earth Science Lab

MET 2010 Introductory Meteorology

MET XXXXL Meteorology Lab

OCE 2001 Introduction to Oceanography

OCE 2001L Oceanography Laboratory

E. Area V SOCIAL AND BEHAVIORAL SCIENCES (a minimum of 6 semester hours with a grade of "C" or higher). This requirement may be met by completing 1 **and** 2 below:

2,000 words

1. POS 2041 American National Government  
**or**  
POS 2050H Honors American Government

2,000 words

2. One of the following 3 semester hour courses:

AMH 1091 African-American History

AMH 2010 History of the United States to 1865  
(or Honors)

AMH 2020 History of the United States from  
1865 (or Honors)

AMH 2059 The United States in Vietnam

ANT 2000 Introduction to Anthropology

ANT 2003 Survey of Anthropology

ANT 2410 Cultural Anthropology

ECO 2000 Introduction to Economics

ECO 2013	<i>Principles of Macroeconomics (or Honors)</i>
ECO 2023	<i>Principles of Microeconomics (or Honors)</i>
EUH 1000	<i>Development of Western Civilization I to 1500</i>
EUH 1001	<i>Development of Western Civilization II from 1500</i>
GEA 2172	<i>Geography of the Developing World</i>
GEA 2174	<i>Geography of the Developed World</i>
INR 2002	<i>International Relations (or Honors)</i>
POS 2112	<i>State and Local Government</i>
PSY 1012	<i>General Psychology (or Honors)</i>
SYG 2000	<i>Introductory Sociology</i>
SYG 2010	<i>Social Problems</i>
SYG 2221	<i>Women and Society</i>
SYG 2430	<i>Marriage and Family</i>
WOH 2040	<i>The Twentieth Century (or Honors)</i>

F. Area VI *ETHICS (a minimum of 3 semester hours with a grade of “C” or higher).*

2,000 words

*This requirement may be met by completing any one of the following:*

*PHI 1600 Studies in Applied Ethics  
 PHI 1602H Honors Studies in Applied Ethics  
 PHI 1631 Studies in Professional Ethics  
 PHI 2635 Health Care Ethics Applied  
 PHI 2649 Applied Ethics in Public Safety Professions*

**or** *by completing:*

*PHI 1603 and either PHI 2621 or PHI 2622*

G. Area VII *COMPUTER/INFORMATION LITERACY COMPETENCY (no minimum credit hours required). Computer/information literacy competency may be demonstrated by completing one of the following:*

1. *Passing a College-approved Basic Computer/Information Skills Competency Test; or*
2. *Successful completion of at least one of the following:*
  - a. *CGS 1070 Basic Computer and Information Literacy*

- b. CGS 1100 Microcomputer Applications (as revised in 2002)
- c. EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.
- d. DEH 3730, DEH 3813, DEH 3814 **and** DEH 4607.

*New courses approved by the Board of Trustees meeting the computer/information literacy criteria may be permitted to satisfy the computer competency requirement for graduation. The approved curriculum will be presented by amendment to this Rule within six months of approval by the Board of Trustees.*

### III. ALTERNATIVE PLAN FOR COLLEGE WRITING REQUIREMENTS IN THE ASSOCIATE IN ARTS DEGREE PROGRAM—INTERDISCIPLINARY STUDIES

*[SBE Rule 6A-010.030(2)(a)]*

*The Board of Trustees of St. Petersburg College has submitted to the State Board of Education and had approved an alternative to the provision of this Rule requiring students to produce written work of at least 24,000 words in 12 semester hours of English coursework. Students who are eligible for honors courses or who have the permission of a dean may enroll in this option to the regular general education program. The alternative requires a grade of "C" or higher in each course, and the minimum area requirements for this 24-27 credit hour option are as follows:*

A. Areas I, II and V above:

*INTERDISCIPLINARY STUDIES (a minimum of 24 semester hours). This requirement may be met by completing 1, 2, **and** 3 below:*

1. *IDS 1101H Honors Interdisciplinary Studies – Ancient to Renaissance (9 semester hours)\**
2. *IDS 1102H Honors Interdisciplinary Studies – Baroque to Modern (9 semester hours)\**
3. *IDS 2103H Honors Interdisciplinary Studies – The American Experience (6 semester hours)\* **OR***
4. *IDS 1110H Honors Interdisciplinary Studies: Connections and Discoveries (6 semester hours)\**

*\*A grade of "C" or higher is required for each of these courses.*

*Note: Students partially completing the Interdisciplinary Studies will receive advanced standing*

credit toward the completion of the general education program, Section I above, as follows:

1. IDS 1101H - ENC 1121H, HUM 2210H, **and** SPC 1017H.
2. IDS 1102H - LIT 2120H, HUM 2233H, **and** AMH 2020H.
3. IDS 2103H - POS 2050H **and** AMH 2010H **OR**
4. IDS 1110H - ENC 1121H and HUM 2210H.

B. Areas III, IV, **and** VII  
No general education alternatives for IDS Studies.

#### IV. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

The general education requirements for the Associate in Science degree consist of a minimum of 17 transferable semester hours of credit. The minimum area requirements for the 17 transferable semester hours are as follows:

A. Area I COMMUNICATIONS (6-9 semester hours with a grade of "C" or higher). This requirement may be met by completing either 1, 2 and 3 **or** 1 and 3 below:

1. ENC 1101 Composition I within the first 24 semester hours of coursework in the Associate in Science Program at St. Petersburg College  
**or** ENC 1121H Honors Composition I

#### **and IF REQUIRED BY PROGRAM**

2. ENC 1102 Composition II within the first 36 semester hours of coursework in the Associate in Science Program at St. Petersburg College  
**or**  
ENC 1122H Honors Composition II **or**  
AML 1600 African-American Literature  
AML 2010 American Literature I **or**  
AML 2010H Honors American Literature I  
AML 2020 American Literature II **or**  
AML 2020H Honors American Literature II  
ENL 2012 British Literature I **or**  
ENL 2012H Honors British Literature I  
ENL 2022 British Literature II  
LIT 2110 World Literature I **or**  
LIT 2110H Honors World Literature I  
LIT 2120 World Literature II **or**  
LIT 2120H Honors World Literature II

3. SPC 1017 *Introduction to Speech Communication*  
**or**  
 SPC 1017H *Honors Introduction to Speech Communication*  
**or**  
 SPC 1065 *Business and Professional Speaking*  
**or**  
 SPC 1608 *Public Speaking*  
**or**  
 SPC 1608H *Honors Public Speaking*

B. Area II *HUMANITIES/FINE ARTS (3 semester hours with a grade of "C" or higher). This requirement may be met by completing one of the 3 semester hour courses below:*

- ARH 1000 *Understanding Art*  
 ARH 2050 *Art History I*  
 ARH 2051 *Art History II*  
 \*HUM 2210 *Western Humanities I (Ancient through Renaissance)*  
 \*HUM 2210H *Honors Western Humanities I (Ancient through Renaissance)*  
 \*HUM 2233 *Western Humanities II (Baroque to the Present)*  
 \*HUM 2233H *Honors Western Humanities II (Baroque to the Present)*  
 HUM 2270 *Humanities (East-West Synthesis)*  
 HUM 2270H *Honors Humanities (East-West Synthesis)*  
 MUH 1110 *Introduction to Music*  
 MUL 1010 *Introduction to Music History*  
 PHI 1010 *Introduction to Philosophy*  
 REL 2300 *World Religions*  
 \*\*HUM 2250 *Humanities (Western Man)*  
**or**  
 \*\*HUM 2250H *Honors Humanities (Western Man)*

*\*Students who have received credit for HUM 2250 cannot also receive credit for HUM 2210 or HUM 2230*

*\*\*For students who completed HUM 2250 prior to Session I, 1996-97*

C. Area III *MATHEMATICS (3 semester hours with a grade of "C" or higher).*

*Any course with an MAC, MAP, MAS, MGF, STA or MTG prefix*

D. Area IV *NATURAL SCIENCES (no minimum credit hours required for general education for the A. S. degree except by the specific A.S. articulated programs).*

E. Area V *SOCIAL AND BEHAVIORAL SCIENCES (3 semester hours with a grade of "C" or higher). This requirement may be met by completing one of the 3 semester hour courses below:*

<i>AMH 1091</i>	<i>African-American History</i>
<i>AMH 2010</i>	<i>History of the United States I (or Honors)</i>
<i>AMH 2020</i>	<i>History of the United States II (or Honors)</i>
<i>AMH 2059</i>	<i>The United States in Vietnam</i>
<i>ANT 2000</i>	<i>Introduction to Anthropology</i>
<i>ANT 2003</i>	<i>Survey of Anthropology</i>
<i>ANT 2410</i>	<i>Cultural Anthropology</i>
<i>ECO 2000</i>	<i>Introduction to Economics</i>
<i>ECO 2013</i>	<i>Principles of Macroeconomics or</i>
<i>ECO 2013H</i>	<i>Honors Principles of Macroeconomics</i>
<i>EUH 1000</i>	<i>Development of Western Civilization I</i>
<i>EUH 1001</i>	<i>Development of Western Civilization II</i>
<i>GEA 2172</i>	<i>Geography of the Developing Worlds</i>
<i>GEA 2174</i>	<i>Geography of the Developed World</i>
<i>INR 2002</i>	<i>International Relations or</i>
<i>INR 2002H</i>	<i>Honors International Relations</i>
<i>POS 2041</i>	<i>American National Government or</i>
<i>POS 2050H</i>	<i>Honors American National Government</i>
<i>POS 2112</i>	<i>State and Local Government</i>
<i>PSY 1012</i>	<i>General Psychology or</i>
<i>PSY 1020H</i>	<i>Honors General Psychology</i>
<i>SYG 2000</i>	<i>Introductory Sociology</i>
<i>SYG 2010</i>	<i>Social Problems</i>
<i>SYG 2221</i>	<i>Women and Society</i>
<i>SYG 2430</i>	<i>Marriage and Family</i>
<i>WOH 2040</i>	<i>The Twentieth Century (or Honors)</i>

F. Area VI *ETHICS (2-3 semester hours with a grade of "C" or higher). This requirement may be met by completing one of the following as determined by the course of study:*

<i>PHI 1603</i>	<i>Applied Ethics</i>
<i>or</i>	
<i>PHI 1600</i>	<i>Studies in Applied Ethics,</i>
<i>or</i>	
<i>PHI 1602H</i>	<i>Honors Studies in Applied Ethics,</i>
<i>or</i>	
<i>PHI 1631</i>	<i>Studies in Professional Ethics</i>

**or**

PHI 2635      *Health Care Ethics Applied*  
PHI 2649      *Applied Ethics in Public Safety*  
                                 *Professions*

G. Area VII **COMPUTER/INFORMATION LITERACY**  
**COMPETENCY** (no minimum credit hours required).  
Computer/information literacy competency may be demonstrated by completing one of the following:

1. *Passing a College-approved Basic Computer/Information Skills Competency Test; or*
2. *Successful completion of at least one of the following:*
  - a. *CGS 1070 Basic Computer and Information Literacy*
  - b. *CGS 1100 Microcomputer Applications (as revised in 2002)*
  - c. *EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.*
  - d. *DEH 3730, DEH 3813, DEH 3814 and DEH 4607.*

*New courses approved by the Board of Trustees meeting the computer/information literacy criteria may be permitted to satisfy the computer competency requirement for graduation. The approved curriculum will be presented by amendment to this Rule within six months of approval by the Board of Trustees.*

**TOTAL (17 semester hours)**

*Programs may limit the options available under Mathematics, Humanities/Fine Arts, and Social and Behavioral Sciences.*

V. **GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN APPLIED SCIENCE DEGREE**

*The general education requirements for the Associate in Applied Science degree consist of a minimum of 18 semester hours of credit. The minimum area requirements for the 18 semester hours are as follows:*

- A. Area I **COMMUNICATIONS** (6-9 semester hours). *This requirement may be met by completing either 1, 2 and 3 or 1 and 3 below:*

1. ENC 1101 *Composition I within the first 24 semester hours of coursework in the Associate in Applied Science Program at St. Petersburg College*  
**or** ENC 1121H *Honors Composition I*

**and IF REQUIRED BY PROGRAM**

2. ENC 1102 *Composition II within the first 36 semester hours of coursework in the Associate in Applied Science Program at St. Petersburg College*

**or**

ENC 1122H *Honors Composition II* **or**

AML 1600 *African-American Literature*

AML 2010 *American Literature I* **or**

AML 2010H *Honors American Literature I*

AML 2020 *American Literature II* **or**

AML 2020H *Honors American Literature II*

ENL 2012 *British Literature I* **or**

ENL 2012H *Honors British Literature I*

ENL 2022 *British Literature II*

LIT 2110 *World Literature I* **or**

LIT 2110H *Honors World Literature I*

LIT 2120 *World Literature II* **or**

LIT 2120H *Honors World Literature II*

3. SPC 1017 *Introduction to Speech Communication*

**or**

SPC 1017H *Honors Introduction to Speech Communication*

**or**

SPC 1065 *Business and Professional Speaking*

**or**

SPC 1608 *Public Speaking*

**or**

SPC 1608H *Honors Public Speaking*

B. Area II *HUMANITIES/FINE ARTS (3 semester hours). This requirement may be met by completing one of the 3 semester hour courses below:*

ARH 2050 *Art History I*

ARH 2051 *Art History II*

\*HUM 2210 *Western Humanities I  
(Ancient through Renaissance)*

\*HUM 2210H *Honors Western Humanities I  
(Ancient through Renaissance)*

\*HUM 2233 *Western Humanities II  
(Baroque to the Present)*

\*HUM 2233H Honors Western Humanities II  
 (Baroque to the Present)  
 HUM 2270 Humanities (East-West Synthesis)  
 HUM 2270H Honors Humanities(East-West  
 Synthesis)  
 MUH 1110 Introduction to Music  
 ORI 2000 Oral Interpretation of Literature  
 PHI 1010 Introduction to Philosophy  
 REL 2300 World Religions  
 THE 2000 Introduction to Theatre Arts  
 \*\*HUM 2250 Humanities (Western Man)  
**or**  
 \*\*HUM 2250H Honors Humanities (Western Man)

\*Students who have received credit for HUM 2250 cannot  
 also receive credit for HUM 2210 **or** HUM 2233

\*\*For students who completed HUM 2250 prior to  
 Session I, 1996-97

C. Area III MATHEMATICS (3 semester hours).

Any course with an MAC, MAP, MAS, MAT, MGF, STA, or  
 MTG prefix

D. Area IV NATURAL SCIENCES (no minimum credit hours required for  
 general education for the A.A.S. degree except by the specific  
 A.S. articulated programs).

E. Area V SOCIAL AND BEHAVIORAL SCIENCES (3 semester hours).  
 This requirement may be met by completing one of the 3  
 semester hour courses below:

AMH 1091 African-American History  
 AMH 2010 History of the United States I (or Honors)  
 AMH 2020 History of the United States II (or Honors)  
 ANT 2000 Introduction to Anthropology  
 ANT 2410 Cultural Anthropology  
 ECO 2000 Introduction to Economics  
 ECO 2013 Principles of Macroeconomics **or**  
 ECO 2013H Honors Principles of Macroeconomics  
 EUH 1000 Development of Western Civilization I  
 EUH 1001 Development of Western Civilization II  
 POS 2041 American National Government **or**  
 POS 2050H Honors American National Government  
 POS 2112 State and Local Government  
 PSY 1012 General Psychology **or**  
 PSY 1020H Honors General Psychology

SYG 2000      *Introductory Sociology*  
SYG 2010      *Social Problems*  
WOH 2040      *The Twentieth Century (or Honors)*

F. Area VI    *ETHICS (3 semester hours)*

PHI 1600      *Studies in Applied Ethics,*  
**or**  
PHI 1602H     *Honors Studies in Applied Ethics,*  
**or**  
PHI 1631      *Studies in Professional Ethics,*  
**or**  
PHI 2635      *Health Care Ethics Applied*  
PHI 2649      *Applied Ethics in Public Safety*  
                         *Professions*

G. Area VII    *COMPUTER/INFORMATION LITERACY*  
*COMPETENCY (no minimum credit hours required).*  
*Computer/information literacy competency may be*  
*demonstrated by completing one of the following:*

1. *Passing a College-approved Basic Computer/Information Skills Competency Test; **or***
2. *Successful completion of at least one of the following:*
  - a. *CGS 1070 Basic Computer and Information Literacy*
  - b. *CGS 1100 Microcomputer Applications (as revised in 2002)*
  - c. *EME 2040 Introduction to Educational Technology (as revised in 2002), preferred for Education majors.*
  - d. *DEH 3730, DEH 3813, DEH 3814 **and** DEH 4607.*

*New courses approved by the Board of Trustees meeting the computer/information literacy criteria may be permitted to satisfy the computer competency requirement for graduation. The approved curriculum will be presented by amendment to this Rule within six months of approval by the Board of Trustees.*

*TOTAL (18 semester hours)*

*Programs may limit the options available under Mathematics, Humanities/Fine Arts, and Social and Behavioral Sciences.*

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

Law Implemented: 1001.64, 1004.03, 1007.24, 1007.25, 1004.65, 1004.68, 1009.23, 1009.25, 1009.26, 1001.64(10), 1007.263, F.S.; Rules 6A-14.030, 6A-10.030, F.A.C.

History: ..... 4/26/11. Filed – 4/26/11. Effective – 4/26/11; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

6Hx23-4.33 STUDENT CODE OF CONDUCT ~~STUDENT AND STUDENT ORGANIZATION REGULATIONS~~

Students enrolled at St. Petersburg College are expected to conduct themselves in a manner which will reflect credit to the College, the community, and themselves. Each student, by registering, assumes the responsibility to become familiar with and to abide by the general regulations and rules of conduct ~~listed in this Rule~~ of the College. If found guilty of violation of any of these rules, a student may be subject to the placing of a hold on the student's record, the withholding of grades, credits, transcripts, or diplomas, disciplinary probation, suspension or dismissal, in accordance with prescribed ~~Rules policies and procedures for the handling of disciplinary cases.~~ (See Board of Trustees' Rule 6Hx23-4.35.)

The Board of Trustees authorizes and directs the President to establish regulations related to prohibited activities and those activities which violate the student code of conduct found in the accompanying College procedure. Students found to have violated the College's code of conduct shall be subject to disciplinary action as outlined in the College's procedure on the disciplinary process.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.33.**

- A. *The following actions are prohibited at or on any campus or center of the College, or at any College-sponsored or College-affiliated activity or event. Violation of any of these regulations may result in disciplinary action. In addition, the College reserves the right to impose discipline based on any student conduct, regardless of location, that may adversely affect the College or College community. Further, disciplinary action may be imposed in special circumstances where prescribed by law.*
1. *Possession or consumption of alcoholic beverages.*
  2. *Use, possession, sale, barter, exchange, gift, distribution, or other transaction of any drugs which would be in violation of Chapter 893 of the Florida Statutes.*
  3. *Cheating in any form.*

4. *Stealing or attempting to steal.*
5. *The use of indecent or abusive language.*
6. *Gambling.*
7. *Hazing. The College's anti-hazing policy and the penalties for violations thereof are set forth in Board of Trustees' Rule 6Hx23-4.331.*
8. *Vandalism or destruction of property.*
9. *Unauthorized possession, duplication or use of keys or access cards to any College premises or services.*
10. *Taking or unauthorized use or possession of College property or the private property of another.*
11. *Falsification, forgery, alteration, or misuse of any College record, document or identification card.*
12. *Permitting another to use his or her College identification card, impersonating another or misrepresenting being authorized to act on behalf of another.*
13. *Failure to comply with lawful directives of College officials or security officers acting within the performance of their duty.*
14. *Any action which causes or attempts to cause a fire, explosion, including bomb threats, or any false reporting of a fire, explosion or any tampering with the fire safety equipment or other safety devices or the failure to evacuate the College buildings during a fire alarm.*
15. *Fraudulent and/or unauthorized official use of College name, seal, emblem, nickname or motto.*
16. *Lewd or indecent conduct.*
17. *Behavior or actions which are disruptive of the normal, peaceable, and orderly operation of the College.*
18. *Any disorderly conduct or breach of peace. This includes, but is not limited to, such conduct as threatening, fighting or other tumultuous behavior, the making of unreasonable noise or offensively coarse utterances, gestures or display, or abusive language to any person, creation of a hazard or offensive condition or other causes or matters resulting in the disturbance of the public tranquility and order of the College, its students or personnel.*

19. *Participation in a campus demonstration which unreasonably disrupts the normal operations of the College and infringes upon the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus (site), building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus (site).*
20. *Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.*
21. *Acts of verbal or written abuse, threats, intimidation, harassment, coercion and/or other conduct which creates an intimidating, hostile or offensive working and/or educational environment.*
22. *Violation of a federal or state law, county or city ordinance.*
23. *Repeated offenses of a less serious nature.*
24. *Assault or physical abuse.*
25. *Possession or use of explosives (including fireworks), chemical agents, or deadly weapons (including firearms).*

*No person shall possess or carry a firearm upon College property except municipal, county, state, and federal law enforcement officers either on or off duty and except students at the indoor firing range of the SPJC Allstate Center. When said law enforcement officers are not in uniform and carry an exposed firearm on their person, they shall be required to display their officially issued badge, shield or identification tag while participating as a student or instructor in Criminal Justice Institute programs at the Allstate Center. At all other sites, law enforcement officers not on duty or not in official uniform must conceal their weapons. When carrying concealed weapons on St. Petersburg College property, law enforcement officers must be ready to display officially issued badge, shield or law enforcement identification upon request. Registered students and employees of the College who are licensed to carry concealed weapons as authorized by F.S. §790.06, must register and receive written permission from the President or his designee to carry an authorized weapon on SPJC property. Weapons carried upon College property by registered students and employees licensed pursuant to F.S. §790.06 must be with the written permission of the President or his designee. Said weapons shall be limited to a stun gun, or non lethal electric weapon or device solely designed for defensive purposes and the*

*weapon does not fire a dart or projectile and shall be concealed at all times.*

26. *Unauthorized entry and/or occupancy of College facilities.*
27. *Violations of student traffic and parking control as listed in Board of Trustees' Rule 6Hx23-4.34.*
28. *Sexual harassment, as defined in Board of Trustees' Rule 6Hx23-2.011.*
29. *Sexual misconduct, as defined in Board of Trustees' Rule 6Hx23-4.332.*
30. *Discrimination. The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, marital status, or disability constitutes discrimination.*
31. *Stalking. To follow or harass repeatedly another person so as to put that person in fear for his/her safety.*
32. *Actions that are committed with disregard of the possible harm to an individual or group which could or does result in injury to an individual or group.*
33. *Failure to respect the right-to-privacy of any member of the College community.*
34. *Disobedience. Failure to abide by official College rules, procedures, policies or guidelines.*
35. *Conduct endangering safety and welfare. The commission of any act which one could reasonably foresee as having the potential to threaten or endanger the health or well-being of any person or property.*
36. *Misuse of Computer and Computer Information Resources:*
  - a. *Altering, modifying, destroying, disclosing or taking information resource property, (including equipment, supplies, data, programs, software, and supporting documents) as well as modifying equipment or supplies without proper authorization.*
  - b. *Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.*
  - c. *Unauthorized transfer of a file.*

- d. *Unauthorized use of another individual's identification and/or password.*
  - e. *Use of any computing facilities, either locally or remotely, to interfere with the work of another student, faculty or staff member of the College, or negatively impact the College network and/or computing system.*
  - f. *Use of any computing facilities, either locally or remotely, to send obscene or abusive messages through the College network and/or computing system.*
  - g. *Use of any computing facilities, either locally or remotely, to interfere with the normal operation of the College network and/or computing system.*
  - h. *Misuse of College computers. See BOT Rule 6Hx23-6.900.*
37. *False information. Furnishing false information to a College official in the exercise of his/her responsibilities.*
38. *Engaging in commercial solicitation on College property. This does not apply to approved College organization sales when approved by the College.*
39. *Knowingly instituting a false charge against another.*
40. *Intentionally, without consent, limits or restricts the freedom of another to move about in a lawful manner.*
41. *Any action which interferes with or obstructs the College's hearing process, including failure to appear upon request of a Chair for a hearing panel at a hearing; failure to testify upon a request of a Chair of a hearing panel at a hearing; improper conduct at a hearing; knowingly making false statements at a hearing; disruption or interference with the orderly conduct of the hearing process; attempting to discourage an individual's proper participation in or use of the hearing process; attempting to influence the impartiality of a member of the hearing panel prior to and/or during the course of the hearing process; harassment (verbal or physical) and/or intimidation of a member of the hearing panel prior to, during or after the hearing proceedings; influencing or attempting to influence another person to commit an abuse of the hearing process; and/or failure to complete imposed sanctions. Nothing in this subsection shall be construed to compel self-incrimination.*

42. *Conspiracy to commit violation of any of the above or aiding, abetting, assisting, hiring, soliciting, or procuring another in the violation of any of the above.*

B. *Vehicle parking and traffic plans shall be approved by the President or designee.*

C. *Students are expected to be dressed neatly and in good taste at all times while on campus and while attending any College-sponsored activity.*

D. *In cases in which there has been a violation of law against the College or any of its officials, legal action may also be brought against the offender.*

II. *Student organizations are also prohibited from engaging in the conduct listed in I.A. above. Violations of this Rule by a student organization could result in the rescission of the authority for such organization to operate on college property or under the sanction of the College.*

III. *This section of the Rule is implemented as a result of growing conduct throughout the United States, the State of Florida and Pinellas County, including this College, of students threatening physical harm to other students, instructors and/or staff with an unpredictable but growing frequency of a student carrying out the threat or causing harm which necessitates the implementation of this Rule in order to better provide a reasonably safe academic and work environment. Due process of the accused, suspected student is believed to be protected by the following.*

*Therefore, a student may be immediately suspended from classes and/or from the College and its grounds and premises upon the recommendation of the student's campus/center associate provost or designee upon approval of the provost or designee or the President or designee when one or more of the following circumstances exist:*

A. *A student is reasonably suspected of threatening and/or causing physical harm to a student, instructor and/or staff member and/or their property or property of the College.*

B. *A student is reasonably suspected of violating Sub Paragraphs 14, 25, 31, 32, 35 or 40 of Paragraph I.A. of this Rule.*

*Any student alleged to have violated one or more of the foregoing shall be contacted by the associate provost or designee, if reasonably possible, and request that the student come in to share his/her side of the story in advance of their consideration of whether or not the suspension should be imposed. However, because such conduct threatens bodily harm, life and/or property, if the student cannot be reached or does not promptly*

*respond to the request, the associate provost or designee may recommend suspension if they reasonably suspect that any of the above violations have occurred. If the student does come in and share his/her side of the story and the associate provost or designee still reasonably suspects that any of the above violations have occurred, the associate provost or designee may recommend suspension. If the suspension is approved by the provost or designee, or the President or designee, the suspension will be imposed.*

*When deemed appropriate, the associate provost or designee may, as an alternative to this Rule or in conjunction with this Rule, recommend that an evaluation be done pursuant to Board of Trustees' Rule 6Hx23-4.333.*

*Any student suspended pursuant to the foregoing shall be notified of the suspension and shall comply with the directed suspension. Notification may be by personal delivery or by regular mail to the student's last known address. The student shall be entitled to an informal preliminary hearing within three (3) working days after the suspension at which time the provost or designee will conduct an informal preliminary hearing to determine whether or not there is trustworthy information to support the student's violation and/or continued suspension. At the hearing, the associate provost or designee shall offer evidence and/or witnesses to the threat, or other proscribed conduct. The student shall be entitled to offer their side of the story including any other evidence and/or witnesses. The provost or designee shall promptly determine whether or not to continue the suspension. The suspension shall continue to be in effect during the time the matter is being considered by the provost or designee.*

*If the provost or designee determines that there is no trustworthy information to support the violation, the student shall be reinstated and shall be permitted to make up any coursework or testing that was missed as a result of the suspension. If the provost or designee believes that continuing the suspension is not appropriate, but that the student should be subject to further investigation and consideration for discipline, the suspension will be lifted and the matter referred to the associate provost or designee for further investigation and action as may be appropriate under Board of Trustees' Rule 6Hx23-4.35. If the provost or designee determines that the suspension is supported by trustworthy information and was appropriate, and continues to be appropriate, the provost or designee shall direct that the suspension continue and the matter shall be promptly referred to the Disciplinary Board for a full hearing in accordance with Board of Trustees' Rule 6Hx23-4.35. The student shall be notified of the provost's or designee's determination by personal delivery or mail to the student's last known address.*

*On sites where there is no provost and/or associate provost, the President shall designate the person(s) to undertake the duties of the provost and/or associate under this Rule.*

**INFORMATIONAL NOTE: 1. Notice of the Informal Preliminary Hearing should be given to the student at the same time the student is noticed of suspension. The student should also be advised of his/her right to testify, offer evidence and witnesses at the hearing.**

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

Law Implemented: 1001.64(8), 1000.05, 1006.60 F.S.

History: Formerly 6Hx23-7-2.01; Readopted 10/25/77; Emergency Amendment 8/20/81; Amended 10/20/71, 12/19/74, 1/15/81, 10/15/81, 11/15/83. Filed 11/15/83. Effective 11/15/83; 2/16/93. Filed - 2/16/93. Effective - 2/16/93; 4/19/94. Filed - 4/19/94. Effective - 4/19/94; 11/21/95. Filed - 11/21/95. Effective - November 21, 1995; 5/21/96. Filed - 5/21/96. Effective - Session III, 1996; 10/19/98. Filed - 10/19/98. Effective - 10/19/98; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

## 6Hx23-4.332 SEXUAL MISCONDUCT

Students or employees found in violation of law and policy relating to sexual misconduct while on College property or during any College activity, whether on or off campus, will be subject to disciplinary action leading up to and including dismissal. The Board of Trustees directs and authorizes the President, or a designee, to establish protocols and procedures related to the reporting of, and response to, alleged activities of sexual misconduct. The College shall notify the student body and employees concerning the implementation of this policy and its procedures, and the rights and responsibilities of individuals impacted.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.332.**

### *I. SEXUAL MISCONDUCT POLICY AND DEFINITIONS:*

*Students or employees found in violation of the following sexual misconduct while on College property or during any College related activity whether on or off campus will be subject to disciplinary action including dismissal.*

- A. The College will not tolerate the act of sexual assault/battery or the attempt thereof. Sexual assault/battery means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose or an act done with intelligent, knowing and voluntary consent.*
- B. Sexual harassment will not be tolerated by the College. (See rule 6Hx23-2.011 for definition and procedure P6Hx23-2.011 for reporting.)*
- C. Public Indecency will not be tolerated by the College. Public indecency means exposing one's body in such a manner that another party reasonably could be offended or engaging in other lewd or lascivious sexual conduct where another party reasonably could be offended.*
- D. Voyeurism will not be tolerated by the College. Voyeurism means to trespass, to spy or eavesdrop for sexual arousal.*

### *II. IMPLEMENTATION:*

*The College shall publish in the Student Handbook, College Catalog, Faculty Manual, Adjunct Faculty Manual and Career Services Manual the policy statement that this College will not tolerate sexual assault/battery or an attempt thereof or any other sexual misconduct as defined herein and further inform the students and employees of the College of this policy and their rights and responsibilities. In regards to sexual assault/battery, the*

*annual Supplement to the Faculty, Staff and Student Handbook shall give an explanation of criminal statutes and penalties for such conduct, an explanation of student and employee rights and responsibilities including any College discipline to the offender and the procedure to be used in such disciplinary action, an explanation of the College's commitment to victims' rights as contemplated in Chapters 794 and 960 of the Florida Statutes, an explanation of victims' rights and the resources available to assist victims at the College and in the community. All current and new students and employees shall be given a copy of the annual Supplement to the Faculty, Staff and Student Handbook. The College shall at each of its orientation programs advise students and employees of the problem, the needs and rights of victims, resources available to assist victims, and encourage the reporting of sexual misconduct and familiarize the students with the annual Supplement to the Faculty, Staff and Student Handbook.*

**III. CRIMINAL CONVICTION/ON OR OFF CAMPUS CONDUCT:**

*The College further has a vital interest in the character of its students and its employees and their on- or off-campus behavior. Should a student or employee be convicted in a state or federal court of sexual assault/battery or other sexual misconduct, whether on or off the campus, that student or employee shall be subject to discipline including dismissal.*

**IV. ON-CAMPUS OR COLLEGE RELATED ACTIVITIES NOTIFICATION:**

*All allegations of sexual assault/battery or an attempt thereof or other sexual misconduct shall be immediately reported to the Campus Provost or Assistant Provost and the Vice President of Human Resources or their designees. The College employee reporting shall promptly follow such initial report by a detailed written report to the Vice President of Human Resources or his/her designee.*

**V. NOTIFICATION OF LAW ENFORCEMENT AGENCY:**

*The appropriate law enforcement agency shall be immediately notified by the Vice President of Human Resources or his/her designee of any incident where there are allegations of sexual assault/battery or an attempt thereof or other sexual misconduct when occurring on College property or during any College related activity or when requested by any alleged victim. In the event of an emergency the law enforcement agency shall be directly notified by the College employee receiving the information followed by a prompt report to the persons listed in IV above.*

**VI. CAMPUS SECURITY REVIEW:**

*Campus security and safety shall be reviewed annually by the Associate Vice President of Educational and Student Services and the College's Security Coordinator in consultation with Assistant Provosts and provide a*

*report to the Vice President of Human Resources or his/her designee on or before April 1 of each year.*

*The President shall undertake such action and/or procedures as are necessary to implement this policy.*

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

Law Implemented: 1001.64(8)

History: 7/21/92. Filed - 7/21/92. Effective - 7/21/92; 7/19/94. Filed - 7/19/94. Effective - 7/19/94; 10/23/96. Filed - 10/23/96. Effective - 10/23/96; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

6Hx23-4.333 EVALUATION AND DISMISSAL OF STUDENTS EXHIBITING UNUSUAL OR DISRUPTIVE BEHAVIOR

St. Petersburg College seeks to be responsive to identify students in need and to hold students accountable for their behavior in an effort to support the orderly operation of the College and to promote a secure and productive learning environment for all students and faculty. The Board of Trustees directs and authorizes the President or a designee to establish procedures related to securing the services of professional mental health evaluators to assess the behavior and psychological condition of students to ascertain whether a student is capable of functioning in a collegial setting, and to impose conditions and procedures related to a dismissal from the College when determined to be most appropriate.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.333.**

I. INTRODUCTION:

*St. Petersburg College seeks to be responsive to identify students in need and to hold students accountable for their behavior in an effort to promote a secure and productive campus and virtual (online) learning environment. Students who cannot conform to the standards of appropriate behavior necessary to the college environment or the classroom cannot be permitted to interfere with the operation of the College and/or other students' access to a college education.*

II. STANDARD FOR EVALUATION:

*St. Petersburg College is authorized to secure the services of professional mental health evaluators. These professionals will assess the behavior and psychological condition of students referred by campus personnel and will submit a report regarding the continued enrollment of students who exhibit unusual and/or disruptive behavior, and may pose a threat to themselves or others.*

III. QUALIFICATIONS OF MENTAL HEALTH EVALUATORS:

*The College will secure the services of professional mental health evaluators meeting the following criteria:*

- A. *are state licensed and appropriately credentialed mental healthcare professionals.*
- B. *are available to make contact with the student within 24 hours of referral.*

- C. *will offer hours of operation and locations that are geographically accessible and convenient for the College and students.*
- D. *will provide the College with an initial status report, as well as a written evaluation of the student in a timely manner.*
- E. *will provide information regarding follow-up treatment if necessary.*
- F. *have the ability to conduct a threat analysis, provide immediate crisis intervention, and to conduct critical debriefing with College personnel as appropriate.*

#### IV. REFERRALS TO COMMUNITY RESOURCES:

*It is understood that where a student's behavior is of concern, however does not raise to a level to trigger the evaluation process outlined herein, the campus associate provost, or other designated site administrator, may provide information on community resources to students as appropriate.*

#### V. ASSESSMENT OF REFERRALS/EVALUATION PROCESS

*All referrals for immediate intervention with a disruptive student or a student with unusual behavior will be made to the appropriate campus associate provost or designated site administrator. The associate provost will assess the student's condition and report to the campus provost or site administrator, if available, who will confer as to whether there is a need for further evaluation and, if further evaluation is needed, will consult with the vice president for Academic and Student Affairs. Where a student appears to pose a direct threat to himself/herself, or others on the campus, the most appropriate response may be to immediately activate the threat assessment protocol and/or contact law enforcement. A referral for evaluation may be implemented under this rule as part of an ongoing threat assessment.*

*The campus provost or designated site administrator, upon consultation with the vice president for Academic and Student Affairs, will determine whether an evaluation is necessary. The vice president, or his/her designee, will make the referral to a mental health professional for evaluation of the student. The student will be informed of the reason(s) that he/she is being recommended for referral to a mental health professional for an evaluation and that the evaluation will be used to assist the College in determining the advisability of continued enrollment of the student. This referral shall be made after a predetermination meeting with the student with an opportunity for the student to present his/her side of the story. If after meeting with the student it is determined it is in the best interest of the student and/or other individuals, and/or the College that the student be evaluated and if the student agrees, an evaluation will be scheduled. The results of the evaluation will be used by the vice*

*president, site administrator, provost and other appropriate staff in determining the recommendation regarding the student's enrollment status with the College.*

**VI. RECOMMENDATION REGARDING DISMISSAL:**

*Upon receipt of the mental health professional's report, the vice president for Academic and Student Affairs or designee, shall meet with the student if reasonably practicable, unless otherwise advised by the mental health professional, to discuss the report. Thereafter, the vice president, in consultation with the provost, site administrator or designee, shall make a recommendation to the President or his designee for a final decision regarding the student's continuance at the College. If the student is the subject of an ongoing threat assessment, the vice president will make a recommendation in conjunction with the threat assessment team.*

*The student shall be informed of the decision and, if dismissed, shall receive a written Notice of Dismissal by delivery or by United States Mail, Return Receipt Requested, to the student's last known address. The dismissal will be effective from the date of Notice of Dismissal unless otherwise stated. It should be noted that where deemed necessary a suspension or dismissal may be effective immediately in advance of written notice pursuant to Rule 6Hx23-4.33, Section III, within the parameters outlined therein.*

**VII. DISMISSAL WITHOUT EVALUATION:**

*In the limited number of cases which may potentially result in the dismissal of a student believed to be subject to this policy, an evaluation referral shall be made in the manner provided above. If the student's story or explanation is unsatisfactory, and/or if the student refuses to cooperate with this procedure or refuses referral and evaluation and, upon consultation with the provost, site administrator, and in the judgment of the vice president for Academic and Student Affairs, such dismissal is necessary for safety of the student, other individuals or the orderly operation of the College, the student may be dismissed without an evaluation upon approval of the President. The vice president of Academic and Student Affairs shall deliver or send by United States Mail, Return Receipt Requested, a Notice of Dismissal to the student's last known address.*

**VIII. STUDENTS' APPEAL RIGHTS:**

*Students dismissed under this Rule are entitled to a prompt hearing and review of the decision of dismissal upon written request to the vice president of Academic and Student Affairs pursuant to the procedures set forth in Rule 6Hx23-4.35. The senior vice president, or designee, shall serve as chairperson and the vice president of Academic and Student*

*Affairs may participate in the presentation on behalf of the College. The request for hearing must be submitted by the student or his/her legal representative in writing within 21 days after the student's receipt of the Notice of Dismissal by hand delivery or within 26 days after the date of mailing of Notice of Dismissal. If no request is made within said time, the decision of dismissal will become final. Re-enrollment of the student is subject to the process as outlined herein.*

**IX. EFFECT OF DISMISSAL:**

*Students dismissed under this policy shall:*

- A. Be eligible for re-enrollment upon certification by a licensed clinical psychologist or psychiatrist at the student's expense, and may be subject to a recommendation by the College's professional evaluator. Re-enrollment is further subject to the approval of the President or his designee.*
- B. Have the opportunity to petition for a withdrawal refund to be granted at the discretion of the campus administrator.*
- C. Not attend classes, face-to-face or online, and remain off St. Petersburg College campuses and sites unless granted specific permission by the campus provost, site administrator or designee.*

**X. POLICY PROTECTING STUDENT:**

*Inasmuch as students affected by this policy may have demonstrated severe emotional and psychological dysfunction and, inasmuch as they have been dismissed from all College activities/classes, the provost, site administrator or designee shall consult with the student's professors regarding his/her grade status. In most cases a nonpenalizing grade will be considered an appropriate response to the student's condition, but final judgment shall rest with the instructor.*

*The College's intent in establishing and following this policy is to preserve order in the college environment and the classroom, not to stigmatize. Therefore, while the College may find a student incapable of remaining enrolled, it will make no official finding as to the cause of that incapacity, and any statement to the contrary by a College employee is understood to be the opinion of the employee. Because of the potential seriousness and the damage possible to the student's reputation, social and professional standing, all findings, proceedings, memoranda, and correspondence under this policy will be kept strictly confidential, accessible only to staff involved in the evaluation and dismissal process, those who the College may determine it has a duty to warn, the student or the student's representative, or as provided under applicable law.*

*Nonviolent student dissent, over whatever issue, and whether directed at faculty, staff or administration, does not fall under the purview of this policy.*

*Students treated under this policy may also be protected by the Americans With Disabilities Act of 1991 and Section 504 of the Rehabilitation Act of 1973.*

**XI. ENFORCEMENT:**

*The vice president of Academic and Student Affairs, upon approval of the President, shall be authorized to enforce decisions regarding dismissals, including the use of appropriate legal processes.*

**XII. DISRUPTIVE AND THREATENING BEHAVIOR:**

*This Rule shall have no affect on the College's rules entitling it to suspend or dismiss a student solely for disruptive or threatening behavior, pursuant to Rules 6Hx23-4.33 or 6Hx23-1.232, or to subject such student to a separate threat assessment procedure under Rule 6Hx23-4.351. There may be cases where the College, recognizing the serious nature of such threat or disruptive behavior, will expedite this protocol in order to maintain campus security.*

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

Law Implemented: 1001.64(4) (a) & (b), 1001.64(8)(f), 1006.60, 1006.61,120.81, F.S.

History: Adopted 6/15/93. Filed - 6/15/93. Effective - 7/1/93; 11/18/08. Filed – 11/18/08. Effective – 11/18/08; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

**6Hx23-4.34 STUDENT TRAFFIC AND PARKING CONTROL**

The Board of Trustees authorizes and directs the President or a designee to establish procedures governing parking and the flow of traffic within campus

boundaries, and implement procedures regarding regulations and appropriate penalties for violations.

**\*Please note that the text below in italics will move in its entirety without change or revision to College Procedure P6Hx23-4.34.**

*I. The following schedule of fines and penalties for parking and traffic violations shall be in effect at all campuses and centers of the college:*

*A. Parking*

*Illegal parking in any form, each offense* *\$10.00*

*B. Speeding*

*Operation of any type vehicle in excess of posted speed limit, each offense* *\$10.00*

*After the second offense, automatic referral to the dean of student services for disciplinary action under rules 6Hx23-4.33 and 6Hx23-4.35.*

*C. Reckless Driving*

*Operation of any type vehicle in a wanton or willful manner so as to endanger life or property, each offense* *\$10.00*

*After the first offense, automatic referral to the dean of student services for disciplinary action under rules 6Hx23-4.33 and 6Hx23-4.35.*

*D. Compliance with Traffic Signs*

*Failure to heed traffic regulatory signs, each offense* *\$10.00*

*II. Citations issued by the campus police for alleged traffic or parking violations, or fines levied or assessed by the College, can be canceled only by the Dean of Student Services, Provost, or Center Administrator.*

*III. Vehicles illegally parked in special reserved areas where the college has posted signs may be towed away at the owner's expense.*

*IV. In accordance with Florida law, moneys collected from parking and traffic violation fines will be used for student financial aid purposes.*

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

Law Implemented: 1001.64(24)

History: Formerly - 6Hx23-7-6.02. Adopted - 10/16/75. Readopted - 10/25/77. Amended - 11/20/80, 11/30/81, 2/18/82, 10/27/82, 12/15/88. Filed 12/15/88. Effective - 12/15/88 with the exception of the increase in fines, which is effective Session I, 1988-89, 1/21/92. Filed - 1/21/92. Effective - 1/21/92; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

#### 6Hx23-4.351 THREAT ASSESSMENT

The Board of Trustees authorizes and directs the Presidents, or his or her designee, to establish procedures to implement a Threat Assessment protocol for the College. Such procedures shall include a process for the campus

based evaluation of a student's behavior in a given situation and an assessment of circumstances that might suggest that a student poses a threat of targeted violence to others or himself/herself.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.351.**

- I. *The College has implemented a Threat Assessment procedure based on information provided by the U.S. Department of Education and the U.S. Secret Service in a collaborative effort to help college campuses reduce violence and create safe climates. The Threat Assessment process is an evaluation of the student's behavior in a given situation, rather than solely on stated threats or individual traits. The assessment focuses on actions, communications and specific circumstances that might suggest that a student poses a threat of targeted violence. A Threat Assessment report will be maintained by the College to provide information regarding a student's previous history of threats.*
- II. *Once a student of concern is identified and comes to the attention of the College administration, the following protocol shall be followed;*

A. *A Student of Concern is Identified.*

*Students who become the focus of threat assessment inquiries and investigations may come to the attention of authorities in a number of ways. Some students may be referred to authorities by engaging in actions and communications that cause concern including, but not limited to, threatening letters, e-mails, drawings, statements, or stories written as part of an assignment. Students may also be reported through second or third parties or through anonymous communications.*

B. *The Campus Administrator is Notified.*

*An initial point of contact is the associate provost or site director, hereinafter referred to as the campus administrator, who will conduct the initial screening and coordinate the Threat Assessment procedures outlined in the document. The campus administrator will contact the General Counsel's Office and campus security upon notification of a possible need for a Threat Assessment.*

C. *The Campus Administrator Determines that the Situation Suggests the Need for Threat Assessment.*

*The campus administrator must immediately determine if the concern appears to be potentially credible and serious. Investigation of the concern is not necessary at this point. The decision is based on the administrator's knowledge of the student and the source of the information. This is a preliminary procedure which will be used to screen*

out those concerns which are easily determined to be neither credible nor serious.

*D. If the Concern Appears to be Unfounded, a Response Plan is Formulated.*

*If the concern appears to be neither credible nor serious, the campus administrator completes Part I and Part IV of the Threat Assessment Form and sends the report to the General Counsel's Office. The campus administrator considers any appropriate actions or response in compliance with College policies. The student may be referred to community services for additional support and/or be placed into disciplinary proceedings pursuant to the Board of Trustees' Rule 6Hx23-4.35.*

*E. If the Concern Appears to be Founded, a Full Threat Assessment is Initiated.*

*1. If the threat appears to be founded a Threat Assessment inquiry is immediately initiated. At this stage, the campus provost, campus security, President's Office and General Counsel's Office are notified that an inquiry is being conducted. **If the information concerning a threatening situation suggests that a violation of the law has occurred or that violence is imminent the matter must be referred immediately to police who will proceed with an investigation and crisis response measures as needed.***

*2. If the information gathered thus far indicates that more information must be gathered, the campus Threat Assessment Team is deployed as soon as possible to begin the assessment process pursuant to the written procedures and guidelines. The campus administrator or designee will function as the team chairperson and be responsible to assemble the team members, oversee team assignments, facilitate note-taking, and issue the Threat Assessment Report.*

*3. The Threat Assessment Team will analyze information and examine the evidence for behavior and conditions that suggest the student poses a threat using the Threat Assessment Worksheet and investigative guidelines concerning interviews and information sharing.*

*F. The Team Determines that the Student of Concern Does Not Appear to Pose a Threat of Targeted Violence.*

*If the team determines that the student of concern does not appear to pose a threat of targeted violence, the Threat Assessment inquiry is closed. Parts II and IV of the Threat Assessment Report are completed*

*and filed with the campus administration, campus security, the President's office and General Counsel's Office. The recommended referrals and support services provided, and action steps are taken.*

*G. The Team Determines that the Student of Concern Appears to Pose a Threat of Targeted Violence.*

- 1. If it is determined that the student of concern appears to pose a threat of targeted violence, then this process now becomes an investigation and law enforcement takes the lead. The campus administration, campus security, President's Office and General Counsel's Office shall be briefed.*
- 2. The Assessment Team will develop or refine a response plan which may include additional referrals and recommendations regarding student support services and/or disciplinary action as appropriate. The Team completes the Threat Assessment Form with accompanying documentation, and forwards copies of the resulting Threat Assessment Report to the appropriate campus administrators, campus security, and the President's Office. The original Report and file shall be forwarded to the General Counsel's Office, which will be responsible to follow up as appropriate.*

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

Law Implemented: 1001.64(8), 1006.60, 1006.61 F.S.

History: Adopted -11/20/07. Effective – 11/20/07; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

## 6Hx23-4.37 STUDENT RECORDS

*†.—The purpose of this Rule is to protect the rights of students and their parents or guardians with respect to student records created, maintained, and used by the College.‡.—The President or his designee is the person at St. Petersburg College responsible for the maintenance of student records. to establish procedures to manage and safeguard student educational records*

and directory information in accordance with applicable federal and state law.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.37.**

*III. Definitions:*

- A. *A "Student" is any person for whom the College maintains educational records or personally identifiable information, but does not include a person who has not been in attendance at the College.*
- B. *"Student Records" means any and all official records, files, and data directly related to students which are created, maintained, and used by the College, including all material that is incorporated into each student's permanent record and intended for College use or to be available to parties outside the College for legitimate educational or research purposes. However, the term "student records" shall not include:*
  - 1. *Records of instructional personnel in the sole possession of the maker thereof and which are not accessible or revealed to any other individual except a substitute;*
  - 2. *Employment records;*
  - 3. *Directory information or*
  - 4. *Records created and maintained solely by Campus Security for law enforcement and security purposes.*
- C. *The protection of student records under the Family Education Rights and Privacy Act (FERPA) begins at the point the student enrolls for classes at SPC, whereupon a student is considered "in attendance" whether instruction is in person or by paper correspondence, videoconference, satellite, Internet, or through other electronic information and telecommunication technologies for students who are not physically present in the classroom.*
- D. *"Directory Information" shall include:*
  - 1. *Names and dates of attendance of students;*
  - 2. *Names of recipients of degrees conferred or to be conferred;*
  - 3. *Names of recipients of honors or special awards; and*
  - 4. *Weight and height of athletic team members.*

5. *Student addresses for use by the College's Foundation and Alumni Association upon review by the President's Cabinet and the approval of the President.*
6. *See Section V.D. 8 for additional information related to armed forces and the disclosure of student recruiting information.*
7. *Student addresses, of students who have applied for graduation, may be provided to Florida public universities and independent colleges and universities of Florida.*
8. *Student addresses upon the request of a local, State or Federal law enforcement agency.*

#### *IV. Student's Request for Non-Release of Directory Information*

*A student may request in writing that all or a portion of such directory information not be released. Where a student makes such a request the directive that directory information not be released will continue beyond the period of attendance and graduation unless revoked. However, directory information gathered after attendance, such as records related to student alumni information, may be released in the absence of a specific request to not release. Notification of a student's rights, as well as procedures related to non-disclosure, shall be provided on an annual basis.*

#### *V. Rights of Students, Parents, and Guardians*

*The rights involved in student records (e.g., right of access and right of privacy) are normally the rights of the student only. Once a student turns 18 or is enrolled in a post-secondary program, parents no longer have these rights unless: (1) the student gives written consent to release information to the parent; or (2) the parent provides evidence that the parent claims the student as a dependent as defined in Section 152 of the Internal Revenue Code. Dependency claims using Section 152 of the Internal Revenue Code shall be directed to the director of Admissions and Records.*

*The rights of a student include:*

##### *A. Right of Access*

1. *A student has the right, upon request directed to the College registrar, to be provided with a list of the types of records, directly relating to the student, maintained by the College and with a copy of this Rule.*
2. *A student has the right, upon request, to be shown any record relating to the student maintained by the College, except the*

*financial records of a parent. The student's request shall be granted within 30 days after receipt of such request.*

- 3. Copies of any record requested under this provision shall be furnished within 30 days, and the student may be assessed a fee for duplication pursuant to Rule 6Hx23-5.171.*

*B. Right to Waive Access to Confidential Letters or Statements*

*A student or a person applying for admission may waive the right of access to letters or statements of recommendation or evaluation, except that such waiver shall apply to recommendations or evaluations only if:*

- 1. The student is, upon request, notified of the names of all persons submitting confidential letters or statements; and*
- 2. Such recommendations or evaluations are used solely for the purpose for which they were specifically intended.*

*Such waivers shall not be required as a condition for admission to, receipt of financial aid from, or receipt of any other services or benefits from the College.*

*C. Right to Challenge and Hearing*

*A student has the right to challenge the content of any report to which the student is granted access under this Rule, in order to ensure that the record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student and to provide an opportunity for the correction of inappropriate information.*

- 1. Any challenge to a student record shall be considered a student grievance and shall be handled in accordance with Rule 6Hx23-4.36. Pursuant to this right, a student may challenge a grade only on the grounds it was inaccurately recorded, not as a challenge to the awarding of that grade.*
- 2. A student who feels that the decision rendered through the grievance resolution is unacceptable, may submit explanatory statements for inclusion in the student's records.*

*D. Right of Privacy and Disclosure of Personally Identifiable Information in Student Records*

- 1. A student may provide written consent to release personally identifiable information which identifies the party or class of parties to whom disclosure may be made and what information may be released. Such documentation shall be maintained by the College.*

2. *A student has a right of privacy with respect to the records maintained by the College on the student. The College shall not permit the release of personally identifiable records of a student, other than directory information, without the written consent of the student, to any individual, agency, or organization, except the following:*
  - a. *Officials of other educational institutions in which the student seeks to enroll or is enrolled so long as the purpose of disclosure is related to enrollment or transfer of enrollment. Student records disclosed may include updated or corrected information, as well as disciplinary records where it is related to a student's enrollment or transfer, and a copy of such records or reports shall be furnished to the student upon request;*
  - b. *In connection with a student's application for, or receipt of, financial aid;*
  - c. *Accrediting organizations, in order to carry out their accrediting functions;*
  - d. *Individuals or organizations conducting studies for the College for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, if such studies do not permit the personal identification of students and if such information is destroyed after its use;*
  - e. *In an emergency, where there is determined to be an articulable and significant threat to the health and safety of a student or other individuals given the totality of the circumstance, information found in student records may be disclosed to any person whose knowledge is deemed necessary in that situation. Parents may be considered the appropriate persons to receive protected information in a health and safety emergency. A record must be created and maintained outlining the basis for the disclosure, as well as the information disclosed and the names of persons receiving the disclosure;*
  - f. *In compliance with a judicial order from a court of competent jurisdiction or to the attorney of record pursuant to a lawfully issued subpoena, upon the condition that notification of the order or subpoena is sent to the student's last known address in advance of compliance therewith;*



*education, prior military experience, major fields of study, most previous educational institution enrollment, and degrees and awards of enrolled students. Student recruitment information which is included in directory information of former students may be released to a military recruiter. Where a student has requested a non-release of directory information, student recruitment information shall not be released.*

9. *College employees who have access to student records must report any improper requests for access to student records to their supervisors.*

*E. Security of Records*

*The President shall develop and publish procedures for the security of all student records.*

*F. Notification to Students*

*Annually, the student handbook shall inform the students of*

1. *Their rights as set forth in this Rule.*
2. *The location and availability of this Rule.*

*G. Request for Records*

*Requests for information on currently enrolled students shall be directed or referred to associate provosts or their designee, Admissions staff on each campus, or Central Records.*

1. *Directory information may be provided at the discretion of the campus associate provost or designee, or the vice president of Academic and Student Affairs, or Admissions staff on each campus, where a student file does not indicate that he or she has opted to block the release of directory information.*
2. *Information may be released outside the College where there is a written authorization for its release utilizing the College's Consent to Release form or other such documentation as may provide evidence of authorization to release, or where information is deemed releasable under the provisions of D.(2) of Section V, herein. Documentation of the release of student records under this provision must be maintained in the student's file and indicate what information has been released, to whom and the date of release.*
3. *Subpoenas and court orders for student records, issued by a court of competent jurisdiction, shall be served on the campus associate*

*provost, provost or designee, college registrar, vice president of Academic and Student Affairs, who shall forward the request to the General Counsel's Office for review and processing. Said subpoenas and court orders may also be served directly on the Office of the General Counsel.*

- H. Requests for information on former students are processed according to the information requested and are directed or referred to Central Records.*
- I. The following College staff members and/or their designee(s) have authority to release information from student records to sources outside the College upon receipt of written authorization from the student and/or in accordance with the law:*

*President  
Senior Vice President of Academic and Student Affairs  
Vice President of Academic and Student Affairs  
Vice President of Baccalaureate Programs & University Partnerships  
Provosts, Associate Provosts and Site Executive Officers  
St. Petersburg Collegiate High School Principal  
Campus Coordinator of Admissions/Registration  
Managers, MySPC Answer Place (MAPS)  
Associate Vice President of Enrollment Management  
Associate Vice President of Financial Assistance Services  
Director of Admissions and Records  
Director of Financial Assistance Services  
General Counsel  
Director of Athletics  
Director and Assistant Director of Institutional Advancement*

*Note: The foregoing list is subject to modification as positions are added, changed, or deleted.*

*It shall be the responsibility of the custodian of records to prepare and maintain records relating to the release of student record information.*

*J. Retention and Destruction of Records*

*Student records shall be retained for the period(s) set forth in the General Records Schedule for Community College Records promulgated by the Department of State, Division of Library and Information Services, Records Management Program, provided, however, the student's application for admission, high school and college transcripts, evaluations of transcripts, student's grade history and diploma shall be maintained as a permanent record and retained permanently in a form permitted by law. The Office of Admissions and*

*Records is responsible for the policies and oversight of operations regarding retention and destruction of student records.*

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

Law Implemented: 1001.64(4); 1002.225, F.S.; Family Educational Rights & Privacy Act of 1974, as amended; 20 U.S.C. 1232g.

History: ....9/15/09. Filed – 9/15/09. Effective – 9/15/09; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

#### 6Hx23-4.40 STUDENT PUBLICATIONS

The Board of Trustees directs and authorizes the President or a designee to establish procedures related to the authorization and management of student publications in accordance with the College's established standards and applicable federal and state law.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.40.**

*The President, at his discretion, may delegate authority for general operational control of the student publications to a student publications board, the membership of which shall include students and faculty. This operational control must in all cases uphold the following policies:*

- I. *The College is recognized as the publisher of all student publications and announcements paid from College accounts.*
- II. *Censorship, per se, of the student publications will not be exercised. The editor of each such publication is responsible for insuring full compliance with all rules listed herein. Failure to do so may result in removal from the position and/or individual disciplinary action.*
  - A. *All material printed in a student publication, whether fiction or nonfiction, must reflect taste appropriate to a community college publication.*
  - B. *Nonfictional material printed in a student publication must be factually correct and accurate, insofar as it is reasonably possible to make this determination.*
- III. *All financial transactions must be in keeping with all applicable state and local rules and regulations.*

*The cost of printing the a student newspaper may be partly defrayed by the selling of advertising, authority for which is hereby given. Students or other persons who are not full-time employees of the College selling advertising may be paid a commission for such services. The percentage of commission paid and the procedures must be approved by the President.*

- IV. *Alleged violation of these rules and their related procedures may be referred to the student publications board. After considering such cases, a board at its discretion may remove from office any member of a student publications staff. A board is not empowered to administer disciplinary action against individual students, but it may recommend such action to the appropriate officials.*

Specific Authority: 1001.64(2) & (4), F.S.  
 Law Implemented: 1001.64(8), F.S., SBE Rule 6A-14.057  
 History: Formerly 6Hx23-7-4.03; Readopted 10/25/77; Amended 4/19/79; Filed and effective 4/19/79; 6/27/94. Filed - 6/27/94. Effective - 6/27/94; 11/21/00. Filed - 11/21/00. Effective - 11/21/00; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

#### 6Hx23-4.44 STUDENT ORGANIZATIONS

The Board of Trustees directs and authorizes the President or a designee to establish procedures related to the official recognition of student organizations in accordance with the College's established policies and standards, as well as pertinent federal and state law. Such procedures shall include, but not be limited to, criteria for chartering requirements, membership and the appointment of advisors.

**\*Please note that the text below in italics will move in its entirety without change or revision to College Procedure P6Hx23-4.44.**

- I. Criteria for consideration of recognition of student organizations by the College administration shall be limited to submission of a statement of purpose, criteria for membership, name of organization, name of faculty*

*advisor, rules or procedures, and a current list of officers. A membership list is not required except for initial chartering.*

- II. The membership rules and actions of a student organization are determined only by those persons who are members of the College community.*
- III. Affiliation with an extramural organization does not of itself disqualify a student organization from College recognition.*
- IV. No request for chartering shall be granted to an organization which advocates violation of federal or state laws.*
- V. Student organization advisors must be full-time faculty, administrative and professional or career exempt staff.*
- VI. Student organization advisors will advise organizations concerning College rules and the exercise of their responsibilities.*
- VII. All student organization advisors will be appointed by the President pursuant to equal access/equal opportunity guidelines.*
- VIII. Student organizations will be disciplined in accordance with the BOT Rule on Student and Student Organizations Regulations, 6Hx23-4.33(2).*
- IX. Student organizations existing as of the effective date of the amendments to this Rule shall have until August 1, 2009 to come into compliance with the requirements of the Rule.*

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

Law Implemented: 1001.64 (8), 1001.65, F.S.; SBE Rule 6A-14.057, F.A.C

History: ... 10/21/08. Filed – 10/21/08. Effective – 10/21/08; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

6Hx23-4.49 SCHOLARSHIPS, ACADEMIC MERIT SCHOLARS

The Board of Trustees authorizes the President to award academic scholarships based on excellence and academic merit, and to establish procedures related to award criteria and the processing of each scholarship in accordance with College policy and state law.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.49.**

- I. The President is authorized to award academic scholarships in the following categories: Trustees Honors College, Presidential, Johnnie Ruth Clarke, and Baccalaureate Awards. Criteria for each specific merit academic scholarship are provided in Board of Trustees' Rules 6Hx23-4.4910, 6Hx23-4.4911, 6Hx23-4.4912, and 6Hx23-4.492.*

- II. *Academic merit scholarships are provided to students who have excelled in the academic arena of high school or postsecondary education. These scholarships are given with the intent of attracting and retaining well qualified, academically-minded students.*
- III. *A portion of the academic merit scholarships are specifically designed for recent high school graduates, first-time-in-college students, or returning students. A portion of scholarships are provided for students pursuing associates degrees and others for students whose goals are to achieve a baccalaureate degree. A portion of the academic merit scholarships are also designed to embrace the concept of providing equal access for a diverse student population and encouraging academically talented, but economically disadvantaged students.*

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

Law Implemented: 1001.64(8), 1001.02, 1001.03, 1011.83, 1009.23, 1009.26, F.S.; Rule 6A-14.054, F.A.C.

History: Adopted - Emergency Rule - 5/26/82 (filed and effective 5/26/82).  
 Readopted - 6/17/82. Amended - 6/28/83, 4/27/86, 10/16/86, 9/17/87, 2/24/89. Filed - 2/24/89. Effective - 2/24/89; 3/15/94. Filed - 3/15/94. Effective - 3/15/94; 5/16/95. Filed - 5/16/95. Effective - 5/16/95; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 2/17/05. Filed - 2/17/05. Effective - Session I, 2005-06; 7/17/12. To Be Filed - 7/17/12. Proposed Date to Become Effective - 7/17/12.

6Hx23-4.451 COLLEGE-PREPARATORY INSTRUCTION

The Board of Trustees directs and authorizes the President or a designee to establish procedures related to the implementation of college preparatory instruction in accordance with state law and State Board of Education Rules.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.451.**

- I. *Competency-based preparatory instruction is required for degree seeking students who score below the St. Petersburg College Placement Test cut-off scores in reading, writing and/or mathematics as prescribed by Rule 6A-10.0315, F.A.C., and College Procedure P6Hx23-4.45. Students scoring below the prescribed Computerized Placement Test (CPT) cut-off scores in any of these three (3) areas must begin competency-based preparatory instruction in those identified area(s) within their first twelve*

*(12) credit hours of enrollment. In accordance with Section 1007.263, Florida Statutes, as an alternative to traditional college preparatory instruction, if they so qualify, students may participate in adult basic education, adult secondary education, or other instructional programs, including private provider instruction. Students who place into all three areas of remediation must successfully complete the prescribed academic success coursework during their first term of enrollment.*

- II. Students scoring below the prescribed CPT cut-off score in more than one college preparatory area have the following additional requirements to enhance their ability to succeed in college-level course work.*
  - A. Students scoring below the prescribed cut-off score in two or more college preparatory areas must take SLS 1101 and SLS 1126 as co-requisites during their first term of enrollment.*
  
- III. In accordance with 6A-10.0315(20), students enrolled in college preparatory instruction shall be permitted to take courses concurrently in areas for which they are qualified. Pursuant to Section 1008.30(4), Florida Statutes, students who test into college preparatory instruction and subsequently enroll in college preparatory instruction must successfully complete the required preparatory studies by the time they have accumulated twelve (12) hours of college credit coursework or they must maintain continuous enrollment in college preparatory coursework each semester until the requirements are completed while performing satisfactorily in degree earning coursework.*
  - A. College preparatory students may not enroll in the following categories of college credit courses while completing their college preparatory coursework:*
    - 1. College preparatory students who are deficient in mathematics may not enroll in any mathematics courses that meet the requirements of Rule 6A-10.030, F.A.C., or other courses that require mathematics skills that are beyond the skill level of the student.*
    - 2. College preparatory students who are deficient in English and/or reading skills may not enroll in English or Humanities courses that meet the requirements of Rule 6A-10.030, F.A.C., or other courses that require communication skills that are beyond the skill level of the student.*
    - 3. College preparatory students who are deficient in all three (3) areas (i.e. reading, writing and/or mathematics) may enroll in college-level courses such as orientation courses, college success courses, or other courses that are not*

*dependent on college- level computation and communication skills.*

- IV. Students who have begun required competency-based preparatory instruction must take identified preparatory courses consecutively in their identified skill area(s) during each session they enroll at the College, insofar as possible in conjunction with Section I. above, until such area(s) is/are resolved within the limitations prescribed by Section IV. below.*
  
- V. Enrollment in competency-based preparatory credit instruction to remediate the skill area(s) identified may not extend beyond three (3) attempts in each required course in each skill area. A fourth attempt may be allowed only through an academic appeals process as set forth in Board of Trustees' Rule 6Hx23-4.36 based on extraordinary extenuating circumstances. Students enrolled in the same college preparatory class within a skill area more than twice will be assessed fees at 100 percent of the full cost of instruction equal to the rate charged non-Florida residents. Students may have their fees reduced once for each class due to extenuating circumstances as determined by the campus provost or associate provost or designee. However, the provost, associate provost or designee shall have the authority to review and reduce payment for increased fees due to continued enrollment in a college preparatory class on an individual basis contingent upon the student's financial hardship, pursuant to definitions and fee levels established by the State Board of Education. An attempt shall be defined as each enrollment in a College/college preparatory course past the drop/add period regardless of the grade received.*

*Extenuating circumstances for the purposes of this Section IV. are those circumstances determined by the College to be exceptional and beyond the control of the student, are accompanied by appropriate documentation and which may include but not be limited to one or more of the following:*

- A. serious illness;*
- B. documented medical condition preventing completion;*
- C. death of an immediate family member;*
- D. involuntary call to active military duty;*
- E. documented learning disability;*
- F. English as a second language background;*
- G. documented change in conditions of employment; or*
- H. other emergency circumstances or extraordinary situations such as natural disasters.*

*The criteria for determining financial hardship shall include, but not be limited to, qualification for federal need-based financial assistance. Students with other documented financial hardships may also be considered. In either case, the exception for financial hardship should be*

*granted only after the student has demonstrated reasonable effort to succeed in the course.*

- VI. *Students who have not successfully completed their preparatory course requirement(s) in any of the identified skill area(s) within three (3) attempts will be permitted to enroll in additional credit coursework outside those skill area(s) that the student has not successfully completed remediation, but must be concurrently enrolled in the developmental area(s) every term until basic skill mastery has been demonstrated.*
- VII. *Students who complete college preparatory courses may only be given the grade of A, B, C, N, or F.*

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

Law Implemented: 1001.64(9), 1001.02, 1001.03, 1001.65, 1004.65, 1004.68, 1007.263, 1008.30, 1009.23, 1009.26, 1009.28, 1009.285, F.S.; Rule 6A-10.0315, F.A.C.

History: Adopted 12/12/85. Filed 12/12/85. Effective 1/6/86 for Session II, 1985-86; 9/26/95. Filed - 9/26/95. Effective - Session I, 1995-96. Filed - 11/24/97. Effective - to implement the law effective Session I, 1997-98; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 10/17/01. Filed - 10/17/01. Effective - 10/17/01; 5/16/05. Filed - 5/16/05. Effective - Session I, 2005-06; 6/19/07. Filed - 6/19/07. Effective - 6/19/07; 11/20/07. Filed - 11/20/07. Effective - 11/20/07; 6/17/08. Filed - 6/17/08. Effective 6/17/08; 3/15/11. Filed - 3/15/11. Effective - Session I, 2011-12; 7/17/12. To Be Filed - 7/17/12. Proposed Date to Become Effective - 7/17/12.

#### 6Hx23-4.46 ACADEMIC WARNING, PROBATION, SUSPENSION AND DISMISSAL

The Board of Trustees directs and authorizes the President, or his or her designee, to establish and implement procedures related to academic warnings, academic probation, and the suspension and dismissal of students based on academic performance and grade point average.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.46.**

##### *I. Academic Warning*

- A. *A student must maintain at least a 2.0 cumulative GPA in college level coursework. Failure to do so will result in the student being placed on academic warning.*

- B. *A transfer student who is admitted to the College with less than a 2.0 GPA is placed on academic warning. While in academic warning status, the student is considered to be in good academic standing.*

## *II. Academic Probation*

- A. *After being placed on academic warning, a student must make a good faith effort to remediate his/her cumulative GPA by maintaining at least a 2.0 cumulative GPA in any session he/she is enrolled. Failure to do so will result in the student being placed on academic probation.*
- B. *A student on academic probation will be restricted by the following rules:*
  - 1. *The student will remain on probation until the cumulative GPA has been raised to 2.0 or higher.*
  - 2. *Students receiving VA benefits may lose some or all of such benefits under the provisions of the Rule regarding probation and suspension.*

## *III. Academic Suspension*

- A. *While on academic probation, a student will be suspended at the end of any session for which his/her session GPA is below 2.0.*
- B. *While under academic suspension, the student is ineligible to reenroll for a period of 1 session.*
- C. *Following the completion of an academic suspension, the student is required to consult with a counselor prior to re admission.*
- D. *Upon return from academic suspension, the student must maintain a minimum session GPA of 2.0 each session until the student's cumulative GPA is at least 2.0.*

## *IV. Academic Dismissal*

- A. *A student who has been suspended for at least one session, and who returns and then fails to maintain a minimum GPA of 2.0 each session will be dismissed.*
- B. *A student who has been academically dismissed is not eligible for further enrollment for one calendar year (12 months) following such dismissal.*

- C. *Following the completion of an academic dismissal [(B) above] the student is required to consult with a counselor prior to re admission.*
- D. *Upon return from academic dismissal, the student must maintain a minimum session GPA of 2.0 each session until the student's cumulative GPA is at least 2.0*

V. *Health Related Programs*

- A. *In addition, students in health related programs may be placed on academic probation, suspension or dismissal, pursuant to BOT Rule 6Hx23-4.53.*
- B. *Re admission for health related program students may occur in accordance with this Rule unless otherwise stated in BOT Rule 6Hx23-4.53.*

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

Law Implemented: 1001.64(8), 1004.68, 1001.02, 1001.03 F.S.

History: Adopted - 11/20/79 (effective 8/18/80). Amended - 11/30/81, 10/18/83 (effective 11/14/83), 4/19/84, 1/22/86, 4/27/89. Filed - 4/27/89. Effective - 4/27/89; 3/28/95. Filed - 3/28/95. Effective - Session I, 1995-96. Filed - 11/24/97. Effective - 11/24/97; 5/18/99. Filed - 5/18/99. Effective - 5/18/99; 11/16/99. Filed - 11/16/99. Effective - 11/16/99; 10/17/01. Filed - 10/17/01. Effective - 10/17/01; 11/20/07. Filed - 11/20/07. Effective - 11/20/07; 7/17/12. To Be Filed - 7/17/12. Proposed Date to Become Effective - 7/17/12.

6Hx23-4.4910 PRESIDENTIAL SCHOLARSHIPS

The Board of Trustees authorizes the President to establish the Presidential Scholarship for graduating high school students achieving academic excellence, and to establish procedures related to criteria and the award process.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure.**

*The Presidential Scholarship is established for Pinellas County residents who graduate from a Pinellas County high school with a standard high school diploma, are U.S. citizens or permanent resident aliens and have demonstrated academic excellence by achieving a weighted cumulative grade point average of at least 3.80 at the end of the seventh semester of high school. Subject to meeting the above requirements, high school students shall be notified in writing of their scholarship eligibility in the spring of their senior year.*

- I. *Students who are granted the Presidential scholarship must:*

- A. *apply for admission, enroll in, and attend classes at St. Petersburg College beginning not later than Term I of the academic year immediately following graduation from high school;*
  - B. *maintain a 3.00 cumulative grade point average;*
  - C. *complete at least 67 percent of the credit hours attempted;*
  - D. *must be enrolled in a minimum of 6 credit hours per term.*
- II. *A student loses this scholarship by falling below a 3.00 grade point average or the 67 percent completion ratio unless the student appeals to the director of Financial Assistance Services with documented extenuating circumstances. A student may not use an extenuating circumstance to delay their educational pursuits more than one consecutive term. Extenuating circumstances may include but will not be limited to:*
- A. *serious physical or emotional illness of student or immediate family member;*
  - B. *serious accident involving student;*
  - C. *divorce/separation of family members;*
  - D. *loss of employment or involuntary change in work schedule;*
  - E. *death of family member;*
  - F. *orders to active military duty as a result of National, State, or local emergency; or*
  - G. *natural disaster affecting student or immediate family members.*
- III. *The scholarships may be applied toward tuition credit hours not to exceed 15 credit hours per term (this does not include lab fees).*
- IV. *The scholarship will be awarded for the first fall term and will be given the consecutive spring term that the student is enrolled and continues to be eligible for a maximum of two (2) terms excluding the summer term. Once a student loses eligibility for this scholarship, it cannot be regained in future terms.*
- V. *The Presidential Scholarship funds are distributed to additional eligible students on a first come, first serve basis as determined by a completed Financial Assistance package. When all funds are committed, awarding will cease.*

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

Law Implemented: 1001.64(6) & (8), F.S.; SBE Rule 6A-14.054 F.A.C.

History: ..7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

#### 6Hx23-4.4911 TRUSTEES' HONORS COLLEGE SCHOLARSHIPS

The Board of Trustees authorizes and directs the President or a designee to establish and administer Trustees' Honors College Scholarships to attract and retain academically talented students. Procedures related to award criteria, eligibility and process shall be established.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure.**

*The Trustees' Honors College Scholarships are established to attract and retain academically talented students. There are several types of Trustees' Honors College Scholarships that provide assistance in tuition, books, and/or partial costs for students studying abroad who are enrolled in the Honors College. All students must have applied to and been accepted into the Honors College to be eligible for one of these scholarships. Furthermore, each of the scholarships has specific criteria for the individual student to qualify.*

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

Law Implemented: 1001.02, 1001.03, 1011.83, 1009.23, 1009.26, F.S.; Rule 6A-14.054, F.A.C.

History: 2/17/05. Adopted – 2/17/05. Effective – Session I, 2005-06; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

#### 6Hx23-4.4912 BACCALAUREATE PROGRAMS SCHOLARSHIPS

The Board of Trustees authorizes and directs the President or a designee to establish and administer Baccalaureate Programs Scholarships for eligible students, and to establish procedures related to award criteria and process.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure.**

*Students in the various baccalaureate programs of study are eligible for academic merit scholarships designed to encourage students, who distinguished themselves in their freshman and sophomore years or while currently enrolled in baccalaureate programs, to continue their education and seek a baccalaureate degree at St. Petersburg College. These scholarships include the Phi Theta Kappa Alumni Transfer and Honors College Transfer Scholarships, Presidential Baccalaureate Transfer Scholarship, Associate to Bachelor Transfer Scholarship and Florida Educator's Fund Scholarships.*

*A. The Phi Theta Kappa Alumni Transfer Scholarship*

1. *To apply for this scholarship, the baccalaureate program student must be an alumnus of Phi Theta Kappa and have received the USA Today All American Award. Students may be former SPC graduates or graduates of other colleges.*
  2. *This is a one-time scholarship of a set amount that is generally awarded prior to the fall term of the junior year. The scholarship funds are provided to the student to be used for tuition, fees, and books.*
  3. *Students who are awarded the PTK Alumni Transfer Scholarship must:*
    - a. *complete their sophomore year as a member of Phi Theta Kappa in good standing.*
    - b. *be fully admitted to a St. Petersburg College baccalaureate program.*
    - c. *have earned a cumulative college GPA of 3.0.*
    - d. *continue to enroll as a full-time student.*
    - e. *agree to and complete a service project with the Office of Baccalaureate Programs.*
  4. *Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.*
- B. The Honors College Transfer Scholarship is designed to encourage students who graduated from an honors college to continue their junior and senior educational experience at St. Petersburg College's baccalaureate program.*
1. *To apply for this scholarship, the honors college graduate must be fully admitted to a St. Petersburg College baccalaureate program.*
  2. *This is a two-term scholarship of a set amount that is generally awarded prior to the first and second term of the junior year.*
  3. *The scholarship funds are provided to the student to be used for tuition, fees, and books.*
  4. *Students who are awarded the Honor College Transfer Scholarship must:*

- a. *successfully graduate from an honors college with a cumulative college GPA of 3.3.*
  - b. *continue to enroll as a full-time student.*
  - c. *agree to and complete a service project with the Office of Baccalaureate Programs.*
5. *Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.*
- C. *The Florida Educators Fund Scholarship is designed to encourage qualified 9<sup>th</sup>-12<sup>th</sup> grade students that participate in the Black History & Cultural Bowl competition to start and complete the Associate and Bachelor degrees at St. Petersburg College.*
1. *To apply for this scholarship, the high school graduate must be fully admitted to St. Petersburg College.*
  2. *The scholarship funds are provided to the student to be used for tuition, fees, and books.*
  3. *Students that are awarded the Florida Educators Fund Scholarship must:*
    - a. *Enroll by the first Fall term after high school graduation.*
    - b. *Enroll as a full-time (12 credit hours) student.*
    - c. *Maintain an overall minimum 3.0 GPA.*
    - d. *Maintain contact with SPC's Brain Bowl competition liaison.*
    - e. *After successfully completing SPC's lower division coursework, the recipient must be admitted to a baccalaureate program after completing an A.A. or A.S. degree with SPC.*
  4. *Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.*
- D. *The President Baccalaureate Transfer Scholarship is designed to encourage students that graduated from an Associate degree to continue their junior and senior educational experience in a St. Petersburg College baccalaureate program.*

1. *To apply for this scholarship, the Associate degree graduate must be fully admitted to a St. Petersburg College baccalaureate program.*
  2. *Applicant must have a minimum 3.0 cumulative grade point average in lower division coursework.*
  3. *The scholarship funds are provided to the student to be used for tuition, fees, and books.*
  4. *This is a one-time scholarship of a set amount that is generally awarded prior to the first term of the junior year.*
  5. *Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.*
- E. *Associate to Bachelor Degree Transfer Scholarships are designed for St. Petersburg College's Associate degree graduates that desire to continue their junior and senior education experience in a St. Petersburg College baccalaureate program.*
1. *To apply for this scholarship, the Associate degree graduate must be fully admitted to a St. Petersburg College baccalaureate program.*
  2. *The scholarship funds are provided to the student to be used for tuition, fees, books, and other associated costs.*
  3. *Applicant must have an overall 2.5 grade point average in lower division coursework.*
  4. *Remaining funds may be awarded to students for their performance and/or contributions to his/her field of study, based on the recommendation of the dean and approval by senior vice president of Baccalaureate Programs and University Partnerships.*

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

Law Implemented: 1001.64(8), 1011.83, 1009.23, F.S.; SBE Rule 6A-14.054, F.A.C.

History: 2/17/05. Adopted – 2/17/05. Effective – Session I, 2005-06; 10/21/08. Filed – 10/21/08. Effective – 10/21/08; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

6Hx23-4.492 JOHNNIE RUTH CLARKE SCHOLARSHIP

The Board of Trustees authorizes and directs the President to award Johnnie Ruth Clarke Scholarships for eligible high school students in accordance with these Rules, and to establish procedures related to award criteria and process.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure.**

*The President is authorized, subject to the requirements of this Rule, to grant Johnnie Ruth Clarke Scholarships to disadvantaged and other under represented Pinellas County school students who graduate from a Pinellas County high school with a standard high school diploma, are U.S. citizens or permanent resident aliens and have demonstrated academic potential by achieving a weighted cumulative grade point average of at least 3.00 at the end of the seventh semester of high school. Subject to meeting the above requirements, high school students shall be notified in writing of their scholarship eligibility in the spring of their senior year.*

- I. *The following criteria may be considered:*
  - A. *Essay of commitment to serve minority communities.*
  - B. *From a low-income family.*

- C. *Applicant is being reared by a single parent.*
- D. *Applicant will be among the first in their family to attend college.*
- E. *Consideration of Diversity.*
- F. *Demonstrate through past history, test scores, academic achievement and/or written statement which favorably reflects on the applicant's potential.*
- G. *Recommendation from counselor, teacher, or community-based organizations.*

*These criteria will be weighted and applicants must meet the minimum weighted requirements. Scholarship funds are limited and the students applying meeting the requirements shall receive the scholarships on a first come, first serve basis subject to the availability of funds.*

*II. Students who are granted the Johnnie Ruth Clarke Scholarships must:*

- A. *apply for admission, enroll in, and attend classes at St. Petersburg College beginning no later than Term I of the academic year immediately following graduation from high school;*
- B. *maintain a 3.0 cumulative grade point average; and*
- C. *complete at least 67 percent of the credit hours attempted.*
- D. *must be enrolled in a minimum of 6 credit hours per term.*

*III. A student loses this scholarship by falling below a 3.0 cumulative grade point average or the 67 percent completion ratio unless extenuating circumstances are documented. Extenuating circumstances may include but will not be limited to:*

- A. *Serious physical or emotional illness of student or immediate family member;*
- B. *Serious accident involving student;*
- C. *Divorce/separation of family members;*
- D. *Loss of employment or involuntary change in work schedule;*
- E. *Death of family member;*

- F. *Orders to active military duty as a result of National, State, or local emergency; or*
  - G. *Natural disaster affecting student or immediate family members.*
- IV. *The Johnnie Ruth Clarke Scholarship is effective beginning Term I of the academic year following graduation from high school. The scholarship will remain in effect for four (4) terms of continuous enrollment (excluding Summer Term [except as provided in paragraph III. above]).*
- [Example: high school student graduates, May 2005. Johnnie Ruth Clarke Scholarship valid Terms I & II of 2005-06 and Terms I & II of 2006-07.]*
- V. *This scholarship may be applied toward tuition not to exceed 12 credit hours per term (this does not include lab fees).*
- VI. *Should there be excess scholarship funds available for a particular year, the Scholarship Committee may offer a scholarship to a student recently graduating from high school with a standard high school diploma meeting the criteria set forth in paragraph I. above and in special circumstances may offer a disadvantaged and/or under represented promising student(s) recently graduating from high school with a standard high school diploma who does not meet the aforesaid criteria.*

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

Law Implemented:-1001.02, 1001.03, 1011.83, 1009.23, 1009.26, F.S.; SBE Rule 6A-14.054, F.A.C.

History: Adopted - 4/17/86. Amended - 10/16/86, 9/17/87, 2/24/89. Filed - 2/24/89. Effective - 2/24/89, 8/22/91. Filed- 8/22/91. Effective- 8/22/91; 11/17/93. Filed - 11/17/93. Effective - 11/17/93; 3/15/94. Filed - 3/15/94. Effective - 3/15/94; 5/16/95. Filed - 5/16/95. Effective - 5/16/95; 4/20/98. Filed - 4/20/98. Effective - 4/20/98; 9/19/00. Filed - 9/19/00. Effective - Session I, 2001-02.; 2/17/05. Filed – 2/17/05. Effective – Session I, 2005-06; 12/16/08. Filed- 12/16/08. Effective – 12/16/08; 7/17/12. To Be Filed – 7/17/12. Proposed Date to Become Effective – 7/17/12.

6Hx23-4.493 STUDENT INCENTIVE GRANTS

The Board of Trustees authorizes the President to facilitate disbursements of student incentive grants and to establish procedures in accordance with College policy and state law.

**\*Please note that the text below in italics will move in its entirety without change or revision to a new College Procedure P6Hx23-4.493.**

*The President is authorized to grant disbursements of the “need-based” portion of the student financial assistance fee in two manners. The first, being to provide funds for the appropriate matching requirement of the Supplemental Educational Opportunity Grant and the second, the establishment of a Student Incentive Grant (SIG) program. All funds disbursed as a part of the SIG shall meet these requirements of this rule.*

- I. The director of Financial Assistance Services will identify the dollar amount of funds available to be expended.*
- II. Once the allocation has been identified, awards will be made by the electronic services center through batch processes or manually by Financial Assistance Services’ staff.*
- III. The director of Financial Assistance Services will assign a staff member to maintain an accounting of these funds.*
- IV. Awards may be used for expenses related to the Title IV cost of education.*

- V. *Awards are made for Terms I, II and/or III.*
- VI. *Recipients must meet all financial assistance standards of progress requirements as well as being enrolled at least half time.*
- VII. *Awards are made on a fund available basis to recipients on a first-file completed basis. When funds are exhausted, awarding will cease.*
- VIII. *The categories of applicants to be considered for the SIG are:*
  - A. *Students who have an Expected Family Contribution (EFC) greater than the Federal Pell Grant cut-off and have financial need.*
  - B. *After all students in the category have received awards, if funds remain, students receiving a Federal Pell Grant may receive awards at the discretion of the Director of Financial Assistance Services.*
- IX. *Potentially eligible recipients will be identified through batch processes.*
- X. *Awards may be for a maximum of \$1,200 per academic year.*
- XI. *SIG funds may be used in situations involving refunds by eligible students or for any awarded assistance not funded by federal dollars that were due the institution.*

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

Law Implemented: 1001.64 (8), F.S.

History: 4/21/92. Filed - 4/21/92. Effective - 4/21/92 and confirming past Board action approving the President to carry out the above effective 12/19/89; 10/18/94. Filed - 10/18/94. Effective - 10/18/94; 9/16/08. Filed—9/16/08. Effective—9/16/08; 7/17/12. To Be Filed – 7/17/12. Proposed Date To Become Effective – 7/17/12.