

AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES MAY 17, 2022

SPC EPICENTER (Collaborative Labs)
13805 58th STREET N
CLEARWATER, FL
SPECIAL MEETING: 9:00 A.M.

- I. CALL TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance

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

- III. REVIEW AND APPROVAL OF MINUTES**

Board of Trustees' Meeting of April 19, 2022 (*Action*)

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

 - B. **NEW BUSINESS**
 1. **ADMINISTRATIVE MATTERS**
 - a. Human Resources
 - i. Executive/Administrative/Managerial and Professional Contract Recommendations (*Action*)

 2. **BUDGET AND FINANCE**
 - a. Revised Fiscal Year 2021-2022 Capital Outlay Budget (*Action*)

 - b. Funding Transfer Request (*Action*)

 3. **BIDS, EXPENDITURES, CONTRACTS OVER \$325,000**
 - a. Contract between St. Petersburg College and Educational Computer Systems, Inc. for Call Center Operations (*Action*)

 4. **Other**
 - a. Lease Agreement with Enterprise Fleet Management (*Action*)\
 - b. Naming of the Big Brother Office Area at the St. Petersburg Gibbs Campus (*Action*)

V. ADJOURNMENT


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.

Date Advertised: May 6, 2022

May 19, 2022

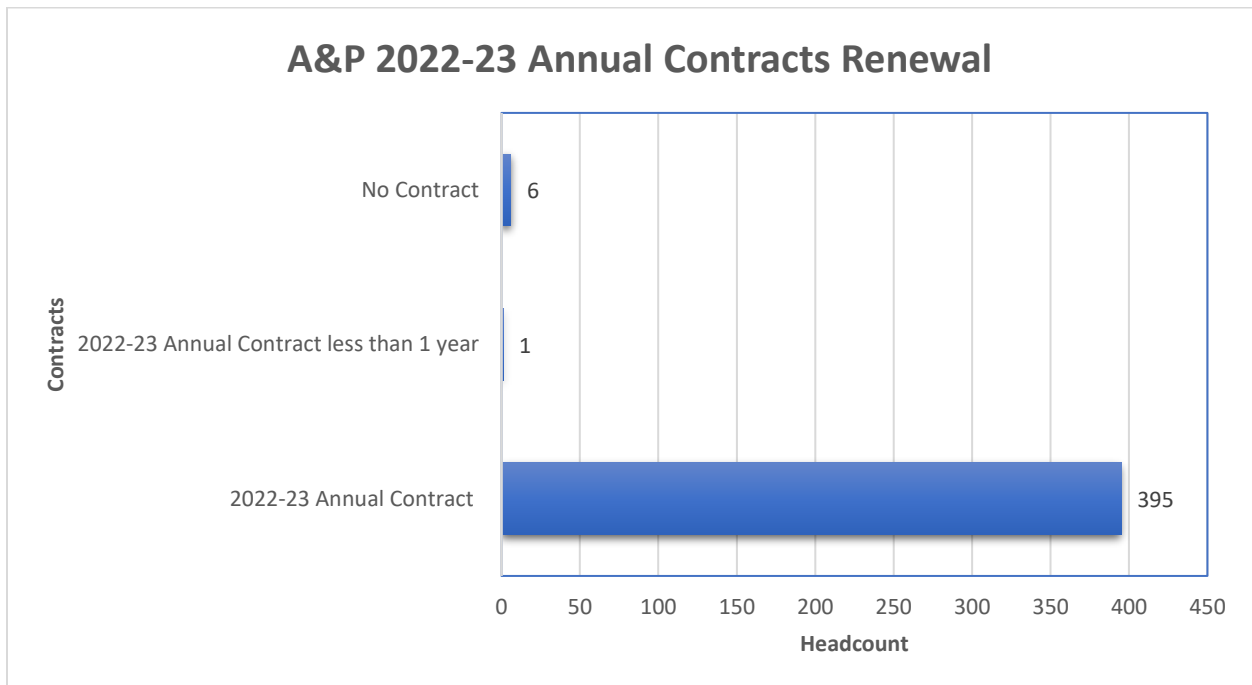
MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Executive/Administrative/Managerial and Professional Annual Contract Recommendations (2022-2023)


Approval is sought for the following recommended personnel transactions concerning Administrative and Professional appointments, which shall be enforced via contracts for employment.



Jamelle Conner, Vice President, Student Affairs; Mia Conza, General Counsel; Janette Hunt, Vice President, Finance and Business Operations, Jesse Turtle, Vice President, Institutional Advancement & Foundation Executive Director, Darryl Wright-Greene, Chief Human Resources and Talent Officer and Tonjua Williams, President, recommend approval.

May 17, 2022

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Dr. Tonjua Williams, President 
SUBJECT: Approval for Budget for Capital Outlay

Approval is sought to adopt the College's revised FY 2021-2022 Capital Outlay Budget.

The FY2021-2022 College Capital Outlay budget of \$29.2M provides for college-wide facility and technology infrastructure maintenance, and major building project funding. The revised budget is required due to the requested transfer of \$4,600,000 from Fund 1 (Operating) to Fund 7 (Unexpended Plant Fund) made in accordance with the College's Carryforward Spending Plan, approved at the September 14, 2021 Board of Trustees' meeting.

The requested transfer pertains to the renovation project for the expansion of the Workforce Innovation center at the Tarpon Springs campus. This center will focus on student education and career assistance by connecting the workforce community and industry with the goal of job placement. The project's completion is expected to be in the 2022-23 fiscal year.

Once funds are transferred, they can only be used for the Workforce expansion renovation project. We will not be able to transfer these funds for any other purpose. See revised budget attached.

In accordance with Florida statute 1013.61, this Capital Outlay budget must be approved by the College's Board of Trustees. The capital needs are presented in the attached summary as proposed expenditures from the capital budget funding sources detailed.

Janette Hunt, Vice President Finance and Business Operations; Dr. Hector Lora, Associate Vice President, Budgeting, recommend approval.

St. Petersburg College


Fund 7 Capital Outlay Budget 2021-22

	Capital Improvement Funds	State Appropriation Funds	Other Funds	Budget Total	Revised Budget
Projected Sources of Revenue					
PY PECO Projects (SPG Adm)	\$ -	\$ 66,353	\$ -	\$ 66,353	\$ 66,353
SODA General Renovation/Remodel (265)	\$ -	\$ -	\$ -	\$ -	\$ -
PY SODA General Renovation/Remodel (265)	\$ -	\$ -	\$ -	\$ -	\$ -
City of Seminole (Habitat)	\$ -	\$ -	\$ -	\$ -	\$ -
PY Capital Improvement Fees	\$ 11,505,220	\$ -	\$ -	\$ 11,505,220	\$ 11,505,220
Capital Improvement Fees - Discretionary	\$ 6,995,519	\$ -	\$ -	\$ 6,995,519	\$ 6,995,519
CO&DS	\$ -	\$ 500,000	\$ -	\$ 500,000	\$ 500,000
PY CO&DS	\$ -	\$ 896,344	\$ -	\$ 896,344	\$ 896,344
Other Misc. Sources	\$ -	\$ -	\$ 119,061	\$ 119,061	\$ 119,061
Tarpon Spring(Race Track) / CIF Transfer in	\$ 570,813	\$ -	\$ 429,187	\$ 1,000,000	\$ 1,000,000
Spending Plan Carry Forward (Tarpon Spring)					\$ 4,600,000
Simulation City Law Enforcement /Transfer in	\$ -	\$ 90,000	\$ -	\$ 90,000	\$ 90,000
Tarpon Parcel/Sale Proceeds	\$ -	\$ -	\$ 3,500,000	\$ 3,500,000	\$ 3,500,000
Total Fund Sources	\$ 19,071,552	\$ 1,552,697	\$ 4,048,248	\$ 24,672,497	\$ 29,272,497
Projected Uses of Revenue					
Budgeted Personnel Salaries	\$ 650,000	\$ -	\$ -	\$ 650,000	\$ 650,000
Other Personnel	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ 200,000
Employee Benefits - Retirement	\$ 63,440	\$ -	\$ -	\$ 63,440	\$ 63,440
Employee Benefits - FICA/Medicare	\$ 65,025	\$ -	\$ -	\$ 65,025	\$ 65,025
Employee Benefits - Health/Dental/Wellness	\$ 135,000	\$ -	\$ -	\$ 135,000	\$ 135,000
Total Personnel & Benefits	\$ 1,113,465	\$ -	\$ -	\$ 1,113,465	\$ 1,113,465
Major Construction					
St. Pete/Gibbs Adm		\$ 66,352	\$ -	\$ 66,352	\$ 66,352
Bay Pines Center	\$ -	\$ -	\$ -	\$ -	\$ -
Seminole Chamber of Commerce Modular	\$ -	\$ -	\$ -	\$ -	\$ -
Downtown Center Build-Out	\$ 315,950		\$ -	\$ 315,950	\$ 315,950
Clearwater Business Tech	\$ 1,472,507	\$ 1,396,345	\$ -	\$ 2,868,852	\$ 2,868,852
Total Major Construction	\$ 1,788,457	\$ 1,462,697	\$ -	\$ 3,251,154	\$ 3,251,154
Infrastructure Deferred Maintenance and Network					
Deferred Maintenance	\$ 6,110,702	\$ -	\$ -	\$ 6,110,702	\$ 6,110,702
College-wide Infrastructure & Renovation/Remodel	\$ 1,210,862	\$ -	\$ -	\$ 1,210,862	\$ 1,210,862
College-wide Furniture	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000
Technology Infrastructure Maintenance	\$ 1,631,889	\$ -	\$ -	\$ 1,631,889	\$ 1,631,889
Total Infrastructure Deferred Maintenance and Network	\$ 9,053,453	\$ -	\$ -	\$ 9,053,453	\$ 9,053,453
Project Expense					
Collegewide Campus Projects	\$ 750,000	\$ -	\$ -	\$ 750,000	\$ 750,000
Allstate					
Simulation City	\$ -	\$ 90,000	\$ -	\$ 90,000	\$ 90,000
EpiCenter/District Office					
Capital Equipment - EpiTech	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ 15,000
Campus & Academic Areas Refresh	\$ 25,000		\$ -	\$ 25,000	\$ 25,000
Downtown/Midtown					
Center for Economic Impact & Inclusion	\$ 260,000	\$ -	\$ -	\$ 260,000	\$ 260,000
HEC					
Surgical Technology	\$ 174,000	\$ -	\$ -	\$ 174,000	\$ 174,000
Seminole					
Dental & Lumastream	\$ -	\$ -	\$ 119,061	\$ 119,061	\$ 119,061
Tarpon Springs					
Workforce Center	\$ 570,813	\$ -	\$ 429,187	\$ 1,000,000	\$ 1,000,000
Workforce Center					\$ 4,600,000
Contingency	\$ 2,629,801		\$ 3,500,000	\$ 6,129,801	\$ 6,129,801
Debt Service - Construction Obligations and Bonds	\$ 2,691,563	\$ -	\$ -	\$ 2,691,563	\$ 2,691,563
Total Expenses	\$ 19,071,552	\$ 1,552,697	\$ 4,048,248	\$ 24,672,497	\$ 29,272,497
Remaining Funds	\$ -	\$ -	\$ -	\$ -	\$ -

May 17, 2021

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Dr. Tonjua Williams, President 

SUBJECT: Funding Transfer Request

Approval is sought to transfer \$4,600,000 from Fund 1 (Operating) to St. Petersburg College's Fund 7 (Unexpended Plant Fund) for the Workforce expansion renovation project at the Tarpon Springs campus.

The requested transfer is made in accordance with the College's Carryforward Spending Plan, approved at the September 14, 2021 Board of Trustees' meeting. College fund balance reserves will be utilized for this purpose resulting in no effect on the current fiscal year budget.

This renovation project is for the expansion of the Workforce Innovation center at the Tarpon Springs campus. This center will focus on student education and career assistance by connecting the workforce community and industry with the goal of job placement. The project's completion is expected to be in the 2022-23 fiscal year.

Once funds are transferred, they can only be used for the Workforce expansion renovation project. We will not be able to transfer these funds for any other purpose.


In accordance with State Statute 1011.30, this transfer will be completed once the State Chancellor approves.

Janette Hunt, Vice President Finance and Business Operations; Mike Meigs, Associate Vice President, Business & Financial Services, recommend approval.

May 17, 2022

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Contract between St. Petersburg College and Educational Computer Systems, Inc. for Call Center Operations

Approval is sought to enter into a contract with Educational Computer Systems, Inc. to operate the College's Call Center.

Since 2017, St. Petersburg College has outsourced its general student support, registration and financial aid call center operations to EdFinancial Services, LLC. This contract expires on June 30, 2022. In an effort to seek the best value and service for our students, Request for Proposal (RFP) 06-21-22 was issued on January 31, 2022. An Evaluation Committee consisting of four members from the College was formed to review and score the RFP.

Eleven vendors participated in the RFP. Three were certified minority owned companies. The top two vendors were invited to do presentations and answer questions from the Evaluation Committee. After thorough review and study of all information, the Evaluation Committee unanimously chose Educational Computer Systems, Inc. Educational Computer Systems, Inc. has numerous clients of similar size, scope and complexity as St. Petersburg College and is rated very favorably with these institutions.

St. Petersburg College seeks to negotiate a contract with Educational Computer Systems, Inc. (ECSI) for up to three (3) years and not to exceed \$1.7 million dollars. In addition to this cost, there will be a one-time cost of \$10,000 for training and set-up. The College will have option to renew the contract for up to two (2) additional one-year terms. The College will seek a negotiated cap on the number of annual inbound calls handled by ECSI unless the College expressly authorizes additional calls. Additionally, the agreement will allow ECSI to provide chat, outbound calls, and email support. The agreement will require Educational Computer Systems, Inc. to provide the College with weekly and monthly reports showing cumulative data of call, chat, and email volume.

Jamelle Conner, Vice President, Student Affairs; Kellie Ziemak, Executive Director, Student Affairs and Enrollment Management; and Mia Conza, General Counsel, recommend approval.

May 17, 2022

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, President



SUBJECT: Fleet Lease Agreements

Authorization is requested to approve five additional lease agreements with Enterprise Fleet Management.

A master lease agreement with Enterprise Fleet Management that allows for the leasing and maintenance of multiple vehicles to be used collegewide over a period of five years was approved by the President on October 6th, 2020 and presented to the Board of Trustees in the January 2021 meeting.

The anticipated cost for the ten vehicles since that approval for leasing, maintenance, and telematics over the five-year period is projected to be \$258,341.40. The College anticipates leasing five additional vehicles under the master lease agreement for FY 22/23 with an estimated cost of \$136,423.80 over a five-year period bringing the estimated aggregate lease total to \$394,765.20.

Janette Hunt, Vice President, Finance and Business Operations; Rodney Wheaton, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.

May 17, 2022

MEMORANDUM

TO: Board of Trustees at St. Petersburg College

FROM: Dr. Tonjua Williams, President



SUBJECT: Brother to Brother Office Name

APPROVAL is sought to name the Brother-to-Brother office area at Gibbs Campus as follows, “Dr. Shawn Thomas Brother to Brother Office at St. Petersburg College Gibbs Campus.”

On March 18, 2022, Dr. Shawn Thomas tragically lost his life. This memorandum will not do his life justice in such few words; however, this request is one way to ensure his legacy lives on within the walls of St. Petersburg College (SPC).

Per the BOT naming rule, a committee was formed which included the Board Member, Deveron Gibbons, Seminole Campus Provost, Mark Strickland, Dean of Social and Behavioral Science, Joseph Smiley, and Lead Pastor at Greater Mt. Zion AME Church, Clarence Williams. In turn, the committee consulted with community members, SP/G Provost Leslie Hafer, and other college personnel as to what the name should be, and a recommendation was sent forth.

By naming the Brother to Brother Office after Dr. Thomas, the college is paying tribute to and recognizing him for his significant contribution at SPC; and equally important, the college is also recognizing the Dr. Thomas for his community and civic commitments throughout Pinellas County.

In accordance with Board of Trustees Rule #6Hx23-6.14, Naming of College Facilities, the following committee members: Deveron Gibbs, Mark Strickland, Joseph Smiley, Clarence Williams met on April 13th to recommend the naming of the building. During the meeting on the 13th, it was unanimously agreed upon to request board approval to name the Brother-to-Brother office area at Gibbs campus in honor of Dr. Shawn Thomas.

MFSJR
4-13-2022