

# MINUTES OF THE MAY 26, 2022 SPECIAL MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

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The Board of Trustees of St. Petersburg College met on Tuesday, May 26, 2022 at the St. Petersburg College Downtown Center, Community Room 210, 244 2<sup>nd</sup> Ave N, St. Petersburg, Florida. The following Board members were present: Chair Thomas Kidwell, Vice Chair Jason Butts and Trustee Nathan Stonecipher. Also present was Tonjua Williams, President of St. Petersburg College and Secretary to the Board of Trustees. Proof of public notice of this meeting is included as part of these minutes. Notices were duly posted.

## NOTICE OF MEETING BOARD OF TRUSTEES, ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College will hold a public meeting to which all persons are invited, commencing at 9:30 a.m. on Tuesday, May 26, 2022 at the St. Petersburg College Downtown Center, Community Room 210, 244 2<sup>nd</sup> Ave N, St. Petersburg, Florida. The meeting will be held for the purpose of considering routine business of the College; however, there are no rules being presented for adoption or amendment at this meeting.

A copy of the agenda may be obtained within seven (7) days of the meeting on the [SPC Board of Trustees website](#) at [www.spcollege.edu](http://www.spcollege.edu), or by calling the Board Clerk at (727) 341-3241.

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

If any person wishes to appeal a decision made with respect to any matter considered by the Board, he or she will need a record of the proceedings. It is the obligation of such person to ensure that a verbatim record of the proceedings is made. Section 286.0105, Florida Statutes.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the agency five business days before the meeting by contacting the Board Clerk at 727-341-3241. If you are planning to attend the meeting and are hearing impaired, please contact the agency five business days before the meeting by calling 727-791-2422 (V/TTY) or 727-474-1907 (VP).

**22-049.** In accordance with the Administrative Procedure Act, the following Agenda was prepared:

## AGENDA

ST. PETERSBURG COLLEGE BOARD OF TRUSTEES  
**MAY 26, 2022**

SPC DOWNTOWN CENTER  
COMMUNITY ROOM 210  
244 SECOND AVE N  
ST. PETERSBURG, FL

**SPECIAL MEETING: 9:30 A.M.**

**I. CALL TO ORDER**

- A. Invocation
- B. Pledge of Allegiance

**II. COMMENTS**

- A. 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*)

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## 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 19, 2022

### **22-050. Under Item I, Call to Order**

The meeting was convened by Chair Kidwell at 9:03 a.m. The invocation was given by Trustee Stonecipher and was immediately followed by the Pledge of Allegiance.

### **22-051. Under Item III, Comments**

Chair Kidwell opened the meeting up for Public comments:

- A. Public comments – None

### **22-052. Under VII-B, New Business**

The Board considered Items VII – B.1a – VII – B.4. Mr. Stonecipher moved approval. Mr. Butts seconded the motion. The motion passed unanimously.

## 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)

**XII. ADJOURNMENT**

Having no further business to come before the Board, Chair Kidwell adjourned the meeting at 9:32am.

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**Tonjua Williams, Ph.D.**  
**Secretary, Board of Trustees**  
St. Petersburg College  
FLORIDA

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**Thomas Kidwell**  
**Chairman, Board of Trustees**  
St. Petersburg College  
FLORIDA

**Attachments**  
**Board Memos and**  
**Supplemental**  
**Materials**


**Board of Trustees**  
**Meeting**

**May 26, 2022**

May 19, 2022

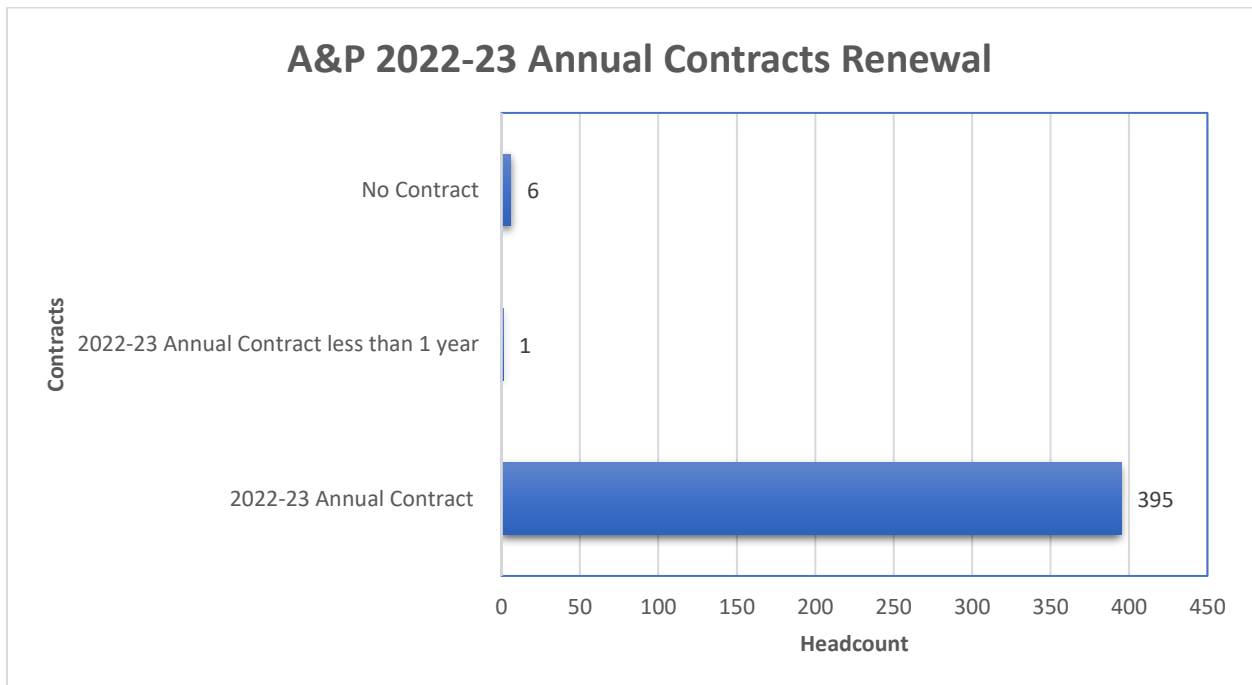
**MEMORANDUM**

**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, 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 6<sup>th</sup>, 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