

June 16, 2020

MEMORANDUM

TO: Board of Trustees, St. Petersburg College
FROM: Tonjua Williams, President 
SUBJECT: Project Number 1707-U-20-15, Remodel/Renovate the Downtown Center

Approval is sought for the Board of Trustees to authorize the President to act on the Board's behalf to approve 100% construction drawings and GMP for Project Number 1707-U-20-15, Build-Out Shelled Space at the Downtown Center, DT.

On May 19th, 2020 the board approved the selection committee's recommendation to proceed with contract negotiation with the #1 ranked firm, Creative Contractors for the Build-Out of Shelled Space at Downtown Center project.

In the interest of moving the project forward, we request the Board authorize the President to approve the 100% construction drawings and guaranteed maximum price (GMP) not to exceed \$2.2M. The GMP is for the remodeling/renovation of approximately 13,200 SF of shelled out space to accommodate administrative offices and support spaces at the Downtown Center. Should the negotiations not result in a satisfactory contract deemed to be fair, competitive and reasonable; negotiations will be undertaken with the second most qualified firm and thereafter, if necessary, with the third.

All additional information on this project will be brought to the Board on a quarterly report.

Tonjua Williams, President; Janette Hunt, Vice President, Finance and Business Operations; and Diana Wright, Associate Vice President, Facilities Planning and Institutional Services, recommend approval.

St. Petersburg College
Board Evaluation of the President
2019-2020

For each of the following questions, indicate your level of satisfaction with the President’s performance in the following areas by providing a score between one and five. Additionally, please provide any additional feedback or comments as appropriate. If insufficient information or not applicable, the board member may indicate by placing N/A or by not placing a score and explaining in the comments.

Factor Category	BOT Ratings						Comments
	Trustee 1 (KC)	Trustee2 (BB)	Trustee 3 (TK)	Trustee 4 (NS)	Trustee 5 (DG)	Avg.	
LEADERSHIP:							
1. Understands and supports comprehensive community college mission.	5	5	5	5		5	Dr. Williams leadership of her team is her greatest strength. Very much so.
2. Has ethical, fair, honest leadership style.	5	5	5	5		5	
3. Is an effective communicator.	4	5	5	4		4.5	
4. Has an effective management style, inspiring others and engendering confidence.	5	4	5	5		4.75	I am bothered by the unionization of faculty.
5. Recruits and utilizes effective employees.	5	5	4	5		4.75	
6. Displays resourcefulness in identifying, analyzing, and solving problems.	4	5	5	5		4.75	The pivot during COVID was nothing short of a herculean feat and you did it flawlessly.
7. Provides decisive and diplomatic leadership style.	5	5	5	5		5	
DIVERSITY INITIATIVES							
1. Provides appropriate institutional leadership on board priority of increasing diversity in employment among administrators, faculty and staff.	4	5	5	5		4.75	Has lobbied for and proposed funding for diversity officer.

2. Plans and implements initiatives to increase penetration into diverse communities and student enrollment of the diverse communities in Pinellas County.	4	5	5	5		4.75	This is our greatest need.
3. Reaches out to the diverse populations of Pinellas County by meeting with leaders and participating in activities and events in the community.	5	5	5	5		5	A true leader and inspirational speaker.
4. Follows through on the college's priority for minority businesses to participate in opportunities to partner and do business with the college.	N/A	5	5	5		5	
Factor Category	BOT Ratings						Comments
	Trustee 1 (KC)	Trustee2 (BB)	Trustee 3 (TK)	Trustee 4 (NS)	Trustee 5 (DG)	Avg.	
PLANNING AND BUDGETING:							
1. Supports and provides leadership on the college's educational master plan.	5	5	5	5		5	
2. Sets appropriate priorities and focus for the college within the overall master plan.	5	5	5	5		5	
3. Provides leadership in the area of improving student success.	5	4	4	5		4.5	Still waiting to see scores improve for African American Males
4. Provides leadership in increasing student access and penetration into the community.	5	5	5	5		5	
5. Leads the college's efforts to identify sources of funding.	5	4	3	5		4.25	Need to explore the P3 opportunities discussed to avoid state \$ dependence.
6. Provides understanding and appropriate allocation of resources to priorities of college.	5	5	4	5		4.75	
7. Understands and supports fundraising from private and foundation supporters to strengthen college.	5	5	4	5		4.75	Dr. Williams has grown this year through partnership w/ Jesse Turtle. I've seen real leadership and growth here.
8. Is responsive to solving financial and management issues identified by audits or resulting from funding fluctuations.	N/A	5	5	5		5	So proud of enrollment growth during difficult times.

BOARD RELATIONS:							
1. Provides adequate information and makes sound recommendations to the Board.	5	4	5	5		4.75	Always open with good, bad and ugly. Still disagree on real estate direction and hope to see it as a revenue generator for the college.
2. Carries out the actions and priorities of the Board	5	4	5	5		4.75	
3. Maintains a proper balance between bringing policy matters to the board for discussion and action and acting on managerial and administrative matters.	5	5	5	5		5	
4. Maintains a positive and open relationship with board members.	5	5	5	5		5	A real Strength.
5. Seeks opportunities to communicate the vision and goals of the college in the Pinellas County community.	5	5	5	5		5	With guts and grace.
INTERNAL RELATIONS:							
1. Establishes and maintains open and effective lines of communication with all constituencies within the college.	5	5	5	5		5	
2. Maintains effective working relationships with College employees.	5	5	5	4		4.75	
3. Effectively delegates responsibility to appropriate staff.	4	5	5	5		4.75	Dr. Williams has worked to better delegate - starting with getting her own team in place.

EXTERNAL RELATIONS:							
1. Provides effective, positive representation of the college in the community.	5	5	5	5		5	Yes!
2. Develops positive relationships with government, business, and industry leaders and organizations.	5	5	4	5		4.75	Also a strength.
3. Maintains appropriate relationships with state and federal organizations and government offices.	5	5	4	5		4.75	Erid was a smart hire.
4. Represents and presents the college's image of success with appropriate regional and national education organizations.	5	5	5	5		5	
5. Skilled in meeting the social obligations of the presidency.	5	5	5	5		5	
6. Seeks opportunities to communicate the vision and goals of the college in the Pinellas community.	5	5	5	5		5	
ACCOUNTABILITY:							
1. Established and implemented a plan with effectively addressed the performance goals established in the College's Strategic Impact Plan	5	5	5	5		5	
2. Achievement of institutional performance outcomes, fundraising, employee satisfaction and other performance metrics	5	5	4	4		4.5	
ADDITIONAL ITEMS:							
Florida statutes require that the Board certify that it evaluates the president on implementation of two reports that must be submitted to the state: (1) The college's Equity Plan required in FS 1008.45, and (2) Statewide accountability plan required by FS 1008.45.							
1. The president provides leadership to assure that the college addresses equity issues required by the state and in bringing forth a report to the board with goals and performance in this area.	5	5	5	5		5	
2. The president provides leadership in using the accountability report developed by the state.	5	5	5	5		5	

Additional comments and feedback for the president:

Dr. Williams is a thoughtful and transparent leader. She takes information and criticism and adjusts to not only keep spc moving forward, but to respond and include all views. Dr. Williams and the college has had a Huge three years cleaning up things, cutting the expense side of budge and developing and implementing a strategic plan. It is an honor to serve SPC with a leader like Dr. Williams.

Serving side by side for the benefit of our students and community is a true pleasure. I am always proud to be represent the college and to call Tonjua my President.

I have truly enjoyed serving on the SPC BOT this past year. Working with Dr. Williams has been a joy. I have learned so much about the college and the role it plays in the community. An education by fire at times, Dr. Williams has always taken the time to educate and invest in me as a board member and I have enjoyed watching her hands on leading style. I have watched her lead with grace, providing a steady hand and guidance through some very tumultuous times including the unprecedented shutdown of our campuses through the COVID-19 crisis. She has been at the forefront of every decision and has kept the BOT fully informed along the way. I look forward to continuing to serve on this tremendous board alongside Dr. Williams for our Titan family.

Dr. Williams has once again proven herself to be a fantastic leader in our community and at St. Petersburg College. She continues to move full speed ahead in many different areas and brings an energy level that is sometimes hard to match. Her ability to pivot this year, due to the effects of COVID 19, has been integral for us to continue on as a healthy and vibrant higher education institution. Dr. Williams was able to motivate and lead the great employees she has around her to quickly move us successfully forward in a changed environment. This was truly an SPC-wide initiative that required everyone to chip in, and I couldn't be prouder of the results. Dr. Williams' attention to detail has ensured that through it all, work and progress was still being made in relation to our overall college goals and our strategic plan. Our expenses have continued to track downwards as we strive to continue on a path of solid fiscal health, much work and effort was put forward as it relates to the success rates (and support) of our African-American male students, we're in the early stages of redesigning part of our recruitment efforts and streamlining class schedules, our 2+2 programs continue to grow, our 2nd collegiate high school was successfully opened in Tarpon Springs, communication/alignment with our SPC Foundation is solid and moving in a positive direction, there remains consistent focus on our employee experience and improved communication, and I think big strides were made this year with our legislative strategy and our future overall effectiveness in Tallahassee. I believe strongly that our college is moving in the right direction, and that we have a solid foundation in place as we prepare to strategically map out what our goals for the next three years will look like. Personally, I'd like to see Dr. Williams continue to focus in on student success rates and retention (and what additional funds are needed for both), workforce training and community partnerships, employee communication/engagement and finally, focus on ways we can move into this post COVID-19 world and increase the college's reach in our community.

Board Chair's Signature

Date

President's Signature

Date