

MINUTES OF THE MAY 21, 2024 MEETING OF THE BOARD OF TRUSTEES OF ST. PETERSBURG COLLEGE

The Board of Trustees of St. Petersburg College met on Tuesday, May 21, 2024 at the St. Petersburg College EpiCenter, 1-453, 13805 58th Street N, Clearwater, Florida. The following Board members were present: Chair Jason Butts, Vice Katie Cole, and Thomas Kidwell. 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 9:00 a.m. on Tuesday, May 21, 2024 at the St. Petersburg College EpiCenter, 1-453, 13805 58th Street N, Clearwater, 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, 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

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).

24-056. In accordance with the Administrative Procedure Act, the following Agenda was prepared:



ST. PETERSBURG COLLEGE

Board of Trustees Meeting
May 21, 2024
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. REVIEW AND APPROVAL OF MINUTES

Board of Trustees' Meeting of April 16, 2024 (*Action*)

III. PUBLIC COMMENT Pursuant to §286.0105 FS*

IV. CONSENT AGENDA

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

B. NEW BUSINESS

1. ADMINISTRATIVE MATTERS

- a. Executive/Administrative/Managerial and Professional Annual Contract Recommendations (2024-2025) (*Action*)

2. CAPITAL OUTLAY, MAINTENANCE, RENOVATION, AND CONSTRUCTION

- a. Vet Tech Pathology Lab (*Action*)
- b. Deferred Maintenance Change Order Authorization (*Action*)

V. ADJOURNMENT

*St. Petersburg College Board of Trustees welcomes public comments during its regular monthly meetings. Any person or group wishing to make public comments must complete a "Public Comment Card." Procedures for making public comments are as follows:

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1. Complete Public Comment card including your name, address, telephone number and agenda item number referring to the purpose of your public comment.
2. Prior to the start of the Board of Trustees Meeting, submit the completed card to the Board of Trustees Clerk. Comment Cards will not be accepted at any other time during the meeting.
3. When your name is called, approach the podium with the microphone, and state your name and address for the record.
4. Comments are limited to three minutes. This is the opportunity for people to make public comments regarding an agenda item prior to the approval of the agenda item.

Student appeals for grades or discipline issues are not heard by the St. Petersburg College Board of Trustees. Students wishing to file an appeal are referred to the SPC Board of Trustee Procedure P6Hx23-4.36.

Any person(s) not adhering to the Board's guidelines or who make comments which could be perceived as slanderous or disruptive may be barred from making future comments before the Board .

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.

24-057. Under Item I, Call to Order

The meeting was convened by Chair Butts at 9:00 a.m. The invocation was given by Chair Butts and was immediately followed by the Pledge of Allegiance.

24-058. Under Item II, Review and Approval of Minutes

The minutes of the April 16 2024 Meeting Minutes of the Board of Trustees of St. Petersburg College were presented by the chairman for approval. Mr. Kidwell moved approval of the minutes as submitted. Ms. Cole seconded the motion. The motion passed unanimously

24-059. Under Item III, Public Comments

None

24-060. Under Item IV New Business

The Board considered Items VI – B.1 to VI – B.2. Mr. Kidwell moved approval. Ms. Cole seconded the motion. The motion passed unanimously.

XI. ADJOURNMENT

Having no further business to come before the Board, Chair Butts adjourned the meeting at 9:03 a.m.

Directly following the Special Board of Trustees meeting was a Budget Workshop.

Dr. Hector Lora, Associate Vice President of Budgeting, presented the proposed budget for FY 2024-25, outlining key financial elements and allocations.

Capital Outlay and Major Projects:

- **Capital Outlay:** \$44.9 million from Public Education Capital Outlay (PECO) is designated for deferred maintenance, and \$3.6 million is allocated for Tarpon Springs. Property proceeds total around \$22 million from various sales.
- **Available Funding:** \$93.8 million, including \$1.5 million for state-approved projects and specific allocations like \$3 million for the Palladium and \$1 million for the Manufacturing Lab.
- **Bond Payables:** \$2.7 million, with plans to clear bonds by 2030.
- **Construction Projects:** \$75.9 million for various major projects and infrastructure improvements.
- **Contingency Funds:** \$7.5 million and \$1 million for internal personnel and small projects.

Operating Budget:

- **Revenue Changes:** Overall revenue decreased by 6% or \$10.9 million, mainly due to prior year transfers for the Promise Scholarship and Master Plan relocations. State funding includes a tentative \$99.8 million allocation, with minor adjustments in performance and mental health funding.
- **Expense Allocation:** \$168 million in total expenses, with 68% directed towards direct instruction, academic, and student support, and 32% towards institutional support and maintenance.
- **Expense Adjustments:** Includes increases for salaries, benefits, utilities, and insurance. The budget is \$10.9 million less than FY 2023-24 due to previous year transfers.

Budget Priorities:

- Focus on program synergy, enhancing student learning experiences, competitive wages, and professional development to ensure sustainability.

Pending Approval:

- All funds are pending the Governor's signature.

Dr. Lora concluded by highlighting that the budget reflects a conservative approach and aligns with institutional priorities.

Meeting adjourned at 10:20am

**MINUTES OF THE MAY 21, 2024 MEETING OF THE BOARD OF
TRUSTEES OF ST. PETERSBURG COLLEGE**


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

Jason Butts
Chairman, Board of Trustees
St. Petersburg College
FLORIDA

May 13, 2024

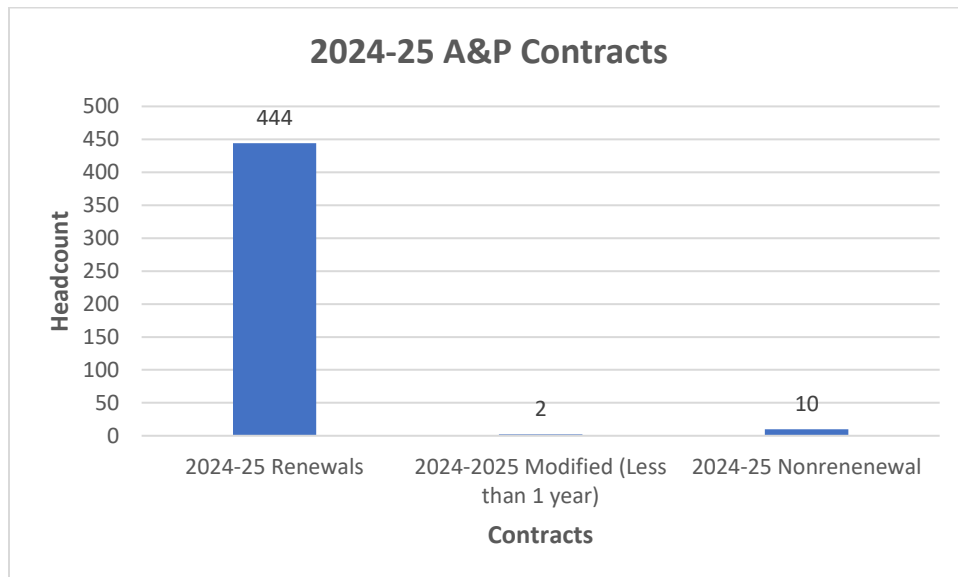
MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Executive/Administrative/Managerial and Professional Annual Contract Recommendations (2024-25)

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, Patrick Rinard, Vice President, Information Technology, Jackie Skryd, Vice President, Workforce and Corporate Relationships, 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 21, 2024

Agenda Item IV - B.2a

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Project Authorization -Vet Tech Path Labs, Project Number: 1707-T-24-4

Authorization is sought to delegate authority to the President to approve all proposals and to issue all necessary purchase orders for Vet Tech Path Labs, Project Number: 1707-T-24-4.

A Florida College System institution's Board of Trustees has certain authority and powers pursuant to Fla. Stat. §1001.64 and is vested with the responsibility to govern with such necessary authority as needed for the proper operation of the institution [§1001.64 (2)], including the authority to enter into purchase contracts. Pursuant to Fla. Stat. §1001.65(24), the Board may delegate or vest with the College President its granted authority, including authority to purchase and approve contracts.

To facilitate the divestiture of the Veterinary Technology Building, it is necessary to relocate both the Clinical Pathology Lab and Anatomy Lab from the current Vet Tech Building to the Seminole Campus. This relocation entails transferring two existing computer labs elsewhere on campus to make space for construction, paving the way for the eventual relocation of the Vet Tech labs. The project encompasses substantial mechanical, electrical, and plumbing adjustments, as well as the replacement of flooring, and the relocation and reconnection of lab and computer tables. In an effort to complete this project for Fall classes, authorization is requested to delegate authority to the President to approve all necessary proposals and purchase orders for this project, not to exceed \$1,000,000 total project cost.

Gordian, Inc. was selected through an Omnia Cooperative Purchasing Program (Contract #: 23-909-027) for their contracting services to complete these renovations.

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

May 21, 2024

Agenda Item IV – B.2b

MEMORANDUM

TO: Board of Trustees, St. Petersburg College

FROM: Tonjua Williams, Ph.D., President 

SUBJECT: Delegation of Authority for Miscellaneous Deferred Maintenance Projects
Related Change Orders

Authorization is requested for the President to approve Deferred Maintenance Project change orders.

A Florida College System institution’s Board of Trustees has certain authority and powers pursuant to Fla. Stat. §1001.64 and is vested with the responsibility to govern with such necessary authority as needed for the proper operation of the institution [§1001.64 (2)], including the authority to enter into purchase contracts. Pursuant to Fla. Stat.§1001.65(24), the Board may delegate or vest with the College President its granted authority, including authority to purchase and approve contracts.

In the May 2023 meeting, estimated total projects, budgets and GMPs were approved for the deferred maintenance projects utilizing allocated Deferred Maintenance SFRF/PECO funding and Deferred Maintenance SFRF. In the September 2023 meeting additional funding was approved from the carry forward balance.

To effectively utilize these deferred maintenance allocations, it is necessary to move funding between deferred maintenance projects and update GMPs by change order. Board authorization is requested to allow the President to approve change orders. These change orders will not cause the cumulative project budget to exceed the previously approved budget of \$54,076,641 without further Board approval.

Funding Source	Amount	Board Authorization
Deferred Maintenance SFRF	\$47,576,641	May 2023
Deferred Maintenance SFRF/PECO	\$5,000,000	May 2023
Carry Forward Balance	\$1,500,000	September 2023
Total	\$54,076,641	

Approved change orders will be communicated to the Board via quarterly reports.

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