

PENSACOLA STATE COLLEGE

Director, Human Resources
Memorandum

Phone: 850-484-1766
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October 9, 2018

TO: Dr. Ed Meadows
President

FROM: Tammy R. Henderson

SUBJECT: Human Resources Action Items for Board of Trustees' Meeting – October 2018

Action Items:

1. Approval of September 2018 Human Resources Report.
2. Request approval to convert one current funded and filled position of Academic Advisor, at Level 1, on the Professional/Managerial Salary Schedule, to a Senior Student Services Advisor, at Level 2, on the Professional/Managerial Salary Schedule, retroactive to July 1, 2018. (Academic and Student Affairs – Advising Center)
3. Special Contracts (Open Item)



HUMAN RESOURCES REPORT
Summary of Personnel Actions
September 2018

Faculty

- 1 Faculty member retired (Education)
- 1 Faculty member was promoted to a Professional/Managerial position (History, Languages, Social Sciences and Education)

Career Service

- 1 Career Service employee received an education incentive (Academic Advising - Pensacola)
- 1 Career Service employee received a lateral transfer (Recruiting/Call Center)
- 2 Career Service employees resigned for other employment (Systems Support; and Cashiers' Office)
- 1 Career Service employee was terminated for unsatisfactory performance (Adult Education)

Executive, Professional/Managerial

- 1 Professional/Managerial employee was hired (Trio-Veterans Student Support Services)
- 1 Professional/Managerial was promoted from (Recreation and Leisure) and received an upward pay adjustment (Applied Technology and Professional Services)
- 1 Professional/Managerial employee was promoted from a part-time assignment (Mathematics)
- 1 Professional/Managerial employee resigned for other employment (Microcomputer Resources)
- 1 Professional/Managerial employee received an upward pay adjustment (Student Resource Center for ADA Services)

Other

- 11 Assignments for adjuncts were made
- 5 Overload assignments for full-time faculty were processed

[PERSREPORT]

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PENSACOLA STATE COLLEGE

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PERSONNEL EMPLOYED OR TERMINATED

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PERIOD SEPTEMBER 01 2018 THROUGH SEPTEMBER 30 2018

41 12 MO. FACULTY

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
PROFESSOR 9/26 MASTERS	RETIREMENT RETIRED/INVESTMENT	01405499 WERRE ELIZABETH	11140800000052001 EDUCATION	F02061A00	F	W
ASSISTANT PROFESSOR	PROMOTION	04578293 MOSELEY ELIZABETH	11172201000052001 HISTORY/LANGUAGE/SOC SCIENCE	F00891A00	F	W

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CAREER SERVICE

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ADVISING SUPPORT SPECIALIST	CAREER SERV EDUC INCENT - #1	04430899 SIMS LACEY	15301001000054000 ACADEMIC ADVISING - PENSACOLA	C04791A00	F	B
ADMIN ASST	LATERAL TRANSER	02810712 CULPEPPER TANESHA	15300100000054000 RECRUITING / CALL CENTER	C04441A00	F	B
SYSTEMS & COMPUTER OPERATION T	RESIGNED RESIGNED FOR OTHER EM	05182811 DUGGER ADAM	16310100000054000 SYSTEMS SUPPORT	C03461A00	M	W
ASSOCIATE COORDINATOR, STUDENT	RESIGNED RESIGNED FOR OTHER EM	04023595 WOMACK SHELBY	16222000000054000 CASHIERS' OFFICE	C00651A00	F	W
ADMIN ASST	TERMINATED UNSATISFACTORY PERF	05272240 HENDRIX-SMITH HEATHER	11320100000054000 ADULT EDUCATION	C01151A00	F	W

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ADMIN./EXECUTIVE/PROFESSIONAL

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ACAD ADVISOR/LIFE SKILLS COACH	NEW HIRE	05308722 DURYEA RHONDA	25300001183453000 TRIO - VETERANS SSS 18/19	P03402A00	F	W
COORD., CONTINUING EDUCATION	PROMOTION	04828036 LISTAU MICHAEL	11420104000053000 REC & LEISURE 01	P02401A00	M	W
INTERIM ASSISTANT DEPARTMENT H	PROMOTION	05116662 NORTH DARREN	11161701000052005 MATHEMATICS	A00561A00	M	M
MICROCOMPUTER SPECIALIST	RESIGNED RESIGNED FOR OTHER EM	05136967 SMITH CHRISTOPHER	16310300000053000 MICROCOMPUTER RESOURCES	P00411A00	M	W
DIRECTOR, LIBRARY TECHNICAL SE	RETIREMENT RETIRED/ORP	03528835 BROYLES LINDA	14101010000053000 TECH SERVICES - LIBRARY	A00181A00	F	W
DEPARTMENT HEAD	UPWARD PAY ADJUSTMENT	04828036 LISTAU MICHAEL	11260203000052005 APPLIED TECH & PROFESSIONAL SERVICES	A01681A00	M	W
DIR., STUDENT RESOURCE CENTER	UPWARD PAY ADJUSTMENT	04578293 MOSELEY ELIZABETH	15810000000053000 STU RESOURCE CTR FOR ADA SVCS	A00891A00	F	W

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ADJUNCT

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ADJUNCT (BACHELORS -COLL CRDT)	NEW HIRE	01882902 AGCAOILI PATRICIA	11230102040056001 RADIOGRAPHY	J87331F00	F	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	00379950 ARGERSINGER WANDA	11420104000056001 REC & LEISURE 01	J86941F00	F	W
ADJUNCT PLUS (BACHELORS -COLL	NEW HIRE	00407511 BARBOUR ANGELA	11230102040056001 RADIOGRAPHY	J04041F00	F	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	02442945 BROWN-SANDERS KRISTEN	11420104000056001 REC & LEISURE 01	J83491F00	F	W
ADJUNCT RECREATION & LEISURE	NEW HIRE	02049311 EDWARDS ANGELENIA	11420104000056001 REC & LEISURE 01	J68301F00	F	W
ADJUNCT PLUS (MASTERS -COLL CR	NEW HIRE	01551838 GAYO CHRISTOPHER	11131501000056001 ENGLISH / COMMUNICATIONS	J62471F00	M	P
ADJUNCT PLUS (DOCTORATE -COLL	NEW HIRE	01951939 GLAZIER BRYAN	11172201000056001 HISTORY/LANGUAGE/SOC SCIENCE	J63691F00	M	W
ADJUNCT (MASTERS -COLL CRDT)	NEW HIRE	05015400 MATTOX MISTI	11230112000056001 NURSING	J84201F00	F	W
ADJUNCT PLUS (MASTERS -COLL CR	NEW HIRE	01662180 MILES MONIQUE	11131501000056001 ENGLISH / COMMUNICATIONS	J78041F00	F	B
ADJUNCT RECREATION & LEISURE	NEW HIRE	03887249 MITCHELL TOMMY	11420104000056001 REC & LEISURE 01	J79061F00	M	W
ADJUNCT PLUS (BACHELORS -COLL	NEW HIRE	00217647 WRIGHT BARBARA	11230102040056001 RADIOGRAPHY	J56861F00	F	W

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OVERLOADS

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
OVERLOAD COLLEGE CREDIT	OVERLOAD	03362043 HAYSE MICHAEL	11260101000052100 PSV ENGINEERING TECH PROGRAMS	F04401U00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	01666760 LEE DONALD	11230112060052100 PARAMEDIC	F01311F00	M	W
OVERLOAD LIBRIANS/COUNSELORS	OVERLOAD	01562801 SWEENEY CHARLOTTE	14101003000052100 MILTON LIBRARY	F02361W00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	02034255 THRASHER RITA	11110401000052100 BIOLOGICAL SCIENCES	F03161U00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	02067355 URNOWEY SONYA	11110401000052100 BIOLOGICAL SCIENCES	F02101U00	F	W

PENSACOLA STATE COLLEGE

Professional/Managerial Position Description

Job Title: Senior Student Services Advisor

Level: 2

FLSA Status: Exempt

Class Code: PA29

Prepared: September 28, 2018

Summary: Participates in College and program recruiting campaigns as assigned and provides admissions, financial aid, career planning, and academic advising to students and prospective students. Participates in retention and completion efforts and implements student success initiatives as determined by the College. Mentors Student Services Advisors, Counselors, and other staff. Reports to the appropriate level of administrator within the assigned area.

Duties and Responsibilities:

Possesses an understanding of Family Educational Rights and Privacy Act (FERPA) requirements and regulations for the release of student information to faculty, parents, students, and others.

Maintains up-to-date knowledge of admissions requirements, financial aid regulations, new courses and programs, course and program modifications, deadlines (such as registration, fee payment, drop, and withdrawal deadlines), costs of attendance, transfer requirements, and applicable state and federal mandates and requirements.

Develops and presents workshops appropriate to student development and success.

Participates in events and projects such as College Fair, Career Day/Night, Financial Aid Day, Health Career Fair, college or university representative visits, dual enrollment and other recruitment activities, orientation sessions, and information sessions.

Participates in and assists with coordinating calling campaigns related to recruiting, admissions, financial aid, purge for non-payment, retention, and completion.

Mentors Student Services Advisors, Counselors, and other staff to ensure appropriate and correct information is provided to students.

Assists with providing initial and on-going training of Student Services Advisors, Counselors, and other staff.

Assists with monitoring student success data.

Assists with monitoring and implementing student success initiatives.

Supervises staff as assigned.

Recruiting

Participates in recruiting activities and events as assigned.

Works to improve the College's visibility throughout the community and promote College programs to potential students.

Facilitates College tours as well as tours of areas for specific programs.

Conducts information sessions for College recruitment and program recruitment.

Admissions

Supports prospective and new students through the College admissions process, including orientation requirements, residency requirements, transcript reviews, transcript requests, testing requirements and placement, financial aid applications, veteran services, selection of programs of study, and creation of academic plans.

Utilizes admissions tools, including admissions checklists, information packets, residency documents, and online application processes to assist prospective students with the admissions process.

Participates in and assists with coordinating targeted calling or other campaigns related to admissions and enrollment in programs.

Assists with ensuring accuracy of student information entered into the Student Information System.

Financial Aid

Advises students and parents or guardians regarding the financial aid application processes for federal, state, institutional, and scholarship aid, as well as active duty military and veteran education benefits.

Possesses knowledge of institutional financial aid programs (such as short term loans, tuition installment plans, deferments, and scholarships), financial aid warning, financial aid suspension, financial aid appeal, and general knowledge of numerous third party receivables and scholarships and is able to explain these to students and prospective students.

Assists students in understanding requirements for completion of financial aid and scholarship applications including the Free Application for Federal Student Aid (FAFSA).

Understands Financial Aid Satisfactory Academic Progress (FASAP) and provides information to students on maintaining Financial Aid SAP.

Orientation and Career Assessment

Participates in and assists with facilitating orientation sessions as assigned.

Assists with ensuring correct and appropriate information is included in online orientation modules.

Assists students with career planning activities including a review of career assessment results and selection of appropriate programs of study.

Advising

Possesses a thorough knowledge of academic policies and procedures as well as program completion requirements.

Reviews and interprets placement and other standardized test scores and unofficial transcripts.

Assists students in developing an educational or degree plan appropriate to the selected program of study.

Provides intensive academic advising and utilizes the degree audit, degree plans (MAPs), and other tools to students to assist in appropriate course selection and registration and to ensure progress toward completion.

Maintains year round contact with students to facilitate fall-to-spring, spring-to-summer, and fall-to-fall retention as well as progress toward program completion.

Keeps students engaged through the use of phone calls, social media, and other communication platforms.

Maintains accurate and complete student records and notes as required by the College.

Provides appropriate referrals for students in need of additional academic or student services such as disability support, financial aid, improved study skills, tutoring, or personal counseling.

Knows and understands the College policies and procedures regarding crisis intervention and referrals.

Serves as a dual enrollment advisor working with high school counselors and other college departments to ensure accurate and timely enrollment and success for dual enrollment students.

Knows graduation requirements and can explain requirements to students and prospective students.

Participates in and assists with coordinating retention and completion efforts at the College and implements student success initiatives as determined by the College.

Participates in and assists with coordinating targeted calling or other campaigns related to retention and completion.

Understands the Academic Appeals process and guides students through submission of appeals.

Student Services Advisor

Understands transfer requirements and articulation agreements between PSC and other colleges or universities.

Conducts graduation reviews to ensure students have met all requirements for program completion.

Other

Engages in professional development activities, including but not limited to, memberships in professional organizations; attendance at conferences, workshops, division, and department training sessions; stays current with information technology skills.

Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position. Unsafe conditions should be reported to the immediate supervisor and to the Pensacola State College Police Department/Public Safety.

Performs other related duties as assigned.

Essential Functions:

Demonstrates respect for all individuals and the ability to work with diverse populations.

Exhibits a commitment to student success including retention and program completion.

Possesses superior interpersonal and problem solving skills.

Demonstrates excellent computer skills.

Possesses the ability to learn easily and disseminate detailed information.

Possesses coordination, planning, and organization skills.

Has the ability to create and make presentations to individuals or groups.

In district and overnight travel may be required.

Required work time may involve some evenings and variation in work hours for registration and special related events.

Minimum Qualifications: Graduation from a regionally accredited institution with a bachelor's degree. Successful results of a criminal background check are required.

Pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment in this position. A Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting the employment application will be disqualified from employment.

Preferred Qualifications: Prefer graduation from a regionally accredited institution with a master's degree; admissions, financial aid, or academic advising experience in a college/university

Student Services Advisor

setting; ability to interact professionally and respectfully with diverse student population, faculty, and staff; ability to work as a member of a team and with minimum supervision; ability to communicate effectively orally and in writing.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pending Board approval date: October 16, 2018



District Board of Trustees
Human Resources Committee Meeting Minutes
Pensacola Campus, President's Conference Room, Building 7
September 18, 2018, 5pm

Present: Mr. Wendell Smith, and Ms. Tammy Henderson, recording

Minutes from the August 21, 2018, Human Resources Committee meeting were reviewed and approved.

Action Items:

1. Approval of August 2018 Human Resources Report.
2. Request approval to convert a current funded and vacant position of Public Safety Officer, Level D, on the Career Service Salary Schedule (position number C04731A00) to a College Police Officer, Level E, on the Career Service Salary Schedule. (Administrative Services – Public Safety)
3. Request approval to convert the current funded and vacant Psychology Instructor position to Lecturer (position number F00901A00) (Academic and Student Affairs - History, Languages, Social Sciences, and Education)
4. Special Contracts (Open Item)

The above items will be recommended to the full Board for approval.