



**Pensacola State College
District Board of Trustees Meeting Minutes
August 21, 2018
5:30 p.m. Pensacola Campus**

Board Workshop

Dr. Meadows, Ms. Bracken, Mr. Joe Sorci of Florida Architects, Inc., and Mr. Lon Neuman, Ajax Building Corporation, reviewed the design plans for the new STEM facility to replace the Baars building. Dr. Meadows also gave an update on the status of funding received for the facility and noted that construction costs continue to rise. Due to the rising cost of construction, he suggested that the Board may want to consider beginning construction on the first Building of the two buildings project.

Present: Chair Patrick Dawson, Mr. Kevin Lacz, Ms. Margie Moore, Mr. Ed Moore, Mr. Herb Woll, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Ms. Carol Carlan and Mr. Wendell Smith

Call to Order

Chair Dawson called the meeting to order at 5:30 p.m.

Recognitions

Dr. Meadows thanked Mr. Jonathan Garrett and AFC for the refreshments.

Dr. Kirk Bradley introduced Dr. Barbara Rodriguez, the new Business Department Head. Dr. Rodriguez told the Board about herself, and the Board welcomed her.

Mr. Tom Gilliam introduced Ms. Lynsey Listau who was recently promoted to Executive Director of Institutional Diversity and Student Conduct. Ms. Listau introduced her new staff, the new Director of Student Conduct, Dr. Ruth Davidson, and the new Wellness Counselor and Advisor, Ms. Kimberly Waldron. Each of them told trustees about how they came to PSC and the Board welcomed them to the College.

Minutes

Mr. Dawson called for a motion for approval of the minutes of the June 26, 2018, Board meeting. Ms. Moore moved for approval, and Mr. Moore seconded the motion which passed unanimously.

Agenda

Mr. Dawson called for a motion to approve the agenda. Mr. Woll moved for approval, and Mr. Moore seconded the motion which passed unanimously.

Public Comments

None

Academic Affairs

Dr. Spicer described the Pathway USA Agreement between the University of South Alabama and Pensacola State College and recommended that the Board approve the Agreement. Mr. Dawson called for a motion for approval. Mr. Moore moved to approve the Agreement, and Mr. Lacz seconded the motion which passed unanimously.

1. Pathway USA Agreement between the University of South Alabama and Pensacola State College
– Approved

Dr. Spicer gave an update on enrollment.

Facilities

Ms. Bracken presented the Facilities action items and stating that approval of the Construction Documents for the Baars Building allows the College to move forward with getting bids for pricing out the project. Mr. Woll moved for approval, and Mr. Lacz seconded the motion. Mr. Moore then initiated discussion seeking clarification that approval of the Construction Documents does not include approval to begin construction. Once the pricing is received and reviewed a decision will then be made regarding beginning construction. Following the discussion, the Board voted unanimously for approval.

1. Approve Phase II – Construction Documents – Baars Technology Building Replacement Project – Pensacola Campus - Approved

Finance

Ms. Emond presented the Finance action items and noted that there are no FAIT requests.

Mr. Dawson called for a motion to approve Item 3: Fees. Ms. Moore moved for approval and Mr. Woll seconded the motion which passed unanimously.

Mr. Dawson called for a motion to approve Item 4: Full Cost of Instruction. Ms. Moore moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

Mr. Dawson called for approval of all other items as presented. Ms. Moore moved for approval, and Mr. Woll seconded the motion which passed unanimously.

1. Budget Amendments - Approved
2. Property Deletions - Approved
3. Fees - Approved
 - a. Cisco Courses over \$500
 - b. Request from the District Department Head of Libraries to hold events with local authors and to sell their books at these events
4. Full Cost of Instruction - Approved
5. Charge Off Accounts as of June 30, 2018 - Approved
6. Special Requests 2018-2019 - Approved
7. FAIT Requests – none

Ms. Emond gave Chair Dawson the remaining poker chips that former trustee Mr. John O'Connor had provided to her. Mr. O'Connor purchased the chips and distributed them among the trustees for the purpose of giving them to students they meet in the community with the intent that they would turn the chip into the Bursar's office to be used to help with the cost of the application fee or tuition. Each chip has a value of \$25.

Ms. Emond reported that the College's performance funding money has been received.

Human Resources

Ms. Henderson reviewed the Human Resources action items and noted that there are no special contracts. Mr. Dawson called for approval of the Human Resources items as presented. Ms. Moore moved for approval, and Mr. Woll seconded the motion which passed unanimously.

1. Approval of the June and July 2018 Human Resources Reports – Approved
2. Convert the current funded position of Director, Institutional Diversity, Level 4, Professional/Managerial Salary Schedule, to Director, Student Conduct, Level 4, Professional/Managerial Salary Schedule retroactive to August 13, 2018. (Administrative Services - Institutional Diversity and Student Conduct) – Approved
3. Convert the current funded position of Executive Assistant, Level H, Career Service Salary Schedule, to Senior Administrative Assistant, Level F, Career Service Salary Schedule. (College Development) - Approved

4. Change a funded faculty position in Academic and Student Affairs retroactive to August 15, 2018: Radiography Instructor from a nine-month to an 11- month assignment (position number F01621A00) – Approved
5. Special Contracts – none

General Counsel

1. Lease Agreement between PSC and United Way of Escambia County, Inc. - Approved.

Mr. Gilliam talked about the Lease Agreement between PSC and United Way of Escambia County. United Way is the fiscal agent for the Achieve Escambia Leadership Council and employs the Council's Director. In the Lease Agreement, PSC agrees to provide office space for the Council's Director to conduct the everyday operations of the Council. Mr. Gilliam explained the terms of the agreement and trustees asked questions. Mr. Gilliam and Dr. Meadows answered questions and clarified the mutual benefits that both parties will receive by entering in the Agreement. Following discussion, Mr. Moore made a motion to approve the Lease Agreement with the motion specifically including a finding by the board that Achieve Escambia's focus on workforce educational initiatives is compatible with the educational mission of PSC, and that Achieve Escambia having a physical presence in PSC's grants office could benefit PSC by fostering collaboration for the joint pursuit of grant funding by PSC and Achieve Escambia for educational initiatives. Ms. Moore seconded the motion which passed unanimously.

2. Lease Agreement between PSC and the ARC Gateway, Inc. – Approved.

Mr. Gilliam presented the Lease Agreement between PSC and ARC Gateway, Inc., noting that the Agreement replaces the prior agreement between ARC Gateway and the College related to the PALs program located on the Pensacola Campus. He described the terms of the Agreement and recommended that the Board grant approval. Mr. Moore moved to approve the Agreement, and Ms. Moore seconded the motion which passed unanimously.

3. Jones Swamp Project Access and Construction Easement – Approved.

Mr. Gilliam reminded trustees of the Jones Swamp Floodplain Restoration and Expansion project and the Agreement between PSC and Escambia County that the Board approved in 2016 granting the County access to property on the Warrington Campus for the first phase of the Jones Swamp project. That phase of the project is now complete and the County is now seeking an Access and Construction Easement for the next phase of the project. Mr. Gilliam explained the terms of the Agreement and showed trustees a map outlining the location of the property that will be accessed and used for the project. Mr. Moore made a motion to approve the Agreement, and Ms. Moore seconded the motion which passed unanimously.

President's Time

Alumni Association Report – (Full report included in Board materials)

Dr. Meadows spoke about the November Board Retreat and the possibility of having a groundbreaking for beginning of construction on the first building of the Baars Building replacement project. Dr. Meadows stated that there are sufficient funds to begin construction of Phase I. There was discussion about the need for more information regarding the cost to begin construction. Once Ms. Bracken has the information and it is approved by the Board, the groundbreaking will be scheduled.

Dr. Meadows reported on his meeting with Santa Rosa County Economic Development's Executive Director, Mr. Shannon Ogletree. He stated that the County and the College are in the process of working out the details of a long-term lease where the College allows the County to build a soccer complex on property located at the South Santa Rosa Center. In exchange, the County will allow PSC to use land located in an Industrial Park near I-10 to house the Commercial Truck Driving and Lineman Training programs. Dr. Meadows stated that once the terms of the agreement are worked out, he will bring it back to the Board for approval.

Dr. Meadows reported the he, along with Dr. Spicer, Mr. Gilliam, Ms. Emond, and other staff met with Pasco-Hernando College's president and other staff to discuss and evaluate new administrative software and the possibility of partnering in the purchase and implementation of the software. PSC staff will be traveling to a Workday conference in October to learn more about the software. Dr. Meadows will attend the Workday Executive Forum to talk with CEOs from around the globe and learn first-hand how the system works for them.

Dr. Meadows informed trustees that November 7, 2018, is the date of the Trustees Legislative Conference in Tallahassee.

Calendar–Trustees received a calendar of upcoming events.

Chair's Time

WSRE Report – (Full report included in the Board materials.) Mr. Culkeen provided information on the Great American Read, the upcoming Studio Amped series, and the Wine and Food Classic. He stated that the station is currently in pledge month.

Foundation Report – (Full report included in the Board materials) Ms. Krieger announced that 142 people have signed up for the Clay Shoot fundraiser. She stated that, to date, \$16,000 in sponsorships have been raised for the Holiday Experience. She also reported that the Foundation is in the process of hiring a consultant to do a feasibility study for the Capital Campaign.

Mr. Dawson reviewed the results of the President's Annual Performance Evaluation. Trustee Ed Moore commented on the very good evaluation and thanked Dr. Meadows for all that he does for the College. Mr. Dawson recommended that Dr. Meadows receive the 2% percent salary increase provided to other employees and extend his employment contract to June 2021. Mr. Moore moved for approval and Ms. Moore seconded the motion which passed unanimously. Dr. Meadows extended his appreciation to the Board. He stated that he plans to take the evaluation comments and use them as topics for discussion at the November Board Retreat.

Mr. Dawson informed Trustees that Vice-Chair Chip Simmons has resigned due to his decision to run for Escambia County Sheriff. He appointed Mr. Moore to serve as Vice-Chair for the remainder of the academic year.

There being no further business, Mr. Dawson adjourned the meeting at 6:45 p.m.

Approved X

Amended

Date 9/18/2018


Pat Crews, Reporting


Chair, Board of Trustees


President