



**Pensacola State College  
District Board of Trustees Meeting Minutes  
September 18, 2018  
5:30 p.m. Pensacola Campus**

**Board Workshop**

Mr. Morris Buchanan, department head for mathematics and computer science, presented a workshop on the College's Cyber Forensics and Cybersecurity programs.

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

Absent: Ms. Carol Carlan and Ms. Margie Moore

**Call to Order**

Chair Dawson called the meeting to order at 5:26 p.m.

**Recognitions**

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

Dr. Brenda Kelly introduced Ms. Amber Carey, director of the Robinson Honors program, who then introduced visual arts instructor, Ms. Melina Smyres. Ms. Carey and Ms. Smyres are two of three faculty members who took PSC students on a trip to Costa Rica. Ms. Carey talked about the trip, which included a service learning project, and Ms. Smyres played a video showing highlights of the trip. Some of the students who were on the trip attended the Board meeting, and spoke about their learning experiences and the positive impact this opportunity had on them.

Dr. Meadows called forward past trustee, Chief Chip Simmons. Dr. Meadows and Chair Dawson presented Chief Simmons with a framed drawing of the M.J. Menge Bell Tower in appreciation for his years of service on the Board of Trustees. Mr. Simmons spoke to the Board about his affection for the College, having taken his first criminal justice courses at the College.

**Minutes**

Mr. Dawson called for a motion for approval of the minutes of the August 21, 2018, Board meeting. Mr. Woll moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

**Agenda**

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

**Public Comments**

None

**Academic Affairs**

No report.

**Facilities**

No report.

**Finance**

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

reported that the RFP Committee that studied the proposals for the Fitness Center's Construction Manager is recommending that the contract be awarded to the Morrette Company.

Ms. Emond presented the bus purchase request and trustees asked questions related to the purchase. Dr. Meadows, Ms. Emond, and Mr. Gilliam satisfactorily answered their questions, and Mr. Lacz suggested that the College ask the bus seller to include replacing the seat upholstery at no extra cost. Ms. Emond made note of the suggestion.

Following all discussions, Mr. Dawson called for a motion to approve Items 1, 2, and 3. Mr. Lacz moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Mr. Dawson then called for a motion to approve Item 4. Mr. Lacz moved for approval, and Mr. Woll seconded the motion which passed unanimously.

Mr. Dawson then called for a motion to approve Item 5. Mr. Smith moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

1. Budget Amendments – Approved
2. Property Deletions – Approved
3. Fees – Approved
  - a. Request from the Director, Century Center, to host the Century Classic softball exhibition games on October 20, 2018, at the Showalter Park in Century and to charge admission.
4. 2013 Cia Bus Purchase - Approved
5. Fitness Center Construction Manager – Approved
6. FAIT Requests – none

#### **Human Resources**

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

1. Approval of the August 2018, Human Resources Report – Approved
2. Convert the funded and vacant position of Public Safety Officer, Level D, Career Service Salary Schedule, to College Police Officer, Level E, Career Service Salary Schedule, (Administrative Services, Public Safety) – Approved
3. Convert the funded Psychology Instructor position to Lecturer (Academic and Student Affairs-History, Languages, Social Sciences, and Education) – Approved
4. Special Contracts – none

#### **General Counsel**

Mr. Gilliam talked about the Lease Agreement between PSC and the Foundation for portions of Buildings 97 and 98, and all of Building 99 to be used as athletic dorms. He explained that a lease agreement with the Foundation has been in place since 1984, and the only changes to the new agreement is the clarification of each parties' responsibilities for maintenance and repairs. Mr. Moore made a motion to approve the Lease Agreement, and Mr. Smith seconded the motion which passed unanimously.

1. Lease Agreement between PSC and the PSC Foundation, Inc., for portions of Building 97 and 98, and all of Building 99, to be used as athletic dormitories – Approved

#### **President's Time**

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

Dr. Meadows reported that the Escambia County Commission approved appropriating \$250,000 from the County's FY 2019 budget to go to PSC in support of the College's request for funds to replace the Baars Building. Dr. Meadows stated that the funds are eligible for state match, and the Commission has

the expectation that he will come back again next year seeking additional funds.

Dr. Meadows called on Dr. Debbie Douma who reported that the College received a \$300,000 grant from the U.S. Department of Justice to be used for a program to reduce domestic and dating violence, sexual assault, and stalking on campus.

Dr. Meadows showed trustees a recent PNJ article about the newly renovated fitness center on the Milton campus. The fitness center held an open house that was well attended by the public.

Dr. Meadows reported that the National Student Clearing House Blog recently praised Mr. Michael Johnston, director of institutional research, and Mr. Eugenio Hernandez, research analyst, for their recently published step-by-step guide for submitting student tracker request files to the Clearinghouse.

Dr. Meadows expressed appreciation to the athletic department staff for the successful Booster Club event that was part of the College's 70<sup>th</sup> anniversary celebration.

Trustees received a calendar of upcoming events.

**Chair's Time**

WSRE Report – (Full report included in the Board materials.) Mr. Culkeen gave a brief update on WSRE happenings and distributed information on the upcoming Studio Amped series and the Wine and Food Classic.

Foundation Report – (Full report included in the Board materials) Ms. Krieger reminded trustees of the Bill Clover memorial auction on Oct. 25. She stated that over \$300,000 in scholarships have been awarded for the fall 2018 term, and a consultant for the capital campaign feasibility study has been hired.

There being no further business, Mr. Dawson adjourned the meeting at 6:29 p.m.

Approved     X    

Amended           

Date   10/16/2018  

  
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Pat Crews, Reporting

  
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Chair, Board of Trustees

  
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President