



**Pensacola State College
District Board of Trustees Meeting Minutes
June 16, 2020
Pensacola Campus**

Board Workshop

Ms. Gean Ann Emond gave a detailed review and PowerPoint presentation on the proposed 2020-2021 College Budget and the proposed 2020-2021 Salary Schedule. She noted that there could be modifications to the College budget once appropriations are approved by the Governor. She will bring any budget changes back to the Board for approval in August.

Board Meeting

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

Absent: Ms. Carol Carlan, Mr. Kevin Lacz

Call to Order

Mr. Woll called the meeting to order at 5:34 p.m.

Introductions/Recognitions

Dr. Meadows thanked Ms. Melonie Miner and AFC for providing refreshments.

Minutes

Mr. Woll called for a motion to approve the minutes of the May 19, 2020, Board meeting. Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

Agenda

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

Public Comments

None

DSO Reports

Alumni Affairs – (Full report provided in Board packets). Dr. Meadows stated that Ms. Whitten will be retiring the end of August; however, she will continue to operate the Alumni Association as a Kelly employee.

WSRE – (Full report provided in Board packets)

PSC Foundation – (Full report provided in Board packets). Ms. Krieger noted that the Day of Clays Fundraiser is scheduled in October and the Holiday Experience is scheduled in December at the Pensacola Yacht Club.

Academic and Student Affairs

Dr. Spicer presented the action items for Academic and Students Affairs. Mr. Woll called for a motion

to approve all items as presented. Mr. Dawson moved for approval, and Mr. Moore seconded the motion which passed unanimously.

1. Collegiate High School Program Articulation Agreements - Approved
 - a. School Board of Escambia County, Florida
 - b. School Board of Santa Rosa County, Florida
2. Regional Career Pathways Program Articulation Agreements with School Board of Escambia County, Florida - Approved
 - a. Accounting Operations to Associate in Science degree in Accounting Technology (6 credit hours)
 - b. Administrative Office Specialist to Associate in Science degree in Business Administration (6 credit hours)
 - c. Network Systems Administration to Associate in Science degree in Computer Information Technology (6 credit hours)
 - d. Computer Systems and Information Technology to Associate in Science degree in Computer Information Technology (9 credit hours)
 - e. Correctional Officer to Associate in Science degree in Criminal Justice Technology (6 credit hours)
 - f. Florida Law Enforcement Academy to Associate in Science degree in Criminal Justice Technology (15 credit hours)
 - g. Baking and Pastry Arts to Associate in Science degree in Culinary Management (8 credit hours)
 - h. Professional Culinary Arts and Hospitality to Associate in Science degree in Culinary Management (5 credit hours)
 - i. Applied Cybersecurity to Associate in Science degree in Cyber Forensics (9 credit hours)
 - j. Computer Systems and Information Technology to Associate in Science degree in Cybersecurity (9 credit hours)
 - k. Network Support Services to Associate in Science degree in Cybersecurity (9 credit hours)
 - l. Emergency Medical Technician to Associate in Science degree in Emergency Medical Services (12 credit hours)
 - m. Electricity to Associate in Science degree in Engineering Technology — Advanced Manufacturing (9 credit hours)
 - n. Network Support Services to Associate in Science degree in Engineering Technology — Advanced Manufacturing (3 credit hours)
 - o. Welding Technology to Associate in Science degree in Engineering Technology — Mechanical Design and Fabrication (4 credit hours)
 - p. Welding Technology — Advanced to Associate in Science degree in Engineering Technology — Mechanical Design and Fabrication (4 credit hours)
 - q. Medical Administrative Specialist to Associate in Science degree in Health Information Technology (6 credit hours)
 - r. Medical Administrative Specialist to Associate in Science degree in Health Services Management (6 credit hours)
3. Regional Career Pathways Program Articulation Agreements with School Board of Santa Rosa County, Florida - Approved
 - a. Medical Administrative Specialist to Associate in Science degree in Business Administration (6 credit hours)
 - b. Applied Cybersecurity to Associate in Science degree in Computer Information Technology (9 credit hours)
 - c. Computer Systems and Information to Associate in Science degree in Computer Information Technology (9 credit hours)

- d. Applied Cybersecurity to Associate in Science degree in Computer Programming and Analysis — Programming Support (6 credit hours)
 - e. Computer Systems and Information Technology to Associate in Science degree in Computer Programming and Analysis — Programming Support (6 credit hours)
 - f. Professional Culinary Arts and Hospitality to Associate in Science degree in Culinary Management (5 credit hours)
 - g. Applied Cybersecurity to Associate in Science degree in Cybersecurity (9 credit hours)
 - h. Computer Systems and Information to Associate in Science degree in Cybersecurity (9 credit hours)
 - i. Applied Cybersecurity to Associate in Science degree in Electronics Engineering Technology (9 credit hours)
 - j. Computer Systems and Information to Associate in Science degree in Electronics Engineering Technology (9 credit hours)
 - k. Electricity to Associate in Science degree in Electronics Engineering Technology (9 credit hours)
 - l. Electricity to Associate in Science degree in Engineering Technology — Advanced Manufacturing (9 credit hours)
 - m. Welding Technology to Associate in Science degree in Engineering Technology — Mechanical Design and Fabrication (4 credit hours)
 - n. Welding Technology — Advanced to Associate in Science degree in Engineering Technology — Mechanical Design and Fabrication (4 credit hours)
 - o. Professional Culinary Arts and Hospitality to Associate in Science degree in Hospitality and Tourism Management
 - p. Practical Nursing to Associate in Arts degree in Nursing Registered Nursing (10 credit hours)
 - q. Legal Administrative Specialist to Associate in Science degree in Paralegal Studies (6 credit hours)
 - r. Pharmacy Technician to Associate in Science degree in Pharmacy Management (3 credit hours)
4. Dual Enrollment Articulation Agreement - Approved
- a. Dual Enrollment Articulation Agreement Between PSC and LEAD Academy Classic School.

In response to Mr. Moore's previous request, Dr. Spicer reported on how Covid-19 has affected the student withdrawal rate.

Facilities

Ms. Bracken presented the Facilities action items. She noted that the Capital Improvement Plan (CIP) Legislative Budget Request with the Baars Building replacement as the Number 1 priority, and the roadway/parking asphalt improvement/replacement on the Pensacola, Warrington, and Milton campuses as the Number 2 priority.

Mr. Woll called for a motion for approval of Item 1: Change Order # 4, as presented. Ms. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously. Mr. Woll called for a motion to approve Item 2: Change Order #5, as presented. Mr. Moore moved for approval, and Ms. Moore seconded the motion which passed unanimously. Mr. Woll called for a motion to approve Item:3 CIP Plan. Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

1. Change Order #4, Ajax Building Corporation – Baars Technology Building, Deduct \$353,999.08, construction materials – Approved
2. Change Order #5, Ajax Building Corporation – Baars Technology Building, Deduct \$299,435.00 – landscaping allowance – Approved
3. College Capital Improvement Plan (CIP), FY 2021-2022 through 2025-2026, Legislative Budget Request - Approved

Finance

Ms. Emond presented the Finance action items. She explained that Item 5: State of Work #4, Alchemy Production Services, provides the College with a year of support services as we put into operation the HCM, Payroll and Financial applications of Workday. She also noted that the funds were previously set aside to pay for this service.

Ms. Susan Peaden reported on the Foundation Audit and stated that there were no deficiencies.

The College's Budget and the Salary Schedule information were presented in detail at the Board Workshop prior to the Board meeting.

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

Mr. Woll called for a motion to approve Item 6: Foundation Audit Report Checklist, as presented. Mr. Moore moved for approval, and Ms. Moore seconded the motion which passed unanimously.

Mr. Woll called for a motion to approve the Item 7: ABM Custodial Services, as presented. Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

Mr. Woll called for a motion to approve Item 8: Annual Budget and Item 9: Salary Schedule, as presented. Mr. Moore moved for approval, and Ms. Moore seconded the motion which passed unanimously.

Mr. Moore made a motion to approve all other Items as presented (Items, 1, 2, 4 and 5). Ms. Moore seconded the motion which passed unanimously.

1. Budget Amendments – Approved
2. Property Deletions – Approved
3. Fees - Approved
 - a. Lab Fees
 - b. New Courses for the Cisco ASC/ITC Department
 - c. New Online/Hybrid Courses for the Cisco ASC/ITC Department
4. Grant Pursuit – Approved
 - a. Carl D. Perkins, Career and Technical Education Postsecondary Programs
 - b. Institute of Museum and Libraries CARES Act Grants for Museum and Libraries
 - c. Adult General Education
5. Statement of Work #4, Alchemy Production Services for Pensacola State College - Approved
6. Pensacola State Foundation Audit Review Checklist - Approved
7. ABM Custodial Services - Approved
8. 2020-2021 Annual Budget - Approved
9. 2020-2021 Annual Salary Schedule - Approved
10. FAIT Request - none

Human Resources

Ms. Henderson presented the Human Resources action items and stated that there are no special contracts. Trustees were provided a list of the reappointments. Mr. Woll called for a motion for approval. Ms. Moore moved for approval, and Mr. Moore seconded the motion which passed unanimously.

1. May 2020 Human Resources Report – Approved
2. Reappointments for the 2020-2022 and 2020-2021 fiscal years – Approved
 - a. Executive and Managerial Personnel recommended for Multi-year contract
 - b. Professional/Managerial Personnel recommended for Annual Contract, Fund 1
 - c. Professional/Managerial Personnel recommended for Annual Contract, Fund 2
 - d. Faculty recommended for Annual Contract
 - e. Faculty recommended for Lecturer Contract

3. Special Contracts – None

General Counsel

Mr. Gilliam stated that the Amendment to the Lease Agreement between PSC and Cumulus Broadcasting, LLC, (Item 1) is withdrawn and will be presented at a future Board meeting.

Mr. Gilliam explained the terms of the Lease Agreement with Achieve Escambia (Item #2). He talked about the Achieve Escambia mission, their need for office space, and the beneficial relationship that PSC has with Achieve Escambia. Mr. Woll called for a motion to approve the lease agreement. Mr. Moore moved for approval, and Ms. Moore seconded the motion which passed unanimously.

Mr. Gilliam reported that he is chair, and Gean Ann Emond is co-chair, of the Reopening Task Force established by Dr. Meadows to develop a plan to safely reopen the College amid the challenges of COVID-19. He briefly talked about the plan and noted that Dr. Spicer and her staff are developing the plan for Academic and Student Affairs which will include guidelines for students returning to the classroom. The plans will be sent to the Chancellor.

President's Time

Action Item: Institutional Priorities – Dr. Meadows reminded trustees that they were given a draft of the updated Institutional Priorities at the last Board meeting for their review prior to bringing back to the Board for approval. He noted that only minor corrections have occurred since the last meeting, and he recommended that the Board approve the Institutional Priorities. Mr. Dawson moved for approval, and Ms. Moore seconded the motion, which passed unanimously.

Dr. Meadows reported that the College anticipates that its application for Triumph Funds to support the Commercial Vehicle Driving Program will be approved. Dr. Douma commented that, if approved, the College will receive \$74,000, to be awarded in increments. The first increment will be used to promote the program and recruit students. This fast track program is scheduled to begin August 1.

Chair's Time

Mr. Woll stated that at last month's meeting Trustees received a draft of the Schedule of Board meetings for 2020-2021. He asked if there were any comments. There being none, he asked for a motion to approve the Schedule. Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

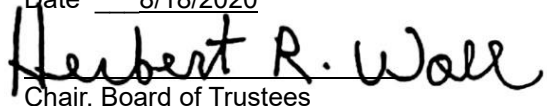
Dr. Meadows gave the Nominating Committee Report on behalf of Trustee Kevin Lacz. He stated that it is recommended that Mr. Herb Woll serve another year as Board Chair, and Ms. Margie Moore serve another year as Board Vice Chair. Mr. Moore made a motion for approval, and Mr. Dawson seconded the motion which passed unanimously.

Mr. Moore commended Administration for all the extra work and time put into ensuring that the College continues to serve students during these challenging times.

There being no further business, Mr. Woll adjourned the meeting at 6:47 p.m.

Approved X

Date 8/18/2020


Chair, Board of Trustees


Pat Crews, Reporting


President