



**Pensacola State College  
District Board of Trustees Meeting Minutes  
October 20, 2020  
Pensacola Campus (in person and via Zoom)**

**Board Workshop**

Ms. Sheila Nichols gave a workshop on current marketing initiatives and techniques.

**Board Meeting**

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

Absent: Mr. Kevin Lacz, Mr. Ed Moore

**Call to Order**

Mr. Woll called the meeting to order at 5:30 p.m.

**Minutes**

Mr. Woll called for a motion to approve the minutes of the August 18, 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 consent agenda. Ms. Carlan 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.) Ms. Hailey Lotz highlighted the upcoming Quail and Pheasant Hunt fundraiser which is sold out.

WSRE – (Full report provided in Board packets) Jill Hubbs highlighted the upcoming virtual fundraiser, “Beyond the Menu” on November 26 at 8 p.m. on WSRE. She also gave a brief report on the progress of repairs due to damage from Hurricane Sally. She also talked about the upcoming Hank Locklin documentary produced by WSRE.

PSC Foundation – (Full report provided in Board packets). Ms. Krieger reported on the Day of Clays fundraiser that had 111 participants and raised over \$68,000 for scholarships.

**Academic and Student Affairs**

Dr. Meadows gave an update on enrollment.

Dr. Meadows called on Mr. Michael Johnston, Executive Director, Institutional Research, to give a report on the College’s 2019 Institutional Accountability and Progress Report. Mr. Johnston gave a detailed report and answered Trustees’ questions. Mr. Woll then asked for a motion to approve the Report. Ms. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously. Mr. Woll asked that, on behalf of the Board of Trustees, congratulations be extended to

faculty and staff on the progress made over the past three years.

#### **Facilities**

Ms. Bracken reported that the College has approximately \$18M in damages as a result of Hurricane Sally. She spoke about the facilities with the greatest amount of damage and the status of repairs. Ms. Bracken noted that insurance should cover most of the cost of repairs.

#### **Finance**

Ms. Emond presented the Finance action items. She reported that Mr. Woll reviewed WSRE's Foundation Audit Report with the WSRE Foundation. She highlighted areas of the report and noted that there were no instances of non-compliance. Ms. Emond and Mr. Woll both remarked on the good job Ms. Shaud does in managing the finances of the WSRE Foundation.

Mr. Woll called for a motion to approve Items 1, 2, and 3 as presented. Ms. Carlan moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

Mr. Woll called for a motion to approve Item 4 as presented. Ms. Moore moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

1. Budget Amendments for August and September 2020 – Approved
2. Agreement Between the City of Pensacola and Pensacola State College for Interruptible Natural Gas Service for Building 9 and 5555 Highway 98 West – Approved
3. Agreement Between the City of Pensacola and Pensacola State College for Interruptible Natural Gas Service for Building 21 – Approved
4. WSRE-TV Foundation Audit Review Checklist – Approved
5. FAIT Requests (open item) – none

#### **Human Resources**

Ms. Henderson presented the Human Resources action items and stated that there are no special contracts. Dr. Meadows explained that Item 5: Create position of Director, Alumni Association and Booster Club Operations, is a result of Ms. Whitten's retirement and the FRS retirement regulations that prevent her from continuing to oversee the Alumni Association on a part-time basis. Dr. Meadows stated that, pending Board approval, Ms. Hailey Lotz will take on the Alumni Association responsibilities in addition to her Booster Club responsibilities. Mr. Woll called for a motion for approval of all items as presented. Ms. Moore moved to approval, and Mr. Dawson seconded the motion which passed unanimously.

1. August 2020 and September 2020 Human Resources Reports – Approved
2. Reclassify one filled and funded Systems Coordinator, Level 5, Professional/Managerial Salary Schedule, to Senior Systems Coordinator, Level 6, Professional/Managerial Salary Schedule, retroactive to August 10, 2020 – Approved
3. Reclassify one filled and funded Administrative Assistant, Level 5, Career Service Salary Schedule, to Administrative Assistant/Data Manager, Level 7, Career Service Salary Schedule, retroactive to the grant's renewal of September 1, 2020 (Fund 2) – Approved
4. New position contingent on final approval for grant funding for Supervisor, TRIO VUB Tutoring Services, Level 2, Professional/Managerial Salary Schedule (Fund 2) – Approved
5. Create the position of Director of the Alumni Association and Booster Club Operations, Level 3, Professional/Managerial Salary Schedule, from existing funding, retroactive to September 14, 2020 – Approved
6. Special Contracts – None

#### **General Counsel**

Mr. Gilliam gave an update on staff and student Covid-19 positive tests and quarantines.

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

Dr. Meadows thanked Ms. Mel Miner, Mr. Fred Holt, and AFC for the refreshments.

Dr. Meadows reported that he met with the leadership of WSRE and the WSRE Foundation regarding fundraising and they are requesting to withdraw from the joint campaign with the College Foundation and restructure their campaign to focus on the needs of WSRE. Dr. Meadows stated that due to today's environment, the College Foundation would also restructure its campaign and will adjust the amount the campaign would like to raise. A more formal report on the campaign will be given at the next Board meeting.

Dr. Meadows called on Mr. Michael Johnston who provided information to the Board about the National Student Clearinghouse that provides a free degree verification service at no cost to the student or the institution. Mr. Johnston explained that his office receives many requests from companies and students and this service would free his staff from this time-consuming task. He noted that that the College would be able to add a surcharge to DegreeVerify for verifications using our degree data which. He studied what other institutions in Florida are charging and recommended that PSC charge \$5 per verification which would provide an estimated \$40,000 to \$50,000 per year income to the College. Dr. Meadows and Mr. Johnston answered Trustees questions and asked that the Board grant approval for the College to look further into the process and then bring it back to the Board for final approval. The Board granted approval to move forward with the process.

#### **Action Items:**

Dr. Meadows reported that construction of Phase I, (East Wing) of the new Technology Building (Building 1) is completed and furniture should arrive soon. A January ribbon cutting will be planned. He stated that the old Building 1 was named in honor of the Baars family, who donated the land for the former building and he recommended that we continue to honor the Baars family by naming the East Wing the Baars Technology Building. Mr. Woll called for a motion for approval. Ms. Moore moved for approval and Ms. Carlan seconded the motion which passed unanimously.

Dr. Meadows reported that, to date, the PSC foundation has received \$350,000 from the Martin family and McGuire's IPC for the Molly McGuire Endowed Scholarship. The Foundation has a pending commitment of an additional \$150,000, paid over the next three years. He asked that the Board grant approval to name the Culinary Arts Program in honor of Molly McGuire Martin, which now meets the naming opportunity guidelines. He asked that the Board allow him to work with the Martin family on the exact name of the program. Mr. Woll called for a motion for approval. Ms. Carlan moved for approval and Ms. Moore seconded the motion which passed unanimously. Ms. Carlan extended much appreciation to Mr. Jim Reeves for his part in making the Molly McGuire Endowed Scholarship and naming of the Culinary Arts Program in honor of Molly McGuire Martin a reality.

1. Baars Technology Building Naming – Approved
2. Molly McGuire Culinary Program Naming – Approved

Dr. Meadows asked that the Board grant approval for the College to develop a Proclamation in honor of Ms. Gean Ann Emond in recognition of her service to the College and to wish her well in her retirement. Ms. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

#### Reports

Dr. Meadows reported on the College's new student employment management program, JobX, which is a job posting and hiring process for students and employers.

Dr. Meadows reported that the Cares Act funds have provided 128 laptops to students in need.

#### Announcements

- PSC has been awarded a \$726,388 grant as part of the DOE's \$35 M Rapid Credentialing Economic Recover & Prosperity Initiative. Funds are made available through the Governor's Emergency Education Relief (GEER) Fund, authorized by the CARES Act. Funds will be used to help increase enrollment and graduate students in short term career and technical education programs.
- Rankings – U.S. News and World Report
  - PSC is ranked #1 in the South by U.S. News and World Report for Colleges for Social

Mobility. Social mobility is the measure of the success of completion of a degree of students with exceptional financial need.

- Out of the Top 5 Public Regional Colleges, PSC is ranked #4. The other schools in the Top 5 were universities.
- PSC is ranked #30 out of 68 colleges and universities in the South focused entirely almost entirely on the undergraduate experience offering a broad range of progress in the liberal art, nursing, business, and education.
- RN to BSN.Org ranking
  - RN to BSN.Org has ranked PSC #6 in the nation for “most affordable online RN to BSN” This organization ranks public and private colleges and universities across the entire U.S.
  - The Division of Florida Colleges recently conducted a CTE audit of Florida College’s baccalaureate programs. The audit of PSC’s Cybersecurity program resulted in no findings.

**Chair’s Time**

There being no further business, Mr. Woll adjourned the meeting at 6:50 p.m.

Approved   X  

Date   1/19/2021  



Pat Crews, Reporting

  
Chair, Board of Trustees  
President