



**Pensacola State College
District Board of Trustees Meeting Minutes
April 20, 2021
Milton Campus Room 4902**

Board Workshop

In lieu of the Board Workshop, Trustees were given a tour of the Milton Campus.

Board Meeting

Present: Chair Margie Moore, Ms. Carol Carlan, Mr. Julian MacQueen, Dr. Troy Tippet, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Mr. Patrick Dawson, Mr. Ed Moore, and Mr. Kevin Lacz

Call to Order

Ms. Moore called the meeting to order at 5:45 p.m.

Welcome

Ms. Jennifer Hill Faron, Dean of the Milton Campus, welcomed everyone to the Milton Campus. She briefly spoke about their students, programs of study, student services, partnership with UF, and community events.

Ms. Hill Faron called forward PSC students Julia Reiser and Stephen Al-Baytay, who are two of six students named to the 2021 All-Florida Academic Team. All-Florida Academic Team students are recognized for their academic achievement, leadership, and service to the community. The Board Chair presented the students with the All-Florida Academic Team Medallion and each of them told Trustees about their future plans. The Board applauded the students for their achievement.

Minutes

Ms. Moore called for a motion to approve the minutes of the February 16, 2021, Board meeting. Ms. Carlan moved for approval, and Mr. MacQueen seconded the motion which passed unanimously.

Agenda

Ms. Moore called for a motion to approve the agenda. Mr. MacQueen moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

Public Comments

None

DSO Reports

Alumni Affairs – (Full report provided in Board packets.) Ms. Lotz reported that despite the weather, the annual fishing excursion fundraiser was successful and it is estimated that over \$10,000 was raised to benefit the Delta Kappa Alpha Fraternity Alumni Scholarship Fund. She expressed gratitude to Mr. Mike Thomas, Alumni Association Executive Board member, for all the work he did in planning the event.

WSRE – (Full report provided in Board packets.) Ms. Hubbs reported that with the decline in COVID cases and the number of people being vaccinated, WSRE is slowly resuming live studio productions. She stated that they are again getting inquiries about renting the Amos Studio.

PSC Foundation – (Full report provided in Board packets). Ms. Krieger reminded Trustees of upcoming events and noted that more details are included in the Foundation Report. She reported that the College received \$7,700 in scholarship funds from the Helio's Foundation through the Florida Education Foundation.

Academic and Student Affairs

Dr. Spicer presented the 2021-2022 academic calendar. The names of the faculty members recommended for promotion and the names of faculty members recommended for continuing contract were at each of the Trustees' seats. Ms. Moore called for a motion to approve all items as presented. Ms. Carlan moved for approval, and Dr. Tippet seconded the motion which passed unanimously.

1. 2021-2022 Academic Calendar – Approved
2. Continuing Contracts – Effective August 2021 – Approved

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|-----------------|----------------------|
| Andrew Barbero | Kimberly Markwick |
| Julie Burger | Sarah Meyer-Paterson |
| Anthony Grahame | Dr. Bipin Pandey |
| Barbara Inkel | Jimmy Rhea |
| Cindy Kirk | Handan Williams |
3. Promotions – Approved
 - a. To the Rank of Professor

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|--------------------|----------------------------|
| Dr. Rodney Whatley | Performing Arts |
| Michael Will | English and Communications |
 - b. To the Rank of Associate Professor

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|------------------|------------------|
| Dr. Bipin Pandey | Natural Sciences |
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 - c. To the Rank of Assistant Professor

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| Andrew Barbero | Humanities and Social Sciences |
| Julie Burger | Allied Health |
| Barbara Inkel | Allied Health |
| Cindy Kirk | Humanities and Social Sciences |
| Kimberly Markwick | Applied Technology and Professional Services |
| Sarah Meyer-Paterson | Allied Health |
 - d. To the rank of Assistant Professor based upon completion of a doctoral degree.

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|--------------------|---------|
| Dr. Diane Jennette | Nursing |
| Dr. Linda McKay | Nursing |
| Dr. Pamela Zingale | Nursing |

Dr. Spicer also provided Trustees information regarding student retention, completion rates, and recruitment.

Facilities

Ms. Bracken presented the Facilities action items. She noted that Change Order #7 is the last change order on Phase I of the new technology building and is a return of \$80,298.01 to the College. She also explained that the Project Close Out is the completion of Phase I. Ms. Moore called for a motion to approve all items as presented. Mr. MacQueen moved for approval, and Dr. Tippet seconded the motions which passed unanimously.

Mr. MacQueen, who attend the Facilities Committee prior to the Board meeting expressed praise for Ms. Bracken and noted that “rarely, if ever” is a project completed under budget. Ms. Bracken was congratulated and received a round of applause from everyone.

1. Change Order #007 - Ajax Building Company, LLC - Baars Technology Building - Pensacola Campus - Deduct (\$82,298.01)- Project Savings returned to Owner - Approved
2. Project Close-Out -Ajax Building Company, LLC- Baars Technology Building, Phase I - Approved

Finance

Ms. Kovacs presented the Finance action items and noted that the salary schedule changes reflect a rate of pay increase for Basketball Table Officials. The new rate will be effective April 20, 2021. Ms. Moore called for approval for Item 3: Fees. Ms. Carlan moved for approval, and Dr. Tippet seconded the motion which passed unanimously. Mr. Moore called for a motion to approve Item 4: Purchase Orders. Mr. MacQueen moved for approval, and Dr. Tippet seconded the motion which passed unanimously. Ms. Moore called for a motion to approved Items 1. 2. 5, and 6. Ms. Carlan moved for approval, and Dr. Tippet seconded the motion which passed unanimously.

1. Budget Amendments – Approved
2. Property Deletions – Approved
3. Fees – Approved
 - a. Request Approval of Fees for Workforce and Economic Development/Center for Corporate & Professional Development Training with fees over \$500
 - b. Vocational Fees – Credentialed Training for Cisco Networking Academy Instructors
4. Approval of Purchases Exceeding \$195,000 - Approved
 - a. PSC Network Upgrade Project
 - b. Replacement Computers for Hurricane Sally Damage
5. Salary Schedule Change, Athletics – Approved
6. FAIT Requests – none

Human Resources

Ms. Henderson presented the Human Resources action items and stated that there are no special contracts. Trustees were provided with the documents not included in the Board packets. Ms. Carlan moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

1. Approval of the February 2021 and March 2021 Personnel Reports – Approved
2. New position of Mental Health Services Specialist, Level 2, Professional/Managerial Salary Schedule [Fund 2 - HEERF] (Institutional Equity and Student Conduct) – Approved
3. New position of Assistant Dean, Enrollment Management, Level 6, Professional/Managerial Salary Schedule (Dean, Student Affairs) – Approved
4. Revise the position and description of the Donor Relations Coordinator, Level 1, Professional non-exempt to Donor Relationship Manager, Level 2, Professional/Managerial, retroactive to April 5, 2021 (Institutional Development) – Approved
5. Revise the position and description of the Donor Relations Manager/Events, Level 4, Director of Donor Relations, Level 4, Professional/Managerial, retroactive to April 5, 2021 (Institutional Development) – Approved
6. Upgrade the current funded and filled Executive Director, Institutional Research, Level 7, Professional/Managerial, to the new position of Associate Vice President, Institutional Research and Management Information Systems, Level 11, Executive Salary Schedule, retroactive to March 29, 2021. The position will be processed for senior management service class (Academic and Student Affairs) – Approved
7. Upgrade the current funded and filled Workday Implementation Coordinator, Level 5, Professional/Managerial, to the new position of Executive Director, Technology Operations, Level 11, Executive Salary Schedule, retroactive to March 29, 2021. The position will be processed for senior management service class. (Vice President, Administrative Services)
8. Upgrade two funded and filled Senior Administrative Assistant positions, Level 7, Career Service Salary Schedule, to Executive Assistant, Level 8, Career Service Salary Schedule, retroactive to March 29, 2021 (Academic and Student Affairs and Vice President Administrative Services and General Counsel) – Approved
9. Special Contracts (open item) – None

Equity Report

Dr. Lynsey Listau provided a summary of the College's 2020-2021 Annual Equity Report and talked about each of the six parts of the report: 1) Description of Plan Development; 2) Policies and Procedures that Prohibit Discrimination; 3) College Employment Equity Accountability Plan; 4) Strategies to Overcome Underrepresented Students; 5) Substitution Waivers for Admissions and Course Substitutions for Eligible Students with Disabilities; and 6) Gender Equity in Athletics. The Report will be sent to the Division of Florida College in Tallahassee. Ms. Moore called for a motion to approve the Report. Ms. Carlan moved for approval, and Mr. MacQueen seconded the motion which passed unanimously.

Legislative Report

Ms. Ray gave an update on the legislative session. The last day of the Legislative Session is April 30.

General Counsel

Mr. Gilliam gave a brief report on the College's COVID cases, noting that very few cases have been reported and there has been no case of a student contacting COVID in the classroom

President's Time

Dr. Meadows called on Dr. Brenda Kelly who reported on the status of the College's application for a Charter High School to meet the needs of the military families in the area. Dr. Meadows then initiated further discussion.

He stated that Mr. Moore, who was unable to attend, sent a list of discussion items related to the proposed Charter School. Dr. Meadows read each item and discussed it with Trustees. There was additional discussion and Dr. Meadows encouraged Trustees to contact him with any other questions. Dr. Meadows also stated that the Charter School proposals will be an agenda item at a future Board retreat, and that he would also keep the Board up-to-date on the application process. The Board agreed to move further with the application process, and Ms. Carlan thanked Dr. Meadows for taking the initiative to help meet the educational needs of the military's high school age dependents in the community.

Dr. Meadows called on Dr. Debbie Douma who gave a status report on the College's request for Triumph funds that will be used to construct a truck driving facility at the Santa Rosa County Industrial Park.

Dr. Meadows announced that the Central Credit Union of Florida has pledged \$100,000 payable over the next five years in support of Athletics. In recognition of the gift and the Credit Union's support of Athletics over the past three years, the Credit Union is requesting to name the softball field on the Pensacola Campus. It was noted that the naming of the field cannot occur until 51% of the pledge has been met. At that time, the softball field will be named the Credit Union of Florida Softball field (or a name agreed upon by the donor and the College.) Ms. Carlan moved to approve the future naming of the softball field, and Dr. Tippett seconded the motion which passed unanimously.

Dr. Meadows initiated discussion related to an agreement where Gulf Power will provide a grant of \$100,000 to the College to establish a state-of-the-art Technology Innovation Center at the proposed Charter High School. Following further discussion, Dr. Meadows asked that the Board grant approval for the College to accept the grant. Ms. Carlan moved to accept the grant, and Dr. Tippett seconded the motion which passed unanimously.

1. Intent to Name the PSC Softball Field on the Pensacola Campus – Approved
2. Acceptance of the Gulf Power Grant in Support of the Proposed Charter High School – Approved.

Announcements

- The PSC Pirates CARE Team program is 1 of 3 finalists for the AFC Student Development Commission 2021 Exemplary Practice Award. The Pirates CARE Team consists of faculty and staff who meet to discuss concerns of students and help in responding to crisis situations or critical events on campus. They assist the College Community in helping students who are experiencing a crisis or difficulty outside of the classroom by connecting students with on and off campus resources. Final selection for the award will be in May.
- The College received a \$5,000 Florida Literacy Coalition grant to support the delivery of health literacy content in our Adult Ed English as Second Language Classes.
- PSC and Student Support Services student Allison Dugas was one of three national winners of the National Institute for Staff and Organizational Development's (NISOD) Student Essay Contest. Students write an essay about a faculty, staff member or administrator who inspires them to succeed academically. Allison wrote about faculty member Amber Carey, who teaches Spanish and is the coordinator of the Robinson Honors Program. Both Allison and Amber Carey received a \$1,000 award from NISOD.
- SkillsUSA students and advisors won 5 gold, 3 silver, and 1 bronze award at the SkillsUSA Spring Leadership Conference. Lisa Carver, a PSC graduate received the Outstanding Alumni Award and Visual Arts professor Mark Francis received the Jim Sullivan Champion Award in recognition of his years of dedication to Region I SkillsUSA and for sparking inspiration in others.
- Adult Education Student, April Milstead, wrote an essay about her Creek Indian heritage and will have her essay published in a new literacy book that publishes stories and poems from adult learners across the state. April hopes to enroll in college courses after she earns her GED.
- G.I. Jobs has again designated PSC as a Military Friendly College for the 12th year in a row.

Chair's Time

Ms. Moore announced that the Board's business is concluded and the Board will now go into a closed executive session with the President and his representatives to discuss matters related to collective bargaining. The Board met in executive session from 7:45 p.m. to 8:25 p.m. at which time Ms. Moore adjourned the Board meeting.

Approved X

Date 5/18/2021

Maureen J. Moore
Chair, Board of Trustees

Pat Crews
Pat Crews, Reporting

E. J. Meadows
President