



**Pensacola State College District Board of Trustees
Meeting Minutes
August 17, 2021
Pensacola Campus, Usry Board Room**

Board Workshop

Dr. Brenda Kelly gave a workshop and answered Trustees' questions on the application process for the proposed PSC Charter Academy.

Board Meeting

Present: Chair Margie Moore, Mr. Kevin Lacz, Mr. Ed Moore, Dr. Troy Tippet, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Ms. Carol Carlan, Mr. Dawson, and Mr. MacQueen. (Mr. MacQueen joined the meeting via Zoom but did not vote.)

Call to Order

Ms. Moore called the meeting to order at 5:30 p.m.

Introductions/Recognitions

Dr. Meadows called forward Ms. Jennifer Ponson and her husband, Mr. Randy Ponson. He stated that Ms. Ponson, an employee of the College for 30 years, has recently retired and the College and Chair Moore wished to officially commend Ms. Ponson for her commitment to excellence and outstanding leadership while employed at the College. Dr. Meadows read the official commendation and Ms. Moore asked that the Board approve it. Mr. Moore moved for approval, and Dr. Tippet seconded the motion which passed unanimously. Dr. Meadows and Chair Moore presented Ms. Ponson with a framed copy of document.

Ms. Ponson told the Board about the recent SkillsUSA national competitions, held virtually, where PSC students won the gold in Esthetics and Photography. The Board expressed appreciation to Ms. Ponson and wished her the best in her next endeavors. Ms. Ponson expressed her appreciation to the Board for all of their support.

Minutes

Ms. Moore called for a motion to approve the minutes of the June 22, 2021, Board meeting. Mr. Moore moved for approval, and Dr. Tippet seconded the motion which passed unanimously.

Agenda

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

Public Comments

None

DSO Reports

Alumni Affairs – (Full report provided in Board packets.) Ms. Lotz reported on the endowed scholarship honoring Ms. Patrice Whitten which reached donations of nearly \$14,000 and announced that the Alumni Association has agreed to a \$12,500 match. The Alumni Association and Ms. Whitten's family initiated the scholarship as a way to honor Ms. Whitten for her years of service to the College.

Ms. Lotz reminded Trustees of upcoming alumni and Booster Club events.

Dr. Meadows expressed thanks to everyone who attended the announcement of the Student Constructors Endowed Scholarship. The scholarship was established by the Alumni Association and Lifetime Charter Member Amir Fooladi to provide scholarship funds to help students hoping to enter the construction field.

WSRE – (Full report provided in Board packets.) Ms. Jill Hubbs reported on station activities and announced that WSRE is in the process of producing a documentary about Chappie James. She also reported that a fifth WSRE channel is in the development stage.

PSC Foundation – (Full report provided in Board packets). Ms. Andrea Krieger reported that over 150 guests attended the very successful Garde Manger event in July. To date, the capital campaign has raised nearly \$9 million of its \$10 million goal. Ms. Krieger gave an update on new staff and reminded Trustees of the upcoming Day of Clays fundraiser on October 2, and the Changemakers event on December 10.

Academic and Student Affairs

Dr. Brenda Kelly presented the Academic and Students Affairs action item on behalf of Dr. Spicer. Dr. Kelly explained the Articulation Agreement and answered Trustees' questions. Mr. Moore made a motion to approve the Agreement, and Mr. Lacz seconded the motion which passed unanimously.

1. UWF 2+2 Articulation Agreement – Approved

Accountability Report

Mr. Michael Johnston gave a PowerPoint presentation on the College's Institutional Accountability Plan and Progress Report 2020. The College exceeded the Florida College System's goal in 24 of the 30 measures and exceeded its own goal in 21 of the measures. Following discussion, Ms. Moore called for approval of the Accountability Report. Mr. Lacz moved for approval, and Dr. Tippet seconded the motion which passed unanimously.

Mr. Moore requested that the Accountability Report be added to the Board Retreat agenda for further discussion.

Facilities

Ms. Bracken presented the 2022-2023 through 2026-2027 College Capital Improvement Plan (CIP) Legislative Budget Request that has been modified due to reduced funding for the Baars Building Phase II. Ms. Moore called for a motion for approval. Mr. Moore moved for approval, and Dr. Tippet seconded the motion which passed unanimously.

1. FY 2022-2023 through 2026-2027 College Capital Improvement Plan (CIP), Legislative Budget Request FY 2022-2023 - Approved

Finance

Ms. Kovacs presented the Finance action items and informed Trustees that they have been provided with a corrected copy of the fiscal year 2020-2021 list of Purchase Orders exceeding \$195,000 (Item 3) and noted that the amount of the TRANE contract has been corrected to \$6,293,297.

Ms. Kovacs reported that, following presentations and an interview of each of the two companies that responded to the College's RFP for Construction Manager at Risk for Phase II of the new technology building (Item 6), the Selection Committee is recommending the Morrette Company for Construction Manager at Risk. If approved, the College will proceed with negotiating the contract once the Procurement Process protest period ends.

Ms. Moore called for a motion to approve Action Items 2 and 4. Mr. Moore moved for approval, and Dr. Tippet seconded the motion which passed unanimously. Ms. Moore called for a motion to approve Item 1. Dr. Tippet moved for approval, and Mr. Lacz seconded the motion which passed unanimously. Ms. Moore called for a motion to approve Item 3. Dr. Tippet moved for approval, and Mr. Moore seconded the motion which passed unanimously. Ms. Moore called for a motion to approve Item 5. Dr. Tippet moved for approval, and Mr. Lacz seconded the motion which passed unanimously. Ms. Moore called for a motion to approve Item 6. Mr. Lacz moved for approval, and Dr. Tippet seconded the motion which passed unanimously.

1. Budget Amendments – Approved

- a. Unexpended Plant Fund Capital Outlay Budget Amendment (STEM Building and CO&DS)
- b. Approval of Final Budget Amendment – Unrestricted Current Funds
2. Updated Full Cost of Instruction - Approved
3. Initial Fiscal Year (FY) 2020-2021 Purchase Orders Exceeding \$195,000 - Approved
4. Pirates CARE Fresh Food Fest - Approved
5. Removal of the Additional Baccalaureate Application Fee - Approved
6. Technology Building Phase II – Selection Committee Recommendation – Approved to negotiate a contract with the Morrette Company.
7. FAIT Requests – none

Human Resources

Ms. Henderson presented the Human Resources action items and stated that there are no special contracts. Ms. Moore called for a motion to approve Item 1. Dr. Tippett moved for approval, and Mr. Lacz seconded the motion which passed unanimously. Ms. Moore called for a motion to approve Items 2-9. Mr. Lacz moved for approval, and Dr. Tippett seconded the motion which passed unanimously. Ms. Moore called for a motion to approve Item 10. Dr. Tippett moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

1. June 2021 and July 2021 Human Resources Reports - Approved
2. Change a vacant and funded Maintenance Specialist I position, Level 3, Career Service Salary Schedule to Administrative Assistant, Level 3, Career Service Salary Schedule, retroactive to July 6, 2021. (Facilities, Planning and Construction) - Approved
3. Convert the vacant and funded Manager, HCM Processes, Level 2, Professional/Managerial Salary Schedule to create the new position of Human Resources Representative, Level 4, Career Service Salary Schedule, retroactive to July 26, 2021. (Human Resources) - Approved
4. Convert the current funded and vacant Senior Executive Assistant, Level 7, Career Service Salary Schedule to Executive Assistant, Level 6, Career Service Salary Schedule. (Office of the President) - Approved
5. Convert the current funded and filled Administrative Assistant, Level 3, Career Service Salary Schedule to Administrative Support Specialist, Level 1, non-exempt Professional/Managerial Salary Schedule, retroactive to August 9, 2021. (Athletics) - Approved
6. Change the job description and title of the vacant and funded Manager, Online Media Technologies and Web Content, WSRE, Level 3, Professional/ Managerial Salary Schedule to Manager, Digital Marketing and Content, WSRE, Level 3, Professional/Managerial Salary Schedule. (WSRE) - Approved
7. Change the current vacant and funded Coordinator, Corporate Professional Development, Level 3, Professional/Managerial Salary Schedule to the revised job description and level of Coordinator, Corporate and Professional Development, Level 2, Professional/Managerial Salary Schedule. (Academic Affairs – Workforce Education) - Approved
8. Change one funded and vacant Workday Business Analyst, Level 2, Professional/Managerial Salary Schedule to Coordinator, Admissions, Level 2, Professional/Managerial Salary Schedule. (Student Affairs/ Admissions) - Approved
9. Change an additional funded and vacant Workday Business Analyst, Level 2, Professional/Managerial Salary Schedule to Coordinator, Workday Change Management, Level 2, Professional/Managerial Salary Schedule. (Institutional Research and Management 2021-2022 Salary Schedule (Institutional Research and Management Information Systems) - Approved
10. 2021-22 Salary Schedule - Approved
 - a. Modify page 19 of the 2021-22 Salary Schedule section, “Compensation for Adjunct Instructors,” to add hourly rates based on degree levels
 - b. Modify page 21 of the 2021-22 Salary Schedule to add a category of Game Day Event Manager. Note: page numbering to the original document will change with approval of these items
11. Special Contracts - none

General Counsel

Mr. Gilliam stated that the eight policies that were undergoing rule development have met the legal notice requirements and are now ready for Board approval. Ms. Moore called for a motion for approval.

Mr. Lacz moved for approval, and Mr. Moore seconded the motion which passed unanimously.

1. The following policies are submitted for rule adoption. The 28-day notice requirement for rule development was met on July 19, 2021 - Approved
 - a. Policy 6Hx20-1.001 Organization of the District Board of Trustees of Pensacola State College
 - b. Policy 6Hx20-1.002 Board of Trustees Meetings
 - c. Policy 6Hx20-1.026 Alcohol/Drug Abuse
 - d. Policy 6Hx20-1.011 Contracts
 - e. Policy 6Hx20-1.012 Disposition of Surplus Property
 - f. Policy 6Hx20-1.019 Property and Equipment
 - g. Policy 6Hx20-1.036 Criminal Background Checks/Fingerprinting
 - h. Policy 6Hx20-5.003 Procurement Requirements

Mr. Gilliam noted that Trustees have in their Board packets a copy of two policies that will be submitted for Rule Development: 1) Policy 6HX20-4.014 Annual Leave and 2) Policy 6Hx20-4.017 Sick Leave.

President's Time

Dr. Meadows thanked Roland Hyacinthe and AFC for the refreshments.

Dr. Douma and Dr. Listau reported that the College continues to provide CARES Act funds to cover students' tuition. Additional funds will soon be provided to students to assist with other needs such as living expenses, gas, childcare, etc. Dr. Douma also reported that the Talent Search TRIO Program has been refunded for another five years.

Dr. Meadows provided Trustees with a copy of the executive managers organizational charts. He stated that they will be a discussion item at the Board Retreat. Ms. Moore stated that the results of Board's Self-Assessment will also be discussed at the Retreat.

Dr. Meadows reminded Trustees that they were provided with a draft of the Board meeting schedule for 2021-2022. He noted that the Board Retreat is scheduled on November 16, along with the regularly scheduled Board meeting. A detailed agenda for the day will be provided as we get closer to the date. Ms. Moore called for a motion to approve the Board Meeting Schedule 2021-2022. Dr. Tippet moved for approval, and Mr. Moore seconded the motion which passed unanimously.

Dr. Meadows stated that Trustees have received an updated report on the Co:Lab occupancy. He noted that the Co:lab was not occupied for several months due to the building's damage from Hurricane Sally. After extensive repairs and renovations, the facility is now open and there are currently 6 companies occupying the building. He asked that the Board approve the updated report. Dr. Tippet moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

Announcements

- PSC Student Cassidy Gadsby has been selected as a 2021 Coca-Cola Military Leaders of Promise Scholar. Recipients are selected based on outstanding academic achievement and demonstrated leadership potential. Ms. Gadsby will receive a \$1,000 Scholarship.

Trustees were provided with a calendar of upcoming events.

Chair's Time

Ms. Moore called on Dr. Tippet for the Nomination Committees recommendation for Board Chair and Vice Chair for 2021-2022. Dr. Tippet recommended that Ms. Moore serve another year as Chair and Mr. Moore serve another year as Vice Chair. There being no other recommendation from the Board, Ms. Moore called for a motion for approval. Dr. Tippet moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

Ms. Moore reported on the results of the President's Annual Performance Evaluation and stated that it was an outstanding evaluation. She recommended that the Board approve adding a one-year extension to Dr. Meadows' contract and granting him the same 2% pay increase that was approved for all employees at the June Board meeting. Dr. Tippet moved for approval, and Mr. Moore seconded the motion which passed unanimously.

There being no further business, Ms. Moore adjourned the meeting at 7:10 p.m.

Approved x

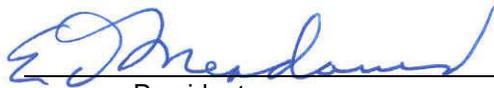
Date 9/28/2021



Chair, Board of Trustees



Pat Crews, Reporting



President