



## PENSACOLA STATE COLLEGE

### **District Board of Trustees Meeting**

**June 21, 2022**

**Pensacola Campus, Dona and Milton Usry Boardroom**

#### **Board Workshop**

Mr. Michael Johnston, Associate Vice President of Institutional Research, gave a workshop on the newly implemented Workday student management system.

#### **Board Meeting**

Present: Mr. Patrick Dawson, Mr. Kevin Lacz, Mr. Julian MacQueen, Dr. Troy Tippet, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Ms. Carol Carlan, Mr. Ed Moore, Ms. Margie Moore

#### **1. Call to Order**

Dr. Troy Tippet chaired the meeting due to the absence of Ms. Moore who was ill. The meeting was called to order at 5:38 p.m.

#### **2. Recognitions**

Dr. Meadows thanked Ms. Jessica Johnson and AFC for the refreshments.

Dr. Kirk Bradley introduced Mr. Joseph Peterson, the new Assistant Department Head, Natural Sciences, and Ms. Christine O'Donnell, the new Assistant Department Head, English and Communications. Trustees welcomed them and congratulated them on their new positions.

Ms. Andrea Krieger introduced Ms. Melissa Cole, the new Marketing and Communications Director, Institutional Development, and Ms. Whitney Beckner, the new Office Coordinator, Institutional Development. Trustees welcomed them to PSC.

#### **Agenda**

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

#### **Public Comments**

There were no public comments.

#### **3. DSO Reports**

Alumni/Athletics Development – (Full report provided in Board packets.) Dr. Meadows gave the report on behalf of Ms. Lotz. He stated that the Alumni Recognition event was very successful and resulted in several scholarship donations.

WSRE – (Full report provided in Board packets) Ms. Hubbs expressed gratitude to Mr. Julian MacQueen and the Equity Project Alliance for bringing the Henry Box Brown performance to the Amos Studio.

PSC Foundation – (Full report provided in Board packets). Ms. Krieger reminded Trustees of the upcoming Garde Manger event and the induction of James Reeves as a Foundation Fellow.

#### **4. Consent Agenda**

There being no request to remove any items from the Consent Agenda, Dr. Tippet called for a motion to approve the Consent Agenda Items. Mr. Dawson moved for approval, and Mr. MacQueen seconded the motion which passed unanimously.

##### **Facilities - Approved**

1. Change Order #005 – Morette Company – Technology Building, Phase II, Deduct (\$487,906.97) – Owner Direct Purchase of Construction Materials and Sales Tax Savings

##### **Finance - Approved**

1. Property Deletions – Approved
2. Florida Academic Improvement Trust (FAIT) Requests (open item) – Approved.

##### **Human Resources – Approved**

1. Reappointments for the 2022-2024, and 2022-2023 fiscal years: Executive and Managerial Personnel recommended for Multi-year Contract (distributed at meeting)
  - a. Professional/Managerial Personnel recommended for Annual Contract for Fund
  - b. Professional/Managerial Personnel recommended for Annual Contract for Fund 2 (provided grant funds are available)
  - c. Faculty recommended for Annual Contract
  - d. Faculty recommended for Lecturer Contract
2. Position description and job vacancy for Recruiter, Health Sciences, Professional/Managerial Level 2 (developed from former Recruiter vacancy), (Academic Affairs, Enrollment Management)
3. Change part-time Relationship Coordinator, Career Service Level 4, to full-time Relationship Coordinator, Professional/Managerial Level 2, (partial funding from Foundation)
4. Change current funded and filled Senior Administrative Assistant, Career Service Level 4, to Executive Assistant, Career Service Level 6, (Grants and Federal Programs)
5. Change the Dean, Baccalaureate Studies and Academic Support, Professional/Managerial Level 7, to Executive Level 1, as of June 1, 2022, (Academic Affairs)
6. Updates and changes to current position titles and/or levels:
  - a. Wellness Case Manager, Professional/Managerial Level 2, to Director, Wellness Services, Professional/Managerial Level 4, (Institutional Equity and Student Conduct)
  - b. Associate Vice President, Institutional Research and Management Information Systems, Executive Level 1, to Associate Vice President, Institutional Research and Enterprise Solutions, Executive Level 2, (Academic and Student Affairs)
  - c. Director, Management Information Systems Support to Director, Enterprise Solutions, Professional/Managerial Level 7, (Institutional Research and Enterprise Solutions)
  - d. Senior Systems, Coordinator to Director, Workday Solutions, Professional/ Managerial Level 6, (Institutional Research and Enterprise Solutions)
  - e. Systems Coordinator Professional/Managerial Level 5, specifically to functions, add titles of: Coordinator, Student Financial Solutions; Coordinator, Security and Integrations; Coordinator, HCM and Finance Solutions, (Institutional Research and Enterprise Solutions)
  - f. Senior Computer Systems Analyst, Professional/Managerial Level 4, to Senior Operations and Applications Analyst, (Institutional Research and Enterprise Solutions)
  - g. Computer Systems Analyst, Professional/Managerial Level 2, specifically to functions add titles of: Senior Student Financials Analyst; Student Financial Analyst (Institutional Research and Enterprise Solutions)
  - h. Non-profit Center and Office Coordinator, Professional/Managerial Level 2, to Office Coordinator, (Institutional Development)

## 5. Action Items

### **Academic and Student Affairs**

Dr. Kirk Bradley presented the Academic Affairs action items on behalf of Dr. Spicer. He briefly described the dual enrollment articulation agreements which he noted are updated yearly. Dr. Tippett called for a motion to approve the agreements. Mr. Lacz moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

1. Dual Enrollment Inter - Institutional Articulation Agreements - Approved
  - a. Public School Agreements
    - i. Escambia County
    - ii. Santa Rosa County
  - b. Private Schools in Escambia County
    - i. Alethia Christian Academy
    - ii. Christian Institute of Arts and Sciences, Inc.
    - iii. East Hill Christian School, Inc.
    - iv. Lighthouse Private School Christian Academy, Inc.
    - v. Pensacola Catholic High School
    - vi. Pensacola Private School of Liberal Arts, Inc.
    - vii. Trinitas School, Inc.
  - c. Private Schools in Santa Rosa County
    - i. LEAD Academy Classical School
    - ii. Santa Rosa Christian School
    - iii. Victory Performing Arts Academy
    - iv. West Florida Baptist Academy
  - d. Dual Enrollment Agreement for Home School Education Students

### **Facilities**

Ms. Bracken provided information on the Capital Improvement Plan (CIP) which includes the College's top priorities for funds in the Legislative Budget request for 2023-2024. Mr. Dawson moved for approval, and Mr. MacQueen seconded the motion which passed unanimously.

1. Florida College System Capital Improvement Plan (CIP) & Legislative Budget Request  
FY 2023-24 - Approved

### **Finance**

Ms. Kovacs presented the Finance action items and briefly described each of the items requested for approval. She noted that the Budget Amendment is to transfer funds to the Charter Academy for operational support. Once approved, the request will be sent to the State for review. Mr. MacQueen moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

1. Funds for Charter Academy 2022-23 – Approved.

Ms. Kovacs explained each of the fee items. Dr. Tippett asked for motion for approval. Mr. Dawson moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

2. Fee Items - Approved
  - a. Request for Transcript Fees
  - b. Full Cost of Instruction Fee
  - c. Program Lab Fees
  - d. Computer Use Only Lab Fee Request
  - e. Distance Learning Fee

Ms. Kovacs stated that the Foundation Audit was reviewed in detail at the Finance Committee meeting and approval of the Audit Checklist is recommended. Mr. MacQueen moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

3. PSC Foundation Audit Checklist and Foundation 2021 Audit Report - Approved

Ms. Kovacs distributed copies of a request from the Athletics Department for approval for use of the baseball field to host three baseball tournaments in June and July. A gate fee will be charge and each tournament will make a donation to the PSC Baseball Foundation and PSC will keep the

concession proceeds. Dr. Tippet called for a motion for approval. Mr. MacQueen moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

4. Baseball Field use request - Approved

#### **5.4 Human Resources**

Special contracts - none

#### **5.5 General Counsel**

Mr Gilliam provided details on each of the lease agreements along with Dr. Meadows who provided additional information related to the Escambia Children's Trust agreement, Dr. Tippet called for a motion for approval of the Agreements., Mr. MacQueen moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

1. Lease Agreement between PSC and Robert Switzer (Airport Mini Warehouses) – Approved
2. Lease Agreement between PSC and the Escambia Children's Trust – Approved

Mr. Gilliam presented the Charter Contract between the School District of Escambia County and the Pensacola State College Charter Academy. He outlined the details of the contract. Following discussion, Mr. Dawson moved to approve the Contract, and Mr. MacQueen seconded the motion which passed unanimously.

3 Charter Academy Contract – Approved.

### **6. Information Items**

#### **Facilities**

- Ms. Bracken provided the Annual Comprehensive Safety/Sanitation Inspection Report and noted that there were no major findings.
- The Truck Driving Training Facility project is on schedule and within budget. The concrete driving pad is complete. The interior sheetrock is complete. The a/c should be turned on the week of the 13th and then the interior finishes (paint and flooring) will begin.
- The Baars Building Phase II project is on schedule and within budget. The footings are being poured. The stair towers and elevator shaft are being formed and poured. Structural steel is scheduled for delivery June 16 and 17.

#### **Finance**

- PERT/Late Fee Waivers
- New Policy – Charter Academy (to be an action item at next Board meeting)

#### **Human Resources**

- Personnel transactions May 2022

#### **General Counsel**

- College Contracts May 2022

### **7. President's Time**

**Action Item:** Dr. Meadows spoke to the Board about Mary Hoxeng, who received the *Road Less Traveled* Distinguished Award in June. He stated that Ms. Hoxeng has made significant contributions to the community through her service on numerous Boards and has received several awards including the PACE Business Leader of the Year award and the Spirit of Pensacola Award. In recognition of Ms. Hoxeng's significant contributions to the community, Dr. Meadows asked that the Board approve honoring her with a Resolution and granting her an Honorary Baccalaureate of Humane Letters degree. Mr. MacQueen moved for approval, and Mr. Lacz seconded the motion which passed unanimously. Ms. Hoxeng will be invited to a future Board meeting where she can be presented with the Resolution and the honorary degree.

**Information:** Dr. Meadows provided background information on a long-term lease agreement between PSC and the City of Pensacola for the College's property located on the corner of College Blvd. and 9<sup>th</sup> Ave. The College only recently learned that the lease agreement was transferred to the County who now uses the property for its genealogy library. Dr. Meadows explained that the College now needs the property for future construction. There was much discussion about the agreement terms

and the possibility of an early termination. Dr. Meadows stated that he will further study the situation and will report back to the Board.

Dr. Meadows gave Trustees a copy of the CO:LAB report for 2021. He asked that the Trustees review the report and contact him if they have any questions. He will bring the report back to Board at the next meeting and ask for their approval.

Dr. Meadows reported on the recent Council of President's meeting where he attended a Legislative Reception and a Performance Funding Meeting.

Dr. Meadows stated that he and Dr. Tippett sent a letter to the Council of President's Chair and Co-chair regarding the equity between the SUS and FCS health insurance rates. The letter explains the disparity and asks that the COP make this one of their top priorities for the 2022-2023 legislative session.

**Announcements**

- PSC will host the State Board of Education meeting in the Amos Studio on August 17.
- Mr. Bob Grandrup, Performing Arts Technical Director, passed away unexpectedly.
- The Governor's Office is working on Board appointments.
- PSC was awarded a grant for \$16,918 for Performing Arts to do a comedy performance at the 2022 Foo Foo Festival in November.

**8. Chair's Time**

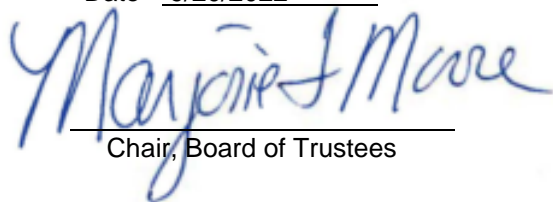
Dr. Tippett commented on the importance of ending the health insurance inequity for FCS employees.


There being no further business, the meeting was adjourned at 7:08 p.m.

Approved   X  

Date   9/20/2022  

  
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Pat Crews, Reporting

  
\_\_\_\_\_  
Chair, Board of Trustees

  
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President