



# **PENSACOLA STATE COLLEGE**

**District Board of Trustees Meeting  
September 20, 2022  
PSC Truck Driving Training Facility  
5957 Jeff Ates Road  
Milton, FL**

## **11:00 p.m. Committee Meetings**

Finance Committee  
Human Resources Committee  
Facilities Committee  
Academic and Student Affairs Committee

## **11:15 a.m. Board Meeting**

### **AGENDA**

- 1. Call to Order**
- 2. Introductions/Recognitions**
- 3. Approval of the Agenda**
- 4. Call for Public Comments**
- 5. DSO Reports**
  - Alumni Association Report
  - PSC Foundation Report
  - WSRE Report

### **6. CONSENT AGENDA**

*Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board Member on any item, the item should be identified and removed from the Consent Agenda for separate action.*

#### **Minutes**

1. Approval of the June 21, 2022, Board Meeting Minutes

#### **Facilities**

1. Change Order #006 – Morette Company – Baars Building Phase II, Pensacola Campus – DEDUCT (\$960,773.87) – Owner Direct Purchase of Construction Materials and Sales Tax Savings

#### **Finance**

1. Approval of Final Budget Amendment – Unrestricted Current Funds

2. Grants Pursuit
  - a. Open Door Grant Program – Last Dollar Grants
  - b. Basic Needs for Postsecondary Students Program
3. 2021-2022 Asset Additions and Deletions
4. Florida Academic Improvement Trust (FAIT) Requests (open item)

### **Human Resources**

1. Change the current funded and vacant Benefits Coordinator, Professional/Managerial Level 2, to Human Resources Generalist, Professional/Managerial. (Human Resources)
2. Convert one current funded and filled Human Resources Specialist at Career Service Level 6, to the Human Resources Generalist (item 1), at Professional/Managerial Level 2. (Human Resources)
3. Change the current funded and vacant Benefits Processing Specialist, Professional Non-exempt Level 1, to Payroll Benefits Specialist, same level. (Payroll)
4. Change the Payroll Benefits Specialist, at Professional Non-exempt Level 1 (item 3), to Payroll Accountant due to reorganizational needs, same level. (Payroll)
5. Create a Facilities Manager, Professional/Managerial, Level 2. [Not filling a vacant Maintenance Specialist II at Career Service Level 5, and not filling the Senior Maintenance Supervisor, Career Service Level 7; current employee moved to vacant Maintenance Manager, at Professional/Managerial Level 2]. (Facilities, Planning and Construction)
6. Convert two funded and vacant Admissions and Information Specialist positions at Career Service Level 3, to Coordinator, Admissions, Professional/Managerial Level 2 (existing job description). (Student Affairs)
7. Convert the funded and filled Director, Dual Enrollment, at Professional/Managerial Level 5 to a faculty assignment for nine-month Counselor effective August 11, 2022. (Student Affairs)
8. Add the Director, Education and Outreach, WSRE, back to Salary Schedule for WSRE station operations, at Professional/Managerial Level 4. [Fund 2] (WSRE)
9. Change position titles and levels for the Technology Operations department reorganization. Positions are funded and filled unless otherwise noted:
  - a. Network Support Analyst at Professional/Managerial Level 2, to Network & Information System Analyst, at Professional/Managerial Level 4. (Technology Operations)
  - b. Change one of the Computer Lab Technician at Career Service Level 2, to Technology Support Specialist, at Professional Non-exempt Level 1. (Technology Operations)
  - c. Senior Systems & Computer Operations Technician, at Career Service Level 3, and one of the Computer Lab Technicians at Level 2, to Technology Assistant, to Career Service Level 4. (Technology Operations)
  - d. Move the vacant and funded Systems Support Specialist at Professional/Managerial Level 2, to Coordinator, Technology Support, at Professional/Managerial Level 4 (existing job description). (Technology Operations)
  - e. Change the other four positions of Computer Lab Technician, at Career Service Level 2, to Technology Support Technician, at Career Service Level 5. (Technology Operations)
  - f. Change the Systems and Computer Operations Technician, at Career Service Level 2, to Technology Support Technician, at Career Service Level 5. (Technology Operations)
  - g. Change the two filled, and one vacant Help Desk Specialist, at Career Service Level 3, to Technology Support Technician, at Career Service Level 5. (Technology Operations)
10. Former faculty member who was granted continuing contract status at April 2022 board meeting requested leave from the contract to assume an administrative position this Fall as Department Head, Humanities and Social Sciences. (Academic Affairs)

## **11. ACTION ITEMS**

### **Finance**

1. Purchase Orders over \$325,000

- a. Custodial Services
- b. Landscape Services
- c. Copier Systems Replacement
- d. Welding Building Addition
- 2. Policy 6Hx20 – 1.043 Charter Academy
- 3. RFP 9-2021/2022 Financial Audit Services – Charter Academy
- 4. Fund Balance Carry Forward Spending Plan
- 5. Facilities Use for Autism Pensacola, Inc
- 6. Approval to Sell Books at the Equity Alliance Project Speech, October 6, 2022 Ashmore Auditorium
- 7. WSRE - Sale of Merchandise and/or Tickets at Various Events September 26 – December 10.

**Human Resources**

- 1. Special Contracts (open item)

**12. INFORMATION ITEMS**

**Facilities**

- Baars Building Phase II – The project is on schedule and within budget. The steel installation is going well. Underground utilities are being installed. Part of the first-floor slab has been poured.

**Finance**

- PERT/Late Fee Waivers Granted
  - a. June 2022
  - b. July 2022
  - c. August 2022
- Budgeted Scholarships FY 2022-23
- Policy Updates:
  - a. Policy 6.004 – Building Administration
  - b. Policy 6Hx20-1.010 Charges for College Supported Events
  - c. Policy 6Hx20-1.015 Facilities and Equipment (Use of)
  - d. Policy 6Hx20 to 6Hx20 4.028 – Leaves of Absence (Combined to Form One Policy 6Hx20 4.011)
- Budget to Actual Summary for The Quarter Ended June 30, 2022
- Grant Report as of June 30, 2022

**Human Resources**

- Human Resources Personnel Transactions in June, July, and August 2022.

**General Counsel**

- College Contracts June – August 2022

**13. President's Report**

- 1. Naming Opportunity – Room 3702, Warrington Campus
- 2. Athletic Campaign Naming Opportunities List
- 3. Strategic Plan Updated 2017-2022

**14. Chair's Time**

- 1. President's Annual Evaluation
- 2. New Board of Trustees Officers
- 3. Trustees Liaisons to the College Foundation and the WSRE Foundation

**15. Adjournment**