



PENSACOLA STATE COLLEGE

District Board of Trustees Meeting

September 20, 2022

PSC Truck Driving Training Facility – Milton, FL

Board Workshop

In lieu of a Board Workshop there was a ribbon cutting ceremony for the new Truck Driving Training Facility.

Board Meeting

Present: Chair Margie Moore, Mr. Gabe Bullaro, Ms. Carol Carlan, Mr. Patrick Dawson, Mr. Ed Moore, Ms. Julie Sheppard, Mr. Gordon Sprague, Dr. Troy Tippet, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Mr. Kevin Lacz

I. Call to Order

Ms. Moore called the meeting to order at 11:34 p.m.

II. Introductions

New Trustees Gabe Bullaro, Julie Sheppard, and Gordon Sprague were introduced. Also introduced was Dr. Jon Stephenson, the Associate Vice President of Student Affairs. Each told the Board about their self, and they received a warm welcome from all in attendance.

Mr. Ed Moore took a moment to thank everyone for their support during the passing of his wife, Ginger. He also expressed thanks to everyone for the contributions made to the Ginger McMullen Moore Alumni Scholarship Fund.

III. Agenda

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

IV. Public Comments

Public comments were made.

V. DSO Reports

Full reports were provided in the Board packets.

VI. Consent Agenda

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

A. Facilities - Approved

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

B. Finance - Approved

1. Final Budget Amendment – Unrestricted Current Funds
2. Grants Pursuit – Last Dollar Grants
3. Grants Pursuit – Basic Needs for Postsecondary Students Program
4. Property Summary
5. Florida Academic Improvement Trust (FAIT) Requests (open item)

C. Human Resources – Approved

1. Change the current funded and vacant Benefits Coordinator, at Professional/Managerial Level 2, to Human Resources Generalist, same level. (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, at 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, at 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, at 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)

VII. Action Items

A. Academic and Student Affairs

No Action Items

B. Facilities

No Action Items

C. Finance

Ms. Kovacs explained each of the purchase orders. She gave Trustees a copy of the Bid responses for the RFP for Audit Services for the Charter Academy which the Academy Board approved at their Board meeting prior to the full Board meeting. She reviewed the bid responses with Trustees and recommended that the contract be awarded to Mauldin & Jenkins, LLC.

1. Purchase Orders over \$325,000 - Approved
 - a. Custodial Services
 - b. Landscape Services
 - c. Copier Systems Replacement
 - d. Welding Building Addition
2. Policy 6Hx20 – 1.043 Charter Academy - Approved
3. RFP 9-2021/2022 Financial Audit Services – Charter Academy – Approved (Contract awarded to Mauldin & Jenkins, LLC.)
4. Fund Balance Carry Forward Spending Plan - Approved
5. Facilities Use for Autism Pensacola, Inc. - Approved
6. Approval to Sell Books at the Equity Alliance Project Speech, October 6, 2022, Ashmore Auditorium - Approved
7. WSRE - Sale of Merchandise and/or Tickets at Various Events September 26 – December 10, 2022 – Approved.

D. Human Resources

No Action Items

E. President

Dr. Meadows stated that the Salute to First Responders Luncheon fundraiser netted over \$50,000 and the Committee has chosen to establish a First Responders Endowed Scholarship with the funds raised. The Committee would like to name the EMS/EMT classroom on the Warrington Campus (Room 3702) in honor of Marie Diamond, an EMS/EMT third rider volunteer and Chair of the Committee. Mr. Moore moved for approval, and Ms. Sheppard seconded the motion which passed unanimously.

1. Naming Opportunity – Name Room 3702, Warrington Campus after Marie Diamond - Approved

Dr. Meadows briefly reviewed the Athletic Campaign list of naming opportunities. Mr. Sprague moved for approval, and Dr. Tippett seconded the motion which passed unanimously.

2. Athletic Campaign Naming Opportunities List - Approved

Dr. Meadows stated that the Strategic Plan has been updated in response to the State's survey regarding how institutions use their facilities. He noted that the mission statement and all other sections of the Plan remain unchanged. Ms. Moore called for a motion for approval. Mr. Dawson moved for approval, and Ms. Sheppard seconded the motion which passed unanimously.

3. Strategic Plan Updated 2017-2022 - Approved

VIII. Information Items

A. Facilities

1. The Baars Building Phase II 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.

B. Finance

Ms. Kovacs stated that once the policies have met the legal requirements for rule development they will be brought back to the Board for approval.

1. PERT/Late Fee Waiver – June, July, and August 2022
2. Budgeted Scholarships FY 2022-23
3. Policy Updates:
 - a. Policy 6HX20-6.004 – Building Administration
 - b. Policy 6Hx20-1.010 – Charges for College Supported Events
 - c. Policy 6Hx20-1.015 – Facilities and Equipment (Use of)
 - d. Policy 6HX20-4.011 – Leaves of Absence (Updated to include all forms of Leave)
 - e. Policy 6HX20-4.012 – Leave for Court-Related Service - Rescind
 - f. Policy 6HX20-4.013 – Professional Leave - Rescind
 - g. Policy 6HX20-4.014 – Annual Leave (Vacation Leave) – Rescind
 - h. Policy 6HX20-4.015 – Military Leave – Rescind
 - i. Policy 6HX20-4.016 – Personal Leave - Rescind
 - j. Policy 6HX20-4.017 – Sick Leave – Rescind
 - k. Policy 6HX20-4.018 – Illness in the Line of Duty – Rescind
 - l. Policy 6HX20-4.019 – Leave Without Pay – Rescind
 - m. Policy 6HX20-4.020 – Absence Without Leave – Rescind
 - n. Policy 6HX20-4.028 – Domestic Violence Leave – Rescind
4. Budget to Actual Summary for The Quarter Ended June 30, 2022
5. Grant Report as of June 30, 2022

C. Human Resources

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

D. General Counsel

1. College Contracts June, July, August 2022

VIII. President's Time

- Dr. Meadows reviewed the CO:LAB report for 2021 and, for the benefit of the new Trustees, he provided background information on the purpose and location of the Co:Lab. 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 described a newly established partnership between PSC, ST Engineering, Santa Rosa Economic Development, FloridaWest Economic Development, and Leonardo Helicopters that is an agreement that all parties will collaborate to develop a training facility programs of study that will result in students earning a certificate or degree for employment in the aviation/aerospace industry.
- Dr. Meadows announced that Senator Doug Broxson contacted him and requested that the College develop a proposal to establish a Career and Technical Charter Academy that will offer high school students the opportunity to concurrently earn a high school diploma and college credits for a Technical Certificate or AS degree.
- Dr. Meadows stated that a Board Retreat will take place on January 17, 2023, the same date as the January Board meeting. Time and location will be announced at a later date.

IX. Chair's Time

Chair Moore commented that the President's annual evaluation was excellent and asked that Trustees review the comments in the responses. Dr. Tippet moved to accept the results of the annual evaluation, and Mr. Dawson seconded the motion which passed unanimously.

Chair Moore appointed Ms. Julie Sheppard to serve as the Trustee Liaison to the WSRE Board of Directors and Mr. Gordon Sprague to serve as Trustee Liaison to the Foundation Board of Governors. Chair Moore called Nominating Committee member Ms. Carlan for the recommendation for Board officers for 2022-2023. Ms. Carlan recommended that Dr. Troy Tippet serve as Board Chair and Mr. Patrick Dawson serve as Vice Chair for 2022-2023. Ms. Moore called for a motion for approval. Mr. Sprague moved for approval, and Mr. Moore seconded the motion which passed unanimously.

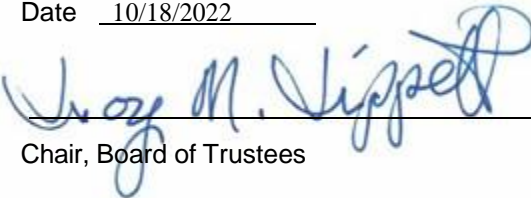
Dr. Tippet expressed appreciation and thanks to Ms. Margie Moore for all of her hard work as Chair of the Board of Trustees.

Dr. Tippet asked for a motion to approve the schedule of Board meeting for 2022-2023. Ms. Moore moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

There being no further business, the meeting was adjourned.

Approved X

Date 10/18/2022



Chair, Board of Trustees



Pat Crews, Reporting



President