



PENSACOLA STATE COLLEGE

District Board of Trustees Meeting

April 18, 2023

Milton Campus, Bldg. 4900 Rm. 4902

4:30 p.m. Workshop

Topic: The Milton Campus

Presenter: Dr. Jennifer Hill-Faron-- Dean, Milton Campus

5:00 p.m. Committee Meetings

5:30 p.m. Board Meeting

AGENDA

- I. Call to Order**
- II. Introductions/Recognitions**
- III. Approval of the Agenda**
- IV. Call for Public Comments on Agenda Items**
- V. 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.

A. Approval of Minutes—February 21, 2023

B. Finance

- 1. Grant Pursuit- Public Charter School Program (CSP) – Implementation**

Information Items:

- Budget vs. Actual

C. Facilities

1. Change Order #009—Morette Company—Baars Building Phase II, Pensacola Campus – Deduct (\$158,844.06) – Owner Direct Purchase of Construction Materials and Sales Tax Savings.

D. Human Resources

1. Change the following positions in the College Police/Public Safety Department:
 - a. Eliminate the vacant and funded Evening Sergeant, College Police, Career Service, Level 3.
 - b. Change the funded and filled College Police Officer, Career Service Level 3, to Training Corporal, College Police, Career Service Level 3.
 - c. Change the funded and filled Sergeant, College Police, Career Service Level 5, to Operations Sergeant, College Police, Career Service Level 5.
 - d. Change one funded and filled Service Officer/Dispatcher, Career Service Level 2, to Lead Emergency Communications Dispatcher, Career Service Level 2.
2. Change the following positions in the Cashier's Department—Note: department name change to Student Financial Services.
 - a. Bursar to Director, Student Financial Services, Professional/Managerial Level 6. (Title change due to department name change.)
 - b. Assistant Bursar to Assistant Director, Student Financial Services—from Level 4 to 5 Professional/Managerial.
 - c. Coordinator, Student Accounting to Coordinator, Student Financial Services, Professional/Managerial Level 4.
 - d. Associate Coordinator, Student Accounting at Career Service Level 6 to Associate Coordinator, Student Financial Services, Professional Non-exempt Level 1.
 - e. Accounting Specialist (four positions in this department) from Career Service Level 5, to Student Financial Specialist to Career Service Level 7.
3. Change the following positions in Academic and Student Affairs:
 - a. Change the current funded and filled Director, Workforce Education, Professional/Managerial Level 6 to Dean, Workforce Education, Professional/Managerial Level 7. (Workforce Education)
 - b. Convert funding from an unfilled Assistant Department Head, Natural Sciences Professional/Managerial Level 5 to create the new position of Assistant Director, Workforce Education, Professional/Managerial Level 5. (Workforce Education)
 - c. Change one current funded and filled Senior Student Services Advisor, Professional/Managerial Level 4, to Coordinator, Student Services, Warrington Campus, Professional/Managerial Level 4. (Warrington – Student Affairs)
 - d. Change one current funded and filled Coordinator, Administrative Support Professional/Managerial Level 2, to Director, Academic and Student Affairs, Professional/Managerial Level 5. (Vice President's office)
4. Change the current funded and filled Senior Web Administrator, Professional/Managerial Level 4, to Coordinator, Marketing and the Web, Professional/Managerial Level 4. (Marketing and Communications)

Information Items:

- Human Resources Personnel transactions occurring in February and March 2023.

VI. ACTION ITEMS

A. Finance

1. Unexpected Plant Fund Capital Outlay Budget Amendment
2. Increase Fees
 - a. Testing Fees - Manufacturing Skills Standards Council's Certified Production Technician (MSSC-CPT)
 - b. Course Lab Fees – Health Sciences

B. Academic Affairs—No Action Items

C. Facilities—No Action Items

D. Human Resources

1. Special Contracts (open item)

E. Equity Report

VII. General Counsel

VIII. President's Time

IX. DSO Report

1. Alumni Association Report
2. PSC Foundation Report
3. WSRE Report

X. Chair's Time

XI. Adjournment

April 7, 2023

TO: Dr. Meadows
President

FROM: Anita Kovacs
Vice President, Business Affairs

SUBJECT: Finance Agenda for April 2023 District Board of Trustees Meeting

Consent Items:

- a. Grant Pursuit - Public Charter School Program Grant (CSP) – Implementation

Action Items:

- a. Unexpended Plant Fund Capital Outlay Budget Amendment
- b. Increase Fees
 - 1. Testing Fees – Manufacturing Skills Standards Council’s Certified Production Technician (MSSC-CPT)
 - 2. Course Lab Fees – Health Science

Information Items:

- a. Budget vs. Actual as of March 31, 2023

Pensacola State College

Federal Programs and Grants

Memorandum

Phone: 484-1705


Fax 484-1899

March 9, 2023

Approval: 
President

TO: Ms. Anita Kovacs

VIA: Dr. Edward Meadows

FROM: Dr. Debbie Douma 

SUBJECT: Grant Pursuit

PROJECT: Public Charter School Program Grant (CSP) – Implementation

FUNDING SOURCE: Florida Department of Education, Office of Independent Education and Parental Choice

DEADLINE: March 17, 2023

PURPOSE: Provides program funds for currently approved Charter School Programs (in this case, PSC Charter Academy located on the Warrington Campus).

FUNDING PERIOD: 36 months

PROJECT DIRECTOR: Dr. Brenda Kelly

FUNDING: ~\$900,000

LOCAL MATCH: N/A

REQUEST RELATED TO COLLEGE STRATEGIC GOALS: 4, 6, 7



Vice President, Business Affairs

April 5, 2023

TO: Dr. Meadows
President

FROM: Anita Kovacs
Vice President, Business Affairs

SUBJECT: Unexpended Plant Fund Capital Outlay Budget Amendment
Florida Statutes 1011.012 requires that each Florida College System institution's board of trustees adopt a capital outlay budget for the ensuing year so that the capital outlay needs of the board for the entire year may be well understood by the public. The budget shall reflect the funded portions of the educational plant plans and designate capital outlay expenditures by project from all sources.

We seek approval to amend the capital outlay budget revenues to reflect the realized amounts related to insurance recoveries, grants, and the STEM Building Phase II. The College has experienced minor losses related to weather and vandalism events and has recovered \$94,386. In addition, grants are contributing \$10,854,867 towards the Truck Driving Facility and the STEM Building Phase II. The College also has received the amount of the STEM Building Phase II appropriation cut from the prior year in the current year.

The Asphalt Improvement/ Replacement appropriation was labeled like PECO revenue in the appropriations. However, upon its award to the College, the state indicated it is federal lost revenue money, so we have moved the budgeted revenue and expense for the Asphalt Improvement/Replacement project from the PECO column to the Other/Grant Column.

Expenditure budgets have been set to spend out project revenues. Project budgets within the Student Capital Improvement Fees were amended upward as costs and projects were higher than originally anticipated.

Attached is a copy of the capital outlay budget amended as proposed in addition to the previously approved capital outlay budget for comparison. If there are any questions or concerns, I would be happy to answer them.

Pensacola State College
Summary of Fund 7 - Unexpended Plant Fund
Budgeted for the Year ended June 30, 2023

PROPOSED

	Local	Other Grant	Student Capital Improvement Fees	Student Capital Improvement Fees - Vocational	PECO	Capital Outlay and Debt Service (CO&DS)	Totals
Beginning Balance	\$ 5,544,469	\$ 10,511,400	\$ 8,041,903	\$ 220,103	\$ 3,194	\$ 991,056	\$ 25,312,125
Projected Revenues:							-
Student Capital Improvement Fee Collections			1,400,000	50,000			1,450,000
CO&DS Annual Appropriation						205,000	205,000
Insurance Recoveries		94,386					94,386
Grants - Triumph and EDA		10,854,867					10,854,867
Asphalt Improvement/Replacement		5,578,528					5,578,528
Deferred Maintenance Building Program		13,119,986					13,119,986
STEM Building Phase II		3,431,732					3,431,732
Interest	5,000						5,000
Total Projected Revenues:	\$ 5,000	\$ 33,079,499	\$ 1,400,000	\$ 50,000	\$ -	\$ 205,000	\$ 34,739,499
Total Projected Funds Available	\$ 5,549,469	\$ 43,590,898	\$ 9,441,903	\$ 270,103	\$ 3,194	\$ 1,196,056	\$ 60,051,624
Projected Expenditures:							
Alchemy - Phase 1 (HCM, FIN, PAYR)	\$ 319,985						\$ 319,985
Alchemy - Phase 2 (Student)	595,575						595,575
IT Projects			1,250,000				1,250,000
General Local Projects	75,000		1,600,000	50,000	3,194		1,728,194
Insured Repairs		94,386					94,386
Deferred Maintenance Projects		13,119,986					13,119,986
Asphalt Projects		5,578,528					5,578,528
Athletics			350,000				350,000
Capital Outlay & Debt Service Projects						200,000	200,000
Truck Driving Facility		867,250	2,444,827				3,312,077
Unisys	420,513						420,513
STEM Building Phase II		23,930,749	-		-		23,930,749
Total Projected Expenditures:	\$ 1,411,073	\$ 43,590,898	\$ 5,644,827	\$ 50,000	\$ 3,194	\$ 200,000	\$ 50,899,993
Total Projected Fund Net Position	\$ 4,138,396	\$ -	\$ 3,797,076	\$ 220,103	\$ -	\$ 996,056	\$ 9,151,631

Pensacola State College
Summary of Fund 7 - Unexpended Plant Fund
Budgeted for the Year ended June 30, 2023

CURRENT

	Local	Other Grant	Student Capital Improvement Fees	Student Capital Improvement Fees - Vocational	PECO	Capital Outlay and Debt Service (CO&DS)	Totals
Beginning Balance	\$ 3,317,006	\$ 18,790,928	\$ 3,803,076	\$ 270,103	\$ -	\$ 756,944	\$ 26,938,058
Projected Revenues:							-
Student Capital Improvement Fee Collections			1,400,000	50,000			1,450,000
CO&DS Annual Appropriation						205,000	205,000
Asphalt Improvement/Replacement					5,578,528		5,578,528
Deferred Maintenance Building Program		13,119,986					13,119,986
Interest	5,000						5,000
Total Projected Revenues:	\$ 5,000	\$ 13,119,986	\$ 1,400,000	\$ 50,000	\$ 5,578,528	\$ 205,000	\$ 20,358,514
Total Projected Funds Available	\$ 3,322,006	\$ 31,910,914	\$ 5,203,076	\$ 320,103	\$ 5,578,528	\$ 961,944	\$ 47,296,572
Projected Expenditures:							
Alchemy - Phase 1 (HCM, FIN, PAYR)	\$ 286,555						\$ 286,555
Alchemy - Phase 2 (Student)	347,373						347,373
IT Projects			750,000				750,000
General Local Projects	75,000		1,250,000	50,000			1,375,000
Deferred Maintenance Projects		13,119,986					13,119,986
Asphalt Projects					5,578,528		5,578,528
Athletics Field Maintenance			150,000				150,000
Capital Outlay & Debt Service Projects						200,000	200,000
Truck Driving Facility		1,321,837	-				1,321,837
Unisys	415,385						415,385
STEM Building Phase II		17,469,091	-				17,469,091
Total Projected Expenditures:	\$ 1,124,313	\$ 31,910,914	\$ 2,150,000	\$ 50,000	\$ 5,578,528	\$ 200,000	\$ 41,013,756
Total Projected Fund Net Position	\$ 2,197,693	\$ -	\$ 3,053,076	\$ 270,103	\$ -	\$ 761,944	\$ 6,282,816

April 7, 2023

TO: Dr. Ed Meadows
President

FROM: Anita Kovacs
Vice President, Business Affairs

SUBJECT: Fee Increases

Notice of the following proposed fee increases were made 28 days in advance of this Board meeting, marketing issued press releases, and emails about these proposed fee increases were emailed to all currently enrolled students.

- Testing Fees – Manufacturing Skills Standards Council’s Certified Production Technician (MSSC-CPT)
- Course Lab Fees – Health Science

No significant concerns have been raised in regard to these fee increases and it is recommended that the Board consider the fee increase as presented.

Memo



To: Dr. Erin Spicer, VP, Academic & Student Affairs

Approved

Via: Dr. Jon Stephenson
Associate Vice President of Student Affairs

Signature

From: Kathryn Quillen, Director
Testing and Assessment

Signature

Cc:

Date: January 13, 2023

Re: Request to Increase Test Fee - MSSC CPT Certification Exams

The Manufacturing Skills Standards Council's Certified Production Technician (MSSC-CPT) is a recognized and much-desired entry level manufacturing certification that includes 4 exams for completion of this certification. The certification basics are covered in the PSC Advanced Manufacturing-AS program.

Justification: We are requesting a fee increase to students to cover the actual cost of the exams, which will go up effective July 1, 2023. The fees will go up as follows:

<u>Test</u>	<u>Current Fee to Student</u>	<u>New Cost of Test</u>	<u>Proposed Fee to Student</u>
MSSC Candidate Fee This is a one-time fee.	\$60	\$65	\$65
MSSC CPT exams	\$45	\$50	\$50

All proposed new fees to students will only cover the actual cost as charged to Pensacola State College.

We would like to propose any approved increase be effective July 1, 2023. Thank you in advance for your time and consideration with regard to this matter.



Warrington Campus
Dean, Health Sciences

Phone: 850-484-2301
Fax: 850-484-2364

MEMORANDUM


February 15, 2023


TO: Anita Kovacs, Vice President
Business Affairs

Approved: _____

VIA: Dr. Erin Spicer
Vice President, Academic & Student Affairs

Approved: _____

FROM: Dr. Dusti Sluder 
Dean, Health Sciences

Dr. Mitzie Sowell 
Department Head, Health Sciences

RE: Course Lab Fee

Please place the following lab fee requests on the agenda for the April 2023 District Board of Trustees meeting with an effective summer term, May 9, 2023.

Degree	Course Number and Name	Current Lab Fee	Proposed Lab Fee	Reason
Various	HSC 0003C Basic Healthcare	\$50.00	\$65.00	The price of CPR training increased from \$45.00 to \$60.00.
Dental Hygiene (AS)	DES 1000 Dental Anatomy	\$201.00	\$206.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Emergency Medical Technician (ATD)	EMS 1411L EMT Clinical Internship	\$166.00	\$171.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
EKG (VC)	MEA 0541C EKG Technician	\$135.00	\$140.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Health Information Technology (AS)	HIM 2820L HIT Professional Practice III	\$135.00	\$140.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.



Warrington Campus
Dean, Health Sciences

Phone: 850-484-2301
Fax: 850-484-2364

Degree	Course Number and Name	Current Lab Fee	Proposed Lab Fee	Reason
Medical Assisting (VC)	MEA 0521C Phlebotomist, MA	\$332.00	\$337.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Paramedic (CCC)	EMS 2231L Paramedic Lab I	\$269.00	\$274.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Pharmacy Technician (ATD)	PTN 1001 Introduction to Pharmacy	\$125.00	\$130.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Phlebotomy (VC)	MEA 0520C Phlebotomist	\$332.00	\$337.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Physical Therapist Assistant (AS)	PHT 1251L Basic Skills in Patient Care Lab	\$155.00	\$160.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Practical Nursing (VC)	PRN 0098C Practical Nursing Foundation I	\$124.00	\$325.00	\$139.00 Clinical Compliance Requirements (Fingerprinting, \$50; Background Check, \$15; Drug Screen, \$34; Compliance Tracker, \$30; CB Bridges, \$10) \$37.00 HESI Exam \$105.00 Evolve Case Studies, Practice Tests \$44.00 Consumable Supplies
	PRN 0291C Medical Surgical Nursing II	\$280.00	\$37.00	\$37.00 HESI Exam
	PRN 0690C Comprehensive Nursing and Transitional Skills	\$37.00	\$280.00	\$206.00 Two-day Live HESI Review \$74.00 Two HESI Exams
Radiography (AS)	RTE 1804L Radiography Clinic I	\$225.00	\$230.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Registered Nurse (AS)	NUR 1020C Introduction to Nursing	\$430.00	\$435.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.



PENSACOLA
STATE COLLEGE

Warrington Campus
Dean, Health Sciences

Phone: 850-484-2301
Fax: 850-484-2364

Degree	Course Number and Name	Current Lab Fee	Proposed Lab Fee	Reason
Sonography (AS)	SON 1100C Principles and Protocols of Sonography	\$160.00	165.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Veterinary Technology (AS)	ATE 1650C Introduction to Clinical Procedures	\$155.00	\$160.00	The price of the urine drug test will increase from \$29.00 to \$34.00 on December 15, 2022.
Surgical Technology (AS)	STS 1307C Surgical Equipment and Instrumentation	\$0.00	\$253.10	\$139.00 Clinical Compliance Requirements (Fingerprinting, \$50; Background Check, \$15; Drug Screen, \$34; Compliance Tracker, \$30; CB Bridges, \$10) \$114.10 Consumable Supplies
Surgical Technology (AS)	HSC 1434C Central Processing Technology	\$0.00	\$166.98	Consumable Supplies
Surgical Technology (AS)	STS 2323C Surgical Techniques and Procedures	\$0.00	\$66.63	Consumable Supplies
Surgical Technology (AS)	STS 2947L Surgical Procedure Capstone	\$0.00	\$257.00	CB Bridges \$10, \$247.00 Certified Surgical Technology (CST) licensure exam

Thank you for your consideration of this request.

PENSACOLA STATE COLLEGE
BUDGET TO ACTUAL SUMMARY
FOR THE MONTH ENDED MARCH 31, 2023

ACCOUNT & ACCOUNT TITLE	2022-23 BUDGET	2022-23 ACTUALS	% YTD
40001:Tuition	\$ 12,590,385	\$ 10,259,945	
40002:Non Fundable State FTE Enrollments	591,000	353,122	
40004:Other Student Fees	2,561,300	2,023,273	
41000:Support From Local Government	865,000	724,920	
42000:Support From State Government	41,963,466	28,977,044	
43000:Support From Federal Government	1,082,452	963,688	
44000: Gifts, Private Grants and Contracts	20,000	9,975	
46000:Sales and Services	122,000	123,168	
46400:S/T Lease Revenue	50,000	24,546	
46500: L/T Lease Revenue	280,000	233,919	
48000:Other Income	133,253	153,764	
48100: Interest and Dividends	17,500	13,492	
49000:Non Revenue Receipts	1,564,304	1,563,681	
Total Revenues	\$ 61,840,660	\$ 45,424,537	73%
Personnel			
50000:Salaries	29,691,683	\$ 19,778,152	
59000:Benefits	10,741,996	7,144,040	
Total Personnel	\$ 40,433,679	\$ 26,922,192	67%
60500:Travel	\$ 361,858	\$ 83,644	
61000:Freight and Postage	87,200	38,986	
61500:Telecommunications	249,800	147,184	
62000:Printing	213,803	125,201	
62500:Repairs and Maintenance	1,188,243	599,932	
63000:Rentals	103,845	50,216	
63100:L/T Lease Payments - Assets <=\$5,000	-	-	
63500:Insurance	1,821,600	1,740,554	
64000:Utilities	4,755,783	3,623,712	
64500:Other Services	5,904,348	4,176,624	
65000:Professional Fees	638,099	370,496	
65500:Materials and Supplies	1,555,795	848,153	
65700:Data Software	1,233,678	670,620	
66000:Maintenance, Construction Materials and Supplies	161,606	142,295	
66500:Other Materials and Supplies	907,410	462,929	
67000:Library Resources	153,376	109,666	
68000:Scholarships and Waivers	1,243,992	890,230	
69000:Payment on Debt Principal	-	-	
69100:Transfers Out	1,000,000	750,000	
69500:Other Expenses	910,587	696,629	
69900:Current Expense Contingency	35,142	-	
Total Current Expenses	\$ 22,526,165	\$ 15,527,071	69%
70600:Minor Equipment	17,600	\$ -	
71000:Furniture and Equipment	199,472	124,951	
73100:L/T Lease Payments - Assets >=\$5,000	19,780	36,216	
75000:Buildings and Fixed Equipment Expenses	-	-	
76000: Remodel and Renovate Non Capitalized	5,170	-	
Total Capital Outlay	\$ 242,022	\$ 161,167	67%
Total Expenditures	\$ 63,201,866	\$ 42,610,430	67%
Additions (Deductions) to Fund Balance	\$ (1,361,206)		
Beginning Fund Balance	\$ 12,133,275		
Funds Available	\$ 73,973,935		
Projected Ending Fund Balance Percentage	15%		

PRIOR YEAR ACTUALS
FOR THE MONTH ENDED MARCH 31, 2022

2021-22 BUDGET	2021-22 ACTUALS	% YTD	ACTUALS DIFFERENCE 2021-22 TO 2022-23
\$ 13,652,918	\$ 11,421,651		\$ (1,161,706)
503,000	377,385		\$ (24,263)
2,337,200	1,926,763		\$ 96,510
1,000,000	639,182		\$ 85,738
38,718,847	26,944,462		\$ 2,032,582
1,082,296	885,917		\$ 77,771
40,000	55,588		\$ (45,613)
111,000	93,048		\$ 30,120
127,500	72,845		\$ (48,299)
235,000	171,072		\$ 62,847
80,900	77,078		\$ 76,686
6,000	3,159		\$ 10,333
11,614,520	9,934,244		\$ (8,370,563)
\$ 69,509,181	\$ 52,602,394	76%	\$ (7,177,857)
\$ 27,719,864	\$ 19,478,735		\$ 299,417
9,199,395	6,888,983		\$ 255,057
36,919,259	26,367,718	71%	554,474
\$ 283,738	\$ 25,945		\$ 57,699
92,943	38,370		\$ 616
248,800	176,719		\$ (29,535)
191,654	97,667		\$ 27,534
10,532,053	9,684,886		\$ (9,084,954)
74,452	24,144		\$ 26,072
123,585	112,487		\$ (112,487)
1,696,756	1,522,774		\$ 217,780
4,111,008	3,203,382		\$ 420,330
7,158,830	4,002,838		\$ 173,786
604,766	432,485		\$ (61,989)
1,780,090	757,303		\$ 90,850
1,132,639	724,801		\$ (54,181)
177,815	115,368		\$ 26,927
828,337	547,594		\$ (84,665)
161,023	106,330		\$ 3,336
1,208,318	826,986		\$ 63,244
-	-		\$ -
1,400,000	750,000		\$ -
375,100	301,474		\$ 395,155
26,179.00	-		\$ -
32,208,086	23,451,553	73%	(7,924,482)
\$ 116,216	\$ (122,981)		\$ 122,981
435,851	130,948		\$ (5,997)
110,221	82,665		\$ (46,449)
495,000	-		
106,000	-		\$ -
1,263,288	90,632	7%	70,535
70,390,633	49,909,903	71%	(7,299,473)

Finance Committee Minutes

February 21, 2023

Present: Anita Kovacs, Dr. Troy Tippet, Gordon Sprague, Margie Moore, Steve Whiting, Fred Holt, James White, Lindsay Holt (Recording)

TO: Dr. Meadows
President

FROM: Anita Kovacs
Vice President, Business Affairs

SUBJECT: Finance Agenda for February 2023 District Board of Trustees Meeting

Action Items:

- a. Grants Pursuit – Commercial Motor Vehicle Federal Motor Carrier Safety Administration
Approved as presented.

Information Items:

- a. PSC Budget to Actual as of January 31, 2023
Approved as presented.
- b. Active Restricted Grants & Contracts as of December 31, 2022
Approved as presented.



Grants and Federal Programs Board of Trustees Report April 2023

Grant Status Updates:

Funding Agency	Project	Project Director	Amount
Newly Funded Projects			
Florida Blue	<i>Health Literacy Initiative</i> – materials for health literacy education in ESOL classes	Brian Spears, Adult Education	\$5,000
Submitted – Pending Funding Decision by Agency			
Florida Theatrical Association	<i>Bob Pittman Postsecondary Education Scholarship Program</i> – Scholarships for Performing Arts Students	Dr. Ken Phillips, Department Head Performing Arts	\$7,000.00
Florida Department of Education	<i>Charter School – New Operators</i> – Phase I	Dr. Brenda Kelly, Academic Affairs	TBD
Bank of America	<i>Workforce Development</i> – scholarships for students in workforce majors who do not qualify for other scholarship programs	Ms. Deborah Hooks, CTE	\$10,000
American Welding Society	<i>Welding Workforce Grant</i> – equipment for the new welding test site	Mr. Mike Listau, Workforce Education	\$23,766.18
Working Projects			
ACE, Inc. of Pensacola	<i>Foo Foo Festival</i> – funding for Visual Arts/Performing Arts events in November	Dr. Debbie Douma	TBD
Florida Department of Economic Opportunity	<i>Rebuild Florida Hurricane Sally Workforce Recovery Training Program</i> – lead on collaborative project with George Stone and CareerSource Escarosa	Mr. Mike Listau, Workforce Education	TBD
Florida Department of Economic Opportunity	<i>Governor's Job Growth Grant</i> – program support for advanced manufacturing and new A&P program	TBD	TBD
Triumph Board of Gulf Coast	Diesel Mechanics program support	TBD	TBD

Funding Agency	Project	Project Director	Amount
Triumph Board of Gulf Coast	A&P program support	TBD	TBD
Triumph Board of Gulf Coast	Advanced Manufacturing program support	TBD	TBD

Staff Activities:

Grants and Federal Programs

Dean, Dr. Debbie Douma attended Business Office Grant Update meetings, AFC Foundation Board, Social Mindfulness Book Club Discussion, Grants & Federal Program Directors' Meetings, United Way of West Florida and UWWF Community Investment Committee meetings, President's Council, ACE (Arts Culture & Entertainment) Board, and Information Security Advisory Team meetings for throughout the month of March.

Submitted HEERF year 3 Annual Report, Title III APR Report, and Charter School New Operator Phase Grant.

Attended the ST Engineering Hangar 2 grand opening event.

Attended the PSC Foundation's Sip, Savor, and Support event held in the student center.

All Grant staff attended Professional Development Day. Dr. Douma presented "Community College in the 21st Century: A History of Community Colleges – United States, Florida & PSC" and "Grant Writing 101 for Faculty & Staff at PSC"

Dr. Douma served on the United Way of West Florida Community Investment Panel as a reviewer of local nonprofit grant applications for a day and a half during spring break.

Career and Technical Education

Director, Deborah Hooks and CTE staff facilitated and arranged the schedule and events for national CTE month.

CTE hosted multiple Open House events across campuses throughout the months of February and March.

CTE hosted a zoom for CTE students 'Interviewing Skills'.

CTE staff presented on its services for Welding and HVAC students.

CTE hosted various Pop Up Resume and Mock Interview events for students.

Deborah met with Financial Aid to discuss scholarship processes.

Deborah met with Handshake for the new collaboration.

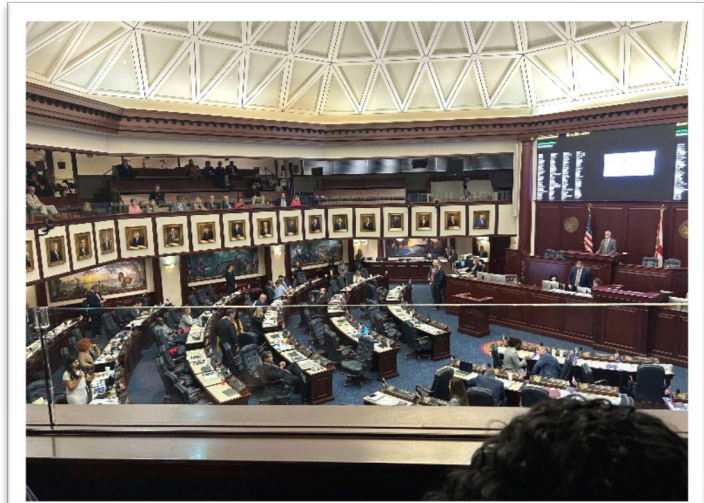
Veteran Student Success Center

Jess and Kevin assisted with setting up for the Professional Development Day by setting up tables, chairs, and sanitizing tables.

Tanya conducted a telephone meeting with the Director of Firewatch organization to discuss how Pensacola State College can meet the guidelines to be considered a Veteran Safe Place. Jess coordinated with VUB, TRIO VSSS, and VSSC staff to have Firewatch training completed and submitted for Veteran Safe Place credit.

Tanya presented “Green Zone” training at Staff Professional Development Day.

Tanya attended the President’s Leadership Institute cohort trip to the state capital in Tallahassee. She attended multiple legislative committee meetings as well as the House of Representatives. She heard from various law makers and Florida education leaders such as Chancellor Hebda and Dr. Stephenson.



Tanya attended the President’s Leadership Institute cohort trip to the state capital in Tallahassee. She attended multiple legislative committee meetings as well as the House of Representatives. She heard from various law makers and Florida education leaders such as Chancellor Hebda and Dr. Stephenson.

Tanya, Kevin, and Jess completed PII Disclaimer and Handling Sensitive Information Securely, Part 1 training.

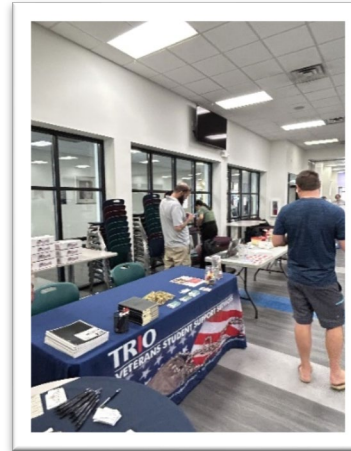
Kevin Kropp and Tanya Brashers volunteered to assist student services at multiple advance registration sessions at various times throughout the month.

Tanya attended SHero Event in Gulf Breeze to honor local women veterans.

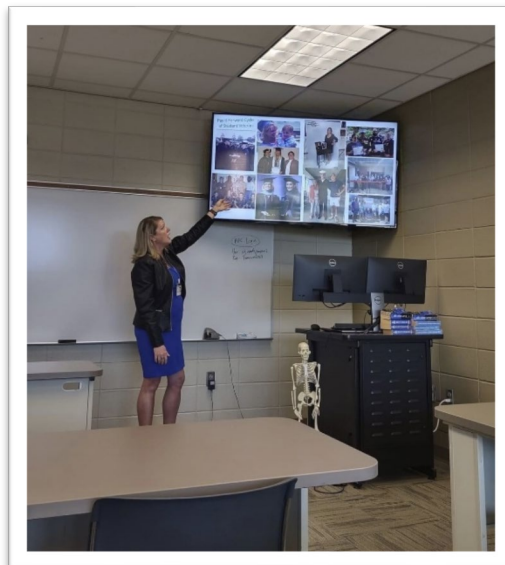
VSSC Student Veteran Advisor, Kevin Kropp, had more than 25 formal student interactions, assisting students with registering for summer/fall classes, verification of enrollment/schedule changes, connected students with VSO and other campus resources.

Tanya assisted multiple student veterans with registration, verification of enrollment, student records, and transcript review for military experience credit.

VSSC co-sponsored a resource fair called “Fatigues to Fabulous” with UWF’s Military Veteran Resource Center. This event, coordinated to honor and serve female veterans during Women’s History month, brought together resources from across the multiple campuses and community to a one stop shop event.



Tanya attended the AFC Region I Conference at Chipola College where she presented Green Zone training and attended workshops with fellow PSC AFC members.



Tanya attended the Crisis Intercept Mapping Phase II committee meeting hosted by Rachelle Burns and Lauren Anzaldo from Escarosa Suicide Prevention Coalition.

Tanya Brashers attended Substance Use Education Training presented by Lakeview and sponsored by Pirates Care.

Tanya and Kevin attended multiple presentations during Staff Professional Development Day.

Tanya conducted multiple interviews for part-time recruitment and retention specialist positions.

Jess Kies attended the Military Spouses Chamber of Commerce meeting at the Studer Community Institute to connect with veteran/spouse-operated organizations and businesses.



VSSC staff met with new PSC Advisor, Rita Parker to go over the program and discuss how to work together to assist student veterans at PSC.

Kevin Kropp attended the Wellness Committee and SVA Chapter meetings and SVA Fundraising event. meeting.

Tanya attended CareerSource Escarosa Hiring Our Heroes Job Fair in Pace.



Jess Kies and Tanya attended the Military Community Career-Focused Networking Group event at Gary's for networking in the community with veteran-owned and operated businesses.

Jess Kies sent out Volume 12 of the Veterans Voice newsletter to the school and on our social media.

Kevin Kropp and Tanya Brashers volunteered to assist student services at multiple advance registration sessions at various times throughout the month.

Educational Talent Search

Juanita Edwards, Director, attended the FL TRIO Award Recognition Committee Meeting.

ETS middle school students from Santa Rosa County Schools (Avalon, King, Hobbs, and Central) and Escambia County Schools (Workman and Ferry Pass) participated in a tour of the Pensacola State College Campus.

ETS middle schools from Escambia County Schools (Beulah, Ransom, Brown Barge, Bailey, Warrington, and Bellview) participated in a Pensacola State College Tour.



On both days, students were picked up by charter buses at their middle schools. They were welcomed at the Hagler Auditorium by the ETS staff; Lynne Butcher, Kayla Brown, Lynne Butcher, Juanita Edwards, Marcy Matthews-Bethea, and Kim Smith. They were also given an opportunity to ask questions of Dr. Stephenson, John Solet, and the recruitment staff. After the student walking tour of PSC, students ate lunch at the Student Center, before returning to their middle schools. We had about 80 participants each day.

Juanita Edwards, Director, attended the Council for Opportunity in Education (COE) Legislative Conference in Washington, D.C. on March 21st and 22nd.

Kim Smith, ETS High School Specialist, attended the College and Career Fair at Central School in Santa Rosa County. She met with students and parents and answered questions about the TRIO Talent Search Program. She also provided pamphlets and applications for interested students.

ETS held a Spring Meet and Greet for current ETS students and families on Thursday, March 30th, from 5:00-7:00 p.m. Students were also able to bring friends who were interested in the program. After eating dinner, students participated in a meet and greet icebreaker, played Bingo and other games, and participated in arts and crafts. All staff members were available to assist and to answer questions.



Educational Opportunity Center

Director, Brett Paterson travelled to Warrington and Milton campus to visit with staff and provide support to staff located outside of main Pensacola campus.

Brett presented a workshop at Staff Professional Development day titled "What can EOC do for you?" Participated in SPD. Worked diligently to provide updated annual evaluations and job descriptions for all full-time staff members.

Brett participated in COE Priority 2 (Budget and Management) and COE Priority 1 (Evaluation, Recordkeeping and Reporting) Training.

Brett worked with department of Institutional Research to get a list of "stop-out" students who have not attended PSC in at least 1 semester. Have been sending emails to these students regarding EOC services and upcoming events

Brett participated in PSC Financial Aid Day, PSC FAFSA Night and Escambia County OJT Transition resource fair.

Brett met with local advertising agency to discuss EOC advertising strategies and billboard placements.

EOC Specialist, Angela Anderson Participated in Wellness Committee Meeting.

Angela participated as vendor at CareerSource EscaRosa Career fair and PSC Financial Aid Day.

EOC Specialist, Robin Giacin sent a flyers to the high school counselors concerning EOC being open for the Seniors spring break week. Shared flyers to Santa Rosa Adult School, Locklin Technical College, Santa Rosa Adult School, Central, and Jay High Schools.

EOC Specialist, Wanda Wood conducted outreach at Tate High School for FAFSA workshops and PSC Financial Aid Night.

Wanda met with Kaley Ellison from EFK Higher ED.

EOC Specialist, Obi Kalu visited Pensacola High School, PSC Workforce Orientations, and GSTC and continued the process of partnering with the outreach locations of the PSC-Recruiters to discuss the importance of FAFSA and encourage them to use and refer others to our services to apply for grants and scholarships. Available for Priority Registration at PSC-Warrington Campus to give out information.

Obi posted and updated information on the EOC Pensacola Facebook page on a regular basis a few times per week. Feb 2023 was a busy and high activity and lots of pictures on the EOC social media platforms. Our likes (569), followers (612), and content has increased.

Veteran Student Support Services

Director, Bill Tice completed data for the Annual Performance Report, ensuring the accuracy of student information.

Bill conducted performance evaluation debriefs with his departmental personnel.

Bill attended the monthly SSS/VSSS Directors Meeting hosted by Dr. Douma.

Bill conducted (2) Intake appointments with the Director for a prospective VSSS student.

Academic Advisor, Wayne Hagan attended weekly Pirate CARES Team, bi-weekly Mentor Supervisor, weekly SVA meetings.

Wayne continued President's Leadership Institute at PSC.

Wayne served as a student conduct hearing board member

Wayne attended PLI Trip to Tallahassee

Wayne contacted 1 student for Pirate CARES team.

Wayne contacted 28 Student contacts for VSSS.

Supervisor TRIO SSS / VSSS Tutoring Services Tutor Supervisor, Ingrid Davis participated in Professional Development Day – Lead by Example, So You're a Manager Now, and The Merger of Pensacola Junior College and Washington Junior College.

Ingrid participated in the on-going Leadership/Mentorship training for Peer Tutors.

Ingrid completed her certification for the Fire Watch Training – Veteran Suicide Prevention - is Florida's fight to end veteran suicide. We are building a life-saving network of community members and organizations trained to identify the warning signs of veterans in crisis and to direct those veterans to the help they need.

Ingrid attended the weekly SSS Team Meeting.

Ingrid collaborated with ADA (Kathryn Coxwell) to come up with a strategy on how to meet tutoring needs for student with disabilities.

Ingrid completed continuous tutor supervisor duties including; tutor scheduling/calendar management, in-person/online tutor supervision, team meetings, payroll approval, student contacts and recruitment, newsletter submission, running program reports, and tracking the budget for tutors for the current and next fiscal year.

Ingrid attended the PLI Class- Overnight trip to Tallahassee (Legislative Days).

Ingrid attended the Wellness Committee (PSC Standing Committee) meeting.

Ingrid attended the AFC Region I Conference - Chipola College.

Administrative Assistant / Recruitment and Retention Specialist, Brian Andrews completed the Firewatch Suicide Prevention training for Veterans.

Brian assisted the Supervisor, TRiO SSS/VSSS Tutoring Services by filling in briefly during her absences. Additionally, he ensured the Tutor lab was opened when the Supervisor was participating in the President's Leadership Institute program.

Brian completed the annual PII Disclaimer and Handling Sensitive Information trainings.

Brian attended the FL TRIO Zoom Workshops: Navigating University Life, and Success Is In Your Hands.

Brian monitored the activities and development of (6) VA Work-Study students.

Veterans Upward Bound

Director, Rob Gregg and Academic Coordinator John Woods, and Retention Specialist, Alexis Hooks attended Fatigues to Fabulous event.

Rob attended Director's meeting.

Rob attended Crisis Intercept Mapping Phase II Training.

Rob attended GCVAC Executive Board Meeting.

John attended a meeting with Santa Rosa Correctional Institute.

Rob and John attended Sip Savor & Support.

VUB staff attended Professional Development Day.

Rob, John, and Alexis attended Veterans Roundtable Committee Meeting.

Rob attended PLI.

Rob attended American Legion Breakfast.

Rob attended Wingman Night Out.

Rob attended Veterans Memorial Park Board Meeting.

Rob attended General Chappie James Memorial Plaza Fundraiser.

14 John attended Honoring Our Heroes Career Fair.

John attended AFC Region 1 Conference.

Lab Supervisor, Jan Mayhew tutored 9 participants (50 total hours) for the month of March.

PENSACOLA STATE COLLEGE

Director, Human Resources
Memorandum

Phone: 850-484-1766
Fax: 850-484-1711

April 4, 2023

TO: Dr. Ed Meadows
President

VIA: Anita Kovacs
Vice President, Business Affairs

FROM: Tammy R. Henderson

SUBJECT: Human Resources Action Items for Board of Trustees – April 2023

Consent Items:

1. Change the following positions in the College Police/Public Safety department:
 - Eliminate the vacant and funded Evening Sergeant, College Police, at Career Service, Level 3.
 - Change one funded and filled College Police Officer, at Career Service Level 3, to Training Corporal, College Police, at Career Service Level 3.
 - Change the funded and filled Sergeant, College Police, at Career Service Level 5, to Operations Sergeant, College Police, at Career Service Level 5.
 - Change one funded and filled Service Officer/Dispatcher, at Career Service Level 2, to Lead Emergency Communications Dispatcher, at Career Service Level 2.
2. Change the following positions in the Cashier's department – Note: department name change to Student Financial Services:
 - Bursar to Director, Student Financial Services, at Professional/Managerial Level 6. (Title change due to department name change).
 - Assistant Bursar to Assistant Director, Student Financial Services – from Level 4 to 5 at Professional/Managerial.
 - Coordinator, Student Accounting to Coordinator, Student Financial Services, at Professional/Managerial Level 4.
 - Associate Coordinator, Student Accounting at Career Service Level 6 to Associate Coordinator, Student Financial Services at Professional Non-exempt Level 1.
 - Accounting Specialist (four positions in this department) from Career Service Level 5, to Student Financial Specialist to Career Service Level 7.

3. Change the following positions in Academic and Student Affairs:

- Change the current funded and filled Director, Workforce Education, at Professional/Managerial Level 6 to Dean, Workforce Education, at Professional/Managerial Level 7. (Workforce Education)
 - Convert funding from an unfilled Assistant Department Head, Natural Sciences at Professional/Managerial Level 5 to create the new position of Assistant Director, Workforce Education, at Professional/Managerial Level 5. (Workforce Education)
 - Change one current funded and filled Senior Student Services Advisor, at Professional/Managerial Level 4, to Coordinator, Student Services, Warrington Campus, at Professional/Managerial Level 4. (Warrington – Student Affairs)
 - Change one current funded and filled Coordinator, Administrative Support at Professional/Managerial Level 2, to Director, Academic and Student Affairs, at Professional/Managerial Level 5. (Vice President’s office)
4. Change the current funded and filled Senior Web Administrator, at Professional/Managerial Level 4, to Coordinator, Marketing and the Web, at Professional/Managerial Level 4. (Marketing and Communications)

Note: job descriptions in items 3 and 4 above are being prepared for President’s approval.

Action Item:

Special Contracts (open item)

Information Item:

Human Resources personnel transactions occurring in February and March 2023.

PENSACOLA STATE COLLEGE

Career Service Position Description

Job Title: Training Corporal, College Police

Level: 5

FLSA Status: Non-exempt

Prepared Date: December 1, 2004

Updated – November 4, 2015; July 2019, January 2023

Summary: Supervises and coordinates the activities of public safety/college police personnel on an assigned shift to include scheduling work, evaluating performance, interpreting regulations and directives, investigating incidents, maintaining records, and preparing related reports. Performs a variety of duties in the carrying out of law enforcement, security, and safety operations involved with the protection of life and property, prevention of crime, and rendering of services. Reports to the Operations Sergeant.

Manages Pensacola State College Police Department (PSCPD) Dispatch Center.

Manages PSCPD vehicle fleet, ammunition, and training supplies.

Manages PSCPD's evidence cataloging, storage and submission to FDLE.

Manages PSCPD Field Training Program and reviews new officer progress through the program.

Manages and tracks PSCPD officer training records to ensure all officers maintains state certifications.

Schedules training facilities.

Conducts active shooter training scenarios.

Assumes supervision of the Public Safety Department in the absence of the Director/Chief and Operations Sergeant.

Performs law enforcement duties involving applying law during pursuit, apprehension, investigation, and/or arrest of law violators or suspected law violators.

Responds to calls for service to include, but not limited to, burglary, robbery, hold-up alarms, intrusion alarms, armed disturbances, assaults and batteries, domestic violence, and other criminal activities.

Training Corporal

Maintains firearms qualification standards as prescribed by departmental and/or criminal justice regulations.

Maintains knowledge and proficiency in the application of continuum of force, ranging from verbal command, up to and including the use of lethal force.

Maintains knowledge of criminal law, its application to violators, and other mandated criminal justice requirements through mandatory training as prescribed by the Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Commission and Departmental regulations.

Maintains health and fitness as required to perform duties of a sworn officer.

Testifies in court toward the conviction of law violators.

Patrols all PSC campuses and outlying areas, buildings, and parking lots to enforce security and safety regulations so as to protect lives, college property, and to ensure applicable safety regulations

Regulates pedestrian and vehicular traffic.

Investigates crimes and violations, and files appropriate activity reports.

Checks all vehicles on college property for compliance with parking regulations, displaying of college-registered decals, and issues tickets for violations.

Participates in the investigation of incidents, responds to emergencies, and supervises the activities of assigned staff while patrolling areas or assisting outside law enforcement agencies.

Inspects college buildings and facilities, reports fire hazards, light outages, mechanical failures, defective locks, water leaks or other physical plant deficiencies.

Provides information and directions to students, staff, and the general public concerning the college.

Trains and instructs new personnel, monitors work performance for accuracy and completeness to ensure compliance with established law enforcement, safety, and security regulations.

Serves as liaison with local law enforcement officers to request assistance or provide investigative or enforcement assistance.

Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position.

Performs other duties as assigned.

Essential Functions:

Maintains a level of professionalism by exercising sensitivity to situations and individuals, use of conflict resolution skills, and maintaining an awareness of a diverse population including college students, staff, and community.

Ability to react quickly and calmly in emergency situations, and to observe situations analytically and objectively.

Ability to prepare clear and comprehensive reports and forms.

Ability to give and receive verbal and written instructions face-to-face, and via phone, email, text, and/or two-way radio.

Minimum Qualifications: Graduation from high school or GED equivalency and four years full time professional law enforcement experience are required. College course work may substitute on a year for year basis for two years of the required experience. Must meet criminal justice minimum training for law enforcement (720 hours) as set up by the Florida Criminal Justice Standard and Training Commission as outlined in Florida Statute 943.13 and/or 943.131. Must possess valid state driver's license. Successful results of a criminal background check are required.

Pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment in this position. A Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting the employment application will be disqualified from employment.

*Per F.S. 295.065 – Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, will receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Consent item for Board of Trustees: April 18, 2023

PENSACOLA STATE COLLEGE

Career Service Position Description

Job Title: Operations Sergeant, College Police

Level: 5

FLSA Status: Non-exempt

Prepared Date: December 1, 2004

Updated – November 4, 2015; July 2019, January 2023

Summary: Supervises and coordinates the activities of public safety/college police personnel on an assigned shift to include scheduling work, evaluating performance, interpreting regulations and directives, investigating incidents, maintaining records, and preparing related reports. Performs a variety of duties in the carrying out of law enforcement, security, and safety operations involved with the protection of life and property, prevention of crime, and rendering of services. Reports to the Director, Public Safety/Chief of College Police.

Duties and Responsibilities:

Reviews and evaluates daily shift reports.

Schedules public safety coverage for all three campuses and two centers.

Schedules all off duty and overtime assignments.

Conducts Internal Affairs investigations.

Conducts background investigations and completes necessary paperwork on all law enforcement applicants.

Reviews and approves incident reports.

Manages PSCPD body camera storage system.

Assumes supervision of the Public Safety Department in the absence of the Director/Chief.

Supervises and performs law enforcement duties involving applying law during pursuit, apprehension, investigation, and/or arrest of law violators or suspected law violators.

Responds to calls for service to include, but not limited to, burglary, robbery, hold-up alarms, intrusion alarms, armed disturbances, assaults and batteries, domestic violence, and other criminal activities.

Operations Sergeant

Maintains firearms qualification standards as prescribed by departmental and/or criminal justice regulations.

Maintains knowledge and proficiency in the application of continuum of force, ranging from verbal command, up to and including the use of lethal force.

Maintains knowledge of criminal law, its application to violators, and other mandated criminal justice requirements through mandatory training as prescribed by the Florida Department of Law Enforcement (FDLE) Criminal Justice Standards and Training Commission and Departmental regulations.

Maintains health and fitness as required to perform duties of a sworn officer.

Testifies in court toward the conviction of law violators.

Patrols all PSC campuses and outlying areas, buildings, and parking lots to enforce security and safety regulations so as to protect lives, college property, and to ensure applicable safety regulations

Regulates pedestrian and vehicular traffic.

Investigates crimes and violations, and files appropriate activity reports.

Checks all vehicles on college property for compliance with parking regulations, displaying of college-registered decals, and issues tickets for violations.

Participates in the investigation of incidents, responds to emergencies, and supervises the activities of assigned staff while patrolling areas or assisting outside law enforcement agencies.

Inspects college buildings and facilities, reports fire hazards, light outages, mechanical failures, defective locks, water leaks or other physical plant deficiencies.

Provides information and directions to students, staff, and the general public concerning the college.

Trains and instructs new personnel, monitors work performance for accuracy and completeness to ensure compliance with established law enforcement, safety, and security regulations.

Serves as liaison with local law enforcement officers to request assistance or provide investigative or enforcement assistance.

Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position.

Performs other duties as assigned.

Essential Functions:

Maintains a level of professionalism by exercising sensitivity to situations and individuals, use of conflict resolution skills, and maintaining an awareness of a diverse population including college students, staff, and community.

Ability to react quickly and calmly in emergency situations, and to observe situations analytically and objectively.

Ability to prepare clear and comprehensive reports and forms.

Ability to give and receive verbal and written instructions face-to-face, and via phone, email, text, and/or two-way radio.

Minimum Qualifications: Graduation from high school or GED equivalency and four years full time professional law enforcement experience are required. College course work may substitute on a year for year basis for two years of the required experience. Must meet criminal justice minimum training for law enforcement (720 hours) as set up by the Florida Criminal Justice Standard and Training Commission as outlined in Florida Statute 943.13 and/or 943.131. Must possess valid state driver's license. Successful results of a criminal background check are required.

Pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment in this position. A Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting the employment application will be disqualified from employment.

*Per F.S. 295.065 – Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, will receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PENSACOLA STATE COLLEGE

Career Service Position Description

Job Title: Lead Emergency Communications Dispatcher

Level: 2

FLSA Status: Non-exempt

Prepared Date: January 13, 2023

Summary: Performs specialized emergency radio and communications duties for the PSC Police Department. Receives incoming calls on emergency (where applicable), administrative, and non-emergency phone lines. Dispatches appropriate personnel to areas/situations needing emergency assistance. Operates computer terminal connected to the Florida Criminal Information Center (FCIC), National Crime Information Center (NCIC), and computer aided dispatch (CAD) system. Reports to the Director, Public Safety/Chief of College Police.

Essential Duties and Responsibilities:

Issues department radio equipment.

Trains and supervises dispatch operators.

Maintains D.A.V.I.D. system to create user profiles, and to maintain and conduct quarterly and annual audits.

Maintains quarterly, annual and three-year technical audits for FDLE and FBI.

Maintains daily validation reports for FDLE and FBI departmental use.

Maintains ELVIS system to add new users, conduct quarter and annual audits.

Maintains LinX to add new department personnel, conduct quarterly and annual audits.

Serves as FALCON Application Access Administrator (AAA) creates and maintains users of the system. Creates and approves user's access, provides roles and privileges who create and monitor Watch List or who manages agency's retained applicant fingerprint transactions.

Maintains eAgent to create and approve user's access and provide user's roles and privileges.

Serves as FCIC Agency Coordinator (FAC) to ensure compliance with the legal and policy requirements contained within the CJIS User Agreement and Requirements. Documents and facilitates communication between FDLE CJIS and the User regarding FCIC related matters. The FAC has a strong working knowledge of the CJIS systems in use by the agency and be available to respond during normal business hours.

Lead Emergency Communications Dispatcher

Serves as nexTEST Administrator to create and maintain user accounts. The nexTEST system contains FDLE required training for FCIC/NCIC certified operators and LASOs.

Maintains Computer Operated Dispatch by adding department personnel and to train department employees on the SmartCop System/ Computer aided Dispatch modules.

Trains department employees on FDLE's CJNET system and maintain system security.

Serves as Local Agency Security Officer (LASO) is responsible for the agency's compliance with the FBI CJIS Security Policy (CSP) and all applicable security requirements of the criminal justice information network and systems. The LASO/Alt-LASO should be knowledgeable of the technical aspects of the agency's network and maintain an ongoing working relationship with the local technical staff as well as the FCIC Agency Coordinator (FAC/Alt-FAC).

Serves as CJIS Online Administrator to create and maintain user accounts for individuals who require Security Awareness Training as mandated by the FBI CJIS Security Policy for Department administration, PSOs, and select PSC IT personnel.

Dispatches appropriate units to specific calls utilizing a radio console, 'push-to-talk' phone, and other means of communication while tracking all calls, and notifies appropriate individual(s) of situations requiring their attention.

Must learn geographic layout of the college campuses and buildings within two months.

Verifies and obtains necessary information from the caller to describe the emergency situation to provide sufficient information to refer the call to the appropriate person/unit.

Receives and prioritizes complaints requested for service by telephone, radio, and in person of emergency or non-emergency nature.

Determines nature of calls and routes emergency and non-emergency calls to appropriate personnel and directs emergency services to the appropriate areas and/or persons.

Receives requests from officers and other college personnel for information and provides information to field units. Disseminates received and compiled information to appropriate personnel as requested.

Inputs and updates information via the computer-aided dispatch (CAD) system.

Operates, monitors, receives, and properly disposes of information (driver history, vehicle registration, gun permit, etc.) from the FCIC and NCIC terminal.

Monitors and operates the TDD-teletype to communicate with the hearing impaired.

Maintains and retrieves information from radio logs, files, and computer programs.

Lead Emergency Communications Dispatcher

Assists in training of newly hired communications personnel.

Serves as initial departmental contact for locating classrooms, individuals, or solving minor problems on campus, as well as servicing in person traffic coming to the department.

Performs queries on suspects, license plates, etc. for police officers using the computerized crime information system.

Issues parking decals and answers questions concerning parking violations, and other issues.

Receives law enforcement/safety complaints and calls for assistance in person and via the telephone. Ensures completion of complaint cards, enters data in computer, sorts, and files complaint cards.

Utilizes PSC computer system to access student, employee, and campus event information.

Maintains awareness of locations and assignments of field units.

Performs general clerical office work in the keeping of records and making of reports

Assists with supervision and assigning work for student assistants.

Maintains Lost and Found Property Inventory; Overnight Logs; building alarm instructions and codes;
door code Requests Issue keypad access to employees and issue alarm codes.

Monitors FireWorks; and multiple campus cameras.

Cancels alarm codes when they are no longer needed.

Issues keypad access to employees.

Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position. Unsafe conditions should be reported to the immediate supervisor and to the PSC Police Department/Public Safety.

Performs other duties as assigned.

Essential Functions:

Ability to think clearly and act quickly in an emergency situation, as well as recall detailed information obtained from callers about emergency situations.

Ability to understand and follow moderately complex oral and written instructions.

Lead Emergency Communications Dispatcher

Ability to write quickly and legibly. Ability to speak distinctly, clearly, and concisely; and transmit information in writing or by keyboard quickly and accurately.

Ability to exercise the use of good judgment in evaluating situations and making decisions.

Ability to establish and maintain effective working relationships with college faculty, staff, students, and visitors.

Ability to operate various office machines.

Knowledge of geographical location of campus buildings and main streets adjacent to the campus.

Must be able to work rotating or permanent shifts, including evenings, weekends, and holidays.

Minimum Qualifications: Graduation from high school or GED equivalency, and one-year emergency dispatch work experience; proficient in keyboarding; possesses valid and appropriate state certification or the ability to obtain state certification within six months on the NCIC/FCIC computer system required. Successful results of a criminal background check are required.

Pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment in this position. A Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting the employment application will be disqualified from employment.

*Per F.S. 295.065 – Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, will receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, and wet and/or humid conditions.

Consent item for Board of Trustees: April 18, 2023

PENSACOLA STATE COLLEGE

Professional/Managerial Position Description

Job Title: Assistant Director, Student Financial Services

Level: 5

FLSA Status: Exempt

Prepared Date: August 30, 2013

Updated: March 2023

Summary: Assists the Director, Student Financial Services in developing and implementing departmental plans and goals. Works with the Director to coordinate and supervise daily operations and ensure compliance with regulations and internal policies governing student accounts. Assists the Director in coordinating Workday processes for the department. Reports to the Director, Student Financial Services.

Duties and Responsibilities:

Implements policies and procedures involved in collecting, receipting, recording, and depositing college funds.

Assists in coordinating the daily operations of the Student Financial Services department to ensure the accuracy and correctness of student accounts and other collection items. Addresses escalations and issues raised by students and colleagues through strong customer service.

Assists in maintaining accurate financial records to facilitate information flow between the Student Financial Services and other departments. Represents the department on college-wide committees.

Assists Director with coordinating and supervising staff. Assistance includes selecting, training, evaluating, promoting, and dismissing staff.

Coordinate the distribution of financial aid and student refunds to ensure that the refunds are accurate, timely, and in accordance with applicable laws. Current knowledge of Title IV regulations related to disbursements is expected.

Responsible for maintaining and monitoring daily processes and procedures to control daily cash collections. Deviations from expectations should be reported immediately to the Director.

Implements processes that ensure monthly reconciliation of all funds receipted to the College's operating account. Assists the Comptroller's Office with bank reconciliations and month-end closings.

Assistant Director, Student Financial Services

Assists the Director with establishing semesterly execution dates for major processes, including but not limited to the Academic Period Date Control, Charge Assessment Schedule, Due Dates, and Charge Adjustment.

Assists the Director with coordinating information sharing leading up to and during drop for non-payment. Work with student services staff to minimize the number of students being dropped prior to execution.

Maintain procedural processes to create and update Student Course Section Fees.

Prepares student fee analysis for monthly review of the Vice President of Business Affairs.

Assists the Director in coordinating the testing and configuration of new Workday releases.

Responsible for knowing and conforming to all safety practices and regulations in this area and position. Unsafe conditions should be reported to the immediate supervisor and the Pensacola State College Police Department/Public Safety.

Performs duties in the absence of the Director of Student Financial Services.

Performs other duties as assigned.

Essential Functions:

Excellent interpersonal and customer service skills.

Ability to handle multiple priorities and assignments, organize work, and function independently.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and state or governmental regulations.

Ability to adhere to strict deadlines on a continuing basis and function effectively under heavy workloads during peak periods.

Ability to remain calm and professional in emotionally charged situations.

Ability to promote and maintain effective working relationships.

Minimum Qualifications: Graduation from an accredited institution with a bachelor's degree with significant coursework in accounting and three years of progressively responsible professional work experience in accounting. Successful results of a criminal background check are required. Experience in college business affairs and supervisory work preferred.

Pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment in this position. A Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful

Assistant Director, Student Financial Services

candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting the employment application will be disqualified from employment.

Physical Demands: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Consent item for Board of Trustees: April 18, 2023

PENSACOLA STATE COLLEGE

Professional/Managerial Position Description

Job Title: Coordinator, Student Financial Services

Level: 4

FLSA Status: Exempt

Prepared Date: October 4, 2006

Updated: July 15, 2015, November 19, 2019, January 26, 2021; March 31, 2022

Summary: Provides leadership and assistance to staff and students regarding complex billing and payment issues. Supervises and maintains staff coverages within the Student Financial Service area. Major functions include overseeing the Workday receivable system and the receiving and accounting for student revenues. The Coordinator is expected to advise students, parents, and other visitors on the College's policies and procedures. Assists the Director with district-wide student accounting and collections-related procedures and operations and reports to the Director, Student Financial Services.

Duties and Responsibilities:

The position oversees the department's daily operations to ensure proper coverage at all campus locations. Supervises all Student Financial Services Specialists.

Responsible for coordinating the training of Student Financial Services Specialists to perform job duties.

Responsible for the operation of the Student Financial Services area in the absence of the Assistant Director and Director.

Provide excellent customer service to students and parents inquiring about the financial aspect of their student experience. Advise students, parents, and other visitors on College policies and procedures.

Maintain the College's collection procedures with outside collection agencies. Monitors past due collection accounts and tracks collection efforts. Recommends changes to procedural processes to the Director to make operations more efficient and effective.

Responsible for monitoring and maintaining accuracy for student veteran accounts. Recommend changes to Director and the Veteran's office when changes are needed to handle student veterans' accounts properly.

Supervise and verify that Florida Prepaid accounts are set up/removed for students who opt in or out.

Coordinator, Student Financial Services

Maintain and verify the approved Recreation and Leisure and Continued Workforce Education fees within the e-Store.

Maintain the GL Mapping of the NBS Cashiering system worksheet.

Responsible for establishing regular processes that collect and record student charges and payments in a manner that facilitates an orderly, timely, and accurate 1098-T filing annually. Responsible for staying abreast of changes in the American Opportunity Credit (1098-T).

Work with employees and vendors to investigate vendor invoice payment inquiries.

Supervises the maintenance of subsidiary records of Student Sponsor Contracts, individual student financial records, and reconciliation of accounts and collections.

Assist with the preparation of the year-end Write-Off process.

Assist in testing and configuring for Workday releases.

Maintains records management for the Student Financial Services Office.

Assists the Director with staffing requirements, including selection, training, evaluation, promotion, and dismissal of employees for three Student Financial Services offices.

Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position. Unsafe conditions should be reported to the immediate supervisor and the Pensacola State College Police Department/Public Safety.

Performs other duties as assigned.

Essential Functions:

Excellent oral and written communication skills.

Must be able to treat confidential and sensitive information appropriately.

Knowledgeable in database software, spreadsheet programs, and word processing,

Work outside the normal schedule may be necessary to support departmental needs.

In-district travel and possible overnight trips.

Minimum Qualifications: Graduation from a regionally accredited institution with an associate degree and five years of accounting experience. Successful results of a criminal background check are required.

Pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the statute's requirements will be deemed not qualified to hold employment in this position. A Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting the employment application will be disqualified from employment.

Preferred Qualifications: Supervisory experience; and experience in fund or governmental accounting and accounts receivable. Experience in Microsoft Word and Excel and utilizing various computer software programs to complete assigned tasks successfully.

Physical Demands: The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

PENSACOLA STATE COLLEGE

Professional Non-exempt Position Description

Job Title: Associate Coordinator, Student Financial Services

Level: 1

FLSA Status: Non-exempt

Prepared Date: May 15, 2017, updated February 28, 2023

Summary: Performs a variety of advanced and complex accounting tasks involving the maintenance of financial records and the processing of related data. Processes requisitions, reconciles accounts, posts ledgers, creates and inputs journal entries, prepares checks, and submits regular and specialized accounting reports. Reports to the Assistant Director, Student Financial Services.

Duties and Responsibilities:

Verifies that daily cash reports reconcile with bank deposits. Reports errors to the Director and does appropriate investigations and corrections. In consultation with the Assistant Director, provides appropriate guidance to the staff member so that future errors are eliminated.

The position is responsible to manage and maintain the College's change funds.

Assists with training Student Financial Services Specialists in order to better assist students.

Interacts daily with students face-to-face, via telephone, email, and remote communication. Communicates effectively, both verbally and in writing. Summarizes conversations to student files for future reference. Initiates phone calls to collect required documentation and payments. Empowers students to utilize online services, portals, and webpages.

Responds to student account-related questions regarding statements, payment options, payment deadlines, tuition rates, and 1098T tax forms. Receipts incoming monies including tuition and invoice payments and departmental deposits.

Handles confidential material and communications and adheres to FERPA.

Refers students seeking a monthly tuition payment plan to the College's third-party provider. Updates installment amounts after schedule adjustments or financial aid awards are posted. Ensure all account balances are accurate prior to refund dates. Monitors data imports to student accounts for designated programs.

Prepares itemized invoices for use of college services, facilities, workforce development, apprenticeship programs, and dual enrollment education. Keeps appropriate records and ensures payments are received in a timely manner.

Associate Coordinator, Student Financial Services

Responsible for monitoring all the waivers and exemptions excluding the Veterans Waivers.

The position is responsible to manage College and student interactions with BankMobile. The position will work to insure that returns and cancellations of Bank Mobile funds are handled accurately and timely. The position acts as a liaison between students and BankMobile. Position will notify Director of any recurring issues with BankMobile so that systematic issues with PSC students are minimized.

The position is responsible to review and resolve outstanding uncashed checks on a scheduled basis in compliance with sponsoring program regulations.

The position is responsible to monitor all student awards and disbursements that originate from the Scholarship Fund.

Provides exceptional customer service by answering student inquiries, researching and explaining student accounts and assessing situations that may need to be escalated to a supervisor.

Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position. Unsafe conditions should be reported to the immediate supervisor and to the Pensacola State College Police Department/Public Safety.

Performs other duties as assigned.

Essential Functions:

Ability to prioritize work, meet deadlines, attention to detail, and follow-through on assignments with minimal supervision.

Ability to exercise initiative in maintaining professional contacts within the college for the purpose of expediting department work.

Advanced computer skills to include multitasking in an electronic environment.

Ability to work effectively in a diverse community and meet the needs of diverse student populations.

Ability to sit at a desk and view a display screen for extended periods of time.

Ability to demonstrate professional and discretionary communication skills via electronic, verbal, written, and face-to-face interactions.

Must provide excellent customer service through the use of appropriate written and verbal communication including, but not limited to, using the telephone, email, voicemail, and written correspondence.

Minimum Qualifications: Graduation from an accredited institution with an associate degree and two years accounting or bookkeeping experience. Related experience may be substituted for the required education. Successful results of a criminal background check are required.

Pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment in this position. A Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting the employment application will be disqualified from employment.

*Per F.S. 295.065 – Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, will receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PENSACOLA STATE COLLEGE

Career Service Position Description

Job Title: Student Financial Specialist

Level: 7

FLSA Status: Non-exempt

Prepared Date: January 13, 2005

Updated: February 28, 2023

Summary: The Student Financial Specialist assists in overseeing the College's Sponsor Contracts, student accounts, and cash collections. This individual is responsible for providing quality customer service to students, faculty, staff, administration, and third-party entities. Reports to the Coordinator of Student Financial Services.

Duties and Responsibilities:

Determines the student's individual needs; provides information to students, parents, and prospective students as appropriate.

Interacts daily with students face-to-face, via telephone, email, and remote communication. Communicates effectively, both verbally and in writing. Summarizes conversations to student files for future reference. Initiates phone calls to collect required documentation and payments. Empowers students to utilize online services, portals, and webpages.

Responds to student account-related questions regarding statements, payment options, payment deadlines, tuition rates, and 1098T tax forms. Receipts incoming monies including tuition and invoice payments and departmental deposits.

Handles confidential material and communications and adheres to FERPA.

Refers students seeking a monthly tuition payment plan to the College's third-party provider. Updates installment amounts after schedule adjustments or financial aid awards are posted. Ensure all account balances are accurate prior to refund dates. Monitors data imports to student accounts for designated programs.

Prepares itemized invoices for use of college services, facilities, workforce development, apprenticeship programs, and dual enrollment education. Keeps appropriate records and ensures payments are received in a timely manner.

Sorts mail, performs data entry, filing, scanning, and accurate record keeping.

Performs billing for College receivables for student accounts, third-party sponsor accounts, and government agency programs. Attains and maintains working knowledge of payor requirements as designated.

Student Financial Specialist

Investigates and responds to internal and/or external inquiries regarding invoice/payment status.

Reconciles accounts and prepare ad hoc payments to return funds to third-party sponsors as directed.

Monitors receivables for non-payment, delayed payments, and other irregularities as directed.

Researches, prepares, processes, and distributes College or department-required paperwork, including but not limited to student account adjustments, student statements of account, etc.

Responsible for knowing and conforming to all safety practices and regulations that apply to this specific area and position. Unsafe conditions should be reported to the immediate supervisor and to the Pensacola State College Police Department/Public Safety.

Performs other duties as assigned.

Essential Functions:

Ability to prioritize work, meet deadlines, attention to detail, and follow through on assignments with minimal supervision.

Ability to exercise initiative in maintaining professional contacts within the college for the purpose of expediting department work.

Advanced computer skills to include multitasking in an electronic environment.

Ability to work effectively in a diverse community and meet the needs of diverse student populations.

Ability to sit at a desk and view a display screen for extended periods of time.

Ability to demonstrate professional and discretionary communication skills via electronic, verbal, written, and face-to-face interactions.

Must provide excellent customer service through appropriate written and verbal communication, including, but not limited to, telephone, email, voicemail, and written correspondence.

Assignment of work may be made at any College location needed as deemed by the department supervisor.

Minimum Qualifications: Graduation from an accredited institution with an associate's degree and two years accounting or bookkeeping experience. Experience with spreadsheet/database applications. Related appropriate work experience may be substituted on a year-to-year basis for the required education. Successful results of a criminal background check are required.

Pursuant to College policy, it is an employment eligibility requirement for an applicant to meet the requirements of § 435.04(2), Florida Statutes, related to background investigations. Any person failing to meet the requirements of the statute will be deemed not qualified to hold employment in this position. A

Student Financial Specialist

Florida Department of Law Enforcement (FDLE) approved background check will be conducted on every successful candidate as a condition of employment, and any person who fails to disclose any adverse information contained in the background investigation at the time of submitting the employment application will be disqualified from employment.

*Per F.S. 295.065 – Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, will receive preference and priority, and certain servicemembers may be eligible to receive waivers for postsecondary educational requirements.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work Environment: The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Consent item for Board of Trustees: April 18, 2023



HUMAN RESOURCES REPORT
Summary of Personnel Actions
February 2023

Career Service

- 1 Career Service employee was hired (Plant Operations)

Executive, Professional/Managerial

- 4 Professional/Managerial employees were hired (Workday Implementation; President's Office; English and Communications; and Academic and Student Affairs)
- 1 Professional Non-exempt employee was promoted (Admissions)
- 3 Professional/Managerial employees received a promotion ([2] Admissions; and Student Records)
- 3 Professional/Managerial employees resigned for other employment (Student Activities; Business (changed to part-time); and Recruiting and Call Center)
- 2 Professional Non-exempt resigned for other employment (Career and Technical Education; and Financial Aid and Scholarships)
- 1 Professional/Managerial employee resigned for personal or family reasons (Admissions)

Faculty

- 1 Faculty member resigned for other employment (Library Services)

Other

- 6 Adjunct assignments were made
- 3 Part-time assignments were processed



HUMAN RESOURCES REPORT
Summary of Personnel Actions
March 2023

Career Service

- 4 Career Service employees were hired (Career and Technical Education; Performing Arts; Financial Aid and Scholarships; and Testing and Assessment)
- 5 Career Service employee received a promotion ([2] Student Financial Services; and [3] Public Safety)
- 1 Career Service employee was promoted to Professional Non-exempt (Student Financial Services)
- 1 Career Service employee resigned for other employment (TRIO – Student Support Services)
- 1 Career Service employee resigned for personal or family reasons (Business)

Executive, Professional/Managerial

- 3 Professional/Managerial employees were hired (Pirate PATH to Success; WSRE; and Charter School)
- 2 Professional/Managerial employees were rehired ([2] WSRE)
- 1 Professional/Managerial employee was reclassified (Title and Level Change) (Student Financial Services)
- 1 Professional/Managerial employee was promoted (Technology Support)
- 2 Professional/Managerial employees resigned for personal or family reasons (Human Resources; and Student Services – Warrington)
- 1 Professional/Managerial employee resigned due to the assignment ending

Faculty

- 1 Faculty member was hired (Library Services)

Other

- 5 Adjunct assignments were processed
- 1 Adjunct was rehired
- 1 Part-time assignment was processed
- 1 Part-time employee was reclassified

Pensacola State College
Facilities, Planning, and Construction

Memorandum

Phone: 850-484-1175
Fax: 850-484-1863

DATE: April 7, 2023

TO: Dr. Ed Meadows, President

FROM: Diane Bracken, Director of Facilities Planning, and Construction

SUBJECT: Facilities Agenda –April 18, 2023, District Board of Trustees Meeting

Consent Items:

1. Approve Change Order #009 – Morette Company – Baars Building Phase II, Pensacola Campus - Deduct (\$158,844.06) – Owner Direct Purchase of Construction Materials and Sales Tax Savings

Action Items:

None

Information Items:

None

**CHANGE
ORDER**

Distribution to:

OWNER	<u>✓</u>
ARCHITECT	<u>✓</u>
CONTRACTOR	<u>✓</u>
OTHER	<u> </u>

PROJECT:

Baars Technology Building Replacement Project
Phase 2
1000 College Blvd.
Pensacola, FL 32504

CHANGE ORDER NO.: 009

INITIATION DATE: 04/06/2023

TO:

Morette Company
PO Box 13452
Pensacola, FL 32591

ARCHITECT'S PROJECT NO.: 4321-01

CONTRACT FOR: General Construction

CONTRACT DATE: 11/16/2021

The contract is changed as follows:

Coral Industries PO 4631 C.O. #1
Coastal (Old Castle) PO5146 C.O. #1
Ferguson PO 6214 C.O. #1
Viking SupplyNet ODP PO #6324

PPG Architectural Finishes, Inc PO# 6789

Not valid until signed by both the Owner and Architect.

Signature of the Contractor indicates his agreement herewith, including any adjustments in the Contract Sum or Contract time.

The original Guaranteed Maximum Price was..... \$ 1,789,301.00

Net change by previously authorized Change Orders..... \$ 13,904,883.28

The Guaranteed Maximum Price prior to this Change Order was..... \$ 15,694,184.28

The Guaranteed Maximum Price will be decreased by this Change Order..... \$ (158,844.06)

The new Guaranteed Maximum Price including this Change Order will be..... \$ 15,535,340.22

The Contract Time will be unchanged. (0) Days

The Date of Substantial Completion as of this Change Order therefore is July 14, 2023

Authorized:

Florida Architects

ARCHITECT

Morette Company, Inc.

CONTRACTOR

The District Board of Trustees
of Pensacola State College

OWNER

103 W. 5th Street

Address

PO Box 13452

Address

1000 College Blvd.

Address

Panama City, FL 32401

Pensacola, Florida 32591

Pensacola, FL 3254

DocuSigned by:
BY: Marcus Gamsch
ED5C57B521EC4C9...

DocuSigned by:
BY: [Signature]
F7CA81893A6146F...

BY: _____
DATE: _____

4/6/2023 | 10:12 AM PDT
DATE: _____

Michael J. Morette, President
DATE: 4/6/2023 | 9:20 AM PDT
DATE: _____

DATE: _____

Project Name
Owner Direct Purchase Summary Log

REV	ODP	PO#	VENDOR	PO AMOUNT	NONTAXABLE	TAX SAVINGS	SUBTOTAL	SUBCONTRACTOR
3		3865	Bell Steel Company	\$ 1,615,599.00	\$ -	\$ 97,010.94	\$ 1,712,609.94	Morette Company
		4363	Ferguson Waterwoks	\$ 8,167.26	\$ -	\$ 565.04	\$ 8,732.30	Site & Utility
1		4429	Trane	\$ -	\$ -			ADS
		4464	Secure Lite Window Company, Inc	\$ 141,000.00	\$ -	\$ 8,535.00	\$ 149,535.00	Hanssen
		4463	Architectural Grilles & Sunshades	\$ 51,410.00	\$ -	\$ 3,159.60	\$ 54,569.60	Hanssen
		4459	Cygnus Solutions, LLC	\$ 119,379.00	\$ -	\$ 7,237.74	\$ 126,616.74	Morette Company
		4485	Trulite Glass & Aluminum Solutions, LLC	\$ 210,000.00	\$ -	\$ 12,675.00	\$ 222,675.00	Hanssen
1		4511	Commercial Door Systems	\$ 129,332.52	\$ -	\$ 7,834.95	\$ 137,167.47	Commerical Door
		4540	Nucor Harris Rebar South LLC	\$ 163,514.00	\$ -	\$ 9,885.84	\$ 173,399.84	Empire
2		4520	Fisher Cabinet Co LLC	\$ 29,050.57	\$ 10,922.62	\$ 1,162.68	\$ 30,213.25	Morette Company
		4575	Graybar Electric Supply Co. Inc	\$ 124,300.00	\$ -	\$ 7,533.00	\$ 131,833.00	Armstrong
		4595	DJs Supply, LLC.	\$ 47,467.54	\$ 1,400.00	\$ 2,839.05	\$ 50,306.59	DJs Supply, LLC.
		4621	Cemex INC	\$ 275,202.00	\$ -	\$ 16,587.12	\$ 291,789.12	Empire
1		4631	Coral Industries	\$ 134,314.76	\$ -	\$ 8,133.89	\$ 142,448.65	Hanssen
		4662	Stromberg Architectural Products	\$ 373,291.00	\$ -	\$ 22,472.46	\$ 395,763.46	Morette Company
1		4705	Sequel Electrical Supply, LLC	\$ 442,079.97	\$ 1,520.97	\$ 26,508.54	\$ 468,588.51	Armstrong
1		4877	Aeromechanical, LLC	\$ 162,730.00	\$ -	\$ 9,838.80	\$ 172,568.80	ADS
2		4775	Roofers Mart Southeast, Inc.	\$ 127,436.86	\$ 1,159.56	\$ 7,651.64	\$ 135,088.50	C&C Construction
1		4924	Coastal Construction Products LLC	\$ 75,072.00	\$ -	\$ 4,579.32	\$ 79,651.32	Interbay
1		4876	Rovanco Piping System	\$ 22,389.00	\$ -	\$ 1,418.34	\$ 23,807.34	ADS
		4942	Ivanco INC.	\$ 42,174.40	\$ -	\$ 2,605.46	\$ 44,779.86	Armstrong
2		4965	Drew Foam Companies, Inc.	\$ 32,125.60	\$ -	\$ 2,002.54	\$ 34,128.14	C&C Construction
		4999	Tom Barrow Co.	\$ 450,000.00	\$ -	\$ 27,075.00	\$ 477,075.00	ADS
1		5146	Coastal (Oldcastle)	\$ 99,176.99	\$ 11,500.00	\$ 5,335.62	\$ 104,512.61	Bradley
		5280	Center Hill Building, LLC	\$ 594,111.60	\$ -	\$ 35,721.70	\$ 629,833.30	Acousti
		5312	White CAP, LP	\$ 77,399.80	\$ -	\$ 4,718.99	\$ 82,118.79	Bradley
		5453	Lewis-Smith Supply Corp.	\$ 76,530.11	\$ -	\$ 4,666.81	\$ 81,196.92	ADS
		5514	Southern Pipe & Supply Co., Inc	\$ 36,968.16	\$ -	\$ 2,293.09	\$ 39,261.25	MMI
		5782	(Wilson) Commercial Specialty Interiors, INC	\$ 243,235.74	\$ 7,989.23	\$ 14,189.79	\$ 257,425.53	Wilson
		5786	Hambrick Cast Stone Services	\$ 12,827.45	\$ 1,400.00	\$ 760.65	\$ 13,588.10	Bradley
1		6214	Ferguson Enterprises	\$ 135,081.11	\$ -	\$ 8,179.87	\$ 143,260.98	MMI
		6327	Viking SupplyNet	\$ 17,867.31	\$ -	\$ 1,147.04	\$ 19,014.35	Bayside
		6453	Coral Industries (DELETED)		\$ -			Hanssen
		6769	PPG Architectural Finishes, Inc	\$ 16,008.50	\$ -	\$ 1,035.51	\$ 17,044.01	Peterson Precision Painting
			PROJECT TOTALS	\$ 6,085,242.25	\$ 35,892.38	\$ 365,361.02	\$ 6,450,603.27	

ODP to Date \$ (6,450,603.27)
 ODP #1 \$ (1,489,247.80)
 ODP #2 \$ (1,498,025.58)
 ODP #3 \$ (1,529,544.69)
 ODP #4 \$ (487,906.97)
 ODP #5 \$ (960,773.87)
 ODP #6 \$ (282,048.15)
 ODP #7 \$ (44,212.15)
 ODP #8 Due \$ (158,844.06)



Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998

Change Order

Purchase Order Number	PO-0000004631 - 1
Purchase Order Date	04/13/2022
Payment Type	Check Payment
Questions about this Purchase Order? Please contact:	
Buyer	Clark Puckett
Phone Number	+1 (850) 484-1793
Email	cpuckett@pensacolastate.edu

Page 1 of 1

Supplier:
Coral Industries 214 International Park Newnan, GA 30265

Comments:
SEND INVOICE TO: Pensacola State College c/o Morette Company 2503 N. 12th Ave Pensacola, FL 32503

Ship To:
Pensacola State College Receiving Department Bldg. 9 1000 College Boulevard Pensacola, FL 32504-8998 Lisa Von Dyke +1 (850) 484-1793

Bill To:
accountspayable@pensacolastate.edu If unable to email, mail invoices to: Pensacola State College Accounts Payable 1000 College Boulevard Pensacola, FL 32504-8998 +1 (850) 484-1793

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	\$134,314.76	\$0.00	\$134,314.76

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Metal- See Quote # 11046338 & Quote # 11046327 dated 3/11/2022 by Coral Architectural Products.	04/12/2022	10/01/2023		\$134,314.76

Messages
<p>Financial Message For information regarding this PO, please call Procurement at 850-484-1779.</p> <p>All Pensacola State College Purchase Order Terms and Conditions are incorporated herein by reference. These terms and conditions can be found at pensacolastate.edu/business-psc/</p> <p>The Receiving Department at Pensacola State College accepts deliveries Monday - Thursday 7:30 A.M. to 3:00 P.M.</p>

Florida Sales Tax Exemption # 85-8012557294C-2
Federal Excise Tax Exemption # 591207555
FOB Destination

Authorized Signature



Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998

Change Order

Purchase Order Number	PO-0000005146 - 1
Purchase Order Date	07/13/2022
Payment Type	Check Payment
Questions about this Purchase Order? Please contact:	
Buyer	Clark Puckett
Phone Number	+1 (850) 484-1793
Email	cpuckett@pensacolastate.edu

Page 1 of 1

Supplier:
Coastal PO Box 281479 Atlanta, GA 30384

Comments:
SEND INVOICE TO: Pensacola State College C/O Morette Company 2503 N. 12th Ave Pensacola, FL 32503

Ship To:
Pensacola State College Receiving Department Bldg. 9 1000 College Boulevard Pensacola, FL 32504-8998 Lisa Von Dyke +1 (850) 484-1793

Bill To:
accountspayable@pensacolastate.edu If unable to email, mail invoices to: Pensacola State College Accounts Payable 1000 College Boulevard Pensacola, FL 32504-8998 +1 (850) 484-1793

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	\$99,176.99	\$0.00	\$99,176.99

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Masonry Block and Ground Face Concrete Masonry Units - See Quote dated 6/8/2022	07/13/2022	10/01/2023		\$99,176.99

Messages
<p>Financial Message For information regarding this PO, please call Procurement at 850-484-1779.</p> <p>All Pensacola State College Purchase Order Terms and Conditions are incorporated herein by reference. These terms and conditions can be found at pensacolastate.edu/business-psc/</p> <p>The Receiving Department at Pensacola State College accepts deliveries Monday - Thursday 7:30 A.M. to 3:00 P.M.</p>

Florida Sales Tax Exemption # 85-8012557294C-2
Federal Excise Tax Exemption # 591207555
FOB Destination

Authorized Signature



Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998

Change Order

Purchase Order Number	PO-0000006214 - 1
Purchase Order Date	12/12/2022
Payment Type	CCD (Suppliers)
Questions about this Purchase Order? Please contact:	
Buyer	Clark Puckett
Phone Number	+1 (850) 484-1793
Email	cpuckett@pensacolastate.edu

Page 1 of 1

Supplier:
Ferguson Enterprises Inc 8813 Grow Drive Pensacola, FL 32514

Comments:
SEND INVOICE TO: Pensacola State College 2503 N. 12th Ave Pensacola, FL 32503

Ship To:
Pensacola State College Receiving Department Bldg. 9 1000 College Boulevard Pensacola, FL 32504-8998 Lisa Von Dyke +1 (850) 484-1793

Bill To:
accountspayable@pensacolastate.edu If unable to email, mail invoices to: Pensacola State College Accounts Payable 1000 College Boulevard Pensacola, FL 32504-8998 +1 (850) 484-1793

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	\$135,081.11	\$0.00	\$135,081.11

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Copper Pipping. See bid no. B568430 dated 12/9/2022.	12/12/2022	10/01/2023		\$135,081.11

Messages
<p>Financial Message</p> <p>For information regarding this PO, please call Procurement at 850-484-1779.</p> <p>All Pensacola State College Purchase Order Terms and Conditions are incorporated herein by reference. These terms and conditions can be found at pensacolastate.edu/business-psc/</p> <p>The Receiving Department at Pensacola State College accepts deliveries Monday - Thursday 7:30 A.M. to 3:00 P.M.</p>

Florida Sales Tax Exemption # 85-8012557294C-2
Federal Excise Tax Exemption # 591207555
FOB Destination

Authorized Signature



Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998

Purchase Order

Purchase Order Number	PO-0000006327
Purchase Order Date	01/12/2023
Payment Type	Check Payment
Questions about this Purchase Order? Please contact:	
Buyer	Clark Puckett
Phone Number	+1 (850) 484-1793
Email	cpuckett@pensacolastate.edu

Page 1 of 1

Supplier:
Viking SupplyNet 2275 International St Columbus, OH 43228

Comments:
SEND INVOICE TO: Pensacola State College 2503 N. 12th Ave Pensacola, FL 32503 Quote #1690142 SQ

Ship To:
Pensacola State College Receiving Department Bldg. 9 1000 College Boulevard Pensacola, FL 32504-8998 Lisa Von Dyke +1 (850) 484-1793

Bill To:
accountspayable@pensacolastate.edu If unable to email, mail invoices to: Pensacola State College Accounts Payable 1000 College Boulevard Pensacola, FL 32504-8998 +1 (850) 484-1793

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	\$17,867.31	\$0.00	\$17,867.31

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Fire Sprinkler Material - See Quote # 1690142 SQ dated 12/27/2022.	01/12/2023	10/01/2023		\$17,867.31

Messages
<p>Financial Message</p> <p>For information regarding this PO, please call Procurement at 850-484-1779.</p> <p>All Pensacola State College Purchase Order Terms and Conditions are incorporated herein by reference. These terms and conditions can be found at pensacolastate.edu/business-psc/</p> <p>The Receiving Department at Pensacola State College accepts deliveries Monday - Thursday 7:30 A.M. to 3:00 P.M.</p>

Florida Sales Tax Exemption # 85-8012557294C-2
Federal Excise Tax Exemption # 591207555
FOB Destination

Authorized Signature



Pensacola State College
1000 College Boulevard
Pensacola, FL 32504-8998

Purchase Order

Purchase Order Number	PO-0000006769
Purchase Order Date	03/17/2023
Payment Type	CCD (Suppliers)
Questions about this Purchase Order? Please contact:	
Buyer	Clark Puckett
Phone Number	+1 (850) 484-1793
Email	cpuckett@pensacolastate.edu

Page 1 of 1

Supplier:
PPG Architectural Finishes, Inc 400 Bertha Lamme DR. Cranberry TWP, PA 16066

Comments:
SEND INVOICE TO: Pensacola State College 2503 N. 12th Ave Pensacola, FL 32503

Ship To:
Pensacola State College Receiving Department Bldg. 9 1000 College Boulevard Pensacola, FL 32504-8998 Lisa Von Dyke +1 (850) 484-1793

Bill To:
accountspayable@pensacolastate.edu If unable to email, mail invoices to: Pensacola State College Accounts Payable 1000 College Boulevard Pensacola, FL 32504-8998 +1 (850) 484-1793

Currency	Total Lines Amount	Total Tax Amount	Total PO Amount
USD	\$16,008.50	\$0.00	\$16,008.50

Service Lines						
Line Number	Item Name	Description	Start Date	End Date	Due Date	Amount
1		Paint - See quote provided by PPG Paints on 3/7/2023.	03/16/2023	10/01/2023		\$16,008.50

Messages
<p>Financial Message</p> <p>For information regarding this PO, please call Procurement at 850-484-1779.</p> <p>All Pensacola State College Purchase Order Terms and Conditions are incorporated herein by reference. These terms and conditions can be found at pensacolastate.edu/business-psc/</p> <p>The Receiving Department at Pensacola State College accepts deliveries Monday - Thursday 7:30 A.M. to 3:00 P.M.</p>

Florida Sales Tax Exemption # 85-8012557294C-2
Federal Excise Tax Exemption # 591207555
FOB Destination

Authorized Signature

Part II. College Employment Equity Accountability Plan

Section 1012.86, F.S., Florida College System institution employment equity accountability program, requires that each college include in its annual equity update a plan for increasing the representation of women and minorities in senior-level positions, full-time faculty positions and full-time faculty positions who have attained continuing contract status. The plan must include specific, measurable goals and objectives, specific strategies and timelines for accomplishing these goals and objectives and comparable national standards as provided by the Florida Department of Education.

A. Data, Analysis and Benchmarks

DFC provides colleges with employment data for the last three fall terms to evaluate employment trends for females and minorities in senior-level positions (also referred to as Executive/Administrative/Managerial or EAM positions), full-time instructional staff and full-time instructional staff with continuing contract status. DFC also provides colleges with student enrollment percentages by race and sex to be used as the benchmark for setting employment goals, as colleges continue to strive for alignment between student population and employment demographics.

College Full-Time Executive/Administrative/Managerial Staff

Informed by the EAM tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in EAM positions.

	2021-22 Reporting Year College Student Population (%)	EAM Actuals (%) Fall 2021	EAM Stated Goals (%) Fall 2022	EAM Actuals (%) Fall 2022	EAM Goal Met (Yes/No)	EAM Goals for Fall 2023
Black Female	15.9	-	2.0	-	No	2.0%
Black Male	5.5	-	1.0	-	No	1.0%
Hispanic Female	5.9	3.2	2.0	2.9	Yes	3.0%
Hispanic Male	3.1	-	1.0	-	No	1.0%
Other Minorities Female	6.7	9.7	5.0	2.9	No	3.0%
Other Minorities Male	3.4	3.2	3.0	2.9	No	3.0%
White Female	39	54.8	N/A	58.8	N/A	N/A
White Male	20.4	29.0	N/A	32.4	N/A	N/A
Total Female	67.6	67.7	65.0	64.7	No	65.0%
Total Male	32.4	32.3	N/A	35.3	N/A	N/A

Describe and evaluate strategies for addressing underrepresentation in EAM positions.

Response: Pensacola State College, generally, has little turnover in EAM positions creating fewer opportunities to recruit at this level. When positions do open, there are several barriers that impact the recruitment and retention of underrepresented populations. The local economy in Escambia County has a median income below the average of the State of Florida. There is also a limited pool of applications in our immediate geographical area with the educational qualifications for many of the EAM positions.

Additionally, Pensacola State College often competes with the local State University in recruiting and retaining EAM employees as the State University offers higher rates of pay with a better benefits package. Recently, the College has also had to compete with institutions that offer hybrid or remote schedules for employees creating another recruitment barrier.

The College still aspires for its institutional faculty and staff to be reflective of the student population. Collaborative efforts across College departments have been implemented to create innovative ways to expand outreach within our community to ensure a wide variety of potential applicants are aware of our positions. One of our employees specifically works to create networks with community organizations and churches to help address underrepresentation in EAM positions. This employee regularly attends recruitment events, has established relationships with over 300+ local leaders, and works with Human Resources and Institutional Research to strategize ways to reach the community on a broader scale.

The following strategies will continue to be used to address underrepresentation in EAM positions:

1. Pensacola State College continues to host the President's Leadership Institute designed to provide mentoring, training, and professional development for those interested in enhancing skills and obtaining higher-level positions, such as EAM positions. Since the inception of this program, a wide variety of faculty and staff have participated. The College is currently offering the President's Leadership Institute this year with a class of 23 participants.
2. When EAM positions open, the College will continue to advertise vacancies in publications and websites that target a variety of qualified applicants. Recruitment efforts are processed through the Human Resources Department.
3. The College will continue to evaluate participation in recruitment fairs nationally, throughout the state, and locally that provide access to a wide assortment of potential applicants.

College Full-Time Instructional Staff

Informed by the INST tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional positions.

	2021-22 Reporting Year College Student Population (%)	INST Actuals (%) Fall 2021	INST Stated Goals (%) Fall 2022	INST Actuals (%) Fall 2022	INST Goal Met (Yes/No)	INST Goals for Fall 2023
Black Female	15.9	3.9	5.0	5.5	Yes	5.0%
Black Male	5.5	0.7	2.0	0.7	No	1.0%
Hispanic Female	5.9	2.0	3.0	2.1	No	2.0%
Hispanic Male	3.1	-	2.0	-	No	2.0%
Other Minorities Female	6.7	4.6	5.0	4.1	No	4.0%
Other Minorities Male	3.4	3.9	5.0	5.5	Yes	5.0%
White Female	39	45.8	N/A	46.2	N/A	N/A

	2021-22 Reporting Year College Student Population (%)	INST Actuals (%) Fall 2021	INST Stated Goals (%) Fall 2022	INST Actuals (%) Fall 2022	INST Goal Met (Yes/No)	INST Goals for Fall 2023
White Male	20.4	39.2	N/A	35.9	N/A	N/A
Total Female	67.6	56.2	57.0	57.9	Yes	57.0%
Total Male	32.4	43.8	N/A	42.1	N/A	N/A

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions.

Response: Pensacola State College was able to meet two of our stated goals for full-time instructional positions in 2021-2022. This is an improvement from the previous year. As mentioned in previous equity reports, there are several barriers that impact underrepresentation in full-time instructional positions at Pensacola State College. Many of the full-time instructional positions require advanced degrees, which the population in our local area may not have. In comparison to some of the other Florida colleges, salaries at Pensacola State College have traditionally not been as high as other educational institutions. The Faculty Association, through the Collective Bargaining Agreement (CBA), continues to advocate for a higher compensation package for full-time instructional positions. Pensacola State College also competes with the local State University in recruiting and retaining talented full-time instructional positions. Therefore, recruitment opportunities both in the area and to the area can, at times, be challenging. For the past several years, community efforts have been aimed at developing the local economy by attracting high-paying businesses and industries to the area. These efforts may assist the College in retaining talented professionals who will choose to stay in the area rather than move to seek employment elsewhere.

College staff continue to collaborate in developing recruitment strategies for full-time instructional positions. Marketing and WSRE work closely together to ensure the local community stay informed of what the College is doing in an effort to recruit a wide variety of applicants for instructional positions. Initiatives include utilizing the WSRE show *Pensacola State Today* to highlight the work of the College and employment opportunities.

The following strategies will be used to address underrepresentation in full-time instructional positions:

1. Policies and practices related to faculty recruitment, retention, and promotion will be evaluated on a regular basis.
2. When full-time instructional positions open, the College will continue to advertise vacancies in publications and websites that target a variety of qualified applicants. Recruitment efforts are processed through the Human Resources Department.

3. The College will continue to evaluate participation in recruitment fairs nationally, throughout the state, and locally that provide access to a wide assortment of potential applicants.
4. Human Resources will conduct an annual analysis of full-time instructional employees who are enrolled in the Deferred Retirement Option Plan (DROP) to better anticipate and prepare for vacancies due to retirement.

College Full-Time Instructional Staff with Continuing Contract

Informed by the CONT tab, complete the following table to analyze the college's attainment of annual goals and long-range goals for increasing the number of women and minorities in full-time instructional staff with continuing contract positions.

	2021-22 Reporting Year College Student Population (%)	CONT Actuals (%) Fall 2021	CONT Stated Goals (%) Fall 2022	CONT Actuals (%) Fall 2022	CONT Goal Met (Yes/No)	CONT Goals for Fall 2023
Black Female	15.9	2.3	3.0	1.3	No	2.0%
Black Male	5.5	1.2	2.0	1.3	No	1.0%
Hispanic Female	5.9	2.3	4.0	3.9	No	3.0%
Hispanic Male	3.1	-	2.0	-	No	1.0%
Other Minorities Female	6.7	7.0	7.0	6.5	No	6.0%
Other Minorities Male	3.4	4.7	4.0	5.2	Yes	5.0%
White Female	39	43.0	N/A	41.6	N/A	N/A
White Male	20.4	39.5	N/A	40.3	N/A	N/A
Total Female	67.6	54.7	55.0	53.2	No	53.0%
Total Male	32.4	45.3	N/A	46.8	N/A	N/A

Describe and evaluate strategies for addressing underrepresentation in full-time instructional positions with continuing contract.

Response: Like other positions at the College, compensation may be a barrier to recruitment and retention of full-time instructional positions with continued contract. An additional barrier may be a delay in the initial credentialing process at the College. Our credentialing process requires faculty to participate in professional development. There are specific professional development sessions faculty must participate in to complete the credentialing process. These sessions are sometimes offered on a limited basis which may not be compatible with a faculty's schedule. Administrators who supervise faculty and staff in the Staff Professional Development Office are tasked with monitoring the credentialing process. It will be vital for the Staff Professional Development Department to keep both supervisors and faculty up-to-date and informed on a regular basis of where the faculty member is in the credentialing process to remove any barriers. We have seen positive changes as a result of the Staff Professional Development Department moving under Academic Affairs. It is important for the process to be completed in a timely manner as delays in the process could impact a continuing contract for faculty members. We are now able to provide in-person, virtual, and recorded training, meaning faculty who

need these sessions for credentialing can potentially access them at a time convenient for their schedules.

The following strategies will be used to address underrepresentation in full-time instructional positions with continued contract:

1. The College will regularly review the policies and practices, in conjunction with the Staff Professional Development Department, related to the credentialing process for continuing contract positions.
2. It is recommended that Department Heads receive information regarding who is eligible to apply for continuing contract from the Human Resources Department and that workshops are offered to assist faculty with the application process.
3. The Staff Professional Development Department should work to develop a calendar of required workshops for credentialing on a regular basis and should review offerings each semester to ensure faculty will be able to complete the process.
4. Virtual and recorded workshops will remain an option for faculty to complete as part of their credentialing process.

New Barriers (Optional)

Are there new barriers affecting the successful recruitment and/or retention of females and/or minorities in any employment category?

Response: [Click here to enter text.](#)

Review of Part II (A): Attainment of Annual Goals (Completed by Division of Florida Colleges)

Requirement	Response	Comments	Action
Does the report include an analysis and assessment of annual and long-range goals for increasing women and minorities in:	-	-	-
EAM positions?	Select one.		
Full-time instructional positions?	Select one.		
Full-time with continuing contract instructional positions?	Select one.		

B. Evaluations of Employment Practices – Evaluations of Key Personnel and Presidents

2) Provide a summary of the college's board of trustees' annual evaluation of the performance of the president in achieving the annual and long-term goals and objectives of the employment equity plan.

Response: The District Board of Trustees completed the President's annual evaluation via electronic survey. Five trustees provided input, and among several aspects in the questionnaire, The District Board

of Trustees rated the President “100% strongly agree” when asked, “... the President effectively addresses annual and long-term goals and objectives of the College Equity Plan in accordance with F.S. 1012.86.”

3) What is the date of the president’s most recent evaluation?

Response: The most recent evaluation of the President was conducted during the September 2022 Board Meeting. Following the meeting, a letter was sent to Chancellor Hebda regarding the evaluation.

***Review of Part II (B): Evaluations of Employment Practices
(Completed by Division of Florida Colleges)***

Requirement	Response	Comments	Action
Does the report include a summary of the results of the annual evaluation of the college president in achieving the annual and long-term goals and objectives?	Select one.		
Does the report include the date of the most recent presidential evaluation?	Select one.		

C. Additional Requirements

The college should complete the following related to additional processes required by section 1012.86, F.S.

1) The college maintains diversity and balance in the sex and ethnic composition of the selection committee for each vacancy. **Make a selection:** [Yes](#)

Include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees.

Response: Pensacola State College continues to maintain diversity and balance in the sex and ethnic composition of selection and interviewing committees for each vacancy. The College has established procedures for the employment/hiring process for the composition of the screening/interviewing committees and the manner of the interview process. College procedures include the following: Within ten (10) days following Human Resources’ receipt of approval to advertise a vacant position, the departmental supervisor authorized to fill a vacancy shall select a screening committee to serve with the committee chair. Committees shall be composed of a minimum of three (3) members reflecting diversity and balance with sex and race. Larger screening committees may be approved by a senior-level administrator under appropriate circumstances. Larger Committees shall be diverse and balanced with regard to sex and race. An assigned recruiter/Human Resources representative from Human Resources will review the selected members of the Screening and Interviewing Committee and will advise the committee chair to adjust the makeup of the committee assignment if needed to meet the diversity requirements. Committees established for the purpose of filling faculty positions shall be formed as outlined in the Collective Bargaining Agreement (CBA), Article 17.01B, which includes participation with faculty members currently assigned in the academic department. An employment guideline and a step-

by-step checklist are provided to the committee chair to assist with the process. Committee chairs submit the prepared interview questions to Human Resources in advance for a review of legal and appropriate questions to be used during interviews. Human Resources will advise and discuss any questions or parts of questions that do not meet the legal standards related to employment discrimination

2) Briefly describe the process used to grant continuing contracts.

Response: On an annual basis, the Human Resources Department provides a report of the names of faculty members who are eligible for continuing contracts. The Vice President of Academic and Student Affairs recommends the names of faculty intended for awarding a continuing contract to the President. The District Board of Trustees grants approval for the award of continuing contracts at the meeting in which the Vice President presents the name(s) of those recommended. Faculty members will not be eligible for consideration for continuing contract or promotion until all requirements defined in 17.06.A, 17.06.B, and 17.06.C in the CBA have been completed. Awarding of a continuing contract is at the sole discretion of the College and Board of Trustees.

3) Briefly describe the process used to annually apprise each eligible faculty member of progress toward attainment of continuing contract status for specified populations.

Response: The initial Faculty Development plan (FDP) is intended to provide fundamental training for newly hired faculty members in a timely manner, to provide other structured training during a faculty member's initial years at the College, to provide acculturation to the institution, and to foster professionalism. The initial FDP shall be a plan for the first three years of employment. Each FDP must be approved by the administration. A full-time faculty member who has not met all requirements in the initial FDP shall not be eligible for continuing contract status or promotion in rank. As part of the initial FDP, each newly hired faculty member must attend the new faculty orientation. In addition to the new faculty orientation, all newly hired faculty members must demonstrate competence in the following areas:

- a. Curriculum and Instruction;
- b. Psychology of Learning;
- c. Tests and Measurements;
- d. The Community College;
- e. Classroom Management;
- f. Learning Technologies; and
- g. Legal Issues and Other Issues Affecting Higher Education.

Competence may be established through workshops, coursework, or other experience as determined by the immediate supervisor. However, individual departments may require additional training for initial credentialing. Additional training will be specified by the immediate supervisor during the faculty member's first three full years of employment at the College. Training may be acquired by means of in-service workshops offered by the College or through off-campus structured activities. A minimum of six (6) hours of College-sponsored workshops in an area can be used to establish competence in that area. All off-campus training must be verified and approved by the faculty member's immediate supervisor. New faculty will participate in the New Faculty Cohort meetings, and scheduled workshops, training, and other events as determined by the College. This program aims to enhance the faculty member's knowledge of the College and his or her own philosophy of teaching in order to improve overall opportunities for student success, the professional success of the faculty member, and faculty retention.

Upon completion of the initial FDP, the faculty member will submit a completion report to his or her immediate supervisor. The completion report will be routed through the appropriate chain of command to the Vice President of Academic and Student Affairs. The completion report should be submitted to the immediate supervisor no later than September 15 following the third full academic year of employment. In order to submit an application for promotion, a completion report must be on file by the deadline for the promotion application. The approved completion report shall be kept in the employee file in the Human Resources Department.

4) Briefly describe the college's budgetary incentive plan to support and ensure the attainment of employment equity accountability goals. Include how resources will be allocated to support the implementation of strategies and the achievement of goals in a timely manner.

Response: During each budget cycle, the College budgets specific funds to be used in the recruitment of new employees. These funds are used to advertise employment opportunities in publications, web-based recruitment sources, and other focused websites that reach a wide applicant pool. Funds are also budgeted for candidates who may be located outside of the local College service area to travel to interview for open positions. These funds can assist with broadening the pool of candidates for open positions. Budgeted funds are also allocated to be used for the College to participate in national and state recruitment fairs, as well as other outreach activities. The College also sponsors local job fairs for Escambia and Santa Rosa counties. Funding is allocated for an internal leadership program called the President's Leadership Institute (PLI). This program provides leadership training for a wide variety of employees, including staff and faculty. Budgeted funds are also allocated at the College for employees to take advantage of professional development, including opportunities such as attending conferences and leadership training. The College has sponsored college personnel to participate in community leadership programs such as LEAP, Santa Rosa Leadership, 30 under 30, and Rising Stars. All of these initiatives help support and ensure the College is continually working toward our employment equity accountability goals.

5) Salary Information: In the following table, include the salary ranges in which new hires were employed compared to the salary ranges for employees with comparable experience and qualifications as required in section 1012.86(2)(b)(5), F.S. Add additional rows if needed.

Note: Salary information is requested only for new hires. New hire information can be found in your Fall Staff Survey IPEDS report. Race and sex information are not required; however, the college may choose to include additional information for purposes of diversity analysis.

	Job Classification	# of New Hires*	New Hires* Salary Range	# of Existing Employee(s) with Comparable Experience	Existing Employee* Salary Range
Level 1	Professional Non-Exempt	3	\$33,501.00-\$37,499.00	24	\$32,565.00-\$49,976.00
Level 2	Professional/Managerial	25	\$35,000.00-\$52,000.00	100	\$35,000.00-\$65,508.00
Level 4	Professional/Managerial	9	\$38,500.00-\$55,000.00	54	\$38,500.00-\$72,441.00

	Job Classification	# of New Hires*	New Hires* Salary Range	# of Existing Employee(s) with Comparable Experience	Existing Employee* Salary Range
Level 5	Professional/ Managerial	1	\$63,000.00	21	\$45,000.00-\$73,838.00
Level 6	Professional/ Managerial	1	\$66,950.00	26	\$55,745.00-\$89,382.00
Executive Level 2	Executive	1	\$96,000.00	4	\$100,000.00-\$109,632.00
Faculty	Faculty	16	\$38,000.00-\$55,359.00	150	Salary range dependent on education and experience per CBA

**IPEDS definition of New Hires: Includes full-time permanent new hires on the payroll of the institution between November 1, 2021, and October 31, 2022, either for the first time (new to the institution) or after a break in service and who are still on the payroll of the institution as November 1, 2022.*

**Review of Part II(C): Additional Requirements
(Completed by Division of Florida Colleges)**

Requirement	Response	Comments	Action
Does the report include a brief description of guidelines used for ensuring balanced and diverse membership on selection and review committees?	Select one.		
Does the report provide a summary of the process utilized to grant continuing contracts?	Select one.		
Does the report include a description of the process used to annually apprise eligible faculty of their progress towards attaining continuing contract status?	Select one.		
Has the college developed a budgetary incentive plan to support and ensure attainment of the goals developed pursuant to section 1012.86, F.S.?	Select one.		
Did the college include a summary of the incentive plan?	Select one.		
Did the summary include strategic resource allocation?	Select one.		
Does the report include a comparison of the salary ranges of new hires to	Select one.		

Requirement	Response	Comments	Action
salary ranges for employees with comparable experience and qualifications?			

--

BUSINESS AFFAIRS

February and March 2023 – Professional Accomplishments

CASHIER'S OFFICE

February and March 2023

- Tuitions/Fees and Obligations.....\$430,094.23

COMPTROLLER'S OFFICE

February and March 2023

Office

- Paper checks processed – 329
- ACHs processed (employee reimbursements & vendor payments) – 286
- Bank Mobile Wires – 5,612
- ACH Vendors enrolled – 1480
- Deposits totaling – February: \$14,336,814.17
March: \$10,782,021.59
Total: \$25,118,835.76

Accounts Payable

- Paid approximately 741

Nan Jackson

- Attended COBA Feb 1-3
- Attended Board Meeting Feb 21
- Donated to Student Food Pantry
- Attended GASB 96 Webinar Feb 21
- Supported the Culinary Department with Meals to Go – February 28
- Coordinated and attended the 1st FCS Workday Zoom call for Controllers – March 1
- Attended Sip and Savor function - March 7
- Attended Exit Audit for 2021-2022 Fiscal Year End Financial Audit – March 10
- Completed the Financial Survey for IPEDS
- Volunteered for Priority Registration

Theresa Yoakum

- Paid 198 items in March
- Resolved unpaid invoices showing on vendor statements.
- Resolved payment issues with Office depot and other vendors
- Completed Handling sensitive information security part 1.

Rodney Weddington

- Processed 340 payments
- Processed 23 Change Orders

Diana Taylor

- Balanced January 1099 MISC Report
- Attended Sip and Savor function - March 7
- Volunteered for Priority Registration

BUSINESS AFFAIRS

February and March 2023 – Professional Accomplishments

- Attended Professional Development Day classes

Donna Carlisle

- Helped with the Triumph grant getting reports ready for the auditors
- Learning new Reports this month and working them in workday
- Assisted a Non-Profit Agency at the auction site with furniture for their offices.

Carla Osborne

- Finished updating Triumph 257 audit spreadsheets.
- Finished CEUs and passed Certified Professional Biller Recertification.
- Donated food, and clothing to a Military Veteran in need.
- Donated to Student Food Pantry.
- Attended Sip and Savor function - March 7

Fredrick Holt

- Attended Sip and Savor function - March 7
- Volunteered for Priority Registration
- Set up and arranged a successful Comptroller weekend outing

James White

- Volunteered for Priority Registration
- Conducted an Excel 1 class on Professional Development Day

Nichole Wilson

- Volunteered for Priority Registration
- PLI visited the Florida State Capital

Susan Peaden

- Attended Sip and Savor function - March 7
- Volunteered for Priority Registration

Mary Ledbetter

- Volunteered for Priority Registration



Sip and Savor March 7th – Nan Jackson,
Susan Peaden, Fredrick Holt, Diana



Comptroller's office St
Patrick's Day



Comptroller Weekend Outing
March 2023