



**Pensacola State College
District Board of Trustees Meeting Minutes
August 20, 2019
5:30 p.m. Pensacola Campus**

Board Workshop

Dr. Erin Spicer gave an update on the College's Quality Enhancement Plan (QEP), Pirate Path to Success, and described some new initiatives that will further increase student success and retention.

Present: Chair Patrick Dawson, Ms. Carol Carlan, Mr. Ed Moore, Mr. Kevin Lacz, Mr. Wendell Smith, Mr. Herb Woll, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Ms. Carol Carlan

Call to Order

Chair Woll called the meeting to order at 5:30 p.m.

Introductions

Dr. Erin Spicer introduced Ms. Jennifer Hill Faron, and stated that, in addition to her current responsibilities as Director of Student Affairs for the Milton Campus, she has taken on additional duties as the Interim Dean of the Milton Campus. Dr. Spicer also introduced Dr. Mitzie Sowell, who has been appointed as Interim Department Head for Allied Health.

Athletic Director, Bill Hamilton introduced Ms. Julie Burger, who will serve as the Coach for the new Girls Cross Country Team. Ms. Burger also serves as the Director of the College's Pharmacy Tech program. Ms. Burger was presented with a plaque that preserves the Pensacola News Journal article announcing PSC's addition of the Women's Cross Country Team and Ms. Burger as the Coach. Dr. Meadows also announced that Ms. Burger was recently named as Florida's Pharmacy Technician of the Year for 2019.

Mr. Bob Culkeen, introduced Ms. Tracie Hodson, the new Director of Development and Community Engagement for WSRE.

Dr. Meadows introduced Dr. Rameca Vincent Leary, Coordinator of Diversity Initiatives, and highlighted some of the activities she will be performing in her new role.

Recognitions

Dr. Meadows thanked Sheila Nichols, Mary Mabins, Rhonda Basler, Troy Moon, and AFC for the refreshments.

Minutes

Mr. Woll called for a motion for approval of the minutes of the June 18, 2019, Board meeting. Mr. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

Agenda

Mr. Woll called for a motion to approve the agenda. Mr. Dawson moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Public Comments

None

Academic and Student Affairs

Dr. Spicer presented the Academic Affairs action items. The Articulation Agreement is a two plus two (2+2) agreement in which PSC agrees to offer lower division courses leading to an AA degree for transfer into the UWF BS in Business Administration in Accounting. Trustees were provided with a brief bio of each of the professors recommended for Professor Emeritus.

Mr. Woll called for a motion for approval as follows:

Item 1: Ms. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

Item 2: Mr. Dawson moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Item 3: Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

1. Articulation Agreement with University of West Florida (UWF): Associate in Arts in Accounting to Bachelor of Science in Business Administration in Accounting - Approved
2. Institutional Accountability Report - Approved
3. Professor Emeritus Recommendations: - Approved
 - Mr. William Clover (posthumously)
 - Dr. Ed Stout
 - Dr. Wayne Wooten

Facilities

Ms. Bracken presented the Annual Comprehensive Safety Report and noted that there were 73 deficiencies, which is a 72% reduction over last year. Mr. Moore made a motion to approve the Report. Mr. Smith seconded the motion which passed unanimously. The Board applauded Ms. Bracken and her staff for the significant decrease in deficiencies.

1. Annual Comprehensive Safety Report – Approved

Finance

Ms. Emond presented the Finance action items. She informed the Board that the Alchemy Change Order (Item # 3) is a request for an additional \$193,619 due to a Change of Scope during Discovery. Trustees were provided with a list of the changes.

Ms. Emond also provided information related to the Unisys Contract and the Statement of Work (Item 4), and noted that the cost had been planned for in the budget.

Ms. Emond also informed the Board that Item #8 is a request to release funds for the purchase of a new key system for classroom security.

Mr. Woll called for a motion for approval as follows:

Items 1,2, 5, 7, and 9: Mr. Dawson moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Item 3: Mr. Dawson moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Item 4: Mr. Dawson moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Item 6: Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

Item 8: Mr. Dawson moved for approval, and Mr. Smith seconded the motion which passed unanimously.

1. Budget Amendments - Approved
2. Property Deletions - Approved
3. Alchemy Change Order # 1 - Approved
4. Unisys Purchase - Approved
5. Charge Off Accounts as of June 30, 2019 - Approved
6. Full Cost of Instruction - Approved
7. Grant Pursuit: Public Works and Economic Development (\$5.5 million) - Approved
8. Use of Designated Funds - Approved
9. FAIT Requests (open item) - Approved
Approval to use Dr. Philip Benjamin Matching Grant Program Funds for the James M. Kobacker Endowment to bring Dr. Nadine Strossen in to speak on campus on November 21, 2019 (\$9,500). Request #18-19-05

Ms. Emond stated that she wished to express appreciation to her staff for the time and effort being put forth in the Workday Implementation project.

Human Resources

Ms. Henderson reviewed the Human Resources action items and noted that there are no special contracts. Mr. Woll called for a motion to approve all items as presented. Mr. Smith moved for approval, and Ms. Moore seconded the motion which passed unanimously.

1. Approval of the June 2019 and July 2019 Human Resources Reports – Approved
2. Reclassify a vacant and funded Library Technician, Level 5, Career Service Salary Schedule, to Circulation Technician, Level 2, Career Service Salary Schedule. (Library Services) – Approved
3. Reclassify one currently filled Office Assistant, Level 1, Career Service Salary Schedule, to Circulation Technician, Level 2, Career Service Salary Schedule. [retroactive to July 1, 2019] (Library Services) – Approved
4. Change a month-to-month administrative contract reappointment (June 2019 HR Agenda item), to annual contract FY 2019-2020 for Ortiz-Caceres, Guillermo L., Director, Pensacola State CISCO Academy - Approved
5. Special Contracts – none

General Counsel

Mr. Gilliam informed the Board that the lease agreements between PSC and South Santa Rosa County are essentially a land swap lease agreement between PSC and Santa Rosa County that provides PSC with property at the Santa Rosa Industrial Park to construct and operate a commercial truck driver training program in exchange for property at the South Santa Rosa Center that allows the County to construct and operate a community athletic complex with soccer fields. The County has approved the Agreements and Administration recommends Board approval.

Mr. Gilliam explained that the Lease Agreement between PSC and the Pensacola State College Foundation allows the College to lease from the Foundation the real property located at 2381 Metzger Drive. He explained the terms of the Agreement and recommended Board approval.

Motions for approval are as follows:

Items 1 and 2: Mr. Moore made a motion for approval. Ms. Moore seconded the motion which passed unanimously.

Item 3: Mr. Dawson made a motion for approval. Mr. Smith seconded the motion which passed unanimously.

1. Agreement between Pensacola State College and Santa Rosa County - Approved
2. Agreement between Santa Rosa County and Pensacola State College - Approved
3. Lease Agreement between Pensacola State College and the Pensacola State College

Foundation - Approved

President's Time

Dr. Meadows presented the WSRE Grant Pursuit and Mr. Culkeen described how the grant funds will be used. Mr. Woll called for a motion for approval. Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

Dr. Meadows presented the request for approval to name the Building 7 Board Room in honor of Dona and Milton Usry in recognition for their \$100,000 gift to be used for an endowed scholarship. He stated that if the Board approves the request, he is asking for approval to serve alcoholic beverages at a naming event sometime in October. Mr. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

Dr. Meadows stated that the College Administration is asking for approval to move the location of the October 11, WSRE Wine and Food Classic to the Amos Studio. He also asked that Board grant approval to serve alcoholic beverages at the event. Mr. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

President's Time Reports:

- The College hosted another successful Master Teachers Seminar. Forty (40) faculty from across the disciplines, representing 23 of the 28 Florida Colleges attended.
- Dr. Meadows and Ms. Ray traveled to Orlando and met with Senator Kelli Stargel, chair of the Appropriations Subcommittee on Education to gain support for Building 1 funds. They also met with Representative Randy Fine, chair of the Higher Education Appropriations Subcommittee.
- Dr. Meadows met with Commissioner Lumon May regarding the Fairfield Tower.
- On Dr. Meadows' behalf, Sandy Ray is attending the Santa Rosa Legislative Delegation public hearing tonight to seek support for PSC's request for funds for Bldg. 1.
- Dr. Meadows reported on his meeting with Commissioner Corcoran when the Commissioner was in Pensacola and visited the College on August 15.

President's Time Announcements:

- On September 26, there will be a check presentation and reception in the Molly McGuire Culinary Dining Room, at 6 p.m.
- On September 6, Dr. Meadows will speak at the Chamber's Gopher Club Breakfast, at the Pensacola Yacht Club at 7:30 a.m. Dr. Meadows will talk about the College's workforce programs and workforce initiatives.
- A reception for the Presidential Scholarship recipients and the Student Ambassadors, will be held on September 17 at 4 p.m. in the Student Center, prior to the Board meeting.

Alumni Association Report – Full report included in Board materials

Trustees received a calendar of upcoming events.

Chair's Time

WSRE Report – Full report included in the Board materials.

Foundation Report – Full report included in the Board materials.

Mr. Woll stated that Trustees received a copy of the responses to the President's Annual Evaluation, and asked if there were any comments. Trustees concurred that Dr. Meadows is doing an excellent job. Mr. Dawson then asked for a motion to approve the Evaluation Report. Mr. Dawson moved for approval, and Mr. Moore seconded the motion which passed unanimously.

Mr. Woll stated that information was compiled looking at Dr. Meadows' base salary with other presidents' base salaries in the region and the Florida College System. Based on the findings, Mr. Woll made two recommendations.

1. Increase the President's base salary to \$254,641 and extend his contract for an additional year. Mr. Dawson moved for approval, and Mr. Moore seconded the motion which passed unanimously.
2. Prior to conducting the next President's Annual Performance Evaluation, the Board Chair will appoint a Compensation Committee to review and compare other presidents' salaries and benefits to assist the Board in contract negotiations the College President. Mr. Dawson moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

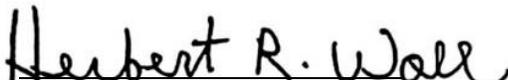
There being no further business, Mr. Dawson adjourned the meeting at 6:37 p.m.

Approved X

Amended

Date 9/17/2019


Pat Crews, Reporting


Chair, Board of Trustees


President