

Pensacola State College

Vice President, Business Affairs

Memorandum

Phone: 850-484-1728

Fax: 850-484-1995

February 12, 2020

TO: Dr. Ed Meadows
President

FROM: Gean Ann Emond *MAE*
Vice President, Business Affairs

SUBJECT: Finance Agenda for February 2020 District Board of Trustees Meeting

Action Items:

1. Budget Amendment
2. Property Deletions
3. Fees
 - a. CWE Courses over \$500.
 - b. University of Florida, in partnership with Pensacola State will host the Spring Festival of Flowers, April 5, 6, & 7, 2020. We are requesting permission to charge vendors a fee that will be split between Pensacola State and the University.
 - c. The College is requesting permission to charge a \$35.00 booth fee to all vendors participating in the PirateFest on April 11, 2020.
4. FAIT Requests (open item)

Information Items:

1. Pert/Late Fee Waivers
2. Contracts
3. Out of the country travel

BUDGET AMENDMENT REQUEST
Pensacola State College

Resolution Number 070120
Amendment Number 070120

Fiscal Year 2019/20
Month January

Be it resolved that the District Board of Trustees, Pensacola State College, in meeting assembled pursuant to Section 235.18, Florida Statutes, hereby approves the amendments to the Unexpended Plant Fund.

	PRESENT BUDGET	INCREASE	DECREASE	AMENDED BUDGET
BEGINNING FUND BALANCE	30,331,843.84	0.00	0.00	30,331,843.84
REVENUES	1,702,510.96	100,000.00	0.00	1,802,510.96
TOTAL TO BE ACCOUNTED FOR	32,034,354.80	100,000.00	0.00	32,134,354.80
SALARIES	0.00	0.00	0.00	0.00
CURRENT EXPENSES	8,851,850.75	125.00	0.20	8,851,975.55
CAPITAL OUTLAY	23,182,504.05	193,732.51	93,857.31	23,282,379.25
ENDING FUND BALANCE	0.00	0.00	0.00	0.00
TOTAL ACCOUNTED FOR	32,034,354.80	193,857.51	93,857.51	32,134,354.80

Justification: To allocate fund balance to specific funding sources. To allocate new PECO revenue for expenses.

Megan Ann Emond

Source of Funds

<u>Unexpended Plant Fund</u>	<u>Total Funds</u>	<u>Student Capital Improvement Fee</u>	<u>SCIF Vocational</u>	<u>Local Funds</u>	<u>Consortium Computer</u>	<u>License Tag CO & DS</u>	<u>Public Education Capital Outlay</u>
Beginning Balances, July 1, 2019	30,331,843.84	8,591,460.43	339,072.51	12,734,747.40	0.00	545,364.09	8,121,199.41
Budget Amendment No. 70819 A: Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70819 A: Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70919: Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70919: Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 71019: Revenues	1,618,735.96	0.00	1,600,000.00	18,735.96	0.00	0.00	0.00
Budget Amendment No. 71019: Expenditures	1,618,735.96	0.00	1,600,000.00	18,735.96	0.00	0.00	0.00
Budget Amendment No. 71119: Revenues	83,775.00	83,775.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 71119: Expenditures	83,775.00	83,775.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 71219: Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 71219: Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70120: Revenues	100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00
Budget Amendment No. 70120: Expenditures	100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00
Budget Amendment No. 70220: Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70220: Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70320: Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70320: Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70420: Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70420: Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70520: Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70520: Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70620: Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 70620: Expenditures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ending Balances, Unallocated	32,134,354.80	8,675,235.43	1,939,072.51	12,753,483.36	0.00	545,364.09	8,221,199.41

Pensacola State College
BUDGET TRANSACTIONS FOR SELECTED ID NUMBER FOR - 20/01

ID.NO.	DATE	TIME	YR	MO.	F	MAFKEY C.C. ID	PRJ	GL.	ACCOUNT TITLE	DEBIT	CREDIT
0070120	20200128	075925	20	2001	7	00000 00	0000	34000	BUDGETED REVENUES	100000.00	0.00
GLCODE TOTAL										100000.00	0.00
0070120	20200129	153156	20	2001	7	00000 00	0000	36000	BUDGETED CURRENT EXP	0.00	125.00
0070120	20200107	161711	20	2001	7	00000 00	0000	36000	BUDGETED CURRENT EXP	0.20	0.00
GLCODE TOTAL										0.20	125.00
0070120	20200129	080710	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	814.07	0.00
0070120	20200129	080710	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	814.07
0070120	20200129	080710	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	814.07
0070120	20200129	080710	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	814.07	0.00
0070120	20200129	080806	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	1225.00
0070120	20200129	080806	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	1225.00	0.00
0070120	20200129	080806	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	13961.00
0070120	20200129	080806	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	13961.00	0.00
0070120	20200129	153156	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	125.00	0.00
0070120	20200128	075925	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	100000.00
0070120	20200128	075955	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	2143.00
0070120	20200128	075955	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	773.00
0070120	20200128	075955	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	847.27	0.00
0070120	20200128	075955	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	2068.73	0.00
0070120	20200122	074828	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	9985.00
0070120	20200122	074828	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	4895.00
0070120	20200122	074828	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	3200.00
0070120	20200122	074828	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	9492.78	0.00
0070120	20200122	074828	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	8587.22	0.00
0070120	20200113	153044	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	2770.37
0070120	20200113	153044	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	2770.37	0.00
0070120	20200113	153044	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	19464.00
0070120	20200113	153044	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	19464.00	0.00
0070120	20200107	161711	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	26400.00
0070120	20200107	161711	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	1348.00
0070120	20200107	161711	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	23787.89	0.00
0070120	20200107	161711	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	77.23	0.00
0070120	20200107	161711	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	2534.68	0.00
0070120	20200107	161711	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	1348.00	0.00
0070120	20200106	093905	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	4795.00
0070120	20200106	093905	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	4795.00	0.00
0070120	20200106	093905	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	1145.00
0070120	20200106	093905	20	2001	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	1145.00	0.00
GLCODE TOTAL										93857.31	193732.51
0070120	20200128	075924	20	2001	7	00000 00	0000	42310	PUB EDU CAPITAL OUTLAY	100000.00	0.00
GLCODE TOTAL										100000.00	0.00
0070120	20200107	161710	20	2001	7	10000 00	0000	79900	CAPITAL OUTLAY CONTINGENCIES	23787.89	0.00
0070120	20200106	093904	20	2001	7	10000 00	0000	79900	CAPITAL OUTLAY CONTINGENCIES	4795.00	0.00
GLCODE TOTAL										28582.89	0.00

Pensacola State College
BUDGET TRANSACTIONS FOR SELECTED ID NUMBER FOR - 20/01

ID.NO.	DATE	TIME	YR	MO.	F	MAFKEY C.C. ID	PRJ	GL.	ACCOUNT TITLE	DEBIT	CREDIT
0070120	20200106	093904	20	2001	7	10000 00	0003	76000	NON-CAPITALIZED REPAIRS	0.00	4795.00
GLCODE TOTAL										0.00	4795.00
0070120	20200107	161710	20	2001	7	10000 01	0006	66506	Minor Equip/Furn \$500-999	0.20	0.00
GLCODE TOTAL										0.20	0.00
0070120	20200107	161710	20	2001	7	10000 01	0006	76000	NON-CAPITALIZED REPAIRS	77.23	0.00
GLCODE TOTAL										77.23	0.00
0070120	20200107	161710	20	2001	7	10000 05	0081	75017	SITE PREPARATION	0.00	26400.00
GLCODE TOTAL										0.00	26400.00
0070120	20200107	161710	20	2001	7	10000 05	0081	79900	CAPITAL OUTLAY CONTINGENCIES	2534.68	0.00
0070120	20200129	153155	20	2001	7	11000 00	0000	79900	CAPITAL OUTLAY CONTINGENCIES	125.00	0.00
GLCODE TOTAL										2659.68	0.00
0070120	20200129	080805	20	2001	7	11000 00	0000	79902	Cntgncy-PECO Replacemnt 19-20	13961.00	0.00
GLCODE TOTAL										13961.00	0.00
0070120	20200129	080805	20	2001	7	11000 00	0006	76000	NON-CAPITALIZED REPAIRS	0.00	13961.00
GLCODE TOTAL										0.00	13961.00
0070120	20200129	153155	20	2001	7	11000 00	1007	64501	OTHER SERVICES	0.00	125.00
GLCODE TOTAL										0.00	125.00
0070120	20200129	080805	20	2001	7	20000 00	0000	79900	CAPITAL OUTLAY CONTINGENCIES	1225.00	0.00
0070120	20200113	153043	20	2001	7	20000 00	0000	79900	CAPITAL OUTLAY CONTINGENCIES	19464.00	0.00
GLCODE TOTAL										20689.00	0.00
0070120	20200113	153043	20	2001	7	20012 00	0900	76000	NON-CAPITALIZED REPAIRS	0.00	19464.00
0070120	20200129	080805	20	2001	7	21100 00	0965	76000	NON-CAPITALIZED REPAIRS	0.00	1225.00
GLCODE TOTAL										0.00	20689.00
0070120	20200128	075924	20	2001	7	70316 20	0000	79900	CAPITAL OUTLAY CONTINGENCIES	0.00	100000.00
GLCODE TOTAL										0.00	100000.00
0070120	20200122	074827	20	2001	7	70407 18	0007	76000	NON-CAPITALIZED REPAIRS	9492.78	0.00
0070120	20200113	153043	20	2001	7	70407 18	0007	76000	NON-CAPITALIZED REPAIRS	2770.37	0.00
0070120	20200128	075954	20	2001	7	70407 18	0019	76000	NON-CAPITALIZED REPAIRS	847.27	0.00
0070120	20200122	074827	20	2001	7	70407 18	0019	76000	NON-CAPITALIZED REPAIRS	8587.22	0.00
0070120	20200122	074827	20	2001	7	70407 18	0023	76000	NON-CAPITALIZED REPAIRS	0.00	9985.00
0070120	20200128	075954	20	2001	7	70407 18	0032	76000	NON-CAPITALIZED REPAIRS	0.00	2143.00
0070120	20200129	080709	20	2001	7	70407 18	0034	76000	NON-CAPITALIZED REPAIRS	0.00	814.07

Pensacola State College
BUDGET TRANSACTIONS FOR SELECTED ID NUMBER FOR - 20/01

ID.NO.	DATE	TIME	YR	MO.	F	MAFKEY C.C. ID	PRJ	GL.	ACCOUNT TITLE	DEBIT	CREDIT
0070120	20200122	074827	20	2001	7	70407 18	0040	76000	NON-CAPITALIZED REPAIRS	0.00	4895.00
0070120	20200122	074827	20	2001	7	70407 18	0042	76000	NON-CAPITALIZED REPAIRS	0.00	3200.00
0070120	20200129	080709	20	2001	7	70407 18	0050	76000	NON-CAPITALIZED REPAIRS	814.07	0.00
0070120	20200128	075954	20	2001	7	70407 18	0050	76000	NON-CAPITALIZED REPAIRS	2068.73	0.00
0070120	20200113	153043	20	2001	7	70407 18	0051	76000	NON-CAPITALIZED REPAIRS	0.00	2770.37
0070120	20200128	075954	20	2001	7	70407 18	0300	76000	NON-CAPITALIZED REPAIRS	0.00	773.00
0070120	20200129	080709	20	2001	7	70407 19	0002	76000	NON-CAPITALIZED REPAIRS	0.00	814.07
0070120	20200106	093904	20	2001	7	70407 19	0005	76000	NON-CAPITALIZED REPAIRS	0.00	1145.00
0070120	20200129	080709	20	2001	7	70407 19	0007	76000	NON-CAPITALIZED REPAIRS	814.07	0.00
0070120	20200107	161710	20	2001	7	70407 19	0007	76000	NON-CAPITALIZED REPAIRS	1348.00	0.00
0070120	20200106	093904	20	2001	7	70407 19	0007	76000	NON-CAPITALIZED REPAIRS	1145.00	0.00
0070120	20200107	161710	20	2001	7	70407 19	0097	76000	NON-CAPITALIZED REPAIRS	0.00	1348.00
GLCODE TOTAL										27887.51	27887.51
ID NUMBER TOTAL										387715.02	387715.02
REPORT TOTAL										387715.02	387715.02

Pensacola State College
Vice President for Business Affairs
Memorandum

Phone: 850-484-1728
Fax: 850-484-1748

February, 2020

TO: Dr. Meadows
President

FROM: Gean Ann Emond
Vice President for Business Affairs

SUBJECT: Property Deletions for Board Approval

Approval is requested to delete the following items from the College's property records. They have been reported as worn out/broken beyond repair or in excess to the departments' needs and will be trashed or sold via auction.

Decal Number	Description	Custodian	Original Cost
40566	Lanrover/E Plus	Telecommunications Systems	4,738.75
42758	Telephone Box	Telecommunications Systems	1,544.50
43001	Transmitter	WSRE	1,226,482.94
43002	Mask Filter	WSRE	35,000.00
43864	3 Port Patch	WSRE	1,282.82
43865	Bird Test Load	WSRE	8,746.50
43867	Andrew Transmission Line	WSRE	375,402.28
45132	Multi Media Lectern	Microcomputer Resources	1,256.40
45398	Document Camera	Allied Health	2,397.00
46673	Antenna	WSRE	245,585.26
47339	Apex Exciter	WSRE	60,545.55
47340	Apex Exciter	WSRE	60,545.55
48001	After Cooling System	WSRE	55,336.00
48315	Microcomputer	Microcomputer Resources	1,381.73
48765	50" Plasma Television	Dean - Student Affairs	1,199.00
49751	Microcomputer	Microcomputer Resources	882.82
49752	Microcomputer	Microcomputer Resources	882.82
49753	Microcomputer	Microcomputer Resources	882.82
49755	Microcomputer	Microcomputer Resources	882.82
49756	Microcomputer	Microcomputer Resources	882.82
49757	Microcomputer	Microcomputer Resources	882.82
49758	Microcomputer	Microcomputer Resources	882.82
49759	Microcomputer	Microcomputer Resources	882.82
49762	Microcomputer	Microcomputer Resources	882.82
49763	Microcomputer	Microcomputer Resources	882.82
49764	Microcomputer	Microcomputer Resources	882.82
49765	Microcomputer	Microcomputer Resources	882.82
49766	Microcomputer	Microcomputer Resources	882.82
49799	Microcomputer	Microcomputer Resources	882.82
49800	Microcomputer	Microcomputer Resources	882.82
49801	Microcomputer	Microcomputer Resources	882.82
49802	Microcomputer	Microcomputer Resources	882.82
49803	Microcomputer	Microcomputer Resources	882.82
49804	Microcomputer	Microcomputer Resources	882.82
49805	Microcomputer	Microcomputer Resources	882.82
49807	Microcomputer	Microcomputer Resources	882.82
49808	Microcomputer	Microcomputer Resources	882.82
49809	Microcomputer	Microcomputer Resources	882.82
49810	Microcomputer	Microcomputer Resources	882.82
49811	Microcomputer	Microcomputer Resources	882.82
49829	Microcomputer	Microcomputer Resources	882.82
49830	Microcomputer	Microcomputer Resources	882.82
49831	Microcomputer	Microcomputer Resources	882.82
49832	Microcomputer	Microcomputer Resources	882.82
49833	Microcomputer	Microcomputer Resources	882.82
49834	Microcomputer	Microcomputer Resources	882.82
49835	Microcomputer	Microcomputer Resources	882.82
49836	Microcomputer	Microcomputer Resources	882.82
49837	Microcomputer	Microcomputer Resources	882.82
49838	Microcomputer	Microcomputer Resources	882.82
49839	Microcomputer	Microcomputer Resources	882.82
49840	Microcomputer	Microcomputer Resources	882.82
49841	Microcomputer	Microcomputer Resources	882.82
49842	Microcomputer	Microcomputer Resources	882.82
49843	Microcomputer	Microcomputer Resources	882.82

Pensacola State College
Vice President for Business Affairs
Memorandum

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49844	Microcomputer	Microcomputer Resources	882.82
49846	Microcomputer	Microcomputer Resources	882.82
49847	Microcomputer	Microcomputer Resources	882.82
49848	Microcomputer	Microcomputer Resources	882.82
49849	Microcomputer	Microcomputer Resources	882.82
49850	Microcomputer	Microcomputer Resources	882.82
49851	Microcomputer	Microcomputer Resources	882.82
49852	Microcomputer	Microcomputer Resources	882.82
49853	Microcomputer	Microcomputer Resources	882.82
49854	Microcomputer	Microcomputer Resources	882.82
49855	Microcomputer	Microcomputer Resources	882.82
49856	Microcomputer	Microcomputer Resources	882.82
49857	Microcomputer	Microcomputer Resources	882.82
49858	Microcomputer	Microcomputer Resources	882.82
49859	Microcomputer	Microcomputer Resources	882.82
49860	Microcomputer	Microcomputer Resources	882.82
49921	Microcomputer	Microcomputer Resources	882.82
49951	Microcomputer	Microcomputer Resources	882.82
51237	Microcomputer	Microcomputer Resources	1,004.18
51488	APC 3000 Smart Ups	Telecommunications Systems	1,562.95
53341	Microcomputer	Microcomputer Resources	965.25
55061	Microcomputer	Microcomputer Resources	804.99
55090	Microcomputer	Microcomputer Resources	804.99
55107	Microcomputer	Microcomputer Resources	804.99
56040	Microcomputer	Microcomputer Resources	970.68
56044	Microcomputer	Microcomputer Resources	970.68
56805	Cisco Switch	Telecommunications Systems	2,729.51
			<u>2,143,266.06</u>



PENSACOLA
STATE COLLEGE

Department of Workforce and Economic Development
Memorandum

Phone: 850-484-1363

Fax: 850-484-1368

APPROVED

Dr. Edward Meadows

1/29/2020
Dr. Erin Spicer

DATE: January 22, 2020

TO: Dr. Erin Spicer
Vice President, Academic Affairs

VIA: Mr. Michael W. Listau
Director, Workforce Ed, Applied Technology and Professional Services

FROM: Ruth McKinon
Coordinator, Corporate and Professional Training

SUBJECT: Request Approval of Fees for Workforce and Economic Development
Center for Corporate & Professional Development Training with fees over \$500

Please approve the following new course:

New Course for the Center for Corporate & Professional Development Training:

<u>Cluster</u>	<u>Course #</u>	<u>Title</u>	<u>CEU Fee</u>	<u>Begin Term</u>
1. CWE	W	Microsoft Office 2016 Master Certification Training (245 hours)	\$1,695.00	2020-2

Course Description:

- 1. Microsoft Office 2016 Master Certification Training (245 hours):** Proficiency in Microsoft Office course is an essential skill in any profession, whether you are preparing for an entry-level position or are an experienced professional. This Microsoft Office 2016 Master Certification Training course will teach you how to work at an advanced level in Microsoft Word, Excel, PowerPoint, and Outlook 2016 and prepare you for the Microsoft Office Certification Exams which are Microsoft Office Specialist Certification Exams 77-727 and 77-728 (Excel), 77-725 and 77-726 (Word), 77-729 (PowerPoint), and 77-731 (Outlook). This course offers enrollment with or without a voucher. The voucher is prepaid access to sit for the certifying exam upon eligibility.

This comprehensive course is the best way to learn Microsoft Office online. When you take Microsoft Word, PowerPoint, Outlook, and Excel training courses together, you'll get a certificate of completion showing you're proficient—and that will allow you to get ahead in the workplace. The material is presented in a step-by-step manner, and you will learn by completing readings and hands-on exercises and watching video presentations. The course also includes quizzes and exams so you can test your skills at regular intervals throughout the material.

RM: th

CC: Alisha Poma
Anh Seegert
Valeria Martinez



PENSACOLA
STATE COLLEGE

Department of Workforce and Economic Development
Memorandum

Phone: 850-484-1363
Fax: 850-484-1368

APPROVED

Dr. Edward Meadows

DATE: January 10, 2020

TO: Dr. Erin Spicer
Vice President, Academic Affairs

1/15/2020

Dr. Erin Spicer

VIA: Mr. Michael W. Listau
Director, Workforce Ed, Applied Technology and Professional Services

FROM: Ruth McKinon
Coordinator, Corporate and Professional Training

SUBJECT: Request Approval of Fees for Workforce and Economic Development
Center for Corporate & Professional Development Training with fees over \$500

Please approve the following new courses:

New Courses for the Center for Corporate & Professional Development Training:

<u>Cluster</u>	<u>Course #</u>	<u>Title</u>	<u>CEU Fee</u>	<u>Begin Term</u>
1. CWE	W	Networking Essentials for Instructors	Flat Rate	2020-2
2. CWE	W	IT Essentials for Instructors v.7.0	Flat Rate	2020-2
3. CWE	W	Introduction to Networks v 7.0	Flat Rate	2020-2
4. CWE	W	Switching, Routing and Wireless Essentials v. 7.0	Flat Rate	2020-2
5. CWE	W	Enterprise Networking Security & Automation v. 7.0	Flat Rate	2020-2
6. CWE	W	CCNA Security for Instructors v 2.0	Flat Rate	2020-2

Course Descriptions:

1. Networking Essentials v1.0:

This course teaches the fundamentals of networking. It covers how devices communicate on a network, network addressing and network services, how to build a home network and configure basic security, the basics of configuring Cisco devices, and testing and troubleshooting network problems.

2. IT Essentials version v7:

This course covers the fundamentals of computer and mobile device hardware and software, and advanced concepts such as security, networking, and the responsibilities of an IT professional. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install operating systems, and troubleshoot them using software tools and diagnostics. Students will also be able to connect to the Internet and share resources in a networked environment. New topics in this version include scripting basics, using remote access technologies, IoT device configuration and communication types, documentation and change management best practices, and, disaster prevention and recovery methods. Expanded topics include virtualization, cloud computing, and security

3. CCNA 1v7: Introduction to Networks (ITN)

The first course in the CCNA curriculum introduces the architectures, models, protocols, and networking elements that connect users, devices, applications and data through the Internet and across modern computer networks - including IP addressing and Ethernet fundamentals. By the end of the course, students can build simple local area networks (LAN) that integrate IP addressing schemes, foundational network security, and perform basic configurations for routers and switches.

4. CCNA 2v7: Switching, Routing, and Wireless Essentials (SRWE):

The second course in the CCNA curriculum focuses on switching technologies and router operations that support small-to-medium business networks and includes wireless local area networks (WLAN) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN.

5. CCNA 3v7: Enterprise Networking, Security, and Automation (ENSA):

The third course in the CCNA curriculum describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. This course covers wide area network (WAN) technologies and quality of service (QoS) mechanisms used for secure remote access along with the introduction of software-defined networking, virtualization, and automation concepts that support the digitalization of networks. Students gain skills to configure and troubleshoot enterprise networks and learn to identify and protect against cybersecurity threats. They are introduced to network management tools and learn key concepts of software-defined networking, including controller-based architectures and how application programming interfaces (APIs) enable network automation.

6. CCNA Security v2.0:

CCNA Security equips students with the knowledge and skills needed to prepare for entry-level security specialist careers. This course is a hands-on, career-oriented e-learning solution that emphasizes practical experience. It is a blended curriculum with both online and classroom learning. CCNA Security aims to develop an in-depth understanding of network security principles as well as the tools and configurations required to secure a network. Various types of hands-on labs provide practical experience, including procedural and troubleshooting labs, skills integration challenges, and model building. All hands-on labs in the course can be completed on actual physical equipment or in conjunction with the NDG NETLAB solution. Most chapters include Packet Tracer-based skills integration challenges that are cumulative throughout the course.

RM: th

CC: Alisha Poma


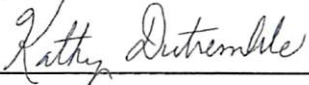
Anh Seegert

Valeria Martinez

Memo



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


2-4-2020
Approved

Signature

From: Ms. Kathy Dutremble, Dean, Student Services

Cc:

Date: January 31, 2020

Re: PirateFest 2020

On behalf of the Pensacola State College Campus Activities Board (CAB) and the Office of Student Engagement & Leadership, please consider this request for permission to hold the third Annual PirateFest on Saturday, April 11, 2020, from 11:00 a.m. – 3:00 p.m. We are also planning to invite small local businesses and vendors from Escambia and Santa Rosa counties to the event. We would like to charge a \$35.00 booth fee to all vendors. All fees from booth rentals will go to support the PSC Food Pantries located on our campuses.

Thank you for your consideration of this request.

Pensacola State College
Dean's Office – Milton Campus


Memorandum

Phone: 850.484.4443

DATE: January 10, 2020

TO: Dr. Ed Meadows

VIA: Dr. Erin Spicer

FROM: Jennifer Hill Faron 

SUBJECT: Board of Trustees Agenda Items
32nd Annual Lumberjack Festival, March 28, 2020
Spring Festival of Flowers, April 3, 4, & 5, 2020



President Approved/Date



Vice President Approved/Date

1/22/2020

I request permission for Pensacola State College Milton Campus to sponsor the 32nd Annual Lumberjack Festival on March 28, 2020.

The University of Florida, in partnership with Pensacola State College, Milton Campus, request permission to host the Spring Festival of Flowers, April 5, 6, & 7, 2020. Funds raised through vendor fees are split between PSC and UF and put toward an Endowed Scholarship in Horticulture Studies/Landscape Technology.

Cc: Gean Ann Emond

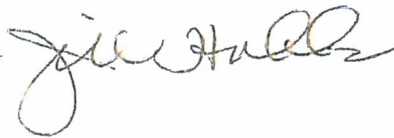


Approved 

February 12, 2020

TO: Dr. Ed Meadows

FROM: Jill Hubbs
General Manager, WSRE-TV
jhubbs@wsre.org, 484-1236



SUBJECT: Request for Board of Trustees approval

WSRE requests permission for sales of merchandise and/or tickets for the following events scheduled in the Jean and Paul Amos Performance Studio:

Be My Neighbor Day Merchandise and Food/Drinks April 25, 2020

Senior Follies-
Annual Show Tickets March 20-22, 2020

Real Women Radio Foundation
Beauty Show Tickets and Merchandise April 4, 2020

Thank you for placing this on the upcoming Board of Trustees' agenda.



Dean of Student Affairs
Phone: 850 484-2076

Memorandum

February 4, 2020

TO: Gean Ann Emond
Vice-President for Business Affairs

FROM: Kathy Dutremble
Dean of Student Affairs

SUBJECT: January PERT/Late Fee Waivers Granted

PERT Waivers Granted

There were three (3) test fee waivers granted totaling \$30.

Late Fee Waivers Granted

There were eighteen (18) late fee waivers granted totaling \$450.00

Contract #	Board	Contractee	Type of service	College Cost	Begin	End	Renew?	Invoice?
2020136	20-Jan	Fort Walton Beach Medical Center	Non-Financial Standard Affiliation Agreement for health students. (Dean - Health Sciences)	None	12/19/19	12/19/21	Yes	No
2020140	20-Jan	Foley Hospital Corporation, d/b/a South Baldwin Regional Medical Center	Non Exclusive Student Affiliation Agreement for clinical training for Health (Nursing) students. (Dean, Warrington campus)	None	1/1/20	12/31/24	Yes	No
2020145	20-Jan	Lamarre, Magdalena	Honorarium agreement for Ms. Lamarre to give a presentation entitled, "Female Superheroes: What are There Real Powers?" on February 27, 2020, in support of the 2020 Florida Talks Grant (College Contract #2020135) (Grants & Federal Programs)	\$1,200.00	2/27/20	2/27/20	No	No
2020146	20-Jan	Jeff Jordan Audio Services	Agreement to provide audio services for College events held in the Amos Studio at \$25 per hour. (WSRE)	\$1,000.00	12/4/19	6/30/20	Yes	No
2020151	20-Jan	American Public Television	Renewal of licensing agreement for use of CREATE programming for calendar year 2020. (WSRE)	\$7,112.00	1/1/20	12/31/20	Yes	No
2020152	20-Jan	Verteks Consulting Inc.	Agreement for ShoreTel Platinum Support - Support and Maintenance Plan (No Phone Coverage) (Network & Telecommunications)	\$61,375.00	1/28/20	1/27/21	Yes	No
2020153	20-Jan	Large, Andrew	Contract to teach Cisco curriculum for CCNA 2 v7 for instructors. (Cisco ACS/ITC)	\$4,800.00	2/3/20	Upon completion of class	No	No
2020154	20-Jan	Reeves, James	Consultant Agreement for to assist college with improving community relations. (President's Office)	\$12,000.00	2/1/20	1/31/21	Yes	No

Contract #	Board	Contractee	Type of service	College Cost	Begin	End	Renew?	Invoice?
2020156	20-Jan	Pensacola Umpires Alliance, Inc. d/b/a Panhandle Collegiate Umpires	Contract to provide officiating services for the 2020 PSC Baseball non-conference games and booking fees. (Athletics)	\$4,240.00	2/7/20	3/7/20	No	No
2020157	20-Jan	Miracle Strip Officials Association, Inc. (MSOA)	Contract for MSOA to provide umpire services for 2020 Spring softball games. (Athletics)	\$2,440.00	3/28/20	4/18/20	No	No
2020162	20-Jan	Incline Alchemy, Inc.	Statement of Work #2 for contract #2019208. Approved at January Board meeting.	See Contract	Upon Signing	1/31/20	No	No

PENSACOLA STATE COLLEGE

Request for Travel Authorization

TO: Gean Ann Emond, Vice President for Business Affairs

Date: January 13, 2020

FROM: Michael Coleman

Department: Performing Arts

Address 8694 Ramble Woods Drive

City, State, Zip Pensacola, FL 32514

Point of Origin Pensacola, FL

Point of Destination Vienna, Austria

Date and Time of Departure 8/4/2019

Date and Time of Return 8/12/2019

Purpose of Travel Presentation of winning composition at Golden Keys Music Festival

Benefit to College International recognition

Names of Others Traveling to Event

Estimated Maximum Expenses to be Incurred:

1. Travel

Airfare \$ \$1500.00
Baggage Fees \$
Personal Vehicle Mileage \$
_____ miles @ _____ per mile
Rental Car/Fuel \$
Shuttle/Taxi/Internet \$
Parking/Tolls \$
Hotel \$
Meals \$

2. Registration

Personal Funds \$
Purchase Order \$
P-Card \$

TOTAL REQUESTED \$ \$1500.00

College Car Reserved

Yes _____ No _____

I hereby request authorization to perform the travel described above and certify that such travel is essential to the transaction of official College business.

Traveler

Date

Supervisor

Date

Dean, if applicable

Date

Fund	Cost Center	ID	Project	GL	Amount
1	48010	00	0078	60504	\$1500.00

Note: Prior to the commitment of funds and the performance of travel, this authorization must be approved by the Vice President for Business Affairs who must certify that funds are available. The original Request for Travel Authorization form must be attached to the Voucher for Per Diem and/or Reimbursement of Expenses Incident to Official Travel to claim reimbursement.

Vice President for Business Affairs

Signature/Date

Revised 1/11

TO BE COMPLETED BY TRAVEL COORDINATOR

Encumbered _____
Encumbrance # _____
Liquidated _____
Hotel Confirmation # _____
Rental Car Confirmation # _____
Airline Confirmation # _____

**District Board of Trustees
Finance Committee Minutes for January 21, 2020**

Present: Carol Carlan, Gean Ann Emond, Nan Jackson, Steve Whiting, Tamer Guirguis,
Paul Oh

Action Items:

1. Budget Amendments
Approved as presented.
2. Property Deletions
Approved as presented.
3. Fees
Approved as presented.
4. Grant Pursuit
Approved as presented.
5. Alchemy Statement of Work #2
Approved as presented.
6. FAIT Requests (open item)
Approved as presented.

Information Items:

1. Pert/Late Fee Waivers
2. Contracts
3. Active Restricted Grants and Contracts
4. Out of Country Travel