

# PENSACOLA STATE COLLEGE

Director, Human Resources  
Memorandum

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February 10, 2020

**TO:** Dr. Ed Meadows  
President

**VIA:** Gean Ann Emond *EA Emond*  
Vice President, Business Affairs

**FROM:** Tammy R. Henderson

**SUBJECT:** Human Resources Action Items for Board of Trustees – February 2020

**Action Items:**

1. Approval of the personnel actions from the January 2020 Human Resources Report.
2. Approval to convert funding of the vacant Admissions and Information Specialist, at Level 5, on the Career Service Salary Schedule, and of the vacant Student Services Representative, at Level 2, on the Career Service Salary Schedule to create the Coordinator, Admissions at Level 2, on the Professional/Managerial Salary Schedule. (Student Affairs – Admissions) [retroactive to February 10, 2020]\*
3. Approval to convert the current funded and filled Student Engagement Specialist, at Level 2, on the Professional/Managerial Salary Schedule, to Events Coordinator, at Level 1, on the non-exempt Professional Salary Schedule. (Student Affairs, Admissions) [retroactive to January 31, 2020]\*
4. Request approval for the leave of absence beyond 12 weeks, April 13, 2020, to May 6, 2020, for faculty member, Wendy Carden. (Academic and Student Affairs – Mathematics and Computer Science)
5. Special Contracts (open item)

\* Job descriptions to be provided at Board meeting.



***HUMAN RESOURCES REPORT***  
***Summary of Personnel Actions***  
***January 2020***

**Faculty**

- 6 Faculty employees were hired (Cosmetic Arts; Business; Natural Sciences; History, Languages, Social Sciences, and Education; Visual Arts; and Sonography)

**Career Service**

- 1 Career Service employee received an educational incentive (Financial Aid/Scholarships)  
1 Career Service employee received a lateral transfer (from Academic/Student Affairs to Business Affairs)  
3 Career Service employees were hired (WSRE-TV; Nursing; and Vice President Academic and Student Affairs)  
1 Career Service employee was promoted to Professional/Managerial (Cashiers' Office)  
1 Career Service employee resigned for other employment (Records)  
1 Career Service employee retired under the Pension Plan (Maintenance Services)  
1 Career Service employee was terminated due to unsatisfactory performance (Comptroller)

**Executive, Professional/Managerial**

- 4 Professional/Managerial employees were hired (Split funded Career and Technical Education and Perkins; Admissions; Financial Aid/Scholarships; and WSRE)  
1 Professional/Managerial employee was promoted and received an upward pay adjustment (WSRE)  
3 Professional/Managerial employees resigned for other employment ([2 positions] WSRE; and Patient Simulation Training)  
1 Professional/Managerial employee resigned for personal reason (Athletics - Men's Basketball)  
3 Professional/Managerial employees received an upward pay adjustment (Plant Operations; Cashiers' Office; and Student Conduct)  
1 Professional/Managerial employee retired under the Pension Plan (Vice President, Business Affairs)

**Other**

- 252 Assignments for adjuncts were processed  
1 Overload for a full-time non-faculty employee was made



District Board of Trustees  
Human Resources Committee Meeting Minutes  
Pensacola Campus, Building 7, District Conference Room 714  
January 21, 2020

Present: Ms. Margie Moore, and Ms. Tammy Henderson, recording

Minutes from the November 19, 2019, Human Resources Committee meeting were reviewed and approved.

**Action Items:**

1. Approval of November and December 2019 Human Resources Reports.
2. Special Contracts (Open Item)

The above action item was approved for recommendation to the full Board.