



**Pensacola State College
District Board of Trustees Meeting Minutes
January 22, 2019
5:30 p.m. Pensacola Campus**

Board Workshop

Representatives from Workday gave a presentation on the Workday administrative software that the College is asking for Board approval to purchase. The College is also asking Board approval to contract with Alchemy, to implement the software, and representatives of the company also participated in the workshop. A period of questions and answers followed.

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

Absent: Mr. Patrick Dawson, Mr. Wendell Smith

Call to Order

Vice Chair Ed Moore chaired the meeting and called it to order at 5:30 p.m.

Recognitions

Dr. Meadows thanked Donna Davidson, Betty Freaney, and AFC for the refreshments.

Dr. Meadows called forward assistant professor in performing arts, Mr. Rodney Whatley, and seven performing arts students for a special recognition. Dr. Meadows reported that the performing arts department received a superior rating for their performance of *Funny Girl*. In addition, Mr. Whatley told the Board that the Performing Arts department received a \$7,000 grant which provided each of the seven students with a \$1,000 scholarship. Each of scholarship recipients introduced their self and spoke about their experiences in performing arts and their future plans. Trustees applauded Mr. Whatley and the students for their achievements.

Dr. Meadows introduced Mr. Steve Whiting, and stated that, in February, Mr. Whiting, who is currently the Director of Finance and Business Operations for the Foundation, will be taking on the College's new position of Coordinator, Workday Implementation.

Minutes

Mr. Moore called for a motion for approval of the minutes of the November 13, 2018, Board meeting. Mr. Woll moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

Agenda

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

Public Comments

None

Academic Affairs

Dr. Spicer presented the proposed 2019-2020 academic calendar for Board approval. She also presented the request for approval of the promotion in rank for Dr. Doug Mock, from associate professor to assistant professor, retroactive to August 2018. Mr. Moore called for a motion for approval of the items presented. Mr. Woll moved for approval, and Ms. Moore seconded the motion which passed unanimously.

1. 2019-2020 Academic Calendar - Approved
2. Faculty Promotion in Rank - Approved

Facilities

Ms. Bracken gave the board an update on the status of demolition of Building 1. She also reported on renovations to the former clinic in Bldg. 3 that will provide additional space for the PALS program.

Finance

Ms. Emond presented the Finance action items and noted that there were no FAIT requests. She noted that the changes to the salary schedule are a result of the State of Florida's increase in the minimum wage beginning in January. Due to the small number of employees affected by the change, it was recommended that the increase be effective December 29, 2018, to align with payroll. Mr. Moore called for a motion to approve the Childcare rate increase. Ms. Carlan moved for approval, and Mr. Woll seconded the motion which passed unanimously. Mr. Moore then made a motion to approve Items 1, 2, and 3 as presented. Mr. Woll moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

1. Budget Amendments - Approved
2. Property Deletions - Approved
3. Salary Schedule—Minimum Wage Increase - Approved
4. Camp Fire PSC Childcare Rate Increase - Approved
5. FAIT Requests - none

Human Resources

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

1. Approval of November and December 2018 Human Resources Reports - Approved
2. Approval to add an Administrative Assistant position, Level E, Career Service Salary Schedule, by converting funding from temporary services, retroactive to December 3, 2018, (College Development) - Approved
3. Convert one funded and vacant position of Microcomputer Specialist, Level 1, Professional/Managerial Salary Schedule, to new position of Senior Technology Specialist, Level 2, Professional/Managerial Salary Schedule (Information Technology Services) - Approved
4. Convert one funded and vacant position of Network Support Analyst, Level 2, Professional/Managerial Salary Schedule, to new position of Senior Network Support Analyst, Level 3, Professional/Managerial Salary Schedule (Information Technology Services) - Approved
5. New position of Workday Implementation Coordinator, Level 4, Professional/Managerial Salary Schedule, retroactive to January 14, 2019. (ITS Workday) - Approved
6. Special Contracts - None

General Counsel

Mr. Gilliam presented the Lease Agreement between the District Board of Trustees and the Foundation for the property on 2381 Metzger Drive. He explained the details of the Agreement, noting that the Foundation will sublease the premises for use as commercial office space. The net rental income will provide scholarship funds for students enrolled at PSC. Mr. Moore called for a motion to approve the Lease Agreement. Mr. Woll moved for approval, and Mr. Moore seconded the motion which passed unanimously.

1. Lease Agreement between the District Board of Trustees and the Pensacola State College Foundation, Inc. - Approved

President's Time

Dr. Meadows initiated discussion with Trustees regarding the frequency and time of day for Board meeting frequency and times. He stated that Mr. Gilliam surveyed the other Florida Colleges and

determined that some Boards meet during lunch and some meet every other month. He asked that Trustees give thought as to whether they prefer to keep the current schedule or change it. Mr. Moore recommended that the Board meeting schedule be a topic for discussion at the next Board meeting, and the Board agreed.

Dr. Meadows talked about the Workday Agreements that Administration is recommending for Board approval. Mr. Moore commented that the Workday Agreements were studied in detail at the Finance Committee meeting and he recommended approval. Ms. Carlan moved for approval, and Mr. Woll seconded the motion which passed unanimously.

Dr. Meadows talked about the Alchemy Agreement which was also studied in detail at the Finance Committee meeting. Ms. Carlan moved to approve the Agreements, and Ms. Moore seconded the motion which passed unanimously.

Dr. Meadows thanked the Board for approving the Agreements and stated that the next step would be to formally notify Pasco-Hernando of the College's intention to terminate participation in the Consortium. Mr. Moore then called for a motion to terminate the Consortium Agreement. Ms. Moore moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

Dr. Meadows asked the Board to approve a Proclamation for each of the ten inductees to the 2019 Athletic Hall of Fame, Mr. Moore read the proclamation statement and asked for a motion for approval. Ms. Moore moved for approval, and Mr. Woll seconded the motion which passed unanimously.

1. Workday Management System - Approved
 - a. Master Subscription Agreement
 - b. Master Subscription Agreement Delivery Assurance
 - c. Master Subscription Agreement Foundation Tenant Service
 - d. Master Subscription Agreement Foundation Tenant Services/Workday Student Service – Education and Government
2. Alchemy, Inc. - Approved
 - a. Professional Services Agreement
 - b. Statement of Work No. 1
3. Athletic Hall of Fame Proclamations - Approved
 - a. Joel Anthony
 - b. Mary Bailey (posthumous)
 - c. Dr. Bill Brantley
 - d. Jim Donovan
 - e. Charles Fairchild
 - f. Dana Gilmore
 - g. Dennis Lindsey
 - h. Greg Litton
 - i. Bob Marlin
 - j. Bill McArthur (posthumous)

Dr. Meadows reported on the State Board of Education meeting that was hosted by the College in the Lamar Studio on January 16.

Ms. Lynsey Listau provided information on Campus Safety Month that begins February 4.

Ms. Patrice Whitten reported that the College is seeking nominations for the 2019 Pensacola State College Distinguished Alumni Awards. She gave Trustees a packet of information and displayed the Alumni Association's webpage and demonstrated links to learn more about the award categories and criteria, purchasing tickets, and becoming a sponsor for the awards event on May 4. She also told Trustees about the upcoming Fishing Excursion, April 4-7, that will benefit the Delta Kappa Alpha scholarship fund.

Dr. Meadows announced:

- US News and World Report ranked PSC 10th overall in Florida and 114th nationwide for Best Online Bachelor's Program (RN program). (Ranked higher than UWF at 200, FAU at 233, Seminole State College of Florida at 194, and University of South Alabama and Troy both at 173).
- PSC Works professional development sessions for support staff will have its first session on January 25. Twenty-seven Career Service Employees will be attending.

Chair's Time

Foundation Report – (Full report included in Board packet.) Ms. Krieger highlighted upcoming events and reported that the new Capital Campaign Manager, Jo McArthur, is on board. The new Director of Finance and Business Operations, Susan Peaden, will begin work on February 4. Ms. Krieger will introduce them to the Board at the next meeting.

WSRE Report – (Full report included in the Board packet.) Mr. Culkeen highlighted upcoming events and reported on WSRE's new transmitter.

There being no further business, Mr. Moore adjourned the meeting at 6:45 p.m.

Approved X



Pat Crews, Reporting

Amended _____

Date 2/19/2019



Chair, Board of Trustees



President