

PENSACOLA STATE COLLEGE

Director, Human Resources
Memorandum

Phone: 850-484-1766
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January 9, 2019

Approved 

TO: Dr. Ed Meadows
President

FROM: Tammy R. Henderson

SUBJECT: Human Resources Action Items for Board of Trustees' Meeting – January 2019

Action Items:

1. Approval of November and December 2018 Human Resources Reports.
2. Request approval to add an Administrative Assistant position, Level E, on the Career Service Salary Schedule, by converting funding from temporary services, retroactive to December 3, 2018. (College Development)
3. Request approval to convert one funded and vacant position of Microcomputer Specialist, Level 1, on the Professional/Managerial Salary Schedule, to a new position of Senior Technology Specialist, Level 2, on the Professional/Managerial Salary Schedule. (Information Technology Services)
4. Request approval to convert one funded and vacant position of Network Support Analyst, Level 2, on the Professional/Managerial Salary Schedule, to a new position of Senior Network Support Analyst, Level 3, on the Professional/Managerial Salary Schedule. (Information Technology Services)
5. Request approval of the new position of Workday Implementation Coordinator, Level 4, on the Professional/Managerial Salary Schedule, retroactive to January 14, 2019. (ITS Workday)
6. Special Contracts (Open Item)



HUMAN RESOURCES REPORT
Summary of Personnel Actions
November 2018

Faculty

- 1 Faculty member resigned for other employment (Physical Therapy)

Career Service

- 1 Career Service employee was hired (Transportation Services)
- 3 Career Service employees were promoted and received an upward pay adjustment (Cashiers' Office; and [2] Maintenance Services)
- 1 Career Service employee was terminated during probation period (Maintenance Services)

Executive, Professional/Managerial

- 1 Professional/Managerial employee resigned for personal reasons (Academic Advising - Pensacola)
- 1 Professional/Managerial employee retired (Dean, Workforce and Vocational Education)

Other

- 1 Assignment for an adjunct was processed
- 1 Overload non-teaching assignment for full-time faculty was processed

[PERSREPORT]
RUN DATE 12/04/2018
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S R PENSACOLA STATE COLLEGE
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41 12 MO. FACULTY

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ASSISTANT PROFESSOR 9/26	RESIGNED RESIGNED FOR OTHER EM	05204508 VITENTE ARVIE	11230102030052001 PTA	F02271A00	M	A

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CAREER SERVICE

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
MAINTENANCE SPECIALIST (VEHICL	NEW HIRE	00905383 THARPE JAMES	16330900000054000 TRANSPORTATION SERVICES	C04891A00	M	M
ACCOUNTING SPECIALIST	PROMOTION	05254701 BAKER MEGAN	16222000000054000 CASHIERS' OFFICE	C01361A00	F	W
PHYSICAL PLANT SPECIALIST	PROMOTION	05146768 CLARK LARRY	17010010000054000 MAINTENANCE SERVICES	C04621A00	M	W
TRUCK DRIVER/LABORER LEADER	PROMOTION	00169343 WARD DONALD	17010010000054000 MAINTENANCE SERVICES	C04181A00	M	W
MAINTENANCE SPECIALIST II	TERMINATED EMPLOYEE NOT RETAIN	04891372 OLIVER HOWARD	17010010000054000 MAINTENANCE SERVICES	C02181A00	M	W
ASSOCIATE COORDINATOR, STUDENT	UPWARD PAY ADJUSTMENT	05254701 BAKER MEGAN	16222000000054000 CASHIERS' OFFICE	C00651A00	F	W
MAINTENANCE SPECIALIST II	UPWARD PAY ADJUSTMENT	05146768 CLARK LARRY	17010010000054000 MAINTENANCE SERVICES	C02181A00	M	W
MAINTENANCE SPECIALIST (HVAC)	UPWARD PAY ADJUSTMENT	00169343 WARD DONALD	17010010000054000 MAINTENANCE SERVICES	C03171A00	M	W

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ADMIN./EXECUTIVE/PROFESSIONAL

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
STUDENT SERVICES ADVISOR	RESIGNED PERSONAL REASONS	05238309 ZOLL JESSICA	15301001000053000 ACADEMIC ADVISING - PENSACOLA	P03441A00	F	W
DEAN, WORKFORCE EDUCATION AND	RETIREMENT RETIRED/DROP	04625515 BUSSE DANIEL	14601020000051200 DEAN - WORKFORCE & VOC ED	A01521A00	M	W

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ADJUNCT

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ADJUNCT SPECIAL CONTRACT \$25	NEW HIRE	03952274 HURD JOHN	11500100000056001 WORKFORCE / ECON DEVELOPMENT	J62241T00	M	W

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SPECIAL CONTRACT

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
FT FAC NON-TEACHING ASSIGNMENT	OVERLOAD	01943564 WILLIAMS CARLA	15210000000055001 DIRECTOR OF ATHLETICS	F02471T00	F	B



HUMAN RESOURCES REPORT
Summary of Personnel Actions
December 2018

Faculty

2 Faculty employees retired (English and Communications; and Natural Sciences)

Career Service

3 Career Service employees were hired (WSRE; Public Safety; and College Development)

1 Career Service employee resigned due to personal reasons (WSRE)

1 Career Service employee was terminated under probationary period (Admissions and Records)

Executive, Professional/Managerial

2 Professional/Managerial employees resigned for other employment (Patient Simulation Training; and English and Communications)

Other

7 Assignments for adjuncts were processed
143 Overloads for full-time faculty were processed
21 Overloads assignments for non-faculty were processed

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FULL TIME FACULTY

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ASSOCIATE PROFESSOR (DOCTORATE	RETIREMENT RETIRED/PENSION PLA	01408849 WOLF RAYMOND	11131501000052001 ENGLISH / COMMUNICATIONS	F02081A00	M	W
PROFESSOR 9/26 MASTERS	RETIREMENT RETIRED/DROP	01670943 SHELTON-LOWE KATHLEEN	11111901000052001 PHYSICAL SCIENCES	F00481A00	F	W

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CAREER SERVICE

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ACCOUNTING SPECIALIST	NEW HIRE	05330832 FREEMAN THERESE	23201019180954000 WSRE CPB - CSG 10/17-09/19	C04872A00	F	W
COLLEGE POLICE OFFICER	NEW HIRE	05330402 MENDEZ STEPHANIE	17200100000054000 PUBLIC SAFETY	C03771A00	F	M
ADMIN ASST	NEW HIRE	02666800 RICHARDS SARAH	16730000000054000 COLLEGE DEVELOPMENT	C04901A00	F	W
ADMIN ASST	RESIGNED PERSONAL REASONS	02032506 HARTMAN VICKI	13201030000054000 WSRE-TV: PROGRAM./PRODUCTION	C04361A00	F	W
ADMISSIONS AND INFORMATION SPE	TERMINATED EMPLOYEE NOT RETAIN	04961018 CHURCH KALEAL	15601000000054000 ADMISSIONS & RECORDS	C04711A00	M	B

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ADMIN./EXECUTIVE/PROFESSIONAL

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
PATIENT SIMULATION SPECIALIST	RESIGNED - OTHER EMPLOYMENT	05269528 COLVIN CONNIE	11230132000053000 PATIENT SIMULATION TRAINING	P00501A00	F	W
WRITING LAB SPECIALIST	RESIGNED - OTHER EMPLOYMENT	02236512 SULLIVAN LAURA	11131501000053000 ENGLISH / COMMUNICATIONS	P00511A00	F	W

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ADJUNCT

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
ADJUNCT SUPERVISOR FITNESS CEN	NEW HIRE	02736447 BREWER DON	15104003000056001 LIFE FITNESS CENTER/	J31361H00 MILTON	M	W
ADJUNCT SUPERVISOR FITNESS CEN	NEW HIRE	04649713 CLEVINGER LUCAS	15104003000056001 LIFE FITNESS CENTER/	J86301X00 MILTON	M	W
ADJUNCT SUPERVISOR FITNESS CEN	NEW HIRE	04649713 CLEVINGER LUCAS	15104001000056001 LIFE FITNESS CENTER /	J86301P00 PENSACOLA	M	W
ADJUNCT SUPERVISOR FITNESS CEN	NEW HIRE	01821596 GALIZA CARESSE	15104003000056001 LIFE FITNESS CENTER/	J57841L00 MILTON	F	P
ADJUNCT SUPERVISOR FITNESS CEN	NEW HIRE	00380816 HENRY DARLA	15104001000056001 LIFE FITNESS CENTER /	J75441X00 PENSACOLA	F	W
ADJUNCT SUPERVISOR FITNESS CEN	NEW HIRE	05292769 NELTNER TYLER	15104001000056001 LIFE FITNESS CENTER /	J86951P00 PENSACOLA	M	W
ADJUNCT SUPERVISOR FITNESS CEN	NEW HIRE	04515435 STRAUGHN MARISA	15104001000056001 LIFE FITNESS CENTER /	J86691P00 PENSACOLA	F	W

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OVERLOADS

TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	00243402 ALLEN MICHAEL	11260203000052100 PSAV ENGINEERING TECH PROGRAMS	F00051F00	M	B
OVERLOAD COLLEGE CREDIT	OVERLOAD	01273937 ANDERSON PAIGE	11131501000052100 ENGLISH / COMMUNICATIONS	F03061F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04142113 ANDRAE CHAD	11160701000052100 COMPUTER SCIENCE	F00401T00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04142113 ANDRAE CHAD	11250101000052100 INFORMATION TECH PROGRAMS	F00401V00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00076019 ANDRAE MOLLIE	11150501000052100 BUSINESS	F01051F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	05270856 ARNOLD AMY	11230102030052100 PTA	F00091F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04519396 BAILEY BUFFI	11230190000052100 NURSING - UPPER LEVEL	F02521F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04519396 BAILEY BUFFI	11150590000052100 BAS ADMIN & SUPERVISION	F02521V00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00073403 BAILEY MICHAEL	11172201000052100 HISTORY/LANGUAGE/SOC SCIENCE	F01391F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00282690 BALL LARRY	11260101000052100 PSV ENGINEERING TECH PROGRAMS	F01401T00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	05101077 BARBERO ANDREW	13102000000052100 LYCEUM	F00701T00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04717122 BECK BURTON	11172201000052100 HISTORY/LANGUAGE/SOC SCIENCE	F00211F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	02987579 BLOXOM GREGORY	11161701000052100 MATHEMATICS	F02141F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00471954 BRAHIER JENNIFER	11161701000052100 MATHEMATICS	F02281F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00085523 BRANCH JEANNE	11150501000052100 BUSINESS	F01871F00	F	M
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	04101242	11320200000052100	F01351F00	F	W

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TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
		BREMER SHIRLAURA	COLLEGIATE HIGH SCHOOL			
OVERLOAD COLLEGE CREDIT	OVERLOAD	04997261 BUELL E	11150590000052100 BAS ADMIN & SUPERVISION	F01581F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	05068368 BURGER JULIE	11230102050052100 PHARMACY TECHNICIAN	F03801F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	01797705 CACACE RICHARD	11160701000052100 COMPUTER SCIENCE	F00291F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	01861881 CANNON MICHAEL	11260101000052100 PSV ENGINEERING TECH PROGRAMS	F01381F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	03895713 CAREY MOLLY	11172201000052100 HISTORY/LANGUAGE/SOC SCIENCE	F04101F00	F	I
OVERLOAD COLLEGE CREDIT	OVERLOAD	02629254 CARR JEREMY	11161701000052100 MATHEMATICS	F02331F00	M	M
OVERLOAD COLLEGE CREDIT	OVERLOAD	02968347 CARR RICHARD	11172201000052100 HISTORY/LANGUAGE/SOC SCIENCE	F02431F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04895613 CAVANAUGH KATHRYN	11111901000052100 PHYSICAL SCIENCES	F01911F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	03007144 CHEN XIAO-LUN	11121011000052100 PERFORMING ARTS	F02301T00	M	A
OVERLOAD COLLEGE CREDIT	OVERLOAD	04022597 CHISHOLM JESSICA	11230112000052100 NURSING	F03401F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	03005049 COLE DIANE	11131501000052100 ENGLISH / COMMUNICATIONS	F01241F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04711413 DONAHUE BEVERLY	11110401000052100 BIOLOGICAL SCIENCES	F00061F00	F	W
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	00274720 DUNCANS-BURNETT WILMA	11500100000052100 WORKFORCE / ECON DEVELOPMENT	F02051D00	F	M
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	00274720 DUNCANS-BURNETT WILMA	11230102140052100 EKG TECHNICIAN	F02051T00	F	M
OVERLOAD COLLEGE CREDIT	OVERLOAD	02253003 DUNN RICHARD	11172201000052100 HISTORY/LANGUAGE/SOC SCIENCE	F01101F00	M	W

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OVERLOADS						
TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
OVERLOAD COLLEGE CREDIT	OVERLOAD	03388289 EVETT ELIZABETH	11150501000052100 BUSINESS	F05001F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	03261344 FALZONE PETER	11161701000052100 MATHEMATICS	F00921F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	02128264 FARTHING SUZANNE	11230112000052100 NURSING	F03151F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00433855 FINK WILLARD	11110401000052100 BIOLOGICAL SCIENCES	F00171F00	M	M
OVERLOAD COLLEGE CREDIT	OVERLOAD	01270016 FRANCIS MARK	11121001000052100 VISUAL ARTS	F00601F00	M	W
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	02845371 GANT EVELYN	11320200000052100 COLLEGIATE HIGH SCHOOL	F00361F00	F	B
OVERLOAD COLLEGE CREDIT	OVERLOAD	05286051 GARDNER KIANI	11110401000052100 BIOLOGICAL SCIENCES	F00161F00	F	M
OVERLOAD COLLEGE CREDIT	OVERLOAD	00388860 GIANNAKIS SUSAN	11110401000052100 BIOLOGICAL SCIENCES	F01271F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00372516 GIBBS HARVEY	11230112060052100 PARAMEDIC	F01011F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	05204392 GONZALEZ-QUEZADA DANIELA	11172201000052100 HISTORY/LANGUAGE/SOC SCIENCE	F00761F00	F	H
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	04776342 GORMAN GLEN	11260203000052100 PSAV ENGINEERING TECH PROGRAMS	F03901F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04491974 GOTTSCHALK STEPHEN	11110401000052100 BIOLOGICAL SCIENCES	F01731F00	M	W
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	04920171 GRAHAME ANTHONY	11260203000052100 PSAV ENGINEERING TECH PROGRAMS	F01711F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04541117 GRASSO DOMENICK	11111901000052100 PHYSICAL SCIENCES	F00111F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	05056785 HABERBUSH JO	11230112000052100 NURSING	F02961F00	F	W

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OVERLOADS			EMP. ID	DEPARTMENT	POSITION	S	R
TYPE OF POSITION	ACTION/REASON	NAME	TITLE		X	C	
OVERLOAD COLLEGE CREDIT	OVERLOAD	01635393 HARDIN SAMUEL	11161701000052100 MATHEMATICS	F01991F00	M	W	
OVERLOAD COLLEGE CREDIT	OVERLOAD	05204227 HARRIS JENICA	11161701000052100 MATHEMATICS	F01661F00	F	B	
OVERLOAD COLLEGE CREDIT	OVERLOAD	00127515 HARVEY ROBERTA	11110401000052100 BIOLOGICAL SCIENCES	F02531F00	F	W	
OVERLOAD COLLEGE CREDIT	OVERLOAD	04322921 HATHWAY TIMOTHY	11111901000052100 PHYSICAL SCIENCES	F01961F00	M	W	
OVERLOAD COLLEGE CREDIT	OVERLOAD	03618876 HAYNES WAYNE	11150501000052100 BUSINESS	F01501F00	M	A	
OVERLOAD COLLEGE CREDIT	OVERLOAD	03947522 HIGHTOWER JAMES	11150501000052100 BUSINESS	F00471F00	M	W	
OVERLOAD COLLEGE CREDIT	OVERLOAD	00118514 HOPKINS MARK	11150590000052100 BAS ADMIN & SUPERVISION	F02971T00	M	B	
OVERLOAD COLLEGE CREDIT	OVERLOAD	00539546 HORACEK PATRICIA	11161701000052100 MATHEMATICS	F01781F00	F	W	
OVERLOAD COLLEGE CREDIT	OVERLOAD	04489515 HUNT CHRISTOPHER	11161701000052100 MATHEMATICS	F02601F00	M	W	
OVERLOAD COLLEGE CREDIT	OVERLOAD	00770885 INGRAM PAULA	11131501000052100 ENGLISH / COMMUNICATIONS	F00371V00	F	W	
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	00395021 INKEL BARBARA	11230212190052100 SURGICAL TECHNOLOGY	F00131T00	F	W	
OVERLOAD COLLEGE CREDIT	OVERLOAD	05296662 IRELAND KATHLEEN	11110401000052100 BIOLOGICAL SCIENCES	F03081F00	F	W	
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	01812967 JACKSON GENEVA	11320200000052100 COLLEGIATE HIGH SCHOOL	F02151F00	F	B	
OVERLOAD COLLEGE CREDIT	OVERLOAD	01201582 JAY MINDY	11230102010052100 DENTAL HYGIENE	F01591F00	F	W	
OVERLOAD COLLEGE CREDIT	OVERLOAD	02745779 JENNETTE DIANE	11230112000052100 NURSING	F00681T00	F	W	
OVERLOAD COLLEGE CREDIT	OVERLOAD	00451782	11121011000052100	F00031T00	M	W	

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		JERNIGAN RICHARD	PERFORMING ARTS			
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	00098518 KELLEY LORRAINE	11230112000052100 NURSING	F01021T00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00291716 KELLY WILLIAM	11250101000052100 INFORMATION TECH PROGRAMS	F00501F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	05099066 KIRK CINDY	11140800000052100 EDUCATION	F03001F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	01141522 KNOEBL IRIS	11110401000052100 BIOLOGICAL SCIENCES	F00301F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	03653096 KUMAR VAIDEHI	11160701000052100 COMPUTER SCIENCE	F01721F00	F	A
OVERLOAD COLLEGE CREDIT	OVERLOAD	01367714 LAMBERT LINDA	11230102010052100 DENTAL HYGIENE	F02461F00	F	M
OVERLOAD COLLEGE CREDIT	OVERLOAD	04305414 LANGHAM JIMMIE	11240101000052100 CULINARY & HOSPITALITY MGMT	F00351F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04897742 LEARY RAMECA	11150590000052100 BAS ADMIN & SUPERVISION	F01251F00	F	M
OVERLOAD COLLEGE CREDIT	OVERLOAD	01666760 LEE DONALD	11230112130052100 EMERGENCY MEDICAL TECH	F01311T00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	01930199 LEMLEY YIN	11160701000052100 COMPUTER SCIENCE	F01601F00	F	A
OVERLOAD COLLEGE CREDIT	OVERLOAD	03952977 LUDLUM ROBYN	11110401000052100 BIOLOGICAL SCIENCES	F02291F00	F	W
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	04180965 MAGAHA MARLA	11230202090052100 MEDICAL ASSISTING	F02641F00	F	W
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	04783446 MARKWICK KIMBERLY	11260200000052100 COSMETIC ARTS	F01141F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	01006528 MCAFERTY KENNETH	11131501000052100 ENGLISH / COMMUNICATIONS	F01551F00	M	W
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	03833523 MCCALL-STREHLOW SONJA	11260201000052100 ESTHETICS	F02491T00	F	W

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OVERLOAD VOCATIONAL CREDIT	OVERLOAD	03833523 MCCALL-STREHLOW SONJA	11260202000052100 MESSAGE THERAPY	F02491F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04999093 MCKAY LINDA	11230112000052100 NURSING	F01121F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04230249 MCSWAIN JOSHUA	11250101000052100 INFORMATION TECH PROGRAMS	F00391F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00646888 MERRITT KATHRYN	11161701000052100 MATHEMATICS	F00341T00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04997998 MOCK DOUGLAS	11172201000052100 HISTORY/LANGUAGE/SOC SCIENCE	F02321F00	M	W
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OVERLOAD COLLEGE CREDIT	OVERLOAD	03953991 MOSLEY OLGA	11172201000052100 HISTORY/LANGUAGE/SOC SCIENCE	F04301F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00576142 NEUMAN TODD	11131501000052100 ENGLISH / COMMUNICATIONS	F01891F00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	05228136 NICHOLAS NECIA	11110401000052100 BIOLOGICAL SCIENCES	F01041F00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04932522 O'BRIANT LINH-TRANG	11121001000052100 VISUAL ARTS	F01491F00	F	A
OVERLOAD COLLEGE CREDIT	OVERLOAD	03692987 O'DONNELL CHRISTINE	11131501000052100 ENGLISH / COMMUNICATIONS	F01531T00	F	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	04997146 PANDEY BIPIN	11111901000052100 PHYSICAL SCIENCES	F05201F00	M	A
OVERLOAD COLLEGE CREDIT	OVERLOAD	05228764 PAYNE MICHAEL	11150501000052100 BUSINESS	F01651T00	M	W
OVERLOAD COLLEGE CREDIT	OVERLOAD	00318990 PERANKOVICH SUSAN	11230112000052100 NURSING	F01231F00	F	W
OVERLOAD VOCATIONAL CREDIT	OVERLOAD	00318990 PERANKOVICH SUSAN	11230112000052100 NURSING	F01231T00	F	W

OVERLOADS			EMP. ID	DEPARTMENT	POSITION	S	R
TYPE OF POSITION	ACTION/REASON	NAME	TITLE		X	C	
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[PERSREPORT]
 RUN DATE 01/04/2019
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S R PENSACOLA STATE COLLEGE
 PERSONNEL EMPLOYED OR TERMINATED
 PERIOD DECEMBER 01 2018 THROUGH DECEMBER 31 2018

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OVERLOADS						
TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
		SIMS LISA	HISTORY/LANGUAGE/SOC SCIENCE			
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OVERLOAD COLLEGE CREDIT	OVERLOAD	04182177 VERLIN JONI	11240101000052100 CULINARY & HOSPITALITY MGMT	F02611F00	F	W
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OVERLOADS						
TYPE OF POSITION	ACTION/REASON	EMP. ID NAME	DEPARTMENT TITLE	POSITION	S X	R C
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OVERLOAD - FT FACULTY TUTORING	OVERLOAD	01943564 WILLIAMS CARLA	15210000000052100 DIRECTOR OF ATHLETICS	F02471V00	F	B
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OVERLOAD COLLEGE CREDIT	OVERLOAD	01660275 WOOTERS JEFFERY	11110401000052100 BIOLOGICAL SCIENCES	F02311F00	M	W
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OVERLOADS		EMP. ID	DEPARTMENT	POSITION	S	R
TYPE OF POSITION	ACTION/REASON	NAME	TITLE		X	C
OVERLOAD COLLEGE CREDIT	OVERLOAD	02962373 YELVERTON ELIZABETH	11110401000052100 BIOLOGICAL SCIENCES	F00611F00	F	W
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OVERLOAD COLLEGE CREDIT	OVERLOAD	01159400 ZINGALE PAMELA	11230112000052100 NURSING	F02391F00	F	W
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OVERLOAD-FT NON-FACULTY DOCTOR	OVERLOAD - NON-FACULTY	01759812 HENDERSON KYLIE	11150501000056001 BUSINESS	P03501F00	F	W
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OVERLOADS		EMP. ID	DEPARTMENT	POSITION	S	R
TYPE OF POSITION	ACTION/REASON	NAME	TITLE		X	C
		MILLIS JESSICA	ENGLISH / COMMUNICATIONS			
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OVERLOAD-FT NON-FACULTY DOCTOR	OVERLOAD - NON-FACULTY	00450338 WATERS WILLIAM	11172201000056001 HISTORY/LANGUAGE/SOC SCIENCE	A00281F00	M	W
OVERLOAD-FT NON-FACULTY MASTER	OVERLOAD - NON-FACULTY	04174364 WHITE CHRISTOPHER	11121001000056001 VISUAL ARTS	P03451F00	M	W

PENSACOLA STATE COLLEGE

Professional/Managerial Position Description

Job Title: Senior Technology Specialist

Level: 2

Class Code: New

FLSA Status: Exempt

Prepared Date: September 12, 2018

Summary: Provides second tier technical and administrative support for college owned technology and software used in transacting business for the college. Reports to Microcomputer Support Coordinator.

Duties and Responsibilities:

Provides advanced troubleshooting, support and training for the HelpDesk and Microcomputer Resources staff with installation and maintenance of PSC systems, related peripherals, and software.

Oversees hardware and software deployment assignments and use configuration management software and Active Directory to create, manage, and maintain system images for district computers.

Creates and maintains scripts used to automate technical processes with PowerShell, DOS batch files, and other basic scripting utilities.

Installs and monitors virus detection software to help control computer viruses and malicious software. Performs advanced triage on infected systems to analyze and evaluate threat levels, entry points, and helps determine the most effective methods of eradication and prevention.

Uses remote access software to diagnose and resolve end-user issues for all operating system platforms.

Develops project specifications and schedules required for deployment of new computers with minimal interruption to employees' normal routines.

Communicates the status of all tickets and assigned work orders and projects to supervisory levels.

Provides full administrative support in the absence of the Microcomputer Support Coordinator.

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 may be assigned.

Senior Technology Specialist

Essential Functions:

Lifting, carrying, bending, and reaching.

Ability to read, write, speak, and interpret guidelines, instruction, procedures, and rules.

Good interpersonal, listening, and customer service skills.

Ability to be a contributing member of a team.

Ability to work collaboratively with diverse groups.

May have assignments throughout the district.

Flexibility for night and weekend work, as needed.

In-district travel, and possible out-of-district overnight travel.

Minimum Qualifications: Graduation from an accredited institution with an associate's degree and two years of experience supporting networked microcomputers in a large enterprise environment. Must possess an understanding of networking protocols and understand OS level scripting such as Powershell. Must have experience using tools such as System Center Configuration Manager (SCCM), Active Directory, and other Microsoft management utilities used to maintain laptop and desktop computers. Progressively responsible experience in supporting microcomputers may be substituted on a year-for-year basis for the required education. Successful results of 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.

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 must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 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.

Pending Board Approval: January 22, 2019

PENSACOLA STATE COLLEGE

Professional/Managerial Position Description

Job Title: Senior Network Support Analyst

Level: 3

Class Code: New

FLSA Status: Exempt

Prepared Date: November 13, 2018

Summary: Responsible for analysis, implementation, monitoring, and strategic design of wired and wireless campus network systems and telecommunications systems with consideration of all seven layers of the OSI model. Reports to Director, Network and Telecommunications.

Duties and Responsibilities:

Works with the Director to design scalable network and telecommunications infrastructure to support College needs.

Works with Director, other College departments, vendors, and contractors to plan, implement, and manage major network and telecommunications projects.

Works with Director to logically plan, organize, direct, and evaluate equipment acquisition and retirement of network and telecommunications systems.

Troubleshoots issues to determine cause, and recommends and/or initiates corrective actions based on analysis and consideration of ramifications on systems at every layer of the OSI model within the College environment.

Performs system analysis of network and telecommunications performance to ensure optimum efficiency.

Implements and manages diverse network and telecommunications systems, including security monitoring systems, cloud systems, data center systems, virtualization systems, and VOIP systems.

Implements and configures network and telecommunications equipment such as switches, routers, firewalls, wireless controllers, network/telecomm-related servers, and server applications.

Assists the Director with the purchasing process for equipment and services.

Works with vendors and contractors to install and/or modify network and/or telecommunications systems and applications.

Senior Network Support Analyst

Practices excellent customer service throughout the campus community and works closely with peers.

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 may be assigned.

Essential Functions:

Analyze complex problems that affect diverse systems at all layers of the OSI model and implement solutions within the framework of and in cooperation with other ITS departmental units and other College faculty and staff.

Demonstrate effective verbal and written communication skills.

Use sound judgment and discretion to make decisions affecting operations and services.

Establish and maintain effective working relationships with Director, networking staff, other College departments and faculty.

Create written documentation and diagrams as required.

Work flexible hours, including weekends and evenings when necessary.

In-district travel to include all campuses and centers, and possible out-of-district overnight travel.

Minimum Qualifications: Graduation from a regionally accredited institution with a bachelor's degree in system science, information systems, networking, or related field and three years full-time progressively responsible experience in network and/or telecommunications that includes cabling, routing, switching, wireless networking, information security, network traffic management, network analysis and design. Experience with server operating systems, server application management, application programming and scripting, virtualization, and cloud systems. Experience with configuration of TCP/IP services such as DHCP, DNS, SMTP, LDAP, Web services, etc. Progressively responsible experience as described may be substituted on a year-for-year basis for the required education. A valid driver's license is 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.

Preferred Qualifications: Experience with Cisco switches, routers, firewalls, wireless controllers, Aruba wireless, Palo Alto firewalls, ShoreTel VOIP systems, traditional analog phone systems, Linux and Windows Server OS's, workstation OS's and diverse applications in a small- to medium-sized enterprise. Possess strong analytical skills in order to assess and solve problems in a complex environment.

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 must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 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.



District Board of Trustees
Human Resources Committee Meeting Minutes
Pensacola Campus, Building 7, President's Conference Room
November 13, 2018, 10:30am

Present: Mr. Wendell Smith, Ms. Rhonda Likely, and Ms. Tammy Henderson, recording

Minutes from the October 16, 2018, Human Resources Committee meeting were reviewed and approved.

Action Items:

1. Approval of October 2018 Human Resources Report.
2. Request approval to establish the new position of Project Coordinator for Sexual Assault and Relationship Violence Prevention, at Level 1, on the Professional/Managerial Salary Schedule. (Grant funded) (Vice President, Administrative Services and General Counsel, Institutional Diversity and Student Conduct)
3. Request approval to convert the current funded and vacant position of Director, Library Technical Services, at Level 4, on the Professional/Managerial Salary Schedule, to Coordinator, Library Technical Services, at Level 3, on the Professional/Managerial Salary Schedule. (Academic and Student Affairs – Library Services)
4. Special Contracts (Open Item)