



**Pensacola State College
District Board of Trustees Meeting Minutes
January 19, 2021
Pensacola Campus Board Room**

Introductions

Prior to the beginning of the workshop, Dr. Meadows introduced and welcomed newly appointed Trustees, Mr. Julian MacQueen and Dr. Troy Tippett. He stated that Mr. Herb Woll's term as a Trustee has ended, and Ms. Margie Moore has agreed to assume the role of Board Chair.

Dr. Meadows also introduced Ms. Anita Kovacs, the new Vice President of Business Affairs.

Board Workshop

Athletic Director Bill Hamilton gave a workshop on the college's athletic programs and provided information regarding the NJCAA eligibility requirements. He highlighted student athletes' excellent academic performance as well as athletic performance. He also talked about his upcoming retirement at the end of January and introduced Coach Bryan Lewallyn and softball Coach Lyndsey Angus who will assume the responsibilities of athletic director and associate athletic director, respectively.

Board Meeting

Present: Chair Margie Moore, Ms. Carol Carlan, Mr. Patrick Dawson, Mr. Kevin Lacz, Mr. Ed Moore, Mr. Julian MacQueen, Dr. Troy Tippett, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Call to Order

Ms. Moore called the meeting to order at 5:30 p.m.

Minutes

Ms. Moore called for a motion to approve the minutes of the October 20, 2020, Board meeting. Ms. Carlan moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

Agenda

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

Public Comments

None

Introductions/Recognitions

Dr. Meadows thanked Roland Hyacinthe and AFC for the refreshments.

DSO Reports

Alumni Affairs – (Full report provided in Board packets.)

WSRE – (Full report provided in Board packets.)

PSC Foundation – (Full report provided in Board packets). Ms. Krieger reminded Trustees of the upcoming "Your Community – Your Legacy" public announcement of the Capital Campaign, January 28. She reported that there are four new members on the Foundation's Board of Governors, and extended

thanks to the many donors who made the end of year giving better than expected.

Academic and Student Affairs

Dr. Spicer announced that the College's initiative to transition from traditional classes to online classes due to COVID-19 is a Bellwether finalist in the Instructional Programs & Services category and showed Trustees the finalist plaque. The Bellwether award recipients will be announced on January 26.

Dr. Spicer also gave an update on enrollment.

Facilities

Ms. Kovacs presented the Facilities action item on behalf of Ms. Bracken. Mr. Moore moved for approval of the Change Order. The motion was seconded by Mr. Dawson which passed unanimously.

1. Approve Change Order #0006 – Ajax Building Company LLC – Baars Technology Building, Pensacola Campus, reconciled construction materials and Sales Tax, for a savings of \$65,977.95 – Approved.

Finance

Ms. Kovacs presented the Finance action items and noted that although Trustees are normally not required to approve purchase requisitions, Board approval is required for purchase requisitions exceeding \$195,000 (Item 7: Apple store for Education). Ms. Moore called for a motion to approve Item 1 as presented. Ms. Carlan moved for approval, and Mr. Dawson seconded the motion which passed unanimously. Ms. Kovacs presented the property deletions. Ms. Carlan moved for approval and Mr. Dawson seconded the motion which passed unanimously. Ms. Kovacs presented Item 3a. Grant Pursuit. Mr. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously. Ms. Kovacs presented the remaining action items. Ms. Moore called for a motion to approve Items 3b through 8 as presented. Dawson moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

1. Budget Amendments – Approved
2. Property Deletions - Approved
3. Grant Pursuit – Approved
 - a. Centers of Excellence for Veteran Student Success
 - b. Educational Talent Search
4. 2020 - 2021 Salary Schedule - Minimum Wage Increase January 1, 2021 – Approved
5. Amendment to the Pensacola State College Benefits Plan - Dependent Care Flexible Spending Account (DCFSA) - Approved
6. Benefit Plan Amendment-Article I Preamble - Adoption of Amendment to Pensacola State College Flexible Benefit Plan - Approved
7. Purchase Requisition: Apple Store for Education, for the amount of \$235,900.00 - Approved
8. Florida Academic Improvement Trust (FAIT) Requests (open item)
 - a. Edward M. Chadbourne request to use Dr. Phillip Benjamin Matching Grant Program Funds in the amount of \$239.88 for an annual subscription to Barron's

Human Resources

Ms. Henderson presented the Human Resources action items and stated that there are no special contracts. Trustees were provided with the documents not included in the Board packets for Item 7 and Item 8. Ms. Moore called for a motion for approval of the Human Resources action items. Ms. Carlan moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

1. Approval of the October 2020, November 2020, and December 2020 Personnel Reports - Approved
2. Convert three full-time funded and vacant Instructor positions to Lecturers, effective January 6, 2021, for emergency hires. (Academic Affairs – Natural Sciences) - Approved
3. Convert one full-time funded and vacant Instructor position to Lecturer, effective January 6, 2021, for emergency hire. (Academic Affairs – Mathematics and Computer Sciences) - Approved
4. Convert funding of the vacant Assistant Director, Human Resources, at Level 4, Professional/Managerial, to create the following two positions retroactive to December 7, 2020. (Business Affairs – Human Resources) - Approved
 - Manager, HCM Processes, Level 2, Professional/Managerial, and
 - HCM Workday Analyst, Level 2, Professional/Managerial.
5. Upgrade the current funded and filled Purchasing Specialist, at Level 7, Career Service, to the new position of Purchasing Coordinator, at Level 1, Professional non-exempt, retroactive to December 7, 2020. (Business Affairs – Purchasing and Auxiliary Services) - Approved

6. Convert the vacant and funded Purchasing Specialist, at Level 7, Career Service, to Level 5, Career Service. (Business Affairs – Purchasing and Auxiliary Services) - Approved
7. Convert the funded and filled position of Intercollegiate Athletics Coach (Baseball), at Level 4, Professional/Managerial, to the new position of Director of Athletics /Intercollegiate Athletics Coach at Level 6, Professional/Managerial, retroactive to January 4, 2021. (Administrative Services and General Counsel (Athletics) - Approved
8. Convert the funded and filled position of Intercollegiate Athletics Coach (Softball), at Level 4, Professional/Managerial, to the new position of Associate Director of Athletics/Intercollegiate Athletics Coach at Level 5, Professional/Managerial, retroactive to January 4, 2021. (Administrative Services and General Counsel (Athletics) - Approved
9. Convert a vacant and funded 9-month faculty position (F03601A00) to an 11-month faculty position, effective January 6, 2021 (Academic Affairs – Nursing) - Approved
10. New position of Assistant Director, Payroll, at Level 4, Professional/ Managerial. (Business Affairs – Payroll) - Approved
11. Request approval for Michael Walker to take leave from his continuing contract to assume an administrative position, effective January 4, 2021. (Academic Affairs – Mathematics and Computer Sciences) - Approved
12. Special Contracts (Open Item) - None

General Counsel

Mr. Gilliam presented the three lease agreements and outlined the terms of each agreement.

1. Lease Agreement between Pensacola State College and Community Action Program Committee, Inc. - Approved
2. Lease Agreement between Pensacola State College and the Pensacola Bay Area Chamber of Commerce - Approved
3. Lease Agreement between Pensacola State College and Guided Particles, Inc. - Approved

President's Time

Dr. Meadows announced that March 1, 2021, is the target date for the Downtown Center to reopen following completion of the repairs needed as a result of Hurricane Sally.

Dr. Meadows reported that he recently met with Florida Senate leadership where he learned that the Florida College System colleges can expect a sizeable budget cut this year. It is, however, hopeful, that PSC can use some CARES Act funds to offset the budget reduction.

Dr. Meadows stated that a recent commitment of \$250,000 from Donald McMahon III has presented two naming opportunities that are within the Naming Guidelines. He asked for approval to name the Cyber Security areas located in the new technology building the Donnie McMahon III Cyber Security Institute (or as agreed upon by Mr. McMahon and the College). He also asked the Board to approve the naming of the Cyber Security degree program, the Donald McMahon III BAS in Cyber Security (or as agreed upon by Mr. McMahon and the College.) Ms. Carlan made a motion for approval of both namings, and Mr. Dawson seconded the motion which passed unanimously.

Dr. Meadows stated that the College also received a gift of \$140,000 from the estate of Ralph and Elizabeth "Libby" Ruyle. The Ruyle's daughter said that Ralph Ruyle was a mathematics teacher at the College and the gift honors his love of teaching and the College. The request is to have the mathematics lab located on the second floor of the Baars Technology Building named in honor of the Ruyle's and to also provide an endowed mathematics scholarship for students. Ms. Carlan made a motion for approval, and Mr. Dawson seconded the motion which passed unanimously.

I. Naming Opportunities

- a. Name the Cyber Security areas in the Baars Technology Building's the Donald McMahon III Center for Cyber Security (or as agreed upon by Mr. McMahon and the College) - Approved
- b. Name the Cyber Security degree program as the Donald McMahon III BAS in Cyber Security (or as agreed upon by Mr. McMahon and the College) - Approved
2. Name the mathematics lab on the second floor of the Baars Technology Building after Ralph and Elizabeth "Libby" Ruyle in recognition of a gift. - Approved

Dr. Meadow announced that the ribbon cutting for opening Phase I of the new Building 1 replacement will be scheduled in March, and as approved by the Board, will be named the Baars Technology Building. He recommended that the naming of Phase II of the Building be reserved for naming at the minimum donor level of \$1,000,000. The Donald MacMahon III namings will be scheduled sometime in April and the mathematics lab naming will be scheduled in April or May.

Announcements

- The Performing Arts department has again received a \$7,000 grant from the Florida Theatrical Association. Seven students will each receive a \$1,000 scholarship.
- The PTK chapter on the Milton campus collected, packaged and delivered packages to socks, hats, gloves, scarves, and health care items to homeless veterans.
- Medical Assistant Advice. Com ranked PSC's medical assistant program No. 2 out of 91 medical assisting programs in Florida. Marla Magaha is the program director, and Dr. Mitzie Sowell is the department head in the Allied Health Department.
- PSC's AFC Chapter received the 2020 Chapter of the Year award. (Mel Miner served as the 2020 Chapter President)
- PSC's Marketing Department received several AFC Awards of Excellence: 4 gold, 2 silvers, and 1 bronze award.
- Dr. Meadows showed Trustees a framed collage of hurricane recovery teams housed on the Pensacola campus that Gulf Power presented to the College in appreciation of PSC's support of Gulf Power's restoration efforts following Hurricane Sally

Chair's Time

Ms. Moore stated that Mr. Herb Woll served as the Trustee liaison for the Board of Trustees at WSRE Board meetings and the Foundation Board of Governors meetings. Dr. Meadows will talk with the new trustees about replacing Mr. Woll in that capacity.

At 7:05 p.m., Ms. Moore announced that the Board's business is concluded and the Board will now go into a closed executive session with the President and his representatives to discuss matters related to collective bargaining. The Board met in executive session from 7:10 p.m. to 7:51 p.m. at which time Ms. Moore adjourned the Board meeting.

Approved X

Date 2/16/2021



Pat Crews, Reporting



Chair, Board of Trustees



President