

Pensacola State College

Vice President, Business Affairs

Memorandum

Phone: 850-484-1728

Fax: 850-484-1995

June 6, 2019

TO: Dr. Ed Meadows
President


Approved

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

SUBJECT: Finance Agenda for June 2019 District Board of Trustees Meeting

Action Items:

1. Budget Amendments
2. Property Deletions
3. Fees
 - a. Lab Fees
 - b. Test Fees
 - c. CWE Courses over \$500
 - d. Request for the Athletic Director to host Summer Baseball Tournaments.
 - e. Permission from the Executive Director, WSRE-TV for vendors to sell tickets and/or merchandise during the below listed events:

Emerald Coast Dance Conservatory	June 8, 2019
Bisayan Connection Concert	November 24, 2019
IMS Expert Services Meeting	December 6, 2019

4. Special Requests

Permission from the Executive Director, WSRE-TV for alcohol to be served at the IMS Expert Services reception on December 6, 2019.

5. 2019-2020 Annual Budget (to be distributed at the meeting)
6. 2019-2020 Annual Salary Schedule (to be distributed at the meeting)

7. Grant Pursuit
 - a. Florida Humanities Series (\$5,000.00)
 - b. Adult Education and Family Literacy—Adult General (\$189,986.00)
 - c. Humanities Initiatives at Community Colleges (\$100,000.00)
 - d. Adult General Education and Family Literacy—English Literacy/Civics Education (\$37,711.00)
 - e. Carl D. Perkins, Career and Technical Education Postsecondary Programs, Section 132 (\$522,793.00)
 - f. Triumph Gulf Coast, Inc. Trust Fund - Commercial Driver's License (\$2,500,00.00)
8. Pensacola State Foundation Audit Review Checklist
9. FAIT Requests (open item)

Approval to use Dr. Zaragoza-Goode matching Grant Program Funds to finance promotional materials and activities for the upcoming Fall 2019-2020 semester (up to \$920). Request #18-19-04

Information Items:

1. PERT/Late Fee Waivers
2. Contracts

BUDGET AMENDMENT REQUEST
Pensacola State College

Resolution Number 711
Amendment Number 711

Fiscal Year 2018/19
Month May

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	23,992,976.76	0.00	0.00	23,992,976.76
REVENUES	4,761,972.00	0.00	0.00	4,761,972.00
TOTAL TO BE ACCOUNTED FOR	28,754,948.76	0.00	0.00	28,754,948.76
SALARIES	0.00	0.00	0.00	0.00
CURRENT EXPENSES	541,681.22	5,260,000.00	2,631,915.71	3,169,765.51
CAPITAL OUTLAY	28,213,267.54	77,120.53	2,705,204.82	25,585,183.25
ENDING FUND BALANCE	0.00	0.00	0.00	0.00
TOTAL ACCOUNTED FOR	28,754,948.76	5,337,120.53	5,337,120.53	28,754,948.76

Justification: To allocate funds between general ledger codes. To allocate funds for Alchemy invoicing.

Yean Ann Emond

Pensacola State College
 Analysis of Plant Fund
 2018/2019

Source of Funds

	<u>Unexpended Plant Fund</u>		Student Capital <u>Improvement Fee</u>	SCIF <u>Vocational</u>	Local <u>Funds</u>	Consortium <u>Computer</u>	License Tag <u>CO & DS</u>	Public Education <u>Capital Outlay</u>
	<u>Total Funds</u>							
Beginning Balances, July 1, 2018	23,992,976.76		8,606,940.10	302,258.99	6,193,948.47	104.67	210,949.61	8,678,774.92
Budget Amendment No. 701 A: Revenues	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 701 A: Expenditures	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 702: Revenues	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 702: Expenditures	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 703: Revenues	4,349,262.00		0.00	0.00	0.00	0.00	0.00	4,349,262.00
Budget Amendment No. 703: Expenditures	4,349,262.00		0.00	0.00	0.00	0.00	0.00	4,349,262.00
Budget Amendment No. 704: Revenues	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 704: Expenditures	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 705: Revenues	375,000.00		0.00	0.00	375,000.00	0.00	0.00	0.00
Budget Amendment No. 705: Expenditures	375,000.00		0.00	0.00	375,000.00	0.00	0.00	0.00
Budget Amendment No. 706: Revenues	2,610.00		0.00	0.00	2,610.00	0.00	0.00	0.00
Budget Amendment No. 706: Expenditures	2,610.00		0.00	0.00	2,610.00	0.00	0.00	0.00
Budget Amendment No. 707: Revenues	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 707: Expenditures	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 708: Revenues	15,100.00		0.00	0.00	15,100.00	0.00	0.00	0.00
Budget Amendment No. 708: Expenditures	15,100.00		0.00	0.00	15,100.00	0.00	0.00	0.00
Budget Amendment No. 709: Revenues	20,000.00		0.00	0.00	0.00	0.00	20,000.00	0.00
Budget Amendment No. 709: Expenditures	20,000.00		0.00	0.00	0.00	0.00	20,000.00	0.00
Budget Amendment No. 711: Revenues	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 711: Expenditures	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 712: Revenues	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Budget Amendment No. 712: Expenditures	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Ending Balances, Unallocated	28,754,948.76		8,606,940.10	302,258.99	6,586,658.47	104.67	230,949.61	13,028,036.92

Pensacola State College

BUDGET TRANSACTIONS FOR SELECTED ID NUMBER FOR - 19/05

ID.NO.	DATE	TIME	YR	MO.	F	MAFKEY	C.C.	ID	PRJ	GL.	ACCOUNT TITLE	DEBIT	CREDIT
0000711	20190528	175449	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	1904.32	0.00
0000711	20190528	175449	19	1905	7	00000	00	0000	00	0000	BUDGETED CURRENT EXP	11.39	0.00
0000711	20190528	175449	19	1905	7	00000	00	0000	00	0000	BUDGETED CURRENT EXP	2630000.00	0.00
0000711	20190528	175449	19	1905	7	00000	00	0000	00	0000	BUDGETED CURRENT EXP	0.00	2630000.00
0000711	20190514	124340	19	1905	7	00000	00	0000	00	0000	BUDGETED CURRENT EXP	0.00	2630000.00
GLCODE TOTAL													5260000.00
0000711	20190528	174820	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	2288.75	0.00
0000711	20190528	174820	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	555.60	0.00
0000711	20190528	174820	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	110.20	0.00
0000711	20190528	174820	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	0.00	26904.74
0000711	20190528	174820	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	23950.19	0.00
0000711	20190528	175431	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	201.00	0.00
0000711	20190528	175431	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	201.00	0.00
0000711	20190528	175449	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	11235.00	0.00
0000711	20190528	175431	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	165.85	0.00
0000711	20190528	175431	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	768.85	0.00
0000711	20190528	175449	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	21.23	0.00
0000711	20190528	175449	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	0.00	13171.94
0000711	20190528	175449	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	6850.00	0.00
0000711	20190528	175449	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	0.00	6850.00
0000711	20190514	124340	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	2630000.00	0.00
0000711	20190503	114149	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	0.00	29425.00
0000711	20190503	114149	19	1905	7	00000	00	0000	00	0000	BUDGETED CAPITAL	29425.00	0.00
GLCODE TOTAL													77120.53
0000711	20190528	175448	19	1905	7	10000	00	0000	00	0000	CAPITAL OUTLAY CONTINGENCIES	0.00	13171.94
0000711	20190503	114148	19	1905	7	10000	00	0027	75001	0000	ARCHITECT - MASTER PLANNING	0.00	13171.94
0000711	20190503	114148	19	1905	7	10000	00	0027	79900	0000	CAPITAL OUTLAY CONTINGENCIES	0.00	29425.00
0000711	20190528	175448	19	1905	7	10000	00	0058	66506	0000	Minor Equip/Furn \$500-999	0.00	29425.00
0000711	20190528	175448	19	1905	7	10000	01	0017	76000	0000	NON-CAPITALIZED REPAIRS	0.00	29425.00
0000711	20190528	175448	19	1905	7	10000	01	0020	66506	0000	Minor Equip/Furn \$500-999	0.00	29425.00
0000711	20190528	175448	19	1905	7	10000	01	0020	70601	0000	EDUC FURN/EQUIP \$1000-4999.99	0.00	29425.00

ID.NO.	DATE	TIME	YR	MO.	F	MAFKEY	C.C.	ID	PRJ	GL.	ACCOUNT TITLE	GLCODE TOTAL	DEBIT	CREDIT
0000711	20190514	124339	19	1905	7	11000	00	0000	79900		CAPITAL OUTLAY CONTINGENCIES		21.23	0.00
												2630000.00	0.00	
												2630000.00	0.00	
0000711	20190528	175546	19	1905	7	11000	19	0900	62504		Service contract	2630000.00	0.00	
0000711	20190514	124339	19	1905	7	11000	19	0900	62504		Service contract	0.00	2630000.00	
												2630000.00	0.00	
0000711	20190528	175546	19	1905	7	11000	19	0900	64501		OTHER SERVICES	2630000.00	0.00	
												2630000.00	0.00	
0000711	20190528	175448	19	1905	7	20000	00	0000	79900		CAPITAL OUTLAY CONTINGENCIES	6850.00	0.00	
												6850.00	0.00	
0000711	20190528	175448	19	1905	7	20012	00	0900	76000		NON-CAPITALIZED REPAIRS	6850.00	0.00	
												6850.00	0.00	
0000711	20190528	175430	19	1905	7	70407	18	0000	79900		CAPITAL OUTLAY CONTINGENCIES	165.85	0.00	
												165.85	0.00	
0000711	20190528	175430	19	1905	7	70407	18	0002	76000		NON-CAPITALIZED REPAIRS	201.00	0.00	
0000711	20190528	175430	19	1905	7	70407	18	0007	76000		NON-CAPITALIZED REPAIRS	0.00	768.85	
0000711	20190528	175430	19	1905	7	70407	18	0017	76000		NON-CAPITALIZED REPAIRS	201.00	0.00	
0000711	20190528	175430	19	1905	7	70407	18	0034	76000		NON-CAPITALIZED REPAIRS	201.00	0.00	
												603.00	768.85	
0000711	20190528	174819	19	1905	7	70407	19	0000	79900		CAPITAL OUTLAY CONTINGENCIES	23950.19	0.00	
												23950.19	0.00	
0000711	20190528	174819	19	1905	7	70407	19	0002	76000		NON-CAPITALIZED REPAIRS	0.00	26904.74	
0000711	20190528	174819	19	1905	7	70407	19	0003	76000		NON-CAPITALIZED REPAIRS	2288.75	0.00	
0000711	20190528	174819	19	1905	7	70407	19	0006	76000		NON-CAPITALIZED REPAIRS	555.60	0.00	
0000711	20190528	174819	19	1905	7	70407	19	0009	76000		NON-CAPITALIZED REPAIRS	110.20	0.00	
												2954.55	26904.74	
												10674241.06	10674241.06	
												10674241.06	10674241.06	

June, 2019

TO: Dr. Meadows
 President

FROM: Gean Ann Emond *GAE*
 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
25220	Analytical Balance	Biological Sciences	1,937.63
26039	Analytical Balance	Biological Sciences	1,759.00
49456	Microcomputer	Microcomputer Resources	875.41
51476	Cisco 3300 Mobility Svcs Engine	Telecommunications	3,286.81
53799	Microcomputer	Microcomputer Resources	1,119.75
53802	Microcomputer	Microcomputer Resources	1,119.75
53824	Microcomputer	Microcomputer Resources	1,119.75
54334	Icemaker	Physical Sciences	1,423.64
55412	Microcomputer	Title III Grant	1,049.16

13,690.90

Pensacola State College
Baccalaureate Studies and Academic Support
Memorandum

Phone: 850-484-1764
Fax: 850-484-2570

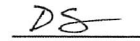
May 15, 2019

TO: Gean Ann Emond, Vice President
Business Affairs

VIA: Erin Spicer, Vice President
Academic and Student Affairs


Approved

FROM: Dusti Sluder, Dean
Dean, Warrington campus


Approved

SUBJECT: RN Program Lab Fees

Please place the following lab fee on the agenda for the June 18, 2019 District Board of Trustees meeting.

Course Number	Course Title	From	To	Effective Date	Justification
NUR1143C	Nursing Math and Pharmacology	New Course	\$115.00	August 2019	New course for the RN-AS program
NUR2214C	Adult Health Nursing II	New Course	\$160.00	August 2019	New course for the RN-AS program
NUR2810C	Transitional Practice/Preceptorship	New Course	\$350.00	August 2019	New course for the RN-AS program

Current/Proposed RN Lab Fees

Associate in Science Degree in Nursing, Registered Nursing		
COURSE	CURRENT	PROPOSED
NUR1020C	\$408.25	\$408.25 (no change)
NUR1143C	\$0	\$115.00
NUR1211C	\$170.00	\$170.00 (no change)
NUR2214C	\$0	\$160.00
NUR2440C	\$120.00	\$120.00 (no change)
NUR2810C	\$0	\$350.00
TOTAL	(\$1,232.25) old curriculum	\$1,323.25

Associate in Science Degree in Nursing, Registered Nursing Career Mobility Track		
COURSE	CURRENT	PROPOSED
NUR2003C	\$371.00	\$371.00 (no change)
NUR1143C	\$0	\$115.00
NUR1211C	\$170.00	\$170.00 (no change)
NUR2214C	\$0	\$160.00
NUR2810C	\$0	\$350.00
TOTAL	(1,051.00) old curriculum	\$1,166.00

Pensacola State College
Baccalaureate Studies and Academic Support
Memorandum

Phone: 850-484-1764
Fax: 850-484-2570

May 10, 2019

TO: Gean Ann Emond, Vice President
Business Affairs

VIA: Erin Spicer, Vice President
Academic and Student Affairs


Approved

FROM: Kirk Bradley, Dean
Baccalaureate Studies & Academic Support


Approved

SUBJECT: TRA 0080C Lab Fee


Please place the following lab fee on the agenda for the May 21, 2019 District Board of Trustees meeting.

Course Number	Course Title	From	To	Effective Date	Justification
TRA 0080C	Tractor Trailer Truck Driver	New Course	\$4,079	August 2019	TRA 0080C is a new course for the Vocational Certificate in Commercial Vehicle Driving program.

received 5/14/19 -
MAE

Memo





 Approved

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


 Approved

Via: Kathy Dutremble, Dean, Student Services


 Signature

From: Kathryn Quillen, Director
 Testing and Assessment


 Signature

Cc:

Date: April 24, 2019

Re: Request to Increase Test Fee - ATI TEAS Exam

The ATI TEAS Exam (formerly TEAS V for Allied Health) is used for entrance to the following health programs: Dental Hygiene, Radiography, Sonography

We respectfully request the consideration of the Board of Trustees to approve the following proposed test fee increase:

<u>Test</u>	<u>Current Fee to Student</u>	<u>New Cost of Test</u>	<u>Proposed Fee to Student</u>
➤ ATI TEAS	\$60	\$65	\$70

Justification: The cost of this test has been increasing over the past 4 years. The current test fee for students is \$60 and the cost for the test will be \$65 beginning July 1, 2019. Over the past 4 years the cost of the test has increased by 85.7% while the fee charged to the student has increased only once in 2016 by 20%.

Year	Test Cost Increase	Student Fee	Increase
2015	\$35 to \$45	\$50	\$60 - Board Approved
2016	\$45 to \$55	\$60	No increase requested
2017	\$55 to \$58	\$60	\$70 - proposed for Board Approval (request put on hold)
2019	\$58 to \$65	\$60	\$70 – proposed for Board Approval To cover actual cost of test

We would like to propose any approved increase be effective July 1, 2019. Thank you in advance for your time and consideration with regard to this matter.

Memo



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

Approved

Via: Kathy Dutremble, Dean, Student Services

Approved

From: Kathryn Quillen, Director
Testing and Assessment

Signature

Signature

Cc:

Date: October 17, 2018

Re: Request to Increase Test Fee
National Healthcareer Association - Certification Tests for EKG and Phlebotomy

The National Healthcareer Association (NHA) provides the certification exams for the Pensacola State College students who complete the EKG and Phlebotomy programs. These certification exams are administered several times a year at the completion of each program. The Testing Center purchases these exams and the students pay only to reimburse the actual cost of the exam (\$115 each).

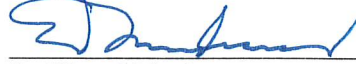
NHA has recently increased the cost of the exams from \$115 to \$117. We respectfully request the consideration of the Board of Trustees to approve the following proposed test fee increase to continue to cover the cost of these exams:

<u>Exam</u>	<u>Current Cost</u>	<u>Increase Cost</u>
NHA EKG and Phlebotomy Certification Exams	\$115.00	\$117.00

We would like to propose any approved increase be effective January 1, 2019. Thank you in advance for your time and consideration with regard to this matter.

w/attachment

APPROVED



Dr. Edward Meadows

DATE: May 29, 2018

TO: Dr. Edward Meadows
President


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	ICCT Cyber Security Training (180 hours)	\$2,294.00	2019-3

Handwritten: \$2294.00 

Course Descriptions:

1. ICCT Cyber Security Training (180 hours)

The Official GBSI Cybersecurity Course Curriculum prepares students for a career in the field of Information Communication and Cybersecurity Technologies (ICCT). This 180-hour course also prepares students for the CompTIA A+ (part 1 & 2) certification tests. Limited to 17 students.

- **CYBERSEC 1, Computing and Technologies I**, is the first course of the Cyber Security Career Pathway. This course prepares students for a career in the field of Information and Communication Technologies (ICT), such as help desk, computer repair, IT specialist, network administrator and technical support with a focus on cyber security. The course includes a series of technical subjects that provide hands-on knowledge and skills in computer and networking hardware and security concepts. Students will disassemble, assemble and configure computer components. This course is also designed to help students prepare for multiple industry certification exams.
- **CYBERSEC 2, Computing and Technologies II**, familiarizes students with the Windows, Apple and Linux Operating Systems. Students learn about software configurations and how to configure operating system and network components. Students will learn how networks communicate with one another and methods used to increase scalability and reliability. Students will gain experience in the areas of risk assessment, vulnerabilities, security controls and cybersecurity ethics. Student learn how to configure Wi-Fi security, IP addressing, mobile and digital devices. This course is also designed to help students prepare for multiple industry certification exams.

RM: th

CC: Alisha Poma
Anh Seegert
Valeria Martinez

Pensacola State College

Memo

Approved: 

To: Pensacola State College District Board of Trustees and Dr. Meadows

Via: Gean Ann Emond 

Via: Tom Gilliam 

Via: Bill Hamilton

From: Bryan Lewallyn

Date: 5-21-19

Re: Baseball Field use request – Summer Tournaments

All,

I am asking for approval from Pensacola State College to host the following high school baseball tournaments/team camp on our field this summer.

Southeast Showcase series baseball – June 7th – 9th

Will make a \$900 donation to PSC Baseball.

Southeast Showcase series will keep gate fee at \$7 per entry

PSC will keep concession.

PSC coaches will be on hand to maintain field, scoreboard, facility, concession.

Best Baseball - July 7,9,11,12,13

Will make a \$1250 donation to PSC Baseball.

Best baseball will keep gate fee at \$10/day or \$45/tournament pass.

PSC will keep concession.

PSC coaches will be on hand to maintain field, scoreboard, facility, concession.

2D Sports – July 17th – 21st

Will make a \$540 donation to PSC Baseball.

PSC will keep gate fee at \$7 per entry.

PSC will keep concession.

PSC coaches will be on hand to maintain field, scoreboard, facility, concession.

Houston Thunder Baseball – July 25th – 29th

HTB will make a \$1000 donation to PSC Baseball.
HTB will keep gate fee at \$8 per entry.
PSC will keep concession.
PSC coaches will be on hand to maintain field, scoreboard, facility, concession.

I am asking PSC to waive all facility use fees, to allow each tournament to use our facility free of charge as PSC would be a co-sponsor of the tournament. The benefit to PSC is that each tournament will bring fan traffic as well potential student athletes and families from the surrounding communities and the southeast to campus. These tournaments will allow the PSC baseball coaching staff to evaluate and possibly recruit potential student athletes playing at our field. The money from the concessions and tournament entry fee will be put in to PSC baseball foundation account.

Each tournament sponsor is responsible for providing proof of insurance before the start of each tournament, prior to using the PSC field.

PSC Baseball is planning on co-hosting a baseball tournament June 13th – 16th at both PSC and UWF locations. We are hoping to bring in 10+ teams to participate. Each team will be charged \$750 entry fee to be split between UWF and PSC. Each team will play the same amount of games between the two locations. PSC will keep the gate fee and concessions for games played at PSC and UWF will keep the gate fee and concessions for games played at UWF. Both PSC and UWF coaching staffs will be present on site at respective locations to maintain field, scoreboard, concessions, etc...



PENSACOLA
STATE COLLEGE

Approved: _____

May 16, 2019

TO: Dr. Ed Meadows

FROM: Bob Culkeen
Executive Director, WSRE-TV
bculkeen@wsre.org, 484-1212

SUBJECT: Request for Board of Trustees approval

WSRE requests permission for vendors to sell tickets when renting the Jean & Paul Amos Performance Studio:

Emerald Coast Dance Conservatory Tickets June 8, 2019

Thank you for placing this on the upcoming board of trustees' agenda.

CC: Laura Shaud (lshaud@wsre.org)
Eric Fundin (efundin@wsre.org)
Kasey Jones (kjones@wsre.org)



PENSACOLA
STATE COLLEGE

Approved: _____

May 16, 2019

TO: Dr. Ed Meadows

FROM: Bob Culkeen
Executive Director, WSRE-TV
bculkeen@wsre.org, 484-1212

SUBJECT: Request for Board of Trustees approval

WSRE requests permission for vendors to sell tickets and merchandise when renting the Jean & Paul Amos Performance Studio:

Bisayan Connection Concert

November 24, 2019

Thank you for placing this on the upcoming board of trustees' agenda.

CC: Laura Shaud (lshaud@wsre.org)
Eric Fundin (efundin@wsre.org)
Kasey Jones (kjones@wsre.org)



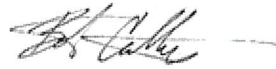
PENSACOLA
STATE COLLEGE

Approved: 

May 16, 2019

TO: Dr. Ed Meadows

FROM: Bob Culkeen
Executive Director, WSRE-TV
bculkeen@wsre.org, 484-1212



SUBJECT: Request for Board of Trustees approval

WSRE requests permission for vendors to sell tickets, merchandise and serve alcohol for a cocktail reception when renting the Jean & Paul Amos Performance Studio:

IMS Expert Services Meeting

December 6, 2019

Thank you for placing this on the upcoming board of trustees' agenda.

CC: Laura Shaud (lshaud@wsre.org)
Eric Fundin (efundin@wsre.org)
Kasey Jones (kjones@wsre.org)

Pensacola State College
Grants and Federal Programs

Phone: 484-1705
Fax 484-1899


Memorandum


May 8, 2019


TO: Ms. Gean Ann Emond

Approved: 
President

VIA: Dr. C. Edward Meadows

VIA: Dr. Erin Spicer 

VIA: Dr. Kirk Bradley 

FROM: Dr. Debbie Douma 

SUBJECT: Grant Pursuit

PROJECT: Florida Humanities Series

FUNDING SOURCE: Florida Humanities Council

DEADLINE: June 21, 2019

PURPOSE: The purpose of this program is to host a series of high-quality public programs in their community and will gain access to an academic network, funding, and capacity-building opportunities

FUNDING PERIOD: April 1 – December 31, 2019

PROJECT DIRECTOR: Michael Lane/LisaMarie Bartusik

FUNDING: \$5,000.00

LOCAL MATCH: Match 1:1 ratio (cash/in-kind).

REQUEST RELATED TO COLLEGE STRATEGIC GOALS: 4, 5, 7

Pensacola State College

Grants and Federal Programs


Phone: 484-1705

Fax 484-1899

Memorandum

May 8, 2019

TO: Ms. Gean Ann Emond

Approved: 
President

VIA: Dr. Ed Meadows

VIA: Dr. Erin Spicer 

VIA: Dr. Brenda Kelly 

FROM: Dr. Debbie Douma

SUBJECT: Grant Pursuit 

PROJECT: Adult Education and Family Literacy – Adult General Education

FUNDING SOURCE: Florida Department of Education

DEADLINE: June 28, 2019

PURPOSE: To create a partnership among the federal government, states, and localities to provide, on a voluntary basis, adult education and literacy services in order to: 1) assist adults in becoming literate and obtaining the knowledge and skills necessary for employment and self-sufficiency; 2) assist adults who are parents in obtaining the educational skills necessary to become full partners in the educational development of their children; and 3) assist adults in completing high school or the equivalent.

FUNDING PERIOD: July 1, 2019 – June 30, 2020

PROJECT DIRECTOR: Mr. Joseph Kyle

FUNDING: \$189,986.00

LOCAL MATCH: None.

REQUEST RELATED TO COLLEGE STRATEGIC GOALS: 4, 6

Pensacola State College

Grants and Federal Programs

Phone: 484-1705

Fax: 484-1899

Memorandum

June 6, 2019

TO: Ms. Gean Ann Emond

Approved: 
President

VIA: Dr. C. Edward Meadows

VIA: Dr. Erin Spicer 

VIA: Dr. Brenda Kelly 

FROM: Dr. Debbie Douma

SUBJECT: Grant Pursuit

PROJECT: Humanities Initiatives at Community Colleges

FUNDING SOURCE: National Endowment for the Humanities

DEADLINE: July 12, 2019

PURPOSE: Humanities Initiatives at Community Colleges support community colleges' commitment to educating students on a variety of educational and career paths. The program funds curricular and faculty development projects that help strengthen humanities programs and/or incorporate humanistic approaches in fields outside the humanities.

FUNDING PERIOD: February 1, 2020 – December 31, 2023

PROJECT DIRECTOR: Krist Lien/Susan Morgan/Tracy Peyton

FUNDING: \$100,000.00

LOCAL MATCH: Voluntary Cost Sharing, such as cash contributions, donated goods and services

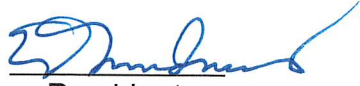
REQUEST RELATED TO COLLEGE STRATEGIC GOALS: 4, 5, 7

Pensacola State College
Grants and Federal Programs


Phone: 484-1705
Fax 484-1899

Memorandum


May 13, 2019

TO: Ms. Gean Ann Emond Approved: 
President

VIA: Dr. Ed Meadows

VIA: Dr. Erin Spicer 

VIA: Dr. Brenda Kelly *sick*

FROM: Dr. Debbie Douma 

SUBJECT: Grant Pursuit

PROJECT: Adult Education and Family Literacy
English Literacy/Civics Education

FUNDING SOURCE: Florida Department of Education

DEADLINE: June 28, 2019

PURPOSE: Supports projects that demonstrate best and effective research-based practices in providing and increasing access to English literacy programs linked to civics education to help individuals of limited English proficiency achieve competence in the English language.

FUNDING PERIOD: July 1, 2019 – June 30, 2020

PROJECT DIRECTOR: Mr. Joseph Kyle

FUNDING: \$37,711.00

LOCAL MATCH: None.


REQUEST RELATED TO COLLEGE STRATEGIC GOALS: 4, 5, 6

Pensacola State College
Federal Programs and Grants

Memorandum


Phone: 484-1705
Fax 484-1899


May 13, 2019

Approval: 
President

TO: Ms. Gean Ann Emond

VIA: Dr. Edward Meadows

VIA: Dr. Erin Spicer 

FROM: Dr. Debbie Douma 

SUBJECT: Grant Pursuit

PROJECT: Carl D. Perkins, Career and Technical Education
Postsecondary Programs, Section 132

FUNDING SOURCE: Florida Department of Education

DEADLINE: June 30, 2019

PURPOSE: The purpose is to develop more fully the academic and career and technical skills of postsecondary education students who elect to enroll in career and technical education programs.

FUNDING PERIOD: FY 2019 – FY 2020

PROJECT DIRECTOR: Deborah Hooks

FUNDING: \$522,792.00

LOCAL MATCH: None required

REQUEST RELATED TO COLLEGE STRATEGIC GOALS: 4, 6

Pensacola State College

Grants and Federal Programs

Phone: 484-1705

Fax: 484-1899

Memorandum

June 11, 2019

TO: Ms. Gean Ann Emond

Approved: 

President

VIA: Dr. Ed Meadows

VIA: Dr. Erin Spicer 

VIA: Dr. Kirk Bradley *K.B.*

FROM: Dr. Debbie Douma

SUBJECT: Grant Pursuit

PROJECT: Commercial Driver's License

FUNDING SOURCE: Triumph Gulf Coast, Inc. Trust Fund

DEADLINE: N/A

PURPOSE: The purpose of this proposal is to support and increase the capacity to meet the regional needs for CDL drivers, Linemen, and Diesel Mechanics

FUNDING PERIOD: FY 2019-2020

PROJECT DIRECTOR: Dr. Kirk Bradley

FUNDING: \$2,500,000.00

LOCAL MATCH: Minimum of 1:1 Match

REQUEST RELATED TO COLLEGE STRATEGIC GOALS: 4, 6

DIRECT-SUPPORT ORGANIZATIONS (DSO) AUDIT REVIEW CHECK LIST

Pensacola State College Foundation, Inc.

FOR THE YEAR ENDING: 2017-2018

COLLEGE PRESIDENT'S RESPONSE TO DSO AUDIT:

1. In accordance with Section 1004.70(2), Florida Statutes (F.S.), did the chair of the board of trustees appoint a representative to the board of directors and the executive committee of each direct-support organization established under section 1004.70, Florida Statutes?

YES X NO ___

NAME OF APPOINTEE **Herb Woll**

2. In accordance with section 1004.70(2), F.S., did the president or the president's designee serve on the board of directors and the executive committee of the college's direct-support organization?

YES X NO ___

NAME OF APPOINTEE **Herb Woll**

3. In accordance with section 1004.70(4)(c), F.S., did the board of trustees approve all transactions or agreements between one direct support organization and another direct support organizations?

YES X NO ___ N/A ___

4. In accordance with section 1004.70(4)(e), F.S., did the board of trustees authorize all debt, including lease-purchase agreements, incurred by the direct-support organization? (Authorization for approval of short-term loans and lease-purchase agreements for a term of not more than five years, including renewals, extensions, and refundings, for goods, materials, equipment, and services may be delegated by the board of trustees to the board of directors of the direct-support organization. Trustees shall evaluate proposals for debt according to guidelines issued by the Division of Florida Colleges. Revenues of the Florida College System institution may not be pledged to debt issued by direct-support organizations.)

YES ___ NO ___ N/A X

5. In accordance with section 1004.70(5), F.S., did this direct-support organization submit to the board of trustees a copy of its Internal Revenue Service (IRS) Application for Recognition of Exemption form (Form 1023) and its IRS Return of Organization Exempt from Income Tax form (Form 990)?

YES X NO ___

6. Did the board of trustees review the following issues and accept the annual audit?
- A. College support of direct-support organization's operating expenses.
 - B. Annual change in the direct-support organization's net assets.
 - C. Direct-support organization's ability to cover indebtedness (both current and projected).
 - D. Direct-support organization's internal controls.
 - E. Direct-support organization's compliance with Florida Statute.

YES X NO ___

7. If the direct-support organization expended \$500,000 or more in federal awards during the fiscal year, was an independent federal single audit performed as required pursuant to the *Single Audit Act Amendments of 1996 (Section 7502 (a)(1)(A))*; *OMB Circular A-133 (Part 3, Section M)*; the *Florida Single Audit Act (F.S. 215.97 (2)(a))*; or other applicable federal and state law?

YES ___ NO ___ N/A X

Pensacola State College

PRESIDENT (SIGNATURE) DATE

Edward Meadows

(Print Name)

CHAIR, BOARD OF TRUSTEES (SIGNATURE) DATE

Patrick Dawson

(Print Name)

Please attach this checklist to the audit and return to:

Director, The Florida College System Budget Office
Florida Department of Education
325 West Gaines Street, Suite #824
Tallahassee, FL 32399-0400

**Pensacola State College
Library**

**Phone: 850-484-2007
Fax: 850-484-1991**

Memorandum


May 16, 2019

Request No.: 18-19-04
Funds Available: Y N


TO: Pensacola State College Board of Trustees


Approved

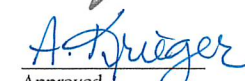
VIA: Dr. Erin Spicer
Vice President, Academic Affairs


Approved

VIA: Dr. Kirk Bradley
Dean, Baccalaureate Studies and Academic Support


Approved

VIA: Andrea Krieger,
Pensacola State College Foundation, Inc.


Approved

FROM: LisaMarie Bartusik
District Department Head of Libraries


Approved

SUBJECT: Request Board Approval to use Dr. Zaragoza- Goode matching Grant Program Funds for the upcoming Fall 2019-2020 semester

The Library, pursuant to Section 1011.85(11), Florida Statutes, hereby requests the Pensacola State College Board of Trustees to approve the following use of the Dr. Zaragoza-Goode Matching Grant Funds held at the Pensacola State College Foundation, Inc. 4300651

Describe Use/Expenditure (Include purpose, item description and estimated cost. Attach additional pages as necessary.)

The Libraries request permission to utilize up to \$920.00 from the Dr. Zaragoza-Goode Foundation account, to finance promotional materials and activities for the upcoming Fall 2019-2020 semester.

The Library certifies that the requested use meets the following criteria in Section 1011.85(11) Florida Statutes;

a) Scientific and Technical Equipment

b) Scholarships; loans, or need-based grants

c) Other activities that will benefit future students as well as students currently enrolled at the Florida College System institution, will improve the quality of education at the Florida College System institution, or will enhance economic development in the community.



Dean of Student Services
Memorandum

Phone: 850 484-2076
Fax: 850-484-1020

June 3, 2019

TO: Gean Ann Emond
Vice-President for Business Affairs

FROM: Kathy Dutremble
Dean of Student Services

SUBJECT: May PERT/Late Fee Waivers Granted

PERT Waivers Granted

There were zero (0) test fee waivers granted totaling \$00.

Late Fee Waivers Granted

There were zero (0) late fee waivers granted totaling \$00.



PENSACOLA
STATE COLLEGE

CONTRACTS
May 2019

Contract #	Board	Contractee	Type of service	College Cost	Begin	End	Renew?	Invoice?
2018281	19-May	Anderson's Thrif-T Drugs, Inc. d/b/a Thrif-T Drugs, Inc. - DID NOT MAKE	Standard Pharmacy Tech Clinical Affiliation Agreement (Dean, Warrington Campus) DID NOT MAKE.	None	7/1/18	6/30/19	Auto-renew: four (4) 1yr terms	No
2019258	19-May	The Nemours Foundation	Education Affiliation agreement for Health Information Management students. (Dean, Warrington Campus)	None	4/1/19	3/31/20	Auto-renew four (4) 1 year terms	No
2019276	19-May	Gamell, Jr., Lawrence	Honorarium Agreement for Mr. Gamell to perform in the play, "A Woman with Many Eyes" as well as be responsible for the lighting and set design of the production.	\$1,450.00	6/8/19	6/8/19	No	No
2019284	19-May	EastCoast Entertainment, The Second City Touring Company	Services contract for the Second City Touring Company to perform as part of the Lyceum Series in the Ashmore Auditorium. (Performing Arts / Lyceum)	\$10,800.00	4/2/20	4/2/20	No	No
2019287	19-May	Speakers You Need, LLC, d/b/a The SyN Learning Institute	Amendment to college contract # 2016104 to increase the number of students in the Women's Leadership Development Certificate program from 30 to 40. (Continuing Workforce Education)	None	5/3/19	Open	N/A	Yes
2019291	19-May	Bullock Tice Associates, Inc.	Provide architectural services for minor projects under \$2,000,000.00 each. (Facilities and Planning)	TBD	5/1/19	6/30/22	No	No
2019293	19-May	Economic Modeling, LLC (EMSI)	Renewal Agreement for Career Coach subscription. (Career & Technical Education)	\$12,000.00	7/1/19	6/30/20	Yes	No
2019294	19-May	Economic Modeling, LLC (EMSI)	Renewal Agreement for Analyst subscription. (Grants & Federal Programs)	\$9,500.00	7/15/19	7/14/20	Yes	No

Contract #	Board	Contractee	Type of service	College Cost	Begin	End	Renew?	Invoice?
2019295	19-May	Gulf Power Company	Contract to allow Gulf Power a 15' tree trim, cut and removal easement for their distribution line on Hwy 98 in Santa Rosa County giving Gulf Power the right to cut and remove vegetation from the easement area. (Facilities and Planning)	None	5/7/19	Open	N/A	Yes
2019296	19-May	Focus Pointe Productions	Amendment to Contract # 2019027 to add a 40-hour course, "Learn to Make a Creature Suit." The course fee is \$600 per student and PSC will receive \$100 per student. (Workforce and Economic Development)	None	5/23/19	open with 30 day notice	N/A	Yes
2019299	19-May	Bay Design Associates Architects, P.L.	Continuing contract for architectural services for minor projects. The fee will be determined at a later date as funding is available. (Facilities, Planning, & Construction)	TBD	7/1/19	TBD	Yes	No
2019300	19-May	Regency Hospice of NW Florida, Inc.	Non-financial Student Affiliation Agreement for Nursing students. (Dean, Warrington Campus)	None	5/10/19	5/9/20	Auto-renew with 30-day notice to cancel	No
2019301	19-May	Gulf Breeze Physical Therapy, Inc. d/b/a Select Physical Therapy	Renewal of Lease Agreement for an additional three year term. (Business Affairs)	None	7/1/19	6/30/22	Yes	Yes
2019303	19-May	School Board of Santa Rosa County, Florida	Revocable License Agreement whereas the College will provide the School Board of Santa Rosa County, Florida access to the rear of Woodlawn Beach Middle School via unused service road located on College Property. (Administrative Services and General Counsel)	None	6/1/19	8/31/19	No	No

District Board of Trustees
Finance Committee Minutes for May 21, 2019

Present: Carol Carlan, Gean Ann Emond, Nan Jackson, Steve Whiting, and Carol Quinn
(recording)

Action Items:

1. Budget Amendments

Approved as presented.

2. Property Deletions

Approved as presented.

3. Fees

CWE Courses over \$500

Approved as presented.

4. FAIT Requests (open item)

Approval to use Dr. Philip Benjamin Matching Grant Program Funds for the annual subscription to Barron's (\$239.88) Request #18-19-03.

Approved as presented.

Information Items:

1. PERT/Late Fee Waivers

2. Contracts

3. Active Restricted Grants and Contracts as of March 31, 2019