

PENSACOLA STATE COLLEGE

Director, Human Resources
Memorandum

Phone: 850-484-1766
Fax: 850-484-1711

June 4, 2019

TO: Dr. Ed Meadows
President


Approved

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

FROM: Tammy R. Henderson

SUBJECT: Human Resources Action Items for Board of Trustees – June 2019

Action Items:

1. Approval of May 2019 Human Resources Reports.
2. Request approval of the following reappointments for the 2019-2021, and 2019-2020 fiscal years (list to be provided at board meeting June 18, 2019):
 - a. Executive and Managerial Personnel recommended for Multi-year Contract
 - b. Professional/Managerial Personnel recommended for Annual Contract for Fund 1
 - c. Professional/Managerial Personnel recommended for Annual Contract for Fund 2 (provided grant funds are available)
 - d. Faculty recommended for Annual Contract
 - e. Faculty recommended for Lecturer Contract
3. Special Contracts (Open Item)



HUMAN RESOURCES REPORT
Summary of Personnel Actions
May 2019

Faculty

- 8 Faculty member's contracts were not renewed ([3] Collegiate High School; Mathematics; PSV Engineering Tech Programs; History, Languages, Social Sciences and Education; English and Communications; and Patient Care Technician)
- 1 Faculty member's interim (one term) appointment ended (History, Languages, Social Sciences and Education)
- 1 Faculty member resigned due to personal reasons (Natural Sciences)
- 1 Faculty member resigned for other employment (Visual Arts)

Career Service

- 2 Career Service employees were hired (Workday Implementation; and Allied Health)
- 1 Career Service employee resigned due to relocation (Cashiers' Office)

Executive, Professional/Managerial

- 1 Professional/Managerial employee received a promotion (split-funded by Management Information Systems and Consortium Programmer Salaries) and an upward pay adjustment (Consortium Programmer Salaries)
- 1 Professional/Managerial employee resigned for other employment (Natural Sciences)

Other

- 95 Guaranteed summer assignments
- 212 Adjunct assignment contracts
- 143 Overload assignments for full-time faculty
- 22 Overload assignments for full-time non-faculty
- 4 Adjunct non-teaching assignments
- 1 OPS part-time assignment



District Board of Trustees
Human Resources Committee Meeting Minutes
Pensacola Campus, Building 7, Room 715-I
May 21, 2019, 5:00pm

Present: Ms. Margie Moore, Mr. Wendell Smith, and Ms. Tammy Henderson, recording

Minutes from the April 16, 2019, Human Resources Committee meeting were reviewed and approved.

Action Items:

1. Approval of April 2019 Human Resources Report.
2. Request approval of the new position of Workday Senior Administrative Assistant, at Level F, on the Career Service Salary Schedule. (Workday Implementation)
3. Request approval of the new position of Workday Testing/Training Specialist, at Level 1, on the Professional/Managerial Salary Schedule. (Workday Implementation)
4. Request approval to convert the position of Campus Facilities Supervisor, at Level H, on the Career Service Salary Schedule, to the new position of Maintenance Supervisor, at Level H. (Effective June 1, 2019, based on current employee's retirement May 31, 2019) (Facilities, Planning and Construction)
5. Special Contracts (Open Item)

The above actions items were approved for recommendation to the full Board.