

# Pensacola State College

Vice President, Business Affairs

Memorandum

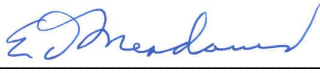
Phone: 850-484-1728

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February 27, 2019

TO: Dr. Ed Meadows  
President

  
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Approved

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

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

**Action Items:**

1. Budget Amendments
2. Property Deletions
3. FAIT Requests (open item)

**Information Items:**

1. PERT/Late Fee Waivers
2. Contracts

BUDGET AMENDMENT REQUEST  
Pensacola State College

Resolution Number 707  
Amendment Number 707

Fiscal Year 2018/19  
Month January

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	4,726,872.00	0.00	0.00	4,726,872.00
TOTAL TO BE ACCOUNTED FOR	28,719,848.76	0.00	0.00	28,719,848.76
SALARIES	0.00	0.00	0.00	0.00
CURRENT EXPENSES	540,481.74	2,095.13	0.00	542,576.87
CAPITAL OUTLAY	28,179,367.02	27,165.27	29,260.40	28,177,271.89
ENDING FUND BALANCE	0.00	0.00	0.00	0.00
TOTAL ACCOUNTED FOR	28,719,848.76	29,260.40	29,260.40	28,719,848.76

**Justification:** To allocate funds between general ledger codes.

*Sean Ann Emond*

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Source of Funds

<u>Unexpended Plant Fund</u>	<u>Total Funds</u>	<u>Student Capital Improvement Fee</u>	<u>SCIF Vocational</u>	<u>Local Funds</u>	<u>Consortium Computer</u>	<u>License Tag CO &amp; DS</u>	<u>Public Education Capital Outlay</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							
Budget Amendment No. 708: Expenditures							
Budget Amendment No. 709: Revenues							
Budget Amendment No. 709: Expenditures							
Budget Amendment No. 710: Revenues							
Budget Amendment No. 710: Expenditures							
Budget Amendment No. 712: Revenues							
Budget Amendment No. 712: Expenditures							
Ending Balances, Unallocated	28,719,848.76	8,606,940.10	302,258.99	6,571,558.47	104.67	210,949.61	13,028,036.92

BUDGET TRANSACTIONS FOR SELECTED ID NUMBER FOR - 19/02

ID.NO.	DATE	TIME	YR	MO	F	MAFKEY	C.C.	ID	PRJ	GL.	ACCOUNT TITLE	DEBIT	CREDIT
0000707	20190221	105530	19	1902	7	00000	00	0000	00	0000	36000	0.00	1802.40
0000707	20190221	155909	19	1902	7	00000	00	0000	00	0000	36000	0.00	292.73
												GLCODE TOTAL	2095.13
0000707	20190221	102405	19	1902	7	00000	00	0000	00	0000	37000	1860.00	0.00
0000707	20190221	102405	19	1902	7	00000	00	0000	00	0000	37000	0.00	1860.00
0000707	20190221	104454	19	1902	7	00000	00	0000	00	0000	37000	0.00	1562.00
0000707	20190221	104454	19	1902	7	00000	00	0000	00	0000	37000	1562.00	0.00
0000707	20190221	105530	19	1902	7	00000	00	0000	00	0000	37000	1802.40	0.00
0000707	20190220	090734	19	1902	7	00000	00	0000	00	0000	37000	0.00	7549.00
0000707	20190220	090734	19	1902	7	00000	00	0000	00	0000	37000	7549.00	0.00
0000707	20190211	155909	19	1902	7	00000	00	0000	00	0000	37000	0.00	4781.62
0000707	20190211	155909	19	1902	7	00000	00	0000	00	0000	37000	4781.62	0.00
0000707	20190211	155945	19	1902	7	00000	00	0000	00	0000	37000	0.00	2409.65
0000707	20190211	155945	19	1902	7	00000	00	0000	00	0000	37000	7484.00	0.00
0000707	20190211	155945	19	1902	7	00000	00	0000	00	0000	37000	0.00	4196.00
0000707	20190211	155945	19	1902	7	00000	00	0000	00	0000	37000	4196.00	0.00
0000707	20190211	155945	19	1902	7	00000	00	0000	00	0000	37000	0.00	2549.00
0000707	20190211	155945	19	1902	7	00000	00	0000	00	0000	37000	2549.00	0.00
												GLCODE TOTAL	24907.27
0000707	20190211	155908	19	1902	7	10000	00	0041	66506		Minor Equip/Furn \$500-999	0.00	292.73
												GLCODE TOTAL	292.73
0000707	20190211	155908	19	1902	7	10000	00	0041	70601		EDUC FURN/EQUIP \$1000-4999.99	0.00	2409.65
												GLCODE TOTAL	2409.65
0000707	20190221	105529	19	1902	7	10000	01	0020	66506		Minor Equip/Furn \$500-999	0.00	1802.40
												GLCODE TOTAL	1802.40
0000707	20190221	105529	19	1902	7	10000	01	0020	70601		EDUC FURN/EQUIP \$1000-4999.99	1802.40	0.00
												GLCODE TOTAL	0.00
0000707	20190211	155908	19	1902	7	10000	01	0020	76000		NON-CAPITALIZED REPAIRS	0.00	4781.62
0000707	20190211	155908	19	1902	7	10000	10	0049	76000		NON-CAPITALIZED REPAIRS	7484.00	0.00
												GLCODE TOTAL	4781.62
0000707	20190211	155944	19	1902	7	70407	18	0000	79900		CAPITAL OUTLAY CONTINGENCIES	2549.00	0.00
												GLCODE TOTAL	0.00
0000707	20190211	155944	19	1902	7	70407	18	0015	70601		EDUC FURN/EQUIP \$1000-4999.99	0.00	2549.00
												GLCODE TOTAL	2549.00
0000707	20190221	102404	19	1902	7	70407	19	0000	79900		CAPITAL OUTLAY CONTINGENCIES	1860.00	0.00
0000707	20190221	104453	19	1902	7	70407	19	0000	79900		CAPITAL OUTLAY CONTINGENCIES	1562.00	0.00
0000707	20190220	090733	19	1902	7	70407	19	0000	79900		CAPITAL OUTLAY CONTINGENCIES	7549.00	0.00

Pensacola State College  
 BUDGET TRANSACTIONS FOR SELECTED ID NUMBER FOR - 19/02

ID.NO.	DATE	TIME	YR	MO.	F	MAFKEY C.C. ID	PRJ	GL.	ACCOUNT TITLE	DEBIT	CREDIT
0000707	20190211	155944	19	1902	7	70407	19	0000 79900	CAPITAL OUTLAY CONTINGENCIES	4196.00	0.00
GLCODE TOTAL										15167.00	0.00
0000707	20190221	102404	19	1902	7	70407	19	0003 76000	NON-CAPITALIZED REPAIRS	0.00	1860.00
0000707	20190220	090733	19	1902	7	70407	19	0017 76000	NON-CAPITALIZED REPAIRS	0.00	7549.00
GLCODE TOTAL										0.00	9409.00
0000707	20190211	155944	19	1902	7	70407	19	0021 75021	HVAC	0.00	4196.00
GLCODE TOTAL										0.00	4196.00
0000707	20190221	104453	19	1902	7	70407	19	0032 76000	NON-CAPITALIZED REPAIRS	0.00	1562.00
GLCODE TOTAL										0.00	1562.00
ID NUMBER TOTAL										54004.80	54004.80
REPORT TOTAL										54004.80	54004.80

Pensacola State College  
 BUDGET TRANSACTIONS FOR SELECTED ID NUMBER FOR - 19/02

ID.NO.	DATE	TIME	YR	MO.	F	MAFKEY C.C. ID	PRJ	GL.	ACCOUNT TITLE	DEBIT	CREDIT
0000706	20190218	131609	19	1902	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	2088.00
0000706	20190218	131609	19	1902	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	0.00	170.00
0000706	20190218	131609	19	1902	7	00000 00	0000	37000	BUDGETED CAPITAL OUTLAY	2258.00	0.00
GLCODE TOTAL										2258.00	2258.00
0000706	20190218	131608	19	1902	7	70407 18	0000	79900	CAPITAL OUTLAY CONTINGENCIES	2258.00	0.00
GLCODE TOTAL										2258.00	0.00
0000706	20190218	131608	19	1902	7	70407 18	0021	76000	NON-CAPITALIZED REPAIRS	0.00	2088.00
0000706	20190218	131608	19	1902	7	70407 18	0058	76000	NON-CAPITALIZED REPAIRS	0.00	170.00
GLCODE TOTAL										0.00	2258.00
ID NUMBER TOTAL										4516.00	4516.00
REPORT TOTAL										4516.00	4516.00

**Pensacola State College**  
**Vice President for Business Affairs**  
**Memorandum**

**Phone: 850-484-1728**  
**Fax: 850-484-1748**

Mar-19

**TO:** Dr. Meadows  
 President

**FROM:** Gean Ann Emond *SAE*  
 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
37210	Combo Hip Machine	Milton Fitness Center	4,244.14
37214	Lower Back Machine	Milton Fitness Center	2,924.99
37215	Double Chest Machine	Milton Fitness Center	4,244.14
37221	Lateral Raise Machine	Milton Fitness Center	2,628.20
37222	Overhead Press Machine	Milton Fitness Center	2,637.66
46346	37 Passenger Bus	Student Bus Student Activities	90,000.00
46347	37 Passenger Bus	Student Bus Student Activities	90,000.00
50047	HHR Vehicle	Plant Operations	12,045.00
53622	Projector	Microcomputer Resources	1,499.00
53623	Projector	Microcomputer Resources	1,499.00
53624	Projector	Microcomputer Resources	1,499.00
53625	Projector	Microcomputer Resources	1,499.00
53626	Projector	Microcomputer Resources	1,499.00
53629	Projector	Microcomputer Resources	1,499.00
53630	Projector	Microcomputer Resources	1,499.00
53631	Projector	Microcomputer Resources	1,499.00
53632	Projector	Microcomputer Resources	1,499.00
53635	Projector	Microcomputer Resources	1,499.00
53636	Projector	Microcomputer Resources	1,499.00

225,213.13



Dean of Student Services  
Memorandum

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

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March 1, 2019

**TO:** Gean Ann Emond  
Vice-President for Business Affairs

**FROM:** Kathy Dutremble  
Dean of Student Services

**SUBJECT:** February PERT/Late Fee Waivers Granted

**PERT Waivers Granted**

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

**Late Fee Waivers Granted**

There were two (2) late fee waivers granted totaling \$50.00.





Contract #	Board	Contractee	Type of service	College Cost	Begin	End	Renew?	Invoice?
<a href="#">2018172</a>	19-Feb	State of Florida, Department of Economic Opportunity	Amendment 2 to add Dental Hygiene as an eligible program for funding and program enrollments/completers. (Grants and Federal Programs)	None	1/30/18	1/30/28	No	Yes
<a href="#">2019205</a>	19-Feb	Council on Aging of West Florida, Inc.	Standard Clinical Affiliation Agreement for Nursing students. (Dean, Warrington Campus)	None	2/6/19	12/31/19	Auto-renew for 4 (1) year terms	No
<a href="#">2019206</a>	19-Feb	Guitar Foundation of America - Tengyue Zhang	Agreement for Tengyue Zhang to perform a Guitar Concert at noon and a Masterclass from 3 - 6pm on April 11, 2019. He will perform another guitar concert at 7:30pm on April 12, 2019. (Performing Arts/Lyceum)	\$1,800.00	4/11/19	4/12/19	No	No
<a href="#">2019207</a>	19-Feb	Gulf Power	Memorandum of Understanding to allow PSC to be placed under the Gulf Power Accredited Training Sponsorship. (Applied Technology and Professional Services)	None	2/5/19	Open with 60 days notice	N/A	No
<a href="#">2019210</a>	19-Feb	Wright's Media	License Agreement allowing PSC to publicly display the U.S. News Best Online Programs 2019 Award Badge. (Marketing)	\$5,500.00	Upon Signing	1 year from execution	No	No
<a href="#">2019211</a>	19-Feb	Hospice of the Emerald Coast, Inc., d/b/a Emerald Coast Hospice	Affiliation Agreement for BSN students. (Dean, Warrington Campus)	None	1/21/19	1/20/20	Auto-renew: 1 year terms	No
<a href="#">2019212</a>	19-Feb	Shepsky Productions, Inc.	Honorarium Agreement for saxophonist, Robert Sheppard, to manage a master class in the Ashmore Auditorium on April 4, 2019. (Performing Arts)	\$250.00	4/4/19	4/4/19	No	No

Contract #	Board	Contractee	Type of service	College Cost	Begin	End	Renew?	Invoice?
<a href="#">2019213</a>	19-Feb	Center for Information Warfare Training (CIWT)	Contract to provide Cisco Support. This contract may be terminated by either party upon 60 day advance written notice. (Cisco ASC/ITC)	None	2/12/19	2/11/20	No	Yes
<a href="#">2019216</a>	19-Feb	Adrex USA Inc.	Agreement to operate a Subway restaurant franchise on the Pensacola campus. Contractor will pay the College commission of 3% of all net sales in excess of \$25,000. (Vice President, Business Affairs)	None	2/1/19	12/31/23	Yes	Yes
<a href="#">2019217</a>	19-Feb	Bonifay, Dustin	Agreement to provide music for Fall 2019-1 and Spring 2019-2 Commencement Ceremonies held at Pensacola Bay Center.	\$1,750.00	12/16/18	5/5/19	Yes	No
<a href="#">2019218</a>	19-Feb	Homewood Suites by Hilton	The Florida Master Teacher Seminar 2019 hotel accommodations for participants. (Dean, General Studies)	Based on enrollment	7/13/19	7/17/19	No	No
<a href="#">2019219</a>	19-Feb	Verteks Consulting Inc.	Agreement for ShoreTel Platinum Support - Support and Maintenance Plan (No Phone Coverage) (Network & Telecommunications)	\$61,375.00	1/28/19	1/27/20	Yes	No
<a href="#">2019220</a>	19-Feb	PROV, Inc.	Agreement to add the Warrington Campus Test Center as a Certified PROV, Inc. exam site to administer PROV exams. (Testing and Assessment)	None	3/1/19	Open	N/A	No
<a href="#">2019221</a>	19-Feb	Large, Andrew	Contract to teach curriculum in Cisco Cybersecurity classes to Instructors - CCNA2. (Cisco ASC/ITC)	\$5,120.00	2/19/19	Upon Completion of course(s)	No	No
<a href="#">2019222</a>	19-Feb	National Student Clearinghouse	Participation authorization form for the College to participate in the National Study of Learning, Voting, and Engagement (NSLVE). (Student Engagement and Leadership)	None	1/1/18	8/31/23	No	No
<a href="#">2019224</a>	19-Feb	Scully, Abraham	Honorarium Agreement for Mr. Sculley to give a presentation at the PSC Mental Health Fair. (Institutional Diversity, Community & Media Relations)	\$200.00	2/21/19	2/21/19	No	No

Contract #	Board	Contractee	Type of service	College Cost	Begin	End	Renew?	Invoice?
<a href="#">2019225</a>	19-Feb	Change A Man Media, LLC	Honorarium Agreement for Devin (Egypt) Robinson to give a presentation in the Hagler Auditorium. (Institutional Diversity, Community & Media Relations)	\$2,250.00	3/5/19	3/5/19	No	No
<a href="#">2019227</a>	19-Feb	Russell Veterinary Services LLC d/b/a Navy Boulevard Animal Hospital	Vet Tech student affiliation agreement. (Dean, Warrington Campus)	None	2/20/19	6/30/19	Auto-renew: four (4) 1 year terms	No
<a href="#">2018202</a>	19-Feb	Florida Department of Health in Escambia County	Renewal statement for College Contract #2018202. (Dean, Warrington Campus)	None	3/1/19	3/1/20	Yes	No
<a href="#">2019228</a>	19-Feb	Black Rocket Productions, L.L.C.	Memorandum of Agreement for BRP to provide curriculum, training, support, and select materials for the college's arts and creative sciences programs for children and teens. (Rec & Leisure)	See Agreement	2/20/19	2/19/20	Yes	No
<a href="#">2015201</a>	19-Feb	Pen Air Federal Credit Union	Addendum to terminate College contract #2015201 effective March 31, 2019. (Alumni Affairs)	None	3/31/19	N/A	No	No
<a href="#">2019230</a>	19-Feb	Mitchell, Linda	Honorarium agreement to bring Ms. Linda Mitchell to campus for the educational benefit of PSC students and that of the public. (Visual Arts)	\$500.00	2/19/20	2/20/20	No	No
<a href="#">2019231</a>	19-Feb	Mitchell, Linda	Exhibition Loan Agreement to secure art. The dates are January 21, 2020 - March 11, 2020. The shipping dates are January 3, 2020 and March 30, 2020. The College agrees to pay FedEx round trip shipping from Atlanta. (Visual Arts)	\$800.00	1/3/20	3/30/20	No	No
<a href="#">2019232</a>	19-Feb	Health Connections Rehab Services	Standard clinical affiliation agreement for Health students - PTA. (Dean, Warrington Campus)	None	3/1/19	6/30/19	Auto-renew four (4) 1 year terms	No
<a href="#">2019233</a>	19-Feb	South Florida State College	Cisco Academy Support Agreement to pay college \$400 to provide Cisco Academy assistance to SFSC. (Cisco ASC/ITC)	None	10/1/18	9/30/19	Auto renew: (4) 1-yr terms	YES

Contract #	Board	Contractee	Type of service	College Cost	Begin	End	Renew?	Invoice?
<a href="#">2019234</a>	19-Feb	Martin, Albert V.	Honorarium Agreement for Mr. Martin to accompany a soloist performing at the Amos Studio as part of the African American Endowment Scholarship and the Dr. Garrett T. Wiggins "Live Your Dream" Scholarship Banquet on February 22, 2019. (Institutional Diversity, Community & Media Relations)	\$150.00	2/22/19	2/22/19	No	No
<a href="#">2019235</a>	19-Feb	Rogers, Chase	Honorarium Agreement for Mr. Rogers to perform with his band, "Soul Station" on February 22, 2019 in the Amos Studio as part of the African American Endowment Scholarship and the Dr. Garrett T. Wiggins "Live Your Dream" Scholarship Banquet. (Institutional Diversity, Community & Media Relations)	\$550.00	2/22/19	2//22/19	No	No

**District Board of Trustees  
Finance Committee Minutes for February 19, 2019**

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

**Action Items:**

1. Budget Amendments

Approved as presented.

2. Property Deletions

Approved as presented.

3. Fees

- Request from the Dean Milton Campus to sponsor the following events:

- 31st Annual Lumberjack Festival (March 2, 2019)
- Spring Festival of Flowers (April 5, 6, 7, 2019)

Funds raised through vendor fees are split between PSC and UF and put toward an Endowed Scholarship in Horticulture Studies/Landscape Technology.

- Request to host the PSC African American Student Association (AASA) fundraising program on March 28, 2019 in the Hagler Auditorium featuring Jesse Walker Jr. Admission fee will be \$5.00 for general public and students will be free. Proceeds will benefit the AASA.
- Request for the African American and the G.T. Wiggins Scholarship Banquet to be held February 22, 2019, in the Jean and Paul Amos Performance Studio and to sell tickets to the event. General Admission will be \$15.00. Each scholarship recipient and two guests are admitted free.

Approved as presented.

4. Award Recommendation for WSRE Repacking Project

Approved as presented.

5. Roofs for Buildings 4000, 4800/4900

Approved as presented.

6. FAIT Requests (open item)

None presented.

**Information Items:**

1. PERT/Late Fee Waivers
2. Contracts
3. Active Restricted Grants & Contracts