



**Pensacola State College  
District Board of Trustees Meeting Minutes  
May 19, 2020  
Pensacola Campus**

**Board Workshop**

Dr. Erin Spicer and Dean Kathy Dutremble gave a workshop on the challenges Academic and Student Affairs are facing due to COVID-19 and how they are responding to those challenges now and in the future.

**Board Meeting**

Present: Chair Herb Woll, Mr. Patrick Dawson, Mr. Kevin Lacz, Mr. Ed Moore, Ms. Margie Moore, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Ms. Carol Carlan

**Call to Order**

Mr. Woll called the meeting to order at 5:34 p.m.

**Introductions/Recognitions**

Dr. Meadows thanked Ms. Melonie Miner and AFC for providing refreshments.

**Minutes**

Mr. Woll called for a motion to approve the minutes of the February 18, 2020, Board meeting. Mr. Moore moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

**Agenda**

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

**Public Comments**

None

**DSO Reports**

Alumni Affairs – (Full report provided in Board packets)

WSRE – (Full report provided in Board packets) – Ms. Hubbs briefly reviewed the full report and highlighted upcoming content.

PSC Foundation – (Full report provided in Board packets). Ms. Krieger and Dr. Douma talked about how the CARES Act Emergency Grant funds have been awarded to meet the financial needs of students impacted by COVID-19. A graphic was shown that illustrates how the funds were awarded. Ms. Krieger and Dr. Listau talked about how the Foundation's Student Relief Fund Grants, established in response to COVID-19, have been awarded to meet the financial needs of students impacted by COVID-19. A graphic was shown that illustrates how the funds were awarded. Dr. Meadows extended thanks to Board members who donated to the Student Relief Fund. Ms. Margie Moore extended appreciation to the administrators and staff who worked so hard to assist our students.

**Academic and Student Affairs**

Dr. Spicer presented the three action items for Academic and Students Affairs. A separate vote was taken on each item. Mr. Moore moved to approve Item 1 as presented. Mr. Dawson seconded the

motion, and the motion passed unanimously. Mr. Moore moved to approve Item 2 as presented. Mr. Lacz seconded the motion, and the motion passed unanimously. Ms. Moore moved to approve Item 3 as presented. Mr. Lacz seconded the motion, and the motion passed unanimously.

1. Awarding of Continuing Contract – Approved
  - a. Michael Bailey, – History, Languages, Social Sciences, and Education
  - b. Michael Walker – Mathematics and Computer Science
  - c. Deborah Woods – Mathematics and Computer Science
2. Faculty Promotions in Rank – Approved
  - a. **To Rank of Assistant Professor**  
Michael Bailey – History, Languages, Social Sciences, and Education  
Jamey Jones – English and Communications  
Deborah Woods – Mathematics and Computer Science  
Paula Work – Visual Arts
  - b. **To Rank of Associate Professor**  
Michael Cannon – Applied Technology and Professional Services  
Paul Swanson – History, Languages, Social Sciences, and Education  
Michael Walker – Mathematics and Computer Science
3. Letter of Agreement with the Pensacola State College Faculty Association – Approved

Dr. Spicer spoke about enrollment and efforts underway to get students enrolled in the Summer C and D sessions.

### **Facilities**

Ms. Bracken presented the Facilities action items and noted that the Baars Building Change Order #3 has no cost to the College. A separate vote was taken on each of the items presented. Mr. Moore moved to approve Item 1 as presented, and Mr. Lacz seconded the motion which passed unanimously. Ms. Moore moved to approve Item 2 as presented, and Mr. Lacz seconded the motion which passed unanimously.

1. Change Order #3, Ajax Building Corporation – Baars Technology Building – Approved  
The change order will increase the contract time by 61 days for a substantial completion date of June 17, 2020. The change order is at no cost to the College.
2. Educational Plant Five Year Survey Report, 2020-2025 – Approved  
The Education Plant Survey is required by Florida Statutes. The Survey reports on the use of the College's facilities and projects future needs.

### **Finance**

Ms. Emond presented the Finance action items. She stated that the new policy (Item 4) has met the statutory rulemaking requirements and is ready for Board approval. Mr. Woll called for a motion to approve Items 1, 2, and 5 as presented. Mr. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously. Mr. Woll then called for a motion to approve Item 3 as presented. Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously. Mr. Woll called for a motion to approve Item 4 as presented. Mr. Lacz moved for approval, and Ms. Moore seconded the motion which passed unanimously.

1. Budget Amendment – Approved
2. Property Deletions – Approved
3. Severe Storms, Tornadoes, Straight-Line Winds, and Flooding (FEMA-4177-DR-FL) Federally Funded Public Assistant Agreement - Approved
4. Policy 6Hx20-1.042 Removal of Honorary Names - Approved
5. FAIT Request: Request to use Dr. Philip Benjamin Matching Grant Program Funds to finance laptops that were purchased due to COVID-19 pandemic from Follett at a cost of \$440 each, for a total cost of \$22,000. Up to \$20,311 of funds were taken from Fund #4300707 Instructional Technology Equipment. Request #19-20-03 - Approved

### **Human Resources**

Ms. Henderson presented the Human Resources action items and stated that there are no special contracts. Dr. Meadows noted that Item 2 creates one position from two positions, resulting in a cost savings to the College. Ms. Moore moved for approval of all items as presented. Mr. Dawson seconded the motion which passed unanimously.

1. February 2020, March 2020, and April 2020 Human Resources Personnel Actions Reports.
2. New grant funded position, Coordinator, Mental Health Services, Level 2, Professional/Managerial Salary Schedule (Fund 2, Administrative Services – Institutional Equity and Student Conduct).
3. Change the vacant position of Administrative Assistant/Consortium Specialist, Level 8, Career Service Salary Schedule, to Administrative Assistant, Level 6, Career Service Salary Schedule. (Management Information Systems).– Approved
4. Special Contracts – None

### **Equity Report 2019-2020**

Ms. Listau summarized the results of the College's Annual Equity Report and highlighted different sections of the report. Following her report, she asked if the Board had any questions. There being none, Mr. Woll called for a motion to approve the Equity Report. Ms. Moore moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

### **General Counsel**

No report.

### **President's Time**

Institutional Priorities – Dr. Meadows stated that the Trustees received a copy of the updated Institutional Priorities. He asked that Trustees review them and contact him with any questions or recommendations, and he will bring them back to the Board for approval in June. Mr. Moore noted that the Institutional Priorities were listed as an action item on the agenda and recommended that the Board vote to table the item. Ms. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

Dr. Meadows noted that Trustees received a copy of the annual Co-Lab Report that lists the current clients and the exited clients at the Downtown Center's Co:Lab business incubator which is a program of FloridaWest in partnership with PSC. He asked that Trustees review and report and contact him with any questions.

Ms. Sandy Ray gave an update on the State's budget which has been sent to the Governor. Although lawmakers approved the budget, it is expected that special projects will be cut because of COVID-19.

### **Reports**

Dr. Meadows announced that he is in discussions with Shannon Ogletree, Santa Rosa County Economic Development Director, regarding locating a site for the College's aviation programs.

Dr. Meadows informed the Board that consideration is being given to moving the coaches out of the houses on Metzger Street and Underwood Avenue, that are owned by the College Foundation. The coaches would move to renovated dorms and the houses would be leased by the Foundation.

### **Announcements**

- The Performing Arts Department received a "Superior Rating" from the FCSAA for their spring drama "Machinal."
- PSC student athletes attained a 3.24 GPA for the Spring Term and an overall 3.30 GPA for the Year. Congratulations were extended to Athletic Director Bill Hamilton and the coaches and staff.
- The Veterinary Tech program received continued accreditation, with no citations, by the Committee on Veterinary Technician Education and Activities (CVTEA).
- The PSC Chapter of SkillsUSA earned the "Gold Chapter of Distinction" for the 2019 and 2020 school year. Chapter will now advance to the "National Models of Excellence." judging.

Congratulations were extended to Jennifer Ponson, Coordinator for Student and Program Outreach.

- PSC student Jay Dunham won the "Student Best of Show" award at the 2020 Fourth District American Advertising Awards. Jay is a student intern in our Marketing Department. Additionally, PSC students won seven (7) gold awards and five (5) silver awards.

**Chairs Time**

Mr. Woll stated that Trustees received a draft of the Schedule of Board meetings for 2020-2021.

Mr. Woll asked Mr. Lacz to Chair the Nominating Committee and bring to the June Board meeting a recommendation for Board Chair and Vice-chair for 2020-2021.

There being no further business, Mr. Woll adjourned the meeting at 6:35 p.m.

Approved     X    

Date 6/16/2020

Herbert R. Woll  
Chair, Board of Trustees

Pat Crews  
Pat Crews, Reporting

E. J. Mendonca  
President