



Pensacola State College
District Board of Trustees Meeting Minutes
November 19, 2019
Pensacola Campus

Board Workshop

There was no workshop.

Board Meeting

Present: Ms. Carol Carlan, Mr. Patrick Dawson, Mr. Ed Moore, Mr. Wendell Smith, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Mr. Kevin Lacz, Ms. Margie Moore, Mr. Herb Woll

Call to Order

Mr. Patrick Dawson chaired the meeting on behalf of Mr. Woll, and called the meeting to order at 5:30 p.m.

Recognitions

Dr. Meadows thanked Ms. Carol Quinn, Mel Miner, Fred Holt and AFC for the Board refreshments. He informed trustees that Ms. Quinn will soon be retiring from the College and thanked her for over 30 years of service not only as an employee but also as an active member of AFC at both the local and state level. Ms. Quinn spoke about her time at the College and noted that she is now looking forward to traveling and spending more time with her family and grandchildren. The Board wished her well.

Dr. Meadows also recognized Ms. Quinn for receiving the AFC Distinguished Service Award in recognition for her service and achievement at the chapter, region, commission state level.

Dr. Meadows called on Mr. Don Snowden who informed the Board that the Civic Band is pleased that it will be playing holiday music at this year's Holiday Experience, on December 3, on the Milton Campus. Mr. Snowden then called on theatre director, Mr. Rodney Whatley, who introduced PSC student Adriana Ayala. Ms. Ayala was recognized as the FCSAA Theatre Division Student of the Month for October. In addition to her stage work as a performer and stage technician, she excels in the classroom. Ms. Ayala told Trustees of her future plans and they congratulated her on her achievement.

Ms. Andrea Krieger introduced the new Capital Campaign Coordinator, Ms. Marianne Common. Ms. Common told the Board about herself and the Board welcomed her.

Minutes

Mr. Dawson called for a motion for approval of the minutes of the October 15, 2019, Board meeting. Ms. Carlan moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Agenda

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

Public Comments

None

DSO Reports

Alumni Affairs (Report provided in Board packets)

WSRE- (Report provided in Board packets) – Mr. Culkeen reported that the transition to the new

antennae and transmitter is completed. Over 100 people attended the WSRE and WEAR sponsored "Town Hall: Addicted Florida."

PSC Foundation (Report provided in Board packets) – Ms. Krieger reminded everyone of the upcoming Holiday Experience on December 3, and noted that the Foundation has already surpassed what was raised last year. Interviews are ongoing to fill the vacant Development Director position.

Academic and Student Affairs

No report.

Facilities

No report.

Finance

Ms. Emond presented the Finance action items. She provided the Board with a copy of the revised salary schedule and explained in detail the Department of Labor's change to the minimum wage and overtime rule for professional/managerial employees. Although the rule goes into effect on January 1, 2020, administration requests that the change be effective December 28, 2019, to coincide with the College's pay schedule.

Mr. Dawson called for approval for Items 1, 2, 4 and 7. Mr. Moore moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Mr. Dawson called for approval for Item 3. Mr. Moore moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Mr. Dawson called for approval for Item 5. Ms. Carlan moved for approval, and Mr. Smith seconded the motion which passed unanimously.

Mr. Dawson called for approval for Item 6. Mr. Smith moved for approval, and Mr. Moore seconded the motion which passed unanimously.

1. Budget Amendments – Approved
2. Property Deletions – Approved
3. Fees - Approved
 - a. Request approval for the League of Women Voters to hold their 100th Anniversary Birthday Party in the Student Center on Saturday, February 15, 2020, and to sell promotional items (reusable straws, pins, and mugs) – Approved
4. Grant Pursuit - Approved
 - a. Advanced Technological Education
5. Resolution: Authorized Organizational Representative Designation – Approved
6. Salary Schedule Revisions – Approved
7. FAIT Requests (open item) – none

Ms. Emond commented on Ms. Carol Quinn's retirement and how much she will miss her.

Human Resources

Ms. Henderson extended her appreciation to Ms. Rhonda Likely for presenting the Human Resources agenda items at the October Board meeting. Ms. Henderson presented the Human Resources action items. Mr. Dawson called for approval of Items 1, 2, 3, 5, 6, 7, and 8. Ms. Carlan moved for approval, and Mr. Smith seconded the motion which passed unanimously. Mr. Dawson then called for a motion to approve Item 4. Mr. Moore moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

1. Approval of the October 2019, Human Resources Report – Approved
2. Change one funded and filled Department Head Position, Level 5, Professional/Managerial Salary Schedule, to new position of Director, Workforce Education, Level 5, Professional/Managerial Salary Schedule, retroactive to October 7, 2019 – Approved

3. Change the currently funded Donor Relationship Coordinator position, Level 3, Professional/Managerial Salary Schedule, to Donor Relations Coordinator, Level 1, Professional Managerial Salary Schedule. (College Development) – Approved
4. New/additional positions be added to the Salary Schedule and Budget under the Title III Grant (Fund 2) reporting to Academic and Student Affairs: a) Title III Activity Director, Level 2, Professional/Managerial Salary Schedule (new position) b) Title III Student Services Advisor (Four Positions), Level 1, Professional/Managerial Salary Schedule c) Administrative Assistant, Level 5, Career Service Salary Schedule – Approved
5. Change the currently funded Administrative Support Specialist, Level 1, Professional/Managerial Salary Schedule, to Senior Executive Assistant, Level 9, Career Service Salary Schedule, effective January 13, 2020. (Business Affairs) – Approved
6. Convert a vacant and funded nine-month faculty assignment to an 11-month faculty position in the Sonography program in the Allied Health Department. (Academic and Student Affairs) – Approved
7. Use funding of a full-time faculty Instructor position for advertisement and hire of a one-term emergency Lecturer in the Natural Sciences (Biology) Department for Spring 2020. (Academic and Student Affairs) – Approved
8. Use funding of a full-time Lecturer position for advertisement and hire of a one-term emergency Instructor in the History, Languages, Social Sciences, and Education Department for Spring 2020. (Academic and Student Affairs) – Approved
9. Special Contracts – None

General Counsel

No report.

President's Time

Dr. Meadows informed the Board on meetings he has had related to economic development in Century, and the possibility of locating the Century Chamber of Commerce at the PSC Century Center.

Dr. Meadows informed the Board that the gift agreement with Gene and Maureen Valentino has been finalized. He spoke about the agreement and stated that in January, he will bring to the Board a request for naming an AS program in Entrepreneurship.

Dr. Meadows reminded trustees of the nursing pinning on December 12 and the graduation ceremony on December 13.

At the request of Dr. Meadows, Ms. Ray gave an overview of the upcoming legislative session.

President's Announcements

- PSC was awarded a \$750 Florida Humanities Grant. Dr. Douma told trustees about the grant and briefly reported on other grants in progress.
- PSC will again host a group of international visitors interested in career and technical programs and workforce programs. Ms. Jo McArthur and Mr. Mike Listau will represent PSC as hosts.
- The Warrington campus hosted another successful Health Career Fair for high school students interested in health programs. Over 600 students from 13 schools attended.

Trustees received a calendar of upcoming events.

There being no further business, Mr. Dawson adjourned the meeting at 6:10 p.m.

Approved X

Date 1/21/2020

Herbert R. Wall
Chair, Board of Trustees

Pat Crews
Pat Crews, Reporting

E. Meadows
President