



PENSACOLA STATE COLLEGE

**District Board of Trustees Meeting
November 15, 2022
Dona and Milton Usry Board Room, Pensacola Campus**

Board Workshop

Mr. Steve Whiting, Executive Director of Technology Operations and Information Technology Services, gave a workshop about cybersecurity threats and the software the College continuously updates to prevent attacks. He also included information about ways in which employees are educated and trained on how to recognize and handle cyber threats.

Board Meeting

Present: Chair Troy Tippet, Ms. Carol Carlan, Mr. Patrick Dawson, Mr. Kevin Lacz, Ms. Julie Sheppard, Mr. Gordon Sprague, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Mr. Gabe Bullaro and Ms. Margie Moore

I. **Call to Order**

Dr. Tippet called the meeting to order at 5:30 p.m.

II. **Introductions**

Dr. Spicer introduced Mr. Brian Weaver, the new department head for Visual Arts, and Mr. Scott Schackmann, the new department head for Humanities and Social Sciences. They told the Board about their self and the Board congratulated Mr. Schackmann on his new position and welcomed Mr. Weaver to PSC.

III. **Agenda**

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

IV. **Public Comments**

None

V. **Consent Agenda – Approved**

There being no request to remove an item from the consent agenda, Dr. Tippet called for a motion for approval. Mr. Dawson moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

A. **Approval of Minutes** – October 18, 2022 - Approved

B. **Academic Affairs** – No Consent Items

C. **Facilities** – No Consent Items

D. Finance – No Consent Items

E. Human Resources – Approved

1. Add three new positions to be funded by the 211 Triumph Grant for the truck driving program:
 - One career service position for recruitment and retention, Fund 2, Workforce Education
 - Two part-time non-exempt program assistant positions, Fund 2, Workforce Education
2. Change title and levels of existing personnel in Institutional Research and Enterprise Solutions:
 - Coordinator, Institutional Research, Professional/Managerial, Level 4, to Director, Institutional Research, Professional/Managerial, Level 5
 - Coordinator, Security and Integrations, Professional/Managerial Level 4, to Professional Managerial, Level 5

VI. Action Items

A. Academic and Student Affairs

No Action Items

B. Facilities

No Action Items

Information Items – Facilities Committee Minutes, October 18, 2022

C. Finance

Ms. Kovacs explained the reasons for updating the policies and noting that the different type of leave policies have been combined into one leave policy that includes all types of leave. Chair Tippet called for a motion for approval. Ms. Sheppard moved for approval, and Mr. Sprague seconded the motion which passed unanimously.

1. Policy Updates - Approved
 - Policy 1.010 – Charges for College Supported Events
 - Policy 1.015 – Facilities and Equipment (Use of)
 - Policy 6.004 – Building Administration
 - Policy 4.011 – Leaves of Absence (Updated to include all forms of Leave)
 - Policy 4.012 – Leave for Court-Related Service - Rescind
 - Policy 4.013 – Professional Leave - Rescind
 - Policy 4.014 – Annual Leave (Vacation Leave) – Rescind
 - Policy 4.015 – Military Leave – Rescind
 - Policy 4.016 – Personal Leave - Rescind
 - Policy 4.017 – Sick Leave – Rescind
 - Policy 4.018 – Illness in the Line of Duty – Rescind
 - Policy 4.019 – Leave Without Pay – Rescind
 - Policy 4.020 – Absence Without Leave – Rescind
 - Policy 4.028 – Domestic Violence Leave – Rescind

Ms. Kovacs gave a detailed explanation of the revised carry forward spending plan. Mr. Sprague moved to approve the revised plan, and Ms. Sheppard seconded the motion which passed unanimously.

2. Carry-Forward Spending Plan Revision – Approved

Ms. Kovacs explained that Trustees are being asked to recertify the WSRE-TV Foundation Audit Report due to the State generating a new certification form. She explained the differences in the two forms and recommended approval. Ms. Sheppard moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

3. WSRE TV Foundation, Inc. Audit Report for Fiscal Year End - June 30, 2022, Revision – Approved

Ms. Kovacs stated that the RFQ for the College's asphalt repair and replacement projects was conducted in accordance with Florida Statutes, and it is recommended that the contract be awarded to Kenneth Horne & Associates. Mr. Dawson moved for approval, and Mr. Sprague seconded the motion which passed unanimously.

4. Selection of Civil Engineering Services for Paving Project(s) – Approved awarding the contract to Kenneth Horne & Associates.

Information Items- Ms. Kovacs noted that Policy 6Hx20-4.029 and Policy 6Hx20-3.004 are undergoing rule development and will be brought back to the Board for approval.

1. Policy 6Hx20-4.029 – Employment

2. Policy 6Hx20-3.004 – Student Fees and Tuition
3. Grant Report as of September 30, 2022, PERT/Late Fee Waivers

D. Human Resources

No Action Items

Information Item

Human Resources Personnel Transactions – October 2022

E. General Counsel

No action Items

VII. President's Time

Dr. Meadows reported that the Century Recreational Center has approached the College about leasing a portion of the old school at the College's Century Center to provide enrichment programs, sports activities, and mentoring and tutoring programs for the Century community. More information will be brought back to the Board at a later date.

Dr. Meadows thanked Dr. Debbie Douma, Ms. Shannon Crawford, and AFC for the refreshments, He also thanked Trustees for attending recent College events.

Dr. Meadows reported that four new masterpieces are on display on building exteriors on the Pensacola Campus.

PSC raised \$6,856 for this year's United Way Campaign which was chaired by Ms. Jessica Borne, Business and Industry Outreach Coordinator.

Dr. Meadows reviewed the calendar of events with Trustees and highlighted events where participation by Trustees is encouraged.

VIII. DSO Reports

Full reports were provided in the Board packets.

- College Foundation: Ms. Krieger reported on upcoming gift announcements. Trustees were provided with the November investment report from Synovus.
- WSRE-TV Foundation: Ms. Pope reported on recent events and stated that the Annual Wine and Food Classic netted approximately \$28,000 - \$30,000.
- Alumni Association: Ms. Lotz gave an update on upcoming events and announced that thanks to the Andrews Institute the College was able to obtain weight equipment from them for a fraction of the equipment's value.

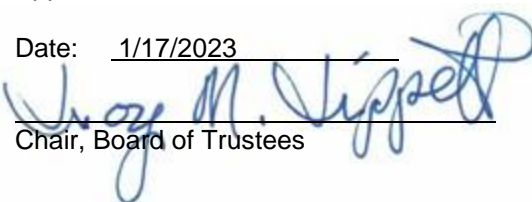
IX. Chair's Time


Dr. Tippett expressed appreciation to the Board, Staff, and Dr. Meadows for all that they do.

There being no further business, the meeting was adjourned at 6:33 p.m.

Approved: _____ X _____

Date: 1/17/2023


Chair, Board of Trustees


Pat Crews, Recording


President