



**Pensacola State College
District Board of Trustees Meeting Minutes
October 16, 2018
5:30 p.m. Warrington Campus**

Board Workshop

Ms. Andrea Krieger introduced Ms. Michelle Buchanan, a consultant with Dini Spheris Consultants. Dini Spheris is assisting the Foundation with a capital campaign feasibility study. Ms. Buchanan spoke with trustees about the key areas being considered for the capital campaign and asked for their thoughts and feedback. Trustees are just one of several focus groups that Dini Spheris will meet with as they develop a vision and strategies for achieving the campaign goals.

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

Absent: Mr. Kevin Lacz, Mr. Wendell Smith

Call to Order

Chair Dawson called the meeting to order at 5:30 p.m., and Dr. Dusti Sluder welcomed Trustees to the Warrington campus.

Recognitions

Dr. Meadows thanked Dr. Dusti Sluder, Ms. Lisa Payne, and AFC for the refreshments.

Minutes

Mr. Dawson called for a motion for approval of the minutes of the September 18, 2018, Board meeting. Mr. Woll moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

Agenda

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

Public Comments

None

Academic Affairs

No report.

Facilities

No report.

Finance

Ms. Emond presented the Finance action items and noted that there were no FAIT requests. She reported that Ms. Laura Shaud met with the Finance Committee prior to the Board meeting and thoroughly reviewed the WSRE Audit and Checklist with the Committee.

Following discussions, Mr. Dawson called for a motion to approve Items 1, 2, and 5 as presented. Ms. Moore moved for approval, and Mr. Moore seconded the motion which passed unanimously.

Mr. Dawson then called for a motion to approve Item 3 as presented. Ms. Carlan moved for approval, and Mr. Woll seconded the motion which passed unanimously.

Mr. Dawson then called for a motion to approve Item 4 as presented. Ms. Moore moved for approval, and Mr. Woll seconded the motion which passed unanimously.

1. Budget Amendments – Approved
2. Property Deletions – Approved
3. Fees – Approved
 - a. Request from the Executive Director, WSRE, for the sale of merchandise and tickets at the following events scheduled in the Jean & Paul Amos Performance Studio:
October 20, 2018 - Northwest Florida Foundation Concert (tickets and merchandise)
April 27, 2019 - WSRE Be My Neighbor Day (merchandise)
 - b. Request from the Athletic Director to host a travel baseball tournament on September 29-30, 2018. Each team will be charged a \$450 entry fee. There will be gate fees as follows: \$5 General Admission, \$2 Faculty and Staff, \$2 Children 8-12, and free for any PSC Student, PSC Booster with VIP Pass/President Pass, children under 8 years old.
 - c. Request from the Athletic Director to host a travel baseball tournament on October 6-7, 2018. Each team will be charged a \$450 entry fee. There will be gate fees as follows: \$5 General Admission, \$2 Faculty and Staff, \$2 Children 8-12, and free for any PSC Student, PSC Booster with VIP Pass/President Pass, children under 8 years old.
 - d. Request from the Performing Arts Department for Gulf Breeze High School to rent the Ashmore Fine Arts Auditorium on December 7-9, 2018 for the Production, "Bright Star" and to sell tickets, concessions and souvenirs for the event. Admission will be \$20 per ticket.
 - e. Request from the Florida Philosophical Association to rent PSC Facilities to hold their Annual Conference and Banquet on November 2-3, 2018. The conference is free for undergraduate students. PSC Students can attend for free. Graduate students will be charged a \$15 registration fee. All other attendees (professionals, faculty, community members, etc.) will be charged a \$30 registration fee. The cost of the banquet will be \$35 per attendee.
 - f. Request from the Department Head, Natural Resources, for the Frances M. Weston Audubon Society to sell merchandise at their meetings.
4. WSRE-TV Foundation Inc., DSO Audit Review Checklist – Approved
5. FAIT Requests – none

Human Resources

Ms. Henderson reviewed the Human Resources action items and noted that there are no special contracts. Mr. Dawson called for a motion to approve all items as presented. Ms. Moore moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

1. Approval of the September 2018, Human Resources Report – Approved
2. Convert one funded and filled position of Academic Advisor, Level 1, Professional/Managerial Salary Schedule, to Senior Student Services Advisor, Level 2, Professional/Managerial Salary Schedule, retroactive to July 1, 2018 (Academic and Student Affairs – Advising Center) – Approved
3. Special Contracts – none

General Counsel

Mr. Gilliam presented the two agreements between the City of Pensacola and PSC for natural gas services and stated that the two agreements are essentially the same except for the location and service rate outlined in each contract. Mr. Moore moved to approve the agreements as presented. Ms. Moore seconded the motions which passed unanimously.

1. Agreement between the City of Pensacola and Pensacola State College for Interruptible Natural Gas Service, Schedule GI-1 – Approved
2. Agreement between the City of Pensacola and Pensacola State College for Interruptible Natural Gas Service, Schedule GIT – Approved

President's Time

Dr. Meadows made the following announcements:

- PSC student Jennifer Ojeida was named as the Chancellor's Student of the Month. She will receive a \$150 scholarship from the FCS Foundation.
- PSC's Virtual Tutoring Program is the recipient of a 2018 Chancellor's Best Practice Award. Dr. Meadows and staff will receive the award on November 7, in conjunction with the AFC Annual Conference in Orlando.

- This year's Manna's Clover Pick a Bowl Fill A Bowl raised more than \$37,000. The money raised will provide the equivalent of 22,657 meals to feed the hungry in Escambia and Santa Rosa counties.
- Two new grants have been received: 1) U.S. Department of Justice Bulletproof Vest Program, \$724; and 2) International Paper Foundation, \$1500 for a food pantry set-up at the Century Center.
- The Commission on Accreditation of Allied Health Education Programs awarded continuing accreditation to PSC's Medical Assisting Certificate program. The next evaluation will be Fall 2025.

Mr. Gilliam reported that Pensacola State College's 2018 Annual Security Report is posted on the College's website. He stated that the Clery Act requires that colleges and universities receiving federal funding publicize their annual security report.

Alumni Association Report – (Full report included in Board materials)

Trustees received a calendar of upcoming events. He highlighted the following events

- PSC and USA Articulation Signing, October 19, 9:30 a.m., Board Room;
- Bill Clover Scholarship Fundraiser and Auction, October 25, 6 p.m., Lamar Studio;
- PSC and West Florida Hospital Employees Picnic, November 10, 10 a.m. – 2 p.m., Gazebo area.

Dr. Meadows reported that the cost of construction for the new STEM facility has increased 30 percent in the past eight months and is exceeding the budget. Although the guaranteed maximum pricing is not yet available, Administration is working to bring down the costs. Due to increasing costs, Dr. Meadows recommended moving forward with the ground breaking and construction, as costs will continue to escalate. He further stated that the guaranteed maximum cost will be completed and ready to present to the Board at the November 13, Board meeting. Following discussion, Mr. Moore made a motion to move forward with the groundbreaking on November 13, and authorized moving forward with preparing the guaranteed maximum cost documents for presentation to the Board in November. Mr. Woll seconded the motion which passed unanimously.

Chair's Time

WSRE Report – (Full report included in the Board materials.) Mr. Culkeen recognized Laura Shaud for her work on the WSRE audit. He reported that WSRE lost no air time due to Hurricane Michael. He also reminded Trustees of the upcoming Wine and Food Classic.

Foundation Report – (Full report included in the Board materials) Ms. Krieger reported that the Day of Clays fundraiser had a net of over \$61,000. She reminded Trustees of the Clover Auction on October 25, and the Holiday Experience on December 6.

There being no further business, Mr. Dawson adjourned the meeting at 6:02 p.m.

Approved _____



Pat Crews, Reporting

Amended _____

Date _____

Chair, Board of Trustees

President