



Pensacola State College
District Board of Trustees Meeting Minutes
October 15, 2019
Pensacola Campus

Board Workshop

There was no workshop due to numerous staff members attending the Workday Conference and a reduced number of Trustees able to attend a workshop.

Board Meeting

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

Absent: Mr. Ed Moore, Mr. Wendell Smith

Call to Order

Chair Woll called the meeting to order at 5:30 p.m.

Recognitions

Dr. Meadows thanked Ms. Mel Miner and AFC members for the delicious Halloween treats.

Dr. Meadows extended congratulations to Ms. Mel Miner for completing the AFC Florida College Professional Development Program. Ms. Miner earned 100 hours of training through job-related professional development, involvement in the AFC through leadership, participating actively in a commission or chapter, conducting a practicum, and completing a core curriculum focused on leadership, college system knowledge, advocacy and community service.

Minutes

Mr. Woll called for a motion for approval of the minutes of the September 17, 2019, Board meeting. Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

Agenda

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

Public Comments

None

DSO Reports

Alumni Affairs (Full report in Board packets): Ms. Whitten reported that she is meeting with Alumnus Mr. Gary DeLapp to finalize the endowed scholarship he is establishing to honor Michael V. Harrell, his mentor and a leader in the hospitality industry.

PSC Foundation (Full report in Board packets): Ms. Krieger reported that this year's Day of Clays fundraiser was the most successful to date, with over \$15,000 more raised than last year. She stated that the Molly McGuire endowed scholarship is now at \$300,000.

WSRE- (Full report in Board packets) Mr. Darrell Harrison, reported on behalf of Mr. Culkeen. The second WSRE Imagination Station and Learning Lab is set to open at C. A. Weis Elementary School. He also informed the Board that the WSRE Wine and Food Classic fundraiser was very well attended.

Academic and Student Affairs

Dr. Kirk Bradley presented the Academic and Student Affairs action items on behalf of Dr. Spicer. He reported that the College is seeking Board approval to add an entrepreneurship concentration to the Marjan Mazza BAS degree in Business and Management. The new concentration has been approved by the College's Curriculum Council. Ms. Moore moved for approval, and Ms. Carlan seconded the motion which passed unanimously

1. New Concentration – Marjan Mazza Bachelor of Applied Science degree in Business and Management, Entrepreneurship Concentration – Approved

Facilities

No action items. Ms. Bracken gave an update on the status of the Building 1 construction and the roofing repairs on the Milton campus. She stated that the new signage at Warrington is complete and the new signage at the corner of Underwood and 9th Avenue is in progress.

Finance

Ms. Sheryl Walker presented the Finance action items on behalf of Ms. Emond. Dr. Meadows made clear that the lab fees (Item 3a) are not an increase in fees. The Surgical Technology program has been reactivated and the LPN program has undergone a curriculum change mandated by the Department of Education so the fees previously approved by the Board and associated with these programs are being re-affirmed by the Board. Mr. Woll called for a motion to approve Item 1, 2, and 4 as presented. Ms. Carlan moved for approval, and Mr. Dawson seconded the motion which passed unanimously. Mr. Woll then called for a motion to approve Items 3a, b, c, and d, as presented. Ms. Carlan moved for approval and Ms. Moore seconded the motion which passed unanimously.

1. Budget Amendments – Approved
2. Property Deletions – Approved
3. Fees - Approved
 - a. Lab Fees
 - b. Request for the African American Memorial Endowment Scholarship Program and the Dr. Garrett T. Wiggins Scholarship Banquet be held Friday, February 28, 2020, at the Jean and Paul Amos Performance Studio and to sell tickets to the event. General admission is \$15.00. Each scholarship recipient will receive one free ticket for his or her guest.
 - c. Request from the Athletic Director to co-sponsor the baseball tournament/camp on October 18-20, 2019 and to charge fees for the event.
 - d. Request for vendors to sell tickets and alcohol during the Favor House fundraiser in the Jean & Paul Amos Performance Studio on October 26, 2019.
4. Grant Pursuit - Approved
 - a. Cisco Networking Academy Grants: Request to train Cisco Networking Academy Instructors in IT Essentials v7.
3. FAIT Requests (open item) - none

Ms. Walker also reported that the recent auction of worn-out/surplus items raised over \$6,500.

Human Resources

Ms. Likely presented the Human Resources action items on behalf of Ms. Henderson. Dr. Meadows provided additional information related to the employee position changes (Items 2 and 3), and the request to upgrade a position (Item 4). Mr. Dawson moved to approve all items as presented. Ms. Moore seconded the motion which passed unanimously.

1. Approval of the September 2019, Human Resources Report – Approved
2. Change the vacant and funded Student Services Representative, Level 5, Career Service Salary Schedule to Records Specialist at the same level. (Academic and Student Affairs) – Approved

3. Change a vacant and funded Graphic Artist/Graphic Design Specialist, Level I, Professional/Managerial Salary Schedule, and create the new position of Multimedia Specialist at the same level. [retroactive to September 17, 2019] (Marketing and College Information) – Approved
4. Upgrade a filled and funded Science Lab Specialist, Level I, Professional/Managerial Salary Schedule, and create the new position of Senior Science Lab Specialist, Level 2, Professional/Managerial Salary Schedule. [retroactive to September 30, 2019] (Academic and Student Affairs) - Approved
5. Special Contracts - none

General Counsel

Mr. Gilliam presented the Natural Gas Service Agreements with the City of Pensacola and the Tree Trim, Cut and Removal Easement Agreement with Gulf Power. He stated that the Natural Gas Agreements were essentially Agreement renewals with no changes, and he described the purpose of the Easement Agreement with Gulf Power. Mr. Woll made a motion to approve Items 1 and 2 as presented. Ms. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously. Mr. Woll then called for a motion to approve Item 3. Mr. Dawson moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

1. Agreement between the City of Pensacola and Pensacola State College, Florida for Interruptible Natural Gas Service at 1000 College Blvd., Bldg. 21 – Approved
2. Agreement between the City of Pensacola and Pensacola State College, Florida for Interruptible Natural Gas Service at 1000 College Blvd., Bldg. 9, and 5555 Highway 98 West, Pensacola – Approved
3. Tree Trim, Cut, and Removal Agreement between Pensacola State College and Gulf Power Company – Approved

Information Items

Mr. Gilliam informed Trustees that the College is in the Rule Development process to establish a new Board Policy titled Ongoing Requirements for Naming Opportunities. He talked about the purpose of the Policy and stated that the College will comply with the requirements for Rule Development prior to bringing the policy to the Board for approval. Trustees received a copy of the policy, and following some discussion, recommended that the Board change the policy name to better reflect the policy's purpose. Prior to the next Board meeting, Trustees will be provided a copy of the naming guideline and Administration will work to recommend a suitable name for the new policy.

Mr. Gilliam provided Trustees with a copy of a new procedure titled Child Abuse Reporting. He explained that the procedure is being established to ensure that the College is in compliance with Florida Statutes and State Board of Education Rules related to the immediate reporting requirements with regard to known or suspected child abuse.

President's Time

Dr. Meadows informed Trustees that the Civic Band and the Choral Society have both expressed concern over how Mr. Snowden's retirement will affect the College's relationship with their organizations. He reported that he met with each of the organization's board chair and reviewed the document that outlines the College's partnership and the in-kind support it provides to the organizations. He recommended that the Board vote to reaffirm this partnership and in-kind support. Ms. Moore moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

President's Announcements

- PSC was awarded a \$2.2M (over 5 years) U. S. Department of Education Title III Strengthening Institutions grant. The grant funds will be used to improve services to low-income and first-time-in-college students, including hiring more advisors and tutors. He extended thanks to Dr. Spicer,

Dr. Douma, and staff for their work in securing the grant. Dean Kathy Dutremble is the project director.

- Over 200 students, employees, alumni and family members attended the JC Penney "Suit-up" event orchestrated by Career and Technical Education Director Deborah Hooks and staff members Ms. Sidney Smart and Ms. Lois Hurd, along with Dr. Debbie Douma, Ms. Samantha Hill, Mr. Rob Gregg, and Ms. Lindsey Garner.
- PSC's Kids College summer camp has been named "Best of the Coast" by Inweekly Magazine. This is the third time Kids College has received this recognition.

Trustees received a list of upcoming events.

Chair's Time

There being no further business, Mr. Dawson adjourned the meeting at 6:15 p.m.

Approved X

Amended

Date 11/19/2020



Pat Crews, Reporting



Chair, Board of Trustees



President