



PENSACOLA STATE COLLEGE

District Board of Trustees Meeting

August 15, 2023

Pensacola Campus

4:30 p.m. Workshop

Topic: Federal Programs

Presenter: Program Directors

5:00 p.m. Committee Meetings

Finance Committee- Business Affairs Office

Human Resources Committee- Human Resources Office

Facilities Committee- District Conference Room

Academic and Student Affairs- Academic Affairs Office

5:30 p.m. Board Meeting

AGENDA

- I. Call to Order**
- II. Introductions/Recognitions**
- III. Approval of the Agenda**
- IV. Call for Public Comments on Agenda Items**
- V. CONSENT AGENDA**

Those items included under the Consent section are self-explanatory and are not expected to require discussion before action. Items will be enacted by one motion. If discussion is desired by any Board Member on any item, the item should be identified and removed from the Consent Agenda for separate action.

A. Approval of Minutes— June 12, 2023 (pg. 5)

B. Finance (pg. 10)

Information Items:

1. Budget to Actual as of June 30, 2023 (pg.58)
2. Policy 6Hx20-1.003— Cyber Risk (pg. 59)
3. Policy 6Hx20-3.022— Process for Southern Association of Substantive Change (SACSCOC) Notification of Substantive Change (pg. 61)
4. Active Restricted Grants and Contracts as of June 30, 2023 (pg. 64)
5. June BOT Finance Committee Minutes (pg. 65)

C. Academic and Student Affairs

Consent Items:

1. Dual enrollment Inter-Institutional Articulation Agreements
 - a. Private Schools in Escambia County
 - i. Blessed Star Montessori Christian School
 - ii. Jubilee Christian Academy
 - b. Private Schools in Santa Rosa County
 - i. Faith Christian Academy

D. Facilities— No Consent Items

E. Human Resources (pg. 68)

Consent Items:

1. Add the new position of Dean, Charter Academies, Professional/Managerial Level 7. (Academic Affairs)
2. Change the following positions in Business Affairs due to restructuring:
 - Eliminate the vacant and funded Coordinator, HCM Processes and Employee Compensation, Professional/Managerial Level 4 (Business Affairs);
 - Create a Coordinator, Employee Compensation and Budgets, Professional/Managerial Level 4 (Business Affairs) (pg. 70);
 - Change one funded and filled position of Manager, Employment Services, Professional/Managerial Level 2, to Coordinator, Human Resources, Professional/Managerial Level 4 (Human Resources) (pg. 73);
 - Create a Benefits Processing Manager, Professional non-exempt Level 1 (Payroll)
3. Change the level of the current funded and filled Coordinator, Accounting, from Professional/Managerial Level 2 to Level 4 . (Comptroller's)
4. Remove the Coordinator, Capital Outlay and Banking job title from Professional/Managerial Level 4, and replace with Coordinator, Accounting (as in item 3 above). (Comptroller's)
5. Change a funded and filled position of one Administrative Assistant, Career Service Level 3, to create the position of Hazardous Waste/Life

Safety Coordinator, Career Service Level 4. (Facilities, Planning, and Construction) (pg. 76)

6. Upgrade a funded and filled position of one Administrative Assistant, Career Service Level 3, to Senior Administrative Assistant, Career Service Level 4. (Facilities, Planning, and Construction)
7. Change the funded and unfilled Senior Operations and Applications Analyst, Professional/Managerial Level 4 to create a position of Senior Coordinator, Research and Reporting, Professional/Managerial Level 4. (Academic Affairs— Institutional Research and Enterprise Solutions) (pg. 79)
8. Change a funded and unfilled position of Reporting and Applications Analyst, Professional/Managerial Level 2, to create a new position of Extend Developer, at Professional/Managerial Level 2. (Institutional Research and Enterprise Solutions) (pg. 82)
9. Convert the following outsourced funded positions to College full-time funded positions:
 - Maintenance Specialist I, Career Service Level 3, for Facilities, Planning, and Construction (Transportation)
 - Executive Assistant, Career Service Level 6, for Institutional Equity and Student Conduct
10. Update the contract reappointment listing presented to the Board of Trustees June 12, 2023, for Deborah Gerard from a month-to-month assignment to annual appointment. (Employee's final date is extended due to new DROP period). (Academic Affairs— South Santa Rosa Center)
11. Former faculty member, Dr. Michael Payne, who was granted continuing contract status by the Board of Trustees in February 2023, requests leave from the contract to assume the administrative position as Department Head of Business. (Academic Affairs— Business)

Information Items:

1. Human Resources personnel transactions occurring in June and July 2023. (pg. 85)

VI. ACTION ITEMS

A. Finance (pg. 10)

1. Approval of Final Budget Amendment— Unrestricted Current Funds (pg. 11)
2. Unexpended Plant Fund Capital Outlay Budget Amendment (pg. 12)
3. Pensacola State College Foundation Audit Review Checklist and Pensacola State College Foundation 2022 Audit Report (pg. 15)
4. Increase to Life Insurance Benefits (pg. 55)

5. Request Approval of Fees for Corporate Professional Development with fees over \$500 (pg. 56)
6. Grant Pursuit— Aviation Maintenance Technical Workers Workforce Development Grant Program (pg. 57)

B. Academic and Student Affairs—No Action Items

C. Facilities—No Action Items

D. Human Resources (pg. 68)

1. Special Contracts (open item)

VII. General Counsel

Action Items:

1. Lease Agreement (pg. 88)

VIII. President's Time (pg. 94)

Action Items:

1. Naming of Champions Club in Lou Ross Center
2. Naming of Sky Terrace in the Bear Jones Moore Reeves Center for Math and Advanced Technology
3. Naming of the Conference Room on the First Floor in the Bear Jones Moore Reeves Center for Math and Advanced Technology
4. Request Permission to Serve Alcoholic Beverages

IX. DSO Reports (pg. 95)

X. Chair's Time

XI. Adjournment