



## PENSACOLA STATE COLLEGE

### District Board of Trustees Meeting

February 20, 2024

Pensacola Campus

#### 4:30 p.m. Workshop

Mike Listau and Staff: Workforce Education and Corporate Professional Development

#### 5:00 p.m. Committee Meetings

Academic and Student Affairs Committee— Academic Affairs Office

Facilities Committee— District Conference Room

Finance Committee— Business Affairs Office

Human Resources Committee— President’s Conference Room

#### 5:30 p.m. Full Board Meeting

### AGENDA

- I. Call to Order
- II. Introductions/Recognitions
- III. Approval of the Agenda (pg. 1-3)
- IV. Call for Public Comments on Agenda Items
- V. CONSENT ITEMS

*Those terms 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 or on any item, the item should be identified and removed from the Consent Agenda for separate action.*

A. Approval of Minutes—January 16, 2024 (pg. 4-6)

B. Finance—No Consent Items

#### Information Items

1. Grants Report as of January 31, 2024 (pg. 13-14)

2. Budget to Actual as of January 31, 2024 (pg. 15)

3. Finance Minutes for January 16, 2024 (pg. 16)

C. Academic and Student Affairs

1. 2024-2025 Academic Calendar (pg. 18)

D. Facilities—No Consent Items

E. Human Resources

1. Convert the funded and unfilled Coordinator, Foundation Scholarships and Financial Aid at Level 5 Career Service to (same title) Level 2

Professional/Managerial. (Salary funded by the Foundation) (Institutional Development) **(pg. 21-23)**

2. Eliminate two funded and unfilled positions—Admissions Specialist at Level 1 Professional non-exempt and Enrollment Assistant at Level 3 Career Service—to initiate the following change in Academic and Student Affairs:
  - a. Add three positions for internal fills for Coordinator, Admissions (existing job description) at Level 2 Professional/Managerial, [2] Pensacola Campus and [1] Milton Campus. (Admissions, and Dean, Milton Campus)
3. Use the funding for the unfilled Systems Support Analyst position at Level 6 Professional/Managerial to initiate the following changes in Administrative Services and General Counsel—Technology Operations:
  - a. Add an Administrative Support Specialist position (existing job description) at Level 1 Professional non-exempt. (Technology Operations, Systems Support)
  - b. Convert one funded and filled Systems Support Analyst to a new position of Assistant Director, Systems Support at Level 6 Professional/Managerial. (Technology Operations, Systems Support) **(pg. 24-27)**
4. Use the funding for the unfilled Coordinator, Restricted Accounting at Level 4 Professional/Managerial to create the new position of Accountant, Restricted Accounting at Level 2 Professional/Managerial. (Business Affairs-Comptroller's Department)
5. Eliminate and use the funding of the unfilled Special Events and Access Manager position at Level 2 Professional/Managerial in Facilities, Planning and Construction to initiate the following:
  - a. Add two Maintenance Specialist II positions (existing job description) at Level 5 Career Service. (Facilities, Planning and Construction)
  - b. Upgrade one existing Maintenance Specialist I at Level 3 Career Service to Maintenance Specialist II (Warrington Campus) (existing job description) at Level 5 Career Service. (Facilities, Planning and Construction)

#### **Information Items**

1. Human Resources personnel transactions occurring in January 2024. **(pg. 30-31)**

## **VI. ACTION ITEMS**

### **A. Finance**

1. Policy Updates **(pg. 8-12)**
  - a. Policy 6Hx20-6.006—Restroom and Changing Facility Use Based on Biological Sex at Birth **(pg. 9-10)**
  - b. Policy 6Hx20-1.036—Criminal Background Checks/Fingerprinting **(pg. 11-12)**

### **B. Academic and Student Affairs—No Action Items**

### **C. Facilities—No Action Items**

- D. Human Resources**
    - 1. Special Contracts (open item) **(pg. 32-33)**
- VII. General Counsel**
  - Information Items**
    - 1. College Contracts—January 2024
- VIII. President’s Time**
  - Action Items**
    - 1. Naming Opportunity—Training and Conference Center
- IX. DSO Reports**
  - 1. Alumni Association and Athletics **(pg. 34)**
  - 2. Foundation **(pg. 35-43)**
  - 3. WSRE **(44-57)**
- X. Chair’s Time**
  - Action Items**
    - 1. President’s Amended Employment Contract
- XI. Adjournment**