

**Minutes of District Board of Trustees Meeting**  
**August 18, 2009**

Present: Mr. John O'Connor (chair), Mr. Ed Moore, Ms. Margie Moore, Msgr. Luke Hunt, Mr. Paul Snider, Ms. Dona Usry, Mr. Herb Woll (awaiting certification to vote), Mr. Tom Gilliam (Attorney), Dr. Ed Meadows and staff

**Present/  
Absent**

Absent: Ms. Carol Carlan, Ms. Deidre Young

Ms. Sandy Cesaretti Ray presented the Board Workshop on WSRE-TV operations, mission, programs, and educational outreach activities.

**Board  
Workshop**

Mr. O'Connor called the meeting to order at 5:30 p.m.

**Call to Order**

Ms. Usry moved to approve the minutes of the July 21, 2009, meeting, and Ms. Moore seconded the motion which passed unanimously.

**Approval of  
Minutes**

Ms. Usry moved to approve the agenda, and Ms. Moore seconded the motion which passed unanimously.

**Approval of  
Agenda**

Dr. Meadows thanked Ms. Angie Jones, Ms. Carol Quinn, Ms. Gean Ann Emond, and FACC members for providing the refreshments.

**Recognitions**

Dr. Meadows announced that two student athletes were named to the NJCC Academic All American List. Baseball player Etienne Farquharson was named as a Distinguished Academic All American for having a 3.9 GPA. Basketball player Jalin Thomas had a 3.6 GPA and was named Academic All American. PJC is the only institution in the conference with a Distinguished All American, and one of only two Panhandle Conference Schools with an Academic All American, with Tallahassee Community College being the other.

Ms. Emond presented the Finance items. Mr. Moore moved for approval, and Ms. Usry seconded the motion which passed unanimously.

**Finance**

- 1) Budget Amendment - Approved.
- 2) Fees - Approved.
- 3) Property Deletions - Approved.
- 4) FAIT Requests (open item) - None.
- 5) Rule Adoption
  - a. Policy 6Hx20-1.001 Organization of the District Board of Trustees - Approved.
  - b. Policy 6Hx20-1.002 Board Meetings - Approved.
  - c. Policy 6Hx20-1.016 Facsimile Signature Contracts - Approved.
  - d. Policy 6Hx20-4.014 Annual Leave - Approved.
- 6) Charge Off Accounts as of June 30, 2009 - Approved.
- 7) 2009-2010 First Generation Matching Grant Funds - Ms. Emond explained to the Board that this certification reports to the state those funds received by the PJC Foundation that are

eligible for match - Approved.

- 8) Special Requests: Visual Arts Department, Manna Throw-a-Bowl Event - Approved.
- 9) Annual Financial Report - Ms. Emond distributed a copy of the college's *Annual Financial Report 2008-2009*. She briefly reviewed the report and asked that trustees call her if they have any questions - Approved.

Mr. Winter gave a status report on the following PJC Projects:

- Hobbs Center Renovation
- Softball Field Phase II
- Warrington Campus Exterior Upgrade
- South Santa Rosa Center
- Chadbourne Library
- Miscellaneous Projects

**Facilities**

Mr. Winter reported that the minor difficulties encountered with the transition to a night schedule for custodial services are being resolved. He also reported on the status of the Energy Education Specialist position.

Ms. Henderson presented the Human Resources items. Ms. Usry made a motion for approval, and Mr. Moore seconded the motion which passed unanimously.

**Human  
Resources**

- 1) July 2009, Human Resources Report - Approved.
- 2) Faculty member, Mr. Tim Bone, to take leave from continuing contract to assume the duties of the Interim Department Head, Information Technology, effective July 27, 2009, (Instructional Affairs) - Approved.
- 3) Special Contracts (open item)- Request for eight full-time faculty members to receive pay for working outside of their contract, attending a concept mapping workshop: Suzanne Taylor, Judith Evans, Anna Mae Maano, Johnnie Mae Mixon, Uletha Jones, Shirley Holt-Hill, Cynthia Smith-Peters, and Rhonda Cowan - Approved.

Dr. Martin Gonzalez reviewed the Program action items. Ms. Moore moved for approval as presented, and Ms. Usry seconded the motion which passed unanimously.

**Program  
Review**

- 1) Early College/Dual Enrollment/Acceleration Agreement between PJC and Christian Institute of Arts and Sciences - Approved.
- 2) Early College/Dual Enrollment/Acceleration Agreement between PJC and West Florida Baptist Academy - Approved.
- 3) Deletion of Courses/Five-year Course Purge - Approved (Effective fall 2009 (2010)).

Note: Beginning in September 2009, the Program Review Report/Committee will change its name to Instructional Programs Report/Committee.

Mr. Gilliam informed trustees that the college's Milton facility has been called the Milton Campus for many years; however, the state survey of facilities designates the facility as a "center." Mr. Gilliam explained the state requirements to be designated as a campus and stated that the Milton facility has met all those requirements, and the Administration is asking that the Board grant approval to request that the state officially change the designation from center to campus. Dr. Meadows commented that this change will result in the college receiving an increase in allocation of state fund. Ms. Usry moved for approval and Msg. Hunt seconded the motion which passed unanimously.

**Attorney's  
Time**

Dr. Meadows informed trustees that, in September, he will bring the Capital Improvement Plan's Project Priority List to the Board for approval.

**President's  
Time**

Dr. Meadows made the following announcements:

- PJC *first*, the college's new marketing campaign, is well underway.
- Early reports on fall term enrollments indicate that enrollment is increased.
- Ms. Dona Usry, and Mr. Woll and his wife Ann, attended the Surgical Technology Pinning.

Mr. O'Connor encouraged trustees to attend the dedication of the Chadbourne Library on August 24, 2009.

**Chair's Time**

There being no further business, Mr. O'Connor adjourned the meeting at 6:30 p.m.

Approved \_\_\_\_\_

\_\_\_\_\_  
Pat Crews, Reporting

Amended \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
*Board Chair*

\_\_\_\_\_  
*President*