



PENSACOLA STATE COLLEGE

District Board of Trustees Meeting August 15, 2023 Dona and Milton Usry Board Room, Pensacola Campus

Board Workshop

The director of each of the College's Federal Programs spoke about their program and the services they provide.

Board Meeting

Present: Chair Troy Tippett, Ms. Carol Carlan, Mr. Kevin Lacz, Ms. Margie Moore, Ms. Julie Sheppard, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff. Mr. Gilliam participated by way of telephone.

Absent: Mr. Gabe Bullaro, Mr. Patrick Dawson, Mr. Gordon Sprague

I. Call to Order

Dr. Tippett called the meeting to order at 5:30 p.m.

II. Recognitions

Dr. Meadows thanked Dr. John Woods and AFC for the refreshments.

Dr. Dusti Sluder called on Mr. Corey Loftin to introduce two new employees in the Nursing Department: Ms. Heather English, Assistant Director, Nursing, and Mr. Christopher Warren, Success Specialist, Nursing. Ms. English and Mr. Warren told the Board about themselves and the Board welcomed them.

Dr. Meadows recognized former mayor Mr. Grover Robinson, the College's new Associate Vice President for Government and Community Relations. Mr. Robinson spoke about how pleased he is to be at the College and the Board welcomed him.

Dr. Meadows thanked Professor Blaine Wall, president of the PSC Faculty Association, for attending the meeting.

III. Agenda

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

IV. Public Comments

None

V. Consent Agenda – Approved

There being no request to remove an item from the consent agenda, Dr. Tippett called for a motion for approval. Mr. Carlan moved for approval, and Ms. Moore seconded the motion which passed unanimously.

- **Minutes** - June 12, 2023
- **Finance** – no consent items

Ms. Kovacs informed trustees that the two policies included in the information items will be brought back to the Board for approval once the legal requirements for notification of policy changes and new policies have been met.

Information Items

- Budget to Actual as of June 30, 2023
- Policy 6Hx20-1.003 – Cyber Risk
- Policy 6Hx20 -3.022 – Process for Southern Association Notification of Substantive Change
- Active Restricted Grants and Contracts as of June 30, 2023
- Finance Committee Minutes, June 12, 2023

- **Academic and Student Affairs**

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

- **Facilities** – no consent items

- **Human Resources**

1. Add 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);
 - Change one funded and filled position of Manager, Employment Services, Professional/Managerial, Level 2, to Coordinator, Human Resources, Professional/Managerial Level 4 (Human Resources);
 - Create a Benefits Processing Manager, Professional non-exempt Level 1 (Payroll)
3. Change the level of the currently funded and filled Coordinator, Accounting, from Professional/Managerial Level 2 to Level 4. (Comptroller)
4. Remove the Coordinator, Capital Outlay and Banking job title from Professional/Managerial Level 4, and replace it 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)
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 a 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)
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)
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 an annual appointment. (Employee's final date is extended due to the 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

- Personnel Transactions: June and July 2023

VI. Action Items

A. Finance

Ms. Kovacs provided trustees with a chart summarizing the approved 2022-23 budget compared to the amended budget for the fiscal year and noted that the ending fund balance is higher than anticipated. She also explained the request for the Board to approve the amended Capital Outlay Budget for 2023-2024. She briefly reviewed all other action items and asked for any questions. There being none, Ms. Moore moved for approval of Items 1-4 and Item 6 as presented. Ms. Sheppard seconded the motion which passed unanimously. Ms. Moore moved for approval of Item 5 (Fees) as presented. Ms. Carlan seconded the motion which passed unanimously.

1. Approval of Final Budget Amendment – Unrestricted Current Funds - Approved
2. Unexpended Plant Fund Capital Outlay Budget Amendment - Approved
3. Pensacola State College Foundation Audit Review Checklist and Pensacola State College Foundation 2022 Audit Report – Approved
4. Increase to Life Insurance Benefits – Approved
5. Request Approval of Fees for Corporate Professional Development with fees over \$500 – Approved
6. Grant Pursuit – Aviation Maintenance Technical Workers Workforce Development Grant Program – Approved

B. Academic and Student Affairs – No Action Items

C. Facilities – No Action Items

D. Human Resources – No Action Items

VII. General Counsel

Action Items

Mr. Gilliam described the Lease Agreements Items 2-5 answered and stated that the Douglas Avenue Lease Agreement (Item #1) would be brought back to the Board at a later date.

1. PSC and Foundation Lease Agreement, 2313 Douglas Avenue- Tabled
2. PSC and Foundation Lease Agreement Renewal, portions of Building 97 and 98, and all of Building 99 - Approved
3. PSC and Foundation Second Lease Agreement, Metzger Avenue Rentals – Approved
4. PSC and Pensacola Sports Association Lease Agreement, Building 24 – Approved
5. PSC and Pensacola Sports Association Lease Agreement, Building 11 – Approved

VIII. **President's Time**

Action Items

Dr. Meadows asked the Board for approval to name the Champion's Club in the Lou Ross Center the Margie and Alan Moore Champion's Club in recognition of their gifts received to support the PSC Athletics Campaign. Ms. Carlan moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

- Naming of the Margie and Alan Moore Champions Club in the Lou Ross Center - Approved

Dr. Meadows asked the Board for approval to name the Sky Terrace in the Bear Jones Moore Reeves Center for Math and Advanced Technology the Morette Company Sky Terrace in recognition of gifts received from Mike Morette and various members and friends of the Morette Company and Family. Ms. Moore moved for approval, and Ms. Sheppard seconded the motion which passed unanimously.

- Naming of the Morette Company Sky Terrace in the Bear Jones Moore Reeves Center for Math and Advanced Technology – Approved

Dr. Meadows asked the Board for approval to name the conference room on the first floor of the Bear Jones Moore Reeves Center for Math and Advanced Technology the Diane Bracken Conference Room in recognition of gifts received from her and her family and in consideration of fundraising conducted by Diane Bracken on behalf of the College. Ms. Carlan moved for approval, and Mr. Lacz seconded the motion which passed unanimously.

- Naming of the Conference Room on the first floor in the Bear Jones Moore Reeves Center for Math and Advanced Technology – Approved

President's Reports and Announcements

- Dr. Meadows confirmed to the Board that at the September Board meeting they unanimously voted approval for Dr. Troy Tippet to serve as the Board Chair and Mr. Gordon Sprague to serve as Vice-chair for 2023-2024.
- Dr. Meadows provided information about a proposed partnership between PSC and Pensacola Sports regarding leasing a Lease Agreement. He stated the Lease Agreements will brought to the Board for their approval at September Board meeting.
- Dr. Meadows announced that the Charter Academy will include the 9th and 10th grades in 2024, pending approval by the Charter Academy Board and Board of Trustees at the meeting in September. Additionally, the College is looking to hire a Dean for Charter Academies and a Principal for the CTE Training Academy.
- Dr. Meadows reported that he will be speaking with faculty, staff and students and giving the State of the College address at various times in August and September.
- The College received \$5,000 from the Bank of America for CTE Scholarships.
- Student Yana Ramos has been selected as a PTK 2023 Coca-Cola Leaders of Promise Scholarship (\$1,000.00). The award recognizes students for their outstanding academic achievement and demonstrated leadership.

Other

- Calendar – Trustees received a calendar of events and Dr. Meadows highlighted events that Trustees are encouraged to attend.
 - PSC 75th Birthday Celebration Reception – September 13, Amos Studio, 5:30 p.m.

Events will be held on all campuses and centers for faculty, staff, and students

- Ribbon Cutting – Bear Jones Moore and Reeves Math and Advanced Technology Building – October 17, 9:30 a.m. The Board will hold its October Board meeting at 10:45 a.m. following the ribbon cutting.
- Trustees Legislative Conference in Tallahassee – January 22-23, 2024.

DSO Reports

Full reports were provided in the Board packets.

- **Alumni Association:** Ms. Lotz announced that the women’s soccer team won their first game which was very well attended. She reminded everyone of upcoming events and reported that the College has contracted with Baptist Hospital to provide athletic training to our athletes.
- **College Foundation:** Ms. Krieger announced that PSCF Governors Betty Roberts and Mike Morette received the Grover Robinson III and Sandra Robinson award recognizing them as outstanding community leaders. reviewed the financials and highlighted upcoming events. She reported that the recent Big Break fundraiser raised over \$48,000 and had 144 Golfers. She expressed appreciation to the players and sponsors. Ms. Krieger also spoke about current outreach efforts.
- **WSRE-TV Foundation:** Ms. Hubbs announced that WSRE is now live-streaming PSC’s sports games. She also reported on other WSRE and WSRE Foundation highlights.

IX. Chair’s Time

- Dr. Tippett stated that Dr. Meadows is the 2023-2024 Chair of the FCS Council of Presidents and that we are fortunate to have his leadership at the College and at the state level.
- Dr. Tippett commented that he and Dr. Meadows toured the new Baptist Hospital which is a very impressive facility. He reminded Trustees to show their support of PSC’s nursing program by attending the College’s nursing pinning ceremonies.
- There being no other business, the meeting was adjourned at 7:15 p.m.

Approved: _____ x

Date: 9/15/2023

Joey M. Tippett
Chair, Board of Trustees

Pat Crews
Pat Crews, Recording

Ed Meadows
President