



PENSACOLA STATE COLLEGE

District Board of Trustees Meeting June 12, 2023 Dona and Milton Usry Board Room, Pensacola Campus

Board Workshop

Ms. Anita Kovacs presented the proposed 2023-2024 College Annual Budget and Salary Schedule. Ms. Kovacs gave a detailed review of the unrestricted operating fund, proposed WSRE and PSC Foundation support, the Capital Outlay Budget, and the Charter Academy budget. She also provided detailed information related to the proposed salary increase for employees and answered questions.

Board Meeting

Present: Chair Troy Tippet, Mr. Gabe Bullaro, Ms. Carol Carlan, Mr. Patrick Dawson, Ms. Julie Sheppard, Mr. Gordon Sprague, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff. Mr. Gilliam participated by way of telephone.

Absent: Mr. Kevin Lacz, Ms. Margie Moore

I. Call to Order

Dr. Tippet called the meeting to order at 5:47 p.m.

II. Recognitions

Dr. Meadows thanked Mel Miner and AFC for the refreshments.

Ms. Jill Hubbs introduced Ms. Jennifer Knisbell, the new Development Director for WSRE. Ms. Knisbell told Trustees about herself, and the Board welcomed her.

III. Agenda

Dr. Tippet called for a motion to approve the agenda. Ms. Carlan moved for approval, and Mr. Dawson 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. Tippet called for a motion for approval. Mr. Dawson moved for approval, and Mr. Sprague seconded the motion which passed unanimously.

1. **Minutes** - May 16, 2023

2. **Finance** – no consent items

Information Items

- Grant Activity Summary
- Budget vs. Actual as of May 25, 2023

- Finance Committee Minutes, May 16, 2023

3. **Academic and Student Affairs**

1. Dual Enrollment Inter-Institutional Articulation Agreements
 - a. Public School Agreements
 - i. Escambia County
 - ii. Santa Rosa County
 - b. Private Schools in Escambia County
 - i. Alethia Christian Academy
 - ii. Christian Institute of Arts and Sciences, Inc.
 - iii. East Hill Christian School, Inc.
 - iv. Lighthouse Private School Christian Academy, Inc.
 - v. Pensacola Catholic High School
 - vi. Pensacola Private School of Liberal Arts, Inc.
 - vii. Trinitas School, Inc.
 - c. Private Schools in Santa Rosa County
 - i. LEAD Academy Classical School
 - ii. Santa Rosa Christian School
 - iii. Victory Performing Arts Academy
 - iv. West Florida Baptist Academy
 - d. Dual Enrollment Agreement for Home School Education Students
2. Articulation Agreement - A.S. degree in Cybersecurity at Northwest Florida State College into the BAS degree in Cybersecurity at Pensacola State College.

Information Item

Dr. Spicer gave an update on enrollment.

Dr. Spicer spoke about efforts to increase the RN and PN NCLEX pass rates. She reviewed with Trustees a handout that compared the College's RN and PN NCLEX pass rates to the State and National pass rates over a three-year period and noted that the College's pass rates are increasing.

4. **Facilities**

1. Change Order #010, Morette Company, Baars Building Phase II, Deduct (\$93,799.06) – Owner Direct Purchase of Construction Materials and Sales Tax Savings

Information Item

Trustees received a copy of the Annual Comprehensive Safety Inspection Report for 2022-2023, and Ms. Bracken noted that there were no major deficiencies.

5. **Human Resources**

1. Reappointments for the 2023-2025, and 2023-2024 fiscal years
 - a. Executive and Managerial Personnel recommended for Multi-Year Contract
 - b. Professional/Managerial Personnel recommended for Annual Contract, Fund 1
 - c. Professional/Managerial Personnel recommended for Annual Contract, Fund 2
 - d. Faculty recommended for Annual Contract
 - e. Faculty recommended for Lecturer Contract

Information Items

- Personnel Transactions: May 2023

VI. **Action Items**

A. Finance

1. Fees - Approved
 - i. Course Lab Fee - Applied Technology and Professional Services
 - ii. Course Lab Fees - Performing Arts
 - iii. Insurance Fees
 - iv. Updated Full Cost of Instruction Fee

Ms. Kovacs stated that the increase in the course lab fees and insurance fees has been advertised

as required. The fee changes are due to increased costs. Dr. Tippet called for a motion to approve all fees as presented. Ms. Sheppard moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

2. Fiscal Year 2022-2023 Purchase Orders Exceeding \$325,000 - Approved

- GCA Services Group
- Brightview Landscape Service
- CPC Office Technologies

Ms. Kovacs stated that the purchase orders for custodial services, landscape services, and copiers each exceed \$325,000 and therefore, must be approved by the Board. Mr. Sprague moved to approve the purchase orders, and Ms. Sheppard seconded the motion which passed unanimously.

3. Renewal of Workday Contract (Purchase Order over \$325,000)– Approved

Ms. Kovacs explained the contract renewal options and stated that Option #6 (Uplift Reduced for 5% and a contract term of 10 years) is the most cost-effective and recommended it for Board approval. Ms. Sheppard moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

4. Current Unrestricted Fund Operating Budget for 2023-2024 - Approved

Ms. Kovacs asked if there were any more questions related to the 2023-2024 Operating Budget which was presented in detail at the Board Workshop and included:

- The projected revenues, expenditures and net position expected at the end of 2023-24.
- The student fees rates as presented. No increases from the prior year are being proposed.
- A salary schedule whose highlights included the following:
 - An across-the-board salary increase of \$1,950 plus 3% for eligible full-time employees, effective July 1, 2023.
 - Additionally, any eligible full-time employee not earning \$39,000 after the raise will receive an additional \$975 in their annual base pay.
 - Pending ratification of the MOU with the Faculty Association, faculty will receive the same raise as other employees.
 - Regular part-time and adjunct pay rates will increase by \$1 per hour or as specified in the salary schedule.

There being no questions, Dr. Tippet called for a motion for approval. Mr. Sprague moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

5. Unexpended Plant Fund Capital Outlay Budget – Approved

Mr. Dawson moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

6. Proposed Amounts Budgeted for Fiscal Year 2023-2024 Direct Support Organization (DSO) Support – Approved

Ms. Carlan moved for approval, and Ms. Sheppard seconded the motion which passed unanimously.

A. Academic and Student Affairs – No Action Items

B. Facilities

1. Capital Improvement Plan (CIP) 2024-2025 through 2026-2027 and Legislative Budget Request FY 2023-204 - Approved

Ms. Bracken presented the Capital Improvement Plan and Legislative Budget Request for 2024-2025 through 2026-2027 and noted that new construction for a Training Center on the Pensacola Campus is the College's top priority. Following some discussion, Dr. Tippet called for a motion for approval. Mr. Bullaro moved for approval, and Ms. Sheppard seconded the motion which passed unanimously.

C. Human Resources – No Action Items

VII. General Counsel – No Action Items

VIII. President's Time

1. Naming Opportunities Updated List – Approved

Dr. Meadows stated that the Trustees have been provided with a copy of the updated naming opportunities list that provides opportunities for donors to designate the name of

a College facility or program. He asked that the Board approve the updated list. Ms. Carlan moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

President's Reports and Announcements

- Dr. Meadows reported on the recent SUS and FCS Presidents Meeting in Orlando. He also reported on Commissioner Diaz's Accelerating Access to Dual Enrollment Summit, attended by the FCS Presidents and Superintendents.
- Dr. Meadows informed trustees that the Town of Century has expressed interest in the possibility of using the old Century high school gym, located at the College's Century Center, as an emergency shelter and community center location to provide resources to the residents of Century. The Town is seeking over \$12M in grant funds to pay for the project. There was much discussion about the College conveying the property to the Town and whether the gym could be renovated or would need to be demolished. Mr. Sprague moved for approval to convey the property at a nominal cost for the intended purpose of creating an emergency and community center. Mr. Dawson seconded the motion. Mr. Bullaro discussed the need to add a reverter clause to the transfer documents should the grant funds not be used for the intended purpose or if the project fails to be completed. Ms. Carlan amended that motion to state that should the grant funds not be awarded and used as intended within a period of time to be specified, the property will automatically revert back to the College. Mr. Sprague seconded, and the amended motion passed unanimously. Mr. Gilliam will draft a special warranty deed to include a reverter clause and will bring it back to the Board for approval.
- Dr. Meadows reported that the Child Care Facility is now vacated, and Pensacola Sports is looking at the facility as a possible future home. Dr. Meadows will keep the Board updated.
- Dr. Meadows called on Dr. Douma who gave an update on recent grants awarded and pending grant applications.
- Dr. Meadows stated that efforts are underway to power wash buildings and sidewalks and improve grounds.

DSO Reports

Full reports were provided in the Board packets.

- Alumni Association: Ms. Lotz reported that the coach for the new women's soccer team is on Board. She also reported that student-athletes are doing very well in the classroom with an overall GPA above 3.0 and they have performed over 1400 service hours in the community.
- College Foundation: Ms. Krieger 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.
- WSRE-TV Foundation: Ms. Hubbs reported on upcoming new programming and the launch of WSRE PBS on YouTube TV.

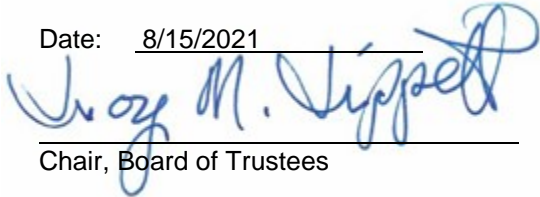
IX. Chair's Time

- Dr. Tippet stated that Trustees have been provided with a copy of the results of Dr. Meadows' annual performance evaluation. He expressed appreciation for Dr. Meadows' hard work and recommended that the Board extend Dr. Meadows' employment contract to 2025. He also asked that Trustees approve giving Dr. Meadows the same salary increase of \$1,950 plus 3% that was provided to all employees. Ms. Sheppard moved for approval, and Mr. Dawson seconded the motion which passed unanimously.
- Dr. Tippet stated that it is time to elect a Board Chair and Vice-chair for 2023-2024, Mr. Dawson made a motion for Dr. Tippet to serve another year as Chair of the Board and Mr. Sprague to serve as Vice-chair. Mr. Bullaro and Ms. Sheppard seconded the nominations. Pending no other nominations, the Board will vote to confirm the new officers at the August Board meeting.

There being no other business, the meeting was adjourned at 7:03 p.m.

Approved: X

Date: 8/15/2021



Chair, Board of Trustees



Pat Crews, Recording



President