



PENSACOLA STATE COLLEGE

District Board of Trustees Meeting April 16, 2024 Pensacola Campus, Usry Board Room

Board Retreat

The annual Board Retreat was called to order at 8:30 a.m. Topics covered in detail were:

- Student Fees and How They Are Used
- The Nursing Improvement Plan
- Review of the College's Mission and Vision Statement
- The Strategic Plan
- The President's Priorities
- Process and Criteria for the Aspen Prize for Community College Excellence Award

The Retreat concluded at 1:25 p.m.

Board Meeting

Present: Chair Dr. Troy Tippet, Mr. Gabe Bullaro, Ms. Carol Carlan, Ms. Margie Moore, Mr. Gordon Sprague (Vice-chair), Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Mr. Patrick Dawson, Ms. Julie Sheppard

I. **Call to Order**

Dr. Tippet called the meeting to order at 1:30 p.m.

II. **Recognitions/Introductions**

Dean Bill Emerson introduced three new Charter Academy staff and gave an update on the Charter Academy, noting that the 9th and 10th grades will be added this fall. He also gave a progress report on starting the Workforce Charter Academy which will be located on the Pensacola campus.

III. **Agenda**

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

IV. **Public Comments**

None

V. **Consent Agenda** – Approved

There was no request to remove any item from the consent agenda. Ms. Carlan moved for approval of the Consent Agenda, and Mr. Sprague seconded the motion, which passed unanimously.

- **Minutes** - February 20, 2024
- **Finance**
 1. Acceptance of FYE June 30, 2024 Financial Audit

Information Items

1. Grants Report as of March 31, 2024
2. Budget to Actual as of March 30, 2024
3. Finance Committee Meeting Minutes, February 20, 2024

- **Academic and Student Affairs**

1. New Programs of Study
 - a. Career Certificate in Aviation Airframe Mechanics
 - b. Career Certificate in Aviation Powerplant Mechanics
2. Program Inactivation
 - a. Technical Certificate in Diagnostic Medical Sonography Specialist
 - b. Career Certificate in Nursing Assistant
 - c. Career Certificate in Patient Care Technician

- **Facilities – no consent items**

- **Human Resources**

1. Reclassify the Assistant Manager, Program Operations, WSRE, from Professional non- exempt at Level 1 to Professional/Managerial at Level 2 (retroactive to April 3, 2024) (Fund 2 - WSRE)
2. Reclassify the Executive Assistant, Career Service at Level 6 to Administrative Coordinator, Charter Academy at Professional/Managerial at Level 2 (retroactive to March 16, 2024). (Fund 2 – Dean, Charter Academy)
3. Create an additional Maintenance Specialist II position, Career Service at Level 5 (retroactive to February 17, 2024). (Facilities, Planning and Construction).

Information Items

- Personnel Transactions: February and March 2024

VI. **Action Items**

A. Finance

Ms. Kovacs explained that she and her staff are working to bring the old library fine system into Workday. She stated that there are a number of fines in the old system that are difficult to document and bring into Workday. She asked that the Board approve the write-off of these fines which total \$325,185. Ms. Moore moved for approval, and Mr. Sprague seconded the motion, which passed unanimously.

1. Write-Off \$325,185.00 Uncollectible Library Fines - Approved

Ms. Kovacs reported on the results of the April 3, bid opening for the PSC Pavement Rehabilitation Project. Trustees were provided a chart that summarized the bid responses and tabulations that were divided into groups and asked that the Board grant approval to negotiate a contract with the recommended awardee for each group. Mr. Sprague moved for approval, and Ms. Moore seconded the motion, which passed unanimously. Dr. Meadows expressed his appreciation to Representative Alex Andrade for supporting the legislative bill for the paving project.

1. Pavement Rehabilitation Project Recommended Awardees: Approved
 - a. Panhandle Grading & Paving, Inc. – Pensacola Campus Group 1&2 and Milton Campus
 - b. C.W. Roberts Contracting, Inc. – Pensacola Campus Group 3&4
 - c. Site and Utility, LLC – Warrington Campus

B. Academic and Student Affairs

Dr. Spicer explained the processes for awarding continuing contracts and for faculty promotions. Trustees received a list of the individuals recommended for each.

1. Continuing Contract: Sarah Addison, Micah Cain, Dr. Caren Garrity, and Dr. Evan McClellan - Approved
2. Faculty Promotion in Rank: Sarah Addison and Micah Cain to Assistant Professor; Deborah Woods and Paula Work to Associate Professor; and Susan Robbins to Professor - Approved

Dr. Spicer explained the sabbatical leave process and recommended the following individuals for half-year sabbatical leave:

3. Dr. Tim Hathaway, James Rhea, Lauren Rogers, Sara Smith, Daniel Gonzalez Quezada, and Dr. Blaine Wall. - Approved

C. Facilities

No action items

D. Human Resources

No Action Items

VII. General Counsel

Mr. Gilliam outlined the terms of the lease agreement between PSC and Achieve Escambia and stated that the agreement will supersede the prior lease agreement dated May 1, 2022. Dr. Meadows spoke about how the College's partnership with Achieve Escambia will benefit both parties. Ms. Moore moved for approval, and Mr. Sprague seconded the motion, which passed unanimously.

1. Lease Agreement between PSC and Achieve Escambia – Approved

Mr. Gilliam and Dr. Meadows informed trustees that the College is interested in purchasing a parcel of property located on Underwood Avenue and owned by Lemox Properties, LLC. Mr. Gilliam stated that a letter of intent outlining the preliminary terms of the purchase has been signed by both parties. He asked that the Board grant Dr. Meadows authority to negotiate a price to purchase the property once the College has done its due diligence in appraising the property. Once a price has been negotiated, it will be brought to the Board for approval. Dr. Tippet called for a motion for approval. Ms. Moore abstained from the vote. Mr. Sprague moved for approval, and Ms. Carlan seconded the motion, which passed.

2. Intent to Purchase the Lemox property on Underwood Ave – Authorized the president to negotiate a price not to exceed the average between the two appraisals.

Information Item

College Contracts, March 2024.

VIII. President's Time

Action Item

1. Change to Priority #6 – tabled to June.

Dr. Meadows reminded Trustees of the discussion at last month's Board meeting regarding the Facilities Naming Guidelines and the need to refine the language to clarify the timing of when Trustees should be asked to consider naming College spaces and programs. Trustees received a copy of the proposed change in the language which they reviewed and discussed. Following discussion, Mr. Sprague moved for approval of the additional language, and Ms. Moore seconded the motion, which passed unanimously.

2. Facilities Naming Guidelines, Donor Recognitions, add the following sentence: In consideration of naming opportunities related to legacy gifts, the board could consider a naming opportunity after the legacy gift has been received.- Approved

Reports and Announcements

- Dr. Meadows gave a report on the Triumph Board meeting that he attended on April 10.
- Former PSC cosmetology student Jessica Smothers won first place at the international skincare and makeup competition in Atlanta.
- PSC is named a military friendly school for the 15th year, and third consecutive year to earn the gold designation in the large public schools category.
- On April 18-19, the College will host the Department of Education's Dual Enrollment meeting and the Florida College System Council of Presidents meeting on campus.

Other

Calendar – Trustees received a calendar of upcoming events, and Dr. Meadows highlighted events where Trustees' attendance is encouraged.

DSO Reports – Written reports provided in the Board packets.

1. Alumni Association: Ms. Hailey Lotz briefly reviewed financials and spoke about upcoming events and announced that the Fishing Excursion fundraiser is sold out.
2. College Foundation: Ms. Andrea Krieger distributed copies of the Foundation's Annual Report. She gave a update on the non-profit center and financials.
3. WSRE-TV Foundation: Ms. Jill Hubbs reported on the success of Be My Neighbor Day, which was attended by over 3,000 people. WSRE staff are producing a documentary on Chappie James.

IX. Chair's Time

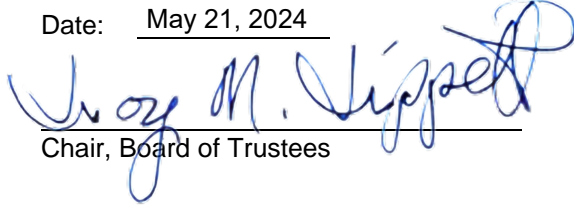
Chair Tippet told Trustees that they would be receiving an email with an online link to complete the president's annual evaluation,

Chair Tippet thanked Dr. Meadows and the staff for a productive Board Retreat.

There being no other business, the meeting was adjourned at 2:40 p.m.

Approved: **X** _____


Date: May 21, 2024



Chair, Board of Trustees



Pat Crews, Recording



President