



PENSACOLA STATE COLLEGE

District Board of Trustees Meeting May 16, 2023 Dona and Milton Usry Board Room, Pensacola Campus

Board Workshop

Mr. Kevin Brown and Dr. Ed Meadows gave a workshop on the 2023 Legislative Session and provided information on the Bills that have been approved and are awaiting the Governor's signature.

Board Meeting

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

Absent: Mr. Kevin Lacz

I. Call to Order

Dr. Tippet called the meeting to order at 5:37 p.m.

II. Recognitions

Dr. Meadows thanked John Woods, Tanya Brashers, and AFC for the refreshments.

Dr. Spicer introduced the new Nursing Director, Corey Lofton, who previously was an instructor in the Nursing Program. Lofton spoke about his plans for the Nursing Program, and the Board welcomed him to his new position.

Dr. Bradley introduced Dr. Michael Payne, the new Department Head for Business. Dr. Payne was previously an assistant professor in the Business Department. He spoke to the Trustees about his love for teaching and students, and the Board welcomed him to his new position.

III. Agenda

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

1. **Minutes** - February 21, 2023

2. **Finance**

1. Grant Pursuit – Public Charter School Program

2. Grant Pursuit – Perkins V – Postsecondary
3. Grant Pursuit – Rebuild Florida: Hurricane Sally Workforce Recovery Training Program

Information Items

- Active Restricted Grants & Contracts as of March 31, 2023
- Budget vs. Actual as of March 31, 2023

3. **Academic Affairs – No Consent Items**

4. **Facilities**

1. Change Order #009, Morette Company, Baars Building Phase II, Deduct (\$158,844.06) – Owner Direct Purchase of Construction Materials and Sales Tax Savings

5. **Human Resources**

1. Change the following positions in the College Police/Public Safety department:
 - a. Eliminate the vacant and funded Evening Sergeant, College Police, at Career Service, Level 3.
 - b. Change one funded and filled College Police Officer, Career Service Level 3, to Training Corporal, College Police, Career Service Level 3.
 - c. Change the funded and filled Sergeant, College Police, Career Service Level 5, to Operations Sergeant, College Police, Career Service Level 5.
 - d. Change one funded and filled Service Officer/Dispatcher, Career Service Level 2, to Lead Emergency Communications Dispatcher, Career Service Level 2.
2. Change the following positions in the Cashier's department – Note: department name change to Student Financial Services:
 - a. Bursar to Director, Student Financial Services, at Professional/Managerial Level 6 (Title change due to department name change).
 - b. Assistant Bursar to Assistant Director, Student Financial Services – from Level 4 to 5, Professional/Managerial.
 - c. Coordinator, Student Accounting to Coordinator, Student Financial Services, Professional/Managerial Level 4.
 - d. Associate Coordinator, Student Accounting at Career Service Level 6 to Associate Coordinator, Student Financial Services at Professional Non-exempt Level 1.
 - e. Accounting Specialist (four positions in this department) from Career Service Level 5 to Student Financial Specialist to Career Service Level 7.
3. Change the following positions in Academic and Student Affairs:
 - a. Change the currently funded and filled Director, Workforce Education, Professional/Managerial Level 6 to Dean, Workforce Education, Professional/Managerial, Level 7. (Workforce Education)
 - b. Convert funding from an unfilled Assistant Department Head, Natural Sciences at Professional/Managerial Level 5 to create the new position of Assistant Director, Workforce Education, Professional/Managerial Level 5. (Workforce Education)
 - c. Change one currently funded and filled Senior Student Services Advisor, Professional/Managerial Level 4, to Coordinator, Student Services, Warrington Campus, Professional/Managerial Level 4. (Warrington – Student Affairs)
 - d. Change one current funded and filled Coordinator, Administrative Support at Professional/Managerial Level 2, to Director, Academic and Student Affairs, Professional/Managerial Level 5. (Vice President's office)
4. Create the new position of Director, Enrollment Services, at Professional Managerial, Level 5. (Student Affairs)
5. Change the currently funded and to be vacated June 29, 2023, filled Senior Operations and Applications Analyst, at Professional/ Managerial Level 4, to Senior Extend Developer, Professional/Managerial Level 4. (Workday Solutions)
6. Convert one funded unfilled Nursing instructor position to create the Success Specialist, Nursing Programs, Professional/Managerial Level 4. (Academic Affairs – Nursing)
7. Convert the funded and unfilled Recruiter, Health Sciences, at Professional/Managerial Level 2, to

Coordinator, Health Programs Outreach, Professional Managerial Level 2. (Student Affairs)

8. Convert one funded and filled Administrative Assistant, at Career Service Level 3, to Foundation Events and Engagement Specialist, Professional Non-Exempt Level 1. (Institutional Development)

Information Items

- Personnel Transactions: February 2023, March 2023, and April 2023

VI.

Action Items

A. Finance

1. Unexpended Plant Fund Capital Outlay Budget Amendment – Approved
Ms. Kovacs gave a detailed explanation of the budget amendment and summarized changes from the beginning of the year to the current. Mr. Sprague moved to approve the Budget Amendment, and Mr. Dawson seconded the motion which passed unanimously.
2. Fee Board Items – Approved.
 - a. Testing Fees – Manufacturing Skills Standards Council’s Certified Production Technician (MSSC-CPT)
 - b. Course Lab Fees – Health Sciences
Ms, Kovacs stated that the testing fee increase was due to the cost of the exam and the reasons for the increase in the health sciences lab fees. Ms. Carlan moved to approve the increase in fees, and Ms. Moore seconded the motion which passed unanimously.
3. Write-Off Uncollectible Accounts Receivable – Approved
Ms. Kovacs stated the write-off amount this year is notably less than last year. Ms. Sheppard moved for approval, and Ms. Moore seconded the motions which passed unanimously.

A. Academic and Student Affairs

1. Faculty Promotions in Rank – Approved
Dr. Spicer explained the process for faculty promotions and recommended that the Board approve the promotions listed below. Mr. Sprague moved for approval, and Mr. Dawson seconded the motion which passed unanimously.
 - Dr. Domenick Grasso to Professor
 - Dr. Vasanth Ramachandran to Professor
 - Brian Underwood to Professor
 - Dr. Kathryn Cavanaugh to Associate Professor
 - Dr. Michael Payne to Associate Professor
 - Richard Carr to Assistant Professor
 - Necia Nicholas to Assistant Professor
2. Adult Education Programs – Approved
Dr. Spicer reminded Trustees that previously they were told that the College was considering closing the Adult Education programs due to low enrollment and the availability of other locations offering Adult Education programs. She stated that the College is now seeking Board approval to close the Programs and noted that most of the faculty and staff in the Adult Education department have been offered employment in other areas of the College. Dr. Meadows stated that PSC will offer ESOL classes through the Continuing Education Department and will host requests for space to offer adult education. Mr. Dawson moved for approval, and Mr. Bullaro seconded the motion which passed unanimously.

B. Facilities – No Action Items

C. Human Resources – No Action Items

D. College Annual Equity Report – Approved

Mr. Gilliam explained the purpose of the annual equity report. He gave a summary of the College’s response to each section of the report and answered Trustees’ questions. Dr. Tippet called for a motion to approve the Report. Mr. Sprague moved for approval, and Ms. Carlan seconded the motion which passed unanimously.

VII. General Counsel – No Action Items

VIII. President's Time

1. Naming Opportunities – Approved

Dr. Meadows stated that the Trustees have been provided with a copy of an updated naming opportunities list that provides opportunities for donors to designate the name of a College facility or program. He asked that the Board approved the updated list. Ms. Carlan moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

2. Delete the words “Adult Education” from the College’s Mission Statement – Approved

Dr. Meadows stated that pending Board approval the College’s Mission Statement will no longer include the words “Adult Education.” Ms. Carlan moved for approval, and Mr. Bullaro seconded the motion which passed unanimously.

Mission Statement

Pensacola State College, under the governance of a local Board of Trustees, is committed to providing quality, affordable, and accessible educational opportunities through a variety of delivery methods. The College, a member of the Florida College System, offers baccalaureate and associate degrees, workforce certificates, ~~adult education~~, business and industry training, non-credit continuing education, community outreach, and cultural enrichment opportunities for students and the community.

President's Reports and Announcements

- Dr. Meadows gave an update on the child care facility and the termination of their lease.
- Dr. Meadows informed Trustees that they will be receiving an email with a link to President’s Annual Evaluation that will need to be completed prior to the June Board meeting.
- Trustees received a draft of the Board Meeting Schedule for 2023-2024 for their review. It will be brought back to the Board for approval in June.
- PSC Visual Arts students received 26 Gold Awards, 41 Silver Awards, and a Judges Choice Award at the recent Addy Awards.
- Business Students participated in the Business Strategy Game World Wide Simulation. Out of 1886 teams from 123 colleges and universities, one of PSC’s teams tied for 21st place in the World.
- Latest data from U.S. News U.S. News & World Report
 - Florida ranks number one for higher education for the 7th year in a row.
 - Florida boasts the lowest higher education in-state tuition and fees among all states.
 - Florida’s college graduates had less debt at graduation than the national average by nearly \$5,000.
 - Florida came in second for completers of two-year degree programs and ranked fourth for four-year graduation rates at higher education institutions.
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DSO Reports

Full reports were provided in the Board packets.

1. College Foundation: Ms. Krieger reported that the Big Break fundraiser was a big success and next year’s event already has a waiting list. She also reviewed the financials and highlighted upcoming events.
2. WSRE-TV Foundation: Ms. Sheppard announced that WSRE has hired a Director of Development.
3. Alumni Association: Dr. Meadows reported on the Fishing Excursion fundraiser. He asked the Trustees if they know of any outstanding alumni to recommend for this year’s Outstanding Alumni Award.

IX. Chair's Time

Dr. Tippet reminded Trustees of the letter he sent to the Governor seeking equity in the cost of health insurance for PSC employees compared to SUS employees. He asked that Trustees, when meeting with Legislators or when in the community, use the opportunity to talk about the inequity.

Note: The Board voted to move the June 16 Board meeting to June 12 to ensure that there would be a quorum. The College's 2023-2024 budget will be on the June agenda. There being no further business, the meeting was adjourned at 7:08 p.m.

Approved: _____

Date: _____

Chair, Board of Trustees



Pat Crews, Recording

President