



PENSACOLA STATE COLLEGE

**District Board of Trustees Meeting
May 21, 2024
Pensacola Campus, Usry Board Room**

Board Workshop

Ms. Anita Kovacs, Vice President, Business Affairs, gave a presentation on the proposed 2024-2025 Budget and 2024-2025 Salary Schedule.

Board Meeting

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

Absent: Ms. Margie Moore

I. Call to Order

Dr. Tippet called the meeting to order at 5:41 p.m.

II. Recognitions/Introductions

Tom Gilliam recognized Chief Rob Goley for his outstanding work during a student-initiated protest on the Pensacola campus on May 6, 2024.

Dr. Meadows called on Mel Miner and Juanita Scott to give a brief explanation of the PSC Works Professional Development Program for Career Service and Level 1 Professional employees. Dr. Meadows then asked that members of the 2024 PSC Works class in attendance introduce themselves to the Board. Dr. Meadows thanked Ms. Scott and Ms. Miner for facilitating the PSC Works Program.

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

Since there was no request to remove an item from the consent agenda, Dr. Tippet called for a motion for approval. Mr. Dawson moved for approval, and Ms. Carlan seconded the motion, which passed unanimously.

- **Minutes-** April 16, 2024
- **Finance**
 1. Acceptance of June 30, 2022-June 30, 2023, Biennial Bright Future Scholarship program and the Florida Student Assistance Grant Program Operational Audit
 2. Grant Pursuits
 - a. Empowering Broader Academic Capacity and Education— Seed Track (EMBRACE)
 - b. Student Support Services (SSS)
 - c. Veterans Student Support Services (V-SSS)

Information Items:

1. Budget to Actual as of April 30, 2024
2. Finance Committee Minutes for April 16, 2024

- **Academic and Student Affairs**

Information Items:

1. Recommendations for Endowed Chair Recipients

- **Facilities-** No Consent Items

- **Human Resources**

1. Create the position of High School Teacher/Education Specialist, at Professional/Managerial Level 4 funded by the Charter Academy. (Academic Affairs— Charter Academy)
2. Faculty member Mary Anne Petruska requests leave from continuing contract to assume an administrative position effective May 13, 2024. (Academic Affairs — Mathematics and Computer Science)
3. Amend the contract language within the administrative employment contracts to include: If the Administrator is a new hire who has not previously been employed by the College, then the first ninety (90) days of the Administrator's employment under this contract will be a probationary period during which their suitability for the position to which they have been appointed will be assessed. The College reserves the right to extend the Administrator's probationary period if, in its sole opinion, such extension is necessary. During the Administrator's probationary period, their employment may be terminated by the College at any time during or at the end of the probationary period, and no cause is required to be given by the College. The College's disciplinary procedures related to termination and progressive discipline will not apply to the Administrator during their probationary period.
4. Reappointments for administrative contracts for the 2024-2026 and 2024-2025 fiscal years.
 - a. Executive and Managerial Personnel recommended for Multi-year Contract
 - b. Professional/Managerial Personnel recommended for the Annual Contract for Fund 1
 - c. Professional/Managerial Personnel recommended for Annual Contract for Fund 2 (provided grant funds are available)
 - d. Faculty recommended for Annual Contract
 - e. Faculty recommended for Lecturer Contract

Information Items:

1. Human Resources personnel transactions occurring in April 2024

VI. Action Items

A. Finance

1. Policy 6Hx20-1.028— Sexual Misconduct- Approved

Ms. Kovacs explained that this policy was brought to the Board for information at the April Board meeting, and it met the legal notice requirements. Ms. Kovacs asked for the Board's review and approval of the policy as presented with updates to verbiage. Ms. Sheppard moved for approval, and Mr. Dawson seconded the motion, which passed unanimously.

2. Proposed Lab Fee Increase— HSC 2400 First Aid and Injuries- Approved

Ms. Kovacs explained that they are proposing that this fee be increased from \$35 to \$38 because the cost of certification from the American Red Cross increased. Mr. Sprague moved for approval, and Mr. Bullaro seconded the motion, which passed unanimously.

3. Write Off Uncollectible Accounts Receivable- Approved

Ms. Kovacs explained that each year, they bring to the Board an amount of debt that is 2 years or older, and they ask to take it off of the financial records. The amount they are requesting to take off as of June 2024 is \$288,978.26. Ms. Carlan moved for approval, and Ms. Sheppard seconded the motion, which passed unanimously.

4. Unexpended Plant Fund Capital Outlay Budget- Approved

Ms. Kovacs stated that up to \$1.5 million of the current Capital Outlay Budget and Fund 7 is available to purchase adjacent land. Ms. Kovacs requested the Board to approve the use of \$1.5 million from the Special Allocation funding to make the purchase of adjacent land that has been presented to the College. Mr. Bullaro moved for approval, and Mr. Sprague seconded the motion, which passed unanimously.

5. RFP #8-2024/2024— Charter School Bus Services- Approved

Ms. Kovacs recommended that the Student Transportation of America Company be awarded the contract for the RFP to provide transportation for Charter Academy students who need it. The amounts that are being proposed do not include fuel costs, because the College will pay fuel costs directly so that taxes are not applied. Ms. Sheppard moved for approval, and Mr. Dawson seconded the motion, which passed unanimously.

6. 2023-2024 Missing Property List- Approved

Ms. Kovacs explained that there is a College procedure that requires an annual report of property that turned up missing during the inventory process, and recommends that the Board approves the deletions as presented. Ms. Sheppard moved for approval, and Mr. Dawson seconded the motion, which passed unanimously.

7. Pensacola State College Foundation Audit Review Checklist and Pensacola State College Foundation 2023 Audit Report- Approved

Ms. Kovacs stated that the DSO Audit Review Checklist has been completed satisfactorily and asks that the Board approve the Foundation to continue as a Direct Support Organization. Mr. Bullaro moved for approval, and Mr. Sprague seconded the motion, which passed unanimously.

8. Current Unrestricted Fund Operating Budget for Fiscal Year 2024-25- Approved
 - a. Student Fee Rates
 - b. 2024-2025 PSC Operating Budget
 - c. 2024-2025 Salary Schedule
 - d. Across the Board Raises- \$1,950+3% for eligible full-time employees and up to a \$600 recurring raise effective in December to correlate with the required co-pay on State Health insurance premiums.

Ms. Kovacs recommended that the Board approve the student fee rates, operating budget, salary schedule, and raises as presented. Ms. Carlan moved for approval, and Ms. Sheppard seconded the motion, which passed unanimously.

9. Proposed Amounts Budgeted for Fiscal Year 2024-2025 Direct Support Organization Support- Approved

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

10. Unexpended Plant Fund Capital Outlay Budget- Approved

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

B. Academic and Student Affairs

No Action Items

C. Facilities

No Action Items

D. Human Resources

No Action Items

VII. General Counsel

VIII. President's Time

Reports and Announcements

Dr. Meadows informed the Board that on May 30, he and Dr. Tippett will be attending the Florida College System and State University System's Presidents and Trustees Meeting in Miami.

Dr. Meadows informed the Board that on May 19, the College hosted the 11th Annual Master Teacher Seminar. Dr. Meadows stated that the head of the event, Dr. Brenda Kelly, reported that, due to its success, there is already a waiting list for next year.

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 Board packets

1. Alumni Association and Athletics: No updates
2. Foundation: Ms. Andrea Krieger discussed recent donations and upcoming opportunities to create relationships for other donations.
3. WSRE: Ms. Jill Hubbs acknowledged the hard work of the production team for their work on graduation and the Academy of Teaching Excellence videos and vignettes. She informed Trustees of upcoming projects and events, as well as a grant they received.

Dr. Meadows called on Dr. Douma, who gave a report on recent grants received.

IX. Chair's Time

1. President's Employment Contract- Approved

Dr. Tippett congratulated Dr. Meadows on his favorable evaluation and expressed his appreciation for Dr. Meadows' outstanding leadership. Dr. Tippett recommended Dr. Meadows be renewed for 2024-2026. Mr. Sprague moved for approval, and Ms. Carlan seconded the motion, which passed unanimously.

Dr. Tippett recommended that Dr. Meadows' contract be amended to include the across-the-board raise that was approved earlier in the meeting, and then the compensation committee will decide anything further in their January meeting. Ms. Sheppard moved for approval, and Mr. Dawson seconded the motion, which passed unanimously.

Dr. Tippett announced that Ms. Margie Moore will head the nominating committee to select new officers for next year.

There being no further business, the meeting was adjourned at 6:38 p.m.

Approved: _____ ✓

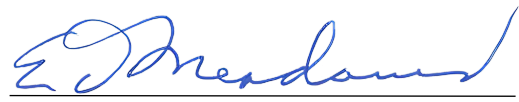
Approval Date: June 18, 2024



Haleigh Williams, Recording



Chair, Board of Trustees



President