



**District Board of Trustees  
Board Meeting Minutes  
October 22, 2024, Pensacola Campus**

**Board Workshop**

Dr. Kirk Bradley, Dean of Baccalaureate Studies and Academic Support, and Dr. Nelson Stewart, Mathematics Department Head, presented a workshop on the College's Cybersecurity Programs and Computer Science and answered the Trustees' questions. They provided information related to the AS and BAS programs, the certifications available, and the College's designation as a National Center of Academic Excellence in Cyber Defense.

**Board Meeting**

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

Absent: Ms. Carol Carlan, Mr. Patrick Dawson, Ms. Julie Sheppard

**I. Call to Order**

Chair Sprague called the meeting to order at 5:30 p.m.

**II. Introductions/Recognitions**

Dr. Meadows called on Dean Mike Listau, who introduced the evening's guests and explained that they were present to celebrate the achievement of the FAA Certification of the College's A&P program. Key stakeholders were present including local representatives from Triumph Gulf Coast, ST Engineering, and Pensacola State College. Various individuals spoke, highlighting the significant collaboration and effort required to bring the program to fruition, from the development of the curriculum to securing funding and meeting FAA requirements. Everyone applauded the achievement and celebratory photos were taken to mark the occasion.

**III. PSC Foundation Strategic Plan**

Ms. Andrea Krieger, Executive Director of the PSC Foundation, and Mr. Mike Morette, president of the Foundation's Board of Governors provided an overview of the Foundation's current strategic plan. They talked about the progress made during the 2022-2024 cycle, which has already achieved its goals a year ahead of schedule. They stated that the draft of the new plan is based on three pillars: 1) growth and development of the college, 2) changing lives through affordable, quality

education, and 3) enhancing the college's impact on the community. Committee work has already been initiated for each pillar, with specific objectives outlined. They are now seeking input from the Board of Trustees on the draft plan before proceeding further. Discussion centered around the importance of measurable goals for the organization's pillars, with a particular focus on setting realistic and achievable objectives. The discussion concluded with Mr. Morette thanking the Trustees for their input and asking that they reach out to Andrea or him with any additional feedback.

#### IV. **Agenda**

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

#### III. **Public Comments**

None

#### IV. **Consent Agenda** – Approved

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

- **Minutes** – September 17, 2024
- **Finance** - No consent items.

##### Information Items:

1. Quarterly Grant Report as of September 30, 2024
2. Budget to Actual as of September 30, 2024
3. Finance Committee Minutes for September 2024

- **Academic and Student Affairs** -No consent items

##### Information Items

Dr. Meadows gave an enrollment update for the Fall Term noting an increase in both FTE and Headcount when comparing Fall 2023 to Fall 2024.

- **Facilities**

1. Change Order #001—CW Roberts Contracting, Inc., PSC Paving Main Campus Group 3 & 4, Pensacola Campus—Add \$79,578.90—Add to replace curbs poured on top of existing asphalt and miscellaneous sidewalk removal and repair.
2. Change Order #001—CW Roberts Contracting, Inc., PSC Paving Main Campus Group 5, Pensacola Campus—deduct (\$345,550.00), due to better base conditions along College Blvd.

- **Human Resources**

1. Add position: Coordinator, Dual Enrollment, Professional/Managerial Level 3, using funding from a vacated Counselor position (Academic and Student Affairs—Milton)
2. Upgrade a vacated Technology Assistant position, Career Service Level 4, to Technology Support Technician, Career Service Level 5 (Administrative Services—Technology Operations)
3. Add two new grant-funded positions to Workforce Education
  - a. Aviation Maintenance Technician, Professional/Managerial Level 2 (Workforce Education—PSC Rebuilds)
  - b. Recruitment/Retention Specialist—PSC Rebuilds, Professional/Managerial Level 2 (Workforce Education—PSC Rebuilds)

##### Information Items:

1. Human Resources personnel transactions occurring in September 2024

## **ACTION ITEMS**

### **A. Finance**

1. Unexpended Plant Fund Capital Outlay Amendment – Approved

Ms. Anita Kovacs discussed the updated capital outlay budget and explained the adjustments to the original budget approved in May. She stated that the item was also discussed in detail at the Finance Committee meeting prior to the Board meeting. Dr. Tippet made a motion for approval. The motion was seconded by Ms. Moore and approved unanimously.

2. Policy 6Hx20-1.015 Facilities and Equipment (Use of)– Approved

Ms. Kovacs explained that the policy is being revised to include giving the President the authority to establish procedures for the regulation of activities on College property for public safety. Dr. Tippet moved to approve the revised policy, and Ms. Moore seconded the motion which passed unanimously.

### **B. Academic and Student Affairs**

1. 2025-2026 General Education Courses

Due to Dr. Erin Spicer's absence, Dr. Meadows discussed the general education course report that must be submitted to the SBOE by the end of November. However, the report cannot be finalized until the SBOE provides colleges with additional information related to recent changes in general education requirements. Dr. Meadows asked the Board that if there is no quorum at the next Board meeting, they grant him the authority to submit the report on their behalf, with the understanding that it will be brought back to the Board for approval in November if a quorum is present. Ms. Moore moved for approval, and Mr. Bullaro seconded the motion which passed unanimously.

### **C. Facilities**

No Action Items

### **D. Human Resources**

No Action Items

## **V. General Counsel**

1. Resolution No. 2024-10-22-01: Property Conveyance to Escambia County - Approved

Mr. Gilliam and Dr. Meadows explained to the Board that the College is seeking the Board's approval to convey a piece of property at the Century Center to Escambia County for the purpose of building a storm shelter and multipurpose facility. The College has declared the property as unnecessary for educational purposes. The property will be transferred with a Special Warranty Deed that Mr. Gilliam will hold until Escambia County receives approval for grant funds from the Florida Department of Commerce. Following discussion, Dr. Tippet moved for approval, and Ms. Moore seconded the motion which passed unanimously.

2. Resolution No. 2024-10-22-02 - Approved

Mr. Gilliam and Dr. Meadows presented the Trustees with a proposal for a long-term lease of property owned by the College located at the Northwest corner of Garden Street and Devilliers. The idea is to lease it for 40 years, with the business using it to build a structure, after which the building would become the College's property. He stated that Board action is required to pass a resolution that:

- a. Declares that the best use of the property is to generate rental income;
- b. Directs the College president to solicit proposals for the lease of the property;

- c. Directs the College president to present to the Board at a future meeting, a lease for the property in its final form for consideration and approval by the Board. Following discussion, Dr. Tippet moved for approval, and Ms. Moore seconded the motion which passed unanimously.
3. Renewal of Lease Agreement between PSC and the PSC Foundation for a portion of Buildings 97 and 98 and of Building 99 – Approved.  
Mr. Gilliam stated that the lease is a one-year renewal of the lease with the Foundation so they can continue to occupy their office space. The terms remain unchanged. Dr. Tippet moved for approval, and Mr. Bullaro seconded the motion which passed unanimously.
4. Authorization to file a lawsuit – approved.  
Mr. Gilliam asked the Board to authorize filing a lawsuit to evict a tenant at the Century Center. The tenant’s father was the caretaker for the property. The tenant has failed to vacate the mobile home after his father’s passing. Despite prior discussion, the tenant has not moved out and is no longer responding to communication. Ms. Moore moved for approval, and Dr. Tippet seconded the motion which passed unanimously.
5. Real Property Lease at Pensacola International Airport between the City of Pensacola and PSC – Approved.  
Mr. Gilliam explained that the City of Pensacola owns and operates the Airport, and the College wishes to lease a portion of real property at the Airport with the intent to build an aircraft hangar and establish an A&P School. Mr. Gilliam outlined the details of the lease agreement and stated that the City agrees to the terms and conditions. Following discussion, Dr. Tippet moved for approval, and Ms. Moore seconded the motion which passed unanimously.

## **VI. President’s Time**

Information Security Report – Dr. Meadows called on Ms. Liz Gomez, to give the College’s annual Information Security Report. The report assesses the effectiveness of the College’s security program and includes identifying internal and external risks to data security and confidentiality. It also outlines safeguards in place to identify risks, develop and implement new safeguards, and ensure that the College’s Security Program is in compliance with the Gramm-Leach-Bliley Act (GLBA). Trustees received a complete copy of the report.

### Reports and Announcements

- Dr. Meadows thanked Ms. Mel Miner, Ms. Lindsay Holt, and AFC for the refreshments.
- Dr. Meadows called on Dr. Debbie Douma who announced that the College has received a Triumph Grant Award for \$7,627,873 for the Diesel Mechanics Program and a facility.
- Seventy (70) PSC students made the Florida College System Activities Association All-Academic Team. These students are recognized for having achieved a minimum 3.30 GPA during the 2023-2024 academic year. (Handout)
- *G I Jobs* magazine has named Mr. Rob Gregg, Project Director, Veterans Upward Bound Program, a 2024 Veteran Champion of the Year in Higher Education. Mr. Gregg is one of 30 professionals being recognized nationwide for his dedication to helping veterans adjust, thrive, and succeed as students.

- Mr. Don Snowden, former Department Head for Performing Arts, will be inducted to the Roll of Distinction 2024 at the Florida Band Masters Hall of Fame Weekend in November. The Board voted unanimously to honor Mr. Snowden with a Resolution that will be presented to him at a future Board meeting.

#### Calendar

Calendar- Trustees received the updated calendar of events with highlighted events where Trustee participation is highly encouraged.

#### DSO Report –

1. Alumni Association and Athletics – Detailed report provided in Board packet.

Ms. Hailey Lotz gave an update on athletics and stated that the women's soccer team won the Conference Championship for the second year in a row. She reported that there are plans in the works for a joint PSC and UWF Alumni event in March 2025. Details will be forthcoming.

2. Foundation – Detailed report provided in Board packet.

3. WSRE

Ms. Jill Hubbs spoke about upcoming events and reported on the successful Studio Amped free concert series.

#### **VII. Chair's Time**

Chair Sprague spoke about the Foundation's "I am PSC Campaign" which is a celebration of the College's 75 years of Excellence. Campaign donations will primarily support scholarships and every dollar up to the \$75,000 goal is eligible for 100% matching funds. He encouraged Trustees to consider donating to the "I am PSC Campaign."

Chair Sprague announced that Dr. Tippet has agreed to serve as the Trustee's Liaison to the WSRE Foundation Board.

There being no further business the meeting adjourned at 7:16 p.m.

Approved: 11-19-2024

Date

Recorded by: Pat Crews



Chair, Board of Trustees



President