



**District Board of Trustees
Board Meeting Minutes
August 19, 2025 – Pensacola Campus**

Approved AS CORRECTED

Board Workshop

Ms. Amber Carey gave a workshop on the Robinson Honors Program. She talked about the program, which is designed for academically gifted students, and the unique learning experiences that the program offers. Ms. Carey also showed pictures of this year's summer study abroad trip to Spain. Special thanks were extended to Mr. Grover Robinson and his wife, Jill, who established an endowment with the PSC Foundation in honor of his parents, Sandra and Grover Robinson III. The endowment assists the College in offsetting the cost of travel scholarships, seminars, and other opportunities that the program provides to students.

Board Meeting

Present: Chair Gordon Sprague, Mr. Edward Fleming, Chief Deputy Andy Hobbs, Mr. Zack Smith, Dr. Troy Tippet, Mr. Braden Ball (General Counsel), Dr. Ed Meadows, and staff.

I. Call to Order

Chair Sprague called the meeting to order at 5:30 p.m. The Chair recognized Dr. Meadows, who addressed the Board regarding the election of Board officers.

Election of Board Officers: In April, the Board elected Chief Deputy Andrew Hobbs to serve as Vice Chair to replace Gabe Bullaro, who resigned due to relocation. As a result of an oversight, the Board did not vote to elect a Chairman or Vice Chairman before the beginning of the College's new fiscal year. After a Board member pointed out the oversight to Dr. Meadows, nominations and elections for officers were held at this meeting.

Board Chair: Mr. Smith moved to nominate Mr. Sprague for a second term as Chair. Dr. Tippet seconded the motion. Mr. Sprague abstained from the vote, and the motion passed.

Board Vice Chair: Mr. Smith moved to nominate Chief Deputy Andy Hobbs as Vice Chair. Mr. Fleming seconded the motion. Chief Deputy Hobbs abstained from the vote, and the motion passed.

Clarification of Program Termination: Dr. Meadows clarified for the record that the Academic Affairs information Item under the Consent Agenda to terminate the Associate in Science Degree in Health Information Technology (due to low enrollment) also includes the embedded technical certificate.

Chair's Announcement

Chair Sprague announced that, following the close of the Board's business meeting, the Board will go into Executive Session with the President and his representatives to discuss matters related to collective bargaining. Following the closed session, the Board will adjourn without conducting any further business.

II. Introductions/Recognitions

Dr. Meadows asked the new Executive Director of Workforce and Continuing Education to come forward to introduce herself and share a little about her background. Ms. Noel previously served as the leader of Achieve Escambia. Ms. Noel will oversee corporate training and continuing education and will also participate in workforce development efforts at the College. Dr. Meadows acknowledged her leadership with Achieve Escambia and welcomed her to PSC. Mr. Smith noted that he had seen Ms. Noel appear on WSRE in January 2025.

Dr. Meadows introduced the college's new General Counsel, Mr. Braden Ball. Mr. Ball shared that he has practiced law for nearly 29 years and is currently with the Litvak, Beasley, Wilson, and Ball law firm. He expressed how much he is looking forward to working with the Board and the President. Board members welcomed Mr. Ball and spoke highly of his experience and reputation.

III. Agenda

Mr. Sprague called for a motion to approve the agenda. Dr. Tippet moved for approval, Mr. Fleming seconded, and the motion passed.

III. Public Comments

None

IV. Consent Agenda —Chair Sprague called for approval of the consent agenda. Mr. Fleming recused himself from voting, noting that his law firm represents the Morrett Company (Facilities Items D1 and D2).

Dr. Tippet requested more information regarding the Grant Pursuit. Dr. Debbie Douma explained that the college previously held a 3-year grant from the U.S. Department of Justice, Office of Violence Against Women, with a no-cost extension that concluded earlier this year. The institution is now eligible to reapply for another 3-year cycle, and an application has been submitted. Renewed funding will continue to provide student mental health counseling through partnerships with Favor House, North Florida Legal Services, and the Gulf Coast Sexual Assault Coalition. Funds also cover referrals and outreach.

Following the explanation of the DOJ grant, the Board approved the consent agenda.

• Minutes – June 17, 2025

Finance

Information Items:

1. Active Grants and Contracts as of June 30, 2025
2. Budget to Actual as of July 31, 2025
3. Contracts as of July 2025
4. Finance Committee Minutes for June 2025

Academic and Student Affairs – No consent items

Information Item

1. Program Inactivation: Associate in Science degree in Health Information Technology

Facilities

Consent Items

1. Change Order #002 – Morette Company-PSC Soccer Complex, Pensacola Campus- Deduct (\$469,650.50) Deduct for Owner Direct Purchase of Construction Materials and Sales Tax.
2. Change Order #003 – Morette Company-PSC Soccer Complex, Pensacola Campus-Deduct (\$80,986.99) – Deduct for Owner Direct Purchase of Construction Materials and Sales Tax.

Human Resources

1. Reclassify the existing position of Executive Director for Development, Alumni and Athletics, Level 4, Professional/Managerial Salary Schedule, to Executive Director for Athletics and Alumni, Level 7, Professional/Managerial Salary Schedule, retroactive to August 4, 2025. ([reports to the President])
2. Add a second position of Assistant Principal, Charter Academy (existing job description), Level 5, Professional/Managerial Salary Schedule, retroactive to August 18, 2025. [Fund 2] (Academic and Student Affairs)
3. Add another position of Student Services Advisor (existing job description), Level 2, Professional/Managerial Salary Schedule, retroactive to August 18, 2025. (Academic and Student Affairs)
4. Reclassify the vacant and funded position of Hazardous Waste/Life Safety Coordinator, Level 4, Career Service Salary Schedule, to a Hazardous Materials/Life Safety Coordinator, Level 1, nonexempt Professional Salary Schedule. (Facilities, Planning and Construction)
5. Reclassify the vacant and funded Senior Administrative Assistant, Level 4, Career Service Salary Schedule to Administrative Assistant (existing job description), Level 3, Career Service Salary Schedule. (Facilities, Planning and Construction)
6. Change the title of the vacant and funded Bus Operator, Level 2, Professional/Managerial Salary Schedule, to College Bus Operator/Garage Assistant, Level 2, Professional/Managerial Salary Schedule. (Facilities, Planning and Construction)
7. Change the title of the vacant and funded Truck Driver/Laborer position, Level 1, Career Service Salary Schedule, to Material Handler, Level 1, Career Service Salary Schedule. (Facilities, Planning and Construction)
8. Reclassify the Executive Director of Equal Opportunity Compliance, Level 6 Professional/Managerial Salary Schedule, to Dean of Students and Equal Opportunity Compliance, Level 7, Professional/Managerial Salary Schedule, retroactive to July 7, 2025. (Academic and Student Affairs)

Information Items:

1. Human Resources personnel transactions occurring in June and July 2025

ACTION ITEMS

A. Finance

1. Final Budget Amendment – Approved
Ms. Kovacs reported that the amended budget reflects an ending fund balance of 15.05%, compared to the originally budgeted 10.92%. Purchase orders totaling \$9.2 million remained outstanding at year-end, accounting for the difference between budgeted and actual expenditures. Dr. Tippet moved for approval. Mr. Fleming seconded the motion, and the motion passed.
2. WSRE TV Foundation, Inc., Audit Review Checklist – Approved
Ms. Kovacs presented the WSRE Foundation Audit Review Checklist as required by FS 1004.7. The Foundation is in compliance with state requirements and continues to support the mission of the College. Mr. Smith moved for approval, Dr. Tippet seconded, and the motion passed.

3. RFP 12-25C Disaster Recovery and Remediation Services - Approved

Ms. Kovacs described the bid process and scoring for the RFP. She stated that staff reviewed the bid results and recommended contracts with the following highest-ranking respondents:

- a. Disaster Recovery and Remediation: Belfor Property Restoration and BMS, CAT, LLC.
- b. Disaster Debris Removal: Disaster Programs & Operations (DP&O) and TFR Enterprises.

Chief Deputy Hobbs moved for approval as presented. Mr. Smith seconded the motion, and the motion passed.

4. Special Pay Rate for Adjunct Instruction in RN-AS and PN-VS Programs- Approved

Ms. Kovacs presented the request to approve the hourly pay rate for adjunct instructors teaching in the Associate of Science in Nursing and Practical Nursing courses for the period of August 8, 2025, through December 13, 2025. ~~She noted that the professional development incentive pay will not apply.~~ Mr. Smith moved for approval. Chief Deputy Hobbs seconded the motion, and the motion passed.

B. Academic and Student Affairs

1. 2026-2027 General Education Courses

Dr. Kelly presented the proposed General Education (Gen Ed) course list for 2026–2027, noting statutory review of course titles, descriptions, and learning outcomes and alignment with the Statewide Course Numbering System and state course profiles. One course—Introduction to Music History—was removed (not offered in 5+ years; no longer a statewide common prerequisite). Dr. Kelly noted that other changes, such as title, description, and outcome updates, were made to align with state profiles.

Trustee Smith stated that during the Academic Affairs Committee meeting, he had questions regarding some of the courses on the list and asked to speak to three specific courses on the list: 1) Western Mythology, 2) Introduction to Criminal Justice, and 3) Principles of Sociology. Courses under review were discussed in detail. Mr. Smith spoke about his concerns related to each of the courses, and the Board entered into a lengthy discussion

- 1) Western Mythology: Trustees noted that PSC appears to be the only Florida college offering Western Mythology as a General Education course. Dr. Kelly explained that the course is taught by a uniquely qualified faculty member and draws student enrollment. Following Dr. Kelly's explanation, Trustees agreed that no immediate change is needed, but it is requested that the Administration review its General Education designation in the future and report back to the Board.
- 2) Introduction to Criminal Justice: Questioned whether too profession-specific; Trustees questioned whether the course may be too focused on career skills and perhaps should be offered as an elective. Dr. Kelly noted that the state approved it as a General Education. Following a lengthy discussion, Mr. Smith made a motion that the Administration review the course for appropriateness for General Education and report back to the Board.
- 3) Principles of Sociology: Trustees discussed concerns about textbook compliance with state DEI-related laws. Dr. Kelly noted that only selected parts of the text are used. Following a lengthy discussion between the Board and Administration, Mr. Smith moved to remove the course from the General Education listing starting in Fall 2026. Additionally, the administration was directed to review the course and propose a compliant alternative textbook before Spring 2026. Mr. Fleming seconded the motion, and the motion passed.

Additional notes: Trustees discussed programmatic impacts on AS-to-BSN transitions, breadth of offerings for scheduling flexibility, state-mandated course titles (e.g., 'Mathematical Thinking'), and clarified that Biological Diversity' refers to ecosystems, not DEI terminology.

In summary, Mr. Smith moved to approve the 2026-2027 General Education Courses List as presented, excluding Principles of Sociology and subject to review of Introduction to Criminal Justice. Mr. Fleming seconded the motion, and the motion passed.

C. Facilities

1. Underground Easement to Florida Power and Light Company for underground power to the Soccer Complex on the Pensacola Campus – Approved

Ms. Diane Bracken described the easement request and recommended approval. Chair Sprague called for a motion for approval. Dr. Tippet moved for approval, Chief Deputy Hobbs seconded, and the motion passed.

D. Human Resources

No Action Items

V. General Counsel

No report

VI. President's Time

Action Item

1. Naming of South Santa Rosa Center Library, the Ami-Lee Wilder Library (or as agreed upon by the donor and the College – Approved
2. Naming of the South Santa Rosa Center Science Lab, the Liberty Sertoma Science Lab, in memory of AmiLee Wilder (or as agreed upon by the donor and the College – Approved

Ms. Krieger presented detailed information. Dr. Tippet moved for approval of the naming as presented. Chief Deputy Hobbs seconded the motion, and the motion passed.

Reports and Announcements

- Dr. Meadows asked Dr. Douma to inform the Board about the College's application for the Workforce Capitalization Grant, which provides funding for equipment to support new and expanding programs with dual enrollment opportunities. Dr. Meadows then expanded on the initiative, explaining that PSC, in partnership with UWF, will pursue multiple funding sources, including Triumph funds and the Capitalization Grant, to establish a clean laboratory at PSC. The facility would support both the microchip and pharmaceutical industries. Dr. Meadows noted that most jobs in the microchip industry require two-year technical degrees, making PSC well-suited for this effort.
- Dr. Meadows gave an update on current enrollment that included a comparison to enrollment at the same time last year. Noteworthy is that FTE is up 9.6% and Headcount is up 6%.
- Dr. Meadows reported that he has a meeting scheduled with Senator Matt Gaetz to discuss and gain support for next year's legislative requests. Dr. Meadows and Mr. Robinson gave a brief overview of the College's priorities for the 2026 Legislative Appropriations request: 1) \$14M Health Science and Nursing Building on the South Santa Rosa Center; and 2) \$500 for expanding military and veterans services on all campuses.
- Dr. Meadows announced that there are 48 participants in this year's President's Leadership Institute (PLI). The PLI is a 9-month-long professional development program for Professional/Managerial employees.
- Dr. Meadows announced that the Chamber's State of Education Luncheon is in September. Trustees are invited to attend and sit at the PSC table. Dr. Meadows will participate in a panel discussion about workforce development.

- Dr. Tippet previously raised concern that Florida lacks a College Teacher of the Year program and suggested that the upcoming legislative fly-in would be a good time for Trustees to get additional support for the idea. Dr. Meadows agreed with the need and reported that the Council of Presidents, in collaboration with the Association of Florida Colleges, has agreed to initiate a Teacher of the Year program. Once tested, it can be presented to the Department of Education for funding.

Calendar

Trustees received the updated calendar of events with highlighted events where Trustee participation is highly encouraged. He highlighted upcoming events:

DSO Reports –

- Alumni Association and Athletics – A detailed report is provided in the board packet.
Ms. Hailey Lotz reminded Trustees of the Annual Pirate Experience, September 17, 5 p.m. – 7 p.m. in the Hartsell Arena. This event marks the conclusion of the Boosters Club membership drive.
- Foundation – A detailed report is provided in the board packet.
Ms. Andrea Krieger thanked the Trustees for attending the Grapes, Graze, and Graze donor appreciation event. She provided information about the ongoing, annual giving I AM PSC, and gave an update on the Foundation's financials.
- WSRE – no report.

VII. Chair's Time

Chair Sprague remarked that he appreciated today's focus on academic matters. Mr. Smith recommended "Good of the Order" be added to meeting agendas. Dr. Meadows stated that the Chair invites additional comments before adjourning, and the suggestion may be discussed at the next meeting. With no further business, Chair Sprague adjourned the business meeting and called the Board into Executive Session. The Board met in Executive Session from 7:08 p.m. to 7:56 p.m. with no action taken.

There being no further business, the meeting was adjourned at 7:56 p.m.

Approved: 9/16/2025

Recorded by: Lat Crews


Chair, Board of Trustees


President