



**District Board of Trustees
Board Meeting Minutes
June 17, 2025 – Pensacola Campus**

Board Workshop

Ms. Anita Kovacs gave a workshop on the proposed budget and salary schedule for 2025-2026.

Board Meeting

Present: Chair Gordon Sprague, Zach Smith, Dr. Troy Tippet, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

Absent: Mr. Edward Fleming, Chief Deputy Andy Hobbs

I. Call to Order

Chair Sprague called the meeting to order at 5:48 p.m.

II. Introductions/Recognitions

The Board recognized the upcoming retirement of Mr. Tom Gilliam and expressed appreciation for his many years of dedicated service to the Board and the College. In honor of his contributions, the Board and Dr. Meadows presented him with a framed drawing of the College's clock tower. Mr. Gilliam thanked the Board for the recognition, expressed how much he has enjoyed serving as General Counsel, and shared his appreciation to Dr. Meadows for his support throughout his tenure.

III. Agenda

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

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. Smith seconded the motion, which passed unanimously.

- **Minutes** – May 20, 2025

Finance

Information Items:

1. Budget to Actual as of May 31, 2025
2. Finance Committee Minutes for May 2025

Academic and Student Affairs

1. Articulation Agreement with United States Sports University Early College/Dual Enrollment Inter-Institutional Articulation Agreement - Escambia County

Facilities – No consent items

Information Item

1. Annual Safety Inspection – no major findings.

Human Resources

1. Reappointments for administrative contracts for 2025-2027 and 2025-2026 fiscal years:
 - a. Executive and Managerial personnel recommended for multi-year contract
 - b. Professional/Managerial personnel recommended for annual contract, Fund 1
 - c. Professional/Managerial personnel recommended for annual contract, Fund 2
 - d. Faculty recommended for annual contract
 - e. Faculty recommended for Lecturer contract
2. Request leave from continuing contract for Michael Will to assume an administrative position as Department Head, English and Communications, effective May 27, 2025.

Information Items:

1. Human Resources personnel transactions occurring in April 2025

ACTION ITEMS

A. Finance

1. Special Pay Rate for Adjunct Instructors in RN_AS and PN_VC programs – Approved
Ms. Kovacs presented the proposed hourly pay rates for adjunct instructors in the Nursing AS program and the PN vocational program, effective May 14, 2025, through August 7, 2025. The professional development incentive pay will not apply during this period. Dr. Tippet moved for approval, Mr. Smith seconded, and the motion passed.
2. Fee Changes
 - a. Request to Change Matriculation Fee to Application Fee - Approved
Ms. Kovacs presented a request to rename the \$30 Matriculation Fee to an Application Fee and change the fee collection timing to before application submission. She stated that approval of the request will reduce financial aid fraud. Chair Sprague called for a motion for approval. Dr. Tippet moved for approval, Mr. Smith seconded, and the motion passed.
 - b. Fall 2025 Fee Change Requests - Approved
Ms. Kovacs presented the recommended lab fee changes, effective Fall 2025, to align with current costs. The fees were proposed by department chairs, reviewed internally, and publicly noticed in compliance with legal requirements. Mr. Smith moved for approval, Dr. Tippet seconded, and the motion passed.
3. Purchase Orders exceeding \$325,000 - Approved
Ms. Kovacs recommended four purchase orders for approval. All purchases are extensions of current contracts. Dr. Tippet moved for approval, Mr. Smith seconded, and the motion passed. The following purchase orders were presented and approved:
 - GCA Services Group - Custodial services (Year 2 of 5)
 - Brightview Landscape Services - Landscaping
 - CPC Office Technologies - Copier Systems/Services
 - Student Transportation of America - Charter Academy transportation services
4. Current Unrestricted Operating Budget for Fiscal Year 2025-2026 - Approved
Ms. Kovacs presented the proposed unrestricted fund operating budget for fiscal year 2025-2026, incorporating all items discussed during the budget workshop. The budget packet included:
 - a. Operating Budget Summary (Exhibit A) for submission to the Florida College System by June 30.

- b. Student Fee Rates
- c. 2025-2026 Salary Schedule

A motion to approve Items 4a and 4b was made by Dr. Tippet, seconded by Mr. Smith, and passed. A separate motion was made to approve Item 4c, which was also made by Dr. Tippet, seconded by Mr. Smith, and passed.

5. Proposed Amounts Budgeted for Fiscal Year 2025-2026 Direct Support Organization Support -
Approved

Ms. Kovacs presented the proposed support for the Pensacola State College Foundation and WSRE. She stated that in accordance with Florida Statutes, both DSOs are authorized to use College property, facilities, and personnel services. The proposed budget includes continued use of designated campus spaces and in-kind support. A motion was made for approval by Dr. Tippet, seconded by Mr. Smith. Mr. Smith requested a discussion, and the Board engaged in a conversation regarding the ongoing financial support provided to WSRE. Trustees noted that nearly \$3 million in combined direct and indirect College support is allocated annually to WSRE. Due to state and federal funding uncertainty and evolving broadcasting needs, the Board emphasized the importance of reviewing whether current resource allocation remains the most efficient and effective use of College funds.

Trustees requested a comprehensive evaluation of WSRE's overall value to the College, including its community outreach, educational benefits, and alignment with institutional goals. They also called for a specific assessment of the value of WSRE's broadcast spectrum. President Meadows recommended approval of the DSO support action item on the agenda. They recommended that the Board approve a separate motion to keep WSRE as an active agenda item for review and updates. Mr. Smith moved to keep WSRE as an active agenda item and to conduct the evaluation of its overall value and its broadcast spectrum. Both motions passed.

6. Unexpended Plant Fund Capital Outlay Budget

Ms. Kovacs presented the Unexpended Plant Fund Capital Outlay Budget for 2025-2026. A one-page summary was included in the board packets and was discussed at the Budget Workshop. Ms. Kovacs asked if there were any questions. There being none, Dr. Tippet moved for approval, Mr. Smith seconded, and the motion passed.

B. Academic and Student Affairs

No Action Items

C. Facilities

1. College Capital Improvement Plan (CIP) FY 2026-2027 through 2028-2029; Legislative Budget Request FY 2026-2027 – Approved

Ms. Diane Bracken presented the CIP and noted that the plan is primarily unchanged from last year due to a lack of state funding for existing projects. Remodeling Bldg. 21 for the Training Center remains priority #1. Chair Sprague called for a motion for approval. Dr. Tippet moved for approval, Mr. Smith seconded, and the motion passed.

2. Educational Plant Five-Year Survey Report – 2025-2026 through 2029-2030 – Approved

Ms. Bracken presented the updated Educational Plant Survey Report. The survey evaluates current and projected enrollment and existing facilities and identifies space needs. The total estimated capital need over the next five years is \$514 million. Discussion followed regarding facility needs. Dr. Tippet moved for approval, Mr. Smith seconded the motion, and the motion passed.

D. Human Resources

No Action Items

V. General Counsel

No report

VI. President's Time

Action Item

1. Consulting Agreement with The Montford Group, LLC – Approved

Dr. Meadows discussed the need to supplement the current lobbying efforts in Tallahassee by adding a consulting agreement with The Montford Group. The contract includes provisions for subcontractors, which will provide two video billboards in Santa Rosa County. PSC's marketing department will oversee the content of the advertisements displayed on the billboard. Dr. Tippet moved for approval, and Mr. Smith seconded the motion. Following the motion, Mr. Smith requested further discussion. Discussion followed regarding the College now engaging with two lobbying firms. Dr. Meadows explained that Bill Montford, who was a Florida senator at the time, helped secure \$1 million in funding for the College nearly 15 years ago. Dr. Meadows stated that the agreement's effectiveness will be evaluated after one year, and at that time, the College will determine which firm to continue with going forward. The motion passed.

Reports and Announcements

- Commissioner's Summit – Dr. Meadows attended the Commissioner's Summit with Florida College and University presidents and Florida School Superintendents. The summit included a presentation and discussion on campus safety and emergency preparedness. An inventory of campus facilities preparedness is being compiled as part of this effort.
- Meeting with Naval Air Station (NAS) Commanding Officer – Dr. Meadows reported that he met with NAS Commanding Officer Capt. Chandra Newman. The College has been invited to participate in NAS's STEM outreach on November 6 and 7, which draws approximately 70,000 attendees. The College has been invited to participate in hands-on career exhibits and will have recruiters on site at the three-day event. Capt. Newsom also expressed interest in further collaboration with the College.
- Enrollment Report - Dr. Meadows reported that Summer FTE is up 18.1% from last year and 44.2% from two years ago. Headcount is up \$14.6% from last year and 27% from two years ago. PSC ranks among the top two in the state for enrollment growth.
- Student Success Story – Dr. Meadows shared the success story of a 2021 PSC graduate, Zachary Potts, who is now serving as Chief Financial Officer at John Melvin Christian College. He went on to receive his BA and MBA at Texas A&M. He emailed Dr. Michael Payne, Department Head for Business, to express his appreciation to the PSC faculty for their role in his success.

Legislative Update

Mr. Grover Robinson gave an update on the legislative budget, which is now on the Governor's desk.

Calendar

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

- Purple Heart Award Recognition Ceremony - PSC will be recognized as a Purple Heart Award institution. The event will take place on August 7 at 9:30 a.m. in Broxson Hall on the Pensacola Campus.
- Nursing Pinning – August 7 at 3 p.m. at the First Pentecostal Church

DSO Reports –

- Alumni Association and Athletics – A detailed report is provided in the board packet. Ms. Hailey Lotz reported that students' athletic overall GPA for Fall was 3.17 and Spring was 3.21. She highlighted upcoming events with some dates not yet finalized.
- Foundation – A detailed report is provided in the board packet. Ms. Andrea Krieger reported that the Margie and Alan Moore Student Center plaque is now in place inside Building 5. She also reported on new scholarships: The Beverly Gillespie Marchelos Memorial Endowed Scholarship, which will benefit students in social work programs, and two scholarships established by William J. Thrushel – one honors his foster mother and benefits vet tech students; the second honors one

of his mentors and benefits nursing students. Ms. Krieger also gave an update on the Foundation's financials.

- WSRE – no oral report given. At the May Board meeting, Trustee Smith requested a list of PBS programs that WSRE must carry. The June Board packet includes a written response from Ms. Hubbs, which provides the requested list of required PBS programs, an overview of the funding model for PBS, and PBS Common Carriage Guidelines.

VII. Chair's Time

Chair Sprague expressed his appreciation for the enrollment report. He also commended Ms. Kovacs for providing an excellent budget workshop before the meeting.

There being no further business, the meeting adjourned at 6:40 p.m.

Approved: 8/19/2025

Date

Recorded by:

Pat Crews

M. Sprague
Chair, Board of Trustees

E. J. Meadows
President