



**District Board of Trustees
Board Meeting Minutes (Revised)
January 20, 2026 – Broxson Hall, Pensacola Campus**

Board Workshop

Instead of a workshop, the Board held a retreat from 8 a.m. to 12:06 p.m. No formal action was taken during the retreat. The minutes of the retreat are included as the final pages of these minutes.

Board Meeting

Present: Chair Gordon Sprague, Mr. Ed Fleming, Chief Deputy Andy Hobbs, Mr. Richard Holzknacht, Mr. Todd Leonard, Ms. Audrey McDonald, 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 1:45 p.m.

II. Introductions/Recognitions

Dr. Meadows recognized the new Trustees: Ms. Audrey McDonald, Mr. Todd Leonard, and Mr. Richard Holzknacht. The Board welcomed the new Trustees. Dr. Meadows also announced that Governor DeSantis has appointed Dr. Troy Tippet to serve another term on the Board.

Agenda

Chair Sprague called for a motion to approve the agenda. Dr. Tippet moved for approval. Deputy Chief Andy Hobbs seconded the motion, which passed unanimously.

III. Public Comments

No public comments.

IV. Consent Agenda – Approved

Chair Sprague called for approval of the consent agenda. Dr. Tippet moved for approval. Mr. Smith requested that the November 18 minutes be pulled from the consent agenda for discussion.

• **Minutes**

Approval of Minutes: The minutes were pulled for discussion. Mr. Smith noted that a paragraph under the President's Other Reports (page 5 of the minutes, page 8 in the Board packet) beginning with "Dr. Meadows reported ..." appeared to contain items carried over from a prior meeting. He moved to strike the referenced paragraph from the meeting minutes. The motion was seconded, and carried. There was no further discussion.

A. Finance

Information Items

1. Policy Changes – The policy changes will be brought to the Board for approval once legal notice requirements have been met.
 - a. 6Hx20-1.011 Contracts
 - b. 6Hx20-1.018 Holidays
 - c. 6Hx20-1.019 Property and Equipment
 - d. 6Hx20-1.021 Published Materials
 - e. 6Hx20-1.023 Consultant Services
 - f. 6Hx20-3.014 Graduation Requirements – Baccalaureate and Associate Degrees
 - g. 6Hx20-3.022 Process for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Notification of Substantive Change
 - h. 6Hx20-3.023 Student Complaint Logs
 - i. 6Hx20-4.027 Faculty Qualifications
 - j. 6Hx20-4.009 Adjunct Contracts
 - k. 6Hx20-4.022 Substitute Personnel
 - l. 6Hx20-5.012 Transfer of Private Contributions to Pensacola State College Direct Support Organizations
 - m. 6Hx20-5.013 Student Activity and Service Fees Budget Development
 - n. 6Hx20-7.001 Operation of Pensacola State College Public Safety Department
2. Budget to Actual for the Period Ending October 31, 2025
3. Finance Committee Minutes for October 2025

B. Academic and Student Affairs

No consent or information items.

C. Facilities

No consent or information items

D. Human Resources

Consent Items

1. Upgrade the current funded and filled Registrar position, Professional/Managerial Level 6, to Dean, Student Services, Professional/Managerial Level 7 (retroactive to October 29, 2025). (Academic and Student Affairs – Student Services)
2. Upgrade the current funded and filled Assistant Dean, Academic and Student Affairs position, Professional/Managerial Salary Schedule, Level 6, to Dean, Enrollment Management, Professional/Managerial Salary Schedule, Level 7, (retroactive to October 29, 2025). (Academic and Student Affairs - Enrollment Management).
3. Convert a funded and unfilled part-time Administrative Assistant to create a full-time Executive Assistant position, Career Service Salary Schedule, Level 6 [existing job description]. (Academic and Student Affairs – Enrollment Management)
4. Change the existing funded and filled Executive Director, Marketing and Communications position from Professional/Managerial Level 6 to Executive Level 1 (retroactive to November 8, 2025). (Marketing and College Information)
5. Transfer a vacant Coordinator, Records position, Professional/Managerial, Level 2, to Coordinator, Admissions position, Professional/Managerial, Level 2 (retroactive to November 17, 2025). (Student Services – Admissions)
6. Convert the funded part-time position in Corporate Professional Development to a full-time Administrative Assistant/Data Manager, Career Service Salary Schedule, Level 5.

Information Items:

1. Human Resources personnel transactions conducted during November and December 2025.

V. ACTION ITEMS

A. Finance

1. Initial Bargaining Agreement – Florida Police Benevolent Association – Approved

Ms. Kovacs reported that the agreement establishes the terms and conditions of employment for campus police officers for the period of July 1, 2025, to June 30, 2028. The agreement includes a 1.5% salary increase effective January 2026. Salary negotiations will be reopened each spring. Ms. Kovacs stated that the agreement complies with applicable labor laws. Dr. Tippett moved to approve the agreement as presented. Chief Deputy Hobbs seconded the motion, and the motion passed. Mr. Smith expressed appreciation for the work on the agreement and stated his support for its benefits to the College and campus police.

2. Unexpended Plant Fund Capital Outlay Budget Amendment – Approved.

Ms. Kovacs explained that the amendment reflects projected capital revenues and expenditures for the fiscal year. The proposed amendment includes: (1) authorization of budget funds for the purchase of adjacent property (approval authorizes funding only and does not approve a purchase; a purchase agreement would require separate Board approval); (2) inclusion of the Jan Miller Training Center funds to be transferred from the Foundation; and (3) allocation of matching funds for a proposed Health Sciences facility at the South Santa Rosa Center to support external funding opportunities. Dr. Tippett moved for approval, Mr. Fleming seconded the motion, and the motion passed.

3. RFQ 2-2024/2025 Construction Manager – Approved awarding the contract to the Morette Company.

Ms. Kovacs reported that the RFQ had been published and that a duly noticed meeting was held to evaluate the proposals and determine a shortlist. Vendor presentations were conducted on November 6, and final rankings were determined. The Morette Company ranked first and was recommended for the contract award. Dr. Tippett moved for approval, and Chief Deputy Hobbs seconded the motion. Mr. Fleming recused himself from the vote. The motion passed, and the contract was awarded to the Morette Company.

4. Policy Changes – Approved

Ms. Kovacs presented the policy changes listed below, noting that most of the revisions were updates and clean-up items, including rescinding a policy related to duplicating costs that is no longer needed. Dr. Tippett moved for approval of Items a-j, and Chief Deputy Hobbs seconded the motion. Mr. Smith recommended tabling the Professional Development Policy, 6Hx20-4.026 (Item i), and suggested adding language stating that College funds may not be used to support, subsidize, or reimburse participation in organizations or events whose policies violate federal or state laws or regulations. Following Mr. Smith's recommendation, further discussion ensued regarding the interpretation and implementation of the policy language. Dr. Meadows stated that professional development requests would be carefully reviewed prior to approval. However, employees would remain free to participate in such activities on their own time and at their own expense. He assured the Board that procedures would be put in place to ensure appropriate oversight of professional development funding requests. After the discussion, the Board agreed to table the policy for further review. Chair Sprague called for a motion. Dr. Tippett moved to approve the Items a-h and Item j. The motion was seconded by Chief Deputy Hobbs, and the motion passed.

- a. 6Hx20-1.013 Duplicating Costs
- b. 6Hx20-6.008 Clean Indoor Act
- c. 6Hx20-4.011 Leaves of Absence
- d. 6Hx20-4.002 Full-Time Employees Teaching as Adjunct Faculty
- e. 6Hx20-4.005 Full-Time Employee – Definition

- f. 6Hx20-4.007 Personnel Contracts
- g. 6Hx20-4.009 Adjunct Contracts
- h. 6Hx20-4.025 Personnel Records
- i. 6Hx20-4.026 Staff Professional Development - tabled
- j. 6Hx20-5.001 Accounting

B. Academic and Student Affairs

No Action Items

C. Facilities

No Action Items

D. Human Resources

No Action Items

VI. General Counsel

1. Purchase of Real Property -2108 Douglas Avenue – Approved contingent upon execution of an acceptable written contract.

Mr. Ball reported on negotiations regarding the potential purchase of property at 2108 Douglas Avenue, which is currently leased to the U.S. Department of Justice under a five-year lease with a five-year renewal option. The lease is full-service, which impacts cash flow and market value. Based on these factors, a verbal agreement has been reached on a purchase price of \$475,000, with the College assuming minimal closing costs. A proposed contract has been submitted and is pending. Dr. Meadows noted that the property includes approximately one acre and a 2,400-square-foot office building, and is adjacent to existing College property, making it a strategic acquisition. The College would receive rental income and acquire the property below the appraised value. Mr. Sprague called for a motion to approve the purchase in concept, contingent upon execution of a written contract acceptable to the College. Mr. Fleming moved for approval, Dr. Tippett seconded, and the motion passed.

VII. President's Time

A. Action Items

1. Approval of Vision and Mission Statement – Tabled

The College's Vision and Mission Statement were reviewed in depth at the Board Retreat. During the retreat, Dr. Tippett provided his recommended language changes to both the Vision and Mission Statements. Mr. Smith also offered recommended language for the Vision Statement. Based on the retreat discussion and the need to incorporate the proposed revisions, it was recommended that it be tabled and brought back to the Board in February.

2. Continuation of WSRE Broadcasting – Approved

Dr. Meadows asked the Board to consider a vote to commit to continuing operation of the College's WSRE broadcasting station beyond June 30. He explained that the Articles of Incorporation for the decertified WSRE Foundation provide that if the College continues to operate WSRE, the Foundation's assets would revert to the College for the purposes originally intended. Dr. Meadows also stated that Mr. Ball has prepared correspondence to the Attorney General indicating the College's intent to continue operating WSRE, with the understanding that if circumstances change in the future, the Board would revisit the matter. Dr. Tippett moved for approval; Mr. Fleming seconded the motion. Mr. Smith stated his support with the understanding that the approval reflects conditions as they stand on the date of today's Board meeting, and that the Board may revisit the matter in the future if needed. Dr. Meadows and Mr. Ball confirmed this understanding. The Chair called for a vote, and the motion passed.

Reports and Announcements

1. Dr. Meadows reported that a number of College employees attended the SACSCOC conference in December. The group attended an orientation regarding the SACSCOC “differentiated” process. Under the differentiated process, the College does not have to resubmit items that were satisfactorily submitted in the 5th-year report.
2. Dean Mike Listau has submitted a letter of intent for PSC welding students to submit an entry for the Florida America 250 Welding & Fabrication Challenge hosted by the Florida Department of Education.
3. The Florida Department of Education has officially designated PSC as a Collegiate Purple Star Campus. The Purple Star Campus program was established by the Florida Legislature in 2023 to recognize colleges that demonstrate a commitment to supporting military families, as outlined in Florida Statutes. The designation is for 3 years.
4. Mr. Michael Johnston has been invited to serve a 2-year appointment on the American Institutes for Research (AIR). Data Policy Advisory Panel. The Association for Institutional Research is a key national/global organization for higher education data professionals. The advisory panel will serve as a sounding board on federal and state postsecondary policy developments.
5. At the recent Florida College System Publications competition, The Kilgore Review (PSC’s student-run literary/art magazine received 2 first-place awards, 3 second-place awards, and student Grey Bister received the Debra Vasquez (VAS KEZ) Memorial Award for best overall poem in the state across all divisions. Our student newspaper, The Corsair, received 3 second-place awards and 6 third-place awards.
6. Four PSC students and two faculty members will travel to Tallahassee, February 15-17, to participate in the Florida Department of Education, Division of Colleges’ first annual Sunshine State Debate statewide competition among the 28 institutions. In honor of Presidents’ Day, the debate will follow the Ronald Reagan debate style, which emphasizes civility, storytelling, and humor. This format encourages participants to take a clear position on issues while striving to win over their opponents and the audience with grace, respect, and persuasive communication. Debate winners will receive scholarship awards; \$1,500 for first place; \$1,000 for second place, and \$750 for third place. While in Tallahassee, the students will tour the Capitol and the Capitol Museum and receive recognition from the Legislature.

Information Items

Trustees received a calendar of upcoming College events, including an updated list of the College’s activities in celebration of the nation’s 250th anniversary.

B. Reports -

1. Alumni Association and Athletics: No written report.
Ms. Lotz reported on athletics and noted that the baseball and softball seasons will soon start. She announced that Homecoming is February 18, and will begin with a tailgate party at 4 p.m. She also gave an update on alumni activities and highlighted the upcoming Quail Hunt fundraiser.
2. Foundation: A detailed report was provided in the Board packets.
Ms. Krieger reported that Jessica Rockhill, CFO for the Rockhill Group, has been officially welcomed as the newest member of the Foundation Board of Governors. She thanked Mr. Sprague and Dr. Tippett for attending the recent dedication of the Ami-Lee Wilder Library and Liberty Sertoma Science Lab at the South Santa Rosa Center. She also gave an update on scholarship gifts and the Sandy Sansing Scholarship Luncheon.
3. WSRE: No report.

4. Grants: Dr. Douma gave an update on grant activity.
 - o The College has received the executed contract related to the Triumph Grant funding that will support the Workforce Training Center project.
 - o PSC is collaborating with UWF on FIPSE (Fund for the Improvement of Postsecondary Education), a project that focuses on the use of AI in education. UWF is taking the lead on the project.
 - o Working with the City of Pensacola and UWF on Economic Development Administration (EDA) funding for shipbuilding training.
 - o Got approvals to start the Aviation Facility.
 - o Received a grant from the U.S. Tennis Association to resurface the tennis courts.

VIII. Chair's Time

Compensation Committee Report:

Mr. Sprague stated that the Board received a copy of the President's evaluation as an information item and noted that the results of the evaluation will be sent to the Chancellor's office. He also presented as an action item the Compensation Committee's report, which Dr. Tippet moved to approve. Once a second had been received, discussion ensued. Mr. Smith clarified that the Compensation Committee was non-unanimously recommending a \$25,000 base salary increase and a \$50,000 bonus for Dr. Meadows. During the discussion, Mr. Smith noted that Board members completed Dr. Meadows' evaluation in early June, so it is not reflective of his performance for the entirety of the 2025 calendar year.

Mr. Smith noted that while he respects Dr. Meadows, he has concerns about his performance and that asking new Board members to vote on this performance-based award placed them in a difficult position. As a result, Mr. Smith moved to amend the original motion to table its discussion to a future Board meeting. Mr. Holzknrecht seconded it. After some confusion about the results of the vote, Mr. Smith requested a roll call.

The following votes were recorded:

Trustee McDonald	Yes
Trustee Fleming	No
Trustee Tippet	No
Trustee Andy Hobbs	No
Trustee Zack Smith	Yes
Trustee Todd Leonard	Yes
Trustee Richard Holzknrecht	Yes
Trustee Gordon Sprague	No

The Board split 4-4, so the motion failed. The Board then proceeded to vote on the original motion. After some confusion again about procedure and the results of the voice vote, Mr. Ball suggested a roll call be taken.

The following votes were recorded.

Trustee McDonald	No
Trustee Fleming	Yes
Trustee Tippet	Yes
Trustee Sprague	Yes
Trustee Andy Hobbs	Yes
Trustee Zack Smith	No
Trustee Todd Leonard	No
Trustee Richard Holzknrecht	No

The Board again split 4-4 and the original motion also failed.

Good of the Order - No additional comments.

There being no further business, the Board went into Executive Session at 2:55 p.m. and concluded at 3:35 p.m.

Recorded by: Pat Crems

Date Approved: 2/17/2026

M. Spague
Chair, Board of Trustees

E. Meadows
President