



## PENSACOLA STATE COLLEGE

### District Board of Trustees Meeting January 17, 2023

Dona and Milton Usry Board Room, Pensacola Campus

#### **Board Retreat**

The Board Retreat occurred in the Molly McGuire Dining Room in the G. Thomas Delaino Student Center on the Pensacola Campus. A continental breakfast was provided from 8:30 to 9 a.m., and the Retreat was called to order at 9 a.m. The Retreat concluded at 11:45 a.m., followed by a lunch for Trustees and staff.

#### **Board Meeting**

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

Absent: Mr. Kevin Lacz

1. **Call to Order**

Dr. Tippet called the meeting to order at 1:45 p.m.

2. **Introductions**

Dr. Spicer introduced Ms. Kristi Eidson, the new Financial Aid Director, and Dr. Kirk Bradley introduced Dr. Nelson Stewart, the new Department Head for Mathematics and Computer Science.

3. **Agenda**

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

4. **Public Comments**

None

5. **Consent Agenda – Approved**

With no request to remove an item from the consent agenda, Dr. Tippet called for a motion to approve the Consent Agenda Items. Ms. Carlan moved for approval, and Ms. Sheppard seconded the motion which passed unanimously.

**A. Approval of Minutes – November 15, 2022**

**B. Academic Affairs**

1. International Travel for Robinson Honors Program Students; a 10-day study abroad program in Morocco, July 1 - July 10, 2023.

**C. Facilities**

1. Approve Change Order #007 – Morette Company – Truck Driving Training Facility – Deduct (\$14,683.85) – Project Savings Returned to Owner

6. Approve Project Close-Out – Morette Company – Truck Driving Training Facility
7. Approve Change Order #008 – Morette Company – Baars Building Phase II, Pensacola Campus, Deduct (\$44,212.15) – Owner Direct Purchase of Construction Materials and Sales Tax

**D. Finance**

None

**E. Human Resources**

1. Change the funded unfilled position of Executive Assistant, Career Service Level 6, to Staff Assistant, Professional Managerial, Level 2, Office of the President
2. Title Change Only – Executive Assistant to the President to Senior Executive Assistant to the President, Office of the President

**6. Action Items**

**A. Academic and Student Affairs**

No Action Items

**B. Facilities**

No Action Items

**C. Finance**

Ms. Anita Kovacs stated that the two policies were previously brought to the Board as an information item and have now met the requirements for rule development. Ms. Moore moved for approval of Item 1a, and Mr. Sprague seconded the motion which passed unanimously. Ms. Carlan moved for approval of Item 1b, and Mr. Sprague seconded the motion which passed unanimously. Dr. Tippett commended Ms. Kovacs for her efforts to update the Board of Trustees Policies.

1. Policies - Approved
  - a. Policy 6HX20-3.004 – Student Fees and Tuition
  - b. Policy 6Hx20-4.029 – Employment

Ms. Kovacs explained the increase in the test fees for the NHA Phlebotomy and EKG Certification Exams. She also explained the fee for the new Small Business Management course for Corporate Professional Development. for approval, Ms. Sheppard seconded the motion which passed unanimously.

2. Test Fee Increase – Approved
3. Course Fee Over \$500.00 – Corporate Professional Development

**Information Items**

1. Budget to Actual Summary for the Quarter ended September 30, 2022
2. PERT/Late Fee Waiver Report
3. Grants Report – November and December 2022

**D. Human Resources**

No Action Items

**Information Item**

Human Resources Personnel Transactions – November and December 2022

**E. General Counsel**

**Action Items**

1. Concession Agreement between PSC and Adrex USA, Inc. - Approved

Mr. Gilliam presented the Concession Agreement between PSC and Adrex USA, Inc. He explained that the agreement is a renewal of an agreement in place where the College grants Adrex the right to operate a Subway franchise on the Pensacola Campus and the Warrington Campus. There are no changes to the Agreement and the five-year renewal period. Ms. Sheppard moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

**8. President's Time**

Dr. Meadows thanked Ms. Mel Miner and AFC for the refreshments.

**Action Items**

- A. Naming of the Student Leadership/Activities Area in Building 5 – Approved**

Dr. Meadows informed the Board that the Foundation recently received a \$20,000 gift from Grover and Jill Robinson, bringing the total donations from the Robinson family to over

\$262,000. Dr. Meadows asked that the Board grant approval to name the student leadership/activities area in the G. Thomas Delaino Student Center (Bldg. 5), the Grover and Jill Robinson Student Leadership and Activities Suite in recognition of the recent Robinson family donation and leadership in the community and at the College. He stated that the naming is in accordance with the College's naming guidelines. Mr. Sprague moved to approve the naming, and Ms. Sheppard seconded the motion which passed unanimously.

Dr. Meadows recommended adding the word "school" on signage outside the Culinary Dining Room to read "The Molly McGuire School of Culinary Arts." He also recommended naming the Culinary Management associate in science degree "The Molly McGuire Associate Degree in Culinary Management. Ms. Carlan moved for approval, and Ms. Moore seconded the motion which passed unanimously.

**B. Name Changes – Approved**

1. Add the word "School" to the signage outside the Culinary Dining Room
2. Name the Culinary Management AS degree the Molly McGuire Associate Degree in Culinary Management.

**Information/Announcements**

- F.** Dr. Meadows thanked Trustees for participating in the December graduation ceremony, the nursing pinning, and the GED ceremony.
- G.** Dr. Meadows called on Ms. Tammy Henderson, who announced numerous chapter and individual AFC state recognitions, including the Platinum Chapter Award.
- H.** Dr. Meadows called on Dr. Debbie Douma, who announced that the College had received the Basic Needs for Postsecondary Students. The U.S. Department of Education Office of Postsecondary Education funds the three-year grant (\$832,390.52).
- I.** Dr. Meadows reported on the Robinson Honors Program Student Symposium held in December in the Chadbourne Library. The honors students presented a panel discussion on business, literature, natural and social sciences, history, and humanities.
- J.** Dr. Meadows gave an update on recent meetings with our legislative delegates.
- K.** Dr. Meadows reported on the recent meeting of the FCS presidents and the SUS presidents.

**7. DSO Reports**

Complete reports were provided in the Board packets.

- A.** College Foundation: Ms. Andrea Krieger reported that the five new members of the Foundation Board met and participated in a Meet and Greet and Orientation on January 9. She extended thanks to Mr. Gordon Spague for his recent donation of art that will become part of the College's permanent collection.
- B.** WSRE-TV Foundation – Report in Board packet.
- C.** Alumni Association: Ms. Hailey Lotz reported that the Alumni Association would hold quarterly socials, with the first scheduled on January 19. She updated Trustees on upcoming fundraisers and athletic events.

**8. Chair's Time**

- A.** Dr. Tippet expressed appreciation to Dr. Meadows and the staff for all the information provided at the Board Retreat.
- B.** Dr. Tippet spoke about the letter he recently wrote to the Governor expressing the need for FCS

employees to receive the same health insurance rates as the SUS employees.

9. Dr. Tippett recommended that the Board establish a President's Compensation Standing Committee to meet as needed. Ms. Moore moved for approval to establish the Committee, and Ms. Sheppard seconded the motion which passed unanimously.



Pat Crews, Recording

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President

There being no further business, the meeting was adjourned at 2:46 p.m.

Approved:

Date:

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Chair, Board of Trustees