



PENSACOLA STATE COLLEGE

**District Board of Trustees
Meeting June 18, 2024
Pensacola Campus, Usry Board Room**

Board Workshop

Dr. Ken Phillips gave a workshop on the Performing Arts Department's programs and their involvement with the community.

Board Meeting

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

Absent: Mr. Gabe Bullaro, Ms. Carol Carlan, Mr. Gordon Sprague

I. Call to Order

Dr. Tippet called the meeting to order at 5:30 p.m.

II. Recognitions/Introductions

Dr. Debbie Douma introduced Dr. John Woods, the new director of the Veterans Student Support Services TRIO program. Dr. Woods previously served as an academic coordinator in the Veteran's Upward Bound TRIO program. The Board congratulated Dr. Woods for his new role at the College.

Dr. Kirk Bradley talked about the College's recognition as a National Center of Excellence in Cybersecurity Education and displayed the framed certification certificate. Trustees congratulated Dr. Bradley and applauded the achievement.

III. Agenda

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

IV. Public Comments

None

V. Consent Agenda - Approved

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

- **Minutes**- May 21, 2024 - Approved

- **Finance**

No consent items.

Information Items:

1. Rescind Policy 1.009 – Cashing of Personal Checks
2. Budget to Actual as of May 31, 2024
3. Finance Committee Minutes for May 21, 2024

- **Academic and Student Affairs**

1. New Technical Certificates Embedded in Associate in Science Degrees:
 - a. Technical Certificate in Homeland Security Specialist Embedded in the A.S. Degree in Criminal Justice Technology;
 - b. Technical Certificate in Real Estate Paralegal Embedded in the A.S. Degree in Paralegal Studies.
2. Change the Surgical Technology Program from a Career Certificate (Clock Hour) Program to an Associate in Science Degree as Required by the Program Accrediting Body.

- **Facilities**

No Consent Items

Information Item

Annual Comprehensive Safety Report

- **Human Resources**

1. Create the position of Events Coordinator at Professional/Managerial Level 3. (Facilities, Planning and Construction).
2. As of July 1, 2024, convert funding from a vacated Executive Assistant at Career Service Level 6 to a Wellness Support Specialist at Professional/Managerial Level 2. (Institutional Equity and Student Conduct).
3. As of July 1, 2024, create a new position of Administrative Assistant/Retention Specialist, Pirates CARE Student Resource Center at Career Service Level 6. [Fund 2] (Institutional Equity and Student Conduct).
4. Add the position of Transcript Evaluator at Career Service Level 1 to the budgeted positions and Salary Schedule. (Registrar's Office)

Information Items:

1. Human Resources personnel transactions occurring in May 2024

ACTION ITEMS

A. Finance

1. Lab Fee Changes – Approved

Ms. Anita Kovacs presented the request for lab fee changes for certain courses. Trustees received a list of the courses affected, and the specific reason for each fee increase. In accordance with Florida Statutes, the intent to increase fees has been publicly noticed, and students have been notified. Ms. Moore moved for approval, and Mr. Dawson seconded the motion, which passed unanimously.

2. Fiscal year 2024-2025 Purchase Orders Exceeding \$325,000 – Approved

Ms. Kovacs recommended that the Board approve the request to award a purchase order to each of the following suppliers for the 2024-2025 fiscal year: GCA Services Group for Custodial Services; Brightview Landscape Services for Landscape Services; CPC Office Technologies for Copier Systems/Services; and Workday for Workday Technology. Multiyear contracts are already in place, but the Board policy indicates that purchases exceeding \$325,000 be Board approved. Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

B. Academic and Student Affairs

The action item requesting approval of the 2025-2026 General Education Course Options was tabled and will be brought back to the Board in August.

C. Facilities

1. Capital Improvement Plan and Legislative Budget Request – Approved

Ms. Diane Bracken presented the College’s Capital Improvement Plan (CIP) and Legislative Budget Request, 2025-26 through 2027-28. The top three priorities are: 1) PSC Training Center; 2) Workforce Building, South Santa Rosa Center; and 3) Building 17 Exterior Repairs. Mr. Dawson moved for approval, and Ms. Moore seconded the motion which passed unanimously.

D. Human Resources

No Action Items

VI. General Counsel

1. Request to Purchase Property - Approved

Mr. Gilliam stated that the College is seeking to purchase one commercial property and one residential property on La Vista Avenue – 2250 and 2322 La Vista Avenue. He showed trustees a map indicating the location of both properties and stated that the College has been in negotiations with the owners of both properties. Following discussions with the Trustees, he asked that Dr. Meadows be given the authority to negotiate a price and conclude the purchase for up to 10 percent above the midpoint of the appraised value of the commercial property and 10 percent above the appraised value of the residential property. Ms. Sheppard moved for approval, and Ms. Moore seconded the motion which passed unanimously.

2. Renewal of LIFT Operation Next Agreement – Approved.

Mr. Gilliam presented the 2024-2025 renewal for the LIFT Operation Next Agreement. He explained that the College is the fiscal agent for the agreement. The agreement language is substantially similar to the Operation Next agreement for the prior year. Ms. Sheppard moved for approval, and Ms. Moore seconded the motion which passed unanimously.

VII. President’s Time

Action Item

2024-2025 Board Meeting Schedule – Approved pending no concerns with the dates/times.

Dr. Meadows reviewed the proposed schedule of Board meetings for 2024-2025 and recommended approval pending no concerns with the dates. Mr. Dawson moved for approval, and Ms. Sheppard seconded the motion.

Reports and Announcements

Dr. Meadows and Chair Tippet reported on the topics discussed at the recent meeting of the SUS presidents, the FCS presidents, and Trustee Chairs that they attended in Miami.

Dr. Meadows reported on the June Council of Presidents Meeting and gave an update on the state group health insurance plan.

Dr. Meadows reported on the Alabama/Florida Presidents Coalition meeting and stated that they shared best practices and will be working together to secure a National Endowment for the Humanities Grant.

Dr. Douma reported on two grants recently received: 1) Foo Foo Festival (Visual Arts and Performance Arts); and 2) Jobs-Workforce Readiness (CTE Scholarships) funded by Bank of America Charitable Foundation. Appreciation was extended to Ms. Margie Moore for her assistance in securing the Bank of America award.

Dr. Meadows reviewed the June 2024 Co:Lab Occupancy Report with Trustees, which included details such as the current name of the companies occupying the space, the number of employees, and other relevant information.

Calendar

Calendar- Trustees received a calendar of upcoming events, and Dr. Meadows highlighted events where Trustees' attendance is encouraged and noted that the date of the fall graduation ceremony has been changed to Friday, December 13, at 5 p.m. at the Bay Center.

DSO Reports- Written reports provided in Board packets.

1. Alumni Association and Athletics: Ms. Lotz highlighted upcoming Alumni and Athletic events.
2. Foundation – Report in Board Packet
3. WSRE – Report in Board Packet

VIII. Chair's Time

Dr. Tippet called on Ms. Moore for the Nominating Committee's recommendation for the 2024-2025 Board of Trustees officers. Ms. Moore recommended that Mr. Gordon Sprague serve as Chair and Mr. Gabe Bullaro serve as Vice Chair, effective August 1, 2024. Mr. Dawson moved for approval, and Ms. Sheppard seconded the motion which passed unanimously.

Dr. Tippet reported that he attended the College's announcement of the InDyne aircraft donation and toured the ST Engineering facility where the College's A&P program will be located until a new facility is built. He expressed appreciation to all those involved in securing the aircraft donation.

There being no further business, the meeting was adjourned at 6:25 p.m.

Approved: X Date 8/20/2024

Recorded by: Pat Crews


Chair, Board of Trustees


President