



**District Board of Trustees
Board Meeting Minutes
September 17, 2024, Pensacola Campus**

Board Workshop

Ms. Anita Kovacs gave a workshop on the tasks and processes various departments and staff undertook to prepare for the College's transition to the State's Health Benefits program, particularly as it relates to implementing it into Workday. Ms. Tammy Henderson spoke about the benefit changes, information sessions available to employees, and the open enrollment period, October 14 through November 1. Ms. Kovacs introduced some of the staff who contributed to the huge project, and the Board expressed appreciation to them for their time and effort.

Board Meeting

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

Absent: Mr. Gabe Bullaro, Ms. Julie Sheppard

I. Call to Order

Chair Sprague called the meeting to order at 5:47 p.m. Chair Sprague turned the meeting over to Dr. Meadows to present an action item.

Dr. Meadows reminded Trustees that at the Annual Board Retreat, Trustees discussed the College's Mission Statement, Vision Statement, and Institutional Priorities. Based on these discussions and the Trustees' recommendations, Dr. Meadows proposed the below changes to the Vision Statement and Institutional Priority #6. The Mission Statement and the other Institutional Priorities will remain unchanged. Dr. Tippet moved to approve the revised Vision Statement, and Ms. Moore seconded the motion, which passed unanimously. Dr. Tippet also moved to approve Priority #6, and Mr. Dawson seconded the motion which passed unanimously.

Vision Statement - Approved

Through strategic partnerships and continuous emphasis for professional development of the faculty and staff, Pensacola State College educates students through a dynamic and

supportive learning environment that develops all students intellectually, culturally, and socially, preparing them to succeed within the global community.

Institutional Priority #6 - Approved

~~Seek increased diversity that promotes a campus climate where the principle of affirmative action, equal opportunity, and multiculturalism are valued.~~ **Promote equal opportunity for all students and employees.**

II. Agenda

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

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. Mr. Dawson moved for approval, and Ms. Moore seconded the motion, which passed unanimously.

- **Minutes** - August 20, 2024
- **Finance** - No consent items.

Information Items:

1. Policy 6Hx20-1.015 Facilities and Equipment (Use of) – the policy is being edited to include giving authority to the President to establish procedures for the regulation of activities on College property for public safety. Once legal notification requirements have been made, the policy will be brought back to the Board for approval.
2. Budget to Actual as of August 31, 2024
3. Finance Committee Minutes for August 2024

• **Academic and Student Affairs**

1. New Technical Certificate in Endoscopic Technician, Effective January 2025 (embedded in new Associate in Science degree in Surgical Services)
2. Program Inactivation: Career Certificate in Surgical Technology, Effective May 2025 -

• **Facilities**- No consent items

Information Items

- Minutes of the August 2024 Finance Committee Meeting

• **Human Resources**

1. Create the position of Student Success Advisor, Professional/Managerial Level 2 (Veteran and Military Family Service Center)
2. Change the job title of Assistant Director, Workforce Education to Assistant Department Head, Workforce Education Professional/Managerial Level 2 (Applied Technology and Professional Services)
3. Convert the vacant position of Coordinator, Workforce Program Support, Professional/Managerial Level 4, to Student Services Advisor, Professional/Managerial Level 2 (Applied Technology and Professional Services)

Information Items:

1. Human Resources personnel transactions occurring in August 2024

ACTION ITEMS

A. Finance

1. Fund Balance Carry Forward Spending Plan – Approved
Florida Statute 1013.841 requires that colleges with fewer than 15,000 Full-Time Equivalents (FTE) keep at least a 5% carryforward balance; PSC ended the year with a carryforward balance exceeding this threshold. Ms. Kovacs presented a plan to reduce the balance to the required 5%. After discussion, Ms. Sprague called for a motion for approval. Ms. Moore moved for approval, and Ms. Carlan seconded the motion which passed unanimously.
2. FY 2023-2024 Asset Additions and Deletions – Approved
Ms. Kovacs presented the Board with the annual inventory of Capital Asset Additions and Deletions for FY 2023-2024. She asked for questions, and with none raised, Ms. Carlan moved for approval, and Mr. Dawson seconded the motion which passed unanimously.
3. RFQ 112-2023/2024, CM At-Risk Soccer Complex – Approved
Ms. Kovacs reported that bid openings were held on August 20, 2024, with six respondents. The top three were interviewed on September 12. Ms. Kovacs stated that based on the interviews it is recommended that the Morette Company be awarded the bid. Mr. Dawson moved for approval, and Ms. Carlan seconded the motion which passed unanimously.
4. RFQ 2-2024 Grant Evaluation Consultant – Withdrawn
Ms. Kovacs stated that there were no respondents to the bid. The College will seek the service in another way.
5. PSC Access Program – Approved
Ms. Kovacs summarized the PSC Access Program which aims to reduce textbook and course material costs for students. The pilot program will be available to a limited number of students and courses in the Spring, and students will have the option to opt-out. If the trial phase is successful, it will be expanded to benefit more students. Chair Sprague called for a motion for approval of the PSC Access Program. Ms. Moore moved for approval, and Mr. Dawson seconded the motion which passed unanimously.

B. Academic and Student Affairs

No Action Items

C. Facilities

No Action Items

D. Human Resources

No Action Items

V. General Counsel

Mr. Gilliam noted that today marks his 25th year of service as General Counsel.

VI. President's Time

Reports and Announcements

- Dr. Meadows thanked Ms. Mel Miner, Dr. John Woods, and AFC for the refreshments.

- Dr. Erin Spicer reported on the increase in enrollment and the successful efforts made to retain students and increase enrollment.
- Dr. Meadows reported on correspondence he received from Chancellor Hebda regarding the College's 2024 Baccalaureate Accountability Review. The letter stated that the review demonstrated no further action is required. The Nursing program was commended for maintaining a completion rate above the state average for the past 3 years and for increasing the completion rate above 90% over the past 3 years.
- Dr. Meadows announced that the College's Airframe and PowerPlant program has received its certification from the Federal Aviation Administration (FAA). The College anticipates offering the A&P classes this Spring.
- Dr. Meadows announced that Ms. Jessica Johnson and Dr. Jon Stephenson will be participants in the 2025 Leadership Pensacola program.
- In response to Dr. Meadows' request, Ms. Sheila Nichols gave an update on new staffing in the Marketing Department and reported that the College has hired a consultant to assist with updating and revamping the Website.

Calendar

Calendar- Trustees received the updated calendar of events with highlighted events where Trustee participation is highly encouraged.

Dr. Meadows reminded Trustees of the joint AFC, COP, and Trustees Conference in Orlando, November 6-8, 2024 and the COP Legislative Fly-in Tallahassee, February 3-4, 2025.

DSO Report –

1. Alumni Association and Athletics – Detailed report provided in Board packet.

Ms. Hailey Lotz reported on upcoming fundraising events and gave an update on Athletics. She announced that the new President of the Alumni Board is Mr. Mike Thomas and the new Vice President is Mr. Gerry Goldstein. Trustees received the latest edition of the *Alumni Anchor* newsletter.

2. Foundation – Detailed report provided in Board packet.

Ms. Andrea Krieger announced that October 1 is the launch date of its inaugural *I AM PSC* campaign, The goal of the campaign is to raise \$75,000 to support scholarships.

3. WSRE

Ms. Jill Hubbs gave a brief report on upcoming plans and activities. She spoke about the Festival of Trees fundraiser, the Florida Road Trip Watch Party, and upcoming plans for the 2025 Wine and Food Classic in the Spring.

VII. Chair's Time

Acknowledgments

- The Chairman expressed gratitude to the staff for their efforts in increasing enrollment.
- The Chairman thanked Ms. Kovacs and her team for successfully launching the PSC Access Program.
- The Chairman congratulated Mr. Mike Listau and all those involved in acquiring the FAA certification.

- The Chairman expressed appreciation to Dr. Tippett, Ms. Moore, and Mr. Dawson for their ongoing service on the Charter Academy Board.

There being no further business the meeting adjourned at 6:35 p.m.

Approved: 10/22/2024
Date


Chair, Board of Trustees

Recorded by: Pat Crews


President