



**District Board of Trustees
Board Meeting Minutes
February 18, 2025 – Pensacola Campus**

Board Workshop

Ms. Jill Hubbs, General Manager of WSRE, gave a workshop on WSRE’s services, programming, and community engagement.

Board Meeting

Present: Chair Gordon Sprague, Mr. Gabe Bullaro, Dr. Troy Tippett, Mr. Ed Fleming, Chief Andy Hobbs, Dr. Joel Rudman, Mr. Zachary Smith, Mr. Tom Gilliam (General Counsel), Dr. Ed Meadows, and staff.

I. Call to Order

Chair Sprague called the meeting to order at 5:30 p.m.

II. Introductions/Recognitions

Dr. Meadows welcomed newly appointed Trustees: Mr. Ed Fleming, Chief Andy Hobbs, Dr. Joel Rudman, and Mr. Zachary Smith. Trustees introduced themselves and shared their enthusiasm for serving on the Board. Dr. Meadows expressed appreciation for their willingness to serve and stated that the new Trustees will receive an orientation to familiarize them with the College and its operations.

Jamey Jones, Assistant Professor in the English and Communications Department, presented the Board with a copy of the 2024 *Hurricane Review* publication and introduced the student editors. Each student shared their experiences contributing to the publication and discussed their educational goals. The Board expressed their appreciation with applause for the students and their efforts on the *Hurricane Review*.

III. Agenda

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

III. Public Comments

None

IV. Consent Agenda – Approved

Chair Sprague called for approval of the consent agenda. Mr. Fleming recused himself from the vote stating that his law firm represents Site & Utility, LLC (Items 2 and 3 on the Facilities Consent Agenda.)

A Trustee requested additional information regarding the increase in paving costs (Item 3 on the Facilities Consent Agenda). Ms. Diane Bracken outlined the circumstances surrounding the paving project stating that during the milling, equipment began to sink due to an inadequate base. To resolve the problem, two feet of the base were replaced with sandy fill, and the top foot was replaced with a heavier material. Ms. Bracken confirmed that the project remains under budget despite the unexpected cost. Dr. Tippet then made a motion to approve the change order. Mr. Bullaro seconded the motion and the motion passed.

Chair Sprague then called for a motion to approve the remainder of the Consent Agenda. Dr. Tippet moved for approval, and Mr. Bullaro seconded the motion, which passed.

- **Minutes** – November 19, 2024
- **Finance** – no consent items
Information Items:
 1. Budget to Actual as of January 31, 2025
 2. Grant Activity Summary
 3. Finance Committee Minutes for October 22, 2024
- **Academic and Student Affairs**
 1. 2025-2026 Academic Calendar
 2. Courses to be inactivated: 2024 Five-Year Course Inactivation List
- **Facilities**
 1. Change Order #001, Panhandle Grading & Paving, PSC Pavement Rehabilitation, Milton Campus, Add \$15,586.21, for additional asphalt for leveling areas of Lot 4200 where existing pavement exceeded 1-1 ½ “ thick.
 2. Change Order #0001, Site & Utility, LLC, PSC Warrington Campus, Add \$36,025.00 to provide additional drainage for Lot B.
 3. Change Order #002, Site & Utility, LLC, PSC Pavement Rehabilitation, Warrington Campus, add \$289,725.00 for removal and replacement of 3 feet of unsuitable soil for entire central parking north.
- **Human Resources**
 1. Change the currently funded and filled position of Coordinator, Veterans Services, Professional/Managerial Level 3, to Director, Veteran and Military Family Service Center, Professional/Managerial Level 5. (Financial Aid)
 2. Change the currently funded and filled positions of Financial Aid/Veteran Services Specialist, Career Service Level 5, to the new job title of Financial Aid/Veteran and Military Family Service Center Specialist. (Financial Aid)
 3. Change the currently funded and filled Accounting Specialist (assigned to WSRE), Career Service Level 5, to Accounting Coordinator, WSRE – Accounts Receivable, Professional/Managerial Level 2. (WSRE; Fund 1)
 4. Change the currently vacant and funded Accounting Specialist (assigned to WSRE), Career Service Level 5, to Accounting Coordinator, WSRE – Accounts Payable, Professional/Managerial Level 2. (WSRE; Fund 2 CPB Community Service Grant)
 5. Change the currently funded and filled Coordinator of Marketing and the Web, Professional/Managerial Level 4 to Associate Director, Marketing/Web, Professional/Managerial Level 6. (Marketing and Communications)

6. Add a position of Foundation Facilities Coordinator, Professional/Managerial Level 2, (Institutional Development, Foundation funded)
7. Request leave from continuing contract status for Dr. Vasanth Ramachandran to assume an administrative position as Department Head, Natural Sciences. (Academic Affairs)

Information Items:

1. Human Resources personnel transactions occurring in November and December 2024 and January 2025.

ACTION ITEMS

A. Finance

1. State of Florida Deferred Compensation 457(b) – Approved.
Ms. Anita Kovacs stated that the College is seeking to participate in the State of Florida’s 457(b) deferred compensation program. Participation will offer employees more investment choices, and at a lower fee when compared to our current offerings. She asked that the Board grant approval to send a Letter of Intent to the State of Florida, requesting to join the State’s Deferred Compensation 457(b) Plan. Dr. Tippet moved for approval, and Mr. Bullaro seconded the motion, which was unanimously approved.
2. Charter Academy – Distribution Plan for the 2024-2025 School Recognition Fund – Approved.
The agenda from last month included a discussion that was postponed due to a canceled meeting caused by snow. The Charter Academy Board convened before February 1 to meet the deadline for the School Recognition Fund disbursement, resulting in a total allocation of \$10,380 among 12 employees, who decided to split the funds evenly among themselves, excluding the director. The Charter Academy Board approved the distribution plan, which now needs the Board of Trustees' approval for the distribution. Dr. Tippet moved for approval, and Mr. Bullaro seconded, and the motion passed.
3. Unexpended Plant Fund Capital Outlay Budget Amendment – Approved.
Ms. Kovacs explained that the annual capital outlay budget (Fund 7) did not provide an adequate amount to complete the soccer field project. The Board is being asked to approve a budget amendment to transfer \$1,250,000 from an unallocated special allocation in Fund 7 to the soccer field project. This amendment will increase the total allocation for the soccer field to approximately \$4 million (the cost for the soccer field project is currently at \$3.8 million.) Dr. Tippet moved to approve this amendment. Mr. Bullaro seconded, and the motion passed.

B. Academic and Student Affairs

1. Faculty Promotion in Rank – Approved.
Dr. Erin Spicer explained that faculty promotion and rank policy stipulates that new hires with a doctoral degree are appointed as assistant professors while those without a doctoral degree start as instructors. The Collective Bargaining Agreement allows an automatic promotion to assistant professor when a faculty member completes the doctoral degree. She stated that upon completion of the Doctoral Degree, it is recommended that Dr. Weinelmime Estime-Joiner, Nursing Department, be promoted to Assistant Professor, effective Summer 2025. Mr. Bullaro moved for approval, and Dr. Tippet seconded the motion which passed.

C. Facilities

No Action Items

D. Human Resources

No Action Items

V. General Counsel

1. Lease Agreement for Garden Street Property – Removed from Agenda.
Mr. Gilliam removed the Garden Street Property Lease Agreement from the agenda citing that terms have not yet been finalized. This item will be brought back to the Board at a later date.

VI. President's Time

Dr. Meadows thanked Ms. LaKrystal Neal-Williams, Ms. Michelle Maddrey, and AFC for providing the refreshments.

Reports and Announcements

- Dr. Meadows informed the Board that after analyzing the costs of building the A&P facility at the airport, it has become necessary to consider a location on the Pensacola campus instead. The unexpected expenses related to stormwater management, on-site fuel and oil storage, and parking lot access were significantly higher than expected, leading us to pursue a more cost-effective option. Consequently, we are now planning to build the facility at the corner of Tippen Ave. and Langley Ave. on College-owned property. If there are no major changes, the groundbreaking is scheduled for April 7 at 9:00 a.m
- The Performing Arts' production of *American Idiot* received a superior ranking from the Florida College System Activities Association Theatre Division.
- The Pensacola, Warrington, and Milton PTK chapters have each been named a 2024 REACH Chapter for excelling in membership development. Each chapter's advisor will receive PTK graduation stoles to give each chapter's officers and members as a keepsake to be worn during graduation.
- The Pharmacy Tech program has been reaccredited for another six years.
- Dr. Meadows, Chair Sprague, and Dr. Tippet reported on the Trustees Commission Legislative Conference that they attended in Tallahassee, February 3-4.

Calendar

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

DSO Reports –

1. Alumni Association and Athletics – Detailed report provided in Board packet.
Ms. Hailey Lotz reported on the successful Quail Hunt fundraiser at Denis Lake and stated that next year's event is already booked. She discussed the newly established Carol Carlan Legacy Leadership Endowed Scholarship that received additional contributions that will provide for an immediate \$2,000 for distribution.
2. Foundation – Detailed report provided in Board packet.
Ms. Andrea Krieger announced that the Foundation has welcomed five new Governors: Ms. Jodi Bell, Ms. Christa Childers Davis, Mr. Carter Herman, Ms. Ashlee Hofberger, and Mr. Colten Wright. She provided information on the William J. Trushel Veterinary Technology Endowed

Scholarship which will be celebrated on March 31, and she reminded Trustees of other upcoming Foundation events.

3. WSRE

Ms. Jill Hubbs reported on new WSRE productions and WSRE programs in development. She reminded Trustees of upcoming events including the upcoming Wine and Food Classic and the Be My Neighbor Day.

VII. Chair's Time

Chair Sprague reported that the Compensation Committee met to review the President's employment contract and recommended approval of his contract through June 30, 2027. Chair Sprague called for a motion for approval. Dr. Tippett moved for approval, and Mr. Bullaro seconded the motion. Further discussion was invited, and the motion passed.

Chair Sprague and Dr. Tippett extended congratulatory remarks, highlighting Dr. Meadows' impressive leadership skills and contributions to both the College and Florida College System. President Meadows expressed gratitude for the support from the Board and acknowledged the faculty and staff who contribute to the College's success.

There being no further business the meeting adjourned at 6: 51 p.m.

Approved: 3/24/2025
Date

Recorded by: Pat Crews

M. Sprague
Chair, Board of Trustees

E. Meadows
President