



**District Board of Trustees
Board Meeting Minutes
November 19, 2024, Warrington Campus**

Board Workshop

Dr. Dusti Sluder, Dean of Health Sciences, presented a workshop on the College's health sciences and nursing programs. Information provided included enrollment, program length, accreditations, and licensure pass rates for each of the programs offered. She also provided information on the PSC Charter Academy located on the Warrington Campus.

Board Meeting

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

Absent: Mr. Gabe Bullaro, Ms. Carol Carlan

I. Call to Order

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

II. Introductions/Recognitions

Dr. Meadows thanked Dr. Sluder and her staff for providing the refreshments.

Dr. Sluder introduced Ms. Marla Magaha, the new Clinical Coordinator for Health Sciences. Ms. Magaha told the Trustees about herself, and they welcomed her to PSC.

Ms. Hubbs introduced Mr. Steve Nissim, Senior Television Producer, who told the Trustees about himself, and they welcomed him to PSC.

III. Agenda

The Chair announced that the agenda has been amended to include an addition under the Finance section. Information regarding this addition was provided at the Trustees' seats and has been reviewed by the Finance Committee. The Chair requested approval of the amended Agenda. Ms. Moore moved for approval, and Ms. Sheppard 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. Dr. Tippett moved for approval, and Mr. Dawson seconded the motion, which passed unanimously.

- **Minutes** – October 22, 2024

- **Finance**

1. Acceptance of Audits:

- a. The College's standalone financial statements (April 2024) included in the State of Florida Statements Report (Report Number 2024-174)
- b. State's Bright Futures Program and Florida Student Assistant Grant Programs (Report Number 2024-194)
- c. Operational Audit of Pensacola State College (Report Number 2025-017)

Information Items:

1. Budget to Actual as of October 31, 2024
2. Finance Committee Minutes for October 22, 2024

- **Academic and Student Affairs** -No consent items

1. Information Items

Dr. Spicer gave an enrollment update for the Fall Term noting an increase in both FTE and Headcount when comparing Fall 2023 to Fall 2024.

- **Facilities** – No consent items

- **Human Resources**

1. Add position: Senior Television Producer/Director, WSRE, Professional/Managerial, Level 4, (DOE funding)
2. Add an extended contract faculty position for Aviation Mechanics Instructor, effective November 12, 2024 (Applied Technology and Professional Services, Grant Funded)
3. Add an additional Administrative Assistant, Career Service Level 3, (Applied Technology and Professional Services, Aviation Mechanics Program, Grant Funded)
4. Add an additional Student Services Advisor position, Professional/Managerial Level 2 (Applied Technology and Professional Services, Aviation Mechanics Program, Grant Funded)

Information Items:

1. Human Resources personnel transactions occurring in October 2024

ACTION ITEMS

A. Finance

1. Spring 2025 Lab Fee Change Requests – Approved

Ms. Kovacs explained that the lab fee requests will go into effect in Spring 2025. She stated that the fees have been advertised as required by law. Dr. Tippett made a motion for approval. The motion was seconded by Ms. Moore and approved unanimously.

2. WSRE Audit Checklist – Approved

Ms. Kovacs explained that Florida Statutes requires that the College's DSO annually apply for recertification and provide the College with a copy of its annual audit and Tax Form 990. WSRE received a positive audit which was reviewed at the Finance Committee meeting prior to the Board meeting. Ms. Kovacs recommended that the Board accept the audit and approve the DSO checklist. Dr. Tippett moved for approval, and Ms. Moore seconded the motion which passed unanimously.

3. Salary Schedule Adjustment – Approved

Ms. Kovacs stated that in April 2024, the U.S. Department of Labor proposed raising the minimum salary for exempt employees under the FLSA from \$684 to \$844 per week, with future increases. However, in November 2024, a court struck down the rule, leaving the \$684 salary requirement in place and causing the college to seek approval to return certain employees to exempt status due to the administrative burden of timesheet tracking. Ms. Kovacs recommended that the Board approve the appropriate adjustments to the salary schedule. Dr. Tippett moved for approval, and Ms. Moore seconded the motion which passed unanimously.

B. Academic and Student Affairs

1. 2025-2026 General Education Courses – Approved

Dr. Spicer provided Trustees with an updated list of 2025-2026 General Education Courses that will be effective in Fall 2025. Dr. Tippett moved for approval, and Ms. Moore seconded the motion which passed unanimously.

C. Facilities

No Action Items

D. Human Resources

No Action Items

V. General Counsel

1. Resolution No. 2024-11-19-1: Resolution Affirming Pensacola State College's Commitment to Fair Housing in All Educational Programs - Approved

Mr. Gilliam announced that the College is applying for a grant to fund housing construction instruction for low- and moderate-income students, supported by the Department of Commerce and Federal Housing Development. He emphasized that compliance with fair housing laws is a key requirement from HUD, which is being addressed through the proposed Resolution. This Resolution affirms the College's commitment to non-discrimination and adherence to federal laws in its educational programs. It also stipulates that should the College offer housing in the future; it will comply with all fair housing procedures. Ms. Sheppard moved to approve the Resolution, and Mr. Dawson seconded the motion. The motion passed unanimously.

VI. President's Time

Reports and Announcements

- PSC is listed as No. 4 in the Florida College System, and a Top 12 in Florida overall by the Military Times 2024 Best for Vets: Colleges.
- PSC student publications won several awards at the Florida College System Publications Association Conference:
 - *The Kilgore Review* received 2 first-place, 1 second-place, and 5 third-place awards;
 - *The Corsair* received 1 first-place, 6 second-place; and 2 third-place awards;
 - Two students, Hunter Ramos and Trinity Lentz were named to the Circle of Honor for placing in multiple categories.
- Dr. Meadows stated that Mr. John O'Connor has donated \$2,500 to purchase "Poker Chips" for Trustees to distribute to students or prospective students in the community. Each chip is worth \$50 and can be used to help cover costs for books, tuition, fees, or the application fee. Dr. Meadows then gave the chips to the Trustees on Mr. O'Connor's behalf.

Calendar

Trustees received the updated calendar of events with highlighted events where Trustee participation is highly encouraged. Trustees also received VIP parking passes for graduation.

DSO Reports –

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

2. Foundation – Detailed report provided in Board packet.

Ms. Krieger reported on the successful I AM PSC campaign and showed a video of a current student, a former student, and a PSC employee stating why they chose to give to the I AM PSC campaign.

Ms. Krieger expressed appreciation to Dr. Dusti Sluder for her assistance with the College's application for the Linking Industry to Nursing Education (LINE) Fund. The program was created to combat the nursing shortage.

3. WSRE

Ms. Hubbs showed a brief video highlighting the WSRE Amazing Kids Day, which is a free, sensory-friendly, fun event for autistic children. The event also is an opportunity for the families to learn about the resources available to them.

VII. Chair's Time

Chair Sprague thanked Dr. Sluder for the informative workshop and congratulated her on the nursing pass rates, which exceeded the state average.

Chair Sprague reported on the AFC Joint Council of Presidents and Trustees Meeting that he, Dr. Tippett, and Dr. Meadows attended.

There being no further business the meeting adjourned at 6: 38 p.m.

Approved: 1-21-2025
Date

Recorded by: Pat Crews


Chair, Board of Trustees


President