

**Minutes
Performance Review Committee
Triumph Gulf Coast, Inc.
Room 301 – Student Services Center
Northwest Florida State College
Niceville, Florida 32401
October 22, 2025
9:30 a.m. CT**

Members in attendance –

Jay Trumbull, Chair
Leslie Weiss
Bryan Corr
David Humphreys
Charles Rigdon

Chair Trumbull called the meeting to order at 9:35 a.m.

Annual Performance Review of Executive Director

The members completed the Annual Performance Review for Ms. Susan Skelton.

The Committee voted to approve Ms. Susan Skelton's performance and to recommend an increase to her current contract to the capped limit of \$130,000. Motion by Leslie Weiss and seconded by Bryan Corr. Motion carried.

Executive Director's Report on Annual Performance Reviews and Renewal of Letters of Engagement

Program Administrator

On a motion by Mr. Humphreys and seconded by Mr. Corr, the committee voted to recommend a continuation of Ms. Cori Henderson's current contract with a pay 5% adjustment to reflect merit (3%), and additional workload and management responsibilities (2%). The annual fee would be adjusted to \$126,000.

Economic Advisor

On a motion by Mr. Humphreys and seconded by Mr. Corr, the committee made a recommendation to continue Dr. Rick Harper's current contract with a pay adjustment to reflect meritorious work performance. The annual fee would be adjusted to the capped limit of \$130,000.

Education Advisor

On a motion by Weiss and seconded by Mr. Humphreys, the committee voted to recommend continuation of Dr. Frank Fuller's current contract.

Grant Compliance Manager

On a motion by Mrs. Weiss and seconded by Mr. Humphreys, the committee voted to recommend continuing Ms. Therese Baker's current contract with a pay increase of 5% to reflect meritorious work performance (3%) and increased management responsibilities (2%). The committee voted to recommend an annual fee of \$73,500.

Education Compliance Specialist

On a motion by Mr. Corr and seconded by Mr. Humphreys, the committee voted to recommend a continuation of Mrs. Juliet Milam current contract performing compliance reviews and assisting Dr. Fuller with his workload. The Committee voted to recommend a rate adjustment to \$30 per hour, not to exceed 100 hours per month. Motion carried.

Administrative Assistant

The Committee voted to recommend a continuation of Ms. Cecily Kopytchak's contract at \$22 per hour to not to exceed 40 hours per month. A motion was made by Mrs. Weiss and seconded by Mr. Humphreys. Motion carried.

Construction Management Advisor

On a motion by David Humphreys and seconded by Mr. Corr, the committee voted to recommend renewal of a Letter of Engagement with Randy Lewis, AIA, at \$210 per hour plus expenses not to exceed \$42,000.

On a motion by Weiss and seconded by Rigdon the committee voted to recommend renewal of the Letter of Engagement with Harold Branch at \$100 per hour plus expenses not to exceed \$42,000. Mr. Branch is providing back up services to Triumph due to the health limitations on Mr. Lewis' ability to perform some duties.

All contract adjustments are effective January 1, 2026.

There being no further business, the meeting was adjourned at 10:23 a.m. CT