

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
November 17, 2022**

10 a.m.

William C. Cramer, Jr. Seminar Room

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| Members Present | Boyd K. Bulger, Donald R. Crisp, Frank A. Hall, Tom L. Lewis (presiding), C. David Powell, Floyd D. Skinner, Joe K. Tannehill, Jr. (Phone), David P. Warriner, Dr. Cheryl Flax-Hyman, and Derrick Bennett. |
| Absent | Steve D. Millaway |
| 1. Call to Order | 1.1 Mr. Lewis called the meeting to order at 10:02 a.m. |
| Invocation | 1.2 Mr. Bennett gave the invocation. |
| Pledge of Allegiance | 1.3 Mr. Bulger led the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 Chair Lewis welcomed guests: Ms. Caroline Windham, president, Gulf Coast State College Foundation, Inc.; Dr. Jessica Edwards, chair, Faculty Senate; Ms. Danyelle Alexander, chair, Professional Employee Council; Dr. Holly Kuehner, vice president, Academic Affairs; Mr. Ashton Norton, president, Student Government Association; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Economic Development & Strategic Initiatives. |
| Hearing of Citizens | 1.5 No citizens answered the call to appear before the board. |
| Special Presentation | 1.6 Dr. Flax-Hyman stated that at the July 22, 2021, District Board of Trustees meeting, Dr. Larry W. Tyree was conferred the status of President Emeritus. However, due to the global pandemic, the College was unable to formally recognize him at that time. Dr. Flax-Hyman summarized from his nomination letter stating that Dr. Tyree was the College's third president and the youngest person to serve as president at 31 years-old. He instilled a sense of community and camaraderie at the College. He demonstrated leadership in the community by serving as president of the Bay County Chamber of Commerce Board of Directors, president of the Military Affairs Committee, president of United Way of Northwest Florida, charter president of the Community Advisory Board |
| Dr. Larry Tyree's President Emeritus Award | |

of Bay Medical Center and of the Rotary Club.

He put the College on the map nationally by serving in major leadership roles with the Southern Association of Colleges and Schools (SACS), Florida State Board of Independent Colleges and Universities, member and Chair of the Board of Directors of the League for Innovation in the Community College, member of the Board of Directors for the American Council on Education, member of the Commission on the Future of Community Colleges of the American Association of Community Colleges, Chair of the Presidents' Academy of the American Association of Community Colleges. He was elected Chair of the American Association of Community Colleges, all garnering considerable national recognition for Gulf Coast and positioning it for substantially productive collaborations.

While he was president, he helped launch the Women's Center, Continue Education, Choo-Choo College – a daycare center on campus, Dual Enrollment and Weekend College. Dr. Tyree was also instrumental in helping to increase enrollment, strengthen academic success and contribute to economic development.

Dr. Flax-Hyman acknowledged Dr. Holdnak for bestowing this honor and working diligently to make it happen.

Dr. Larry Tyree thanked Dr. Flax-Hyman and the Board of Trustees for the honor of receiving President Emeritus status. He shared a few words regarding his experience as president of the College and his work as the Interim Executive Director of the Association of Florida Colleges. He stated that the Association will be presenting Dr. John Holdnak with the James L. Wattenbarger award tonight, which is the most prestigious award that the College System has to offer.

Mr. Lewis, who attended the College when Dr. Tyree was the president, noted the encouragement he and the other students received from Dr. Tyree and congratulated him for receiving the President Emeritus status.

**Singing
Commodores**

Ms. Carissa Hosea, Associate Professor of Music, led members of the Singing Commodores in several musical numbers.

**2. Trustee
Comments**

- 2.1** Trustees, individually and collectively, expressed sympathy for the passing of Mr. AJ Bacon and offered sincere condolences to the Bacon family. They also welcomed Ms. Caroline Windham as the new Foundation president and congratulated Dr. Larry W. Tyree for receiving President Emeritus status. Mr. Hall stated that he was glad Dr. Holdnak will be recognized today with the Wattenbarger award. Mr. Powell and Mr. Crisp stated that it was good to see the Singing

Commodores today and partake of their enthusiasm. Mr. Tannehill emphasized the importance of making the campus a safe place and thanked the College employees for their hard work. Mr. Warriner was thankful for the opportunity to attend the ACCT conference along with Dr. Flax-Hyman and Dr. Kuehner.

**Presidential
Transition Plan**

2.2 Dr. Flax-Hyman stated that the request for proposal is out for the executive search firm and will close on Tuesday, November 29. A workshop will be convened to discuss the bids at the beginning of December. The volunteer trustees who are participating in search committee are Mr. Lewis, Mr. Hall, Mr. Skinner, Mr. Bulger, and Mr. Powell, along with several college employees.

**Attorney's
Report**

2.3 No report at this time.

**GCSC
Foundation, Inc.
President's
Update**

2.4 Ms. Caroline Windham, president, GCSC Foundation, Inc., announced that Mr. AJ Bacon passed away on October 29 and noted that he will be missed dearly. Mr. Bacon's family asked that donations be made to a scholarship fund in this name.

Ms. Windham reported the Foundation total assets are \$36,660,000 and the contributions to the Gulf Coast Guarantee Campaign to date is \$2,914,084. The total giving since July 1, 2022, is \$507,000.

Ms. Windham reminded everyone that on November 17, the GCSC Foundation is celebrating its 55th Anniversary and will have a celebration at the Charles Hilton Center with hors d'oeuvres and beverages.

She stated that she enjoyed attending the Eye Soar event on campus and congratulated the College for the successful event.

**Honorary
Trustee Updates**

2.5.1 The honorary trustees were not present at the meeting.

Next Meeting

2.6 The next regular meeting of the District Board of Trustees is set for Thursday, January 26, 2023, at 10 a.m. in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.

**President's
Automobile
Mileage Log**

2.7 Consistent with the provisions of her contract, Dr. Flax-Hyman reported her business and personal mileage from August 1, 2022, through November 16, 2022, for the automobile provided to her by the board.

3. SGA Report

3.1 Mr. Ashton Norton, president, Student Government Association (SGA), announced that this is his last DBOT meeting. He stated that he was thankful for the experience to serve as SGA president and informed he

was accepted at Florida State University. He stated that it has been a wonderful experience to attend the College and serve in the SGA. Mr. Lewis wished him well in future endeavors.

4. Consent Agenda

The items on the consent agenda are routine business, state directives, and/or compliance items. Chair Lewis asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. No requests were made; therefore, the following recommendations were presented for approval on the Consent Agenda.

Minutes **4.1** October 20, 2022, District Board of Trustees monthly meeting minutes.

Personnel **4.2** **Professional Services**

Employment

Moriah A. Gallagher, Benefits & Compliance Specialist, Human Resources, Administration & Finance, effective November 17, 2022 – June 30, 2023, annualized salary of \$41,618. Ms. Gallagher fills the position vacated by the reclassification of Edward Fernandez.

Marty K. Adkins, Instructional Assistant Coordinator, Nursing, Academic Affairs, effective November 3, 2022 – June 30, 2023, annualized salary of \$57,384. Ms. Adkins fills the position vacated by Bobby Keel.

Max Sisson, Instructional Coordinator, Business and Technology, Academic Affairs, effective October 28, 2022 – June 30, 2023, annualized salary of \$75,855. Mr. Sisson fills the position vacated by Sayed Nazem.

Sophie R. Theiss, Assistant Coordinator, Online Learning & Library Services, Academic Affairs, effective October 28, 2022 – June 30, 2023, annualized salary of \$33,472. Ms. Theiss fills the position vacated by Andrew Rohan

Reclassification

Caleb D. Erskine, From TV Production Assistant to Coordinator, Safety and Access Control Administrative, Operations, effective September 19, 2022 - June 30, 2023, annualized salary of \$39,550. Mr. Erskine fills the position vacated by the reclassification of Caleb M. Jordan.

DROP Entry

Debra B. Akins, Data Analyst, Enrollment Management, Institutional Effectiveness & Student Affairs, effective November 1, 2022.

Resignation

Mark A. Hale, Educational Opportunity Center Project Coordinator, TRiO, Institutional Effectiveness & Student Affairs, effective January 5, 2023.

Ada M. Kutina, Assistant Professor, Nursing, Academic Affairs, effective December 21, 2022.

Amy R. Miller, Employment Specialist, Economic Development & Strategic Projects, effective October 19, 2022.

Career Services

Employment

Theresa J. Anderson, Executive Administrative Assistant (Grade S240), Academic Affairs, effective October 17, 2022, hourly rate of \$21.69. Ms. Anderson fills the position vacated by the reclassification of Melissa Bois.

Judy M. Neely, Senior Administrative Assistant (Grade S210), Student Accessibility Resource, Institutional Effectiveness & Student Affairs, effective October 24, 2022, hourly rate of \$16.24. Ms. Neely fills the position vacated by Jessica Owens.

Reclassification

Jody L. Walton, from Testing Assistant to Senior Administrative Assistant (Grade 210), Social Sciences, Academic Affairs, effective November 3, 2022, hourly rate of \$ 17.51. Ms. Walton fills the position vacated by Theresa Vlabel.

Contract Ratifications	4.3	Submitted Contract Ratifications included 39 noncredit courses for a total of \$14,778.98.
Overloads/ Adjunct Pay	4.4	Fall 2022 Session C Monthly and Biweekly Overloads/Adjunct Pay included 94 instructors of credit classes for a total of \$143,576.36
Purchase Order Activity	4.5	The Expenditure Report from October 1 to October 31, 2022, was provided for review.
2022-23 Restricted Current Fund (Fund 2) Budget	4.6	Several 2021-2022 Restrict Current Fund (Fund 2) budgets were presented for approval: <ul style="list-style-type: none">• TRiO Grants (3)• Perkin’s Grant

Mr. Bulger moved to accept the consent agenda items 4.1 through 4.6 as presented. Mr. Hall seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye, Tannehill, aye; Warriner, aye; and Lewis, aye.

5. Action Items

Recommendation of Approval of the 2023-2024 Gulf Coast State College Academic Calendar 5.1 Dr. Flax-Hymn stated that each year the College is required by the Department of Education to have the academic calendar approved by the Board of Trustees. She stated that the parameters (range of dates) when we can start an academic term is provided by the Florida Department of Education (FLDOE) and the College must ensure that it meets the number of instructional hours.

Mr. Warriner moved to accept the 2022-2023 calendar as presented and Mr. Powell seconded. Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye, Tannehill, aye; Warriner, aye; and Lewis, aye.

Recommendation for Approval of Manual of Policies 5.033 – Pre-qualification of Contracts for Educational Facilities Construction 5.2 Manual of Policy 5.033, Pre-qualification of Contracts for Educational Facilities Construction. This policy was created to establish procedures to pre-qualify contracts in conformity with Florida Statutes, State Board of Education Rules, and the state requirements.

Mr. Crisp moved to accept the recommendation for approval of MOP 5.033 and Mr. Skinner seconded. Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye, Tannehill, aye; Warriner, aye; and Lewis, aye.

Recommendation for Approval of MOP 5.064 – Security Incident Response Plan 5.3 Manual of Policy 5.064, Security Incident Response Plan. This policy outlines the College’s plan for responding to information security incidents. Accompanying IMM has been created to further outline roles, responsibilities, reporting guidelines, and follow-up requirements.

Mr. Warriner moved to accept the recommendation for approval of MOP 5.064 and Mr. Hall seconded. Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye, Tannehill, aye; Warriner, aye; and Lewis, aye.

Recommendation for Approval of MOP 7.025 – Scholarships, Grants, and Work Assistantships 5.4 Manual of Policy 7.025, Scholarships, Grants, and Work Assistantships. This is an update to an existing policy. The update officially documents our current process to administer federal financial aid in accordance with federal laws and regulations.

Mr. Bulger moved to accept the recommendation for approval of MOP 7.025 and Mr. Powell seconded. Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye, Tannehill, aye; Warriner, aye; and Lewis, aye.

Recommendation to Award Contract in Response to RFP #5-2022-2023 Advertising and Marketing Services **5.5** Dr. Flax-Hyman stated that every three years, the College requests bids for a marketing firm to provide advertising, campaign development, as well as production for video, digital, and print advertising and media research and analysis. Dr. Flax-Hyman stated that the College has previously used Interact, however, the College’s Marketing Department reviewed all three proposals and recommends the three-year contract be given to Sinclair Broadcasting Group. Sinclair has experience with colleges in Florida, besides offering 24/7 access to data interface, raw files, and the ability to tap into new markets. The total amount for the Sinclair tree-year contract is \$300,000.00 (\$100,000.00 per year).

Mr. Crisp moved to accept the recommendation to award contract in response to RFP #5-2022-2023 Advertising and Marketing Services on the condition the contract be approval by legal counsel. Mr. Warriner seconded and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye, Tannehill, aye; Warriner, aye; and Lewis, aye.

6. Informational Items

Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD **6.1.1** Mr. Mercer led a review of month and year-to-date revenues and expenses compared budget for fiscal year 2022-23 as of September 30, 2022.

Actual YTD Revenues and Expenses Compared to Prior Year **6.1.2** Mr. Mercer led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2022-23 as of September 30, 2022.

Tuition Fee Waivers and Exemptions Summary for FY 2021-2022 **6.1.3** Trustees reviewed and discussed the summary of fee exemptions and waivers granted during the fiscal year 2021-2022.

President’s Report **6.2** Dr. Flax-Hyman reported an increase in the fall enrollment, as well as the success of the Bizarre Bazaar. All proceeds from this campus-wide yard sale will go to benefit the Commodores Pantry, which provides food and daily necessities for students. GCSC made over \$4,000 and received another \$1,000 donation from a gracious donor.

Dr. Flax-Hyman reported on the Public Eye Soar event and stated that over 2,000 visitors were on campus over a two-night period. It showcased work from 140 artists from 6 continents, from which 80% were local artists. She stated the Visual and Performing Arts department is working on a video to be presented at the February Board of Trustees meeting that will showcase the event highlights.

Dr. Flax-Hyman stated that the GCSC women’s volleyball team left for Iowa on November 19. This is their third appearance at the nationals in four years. They will be competing in the national championship held November 17-19.

Dr. Flax-Hyman announced that the Hay Fever play presented by Visual and Performing Arts, was awarded Superior Rating, which is the highest rating from the College System Activity Association.

Dr. Flax-Hyman stated that the Triumph grant funded TEMPEST was asked to go to Fort Myers to assist in Hurricane Ian recovery efforts. Dr. Thomasee provided a presentation which showcased the TEMPEST team mapping waterways in search of vehicles and debris.

7. Good of the Order

7.1 Chair Lewis invited trustees to attend the following Gulf Coast events:

- Fifteenth Annual Cup Show – Form and Function, November 18 through December 9, Amelia Center Gallery (free event; some items available for purchase)
- STEM building groundbreaking ceremony, November 17, 11:45 a.m.

8. Adjournment

8.1 The regular meeting was adjourned at 11:05 a.m.

Secretary

Chair, District Board of Trustees