

**FINAL  
MINUTES**

**REGULAR MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE  
September 15, 2022**

10 a.m.

William C. Cramer, Jr. Seminar Room

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| <b>Members Present</b>      | Donald R. Crisp, Frank A. Hall, Tom L. Lewis (presiding), Steve D. Millaway, C. David Powell, Floyd D. Skinner, Joe K. Tannehill, Jr., Dr. Cheryl Flax-Hyman, and Derrick Bennett.   |
| <b>Absent</b>               | Boyd K. Bulger and David P. Warriner   |
| <b>1. Call to Order</b>     | <b>1.1</b> Mr. Lewis called the meeting to order at 10:00 a.m.   |
| <b>Invocation</b>           | <b>1.2</b> Mr. Bennett gave the invocation.  |
| <b>Pledge of Allegiance</b> | <b>1.3</b> Mr. Millaway led the pledge of allegiance to the American flag.   |
| <b>Welcome to Guests</b>    | <b>1.4</b> Chair Lewis welcomed guests: CDR Keith Foster, United States Navy; Major Jason Christie, United States Air Force; Dr. Sean Preston, executive director, 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, Strategic Initiatives & Economic Development. |
| <b>Hearing of Citizens</b>  | <b>1.5</b> No citizens answered the call to appear before the board.   |
| <b>Special Presentation</b> | <b>1.6</b> No special presentation at this time.   |
| <b>2. Trustee Comments</b>  | <b>2.1</b> Trustees, individually and collectively, congratulated GCSC for its 65 <sup>th</sup> anniversary and thanked Dr. Flax-Hyman, faculty and staff for the fantastic job they are doing at the College. Mr. Tannehill emphasized the importance of making the campus a safe place. Mr. Hall thanked Mr. Greg Eller and Mr. John Mercer for answering contract related questions and also expressed appreciation to Dr. David Thomasee for his work with the Tempest. Mr. Millaway stated that he was pleased to   |

hear that enrollment is up, and Mr. Lewis was glad to see the mobile registration vehicle ready to go.

**Attorney's Report**

**2.2** Attorney Bennett reported that the City of Panama City will complete a property survey for the College-owned property located across from the Carl Gray Park boat ramp, as requested by the Board.

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

**2.3** Dr. Preston, executive director, GCSC Foundation, Inc., reported the Foundation total assets are \$36,877,000 and the contributions to the Gulf Coast Guarantee Campaign to date is \$2,800,000. Dr. Preston thanked the trustees for contributing to the Foundation and for helping identify prospect donors, and Dr. Flax-Hyman for taking the time to meet with him and have donor conversations.

Dr. Preston reminded everyone that the Foundation is hosting a 5K and Fun Run in celebration of GCSC 65<sup>th</sup> anniversary this Saturday, September 17, starting at 8:00 a.m. He announced that on November 8, the GCSC Foundation is celebrating its 55th anniversary and will have a celebration at the Charles Hilton Center with hors d'oeuvres and beverages.

**Honorary Trustee Updates**

**2.4.1** Commander Keith Foster, NSA-Panama City, reported October 13<sup>th</sup> to be the 247<sup>th</sup> anniversary of US Navy. CDR Foster reported that the NSA Panama City continues to encourage sailors and other service members to enroll at GCSC.

Major Jason Christie, United States Air Force, reported today being the ground breaking of Zone 1 (Flight Line Operations). Aircrafts are expected to arrive September 2023, and new personnel will start arriving early spring 2023. Major Christie informed that this weekend is the Air Force's 75<sup>th</sup> birthday. He reported that the Air Force will start using the testing center at GCSC Tyndall AFB Education Center for the electronic promotion testing. As the airmen start to arrive next year, they will be encouraged to enroll at GCSC to start their education.

**Next Meeting**

**2.5** The next regular meeting of the District Board of Trustees is set for Thursday, October 20, 2022, at 10 a.m. in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.

**3. SGA Report**

**3.1** Mr. Ashton Norton, president, Student Government Association (SGA), introduced the SGA vice president, Ms. Rebecca Starke, and the secretary, Mr. Nathan Garrett. Mr. Norton announced that three of GCSC campus locations now have a food pantry available for students. He reported that SGA has held three events so far this semester and is excited to participate in the 65<sup>th</sup> anniversary celebration.

**Program Focus**      **3.2**      Dr. Flax-Hyman introduced Ms. Katie McCurdy, Executive Director, Community Engagement, who gave an update on the 2022 Summer Camp activities.

Summer Camp registrations have increased over the last three years with sessions focused on Culinary, STEM, and STEAM. The students ranged from 4 to 16-year-olds. GCSC summer camps partnered with the NSWC Navy lab to assist with cost of the camps (provided funding for supplies and teacher stipends). Tyndall Air Force Child & Youth Center, TRiO, Lead Coalition assisted with scholarships. Next summer's registration will open in March 2023.

**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**      July 21, 2022, District Board of Trustees monthly meeting minutes.

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

Employment

Charlotte A. Boyden, Nursing Instructor, Nursing, Academic Affairs, effective August 15, 2022 – May 05, 2023, annualized salary of \$45,942. Ms. Boyden fills the position vacated by the resignation of Heather Hunter.

Terri L. Bunch, Assistant Professor, Chemistry, Natural Science, Academic Affairs, effective August 15, 2022 – May 05, 2023, annualized salary of \$45,609. Ms. Bunch fills the position vacated by the resignation of Akiko Nakamura.

Caroline A. Capps, Nursing Instructor, Nursing, Academic Affairs, effective August 15, 2022 – May 05, 2023, annualized salary of \$52,022. Ms. Capps fills the position vacated by the reclassification of Melissa Hobbs.

Mikaleh D. Graham, Programmer Analyst I, Information Technology Services, Administration & Finance, effective August 01, 2022 – June 30, 2023, annualized salary of \$41,811. Ms. Graham fills the position vacated by the resignation of Koundinya Kompalli.

Michael C. Guynn, Programmer Analyst I, Information Technology

services, Administration & Finance, effective July 25, 2022 – June 30, 2023, annualized salary of \$46,183. Mr. Guynn fills the position vacated by the resignation of Shaun Kenney.

Zeyan H. Middleton, Math Learning Manager, TRiO, Academic Affairs, effective August 01, 2022 – June 30, 2023, annualized salary of \$33,472. Ms. Middleton fills the position vacated by the resignation of Judith Bailey.

Janeka Peace, Academic and Career Coach, Student Affairs, effective August 15, 2022 – June 30, 2023, annualized salary of \$42,300. Ms. Peace fills the position vacated by the resignation of Kayleigh Cosson.

Kristen E. Russell, Temporary Assistant Professor, Language & Literature, Academic Affairs, effective August 15, 2022 – May 05, 2023, annualized salary of \$43,838. Ms. Russell fills the position vacated by the resignation of Kelly Williams.

Alysia N. Word, Instructional Assistant Coordinator, Emergency Medical Services Program, Public Safety, Academic Affairs, effective August 08, 2022 – June 30, 2023, annualized salary of \$59,648. Ms. Word fills a newly created position.

#### Reclassification

Melissa Bois, from Executive Administrative Assistant to Administrative Specialist, Health Sciences & Nursing, Academic Affairs, effective September 01, 2022 - June 30, 2023, annualized salary of \$42,848. Ms. Bois fills the position vacated by the resignation of Brittney Hendley.

Melissa A. Hobbs, from Associate Professor, Gulf Franklin Campus to Associate Professor, Panama City Campus, Nursing, Academic Affairs, effective August 15, 2022 – May 05, 2023, annualized salary of \$60,941.24. Ms. Hobbs fills the position vacated by the reclassification of Shelly Thornton.

Caleb M. Jordan, from Coordinator Access Control & Electronic Services to Instructor, Business and Technology, Academic Affairs, effective August 15, 2022 – May 05, 2023, annualized salary of \$42,465. Mr. Jordan fills the position vacated by William Covington.

#### DROP Entry

Connie S. Head, Librarian, Online Learning & Library Services,

Academic Affairs, effective September 1, 2022.

Resignation

Andrew Rohan, Academic Support Specialist, Online Learning & Library Services, Academic Affairs, effective August 26, 2022.

Kelly L. Williams, Associate Professor, Language & Literature Division, Academic Affairs, effective August 05, 2022.

Correction from July 21, 2022, Report

Isabella F. Barbour, Temporary Writing & Reading Lab Supervisor, Language & Literature, Academic Affairs, effective August 15, 2022 – May 05, 2023, annualized salary of \$33,472. Ms. Barbour fills the position vacated by the reclassification of Grant Deam.

**Career Services**

Employment

Canica D. Holmes, Senior Employment Specialist (Grade S220), CareerSource, Economic Development & Strategic Projects, effective August 08, 2022, hourly rate of \$17.17. Ms. Holmes fills the position vacated by the resignation of Lisa Brady.

Alisa H. Stewart, Senior Administrative Assistant (Grade S220), CareerSource, Economic Development & Strategic Projects, effective July 25, 2022, hourly rate of \$16.23. Ms. Stewart fills the position newly created position.

Courtney B. Myers, Senior Administrative Assistant (Grade S220), Health Sciences, Academic Affairs, effective July 25, 2022, hourly rate of \$18.36. Ms. Myers fills the position vacated by the resignation of Amanda Hill.

Demond M. Roebuck, Grounds Keeper (Grade S175), Facilities Management, Administration & Finance, effective July 12, 2022, hourly rate of \$13.34. Mr. Roebuck fills the position vacated by the resignation of Ernest Todd.

Resignation

Mandy S. Carter, Senior Administrative Assistant, Wellness & Athletics, Student Affairs, effective August 09, 2022.

Amy D. Hayes, Executive Administrative Assistant, Economic

Development & Strategic Projects, effective August 26, 2022.

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| <b>Contract Ratifications</b>                          | <b>4.3</b> | Submitted Contract Ratifications included 56 noncredit courses for a total of \$55,573.65.  |
| <b>Overloads/ Adjunct Pay</b>                          | <b>4.4</b> | Summer 2022 Session C Monthly and Biweekly Overloads/Adjunct Pay included 77 instructors of credit classes for a total of \$81,231.54.  |
| <b>Purchase Order Activity</b>                         | <b>4.5</b> | The Expenditure Report for July 1 – August 31, 2022, was provided for review.   |
| <b>Obsolete Property</b>                               | <b>4.6</b> | The listing of 11 items deemed obsolete and no longer serve the needs of the College’s students or staff was provided for approval to remove them from the college’s inventory. |
| <b>2022-23 Restricted Current Fund (Fund 2) Budget</b> | <b>4.7</b> | Approval of Amendments to Unrestricted 2022-2023 Current Fund (Fund 2) Budgets  |
| <b>2022-2023 Scholarship Fund (Fund 5) Budgets</b>     | <b>4.8</b> | Recommendation of Approval of 2022-23 Scholarship Fund (Fund 5) Budget.   |

Mr.Crisp moved to accept the consent agenda items 4.1 through 4.8 as presented. Mr. Powell seconded, and the vote was recorded as follows: Crisp, aye, Hall, aye; Millaway, aye; Skinner aye; Powell, aye; Tannehill, aye; and Lewis, aye.

**5. Action Items**

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| <b>Recommendation for Tentative Approval of Changes to the Manual of Policy</b> | <b>5.1</b> | Trustees were asked to provide tentative approval to Manual of Policy 5.178, Naming of Facilities and Other Methods of Recognition.<br><br>The recommended changes included the notification process and provisions for naming buildings and laboratories or instructional spaces. Dr. Flax-Hyman informed that this update is a result of a discussion with the Board regarding Rules of Engagement for the College and GCSC Foundation Naming Opportunities workshop meeting, which was held in the June 30, 2022. |
|---|------------|--|

Mr. Hall made a motion to approve the proposed changes to the Manual of Policy as presented. Mr. Millaway seconded the motion and the vote was recorded as follows: Crisp, aye, Hall, aye; Millaway, aye; Skinner aye; Powell, aye; Tannehill, aye; and Lewis, aye.

**Recommendation 5.2  
to Approve 2022  
College System  
Affordability  
Report**

Dr. Flax-Hyman stated that, pursuant to Florida Statutes 1004.084 and 1004.085, each institution must submit, no later than September 30, the Board approved, Florida College System Affordability Report. This report details the efforts made by the institution to promote affordability in the areas of tuition and fees; financial aid policies and programs; and textbooks and other instructional materials. Trustees were provided several reports documenting compliance.

Trustees were asked to provide approval to submit the required compliance documentation for Florida Statutes 1004.084 and 1004.085.

Mr. Tannehill made a motion to approve 2022 College System Affordability Report as presented. Mr. Crisp seconded the motion and the vote was recorded as follows: Crisp, aye, Hall, aye; Millaway, aye; Skinner aye; Powell, aye; Tannehill, aye; and Lewis, aye.

**Recommendation 5.3  
to Award  
Contract in  
Response to ITB  
# 2-2022/2023 Air  
and Ground  
Drone  
Surveillance  
Radar**

Trustees were provided supporting documentation for the single bid received in response to Invitation to Bid #2-2022/2023, for the Air and Ground Drone Surveillance Radar. Dr. Flax-Hyman stated that this product is the man-portable FLIR Ranger and will be used for training purposes and underwater recovery efforts in the College's TEMPEST and unmanned vehicle programs.

Dr. Flax-Hyman informed that Teledyne Flir Surveillance, Inc, is the sole respondent and meets all requirements to the ITB, therefore, she recommended awarding the contract to Teledyne Flir Surveillance, Inc. in the amount of \$154,687 as presented. Upon approval, funding will be provided by the Triumph Emergency Response Grant.

Mr. Hall made a motion to approve awarding the contract for ITB #2-2022/2023 Air and Ground Drone Surveillance Radar, in the amount of \$154,687, as presented. Mr. Powell seconded the motion and the vote was recorded as follows: Crisp, aye, Hall, aye; Millaway, aye; Skinner aye; Powell, aye; Tannehill, aye; and Lewis, aye.

**Recommendation 5.4  
to Award  
Contract in  
response to RFP  
# 3-2022/2023  
Mobile Tie-Down  
Project**

Dr. Flax-Hyman informed that on August 25<sup>th</sup>, the College procurement staff opened two proposals received in response to the Request to Bid #3-2022/2023, Contract for Residential Construction Mitigation Program, also known as the Mobile Home Tie-Down Program. She stated that this program is a State of Florida, Division of Emergency

Management grant program that funds installation of additional tie-downs on Florida mobile homes installed before 1999.

Storm Ready Services had the lowest price per tie-down unit, while the bid from Integrity Installers was incomplete. As a result, the College evaluation committee recommended Storm Ready Services in the amount of \$5,374,000. Funding will be provided by the Florida Division of Emergency Services

Mr. Crisp made a motion to approve awarding the contract for the Residential Construction Mitigation Program, RFP #3-2022/2023, to Storm Ready Services, in the amount of \$5,374,000, as presented. Mr. Hall seconded the motion and the vote was recorded as follows: Crisp, aye, Hall, aye; Millaway, aye; Skinner aye; Powell, aye; Tannehill, aye; and Lewis, aye.

**Recommendation 5.5  
to Approve  
Contract with  
Ellucian for the  
Software as a  
Service (SaaS)  
Cloud Product**

Dr. Flax-Hyman stated that in January 2022, the Federal Trade Commission via the Gramm-Leach-Bailey Act (GLBA) developed a set of requirements that all financial institutions are required to meet, one requirement being the encryption of data at rest and in-flight. Gulf Coast State College is considered a financial institution by the GLBA because the College accepts and processes federal financial aid funds.

She informed that, at the request of the Florida College System Risk Management Consortium and its insurance providers, the College investigated ways to come into compliance with the GLBA requirements. The Ellucian Software as a Service (SaaS) is a project to migrate the College's Ellucian Banner and Application Extender databases, and associate systems to the Ellucian SaaS Cloud environment, whereas the College's databases will be encrypted and will satisfy the Federal and state requirements.

Dr. Flax-Hyman requested that Mr. Greg Eller, the College's Chief Information Officer, give a presentation detailing the security requirements of the FSCRMC and GLBA.

A discussion followed regarding the Ellucian contract. Mr. Millaway pointed out the high consulting fees charged by Ellucian and questioned if it would be less expensive to hire non-Ellucian consultants. Mr. Eller noted the challenges of hiring due to competition in salary and remote



work. Mr. Crisp pointed out using Ellucian consultants will keep the liability with Ellucian. Mr. Lewis inquired about the funds to pay for the contract and Mr. Mercer stated that the College has available funds to pay the contract.

Mr. Hall made a motion to approve the contract to Ellucian for the Software as a Service Cloud Product as presented. Mr. Skinner seconded the motion and the vote was recorded as follows: Crisp, aye, Hall, aye; Millaway, aye; Skinner aye; Powell, aye; Tannehill, 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 year-to-date actual revenues and expenses compared to budget for fiscal year 2022-23 as of July 31, 2022.

**Actual YTD Revenues and Expenses Compared to Prior Year**

**6.1.2** Mr. Mercer led a review of month and year-to-date revenues and expenses compared budget for fiscal year 2022-23 as of July 31, 2022.

**Lodging and Acceptance of the Gulf Coast State College Annual Financial Report for FY 2021-22**

**6.2** Mr. Mercer presented the unaudited 2021-22 Gulf Coast State College Annual Financial Report. Results are unaudited at this time and will be presented to the board in final form once the audit has been issued by the Auditor General's Office.

**Siemens Energy Savings Project Update**

**6.3** Mr. Mercer provided a brief update on the Year Nine results of the Gulf Coast State College Energy Performance Contract with Siemens. The contract guaranteed \$448,991 in annual energy and operational savings for the previous 12-month period and the report detailed actual savings of \$598,992. Mercer referred the trustees to the full report included in the board materials and answered trustee questions. This is a 12-year contract.

**Triumph Grant**

Mr. Glen McDonald presentend an update on the three open Triumph

Grants:

- Project 202 – Technical Center for Emergency Response (TEMPEST)
- Project 207 – Gulf/Franklin Campus Nursing Simulation Center
- Project 210 – UAS Pilot Boot Camp for Exiting Military

**President’s Report**

Dr. Flax-Hyman reported an increase in fall enrollment; however, she noted Session C and dual enrollment registration can alter the final numbers.

She noted the CCSSEE (Community College Survey of Student Engagement) 2022 survey and pointed out the highest and lowest aspects of GCSC student engagement. The College will integrate the survey results into its annual goals, which are tied to the strategic plan. CCSSEE will be administered again in two years.

Dr. Flax-Hyman provided a report on Skyborne Technologies and informed that Mr. Mike Lawson, Skyborne Technologies CEO, has offered to meet with Board members, if the Board would like more details regarding the Skyborne Project.

She reported that the GCSC volleyball team is undefeated 12-0 and invited the trustees to attend next home game on October 14, at 5:00 p.m.

Dr. Flax-Hyman called on Dr. Kelli Walsingham to present the GCSC mascot design. The costume has been ordered and will be used during games and campus events.

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| <b>7. Good of the Order</b> | <b>7.1</b> | Mr. Lewis invited trustees to attend the 65th Anniversary celebration activities on Friday evening, September 16, and Saturday, September 17, beginning at 9 a.m. in the Student Union East. |
| <b>8. Adjournment</b>       | <b>8.1</b> | The regular meeting was adjourned at 11:29 a.m.  |

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Secretary

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Chair, District Board of Trustees