

# MINUTES

## REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST STATE COLLEGE February 23, 2023

10 a.m.

William C. Cramer, Jr. Seminar Room

**Members Present** Bill Cramer, Jr., Tricia Berry (Phone), Boyd K. Bulger, Dr. Abel De La Rosa, Frank A. Hall, C. David Powell, Floyd D. Skinner, Joe K. Tannehill, Jr., Caroline Windham, Dr. Cheryl Flax-Hyman, and Derrick Bennett.

**Absent** None

**1. Call to Order** 1.1 Chair Cramer called the meeting to order at 10:00 a.m.

**Invocation** 1.2 Mr. Bennett gave the invocation.

**Pledge of Allegiance** 1.3 Mrs. Windham led the pledge of allegiance to the American flag.

**Welcome to Guests** 1.4 Chair Cramer welcomed guests: Mr. John Skaggs, Naval Support Activity – Panama City; Ms. Caroline Windham, president, Gulf Coast State College Foundation, Inc., and GCSC Trustees; Dr. Jessica Edwards, chair, Faculty Senate; Ms. Danyelle Alexander, chair, Professional Employee Council; Dr. Holly Kuehner, vice president, Academic Affairs; Ms. Madison Hayne, 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 Chair Cramer recognized the presence of former Board of Trustees member Mr. Steve Millaway, and expressed the wishes of the board to recognize Mr. Millaway for his years of leadership.

Dr. Flax-Hyman stated that Trustee Millaway was appointed to the Board of Trustees in 2014, and worked tirelessly during the institutional accreditation process, the rebuild after Hurricane Michael, and the modifications needed to navigate a global pandemic. His resolve, tenacity, and dedication to this College never waned, and the College benefited tremendously from his support and guidance.

Dr. Flax-Hyman presented a recognition plaque to Trustee Steve Millaway.

Dr. Flax-Hyman invited Dr. Sean Preston to introduce Mrs. Charlotte Newby. Dr. Preston stated that the Foundation was honored to accept \$200,000 from Mrs. Newby, to support the Gulf Coast State College Guarantee Program. Ms. Newby is a proud alumna of the College and a successful local businesswoman. Dr. Preston stated that her donation to the Foundation shows her commitment to the community.

**2. Trustee Comments**

**2.1** Trustees expressed their gratitude to Mr. Millaway for his service to the College as a board member and thanked Ms. Newby for her generous contribution to the Foundation. Mr. Hall stated that it was pleasure serving with Ms. Newby at the Foundation for many years and with Mr. Millaway for the last two years on the Board.

**Report on Presidential Transition Plan**

**2.2** Dr. Flax-Hyman presented the draft of the presidential profile and stated that the goal is have it published by March 3. After reviewing the Presidential Search Committee membership list, she provided a brief overview of the timeline including the responsibilities of the Myers McRae selection firm. Mr. Cramer requested three additional volunteers from the board to join him on the Presidential Search committee. The volunteers are as follows: Mr. Bulger, Mr. Powell, and Mr. Tannehill.

**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., reported the Foundation total assets are \$35,000,601 and the contributions to the Gulf Coast Guarantee Campaign to date is \$2,990,434. The total giving since July 1, 2022, is \$880,700. Ms. Windham stated that the Foundation had its annual dinner on February 9 and will have new board members, which will be announced in social media shortly.

Mr. Bulger requested a follow up in response to the Foundation audit results. Ms. Windham stated that changes were implemented as the result of the audit, which occurred the year before and that is not part of this year's audit.

**Honorary Trustee Updates**

**2.5.1** Mr. Skaggs, Naval Support Activity - Panama City representative, announced that Michael Mosi became Commander and Commander Keith Foster was promoted to Captain and transferred to another location.

Mr. Cramer reminded Mr. Skaggs of the scholarships available at the

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College for the military.

**2.5.2** The honorary trustee from Tyndall Air Force Base was not present at the meeting.

**Next Meeting**      **2.6**      The next regular meeting of the District Board of Trustees is set for Thursday, April 20, 2023, at 10 a.m. in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.

**3. SGA Report**      **3.1**      Ms. Madison Hayne, president, Student Government Association (SGA), stated that in February, SGA focused on revising the bylaws and that changes will be voted on during the March business meeting. In March, SGA will hold a Spring Break Send-off to include music, food, and entertainment.

**Program Focus**      **3.2**      Dr. Flax-Hyman stated that GCSC hosted The Public Eye Soar in November 2023, an international projection art festival. Dr. Flax-Hyman asked Mr. Jason Hedden to provide a presentation as well as to introduce the College's community partners who helped organize the event.

Mr. Hedden thanked the Dr. Flax-Hyman for the opportunity to report on Public Eye Soar and presented a video with highlights of the two-day event. He stated that for two nights in November the campus came alive with music, art, and projections, including two thousand people in attendance.

Mr. Hedden introduced Ms. Margaret Webster, Public Eye Soar's creator and co-founder. She stated that she was honored and privileged to speak about Public Eye Soar, whose mission is to share art in all forms, as well as education and inspire our community. She stated that the event was a great success due in part to the collaboration of the community, of Gulf Coast State College, and the Public Eye Soar team. She thanked Dr. Flax-Hyman for her support.

Mr. Hedden introduced Dr. Jennifer McAtee, chair, Visual & Performing Arts, who expressed gratitude for the support and noted the Public Eye Soar to be a great example of collaboration between the community and students.

Mr. Cramer thanked those involved with Public Eye Soar and pointed out the importance of the event not only for the College and the students, but to the community as well.

**4. Consent Agenda**      The items on the consent agenda are routine business, state directives, and/or compliance items. Chair Cramer asked if there were any items

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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.

Mr. Skinner moved to accept the consent agenda items 4.1 through 4.5 as presented. Mr. Powell seconded, and the vote was recorded as follows: Berry, aye, Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

**Minutes**

- 4.1.1 January 20, 2023, District Board of Trustees Special Meeting Minutes
- 4.1.2 January 26, 2023, District Board of Trustees Regular Meeting Minutes
- 4.1.3 February 10, 2023, District Board of Trustees Special Meeting Minutes

**Personnel**

**4.2 Professional Services**

Advancement in Rank

From Assistant Professor to Associate Professor, August 2023

Lauriann Womble

Sarah Pilcher

From Associate Professor to Professor, August 2023

Penni Beitzel

Sandra Pugh

Shelly Thornton

Continuing Contract Beginning August 2023

Sarah Pilcher

Employment

Nakia A. McCray, ACE Academic Support Lab Supervisor, Business & Technology, Academic Affairs, effective February 10, 2023 – May 05, 2023, annualized salary of \$34,347. Ms. McCray fills a newly created position funded by the Title III grant.

Reclassification

Taylor R. Gilmore, from Student Activities Coordinator to Activity Director, Guided Pathways, Institutional Effectiveness & Student Affairs, effective March 3, 2023 – June 30, 2023, annualized salary of \$68,972. Ms. Gilmore fills a newly created position funded by the Title III grant.

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Retirement

Diane E. Garrard, Director, TRiO, Institutional Effectiveness & Student Affairs, effective March 31, 2023.

Marjory A. Pavlov, Academic Support Lab Supervisor, Mathematics, Academic Affairs effective, May 5, 2023.

Resignation

Rebecca L. Ramsey, Specialist I, Financial Aid, Business Affairs, Administration & Finance, effective March 31, 2023.

**Career Services**

Employment

Jeremy S. Murray, IT Technician I (Grade S220), Information Technology Systems, Administration & Finance, effective January 30, 2023, hourly rate of \$17.61. Mr. Murray fills the position vacated by the reclassification of Caleb Greenwood.

Sarah K. Shannon, Senior Employment Specialist (Grade S220), CareerSource, Economic Development & Strategic Projects, effective January 30, 2023, hourly rate of \$17.17. Ms. Shannon fills the position vacated by Canica Simmons.

Resignation

Rachel A. Inman, Senior Bookkeeper, Business Affairs, Administration & Finance, effective February 1, 2023.

Kurt R. Morris, Engineering Technician, Business & Technology, Academic Affairs, effective February 10, 2023.

Alisa H. Stewart, Senior Administrative Assistant, CareerSource, Economic Development & Strategic Projects, effective January 26, 2023.

**Contract Ratifications**

**4.3** Submitted Contract Ratifications included 55 noncredit courses for a total of \$20,341.21

**Overloads/ Adjunct Pay**

**4.4** Spring Session A/B 2023 Monthly and Biweekly Overloads/Adjunct Pay included 104 instructors of credit classes for a total of \$611,889.48

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**Purchase Order Activity**      **4.5**      The Expenditure Report from January 1 through January 31, 2023, was provided for review.

**5. Action Items**

**Recommendation to Reject Bid Proposal #6-2022/2023 – North Bay Campus Fire Range Audio System**      **5.1**      Dr. Flax-Hyman asked the board to reject the only bid received for the North Bay Campus firing range audio system in the amount of \$79,847.90. She stated that while this proposal will meet the requirement, there are other options being utilized at other training facilities across the state that also meet the requirement and appear to be more cost effective. Based on this information, the College staff recommended rejection of the one proposal to allow staff to research other options.

Dr. De La Rosa asked if the firing range was currently operational and if not having the audio system create any liability to the College. Dr. Flax-Hyman explained that the College always had operated the firing range within the requirements. The College will continue to look for an alternative.

Mr. Skinner moved to accept the recommendation to reject bid proposal #6-2022/2023 North Bay Campus Fire Range Audio System, as presented. Mr. Bulger seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

**Recommendation to Reject Bid Proposal #8-2022/2023 - Batting Cage Enclosure**      **5.2**      Dr. Flax-Hyman stated that the Athletic Association has been fundraising to purchase a batting cage enclosure and assumed that it would cost between \$130,000 and \$150,000, but the bid came in at \$314,000. The College would like to reassess the scope of the work. Dr. Flax-Hyman asked that at this time the bid be rejected.

Mr. Tannehill moved to accept the recommendation to reject bid proposal #8-2022/2023 Batting Cage Enclosure, as presented. Dr. De La Rosa seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

**Recommendation of Tentative Approval of Manual of Policy 5.182 – Golf Cart/Utility Vehicles**      **5.3**      Dr. Flax-Hyman stated that the College has increased the number of golf carts on campus and it came to our attention that a policy is needed to ensure safety concerns are addressed. Other state colleges have a golf cart policy and it is highly recommended that we have a policy in place.

Mr. Hall moved to accept the recommendation to approve Manual of Policy 5.182 – Golf Cart/Utility Vehicles, as presented. Mr. Skinner seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill,

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aye; Windham, aye; and Cramer, aye.

**Recommendation to Modify Direction 3, Strategic Plan**     **5.4**     Dr. Flax-Hyman stated that the Board approved the 2022-2027 GCSC Strategic Plan during the June 2022 DBOT Meeting. She asked Board approval to modify Direction 3 in order to reflect the goal of accessibility and student engagement.

Mr. Bulger moved to accepted recommendation to modify 2022-2027 Strategic Plan, Direction 3, as presented. Mr. Hall seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, 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 December 31, 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 December 31, 2022.

**New Format – Actual Year-to-Date Revenues and Expenses Compared to Budget and Prior Year**     **6.1.3**     Mr. Mercer led a review of the new format of the actual year-to-date revenues and expenses compared to budget and prior fiscal year 2021-2022.

**Academic Program Review**     **6.2**     Dr. Flax-Hyman stated that all academic programs go through a rigorous review, which satisfies accreditation standards as well. Each program goes through review every five years and include data on enrollment, graduation, and job placement, with the ultimate goal being program improvement.

Upon question from Chair Cramer on metacognitive activities, Dr. Kuehner stated that the College offered training for faculty in the last year, where it was discussed how to teach the students to study, to think,

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and to process what they are studying, how to become a successful student.

**President’s Report**

**6.3** Dr. Flax-Hyman reported an increase in the spring semester enrollment, and also shared that the Council of Presidents has been working to have the Florida College System included in the State of Florida group health insurance. She stated that the difference in rates negatively affected the college’s ability to attract and retain faculty and staff.

Dr. Flax-Hyman reviewed potential projects if appropriations are funded, including the Rosenwald Classroom Building, the Social Sciences building, and the STEM building.

Dr. Flax-Hyman stated that the city manager, Mr. Mark McQueen, will be addressing the Board at an upcoming meeting to discuss the different projects surrounding the College and the military park.

**7. Good of the Order**

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

- Second Nature – Prints by Donald Martin, February 3 through March 3, 202, Amelia Center Gallery
- Gruesome Playground Injuries – Play by Rajiv Joseph. Play about the power of friendship. February 24-26, 2023
- Leon Miller Navigation Center Dedication Ceremony, March 31, 2023, at 10:00 a.m. on the second floor of Student Union East
- Super Tuesday/Senior Night, April 11, 2023, from 4:00 p.m. to 6:00 p.m. in the Charles Hilton Center

**8. Adjournment**

**8.1** The regular meeting was adjourned at 10:52 a.m.

Secretary

Chair, District Board of Trustees