

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
January 26, 2023**

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present Tricia Berry, Boyd K. Bulger (Phone), Bill Cramer, Jr., 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 Dr. Flax-Hyman called the meeting to order at 10:00 a.m.

Invocation 1.2 Mr. Bennett gave the invocation.

Pledge of Allegiance 1.3 Mr. Hall led the pledge of allegiance to the American flag.

Election of Officers 1.4 Dr. Flax-Hyman stated that an election of a new board chair and vice-chair are in order.

1.4.1 Dr. Flax-Hyman, as the Board Secretary, called for board chair nominations for the remainder of the 2022-2023 academic year. Mr. Powell nominated Mr. Cramer as chair. There being no other nominations, Mr. Skinner second the nomination, and Mr. Cramer was elected board chair for the remainder of the 2022-2023 academic year on a vote as recorded here: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Windham, aye.

1.4.2 Chair Cramer called for nominations for board vice-chair for the remainder of the 2022-2023 academic year. Mr. Tannehill nominated Mr. Hall. There being no other nominations, Mr. Powell seconded the motion, and Mr. Hall was elected board vice-chair for the remainder of the 2022-2023 academic year on a vote as recorded here: Berry, aye; Bulger, aye; Cramer, aye; De La Rosa, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Windham, aye.

Welcome to Guests 1.5 Chair Cramer welcomed guests: Commander Keith Foster, Naval Support Activity – Panama City, Lieutenant Colonel Kenneth Hayle – Tyndall Airforce; Ms. Caroline Windham, president, Gulf Coast State College Foundation and GCSC Trustee, Inc.; Dr. Jessica Edwards, chair, Faculty Senate; Ms. Danyelle Alexander, chair, Professional

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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.

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| Hearing of Citizens | 1.6 | No citizens answered the call to appear before the board. |
| Special Presentation | 1.7 | Dr. Flax-Hyman introduced Dr. Kelli Walsingham, dean, Student Life, and asked her to introduce the GCSC Women's Volleyball team. Dr. Walsingham, as well as Coach Scott Allen, head coach, Women's Volleyball, and Mr. Mike Kandler, athletic director, Wellness & Athletics, noted highlights of the season and commended the athletes for their dedication in the classroom, on the court, and in the community. |
| 2. Trustee Comments | 2.1 | New trustees expressed their gratitude for being appointed to the GCSC District Board of Trustees, and Chair Cramer stated that he was honored to be back to serve in the Board, affirming that GCSC has been part of his life for the last 30 years. |
| Report on Presidential Transition Plan | 2.2 | Dr. Flax-Hyman stated that a search firm has been selected to aid the College in the presidential hiring process, pending the Board approval. She provided a brief overview of the timeline, and recommended that the Board meet soon to discuss the presidential profile and the search committee composition. |
| 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 \$33,965,709, and the contributions to the Gulf Coast Guarantee Campaign to date is \$2,903,925.41. The total giving since July 1, 2022, is \$787,421.97.

Ms. Windham reminded everyone that GCSC Foundation is having its Annual Dinner and Awards Ceremony on February 9, at 5:45 p.m. at the Edgewater Golf & Beach Resort, Panama City Beach. |
| Honorary Trustee Updates | 2.5.1 | Commander Keith Foster announced his promotion and informed that a new representative from Naval Support Activity - Panama City would be joining the Board. He reported a recent satisfactory safety inspection on the base and thanked the community for its support. Trustees thanked Commander Foster for his service and wished him well in future endeavors. |

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- 2.5.2** Lieutenant Colonel Kenneth Hayle reported on the construction on the Highway 98 flyover to mitigate traffic concerns, as well as a military construction project on Tyndall Air Force Base.

Next Meeting

- 2.6** The next regular meeting of the District Board of Trustees is set for Thursday, February 23, 2023, at 10 a.m. in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.

Chair Cramer asked the Board when they would be available to meet for a special board meeting regarding the presidential search. After discussion of potential dates and times, it was agreed upon to hold the special meeting on Friday, February 10, 2023, at 10 a.m. in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.

3. SGA Report

- 3.1** Ms. Taylor Gilmore, student activity coordinator, Student Affairs, shared the Student Government Association (SGA) report. She stated that SGA held the Welcome Back and Club Rush events, which were facilitated to assist students in receiving car decals and IDs.

In January, the SGA held their first business meeting in conjunction with the student Presidential Search Forum. Dr. Flax-Hyman, interim president, joined the meeting to gain feedback on the qualities students are looking for in the new president.

Program Focus

- 3.2** Dr. Flax-Hyman introduced Dr. Keri Matheus, division chair, Nursing, and Ms. Laura Justice, division chair, Health Sciences, to present the program focus. Dr. Matheus and Ms. Justice reviewed various experiential learning opportunities for health science and public safety students, including simulation events. A video created in collaboration with the Digital Media program was presented to showcase a cross-curricular event of a mass-casualty simulation. Students from various divisions participated in this real-world project.

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 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. Hall moved to accept the consent agenda items 4.1 through 4.9 as presented. Mr. Skinner seconded, and the vote was recorded as follows: Berry, aye, Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Skinner, aye; Windham, aye; and Cramer, aye.

Minutes

- 4.1.1** November 17, 2022, District Board of Trustees monthly meeting minutes

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- 4.1.2** December 5, 2022, District Board of Trustees, Executive Search Selection Committee meeting minutes

Personnel**4.2 Professional Services**Employment

Fauzia Bhatti, Science Tutor Lab Manager, Natural Sciences, Academic Affairs, effective January 3, 2023 – May 05, 2023, annualized salary of \$36,097. Ms. Bhatti fills a newly created position.

Angela N. Dew, Instructor, Nursing, Academic Affairs, effective January 3, 2023 – May 05, 2023, annualized salary of \$41,588. Ms. Dew fills the position vacated by Ada Kutina.

Esther M. Fluharty, Testing Coordinator, Student Engagement, Institutional Effectiveness & Strategic Planning, effective November 28, 2022 – June 30, 2023, annualized salary of \$43,997. Ms. Fluharty fills the position vacated by Jan Volpi.

Anita S. Hanson, Student Success Mentor/Laboratory-Simulation Coordinator, Student Engagement, Nursing, Academic Affairs, effective January 4, 2023 – May 5, 2023, annualized salary of \$54,272. Ms. Hanson fills the position vacated by the reclassification of Shelly Thornton.

Alexander B. Kelly, Financial Aid Advisor, Business Affairs, Administration & Finance, effective November 14, 2022 – June 30, 2023, annualized salary of \$33,472. Mr. Kelly fills the position vacated by the reclassification of Patricia Velez Matos.

Cara D. Pattinato, Instructional Coordinator, Business & Technology, Academic Affairs, effective January 3, 2023 – June 30, 2023, annualized salary of \$76,931. Ms. Pattinato fills the position vacated by Emmanuel Hernandez-Agosto.

Daniela Oestreich, Assistant Coordinator of Production and Technical Support, Business & Technology, Academic Affairs, effective January 3, 2023 – June 30, 2023, annualized salary of \$33,472. Ms. Oestreich fills a newly created position.

Eric Quintana, Military Family Employment Specialist, CareerSource, Economic Development & Strategic Projects, effective November 28, 2022 – June 30, 2023, annualized salary of \$37,847. Mr.

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Quintana fills the position vacated by Amy Miller.

Valaree D. Shuler, Instructor, Health Sciences, Academic Affairs, effective January 3, 2023 – May 05, 2023, annualized salary of \$46,150. Ms. Shuler fills the position vacated by Suzanne Deaton.

Reclassification

Ursula Y. Backus, from Coordinator to Director, Financial Aid, Business Affairs, Administration & Finance, effective November 25, 2022 – June 30, 2023, annualized salary of \$68,972. Ms. Backus fills the position vacated by Kristopher Hatcher.

Shelly S. Thornton, from Student Success Mentor/Laboratory Simulation Coordinator to Associate Professor, Nursing, Academic Affairs, effective January 03, 2023 – May 05, 2023, annualized salary of \$65,194.58. Ms. Thornton fills the position vacated by Carol Strasburger-Miller.

Resignation

Rowena Gammons, Financial Aid Specialist, Business Affairs, Administration & Finance, effective January 20, 2023.

Kristopher L. Hatcher, Director, Financial Aid, Business Affairs, Administration & Finance, effective December 22, 2022.

James H. Sheetz, Professor, Natural Sciences, Academic Affairs effective, May 5, 2023.

Career Services

Employment

Fleming J. Brooks, III, Custodian (Grade S150), Maintenance, Facilities Management, Administration & Finance, effective December 5, 2022, hourly rate of \$13.64. Mr. Brooks fills the position vacated by Cornesha Thompson.

Monica Gray, Custodian (Grade S150), Maintenance, Facilities Management, Administration & Finance, effective November 3, 2022, hourly rate of \$14.46. Ms. Gray fills the position vacated by Kimberly English.

Richard N. Hinton, Testing Assistant (Grade S190), Student Engagement, Institutional Effectiveness & Strategic Planning,

effective December 12, 2022, hourly rate of \$15.65. Mr. Hinton fills the position vacated by the reclassification of Jody Walton.

John M. Weinmann, Senior Administrative Assistant (Grade S210), Language & Literature, Academic Affairs, effective November 28, 2022, hourly rate of \$18.36. Mr. Weinmann fills the position vacated by the retirement of Judi Brooks.

Reclassification

Danyelle F. Alexander, From Senior Administrative Assistant to Senior Administrative Assistant (Grade S210), Visual & Performing Arts, Academic Affairs, effective December 5, 2022, hourly rate of \$18.36. Ms. Alexander fills the position vacated by Robert Nelson.

Dana M. Erskine, From Radio Production Assistant to Senior Administrative Assistant (Grade S210), Business & Technology, Academic Affairs, effective January 3, 2023, hourly rate of \$16.66. Ms. Erskine fills the position vacated by the reclassification of Danyelle Alexander.

Caleb A. Greenwood, From IT Technician I to IT Technician II (Grade S220), Information Technology Systems, Administration & Finance, effective December 1, 2022, hourly rate of \$19.18. Mr. Greenwood fills the position vacated by the reclassification of Bryan Hampton.

Resignation

Michael R. Crow, Groundskeeper, Facilities Management, Administration & Finance, effective January 5, 2023.

Canica D. Simmons, Job Placement Specialist, CareerSource, Economic Development & Strategic Projects, effective December 15, 2022.

Contract Ratifications	4.3	Submitted Contract Ratifications included 55 noncredit courses for a total of \$22,891.55.
Overloads/ Adjunct Pay	4.4	November and December 2022 Monthly and Biweekly Overloads/Adjunct Pay included 104 instructors of credit classes for a total of \$80,721.74
Purchase Order Activity	4.5	The Expenditure Report from November 1 through December 31, 2022, was provided for review.
Recommendation	4.6	The 2022-23 Restricted Current Fund (Fund 2) budget:

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**of Approval of
2022-2023
Restricted
Current Fund
(Fund 2) Budget**

- U. S. Department of Education Strengthening Institutions Program (Title III) Grant

**Recommendation
of Final Approval
of MOP 5.033
Pre-qualification
of Contractors
for Educational
Facilities
Construction**

4.7

Final Approval of MOP 5.033 - Pre-qualification of Contractors for Educational Facilities Construction. The policy establishes procedures to pre-qualify contractors in conformity with Florida Statutes, State Board of Education Rules, and the State Requirements for Educational Facilities.

**Recommendation
of Final Approval
of MOP 5.064
Information
Security Incident
Response Plan**

4.8

Final Approval of MOP 5.064 – Information Security Incident Response Plan. New policy to establish college expectations for protecting the confidentiality, integrity, and availability of college data.

**Recommendation
of Final Approval
of Changes to
MOP 7.025
Scholarships,
Grants and Work
Assistantships**

4.9

Final approval of changes to MOP 7.025 - Scholarships, Grants and Work Assistantships - Updates to existing policy documenting current processes to administer federal financial aid in accordance with current federal laws and regulations.

5. Action Items

**Recommendation
to Award
Contract for
Presidential
Search
Consultant RFP
#7 2022-2023**

5.1

Dr. Flax-Hyman stated that the College received proposals from several executive search firms and the Search Committee has chosen Myers McRae Executive Search and Consulting to aid in the search for the new president.

Mr. Tannehill moved to accept the recommendation to award contract for RFP#7-2022/2023 Executive Search Firm – College Presidential Search to Myers McRae Search and Consulting. 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
to Approve**

5.2

Dr. Flax-Hyman recommended naming the Navigation Center after Mr. Leon Miller, who served the College in various capacities over the

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Naming of the Navigation Center

course of 30 years and worked tirelessly to recruit and advise first-generation students to Gulf Coast State College.

Mr. Powell moved to accept the recommendation to name the Academic Advising Navigation Center after Mr. Leon Miller. Mr. Hall seconded, and the vote was recorded as follows: Berry, aye, Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Skinner, aye; Windham, aye; and Cramer, aye.

Recommendation to Approve Lease Agreement with Bay County Board of Commissioners

5.3 Dr. Flax-Hyman stated that Bay County Board of County Commissioners requested to lease the College’s property located at 540 Highway 2300 Southport, to be used as a fenced Commercial Driver License (CDL) training and driving range. The College will not be compensated for the lease, but the Bay County Board of County Commissioners will repave the property.

A leasing contract has been drawn by Attorney Bennett, who stated that in Section 2, it clarifies the details regarding what the word “repaving” entails. When questioned by trustees on the wording of the contract, Mr. Bennett stated that the wording was satisfactory.

Dr. De La Rosa moved to accept the recommendation to approve the lease agreement with Bay County Board of County Commissioners. Mrs. Berry seconded, and the vote was recorded as follows: Berry, aye, Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Skinner, 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 November 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 November 30, 2022.

New Format – Actual Year-to-Date Revenues and Expenses

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.

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**Compared to
Budget and Prior
Year****Lodging and
Report of Gulf
Coast State
College
Foundation, Inc.
Financial Audit
for 2022**

6.2 Mr. Mercer reported on the Gulf Coast State College Foundation, Inc., financial audit for fiscal year ended June 30, 2022. The audit resulted in no findings.

After trustees inquired about funds in the appropriations category, Mr. Mercer stated that he would meet with Mr. Dunkin McLane, associate director, GCSC Foundation, and report back to the trustees on the timing and use of that category.

**Lodging and
Acceptance of the
WKGC Radio
Station Financial
Audit for the
Fiscal Years 2022
and 2021**

6.3 Mr. Mercer reported on the financial audits issued by Carr, Riggs & Ingram for the WKGC AM/FM Radio Station for fiscal years ended June 30, 2022 and 2021. He reported one finding due to a typographical error in the budget, which has since been corrected.

Trustees inquired as to how the radio station is funded, which Ms. Leslie Hapner, dean, Business Affairs, responded with the source coming from the general operating budget and grant dollars.

**President's
Report**

6.4 Dr. Flax-Hyman reported an increase in the fall enrollment, as well as an overview of the paraprofessional to teacher program. Dr. Flax-Hyman also shared an article from a student capturing a day in the life of a community college student.

**7. Good of the
Order**

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

- Military and Veterans Resource Center Open House - January 26, 2023 at 1:00 p.m. (Panama City Campus)
- GCSC Mascot Unveiling - February 1, 2023, at 5:30 p.m. in the gym (during the Commodore basketball game)
- GCSC Foundation Annual Dinner – February 9, 2023, at Edgewater Golf & Beach Resort

8. Adjournment

8.1 The regular meeting was adjourned at 11:21 a.m.

 Secretary

 Chair, District Board of Trustees