

**Final  
MINUTES**

**REGULAR MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE  
July 27, 2023**

10:00 a.m.

William C. Cramer, Jr. Seminar Room

- |                             |  |
|-----------------------------|--|
| <b>Members Present</b>      | Bill Cramer, Jr., Tricia Berry, Boyd K. Bulger, Dr. Abel De La Rosa, Frank A. Hall, C. David Powell, Floyd Skinner, Joe K. Tannehill, Jr., Caroline Windham, Dr. Cheryl Flax-Hyman, and Derrick Bennett.   |
| <b>Absent</b>               | None   |
| <b>1. Call to Order</b>     | <b>1.1</b> Chair Cramer 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> Chair Cramer led the pledge of allegiance to the American flag.   |
| <b>Election of Officers</b> | <b>1.4.1</b> Mr. Cramer relinquished the chair to Vice-Chair Hall, who accepted nominations for board chair for 2023-2024. Mr. Powell nominated Mr. Cramer. No other nominations were offered, Mr. Skinner seconded the nomination, and Mr. Cramer was reelected board chair on a vote recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.<br><br><b>1.4.2</b> In response to Chair Cramer’s call for nominations for board vice-chair, Mrs. Berry nominated Mr. Hall. There being no other nominations, Ms. Windham seconded, and Mr. Hall was reelected board vice-chair for 2023-2024 on a vote recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye. |
| <b>Welcome to Guests</b>    | <b>1.5</b> Chair Cramer welcomed guests: Mr. Mike Sparks, Naval Support Activity – Panama City; Major Jason Christie, Tyndall Air Force Base; Ms. Caroline Windham, president, Gulf Coast State College Foundation, Inc., and GCSC Trustee; Mr. Greg Robinson, chair, Faculty Senate; Dr. Holly Kuehner, vice president, Academic Affairs; Mr. Glenn McDonald, vice president, Strategic Initiatives and Economic Development; and Mr. John Mercer, Vice President, Administration and Finance.  |

## GCSC District Board of Trustees

**Hearing of Citizens**                    **1.6**    No citizens answered the call to appear before the board.

**Special Presentations**                    **1.7**    Dr. Flax-Hyman invited Dr. Sean Preston to introduce today's special presentations.

Dr. Preston stated that the Foundation was pleased to announce that it has received a \$90,000 grant from the Edward K. Roberts Community College Fund of the Community College Foundation of Sarasota County. He informed that the grant will be used to fund scholarships for the 2023 summer and fall semesters, and as well as the 2024 spring semester through the College's TRiO program. He clarified that the donation will provide financial assistance to low-income students in post-secondary degree programs or industry-recognized certificate programs. Dr. Preston stated that individual students may receive up to a maximum of \$2,500 during this grant period.

Dr. Preston was delighted to announce that the Foundation has been awarded a \$30,000 gift from Trustee Dr. Abel De La Rosa and his family. He informed that their gift of \$30,000 was matched by the Alfred I. duPont Foundation, bringing the total gift to \$60,000. Dr. Preston pointed out that these gifts will support the Gulf Coast Guarantee's mission of assisting high school students graduating from Gulf County.

Dr. De La Rosa stated that he and his wife Kristan were grateful to the Alfred I. duPont Foundation for matching his family's donation to the GCSC Foundation, which will impact and provide opportunities to the high school graduates in Gulf County.

Chair Cramer expressed gratitude to the Edward K. Roberts Community College Fund of the Community College Foundation of Sarasota County and to Dr. Abel De La Rosa and his wife Kristan De La Rosa for their gifts to the College.

**2. Trustee Comments**                    **2.1**    Mr. Skinner expressed appreciation to Dr. Cheryl Flax-Hyman for her excellent work as GCSC Interim President. Ms. Windham seconded Mr. Skinner's words of appreciation to Dr. Flax-Hyman.

**Attorney's Report**                    **2.2**

**President's Contract**                    **2.2.1**    Attorney Bennett congratulated the newly elected GCSC president, Mr. Glen McDonald and presented Mr. McDonald's agreement for the board's approval.

Mr. Hall moved to approve Mr. Glen McDonald's agreement as presented, Mr. Bulger seconded, and the vote was recorded as follows:

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Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

Mr. McDonald expressed appreciation for the opportunity and stated that he was ready to get to work.

Mr. Cramer expressed thanks to Mr. McDonald for his willingness to put the College first in his priorities.

**Skyborne Technologies Update**

**2.2.2** Attorney Bennett provided an update on the Skyborne Technologies’ contract termination and informed that the College’s president and himself have been in communication with Skyborne CEO, Mr. Michael Lawson and the company’s attorney to negotiate the contract termination.

Mr. Bennett requested a motion to give authority to the president, the board chair and himself to negotiate the dissolution of the contract between Skyborne and the College, as well as authority to communicate with representatives of the Triumph Grant, which was financing the project.

Mr. Skinner moved to give the College president, the board chair, and Mr. Bennett the authority to negotiate contract termination with Skyborne Technologies. Ms. Windham 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.

**Dr. Flax-Hyman Contract Amendment**

**2.2.3** Attorney Bennett stated that the College and Dr. Flax-Hyman entered in an interim president’s contract on July 2022. He noted that the College recognizes the extraordinary impact that Dr. Flax-Hyman has had on the College and the community in working for the College for the last 39 years.

Attorney Bennett pointed out that Dr. Flax-Hyman has dedicated her time, effort, energy and passion in serving the College and the thousands of students over the many years. He further acknowledged her profound dedication in serving as interim president for the College. Therefore, it is the desire of the Board to amend the interim president’s contract, removing the word “interim” from the title and acknowledging Dr. Flax-Hyman as president of Gulf Coast State College until the commencement of the contract for the new president.

Mr. Hall moved to approve Dr. Flax-Hyman’s contract modification as presented, Mr. Tannehill seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell,

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aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Dr. Flax-Hyman expressed her sincerest gratitude for the Board’s guidance and support during this year.

Chair Cramer informed that Senator George Tapper, while serving as GCSC DBOT chair, created an award for distinguished service. This award is the highest honor that the trustees bestow and recognized only those who rendered extraordinary service to the College. Over four decades, only eight recipients have been honored, including three College presidents.

Chair Cramer announced that he was pleased to nominate Dr. Cheryl Flax-Hyman for the Distinguished Service Award. Chair Cramer informed that Dr. Flax-Hyman demonstrated her dedication to, and love for, Gulf Coast State College throughout her remarkable 39-year career at the College. He noted that Dr. Flax-Hyman has put her heart, soul, and most of her waking hours into running the College and supporting the board over this past year as the College president. Chair Cramer stated that it has been his privilege to work closely with Dr. Flax-Hyman as the College faced significant challenges and opportunities, including the selection of a new president and the appropriation of \$4 million to complete the new STEM building.

Chair Cramer stated that it was with the utmost gratitude and admiration that he recommended Dr. Cheryl Flax-Hyman to the board for consideration of Distinguished Service Award.

Mr. Powell moved to accept the motion to present Dr. Flax-Hyman with the Distinguished Service Award. 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.

Mr. Cramer announced that the award will be presented to Dr. Flax-Hyman at a later date.

Dr. Flax-Hyman expressed gratitude to the board, to staff, and faculty for their passion and commitment to the College. She stated that she could not have done it without them.

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

**2.3** Ms. Caroline Windham, president, GCSC Foundation, Inc., reported the Foundation total assets to date is \$35,267,651 and the contributions to the Gulf Coast Guarantee Campaign to date is \$3,400,000.

**Honorary Trustee**

**2.4.1** Mr. Mike Sparks, Naval Support Activity - Panama City, reporting for

## GCSC District Board of Trustees

**Updates**

Commander Michael Mosi, informed that the Bay Education Alliance, won the Pete Taylor Partnership of Excellence Award. The award recognized educational partnership in the community that focuses on military connected children. He informed that the award is given yearly to four organizations. Mr. Sparks thanked the College for its service to the military community.

- 2.4.2** Major Jason Christie, Tyndall Air Force, reporting for Colonel Elizabeth Harwood, informed that F22 airplanes will be replaced by F35, which will arrive in the first week of August, 2023, and that the Base will hold a ceremony to celebrate the arrival of the new airplanes at the end of August 2023. He noted that the Base held an all-day DOD STEM fest for the children in the community. He stated that the Childcare Center, which will accommodate 300 children, is in its final phase and should be open shortly.

Mr. Cramer questioned how many airmen the Base will have when fully staffed. Major Christie stated the Base will be fully staffed in 2027 with 4,500 total airmen.

**Next Meeting**

- 2.5** The next regular meeting of the District Board of Trustees is set for Thursday, September 14, 2023, at 10 a.m., at the North Bay Campus.

**3. SGA Report**

- 3.1** Dr. Walsingham reported that SGA voted and approved a new logo as of July 25, 2023. The SGA E-board will be present at the National Night Out cookout for the community on August 1<sup>st</sup>. Dr. Walsingham updated the Board on the student events SGA is sponsoring on campus.

**Program Focus**

- 3.2** Dr. Flax-Hyman introduced Dr. Kris Hatcher, director, TRiO Programs, and invited him to provide a presentation on GCSC TRiO Programs.

Dr. Hatcher explained that TRiO began in the 1960s with federal laws as the Economic Opportunity Act and the Higher Education Act. What was once a trio of programs, is now a set of eight federally-funded grants designed to help first-generation, low-income, and disabled individuals have access to and complete higher education.

Dr. Hatcher provided an overview of GCSC's TRiO grants, shared the program outcome data and invited students to share how TRiO benefited them in their studies at GCSC.

**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

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recommendations were presented for approval on the Consent Agenda.

**Minutes**

- 4.1.1** DBOT Regular Meeting of June 29, 2023
- 4.1.2** DBOT Special Meeting of June 30, 2023

**Personnel**

**4.2 Professional Services**

Employment

Barbara A. Austin, Writing & Reading Lab Supervisor, Language & Literature, Academic Affairs, effective August 07, 2023 – June 30, 2024, annualized salary of \$56,008. Ms. Austin fills the position vacated by Isabella Barbour.

Marty K. Adkins, Instructional Assistant Coordinator, Simulation, Lab & Remediation, Nursing, Academic Affairs, effective July 01, 2023 – June 30, 2024, annualized salary of \$65,685. Ms. Adkins fills the position vacated by Elyse Wallace.

Allison P. Burney, Professional Development Director, Academic Affairs, effective July 01, 2023 – June 30, 2024, annualized salary of \$87,393. Ms. Burney fills a newly created position.

Angela N. Dew, Instructor, Nursing, Academic Affairs, effective August 14, 2023 – June 30, 2024, annualized salary of \$55,280. Ms. Dew fills the position vacated by Ada Kutina.

Joseph P. Donlan, Assistant Professor, Nursing, Academic Affairs, effective August 14, 2023 – June 30, 2024, annualized salary of \$53,149. Mr. Donlan fills the position vacated by Christine Katzberger.

Timothy A. Golob, Assistant Professor, Social Sciences, Academic Affairs, effective August 14, 2023 – June 30, 2024, annualized salary of \$54,127. Mr. Golob fills the position vacated by Elizabeth Trentanelli.

Dana M. Hutchinson, Assistant Professor, Natural Sciences, Academic Affairs, effective August 14, 2023 – June 30, 2024, annualized salary of \$50,062. Ms. Hutchinson fills the position vacated by Jim Sheetz.

Christine J. Katzberger, Assistant Professor, Nursing, Academic Affairs, effective August 14, 2023 – June 30, 2024, annualized salary of \$57,528.47. Ms. Katzberger fills the position vacated by

## GCSC District Board of Trustees

Denise Kenny.

Katrina Pless-Brooks, Learning Manager, Student Resources, Institutional Effectiveness & Student Affairs effective, effective July 01, 2023 – June 30, 2024, annualized salary of \$37,493. Ms. Pless-Brooks fills a newly created position.

Kristen E. Russell, Assistant Professor, Language & Literature, Academic Affairs, effective August 14, 2023 – June 30, 2024, annualized salary of \$48,345. Ms. Russell fills the position vacated by Kelly Williams.

Tammi O. Taylor, Instructional Assistant Coordinator, Nursing, Academic Affairs, effective July 01, 2023 – June 30, 2024, annualized salary of \$65,544. Ms. Taylor fills the position vacated by Bobby Keel.

#### Reclassification

Jenna M. Brabham, from Senior Procurement Agent to Coordinator, Financial Aid, Administration & Finance, effective July 21, 2023 – June 30, 2024, annualized salary of \$39,550. Ms. Brabham fills the position vacated by Rowena Gammons.

#### Resignation

Moriah A. Gallagher, Specialist, Benefits & Compliance, Human Resources, Administration & Finance, effective June 30, 2023.

Anthony M. Pilot, Coordinator, TRiO, Institutional Effectiveness & Student Affairs, effective July 13, 2023.

Sophie R. Theiss, Assistant Coordinator, Library, Academic Affairs, effective June 29, 2023.

#### Retirement

Paul E. Ashman, Associate Professor, Business & Technology, Academic Affairs, effective December 15, 2023.

Denise N. Crider, Instructor, Business & Technology, Academic Affairs, effective December 15, 2023.

#### **Career Service**

Employment

Dawn M. Kraemer, Senior Cashier (Grade S210), Business Affairs, Administration & Finance, effective July 05, 2023, hourly rate of \$19.46. Ms. Kraemer fills the position vacated by Belinda Adams.

Jackson P. Richert, Operations Specialist (Grade S150), Wellness & Athletics, Institutional Effectiveness & Student Affairs, effective July 05, 2023, hourly rate of \$17.76. Mr. Richert fills the position vacated by Joshua Nichols.

Dreama J. St. Romain, Enrollment Services Registration Assistant (Grade S210), Enrollment Services, Institutional Effectiveness & Student Affairs, effective July 05, 2023, hourly rate of \$17.76. Ms. St. Romain fills the position vacated by Patricia Young.

Karen D. Morris, Radio Production Assistant (Grade S190), WKGC, Operations, effective May 26, 2023, hourly rate of \$15.25. Ms. Morris fills a newly created position.

Resignation

Khristopher D. Favors, Groundskeeper, Facilities Management, Administration & Finance, effective July 14, 2023.

Demond M. Roebuck, Groundskeeper, Facilities Management, Administration & Finance, effective July 06, 2023.

**Contract Ratifications**            **4.3**    Submitted Contract Ratifications included 77 non-credit courses for a total of \$206,640.50.

**Overloads/ Adjunct Pay**            **4.4**    Summer Session 2023 Exceptionals Monthly and Biweekly Overloads/Adjunct Pay included 45 instructors of credit classes for a total of \$68,151.83.

**Purchase Order Activity**            **4.5**    The Expenditure Report from June 1 – June 30, 2023, was provided for review.

Mr. Bulger moved to accept the consent agenda items 4.1 through 4.5 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, aye; Windham, aye; and Cramer, aye.

**5. Action Items**

**Dual Enrollment Articulation**            **5.1**    Dr. Flax-Hyman requested Board approval of the articulation agreements between the College and the Bay, Franklin, Gulf, Holmes,



GCSC District Board of Trustees

**Agreements**

and Washington County district school boards, along with Covenant Christian School, Faith Christian School, Kaleidoscope School of Discovery, Ohana Institute, Panama City Advanced School, and Panama City Trilingual School.

Mr. Hall moved to approve the articulation agreements 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.

**Recommendation of Approval to Reject Proposal Received in Response to ITB #2-2023/2024, Phase V Parking Lot Improvement** 5.2

Dr. Flax-Hyman informed that on June 27, 2023, the College received one proposal in response to Invitation to Bid #2-2023/2024, Campus Improvement Phase V Parking Lot Improvement. The proposal was to repave the existing parking lot north of, and add additional parking to the east side of, the Wellness Building.

She stated that since the College received only one response and it was considered higher, the College staff recommended rejection of the proposal and, instead, combine this project with the repaving of the existing Natural Sciences parking lot, which is another state approved Fiscal Recovery Fund (Deferred Maintenance) project.

Mr. Tannehill moved to approve rejection of proposal received in response to ITB #2-2023/2024, Phase V Parking Lot Improvement 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 of Approval to Award Contract in Response to ITB #3-2023/2024, 23<sup>rd</sup> Street Fiber Optic Conduit Project** 5.3

Dr. Flax-Hyman stated that on June 27, 2023, the College received two proposals in response to ITB #3-2023/2024, 23<sup>rd</sup> Street Fiber Optic Conduit Project. The proposal was to run conduit under 23<sup>rd</sup> Street to service the former Kirkland property and the GCSC softball complex.

Dr. Flax-Hyman clarified that Kenny Strange Electric and PNG Telecommunications, Inc. (doing business as Powernet), both of which met all ITB qualifications and have done extensive work for the College, submitted proposals which were received by the College staff and by McNeil Carroll Engineering, Inc., one of the College's continuing contract engineering firms, and both were deemed qualified and capable of completing the project as designed. As Powernet was the low bidder for the project, the College staff recommended the contract be awarded to Powernet in the amount of \$99,475.00.

Dr. Flax-Hyman informed that, if approved, the project will be funded by the State Fiscal Recovery Fund (Deferred Maintenance) appropriation.

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Mrs. Berry moved to accept the recommendation to award the contract in response to ITB #3-2023/2024, 23<sup>rd</sup> Street Fiber Optic Conduit Project to Powernet as presented. Mr. Tannehill 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 Approval to Award Contract in Response to ITB#4-2023/2024 STEM Building Fiber Optic Conduit Project**

**5.4**

Dr. Flax-Hyman informed that the College received two proposals in response to ITB#4-2023/2024, STEM Building Fiber Optic Conduit Project.

Dr. Flax-Hyman explained that Kenny Strange Electric and PNG Telecommunications, Inc. (doing business as Powernet), both of which met all ITB qualifications, submitted proposals which were reviewed by the College staff and by Dewberry Engineers, Inc., one of the College’s continuing contract engineering firms, and both were deemed qualified and capable of completing the project as designed.

Dr. Flax-Hyman stated that as Powernet was the low bidder for the project, College staff recommended the contract for the project be awarded to Powernet in the amount of \$42,800.00. If approved, the project will be funded by state Public Education Capital Outlay appropriations provided by the Legislature for this project.

Ms. Windham moved to accept the recommendation to award contract for ITB #4-2023/2024 STEM Building Fiber Optic Conduit Project to Powernet 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 YTD Revenues and Expenses Compared to Budget and Prior Year**

**6.1**

Mr. Mercer led a review of month and year-to-date actual revenues and expenses compared to budget for fiscal year 2022-23 as of May 31, 2023.

**Update on Construction of STEM Building**

**6.2**

Mr. Mercer informed that Burke Construction presented a summary report on the STEM Center construction, including safety measures and inspections.

Mr. Tannehill noted that the safety report provided by Burke Constructions has been adequate.

Mr. Cramer requested an update on the amount of funds left for the project as a way to keep track of the amount of funds spent on the project to date.

**President’s Report 6.3**

Dr. Flax-Hyman reported an enrollment increase in the summer semester and year-to-date.

Dr. Flax-Hyman announced the Spring 2023 NCLEX Next Gen pass rate was 96.15% (traditional program was 93.93% and PN to ADN - was 100%). She expressed her sincere gratitude to the nursing faculty and staff for all their long hours of preparation and dedication to the success of our students.

Dr. Flax-Hyman also expressed her gratitude to the board for their actions today, and stated that it has been her absolute privilege to serve as president of the College.

**7. Good of the Order 7.1**

Chair Cramer invited trustees to attend the following Gulf Coast event:

- National Night Out – August 1<sup>st</sup>, 2023, 5:00 to 8:00 p.m. at the parking lot in front of Language and Literature building
- Super Saturday, August 12, 2023, 9:00 to 11:00 a.m. (CST) in the Charles Hilton Center and 10:00 a.m. to 12:00 p.m. (EST) at Gulf Franklin Campus
- Fall Conference Week, August 14-18, 2023

**8. Adjournment 8.1**

The regular meeting was adjourned at 11:01 a.m.

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Secretary

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Chair, District Board of Trustees