

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
June 29, 2023**

10:00 a.m.

William C. Cramer, Jr. Seminar Room

Members Present 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.

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 Mr. Skinner led the pledge of allegiance to the American flag.

Welcome to Guests 1.4 Chair Cramer welcomed guests: CDR Michael Mosi, 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 Projects and Economic Development; and Mr. John Mercer, Vice President, Administration and Finance.

Hearing of Citizens 1.5 No citizens answered the call to appear before the board.

Public Comment on 2023-24 Proposed Lab Fees No citizens answered the call to address the board regarding the proposed 2023-24 Lab Fees.

Special Presentations 1.6 Dr. Flax-Hyman invited Dr. Sean Preston to introduce today’s special presentations.

Dr. Preston stated that the Foundation was pleased to announce that Mr. Jay Trumbull, Sr. and the Trumbull Family have donated \$50,000 to the Gulf Coast Guarantee Program. He informed that Mr. Trumbull,

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Sr., of Panama City, is the President and Owner of Culligan Water franchises with several offices in Florida, Georgia, and Alabama. Mr. Trumbull also owns a plumbing company in Panama City. Dr. Preston informed that Mr. Trumbull has served in various capacities in the local community.

Mr. Trumbull, Sr. noted that he and his wife attended Gulf Coast State College and are honored to donate to the Gulf Coast Guarantee Program.

Dr. Preston announced the Foundation has been awarded a \$100,000 gift from the Health Scholars Program in support of nursing scholarships. He stated that this was the third time that Simply Healthcare has funded the scholarship, contributing a total of \$250,000, which will fully cover tuition and associated costs for select nursing students pursuing a Bachelor of Science in Nursing in the Fall 2023 semester.

Ms. Samantha Ferrin, senior government relations director, and Ms. Elizabeth Canton, Florida project manager, Simply Healthcare of Florida, thanked the board for the opportunity to partner with GCSC.

Dr. Preston voiced that St. Joe’s Community Foundation has been a perennial supporter of Gulf Coast State College, including the Gulf Coast Guarantee Program. He informed that the St. Joe’s Community Foundation was the GCG donor two years ago with a gift of \$200,000 and is today continuing its support by donating a second \$200,000 bringing their grand total gift to \$400,000.

Dr. Preston introduced Ms. April Wilkes, president, and Ms. Rhea Goff, board member, St. Joe’s Foundation, Inc.

Ms. Wilkes declared that St. Joe’s Foundation is a proud supporter of Gulf Coast State College and of its students. She affirmed that education is the pillar of St. Joe’s Foundation and that it is proud to participate in the community’s workforce growth.

2. Trustee Comments

2.1 Ms. Windham stated that, as one of the newest members of the Board of Trustees, she enjoyed the process of going through the Presidential search, which has allowed her to see the College as a whole.

Report on Presidential Transition Plan

2.2 Dr. Flax-Hyman was pleased to report that today was the fourth and final presidential candidate interview. The Board will hold a special board meeting tomorrow, June 30, at 3:00 p.m., to discuss the candidates and select the next college president.

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- Attorney's Report** **2.3** Mr. Bennett had no report.
- Attorney's Report President's Evaluation** **2.3.1** Attorney Bennett shared the results of the annual evaluation of the president's performance, congratulated Dr. Flax-Hyman on an excellent review and presented it to the Board. He stated that a copy of the performance evaluation would be filed with the State of Florida.
- Mr. Cramer congratulated Dr. Flax-Hyman for the excellent work she provided as the College's interim president.
- Discussion of Ranking for Presidential Candidates** **2.3.2** Attorney Bennett explained that a ranking system will be applied to the selection of the new president. He stated there will be a tabulation of all the candidates and the board will vote on the top two candidates.
- Chair Cramer recommended that the trustees vote on the top two candidates and have an opportunity for discussion before the final vote.
- Mr. Hall moved to accept Chair Cramer recommendation as presented. Ms. Berry 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.
- GCSC Foundation, Inc. President's Update** **2.4** Ms. Caroline Windham, president, GCSC Foundation, Inc., reported the Foundation total assets to date is \$34,575,742 and the contributions to the Gulf Coast Guarantee Campaign to date is \$3,500,000.
- Ms. Windham reported that the Foundation donated \$57,000 in summer scholarships, \$5,000 STEM scholarships and \$15,500 in scholarships for Nursing students.
- Honorary Trustee Updates** **2.5.1** Commander Michael Mosi, Naval Support Activity - Panama City representative, shared that he continues to reach out the high school students to expose them to what the military has to offer and to STEM initiatives. He reported that the Base is promoting education among the sailors as well as dependents and informing them of the educational opportunities provided by Gulf Coast State College.
- 2.5.2** Major Jason Christie, Tyndall Air Force, reporting for Colonel Elizabeth Harwood, informed that the Base's new child development center will be open this summer and will help alleviate childcare challenges at Tyndall. He reported that ground breaking for Zone 1 (Flight Line Operations) has begun. Major Christie also reported that on June 23, 2023, the Base held the annual Summer Education Fair in order to motivate airmen to pursue an education and facilitate advancement opportunities. Several colleges, including Gulf Coast State College, participated in the event. He expressed appreciation for

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the partnership with GCSC.

Next Meeting **2.6** The next regular meeting of the District Board of Trustees is set for Thursday, July 27, 2023, at 10 a.m., in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.

3. SGA Report **3.1** Mr. Nathan Garrett, president, Student Government Association, was unable to attend the meeting.

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.

- Minutes** **4.1.1** DBOT Regular Meeting of May 18, 2023
- 4.1.2** DBOT Workshop Meeting of May 18, 2023
- 4.1.3** DBOT Budget & Finance Committee Meeting of June 8, 2023
- 4.1.4** DBOT Continuing Contract Meeting of June 15, 2023

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

Employment

Rachel A. Flanders, Educational Opportunity Center Advisor, TRiO, Institutional Effectiveness & Student Affairs, effective May 22, 2023 – June 30, 2023, annualized salary of \$33,472. Ms. Flanders fills the position vacated by Antoinette Miller.

John M. Griggs, Jr, Instructional Coordinator, Nursing, Academic Affairs, effective June 01, 2023 – June 30, 2023, annualized salary of \$76,516. Mr. Griggs fills the position vacated by Randy Chitwood.

Daniel J. Henderson, Instructional Coordinator Hospitality and Culinary/The Katherine Griffin Boatwright Endowed Chair for Management & Tourism, Business & Technology, Academic Affairs, effective May 30, 2023 – June 30, 2023, annualized salary of \$80,607. Mr. Henderson fills a new position created by a donation from Ms. Julie Hilton to the Gulf Coast State College Foundation.

Alberto J. Herrera, Financial Aid Advisor & Verification Specialist, Business Affairs, Administration & Finance, effective June 05, 2023 – June 30, 2023, annualized salary of \$37,410. Mr. Herrera

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fills the position vacated by Alexander Kelly.

Amanda W. Manning, Instructional Coordinator, Social Sciences, Academic Affairs, effective July 03, 2023 – June 30, 2024, annualized salary of \$76,254.00. Ms. Manning fills the position vacated by Patricia Schenck.

Marina F. Mitchell, Military Family Employment Specialist, CareerSource, Economic Development & Strategic Projects, effective June 12, 2023 – June 30, 2023, annualized salary of \$33,472. Ms. Mitchell fills the position vacated by Eric Quintana.

Stephen R. Alsleben, Coordinator Veteran Services, Recruitment and Community Relations, Institutional Effectiveness & Student Affairs effective, effective June 12, 2023 – June 30, 2023, annualized salary of \$44,720. Mr. Alsleben fills the position vacated by David Jantzen.

Reclassification

Shelby N. Antolchick, from Application Process Specialist to Coordinator Records, Enrollment Services, Institutional Effectiveness & Student Affairs, effective May 12, 2023 – June 30, 2023, annualized salary of \$39,550. Ms. Antolchick fills the position vacated by Yvette Lareaux.

Patricia L. Young, from Enrollment Services Assistant to Application Process Specialist, Enrollment Services, Institutional Effectiveness & Student Affairs, effective May 15, 2023 – June 30, 2023, annualized salary of \$34,347. Ms. Young fills the position vacated by Shelby Antolchick.

Resignation

Nancy Gibson, Associate Professor, Nursing, Academic Affairs, effective May 05, 2023.

Caroline M. Mugge, Pathway Navigator, Navigation Center, Institutional Effectiveness & Student Affairs, effective June 23, 2023.

Career Service

Employment

Jack D. Benggio, Senior Administrative Assistant (Grade S210),

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VBOC, Economic Development & Strategic Projects, effective May 22, 2023, hourly rate of \$18.36. Mr. Benggio fills a newly created position.

Brendan L. Patterson, Custodian (Grade S150), Facilities Management, Administration & Finance, effective May 12, 2023, hourly rate of \$13.51. Mr. Patterson fills the position vacated by Donna Waynick.

Marisa J. Weiman, Radio Production Assistant (Grade S190), WKGC, Operations, effective May 08, 2023, hourly rate of \$15.25. Ms. Weiman fills the position vacated by Dana Erskine.

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

Daniel R. Lawson, IT Technician I, Information Technology Services, Administration & Finance, effective June 23, 2023.

Courtney B. Meyers, Senior Administrative Assistant, Health Sciences, Academic Affairs, effective June 30, 2023.

- Contract Ratifications** 4.3 Submitted Contract Ratifications included 35 non-credit courses for a total of \$36,487.14 and 10 special contracts for a total of \$41,700.00.
- Overloads/ Adjunct Pay** 4.4 Summer Session A/B 2023 Exceptionals Monthly and Biweekly Overloads/Adjunct Pay included 146 instructors of credit classes for a total of \$342,581.30.
- Purchase Order Activity** 4.5 The Expenditure Report from May 1 - May 31, 2023, was provided for review.
- Approval of 2023-24 Restrict Current Fund (Fund 2) Budgets** 4.6 The 2023-24 Restrict Current Fund (Fund 2) Budgets:
 - Veterans Business Outreach Center
 - Law Enforcement Trust Fund
 - Hurricane Loss Mitigation Program (Mobile Tie-Down Program)
- Approval of 2023-24 Auxiliary Fund (Fund 3) Budgets** 4.7 Approval of 2023-24 Auxiliary Fund (Fund 3) Budgets:
 - Bookstore
 - WKGC
 - Athletics

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- Approval of 2023-24 Loan & Endowment Fund (Fund 4) Budget** **4.8** Approval of 2023-24 Loan & Endowment Fund (Fund 4) Budget:
- Short-Term Emergency Loans
- Approval of 2023-24 Scholarship Fund (Fund 5) Budgets** **4.9** Approval of 2023-24 Scholarship Fund (Fund 5) Budgets:
- Supplemental Educational Opportunity Grant
 - PELL Grant (2022-23)
 - PELL Grant (2023-24)
 - Iraq & Afghanistan Service Grant
 - Florida Academic Scholar Grant
 - Florida Top Scholar Grant
 - Florida Vocational Gold Seal Grant
 - Florida Medallion Grant
 - Florida Student Assistant Grant
 - Florida Student Assistant Grant – Career Education
 - Florida Children of Deceased/Disabled Veterans Grant
 - Florida First Generation Matching Grant
 - Florida Honorably Discharged Assistance Grant
 - Student Financial Aid Fees
 - Student Financial Aid Fees – PSAV
 - SGA Theater Scholarships
 - SGA Officers Scholarships
 - SGA Singing Commodores Scholarships
 - SGA Military Scholarships
 - SGA Brain Bowl Scholarships
 - SGA Music Production Tech Scholarships
 - SGA Visual Arts Scholarships
 - SGA Athletics Scholarships
 - Baseball Scholarships
 - Softball Scholarships
 - Men’s Basketball Scholarships
 - Women’s Basketball Scholarships
 - Volleyball Scholarships
 - GCSC Foundation Need-Based Scholarships
 - GCSC Foundation Military Scholarships
 - GCSC Foundation Certificate Grant
 - GCSC Foundation Last Mile Scholarships
 - GCSC Foundation Dream Keepers Scholarships
 - GCSC Guarantee Scholarships
 - Simply Health BSN Scholarships
- Approval to Serve as 2023-24 Fiscal** **4.10** Approval to serve as 2023-24 fiscal agent for programs/entities accounted for in the Agency Fund (Fund 6) budgets:

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Agent for Programs/Entities in the Agency Fund (Fund 6) Budgets

- CareerSource Gulf Coast
- Federal Stafford Direct Loan Program

Approval of 2023-24 Unexpected Plant Fund (Fund 7) Budgets

- 4.11** Approval of 2023-24 Unexpected Plant Fund (Fund 7) Budgets:
- Student Capital Improvement Fees
 - Student Technology Fees
 - Capital Outlay & Debt Service State Appropriation
 - Fixed Capital Outlay STEM State Appropriation

Approval of 2023-24 Debt Service Plant Fund (Fund 8) Budget

- 4.12** Approval of 2023-24 Debt Service Plant Fund (Fund 8) Budget
- Capital Outlay Debt Service

Final Approval of Changes to Manual of Policy

- 4.13** Final approval of changes to the Manual of Policy:
- Manual of Policy 6.045, Resignations.* The changes clarify that an employee cannot use holidays or accrued leave as part of working out their resignation notice. Employees are required to be present on their last day of employment, work their standard work hours, and complete the employment exit packet.

Approval of Foundation Use of College Facilities for 2023-24

- 4.14** Gulf Coast State College *Manual of Policy 3.028, Gulf Coast State College Foundation, Inc.*, details the relationship between the College and the GCSC Foundation. One aspect of this relationship is not specifically addressed in the policy, that being the value of College facilities used by GCSC Foundation.

The GCSC Foundation formerly used a small suite of offices on the third floor of the Student Union West, but relocated to the Enrollment Services Building for better visibility to, and access by, the community. An estimate of the annual value of the use of these facilities has been provided to the trustees in the information packets, and is approximately \$24,715.

Approval of Disposal of Inventory Property

- 4.15** The listing of one item deemed obsolete and no longer serve the needs of the College’s students or staff was provided for approval to remove it from the College’s inventory.

Mr. Hall moved to accept the consent agenda items 4.1 through 4.15 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.

5. Action Items

Approval of 2023-24 Academic Calendar Modification

5.1 Dr. Flax-Hyman asked the Trustees to approve a modification to the 2023-24 academic calendar that was approved by the Board in November 2022. The purpose of the request is to allow for the addition of a campus-wide professional development day on Tuesday, January 16, 2024. The College will be closed to students to allow campus-wide employee participation.

Mr. Bulger moved to approve modification to 2023-24 academic calendar 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.

Approval of Proposed Lab Fee Changes for 2023-24

5.2 Dr. Flax-Hyman explained that Gulf Coast State College reviews laboratory fees at least once every three years and based on this review, the listed laboratory fees have been changed for the 2023-24 academic year. The fees are used to purchase consumable supplies and student insurance specific to these classes in excess of normal supplies required for classroom instruction.

Mr. Skinner moved to approve proposed lab fee changes for 2023-24 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.

Approval to Award Contract in Response to RFP#1-2023/2024 Hurricane Loss Mitigation Program

5.3 Dr. Flax-Hyman informed that the College received four proposals in response to RFP#1-2023/2024, Hurricane Mitigation Program (Mobile Home Tie-Down Program) and the College RFP Evaluation Committee has chosen Storm Ready Services in the amount of \$4,000,000. Funding will be provided by the Florida Division of Emergency Management.

Mrs. Berry moved to accept the recommendation to award contract for RFP#1-2023/2024, Hurricane Mitigation Program (Mobile Home Tie-Down Program) to Storm Ready Services 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.

Approval to Award Contract to ITB#14-2022/2023 Baseball Field

5.4 Dr. Flax-Hyman informed that the College received two proposals in the response to ITB#14-2022/2023 Baseball Field Batting Cage Enclosure. College staff and the architect on the project recommended approval to award the contract to BGN Contractors in the amount of \$263,662.19. Funding for the contract will be provided by the Gulf

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Batting Cage Enclosure (Rebid)

Coast Commodore Club and athletics fund-raising monies held by the Gulf Coast State College Foundation.

Mr. Hall moved to accept the recommendation to award contract for ITB#14-2022/2023 Baseball Field Batting Cage Enclosure to BGN Contractors 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.

Approval to Award Contracts to RFQ#11-2022/2023 Civil Engineering Services, Continuing Contract for Miscellaneous Services

5.5

Dr. Flax-Hyman noted that a committee of trustees met on Thursday, June 15, 2023, to review proposals and provide recommendations to the Board at the June 29, 2023, District Board of Trustees meeting for continuing contracts for miscellaneous services in the area of civil engineering, mechanical and electrical engineering services, and architectural services.

The College received two proposals in response to RFQ#11-2022/2023, Civil Engineering Services, Continuing Contract for Miscellaneous Projects and both met the qualifications required by the RFQ. The Committee unanimously agreed to recommend awarding of continuing contracts for civil engineering services to Dewberry Engineering and Gortmoller Engineering.

Mr. Bulger moved to accept the recommendation to award contracts for RFQ#11-2022/2023 Civil Engineering Services and Continuing Contract for Miscellaneous Services to Dewberry Engineering and Gortmoller Engineering 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.

Approval to Award Contracts to RFQ#12-2022/2023 Mechanical and Electrical Engineering Services, Continuing Contract for Miscellaneous Projects

5.6

Dr. Flax-Hyman announced that a committee of trustees met on Thursday, June 15, 2023, to review proposals and provide recommendations to the Board at the June 29, 2023, District Board of Trustees meeting for mechanical and electrical engineering services, and continuing contracts for miscellaneous projects.

The college received five proposals in response to RFQ#12-2022/23, Mechanical and Electrical Engineering Services, Continuing Contract for Miscellaneous Projects (RFQ). Based on these proposals, the committee unanimously agreed to recommend to the DBOT awarding of continuing contracts for mechanical and electrical engineering services to HG Engineers and H2 Engineering.

Mr. Hall moved to accept the recommendation to award contracts for

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RFQ#12-2022/2023 Mechanical and Electrical Engineering Services, Continuing Contract for Miscellaneous Projects to HG Engineers and H2 Engineering as presented. 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.

Approval to Reject Architectural Services Continuing Contracts in Response to RFQ#13-2022/2023

5.7 Dr. Flax-Hyman stated that a committee of trustees met on Thursday, June 15, 2023, to review proposals and provide recommendations to the Board at the June 29, 2023, District Board of Trustees meeting for architectural services and continuing contracts for miscellaneous projects.

The college received two proposals in response to RFQ#13-2022/23, Architectural Services, Continuing Contract for Miscellaneous Projects. Trustees and staff were concerned that one of the firms was smaller and distant from the College, which prompted the committee to reject its bid, which left only one viable choice for the College. Rather than have only the one firm, trustees agreed that those proposals be rejected and College staff be authorized to rebid the project in hopes that more firms would participate.

Mr. Bulger moved to accept the recommendation to reject architectural services continuing contracts bids for RFQ#13-2022/2023 as presented. Mrs. Berry 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.

Approval to Write-Off Delinquent Accounts

5.8 In accordance with college policy and Florida accounting policies, Dr. Flax-Hyman requested the Board approval to write-off delinquent accounts, which have now been outstanding for two years, in the amount of \$28,996.05. Dr. Flax-Hyman acknowledged the majority of this amount was the result of state and federal financial assistance awards that flow through the College to students who do not complete their commitments. Dr. Flax-Hyman stated that College staff has little or no discretion in this award process, but is required to repay the award and attempt collection from the students.

Mr. Skinner moved to approve to write-off delinquent accounts as presented. 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.

Approval of College Annual Equity Update for

5.9 Dr. Flax-Hyman informed that Mr. Lee Wood, executive director, Human Resources, with input and assistance from other areas, has completed the College Annual Equity Update for 2022-2023, Parts I

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2022-2023, Parts I and III-V

and III-V as required. Part II of the report was completed and approved by the Board on April 20, 2023. This will complete the Annual Equity Update for 2022-2023.

Mr. Bulger moved to approve the College Annual Equity Update for 2022-2023, Parts I and III-V 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.

Approval of Amendment to the Unrestricted Current Fund (Fund 1), 2022-23 Budget

5.10 Dr. Flax-Hyman requested the Board to approve amendment to the 2022-23 Unrestricted Current Fund (Fund 1) budget to reallocate remaining available budget in the Personnel category to the Current Expense category in order to allow the College maximum flexibility in managing the fund balance at June 30, 2023.

Mr. John Mercer, vice-president, Administration and Finance, explained that as transfers between funds are accounted for in the Current Expense category, this amendment will provide additional flexibility to transfer between Unrestricted Current Fund (Fund 1) and the Unexpended Plant Fund (Fund 7) as needed to adjust the ending fund balance in Fund 1 to the state recommended five percent of Total Funds Available.

Ms. Windham moved to approve amendment to the Unrestricted Current Fund (Fund 1) 2022-23 budget 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.

Approval of 2023-24 Unrestricted Operating (Fund 1) Budget

5.11 Dr. Flax-Hyman presented the 2023-24 College Unrestricted Operating Fund (Fund 1) Budget, as recommended by the DBOT Budget and Finance Committee at their meeting on June 8, 2023.

Assumptions used in the proposed 2023-24 budget include:

- No tuition or fee increase.
- Enrollment based on 3 percent increase over 2022-23 due to Gulf Coast Promise Scholarship Program and continued recovery of enrollment decline due to COVID 19.
- Actual state appropriation from 2023-24 General Appropriation Act
- Estimated Industry Certification funds based on 2022-23.
- Personnel: includes a 10 percent estimated increase in health insurance premiums beginning in January 2024 (with the College absorbing 100 percent of the increased cost to

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employees), and a minimum increase in salaries of 6 percent for all employees.

- Current expenses increased due to expenses shifting from capital outlay to address current program needs. Also includes substantial increases in property and casualty insurance, utilities, maintenance, and expenses associated with expanding the nursing program.
- Capital outlay is decreased due to shifting expenses to current expenses to address current program needs and the completion of the electronic access controls project.
- Lab fees to be to be adjusted for program specific consumable costs in accordance with statute.

Mr. Cramer thanked the trustees financial committee for their work with the budget.

Following discussion of the proposed budget, Ms. Windham moved to approve the 2023-24 College Unrestricted Current Fund Budget 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 April 30, 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. Mercer asked Mr. Jim McDougall to share two videos highlighting the STEM construction advancement and provide an update on its progress.

President’s Report

6.3 Dr. Flax-Hyman expressed gratitude to the Foundation for hiring Mr. Drew Meiner with Capital City Consulting who worked tirelessly, along with State Representative Griff Griffiths, to help secure 3.9 million dollars for the STEM building.

Dr. Flax-Hyman stated that the College continues to work on the Triumph Grant for the High Fidelity Nursing Simulation project and that she would be sending an updated report to the Board in order to

keep them apprised.

Dr. Flax-Hyman informed the Board that the College was continuing to explore separation options with Mr. Michael Lawson, Skyborne Technologies.

Dr. Flax-Hyman highlighted the new Pathway advising manuals, which are key to helping students stay on track. This initiative is a key component of the QEP and the Title III grant.

Dr. Flax-Hyman provided an update on Florida legislature. She informed the Board that Senate Bill 240 authorizes career centers to award applied science degrees through formal agreements between the local FCS institution and other accredited postsecondary educational institutions. Senate Bill 240 also requires each FCS institution to establish a money-back guarantee program on at least three programs. Criteria can include student attendance, student program performance, participation in internship or work study programs, job search documentation, and development of a student career plan with the career services department.

Dr. Flax-Hyman stated that Senate Bill 732, which will take effect July 1, 2023, defines the term “military student” and requires the SBOE to adopt rules and regulations to establish the Collegiate Purple Star Campus Program to support military-connected families. She stated that GCSC already provides a designated staff member military liaison, maintains a webpage, and offers priority registration. The College will work on offering professional training opportunities related to military skills for staff members.

7. Good of the Order 7.1 Chair Cramer invited trustees to attend the following Gulf Coast event:

- Fire Science Academy Graduation – Thursday, July 6, 2023, at 6:00 p.m. in Student Union East, Room 232.

8. Adjournment 8.1 The regular meeting was adjourned at 11:15 a.m.

Secretary

Chair, District Board of Trustees