

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
May 18, 2023**

10:00 a.m.
Building A, Gulf Franklin Campus

Members Present Bill Cramer, Jr., Boyd K. Bulger, Dr. Abel De La Rosa, Frank A. Hall, C. David Powell, Joe K. Tannehill, Jr., Caroline Windham, Dr. Cheryl Flax-Hyman, and Derrick Bennett.

Absent Tricia Berry and Floyd Skinner

- 1. Call to Order**
 - 1.1** Chair Cramer called the meeting to order at 10:00 a.m.
 - 1.2** Mr. Bennett gave the invocation.
 - 1.3** Dr. De La Rosa led the pledge of allegiance to the American flag.
 - 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; Ms. Danyelle Alexander, chair, Professional Employee Council; Dr. Jessica Edwards, chair, Faculty Senate; Dr. Holly Kuehner, vice president, Academic Affairs; Mr. Glenn McDonald, vice president, Strategic Projects and Economic Development, and Ms. Leslie Hapner, dean, Business Affairs.
 - 1.5** No citizens answered the call to appear before the board.
 - 1.6** No special presentation at this time.
- 2. Trustee Comments**
 - 2.1** Mr. Bulger welcomed everybody to Port St. Joe and pointed out the changes that took place since the last time the board met at the Gulf Franklin Campus. Mr. Bulger stated that he attended the spring graduation ceremony at Gulf Franklin and congratulated those involved in the event.

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- Report on Presidential Transition Plan** **2.2** Dr. Flax-Hyman informed the Board that the College received approximately 140 applications and that the Search Committee had narrowed them down to 12 semifinalists. She reported that the Committee will be selecting the finalists during the week of May 22, 2023. The finalists will be invited to attend interviews on campus in June.
- Attorney's Report** **2.3** Mr. Bennett presented an addendum to Dr. Flax-Hyman's contract for the Board approval. The addendum extends her tenure as GCSC president until a new president is hired. Once a new president is hired, she will return to her contractual responsibilities as Vice President of Institutional Effectiveness and Student Affairs until either her resignation or three years from the date the College hires a new president. Mr. Bennett provided other updates regarding her contract with the College.
- GCSC Foundation, Inc. President's Update** **2.4** Ms. Caroline Windham, president, GCSC Foundation, Inc., reported that the Foundation's total assets as of April 30, 2023, are \$35,120,155.38. She stated that Mr. Bill Cramer matched the donation given by Florida Blue Nursing and Allied Health, increasing it to \$33,636.00.
- Mr. Cramer announced that the contributions to the Gulf Coast Guarantee Campaign to date is \$3,468,432.66.
- Honorary Trustee Updates** **2.5.1** Mr. John Skaggs, attending for CDR Mosi, Naval Support Activity - Panama City, shared that Commander Michael Mosi continues his efforts with community involvement. He has been visiting high schools and sharing with students what the Navy has to offer.
- 2.5.2** The honorary trustee from Tyndall Air Force Base was not present at the meeting.
- Approval of the 2023-24 DBOT Meeting Schedule** **2.6** Trustees reviewed the proposed 2023-24 schedule of regular meetings of the District Board of Trustees. Mr. Powell moved to approve the proposed 2023-24 District Board of Trustees meeting schedule as presented. Mr. Bulger seconded the motion and the vote was recorded as follows: Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye.
- Next Meeting** **2.7** The next regular meeting of the District Board of Trustees is set for Thursday, June 29, 2023, at 10 a.m., in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.
- Mr. Cramer asked Mr. Hall, Mr. Bulger, and Dr. De La Rosa to serve on the Budget Financial Committee, which will have the first meeting on Wednesday, May 31, 2023. More details will follow.

3. SGA Report **3.1** Dr. Kelli Walsingham, dean, Student Life, reported that during the month of April, 2023, SGA held End of the Year and Regalia Pick Up Parties and celebrated the new E-Board officers who were sworn in at Honors Convocation. She stated that SGA participated in both graduation ceremonies on May 5, 2023 and were joined by the College mascot.

SGA will be starting summer intramural sports starting on May 17, 2023, and will be hosting a soda float event on May 18, 2023, in the Health Sciences lobby. Over the summer, SGA will be working with other departments on campus to help spread the word about SGA and what it can offer to GCSC students, as well as introducing the new E-board to new and current students. SGA is scheduling summer dates and times to visit North Bay Campus and Gulf Franklin campus.

Program Focus **3.2** Dr. Flax-Hyman introduced Ms. Kristal Smallwood, director, Gulf Franklin Center, and invited her to provide a presentation on Gulf Franklin Center Nursing Program. She explained the updates completed in Building A and pointed out the importance of having simulation equipment to better prepare the nursing students. Ms. Smallwood introduced Ms. Deborah Brzuska.

Ms. Brzuska, professor, Gulf Franklin Center Nursing, mentioned the programs that are available to the nursing students at the Gulf Franklin Center and the high pass rate of students who take the exams. She stated that the Nursing Program goal is to develop nurses who are ready to enter the workforce.

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

Minutes **4.1.1** DBOT Special Meeting Minutes of April 20, 2023
4.1.2 DBOT Regular Meeting Minutes of April 20, 2023

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

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Employment

Martin D. Gray, Diving & Firing Range Coordinator, Public Safety, Academic Affairs, effective May 15, 2023 – June 30, 2023, annualized salary of \$47, 276. Mr. Gray fills the position vacated by Damien South.

Emma P. Leb, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective April 24, 2023 – June 30, 2023, annualized salary of \$39,550. Ms. Leb fills the position vacated by Allison Parks.

Tara A. Mizell, Financial Aid Advisor & Verification Specialist, Business Affairs, Administration & Finance, effective May 08, 2023 – June 30, 2023, annualized salary of \$39,550. Ms. Mizell fills the position vacated by Sabine Bennett.

Stephen K. Roberts, Business Consultant/Budget Coordinator, VBOC, Economic Development & Strategic Projects, effective May 15, 2023 – June 30, 2023, annualized salary of \$49,980. Mr. Roberts fills the position vacated by Janice Benggio.

Reclassification

Erika K. Goines, from Instructional Coordinator to Director Broadcasting & Production, WKGC, Operations, effective May 15, 2023 – June 30, 2023, annualized salary of \$83, 773. Ms. Goines fills the position vacated by James Baxley.

Alisa L. Fritch, from Financial Aid Advisor & Verification Specialist to Educational Opportunity Center Project Coordinator, TRiO, Institutional Effectiveness & Student Affairs, effective May 22, 2023 – June 30, 2023, annualized salary of \$44,720. Ms. Fritch fills the position vacated by Denise Reyes.

Resignation

Isabella F. Barbour, Temporary Writing and Reading Lab Supervisor, Language & Literature, Academic Affairs, effective May 05, 2023.

Dr Daniel O. Fisher, Assistant Professor, Social Sciences, Academic Affairs effective May 05, 2023.

Bryan K. Hampton, Assistant Professor, Business & Technology, Academic Affairs, effective May 05, 2023.

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Retirement

Jamie C. Shepard, Business Analyst, VBOC, Economic Development & Strategic Projects, effective July 21, 2023.

Career Service

Employment

Deanna L. Palmer, Senior Administrative Assistant (Grade S210), CareerSource, Economic Development & Strategic Projects, effective April 27, 2023, hourly rate of \$17.51. Ms. Palmer fills the position vacated by Alisa Stewart.

Retirement

Larry D. McCullough, Lead Custodian, Facilities Management, Administration & Finance, effective July 06, 2023.

- Contract Ratifications** **4.3** Submitted Contract Ratifications included 31 noncredit courses for a total of \$13,211.46 and 4 special contracts for a total of \$7,925.00.
- Overloads/ Adjunct Pay** **4.4** Spring Session C 2023 April and May Exceptional Monthly and Biweekly Overloads/Adjunct Pay included 62 instructors of credit classes for a total of \$51,183.96.
- Purchase Order Activity** **4.5** The Expenditure Report from April 1 through April 28, 2023, was provided for review.

5. Action Items

- Recommendation of Approval to Cancel County Fire Station Lease Agreement at the North Bay Campus** **5.1** Dr. Flax-Hyman stated that in July 2018, the District Board of Trustees approved an agreement between Gulf Coast State College and the Bay County Board of County Commissioners for lease of property at the North Bay Campus for the construction of a fire station to serve the surrounding area and to provide educational opportunities for the College's first responder programs.

She reported that Bay County determined that a fire station at that location was not feasible at the time. Due to the change in direction, County staff and the College are requesting approval by the board to cancel the lease. Attorney Bennett and the attorney for the county have been involved and concur with this action.

Mr. Bulger moved to cancel the fire station lease agreement at the North Bay Campus as presented. Mr. Powell seconded, and the vote

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was recorded as follows: Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

Recommendation to Approve Changes to MOP 6.045 Resignations

5.2

Dr. Flax-Hyman stated that the update to the MOP 6.045 clarifies 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.

Ms. Windham moved to approve update to MOP 6.045 as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

Recommendation to Approve Capital Improvement Program Priorities for 2024-25 through 2026-27

5.3

Trustees were asked to approve the Capital Improvement Program for FY 2024-25 through FY 2026-27 for projects identified in the June 2022 Educational Plant Survey. Dr. Flax-Hyman stated that recommended priorities include remodeling of the J.R. Asbell Business Building to Nursing Simulation Lab and the Rosenwald Classroom Building, as well as renovation of the Social Sciences Building and the Amelia Tapper Center.

Ms. Windham moved to accept the recommendation to approve the capital improvement program priorities for 2024-25 through 2026-27 as presented. Mr. Hall seconded, and the vote was recorded as follows: Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

6. Informational Items

Actual YTD Revenues and Expenses Compared to Budget and Prior Year

6.1

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

Update on Construction of STEM Building

6.2

Dr. Flax-Hyman asked Mr. Jim McDougall to provide an update on the STEM Center progress. He stated that building construction updates can be found on the College website and that a drone is recording the construction progress.

Mr. Tannehill requested that a monthly safety report be sent to the trustees and recommended that the College make sure that state safety regulations are followed. A discussion followed regarding the STEM

building construction safety procedures.

Mr. Tannehill moved to request that the builder send a monthly safety report on the progress of the STEM building. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

President’s Report 6.3

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

Dr. Flax-Hyman asked Dr. Kelli Walsingham to present an overview on the athletics programs. Dr. Walsingham, dean, Student Life, reported on GCSC athletic programs, budget, and recruiting efforts. Mr. Mike Kandler, athletics director, Wellness and Athletics, pointed out that GCSC athletics has 85% graduation rate and 98% transfer rate.

Trustees asked questions related to GCSC athletics recruiting and funding. A discussion ensued, and Mr. Cramer requested additional reports throughout the year on the status of athletics—especially as it relates to enrollments, scholarships and funding.

7. Good of the Order 7.1

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

- Dental Assisting Pining Ceremony - Thursday, June 22, 2023, at 5:00 p.m. in the Sarzin Hall (Language & Literature Building)
- Fire Science Academy Graduation – Thursday, July 6, 2023, in Student Union West

8. Adjournment 8.1

The regular meeting was adjourned at 11:24 a.m.

Secretary

Chair, District Board of Trustees