

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
September 14, 2023**

10:00 a.m.
Room 101, EOC Building, North Bay Campus

Members Present Bill Cramer, Jr., Tricia Berry, Boyd K. Bulger, C. David Powell, Floyd Skinner, Joe K. Tannehill, Jr., Caroline Windham (Zoom), Glen McDonald and Derrick Bennett.

Absent Dr. Abel De La Rosa and Frank A. Hall

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 noted that today was Mr. McDonald's first District Board of Trustees meeting as the College's president and stated that he was looking forward to working with him in the future.

Mr. McDonald expressed gratitude for the opportunity to serve as GCSC president and stated he was appreciative of faculty, staff, and students' support.

Chair Cramer welcomed guests: Dr. Cheryl Flax-Hyman, executive vice-president; Dr. Holly Kuehner, vice president, Academic Affairs; Ms. Danyelle Alexander, Chair, Professional Employee Council; Mr. Greg Robinson, chair, Faculty Senate; Mr. Nathan Garrett, president, Student Government Association; and Mr. John Mercer, vice president, Administration and Finance.

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

Special Presentation 1.6 Chair Cramer informed that it was his privilege as a member of the Florida College System Foundation board of directors to stand in lieu of the Foundation executive director to present the following scholarships to Gulf Coast State College:

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Nursing and Allied Health scholarships:

- \$16,524 from Florida Blue Nursing and Allied Health Scholarship, which requires a local match and I am very pleased to be able to match it the scholarship today.

First Generation scholarships:

- \$5,532 from Helios Education Foundation
- \$7,360 from Bank of America

Mr. McDonald expressed gratitude to the Florida College System Foundation for the scholarships donation and to Mr. Cramer for matching the \$16,524 donation from Florida Blue Nursing and Allied Health scholarship.

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|-------------------------------------------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Trustee Comments | 2.1 | Trustees had no comments. |
| Attorney’s Report | 2.2 | Mr. Bennett reported on the Skyborne Technologies’ contract and stated that both parts are working towards closing the contract. |
| GCSC Foundation, Inc. President’s Update | 2.3 | Ms. Caroline Windham, president, GCSC Foundation, Inc., reported (through Zoom) the Foundation total assets to date is \$36,068,402 and the contributions to the Gulf Coast Guarantee Campaign to date is \$3,411,468.

Ms. Windham reminded everyone that the Foundation Golf Tournament is scheduled for December 5, 2023 and the Annual Dinner for February 8, 2024 |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is scheduled for Thursday, October 19, 2023, at 10 a.m., in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College. |
| 3. SGA Report | 3.1 | Mr. Garrett, president, Student Government Association (SGA) reported that over 150 students attended the Luau and the Fall Retreat. He shared that The Club Rush event was also well attended. He noted that through events and committee meetings, SGA is strengthening the lines of communication, creating new ways to collaborate, inspire participation, and leadership opportunities. |
| Program Focus | 3.2 | Mr. McDonald introduced Mr. Bruce Harber, director/chair, North Bay Campus Programs to present this month’s Program Focus.

Mr. Harber provided a brief introduction to North Bay Campus. He informed that the 120-acre North Bay Campus was established in 1990 to elevate law enforcement firearms and driver training in the region. In 1996, the high-tech Burn Building Training Simulator was added to |

enhance Firefighter training. In 1999, the Division of Public Safety moved from the Technology Building on the Panama City Campus to the Charles H. Abbott building at North Bay. In 2005, a proposal was made to use approximately 15 acres to relocate and expand the Bay County Emergency Operations Center. The joint-use facility was completed in 2010 with the opening of the College’s 50,000 square-foot Public Safety Building, which provides office, classroom, and training space to the Division, and is also home to the Bay County Emergency Services Department, the County 9-1-1 call/dispatch center, and the Emergency Operations Center.

Mr. Harper provided a review of the programs and activities occurring at North Bay Campus and stated that 177 students graduated as First Responders in the 2022-23 academic year, with a 92 percent job placement rate. He introduced the programs coordinators Daryl White, Criminal Justice and Law Enforcement; Kevin Greenberg, Fire Science, Liliana Zamora, EMS

Chair Cramer noted that North Bay Campus is a great example of how a state college can look at the needs of the community and build a facility to serve both students and the community.

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 DBOT Regular Meeting Minutes of July 27, 2023

Personnel

4.2 Professional Services

Employment

Trendon M. Ellis, Assistant Professor, Business and Technology, Academic Affairs, effective August 14, 2023 – May 03, 2024, annualized salary of \$51,304. Mr. Ellis fills the position vacated by Bryan Hampton.

Madisyn J. Flammia, Coordinator, Student Activities, Student Life, Institutional Effectiveness & Student Affairs, effective August 22, 2023 – June 30, 2024, annualized salary of \$49,903. Ms. Flammia fills the position vacated by Allison Parks.

William J. Fravel, Instructor, Business and Technology, Academic Affairs, effective August 14, 2023 – May 03, 2024, annualized salary of \$46,312. Mr. Fravel fills the position vacated by Paul

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Alexander L. Giles, Assistant Professor, Nursing, Academic Affairs, effective August 14, 2023 – May 03, 2024, annualized salary of \$58,280. Mr. Giles fills the position vacated by Nancy Gibson.

Conner R. Griffith, Writing Lab Tutor, Language & Literature, Academic Affairs, effective August 14, 2023 – May 03, 2024 annualized salary of \$30,958. Ms. Griffith fills the position vacated by Alyssa Bell.

Dorothy R. Hibbard, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective August 21, 2023 – June 30, 2024, annualized salary of \$43,267. Ms. Hibbard fills the position vacated by Caroline Mugge.

Tangalena McEwen, Educational Opportunity Center Advisor, TRiO, Institutional Effectiveness & Student Affairs, effective August 07, 2023 – June 30, 2024, annualized salary of \$35,743. Ms. McEwen fills the position vacated by Darrien Mack.

Reclassification

Danielle A. Pierce, From Program Assistant to Program Specialist, TRiO, Institutional Effectiveness & Student Affairs, effective July 24, 2023 – June 30, 2024, annualized salary of \$41,904. Ms. Pierce fills the position vacated by Anthony Pilot.

Resignation

Amber L. Clark, Professor, Language & Literature, Academic Affairs, effective August 12, 2023.

Tonia E. Lawson, Executive Director of Procurement & Auxiliary Services, Business Affairs, Administration & Finance, effective August 17, 2023.

Allison M. Parks, Coordinator, Student Activities, Student Life, Institutional Effectiveness & Student Affairs, effective August 25, 2023.

Kimberly N. Snow, Assistant Professor, Nursing, Academic Affairs, effective May 05, 2023.

DROP Entry

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Kara M. Hillard, Assistant Coordinator, Student Life, Institutional Effectiveness & Student Affairs, effective October 01, 2023.

Carl E. Kleinschmidt, Coordinator III, Wellness, Institutional Effectiveness & Student Affairs, effective July 01, 2023.

Career Service

Employment

Nicolas K. Coleman, IT Technician I (Grade S220), Information Technology Services, Administration & Finance, effective July 05, 2023, hourly rate of \$18.07. Mr. Coleman fills the position vacated by Daniel Lawson.

John C. Gillespie, Maintenance Mechanic (Grade S220), Facilities Management, Administration & Finance, effective August 07, 2023, hourly rate of \$20.57. Mr. Gillespie fills the position vacated by Ronald Donar.

Crystal M. Tharp, Senior Administrative Assistant (Grade S210), Health Science, Academic Affairs, effective Aug 14, 2023, hourly rate of \$19.46. Mrs. Tharp fills the position vacated by Courtney Myers.

Brandon S. Bowling, Senior Administrative Assistant (Grade S210), Language & Literature, Academic Affairs, effective August 14, 2023, hourly rate of \$ 19.46. Mr. Bowling fills the position vacated by John Weinmann.

Reclassification

Earlie D. Dempsey, from Lead Groundskeeper to Lead Custodian (Grade S175), Facilities Management, Administration & Finance, effective July 21, 2023, hourly rate of \$16.71. Mr. Dempsey fills the position vacated by Larry McCullough.

Russell Moranor, from Custodian to Lead Custodian (Grade S175), Facilities Management, Administration & Finance, effective August 21, 2023, hourly rate of \$ 16.35. Mr. Moranor fills the position vacated by Thelma Green.

Resignation

Jessica M. Teegarden, Administrative Assistant, Human Resources,

Administration & Finance, effective August 10, 2023.

DROP Entry

Debra Pringle, Receptionist, Health Science, Academic Affairs, effective August 01, 2023.

Passed Away

John M. Weinmann, Senior Administrative Assistant, Language & Literature, Academic Affairs, effective July 26 2023.

- Contract Ratifications** 4.3 Submitted Contract Ratifications included 45 non-credit courses for a total of \$34,330.04.
- Overloads/ Adjunct Pay** 4.4 Summer Session 2023 Exceptionals Monthly and Biweekly Overloads/Adjunct Pay included 118 instructors of credit classes for a total of \$148,892.78.
- Purchase Order Activity** 4.5 The Expenditure Report from July 1 – August 23, 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; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

5. Action Items

- Recommendation to Approve 2023 College System Affordability Report** 5.1 Mr. McDonald requested approval of the 2023 College System Affordability Report. He stated that, pursuant to Florida Statutes 1004.084 and 1004.085, each institution must submit, no later than September 30, the Board approved, Florida College System Affordability Report. He explained that this report details the efforts made by the institution to promote affordability in the areas of tuition and fees; financial aid policies and programs; textbooks and other instructional materials. Mr. McDonald shared that trustees were provided several reports documenting compliance.

Trustees were asked to provide approval to submit the required compliance documentation for Florida Statutes 1004.084 and 1004.085.

Mr. Tannehill made a motion to approve 2023 College System Affordability Report as presented. Mrs. Berry seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

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- Recommendation to Award Contract in Response to RFQ #5-2023-2024 Architectural Services, Continuing Contract** **5.2**
- Mr. McDonald noted that a committee of trustees met on 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 architectural services.
- Mr. McDonald stated that the College received two proposals in response to RFQ #13-2022-2023, Architectural Services, Continuing Contract for Miscellaneous Projects and noted that trustees and staff voiced some concerns that one of the firms was smaller and its locations was considerable distance from the College, which made it not a good fit, thus leaving only one viable choice. Rather than have only the one firm, trustees agreed that the proposals be rejected and College staff be authorized to rebid the projects in hopes that more firms would participate.
- Mr. McDonald shared that College staff rebid the projects as RFQ #5-2023/24, Architectural Services, Continuing Contract and received four proposals: Florida Architects; Destin Architectural Group; STOA Architects; and VBA Design, Inc. He stated that the trustee committee reconvened on August 29 to review the four proposals and unanimously agreed to recommend to the DBOT awarding the contracts to both Destin Architectural Group (DAG) and Florida Architects.
- Mr. Floyd moved to accept the recommendation to award contract in response to RFQ #5-2023-2024 Architectural Services, Continuing Contract as presented. Mr. Powell seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.
- Recommendation of Approval to Change Orders to Burke Construction Group STEM Contract** **5.3**
- Mr. McDonald informed that Burke Construction Group and College staff are requesting approval of four change orders to the Burke STEM contract. Change order #1 is for discovered underground water piping, unknown at the time of contract. Change order #2, #3, and #4 are due to College's direct materials purchase program to save the sale taxes.
- Chair Cramer added that the change orders are deductible, which means that the College will be saving money by approving the changes.
- Mr. Mercer informed that in order to better track the change orders through their software, the architects requested to consolidate change orders #1, #2, #3, and #4 into order #1 and have under it items 1, 2, 3, and 4.
- Mrs. Berry moved to accept the recommendation to change orders to Burke Construction Group STEM contract as presented. Mr. Bulger seconded, and the vote was recorded as follows: Berry, aye, Bulger,

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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 2023-24 as of July 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. He reported that the building construction is moving along well.

- 62.A** Mr. Mercer stated that attachment 6.2-A lists the direct purchase the College has made for the STEM Building Project. He explained that, as of today, the College made direct purchases of supplies in the amount of #3.7 million, which saved \$251,000 in sales taxes. Mr. Mercer estimated that the College will save close to \$700,000 by purchasing tax free building supplies for the STEM building.

Chair Cramer requested that Mr. Mercer provide to the trustees a monthly report to keep track of contingency money left on the STEM Building Project.

Lodging of 2022-23 Annual Financial Report

- 6.3** Mr. Mercer reported that the College submitted the financial annual report on time and made adjustments to obtain excess funds in order to receive the required percentage down to 5%. He informed that the College moved about \$470,000 from Fund 1 to Fund 7 to obtain the five percent it is expected to received.

President's Report

- 6.4** Mr. McDonald reported the following:

Fall Conference and successful start of the Fall semester.

Enrollment increase in the summer semester and year-to-date.

The College's First Friday presentation at the Bay Chamber of Commerce on September 1st in which the College highlighted programs and students.

Softball and baseball will kick off their season in the next few weeks.

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October 8, GCSC will host Georgia Tech.

The first baseball game of the season is scheduled for October 3rd.

The women’s volleyball team is ranked 3rd in the nation and number 1 in region 8. The next game is scheduled for September 15, at 6:00 p.m.

GCSC has recently been presented with the Pete Taylor Partnership of Excellence Award by the Military Child Education Coalition, which recognizes projects that benefits military and veteran connected children.

The College is monitoring the tropics during hurricane season and is keeping employees and students informed of extreme weather by sending out campus-wide alerts through email and text messages.

7. Good of the Order 7.1

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

- College Fair – Thursday, September 14, 2023, from 6:00 to 8:00 p.m. in the GCSC Gym
- Homeless Veteran Standdown – Friday, September 15, 2023, from 8:00 a.m. to 12:00 p.m. in Student Union East, 2nd Floor
- Health Bus Dedication – Friday, October 6, 2023, at 9:00 a.m. in front of the Health Sciences Building

8. Adjournment 8.1

The regular meeting was adjourned at 11:00 a.m.

Secretary

Chair, District Board of Trustees