

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST STATE COLLEGE April 20, 2023

10:00 a.m.

William C. Cramer, Jr. Seminar Room

Members Present Bill Cramer, Jr., Tricia Berry, Boyd K. Bulger, Frank A. Hall, C. David Powell, Floyd D. Skinner, Joe K. Tannehill, Jr., Caroline Windham, Dr. Cheryl Flax-Hyman, and Derrick Bennett.

Absent Dr. Abel De La Rosa

1. **Call to Order**
 - 1.1 Chair Cramer called the meeting to order at 10:10 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; Ms. Caroline Windham, president, Gulf Coast State College Foundation, Inc., and GCSC Trustees; Ms. Danyelle Alexander, chair, Professional Employee Council; Ms. Madison Hayne, president, Student Government Association; Dr. Jessica Edwards, chair, Faculty Senate; Dr. Holly Kuehner, vice president, Academic Affairs; and Mr. John Mercer, vice president, Administration & Finance.
- Hearing of Citizens**
 - 1.5 No citizens answered the call to appear before the board.
- Special Presentation**
 - 1.6 Dr. Flax-Hyman announced that the Florida College System Foundation Board of Directors presented the GCSC Foundation, Inc. with \$16,808 grant for the 2022-2023 Florida Blue Nursing and Allied Health Scholarship with a local donor matching the donation. Mr. William C. Cramer, Jr. offered to match the donation, which increased it to \$33,636 in scholarships for students in Nursing and Health Sciences programs. Dr. Flax-Hyman expressed her gratitude for the continued support of GCSC Foundation and students.

Dr. Flax-Hyman spoke about Model UN, an academic simulation

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organized by various committees of the United Nations where students step into roles of different countries and come together to solve problems. Dr. Flax-Hyman invited Dr. David Fistein, professor, Social Sciences, to the podium. Dr. Fistein thanked the Board for being invited to share their experiences and provided a presentation on Model UN. Dr. Fistein then invited two students to share this year's experience.

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| 2. Trustee Comments | 2.1 | Mr. Frank Hall congratulated Dr. David Thomasee for the GCSC Triumph vehicle being out at the beach during Spring Break and partnering with first responders. Mr. Floyd Skinner expressed his appreciation to both Dr. Flax-Hyman and Mr. Cramer for their help in restoring the Veteran's Park. Ms. Caroline Windham thanked trustees and the community for their support by attending the Council of Presidents and Trustees meeting in Tallahassee, on March 23, 2023. |
| Report on Presidential Transition Plan | 2.2 | Dr. Flax-Hyman shared that there have been over 100 applicants for the presidential search. The search committee is diligently working through to identify semi-finalists and the next committee meeting will be May 1, 2023. |
| 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 that a budget was presented for scholarships of \$1,177,000 and it was approved. This past year to date the Foundation has spent \$966,140 on scholarships serving 871 students. The Foundation voted on their own budget and it was approved as well. Ms. Windham reported the total assets as of March 31, 2023, are \$34,837,638 and have paid out over \$100,000 in scholarships this past month. |
| Honorary Trustee Updates | 2.5.1 | Commander Michael Mosi, Naval Support Activity - Panama City representative, introduced himself as the new commanding officer of the Naval Activity Support-PC and thanked the community for being extremely welcoming to him and his family. CDR Mosi stated there are a couple of new projects coming up at the base, and that he is also looking forward to collaborating with the College. |
| | 2.5.2 | The honorary trustee from Tyndall Air Force Base was not present at the meeting. |
| Next Meeting | 2.6 | The next regular meeting of the District Board of Trustees is set for Thursday, May 18, 2023, at 10 a.m., Gulf Franklin Campus. |

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- 3. SGA Report**
 - 3.1** Ms. Madison Hayne, president, Student Government Association (SGA), stated that March 7th, SGA hosted a “Spring Break Send-off” to kick-off Spring Break. Ms. Hayne continued reported on internal affairs, on-campus events, and end of the semester activities.

Mr. Cramer noted that today was Ms. Hayne’s last meeting and thanked her for her participation.

- Program Focus**
 - 3.2** Dr. Flax-Hyman introduced Ms. Katie McCurdy, executive director, Community Engagement, and invited her to provide a presentation on Continuing Education. Upon noting the importance of managing a self-sustaining Continuing Education department, Ms. McCurdy introduced department staff Ms. Lara Herter and Ms. Sherrie Lock.

Ms. Herter, program coordinator, Business and Community Education, shared the different programs that Continuing Education offers for teachers, businesses, and the community.

Ms. Lock, program coordinator for Healthcare, CPR training, Human Resources Online training, shared the different programs that Continuing Education offers for healthcare licensing renewal, certifications, and first aid and CPR training.

- 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** February 23, 2023, District Board of Trustees Regular Meeting Minutes

- Personnel**
 - 4.2 Professional Services**

Renewal of Annual 9-Month Contracts Beginning August 2023

- | | |
|-------------------------|---------------------|
| Charlotte Boyden | Rebecca A. Kelly |
| Terri Bunch | Kristi Krutchek |
| Caroline Capps | Tiffany M. Messick |
| Denise A. Crider | Megan B. Olson |
| Grant Deam | Vincent Pelligrino |
| John W. Divine | Melanie Pendergrass |
| Iman I. Elkomy | Valaree Shuler |
| Anita Hanson | Kimberly Snow |
| Alexander M. Haruk | Kelly Spriggs |
| Caleb Jordan | Kayley Thomas |
| Christine J. Katzberger | |

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Employment

Mark E. Douglas, Instructional Designer, Online Learning & Library Services, Academic Affairs, effective March 20, 2023 – June 30, 2023, annualized salary of \$61,426. Mr. Douglas fills a newly created position funded by the Title III grant.

Kristopher L. Hatcher, Director of TRiO Programs, TRiO, Institutional Effectiveness & Student Affairs, effective April 03, 2023 – June 30, 2023, annualized salary of \$70,359. Mr. Hatcher fills the position vacated by Diane Garrard.

Denise Reyes, Educational Opportunity Center Project Coordinator, TRiO, Institutional Effectiveness & Student Affairs, effective March 20, 2023 – June 30, 2023, annualized salary of \$42,652. Ms. Reyes fills the position vacated by Mark McHale.

Reclassification

Sabine J. Bennett, From Financial Aid Advisor & Verification Specialist to Financial Aid Associate Director, Business Affairs, Administration & Finance, effective March 31, 2023 – June 30, 2023, annualized salary of \$53,278. Ms. Bennett fills the position vacated by the reclassification of Ursula Backus.

Alexander B. Kelly, From Financial Aid Advisor & Verification Specialist to Financial Aid Specialist, Business Affairs, Administration & Finance, effective March 31, 2023 – June 30, 2023, annualized salary of \$37,410. Mr. Kelly fills the position vacated by Rebecca Ramsey.

Allison M. Parks, From Pathway Navigator to Student Activities Coordinator, Student Life, Institutional Effectiveness & Student Affairs, effective March 03, 2023 – June 30, 2023, annualized salary of \$49,175. Ms. Parks fills the position vacated by the reclassification of Taylor Gilmore.

DROP Entry

Stephanie E. Driskill, Manager, Gulf Coast Criminal Justice Selection Center, Public Safety, Academic Affairs, effective April 01, 2023.

Resignation

Janice W. Benggio, VBOC Business Consultant, Veterans Business Outreach Center, Economic Development & Strategic Projects, effective May 02, 2023.

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David D. Jantzen, Coordinator Veteran Services, Recruitment and Community Relations, Institutional Effectiveness & Student Affairs, effective June 30, 2023.

Denise Kenny, Assistant Professor, Nursing, Academic Affairs, effective February 28, 2023.

Yvette J. Lareaux, Coordinator, Enrollment Services, Institutional Effectiveness & Student Affairs, effective March 23, 2023.

Antoinette Y. Miller, Educational Opportunity Center Advisor, TRiO, Institutional Effectiveness & Student Affairs, effective March 29, 2023.

Pamela J. Pederson, Station Manager, WKGC, Operations, effective March 20, 2023.

Eric Quintana, VBOC Business Consultant, CareerSource, Economic Development & Strategic Projects, effective March 29, 2023.

Denise Reyes, Educational Opportunity Center Project Coordinator, TRiO, Institutional Effectiveness & Student Affairs, effective April 13, 2023.

Elyse J. Wallace, Assistant Instructional Coordinator, Nursing, Academic Affairs, effective June 30, 2023.

Deceased

Randall T. Chitwood, Instructional Coordinator, Nursing, Academic Affairs, effective March 07, 2023.

Career Service

Employment

Connor P. Powers, Engineering Technician (Grade S240), Information Technology Systems, Administration & Finance, effective January 30, 2023, hourly rate of \$19.18. Mr. Powers fills the position vacated by Kurt Morris.

Reclassification

Thelma D. Green, From Lead Custodian to Custodian (Grade S150), Facilities Management, Administration & Finance, effective February 17, 2023, hourly rate of \$16.35. Ms. Green stepped down from previous position.

Resignation

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Belinda S. Adams, Senior Cashier, Business Affairs, Administration & Finance, effective April 03, 2023.

Kenesha Y. Fleets, Custodian, Facilities Management, Administration & Finance, effective March 20, 2023.

Joshua A. Nichols, Senior Administrative Assistant, Wellness & Athletics, Institutional Effectiveness & Student Affairs, effective April 10, 2023.

Contract Ratifications 4.3 Submitted Contract Ratifications included 43 noncredit courses for a total of \$16,442.25 and 1 special contract for a total of \$150.00.

Overloads/ Adjunct Pay 4.4 Spring Session C 2023 and February Exceptional Monthly and Biweekly Overloads/Adjunct Pay included 93 instructors of credit classes for a total of \$158,843.96.

Purchase Order Activity 4.5 The Expenditure Report from February 1 through March 31, 2023, was provided for review.

Final Approval of Manual of Policy Change 4.6 Recommendation of final approval of Manual of Policy change: Manual of Policy 5.182, Golf Cart/Utility Vehicles. New policy to document the standard practice for using golf carts and utility vehicles across all campus departments.

Mr. Bulger moved to accept the consent agenda items 4.1 through 4.6 as presented. Mr. Hall seconded, and the vote was recorded as follows: Berry, aye, Bulger, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

5. Action Items

Recommendation to Award Contract for Elevator Modernization Project BID#9-2022/2023 5.1 Dr. Flax-Hyman stated there are two elevators that need to comply with the new ASME Elevator Safety code before December 31, 2023. Only one bid has been received. The plan is to repair the elevators instead of replacing due to cost. A discussion followed regarding only one bidder and the funding of the repairs.

Mr. Skinner moved to accept the recommendation to award contract for Elevator Modernization Project BID#9-2022/2023, as presented. Mr. Powell seconded, and the vote was recorded as follows: Berry, aye, Bulger, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

Recommendation of Approval to 5.2 Dr. Flax-Hyman stated no bids have been received for this invitation. The architect and GCSC staff have recommended using local providers

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Cancel ITB #10-2022/23 STEM Center Project

for testing and inspection services as needed for the STEM Center so the project stays on target for completion. A discussion followed regarding the options for inspections and cost.

Mr. Skinner moved to approve the cancellation of ITB #10-2022/23 STEM Center, as presented. Mr. Powell seconded, and the vote was recorded as follows: Berry, aye, Bulger, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

Recommendation Of Approval of Changes to the Gulf Coast State College and Bay County Commercial Truck Driving Lease 5.3

Dr. Flax-Hyman stated that the Board approved a GCSC and Bay County commercial truck driving lease at the January board meeting, however, it was rejected by the Florida Department of Highway Safety and Motor Vehicles because the lease contract did not specify the contract duration for a minimum of one-year term. She asked that the recommended amendment be approved by the Board.

Mr. Hall moved to accept the recommendation to approve changes to the Gulf Coast State College and Bay County Commercial Truck Driving Lease, as presented. Mr. Powell seconded, and the vote was recorded as follows: Berry, aye, Bulger, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

Appointment of Trustees to Serve on Professional Services Continuing Contracts Selection Committee 5.4

Dr. Flax-Hyman stated that at the June 2023 meeting, trustees will be asked to approve professional services continuing contracts for Architectural, Civil Engineering, Mechanical and Electrical Engineering Services. She asked for Board volunteers to serve on the committee who will be evaluating and ranking the proposals.

Mr. Cramer volunteered to chair the Professional Services committee and asked for volunteers to join. Mr. Hall, Mr. Bulger, and Mrs. Berry volunteered.

Recommendation of Approval of the College Annual Equity Update – Employment Equity Accountability Program Portion (Part II) 5.5

Dr. Flax-Hyman presented the College Annual Equity Report, Part II for approval. She pointed out GCSC’s low turnover rates and added that the College administrative team is working to increase diversity. She asked Mr. Lee Wood to provide more details on the report. He stated that Part II is information on employee gender and ethnicity updates, as well as the College goals regarding diversity.

Mr. Bulger moved to accept the recommendation to approve the College Annual Equity Update – Part II, as presented. Mrs. Berry seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; Hall, aye; Powell, aye; Skinner; aye, Tannehill, aye; Windham, aye; and Cramer, aye.

Lodging and

Dr. Flax-Hyman stated that she was pleased to report that the College

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Acceptance of the Gulf Coast State College Financial Audit for the Fiscal Year Ended June 30, 2023

had zero recommendations for findings in the annual financial audit for the fiscal year ended June 30, 2022.

6. Informational Items

Actual Revenues and Expenses Compared to Budget and Prior Year

- 6.1 Mr. Mercer led a review of month and year-to-date revenues and expenses compared budget for fiscal year 2022-23 as of February 28, 2023.

Update on Construction of STEM Building

- 6.2 Dr. Flax-Hyman asked Mr. Mercer to provide an update on the STEM Center progress. Mr. Mercer stated that the building construction is on track and shared that a webcam has been installed to provide live construction updates. He asked Mr. Jim McDougall to provide more details. Mr. McDougall shared drone pictures taken since the beginning of the construction project.

President's Report

- 6.3 Dr. Flax-Hyman reported that she and Dr. Kuehner attended the Higher Learning Commission meeting from March 24 – 27, 2023. She stated that the College will be required to seek a different accrediting body after completing the Fifth-Year report in 2026 and that the Higher Learning Commission appears to be similar to SACS in the number of standards and criteria. She stated that she will keep the Board informed regarding accreditation.

Dr. Flax-Hyman reported that she attended the American Association of Community Colleges Conference and participated in several discussions about disruptive technology. She pointed out that there are tremendous possibilities and challenges with the new technology, especially ethical consideration and learning.

She stated that the College will be sending faculty members to attend the October conference to gather more information on the subject.

The College had a very successful Senior Night on April 11. The event was attended by 300 hundred people, which included parents and students.

Dr. Flax-Hyman announced that GCSC's Jason Hedden was inducted into the Florida College System Activity Association Hall of Fame. He

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will be recognized for his long-standing service to theatre and the arts.

Dr. Flax-Hyman reported on the Tallahassee legislative meeting and announced that the trustee commission meetings have returned to the schedule, which has been inactive mainly due to Covid.

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

7. Good of the Order

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

- End-of-Year Celebration – Friday, April 28, 2023, at 10:30 a.m. in the Amelia Center
- Honors Convocation – Friday, April 28, 2023, at 5:30 p.m. in the Amelia Center
- Regular Graduation Ceremony – Friday, May 5, 2023, at the Blue Green Resort (Former Sheraton Beach Resort)

8. Adjournment

8.1 The regular meeting was adjourned at 11:25 a.m.

Secretary

Chair, District Board of Trustees