MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
April 18, 2024

10:00 a.m.
Chair William C. Cramer, Jr., called the regular meeting to order at 10:00 AM at Charles Hilton Center, Room 302, in Panama City, FL. Those in attendance and constituting a quorum were:

Members Present	Bill Cramer, Jr., Tricia Berry, Boyd K. Bulger, Dr. Abel De La Rosa, Frank Hall, C. David Powell, Floyd Skinner, Joe K. Tannehill, Jr., Caroline Windham,
Other	Glen McDonald, President of Gulf Coast State College and Derrick Bennett, Board Attorney
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**	Colonel Stanford led the pledge of allegiance to the American flag.
Welcome to Guests	**1.4**	Chair Cramer welcomed guests: John Skaggs, Community Liaison Officer NSA-Panama City, Colonel M. Scott Stanford, Tyndall Air Force Base, Mr. John Meyer, Secretary of Gulf Coast State Foundation, Inc., Dr. Cheryl Flax-Hyman, executive vice-president; Dr. Holly Kuehner, vice president, Academic Affairs; Mrs. Danyelle Vanderheide, chair, Professional Employee Council; Mr. Greg Robinson, chair, Faculty Senate; Ms. Madison Hayne, 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 Presentations	**1.6**	Dr. Sean Preston noted two special presentations: St. Joe Community Foundation continues to be one of the most dedicated donors, providing $400,000 in support of the Gulf Coast Guarantee, and for the first year supporting the CPR equipment with a grant of $40,419.00. Katie McCurdy, Executive Director, Community Engagement thanked St. Joe Community Foundation for their donation for the CPR program

will enable reduce low cost for public safety health care professionals and community personnel in providing CPR training with new advanced equipment.

Sherrie Lock, Coordinator of Continuing Education, stated that Gulf Coast State College is an American Heart Association (AHA) training center, and considered worldwide as the gold standard for CPR training with A+ instructors that provide training at GCSC. Ms. Lock notes this equates to high quality CPR which is lifesaving training. Expressed deep gratitude. Check presentation photo taken.

Dr. Sean Preston presents second gift: Simply Health Care Plans: Honored their $100,000 gift to the Gulf Cost State College Foundation. Simply Health Care Plan has demonstrated a high level of support and leads the way in nursing scholarship funding for the college. This gift will provide nursing scholarships for qualified nursing program students. Photo taken.

2. Trustee Comments **2.1** Dr. De La Rosa recognizes TRiO, for hosting FASFA Night, which helps Gulf Cost State College students with financial aid.

Attorney's Report **2.2** No report at this time.

GCSC Foundation, Inc. President's Update **2.3** GCSC Foundation, John Meyer, Secretary of Gulf Coast State Foundation reported on this month's Foundation Report:

Total Assets as of 3/31/24	$ 36,630,481.35
Total Donations to the Foundation since 7/1/23	$ 1,624,704.92
Total Gulf Coast Guarantee Funds pledged since 7/1/21	$ 3,945,314.66

Chair Cramer mentioned approval over a million dollars in scholarships for upcoming semester.

Honorary Trustee Updates **2.4.1** John Skaggs, provided update. The month of April, recognizes children of military families for their resilience, and the struggles of being the child of a military member.

2.4.2 The honorary trustee Colonel Stanford, from Tyndall Air Force recognizing children of military families. Reports that construction continues. The base population is slowly growing and anticipate it will continue to grow over the next 4-5 years. Colonel Stanford noted in approximately 30-60 days of opening the Child Development Center, a huge boost for military families. Also, noted exciting changes in topics of education such as enlisted professional military education programs, changing Airforce lives.

Mr. Cramer noted there is ample scholarship money available for the military, active duty, dependents and veterans, making up the difference in

funds between whatever resources the member may have, the cost of education, including books, tuition fees.

Next Meeting **2.5** The regular meeting of the District Board of Trustees is scheduled for Thursday, May 16, 2024, at 10:00 a.m., Gulf Franklin Campus.

3. SGA Report **3.1** Ms. Madison Hayne, president, Student Government Association (SGA), provided an update on recent campus activities. Announced that a new Board was selected.

President McDonald noted today was Ms. Hayne's last meeting and thanked her for her participation and dedication.

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. Skinner moved to accept the consent agenda. Mr. Powell seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion Carries.

Minutes **4.1** DBOT Regular Meeting Minutes of February 22, 2024.
Move to Approve minutes.

Personnel Recommendations **4.2**

Professional Services

Renewal of Annual 9-Month Contracts Beginning August 2024

Charlotte Boyden
Terri Bunch
Caroline Capps
Grant Deam
Joe Donlan
John W. Divine
Trendon Ellis
William Fravel
Alexander Giles
Timothy Golob
Kellie Gombio
Ashraf Hanafy
Anita Hanson
Alexander M. Haruk
Dana Hutchinson
Caleb Jordan
Christine J. Katzberger
Kristi Krutchek
Tiffany M. Messick
Megan B. Olson
Vincent Pelligrino
Melanie Pendergrass
Kristen Russell
Valaree Shuler
Kelly Spriggs
Kayley Thomas

Employment

Sierra N. Watson Educational Opportunity Center Advisor, TRiO, Institutional Effectiveness & Student Affairs, effective February 16, 2024 – June 30, 2024 annualized salary of $35,743.

Ms. Watson fills the position vacated by Rachel Flanders. Check

DROP Entry

Kimberly A. Krutchek, Manager Media Services, Information Technology Services, Administration & Finance, effective April 01, 2024

John D. Mercer, Vice President, Administration & Finance, effective April 01, 2024.

Retirement

Deborah A. Brzuska, Instructional Coordinator, Nursing, Academic Affairs, effective June 30, 2024.

Leo A. Lusk, Associate Professor, Mathematics, Academic Affairs, effective May 03, 2024.

George R. Sasser, Clinical Manager, Health

Resignation

Iman L. Elkomy, Assistant Professor, Natural Sciences, Academic Affairs, effective May 03, 2024.

Edward C. Fernandez, Director HRIS & Employment Services, Human Resources, Administration & Finance, effective April 12, 2024.

Phillip A. Gaffney, Head Coach, Wellness & Athletics, Institutional Effectiveness & Student Affairs, effective June 30, 2024.

April D. Gratteau,Manager, CareerSource, Institutional Effectiveness & Student Affairs, effective March 01, 2024.

Career Service

Employment

Teresa A. Wortman Executive Assistant to the President (Grade S250), President's Office, effective March 11, 2024, hourly rate of $24.31. Ms. Wortman fills the position vacated by Ivalda Durkee.

Reclassification

Ayrin R. Balilo From Intake Orientation Assistant to Senior

Employment Specialist (S220), CareerSource, Institutional Effectiveness & Student Affairs, effective February 16, 2024, hourly rate of $20.12. Ms. Balilo fills the position vacated by Sarah Shannon.

Ivalda A. Durkee, From Executive Assistant to the President to Admissions Counselor (S210), Enrollment Services, Institutional Effectiveness & Student Affairs, effective April 19, 2024, hourly rate of $24.31. Ms. Durkee fills a newly created position.

Retirement

Margaret Long, Senior Administrative Assistant, Enrollment Services, Institutional Effectiveness & Student Affairs, effective June 30, 2024.

Robin B. McNamara, Technician II Desktop Support Services, Information Technology Services, Administration & Finance, effective May 31, 2024.

Resignation

Sean N. Ringa, Groundskeeper, Facilities Management, Administration & Finance, effective March 06, 2024.

Sherrie A. Roberts, Executive Administrative Assistant, Student Affairs, Institutional Effectiveness & Student Affairs, effective February 20, 2024.

Termination

Tabitha B. Webb, Custodian, Facilities Management, Administration & Finance, effective February 15, 2024.

Contract Ratifications **4.3** Submitted Contract Ratifications included 51 non-credit courses for a total of $23,473.23 and 8 special contracts for a total of $12,900.00.

Overloads/ Adjunct Pay **4.4** 2024 Spring Sessions A/B exceptional overloads/adjunct pay includes 186 instructors of credit classes totaling $658,084.67.

Purchase Order Activity **4.5** Expenditure Report from January 1 – January 31, 2024 was provided for review.

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

5. Action Items

Recommendation to Award Contract for Military & Veteran Resource Center Patio and Memorial Garden (ITB #5-2023/2024) Campus.

5.1 Mr. McDonald stated college staff received three proposals for Invitation to Bid (ITB) #5-2023/2024 to construct a student assembly space and garden adjacent to the Military and Veteran Resource Center. The pricing for each proposal significantly exceeded the expected costs ranging from $299,500 to $412,672. As a result, college staff is recommending the rejection of all three proposals and will begin the process of evaluating other options, if approved.

Mr. Bulger moved to accept the recommend to award Contract for Military & Veteran Resource Center Patio and Memorial Garden as presented, Ms. Windham seconded and the vote recorded as follows: Berry, aye; De La Rosa, aye; Hall, aye; Skinner, aye; Tannehill, aye; Powell, aye; and Cramer, aye. Motion caries.

Award Contract for Natural Sciences and Wellness Parking (ITB #9-2023/2024)

5.2 Mr. Glen McDonald stated that three proposals were received in response to Invitation to Bid #9- 2023/2024 (ITB), Natural Sciences and Wellness Parking Improvements. Staff solicited proposals via BidNet to make improvements to the existing Natural Sciences parking lot, east of the Wellness Building. College staff and design engineer determined all three proposals met the requirements, and qualified to complete the project as designed. Staff recommended Burke Construction Inc., in the amount of $2,755,698.64. If approved, the project will be funded by State and Local Fiscal Recovery Deferred Maintenance appropriation provided by the Legislature for this project.

Mr. Bulger moved to accept the recommend to award the contract for Natural Sciences and Wellness Parking as presented, Mr. Powell seconded, and the vote recorded as follows: Berry, aye; De La Rosa, aye; Hall, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.
Motion caries.

Recommendation for Approval of Contract to Conduct a Classification and Compensation Study

5.3 Mr. McDonald stated that a Request for Proposal was sent out for firms to conduct a comprehensive Classification & Compensation Study for the college. The college received seven proposals, six were evaluated by a committee of college departments that appear capable of performing the task set forth by the college. Some proposal did not provide all the required documentation. Recommend approval to contract Evergreen Solutions, LLC in the amount of $42,500 for the Classification and Compensation Study.

Ms. Berry moved to accept the recommendation of Approval of Contract

to Conduct a Classification and Compensation Study as presented, Dr. De La Rosa seconded and the vote recorded as follows: Bulger, aye; Hall, aye; Skinner, aye; Tannehill, aye; Powell, aye; Windham, aye and Cramer, aye. Motion caries.

Approval and Acceptance of 2023/2024 Fire and Safety Inspection Reports **5.4**

Mr. McDonald: State Requirements for Educational Facilities (SREF) requires an annual fire and safety inspection. The annual inspection for Gulf Coast State College was performed February 5 and 6, 2024. Jeb W. Bynum, licensed Fire Safety Inspector conducted inspections on all three campuses. There were no serious safety violations and six non-serious which were corrected immediately. Majority of concerns were minor with no serious concerns.

Ms. Windham moved to accept the recommend Approval of 2023/2024 Fire and Safety Inspection Reports as presented, Mr. Tannehill seconded and the vote recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye: Hall, aye; Skinner, aye; Powell, aye; and Cramer, aye. Motion caries.

Approval of Change Order #3 to Burke Construction Group Contract **5.5**

Mr. McDonald noted Burke Construction Group, Florida Architects and Gulf Coast State College staff requested approval of Change Order #3, a total of $225,167.46 in sales taxes that will be utilized for the project.

Dr. De La Rosa moved to accept the recommend Approval of Change Order #3 to Burke Construction Group Contract as presented, Mr. Bulger seconded and the vote recorded as follows: Berry, aye; Hall, aye; Skinner, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion caries.

Consideration of Natural Sciences as the Official Name of the "STEM Building" **5.6**

Mr. McDonald recommended a name change to the current STEM building to Natural Sciences to avoid any confusion with students, community, faculty and staff. The Florida Department of Education (FDOE) informed Gulf Coast State College the name change was fine as long as the facility was used as specified by funding and DBOT approval.

Mr. Bulger moved to accept the recommend Consideration of Natural Sciences as the Official Name of the "STEM Building" as presented, Ms. Berry seconded and the vote recorded as follows: De La Rosa, aye; Hall, aye; Skinner, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion caries

Consideration of Change for Asbell/Nursing/SIM Project From Remodel to New Construction **5.7**

Mr. McDonald requested approval and consideration of change for Asbell/Nursing/SIM project from remodel to new construction. The process to remodel to create expansion space for the college's nursing program, include a high-tech simulation lab. The college received $5,000,000 appropriations for the project in fiscal year 2022-2023. Additionally, the nursing facility faculty submitted a grant application to Triumph Gulf Coast (Triumph) for funding and received a grant for $24,302,669 of which $13,580 was designated for construction, renovation

design and engineering. Total funds from both sources $18,580.00.

The FDOE Capital Improvement Program utilized to acquire the $5,000,000 state appropriation allow for use of the appropriation for remodel, new construction, or a combination of both. New construction can be accomplished without additional funding. Requested consideration and approval of DBOT, for college state to change direction and pursue proposals via competitive bid for new construction.

Dr. De La Rosa moved to accept the recommendation of Change for Asbell/Nursing/SIM Project from Remodel to New Construction as presented, Mr. Bulger seconded and the vote recorded as follows: Berry, aye; Hall, aye; Skinner, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion caries.

Approval of changes to the MOP 7.021 - Refunds

5.8 Mr. McDonald stated that MOP 7.021 has been edited to meet state requirements (F.S.1011.803), related to the Money-Back Guarantee Program. Some language in the policy was removed relating to the refund process and placed into the newly created IMM 7.021.

Mr. Cramer asked if this change was driven by statutory changes. McDonald confirmed it was a statutory change, allowing State colleges to select three programs to place this Money-Back Guarantee in. Gulf Coast State College selected: Dental Hygiene, Respiratory Care, and Nursing.

Mr. Skinner moved to accept the recommendation of Approval of changes to the MOP 7.021 – Refunds, Ms. Windham seconded and the vote, recorded as follows: Berry, aye; Hall, aye; Bulger, aye; De La Rosa, aye; Powell, aye; Tannehill, aye; and Cramer, aye. Motion caries.

6. Informational Items

Actual YTD Revenues and Expenses Compared to Budget and Prior Year

6.1 Mr. Mercer led a review Actual YTD Revenues and Expenses Compared to Budget and Prior Year.

Update on Construction of STEM Building

6.2.1 Mr. Mercer presented the College staff building progress report

6.2.2 Mr. Mercer presented a report provided by Burkes Construction's update for March 2024.

6.2.3 Mr. Mercer reported on the STEM building direct materials purchases and

provided a financial summary as of as of April, 1, 2024.

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

6.3 Mr. Mercer reported on Lodging and Acceptance of the Gulf Coast State College Financial Audit for the Fiscal Year Ended June 30, 2023. No finding on financial audit.

Lodging and Acceptance of State of Florida Report on Compliance and Internal Control over Financial Reporting and Federal Awards for the Year Ended June 30, 2023

6.4 Mr. Mercer reported on Lodging and Acceptance of State of Florida Report on Compliance and Internal Control over Financial Reporting and Federal Awards for the Year Ended June 30, 2023. Had zero findings on financial audit.

Program Review Recommendations Summary 2023-2024

6.5 Dr. Kuehner presented Program Review Recommendations Summary 2023-2024. Workforce program reviews are conducted once every five years. Listed are program review recommendations.

Emergency Medical Services (EMS-AS); Medical Technician (EMT-ATD), Paramedic (PARM-CT) program recommendation is to improve completion rates for EMT program and EMS-AS Program.

Network System Technology (NET-AS); Network Server Administration (NESA-CCC) program recommendations include enhanced curriculum by providing exposure to modern risks in NST, Change in CCNA coursework, and formalize process to ensure relevant equipment is being utilized in curriculum.

Cybersecurity (CYSE-AS) program recommendation are research requirements for offering fully online coursework for networking/Cybersecurity. Improve tracking of professional certification completion.

Engineering Technology (ENGT-AS); CNC Machinist (CNC-CCC); Engineering Technology Support Specialist (ETSC-CCC), Rapid Prototyping Specialist (RAPD-CCC); Composite Fabrication & Testing (CFT-CCC); Alternative Energy System Specialist (AESS-CCC). Program recommendations include: Increase the number of industry certifications and internships being earned by students. Research national grant funding for manufacturing and increase adjunct pool for program.

Physical Therapist Assistant (PTA-AS). Program recommendations include: Reduce the number of course level objectives. Update program surveys to align with Program Learning Outcomes (PLOs). Update Clinical SLOs and program outcomes to pair with CPI 3.0 criteria. Add 3-5 inpatient clinical placements over the next two years.

Theatre and Entertainment Technology (ENTR-AS); Audio Technology Certificate (AT-CCC); Multimedia Video Production (MVP-CCC); Stage Technology (STGE-CCC). Program recommendations include: add additional space for storage and instruction, increase recruitment and community engagement, and expand program options for Theatre and Entertainment Tech students.

Unmanned Vehicle Systems (UVS-AS). Program recommendation to embed technical writing and project management skills throughout curriculum.

President's Report **6.6**

Mr. McDonald announce graduation is May 3, 2024 and expecting approximately 970 students to graduate Spring 2024. Spring 2024 Enrollment in FTE is up 7% over Spring 2023, the largest increase in over a decade. New, first-time ever students attending college, this spring are up 12.9 percent at Gulf Coast State College.

Gulf Coast State College had 2 players selected for the All-American team. Alieghya Bartholomew has been named to the 2024 NJCAA DI Women's Basketball First Team All-American. Isimenme Ozzy-Momodu has been named to the 2024 NJCAA DI Women's Basketball Third Team All-American, and was selected as the panhandle conference player of the year.

Coach Roonie Scovel has been selected to go into the Women's Basketball Hall of Fame class of 2024 and was recognized recently at the Women's NCAA Final Four in Cleveland Ohio.

Gulf Coast has a new men's basketball coach, Lane Below. He has been an assistant at Chipola for the last 2 years and was the unanimous pick of our selection committee.

7. Good of the Order **7.1**

- Student Art Show: April 19 – May 1, 2024, at 5:00 – 7:00 p.m. in the Amelia Center
- End-of-Year Celebration: Friday, April 26, 2024, at 10:30 a.m. in the Amelia Center
- Honors Convocation: Friday, April 26, 2024, at 5:30 p.m. in the Amelia Center

- Graduation: Friday, May 3, 2024, at Edgewater (ceremonies at 10:00 a.m. and 2:00 p.m.)
- Spring Concert: The Singing Commodores & Jazz Ensemble, April 27, 2024, at 7:30 p.m. in the Amelia Center
- Spring Concert: The Concert Band & Concert Chorale, April 28, 2024, at 2:30 p.m.in the Amelia Center
- Special Meeting today, in this room at 1:00 p.m.
- Today's luncheon will be in the John Holley Dining Room. The Trustees' guests will be Senior Management and Members of Academic Affairs

8. Adjournment **8.1** The regular meeting was adjourned at 11:10 a.m.

Secretary

Chair, District Board of Trustees