MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
February 22, 2024

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 Hall, C. David Powell, Floyd Skinner, Joe K. Tannehill, Jr., Caroline Windham, Glen McDonald, and Derrick Bennett.

Absent

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**	Mrs. Berry led the pledge of allegiance to the American flag.
	Welcome to Guests	**1.4**	Chair Cramer welcomed guests: Commander Michael Mosi, Naval Support Activity – Panama City, Mr. Jack Kerigan, president, Gulf Coast State College 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.
2.	**Trustee Comments**	**2.1**	No comments from the Trustees.
	Attorney's Report	**2.2**	No report at this time.
	GCSC Foundation, Inc. President's	**2.3**	The newly appointed GCSC Foundation president, Jack Kerigan, introduced himself and reported on the Foundation's financial updates as follows:

Update

Total Assets as of 1/31/24	$ 35,969,233.98
Total Donations to the Foundation since 7/1/23	$ 978,045.96
Total Gulf Coast Guarantee Funds pledged since 7/1/21	$ 3,939,249.66

Mr. Kerigan reported that the Foundation Annual Dinner gross income was $145,100 and announced that the Past Presidents Lunch is scheduled for Thursday, April 11, 2024.

Honorary Trustee Updates

2.4.1 Commander Michael Mosi noted that today was his one-year anniversary as the commander of NSA Panama City. He stated he was pleased by the partnerships he has built with the community thus far. CDR Mosi presented a video of an overview of NSA Panama City.

2.4.2 The honorary trustee from Tyndall Air Force Base was not present at the meeting.

Next Meeting **2.5** The next regular meeting of the District Board of Trustees is scheduled for Thursday, April 18, 2024, at 10:00 a.m., in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.

3. SGA Report **3.1** Ms. Hayne, president, Student Government Association (SGA), provided an update on recent campus activities.

Program Focus **3.2** Mr. McDonald asked Mr. Mike Kandler to present an overview of GCSC athletic programs.

Mr. Kandler expressed gratitude to the Board for their support of GCSC Athletics. He reported on the academic and competing success of GCSC athletes. Mr. Kandler highlighted the newly created women's cross country running program and informed that Mr. Tom Dever has been hired as the head coach for that program.

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 January 25, 2024

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

Advancement in Rank

From Assistant Professor to Associate Professor, August 2024

Rebecca Kelly David Lee

From Associate Professor to Professor, August 2024

Pavel Amromin Michael Brinegar

Ric Mensitieri Melanie Pelton

Greg Robinson Miranda Stewart

Continuing Contract Beginning August 2024

Rebecca Kelly David Lee

Employment

Aaron D. Brock, Temporary Math Lab Tutor, Mathematics, Academic Affairs, effective January 08, 2024 – May 03, 2024, annualized salary of $30,958. Mr. Brock is currently filling a vacant position.

Patricia D. Suggs, Coordinator, CareerSource, Institutional Effectiveness & Student Affairs, effective January 16, 2024 – June 30, 2024 annualized salary of $50,113. Ms. Suggs fills the position vacated by Angela McLane.

Rose M. Wadman, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective February 02, 2024 – June 30, 2024 annualized salary of $45,335. Ms. Wadman fills a newly created GRANT position.

Margaret F. Whitehead, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective February 02, 2024 – June 30, 2024 annualized salary of $43,267. Ms. Whitehead fills the position vacated by Valerie Simmons.

Reclassification

Carrie J. Lewis, from Coordinator to Associate Director Enrollment Services, Student Engagement, Institutional Effectiveness & Student Affairs, effective February 02, 2024 – June 30, 2024, annualized

salary of $55,339.

Dreama J. St. Romain, from Enrollment Services Registration Assistant to Graduation Specialist, Student Engagement, Institutional Effectiveness & Student Affairs, effective February 02, 2024 – June 30, 2024, annualized salary of $36,618.

Alexzandrea M. Smith, from Graduation Specialist to Degree Works Analyst, Student Engagement, Institutional Effectiveness & Student Affairs, effective February 02, 2024 – June 30, 2024, annualized salary of $38,711.

Resignation

Sandra J. Pugh, Professor, Language & Literature, Academic Affairs, effective May 03, 2024.

Career Service

Employment

Enrique Soto, Testing Assistant (Grade S190), Student Life, Institutional Effectiveness & Student Affairs, effective February 02, 2023, hourly rate of $18.28. Mr. Soto fills the position vacated by Richard Hinton.

Rachael A. Switzer, Senior Administrative Assistant (Grade S210), VBOC, Institutional Effectiveness & Student Affairs, effective February 02, 2023, hourly rate of $ 17.76. Ms. Switzer fills the position vacated by Jack Benggio.

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 of purchase orders issued from Purchase Order Activity of January 1 – January 31, 2024.

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; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

5. Action Items

Recommendation of Approval of Lease Between Gulf Coast State College and the Bay County Sheriff's Office

5.1

Mr. McDonald stated that at the November 2023 District Board of Trustees meeting, Attorney Bennett and Mr. John Mercer were charged with working with Sheriff Ford's staff to develop a lease agreement to facilitate the construction of a new helicopter hangar at the North Bay Campus.

Mr. McDonald pointed out that the agreement calls for the exiting BCSO site located at the NBC to revert back to the College no later than December 31, 2028 based on the expected remaining life of the oldest of their aircrafts. Mr. McDonald noted that the BCSO will bear all costs associated with the project, including the costs of construction, maintenance, repairs and insurance.

Mr. McDonald stated that as this provides a valuable service to the community and the College has no current plans for those areas, he is recommending approval of the lease agreement as prepared by Attorney Bennett and revised as requested by trustees, contingent upon receipt of a property survey consistent with the area outlined in black on the attached Exhibit B.

Mr. Skinner moved to accept the lease agreement between Gulf Coast State College and the Bay County Sheriff's Office 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.

Recommendation of Approval of MOP 5.066 – Information Technology Change Management

5.2

Mr. McDonald explained that Manual of Policy 5.066 – Information Technology Change Management was created to meet the 2023-2024 GLBA (The Gramm Leach Bliley Act), which requires institutions offering consumer services to explain their information-sharing practices to their customers and to safeguard sensitive data.

Mr. Hall suggested that a sub-committee be formed to review the outcomes of the report.

Mr. McDonald informed the Board that a workshop will be held April 18, 2024, to discuss ITS GLBA security

Mr. Hall moved to approve the new MOP 5.066 – Information Technology Change Management 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.

Recommendation to Approve Academic

5.3

Mr. McDonald recommended the deletion of the following programs:

- Logistics and Transportation Specialist CCC (LTSL-CCC)

Program Deletions

- Entrepreneurship College Credit Certificate (ENTC-CCC)

He explained that the Logistics and Entrepreneurship College Credit Certificate Courses were integrated into the Business Administration and Management AS degree program as elective courses. However, the demand for these courses has declined, and they have not been offered in the last five years. Based on the recommendations from the program advisory committee and other industry stakeholders, Mr. McDonald is recommending deleting these college credit certificates and related courses.

Dr. De La Rosa moved to approve the deletion of Logistics and Transportation Specialist CCC and the Entrepreneurship College Credit Certificate programs. Mr. Bulger seconded and the vote was recorded as follows: Berry, aye; Bulger, aye; Hall, aye; De La Rosa, 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 December 31, 2023.

Update on Construction of STEM Building

6.2.1 Mr. Mercer presented the College staff building progress report for January 2024.

6.2.2 Mr. Mercer presented Burkes Construction's update for January 2024.

6.2.3 Mr. Mercer reported on the STEM building direct materials purchases and provided a financial summary.

President's Report

6.5 Mr. McDonald reported on the following:

- GCSC Spring 2024 enrollment has increased compared to Spring 2023. A copy of the FTE report was shared with the Board
- On February 5, 2024, GCSC was awarded $24.3 million grant by Triumph Gulf Coast. The grant will allow the College to increase funds to complete several health sciences programs.
- On February 8th, the Culinary Arts program prepared and served the hors d'oeuvres at the Gulf Coast Foundation Annual Dinner.
- Mise en Place, the Culinary Arts student-run café, is now open Monday through Thursday for six weeks on the first floor of the

CHC building. The café is open every day from 10:30 a.m. to 12:30 p.m. and is serving hot & cold food options crafted by GCSC Culinary Arts students.

- GCSC Florida Collegiate Purple Star Campus banner mock-up is now hanging in the Seminar Room and in the Military and Veterans Resource Center.

- Passes for admissions to the athletic events are now available for all the Trustees. Please contact Iva, if you are interested.

- Dr Jennifer McAtee VPA Division Chair invited the Board of Trustees to the opening of Visual & Performing Arts Spring musical, The Drowsy Chaperone, on April 5th. A special reception will be held before the show for the board members. Each trustee will receive 4 VIP tickets and reserved seating. The reception will begin at 6:30 p.m. Guests will be escorted to their reserved seats before the show.

7. Good of the Order **7.1** Chair Cramer invited trustees to attend the following GCSC events:

- "Pocatello", February 23 – 25 & March 1 – 3, 2024. Limited seating. Adult content. Amelia Center Theater Lab
- Financial Aid Night for the Community, February 29, 2024, 4:00 p.m. to 6:00 p.m., at the CHC Building
- "Inconceivable", New York from Poppy Garcia. Reception and Gallery Talk, March 1, 2024, 5:00 – 7:00 p.m., at the Amelia Center Gallery
- "The Drowsy Chaperone", musical, April 5 - 7 & 12 – 14, 2024, at the Amelia Center Theatre
- For more information about the Spring 2024 Visual & Performing Arts events, refer to the brochure provided at the January 25, 2024 Board meeting

8. Adjournment **8.1** The regular meeting was adjourned at 10:54 a.m.

Glenn McDonald
Secretary

Chair, District Board of Trustees