FINAL
MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
January 25, 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, C. David Powell, Floyd Skinner, Joe K. Tannehill, Jr., Caroline Windham, Glen McDonald, and Denick Bennett.

Absent Frank 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. Skaggs led the pledge of allegiance to the American flag.

Welcome to Guests **1.4** Chair Cramer welcomed guests: Mr. John Skaggs and Commander Michael Mosi, Naval Support Activity- Panama City, Dr. Cheryl Flax-Hyman, executive vice-president; Dr. Holly Kuehner, vice president, Academic Affairs; Ms. 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 Presentation **1.6** Mr. McDonald invited Dr. Sean Preston to introduce today's special presentations.

Dr. Preston stated that the Foundation was pleased to announce that it has received a $24,272 gift from Edward F. Hickey Jr. Trust to the First-Generation Matching Grant Program. Dr. Preston shared he was excited about the Foundation partnership with the Edward F. Hickey Jr. Trust and introduced Mr. Jeff DiBenedictis, who serves as the trustee of the Edward F. Hickey, Jr. Trnst.

Mr. DiBenedictis stated that Mr. Edward F. Hickey, Jr. passed away in 2021. He shared that Mr. Hickey's wish was to help the community that

he belonged to for 60 years.

Dr. Preston presented a second donation, which was awarded by the Charles A. Whitehead Foundation in the amount of $125,000 gift to the Gulf Coast Guarantee Scholarship campaign. He stated that this is the second gift to the campaign, bringing their total suppo1t to $225,000. Dr. Preston stated that the Charles A. Whitehead Foundation is a p1ivate foundation located in Panama City, FL, which p1imarily funds scholarships and contributions for children, as well as advocacy for children. Dr. Preston thanked Mr. Greg Brndnicki who se1ves as the Foundation's trnstee.

Dr. Preston stated that he was proud to announce that through the kindness and generosity of an anonymous donor, the GCSC Radiography program has been awarded a $1,000,000 estate gift in honor of a local radiologist, Dr. Scott Ramey. Dr. Preston added that in addition to the $1,000,000 bequest, the anonymous donor has provided a $25,000 gift to the Radiography program which will assist them in securing imp01tant cmTiculum materials and annual student memberships to professional organizations. Dr. Preston introduced Ms. Lacy Newsom, instmctional coordinator, Radiography Program.

Ms. Newsom stated that the Radiography program and students are honored to received the donation. She explained the advantages it would bring to the students and emphasized that, thanks to the generous donation, the program will be more capable of cultivating better skilled technologists. Ms. Newsom highlighted Dr. Scott Ramey's significant contribution to the success of students.

2. Trustee Comments **2.1** Mr. Boyd Bulger stated he was glad to see eve1yone again after the holidays.

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

GCSC Foundation, Inc. President's Update **2.3** Ms. Caroline Windham, president, GCSC Foundation, Inc., announced changes in the GCSC Foundation Board leadership. She stated that Mr. Jack Kerigan was selected as the new president; Mr. John Meyer as vice president; Mr. Austin Klanjac will remain as treasurer; and Mr. Gaiy Go1man will be the new secreta1y.

Ms. Windham stated that Mr. Michael Kirkland, Ms. Charlotte Newby, and Ms. Claire She1man will be voted in as new directors by the Foundation Board at the upcoming annual meeting on Febmaiy 8, 2024.

Ms. Windham repo1ted the Foundation financial update as follows:

Total Assets as of 12/31/2023	$ 35,940,744.29
Total Reimbmsements to the College since 7/1/2023	$ 1,768,095.00
Total Gulf Coast Guarantee Funds pledged since 7/1/2021	$ 3,910,599.66

Honorary Trustee Updates **2.4.1** Commander Michael Mosi, Naval Suppo1t Activity- Panama City, stated that he is looking into initiatives to inform the Base personnel about the tuition-free education opportunities available at GCSC and FSU.

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, February 22, 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), updated the trustees on recent campus activities.

Program Focus **3.2** Mr. McDonald asked Mr. Jason Hedden to present a report on the Public Eye Soar event.

Mr. Hedden thanked the President and trustees for the opportunity to report on Public Eye Soar and stated that this was the third year that the College hosted Public Eye Soar on campus. He announced that close to 200 artists from around the world submitted their work and that the event was attended by over 2,500 guests. Mr. Hedden presented a video with highlights of the two-day event and introduced Ms. Margaret Webster, Public Eye Soar's creator and co-founder.

Ms. Webster thanked Mr. McDonald, Mr. Jason Hedden, Mrs. Katie McCurdy, and Dr. Jennifer McAtee & her team in Visual & Professional Alts and demonstrated gratitude to all those involved in making the Public Eye Soar an enjoyable event.

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 November 16, 2023

Personnel **4.2** Professional Services

Employment

Cody B. Goldman, Activity Director, Guided Pathways to Success, Student Engagement, fustitutional Effectiveness & Student Affairs, effective November 27, 2023 - June 30, 2024, annualized salaly of $77,257. Mr. Goldman fills the position vacated by Taylor Gilmore.

Kellie R. Gombio, Assistant Professor, Nursing, Academic Affairs, effective Janualy 02, 2024 - May 03, 2024 annualized salaly of $55,296. Ms. Gombio fills the position vacated by Kimberly Snow.

April D. Gratteau, Military Family Employment Specialist, CareerSource, fustitutional Effectiveness & Student Affairs, effective January 08, 2024 - June 30, 2024 annualized salary of $37,493. Ms. Gratteau fills the position vacated by Marina Mitchell.

AshrafM. Hanafy, Temporaly Assistant Professor, Natural Sciences, Academic Affairs, effective January 02, 2024 - May 03, 2024 annualized salaly of $47,218. Mr. Hanafy fills the position vacated by Penni Beitzel.

Ashley A. Krawczynski, Temporary Faculty, Heath Science, Academic Affairs, effective January 02, 2024 - May 03, 2024 annualized salary of $43,468. Ms. Krawczynski fills the position vacated by Shannon Smith.

ShelTi L. LeCain, Director, Financial Accounting, Business Affairs, Administration & Finance, effective December 12, 2023 - June 30, 2024 annualized salaly of $82,666. Ms. LeCain fills the position vacated by Kimberly Phillips.

Paul F. Magnant, fustrnctional Coordinator, Business & Technology, Academic Affairs, effective December 18, 2023 - June 30, 2024 annualized salaly of $85,444. Mr. Magnant fills the position vacated by Stephen Withall.

Connie A. Pimentel, Academic Program Specialist, Heath Science, Academic Affairs, effective December 11, 2023 - June 30, 2024 annualized salaly of $47,403. Ms. Pimentel fills the position vacated by Alyssa Evans.

Reclassification

Alisa L. Fritch, from Educational Opportunity Center Project

Coordinator to Assistant Director, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective November 24, 2023 - June 30, 2024, annualized salaly of $47,927.

Kendra B. Kizziah, from Student Support Services Program Coordinator & Counselor to Associate Director, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective November 24, 2023 - June 30, 2024, annualized salaiy of $62,765.

Zeyan H. Middleton, from Leaming Manager to Tutoring Lab Supervisor, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective November 10, 2023 - June 30, 2024, annualized salary of $40,562.

Brittany N. Page, from Interim Program Coordinator to Instructional Coordinator, Health Sciences, Academic Affairs, effective November 24, 2023 - June 30, 2024, annualized salaiy of $79,408. Ms. Page fills the position vacated by Shannon Smith.

TelTi L. Thomas, from Student Supp01t Services Project Coordinator to Coordinator, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective November 10, 2023 - June 30, 2024, annualized salaly of $39,465.

Resignation

Rachel A. Flanders, Educational Opportunity Center Advisor, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective Januaiy 04, 2024.

Carissa M. Hosea, Associate Professor, Visual & Performing Alts, Academic Affairs, effective December 31, 2023.

Tonitta W. Sauls, Associate Professor, Business & Technology, Academic Affairs, effective May 03, 2024.

Career Service

Resignation

Richai·d N. Hinton, Testing Assistant, Student Life, Institutional Effectiveness & Student Affairs, effective December 14, 2023.

Contract Ratifications **4.3** Submitted Contract Ratifications included 35 non-credit courses for a total of $14,731.08 and 7 special contracts for a total of $11,607.58

Overloads/ Adjunct Pay **4.4** 2023 Fall Sessions November and December exceptional overloads/adjunct pay includes 94 instrnctors of credit classes totaling $75,585.71

Purchase Order Activity **4.5** Expenditure Repo1i of purchase orders issued from Purchase Order Activity of November 1 -December 31, 2023.

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

5. Action Items

Recommendation to Approve Change Orde1· #2 to Burke Construction Group STEM Building Contract **5.1** Mr. McDonald stated that Burke Constrnction Group (BCG), Flo1ida Architects (FL-A), and College staff are requesting approval of Change Order #2 to the Burke STEM Contract as summarized below. Change Order #2, Items #1 through #8 and #14 are requested by BCG, FL-A and College staff for undiscovered conditions and changes requested by the College staff Items #9 through #12 are requested to add several of the alternates not previously awarded in the initial BCG contract. Item #14 is to add a domestic water booster pump as the existing water source cannot provide the capacity to provide the potable water necessa1y to meet all needs of the facility.

Mr. McDonald added that additional detailed infonnation regarding the direct purchases made under this program is included in Info1mational Agenda Item 6.2.1, STEM Building Progress Repo1i and 6.2.3 STEM Direct Materials Purchases for STEM Building Project. As of December 31, 2023, the program has saved $350,857.41 in sales taxes that will be utilized for the project.

Change Order #2	Description	Change to Contract
Items #1 - #8, #14	Changes Requested by BCG, FL-A andGCSC	91,056.28
Items #9 - #12	Add Alternates in Original Contract	609,232.51
Item 13	Direct Materials Purchase	(1,519,596.81)
Total	Reduction to Contract	(819,308.02)

Mr. McDonald recommended approval of Change Order #2 and stated that staff was in attendance at the meeting to answer any questions.

Mr. Bulger moved to accept the recommendation to change order #2 to Burke Constluction Group STEM Building Contract as presented. Mr. Powell seconded, and the vote was recorded as follows: Beny, aye; Bulger, aye; De La Rosa, aye; Powell, aye; Skinner, aye; Tannehill, aye;

Windham, aye; and Cramer, aye.

Recommendation of Approval to Award Architectural Continuing Conti·act to VBA Design, Inc.

5.2

Mr. McDonald stated that at the September 14, 2023 meeting, the Board awarded continuing contracts for architectural services to two firms that responded to RFQ#S-2023/2024 Architectural Services, Continuing Contract (Re-solicitation): Florida Architects and Destin Architectural Group (DAG). College staff proposed an in-house contract used for other continuing contracts, but Florida Architects had concerns regarding the bias of the contract towards the College. As a result, Florida Architects chose not to sign the continuing services contract, but did thank the College for the offer and expressed a continued interest in submitting for future projects through the Request for Proposal process.

Mr. McDonald informed that the College has since been in contact with the next highest scoring fitm, VBA Design, and Victoria Williams, firm principal, has agreed to accept the contract as is, if offered. Mr. McDonald requested approval to move forward with VBA Design as the second continuing architectural se1vices fitm.

Mr. McDonald explained that this was for projects that do not exceed the statut01y limits for continuing contract, and does not preclude the College from issuing Requests for Proposals on projects less than the statut01y limits when in the best interest of the College. This provision was intended to provide the College flexibility to move quickly on projects within the limits considered appropriate by the board, but are less than the statut01y continuing contract limits.

Mrs. Beny moved to approve awarding architectural continuing contract to VBA Design, Inc. as presented. Ms. Windham seconded, and the vote was recorded as follows: Beny, aye; Bulger, aye; De La Rosa, aye; Powell, aye; Skinner, aye, Tannehill, aye; Windham, aye; and Cramer, aye.

Recommendation of Approval to Issue Purchase Orders in Excess of the Florida Purchasing Category 5

5.3

Mr. McDonald stated that two vendors, Top Notch Mobile Home Services and Bosarge & Sons Constrnction both submitted bids to RFP #l 2023-24 Mobile Home Tie-Down Program (MHTDP) request for mobile home installers. Both films had variable tie-down rates, which made scoring difficult, and limited experience in Florida. As such, it was initially decided to offer smaller contracts ($50,000 each) to test these two new vendors for the MHTDP. Both vendors are doing well and will soon exceed the cunent PO amounts which had already been increased with DBOT approval in October 2023.

Mr. McDonald noted that due to their success in completing park projects, College staff was recommending increasing purchase order P2400385 issued to Top Notch Mobile Home Services to $2,000,000 and purchase order P2400386 issued to Bosarge and Sons Construction to

$1,000,000 to cover additional work that can be completed by June 2024. There is funding available in the cmTent Department of Emergency Management HL00061 budget for vendor contracts through 6/30/24, as well as additional funding available through DEM HL00078, to cover this request.

Mr. McDonald explained that, if approved, all costs resulting from these changes will be funded by the MHTDP grant and the College will earn 10% administrative costs on the amount expended. In addition, College staff is requesting approval to increase pmchase orders as needed for the program to the amount of funding provided by the grant, without additional DBOT approval to prevent disruption of the project between DBOT meetings.

Mr. Bulger moved to approve issuing purchase orders in excess of the Florida Purchasing Category 5 threshold amount of $325,000. Mr. Tannehill seconded and the vote was recorded as follows: Beny, aye; Bulger, aye; De La Rosa, aye; Powell, aye; Skinner, aye, Tannehill, aye; Windham, aye; and Cramer, aye.

Recommendation of Approval of Lease Between Gulf Coast State College and the Bay County Sherifrs Office

5.4 Mr. McDonald recommended that this item be moved to the February 22, 2024 DBOT meeting.

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 compar·ed to budget for fiscal year 2023-24 as of November 30, 2023.

Update on Construction of STEM Building

6.2.1 Mr. Mercer presented the College staff building progress rep01i for November and December 2023.

6.2.2 Mr. Mercer presented Bur-kes Construction's update for December 2023.

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

Lodging and Report of Gulf Coast State College Foundation, Inc. Financial Audit for 2023

6.3 Mr. Mercer rep01ied on the Gulf Coast State College Foundation, Inc., financial audit for fiscal year ended June 30, 2023.

Lodging and Acceptance of the WKGCRadio Station Financial Audit for the Fiscal Years 2023 and 2022

6.4 Mr. Mercer rep01ied on the financial audit issued by CalT, Riggs & Ingram for the WKGC AM/FM Radio Station for fiscal years ended June 30, 2023 and 2022.

President's Report

6.5 Mr. McDonald repo1ied on the following:

- GCSC Spring 2024 emollment has increased compared to Spring 2023.
- Professional Development Day was held on Tuesday, January 16, 2024. This was a full day of in-se1vice training for faculty and staff organized by Dr. Allison Burney, Director of Professional Development.
- Trnstees Legislative Conference was in Tallahassee, on Monday, Janua1y 22, 2024. Trnstees and Mr. McDonald met with Florida legislators to discuss the College's priorities for this year.
- GCSC is hosting the Florida College System Council of Business Affairs (COBA) on Janua1y 25 and 26, 2024.
- GCSC was award the Florida Collegiate Purple Star Can1pus. The awar·d was established by the Florida legislature in 2023 and highlights the College's commitment in suppo1iing military students and families. GCSC is the first FCS institution to receive the award.

7. **Good of the Order**

7.1 Chair Cramer invited trnstees to attend the following GCSC events:

- "Paradise Revisited", painting by Michelle Jones, January 26 - Febrnary 23, 2024. Reception and Galle1y Talk: Januaiy 26, 2024, 5:00 p.m. - 7:00 p.m. Amelia Center Galle1y
- Faculty & Friend Musical Recital, January 28, 2024, 2:30 p.m., Amelia Center. Free event, donations supp01t scl1olai·ships
- "Pocatello", Febrnary 23 - 25 and March 1 - 3, 2024. Limited seating. Adult content. Amelia Center Theater Lab. Tickets and showtimes: www.gulfcoast.edu/a1ts
- Financial Aid Night for the Community, Febrna1y 29, 2024; 4:00 p.m. to 6:00 p.m.; at the CHC Building

8. Adjom·nment **8.1** The regular meeting was adjomned at 11:05 a.m.

Secreta1y

Chair, District Board of Trnstees