MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
July 25, 2024

10:00 a.m.

Chair William C. Cramer, Jr., called the regular meeting to order at 10:00 AM at Gulf Coast State College, William C. Cramer, Jr. Seminar Room, #306. Those in attendance and constituting a quorum were:

Members Present	Bill Cramer, Jr., Tricia Berry (called-in), Boyd K. Bulger, Dr. Abel De La Rosa, Frank Hall, C. David Powell, Floyd Skinner, and Caroline Windham (called-in)
Other	Glen McDonald, President of Gulf Coast State College and Derrick Bennett, Board Attorney
Absent	Joe Tannehill, Jr.

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. Hall led the pledge of allegiance to the American flag.

Election of Board Officers — **1.4** Election of Board Officers.

1.4.1 Chair Cramer relinquished the chair to Mr. Hall, who accepted nominations for board chair for 2024-2025. Mr. Skinner nominated Mr. Cramer, no other nominations were offered, Mr. Bulger seconded the nomination, and Mr. Cramer was re-elected as chair, and the vote was recorded as follows; Berry, aye, De La Rosa, aye; Powell, aye; Windham, aye, Hall, aye; and Cramer, aye.

1.4.2 Chair Cramer called for nominations for board vice-chair. Dr. De La Rosa nominated Mr. Hall. There being no other nominations, Mr. Skinner seconded, and Mr. Hall was re-elected board vice-chair for 2024-25 and the vote was recorded as follows: Berry, aye; Bulger, aye; Powell, aye; Skinner, aye, Windham, aye, and Cramer, aye.

Welcome to Guests — **1.5** Chair Cramer welcomed guests: Commander Mosi, NSA-Panama City; Mr. Mark Rix, Force Development Flight Chief, Tyndall Air Force Base; Mr. Gary Gorman, Secretary of Gulf Coast State Foundation, Inc.; Dr. Cheryl Flax-Hyman, executive vice-president; Dr. Holly Kuehner, vice president, Academic Affairs; Mr. Liam O'Leary, chair, Professional Employee Council; Ms. Beote, president, SGA; Ms. Katie Riley, Associate Professor, Language & Literature, and Mr. John Mercer, Vice President,

Administration and Finance.

	Hearing of Citizens	**1.6**	No citizens answered the call to appear before the board.
	Special Presentations	**1.7**	None
2.	**Trustee Comments**	**2.1**	Mr. Skinner appreciated the laptop upgrade. Mr. Powell appreciated the security measures put in place.
	Attorney's Report	**2.2**	No report at this time.
	GCSC Foundation, Inc. President's Update	**2.3**	Mr. Gary Gorman, secretary, GCSC Foundation, Inc. reported on this month's Foundation Report: Total Assets as of 6/30/2024 $36,922,796.88 Total Donations from FY2023 (7/1/23 - 6/30/24) $1,573,389.12 Total Donations to the Foundation since 7/1/24 $161,574.52 Total Gulf Coast Guarantee Funds pledged since 7/2/2021 $4,055,314.66
	Honorary Trustee Updates	**2.4.1**	Commander Mosi provided an update from the Navy.
		2.4.2	No updates from Tyndall Air Force Base.
	Next DBOT Meeting	**2.5**	The regular meeting of the District Board of Trustees is scheduled for Thursday, September 12, at 10:00 a.m., North Bay Campus.
3.	**SGA Report**	**3.1**	Ms. Beote, president, Student Government Association (SGA), provided an update on recent campus activities.
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. Hall moved to accept the consent agenda items 4.1 through 4.6 as presented, Mr. Powell seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Skinner, aye; Windham, aye; and Cramer, aye. Motion carries.
	Minutes	**4.1**	DBOT Regular Meeting Minutes of June 27, 2024. Move to Approve minutes.

Personal Recommendations 4.2

Professional

Employment

Trendon Ellis, BAS Instructional Coordinator, Technology Management and Computer Science, Academic Affairs, effective July 22, 2024 - June 30, 2025, annualized salary of $81,510. Mr. Ellis fills the position vacated by David Lee.

Joshua Brunson, Coordinator, Student Activities, Student Life, effective August 5, 2024 - June 30, 2025, annualized salary of $55,807. Mr. Brunson fills the position vacated by Madisyn Flammia.

Jason Parker, Director, Facilities and Planning, Administration and Finance, effective July 29, 2024 - June 30, 2025, annualized salary of $85,972. Mr. Parker fills the position vacated by Jim McDougall.

Resignation

Imee-Marie Leverette, Assistant Coordinator, Online Learning, Library Services, effective July 12, 2024.

Dr. Erica Goines, Director, Broadcasting & Production, effective August 8, 2024.

Maggie Whitehead, Pathway Navigator, Navigation Center, effective July 25, 2024.

Retirement

Melissa Banks, Payroll Analyst, Human Resources, effective November 27, 2024.

Career Service

Employment

Seth Johnson, Assistant Coordinator of Production & Technical Support, Broadcasting & Production, effective July 29, 2024 - June 30, 2025, annualized salary of $39,098. Mr. Johnson fills the position vacated by Daniela Oestreich.

Resignation

Wanda Maddox, Executive Administrative Assistant, Community Engagement, effective July 31, 2024.

Contract Ratifications 4.3 Submitted Contract Ratifications for a total of $ 226,471.16.

Overloads/ Adjunct Pay 4.4 2024 Spring Sessions A/B exceptional overloads/adjunct pay includes 101 instructors of credit classes totaling $ 79,014.02.

Purchase Order Activity 4.5 Purchase Order Expenditure Report for June 1- 30, 2024.

Final Approval of Changes to Manual Policy 4.6 Final Approval of Changes to Manual Policy, MOP 6.020 Career Service Personnel -Deleting policy due to Department of Labor provides the legal requirements of non-exempt (hourly) positions, therefore there is no need to have a policy providing examples.

- MOP 6.067 - Holiday Pay Exception
- MOP 6.068 - Bereavement Leave
- MOP 6.069 - Employee Leave for Domestic Violence
- MOP 6.071 - Professional Leave and Sabbatical Leave
- MOP 6.073 - Military Leave
- MOP 6.074 - Personal Leave with Pay
- MOP 6.075 - Sick Leave
- MOP 6.076 - Family and Medical Leave
- MOP 6.077 - Maximum Extent of Leave
- MOP 6.078 - Administrative Leave for Court Purposes
- MOP 6.079 -Administrative Leave
- MOP 6.080 - Personal Leave Without Pay

5. Action Items

Recommendation for Approval of 2024-25 Dual Enrollment Articulation Agreements 5.1 Recommendation for Approval of 2024-25 Dual Enrollment Articulation Agreements.

- Bay County School Board
- Covenant Christian School
- Faith Christian School
- Franklin County School Board
- Gulf County School Board
- Holmes County School Board
- Kaleidoscope School of Discovery
- Ohana Institute
- Panama City Advanced School
- Panama City Trilingual School
- St. Andrews Bay STEM Academy
- Washington County School Board

Mr. Bulger moved to accept the recommendation for Approval of 2024-25 Dual Enrollment Articulation Agreements as presented. De La Rosa seconded, and the vote recorded as follows: Berry, aye; Powell, aye; Hall, aye; Skinner, aye; Windham; aye, and Cramer, aye. Motion carries.

Recommendation for Final Approval of Changes to MOP 6.080, Personal Leave

5.2 Recommendation for Final Approval of Changes to Manual Policy. Mr. McDonald requested MOP 6.084 Sick Leave Pool be removed from consideration.

- MOP 6.030 Personal Obligations – Update policy to remove paragraphs on Commencement (covered in the Employee Handbook and IMM 6.090) and Use of Personal Electronic Device for 2-Factor Authentication (covered under IMM 5.063).
- MOP 6.090 College Programs and Activities - Eliminate policy as already documented in IMM 6.090 and Employee Handbook.
- MOP 6.106 Employee Drug Testing - Add F.S. 112.0455 as a Legal Authority, eliminate current web address and update link to F.S. 112.0455, and document process where Human Resources will communicate positive drug test findings to the employee by formal memo.

Mr. Hall moved to accept the recommendation for Approval of MOP 6.080, Personal Leave as presented, Powell seconded, and the vote recorded as follows: Berry, aye; De La Rosa, aye; Hall, aye; Skinner, and Cramer, aye. Motion caries.

Approval of Change Order #6 to Burke Construction Group Natural Sciences Building Contract

5.3 Mr. McDonald requested Approval of Natural Sciences Project Change Order #6. Change Order #6 include the addition of modesty panels to some of the casework in the amount of $2,974.43 and the cost to address a waterline duct bank interference issue in the amount of $13,069.00, and a deduction for the direct purchase of materials in the amount of $897,323.99.

Mr. Bulger moved to accept the recommendation for requested Approval of Natural Sciences Project Change Order #6 as presented, De La Rosa seconded, and the vote recorded as follows: Berry, aye; Hall, aye; Powell, aye; Skinner, aye; Windham, aye; and Cramer, aye. Motion caries.

Approval of Change Order #2 to Burke Construction Group Phase IV and Phase V Parking Improvements Contract

5.4 Mr. McDonald requested Approval of Parking Project Change Order #2. Burke Construction Group, Dewberry Engineering and college staff are requesting approval of Change Order #2 to the Burke Construction Group Phase IV and V Parking Improvements contract, a deductive change order in the amount of $15,387.99.

Mr. Hall moved to accept the recommendation for Approval of Change Order #2, Parking Project Change as presented, Mr. Skinner seconded, and the vote recorded as follows: Berry, aye; De La Rosa, aye; Powell, aye; Skinner, aye; Windham, 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 of Actual YTD Revenues and Expenses Compared to Budget and Prior Year.

Update on Construction of Natural Sciences Building

6.2.1 Mr. Mercer presented the College staff building progress report for Natural Sciences Building for July 2024.

6.2.2 Mr. Mercer presented progress on Burke Construction Group, Executive Summary Report for July 11, 2024.

6.2.3 Mr. Mercer reported on the STEM building project direct materials purchases as of as of June 30, 2024.

Presidents Report

6.3 Mr. McDonald Note:

- Final Summer 2024 Enrollment in FTE is up 18.4% over Summer 2023, led by first time students who have never been enrolled at GCSC. Unduplicated headcount is up 13.6%.
- GCSC met all of the submissions and data compilation to the state in order to enroll into the state's health insurance program, beginning in January of 2025.
- This summer, we welcomed over 990 students over a period of 6 weeks to participate in our STEM and athletic camps. Students ranging from 4 years old to incoming 10th graders engaged in a variety of STEM stations.
- iPads have been replaced with new computers.
- Consider leasing part of North Bay Campus to Bay County. Gulf Coast State College is reviewing and will provide updates.

7. Good of the Order

7.1

- Fall Conference 2024 (August 12 - 16, 2024)
- Student Services: After Hours, July 30, 4pm - 6pm, Charles Hilton Center and Gulf Franklin Campus

8. Adjournment

8.1 The Board took a tour of the new Natural Sciences Building. The regular meeting was adjourned at 11:20 a.m.

Jean McDonald 9-13-24
Secretary Date

Chair, District Board of Trustees 9/12/24