MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE- GULF FRANKLIN CAMPUS
June 27, 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., Boyd K. Bulger, Dr. Abel De La Rosa, Frank Hall, Mr. David Powell, Floyd Skinner, Joe K. Tannehill, Jr., Caroline Windham
Staff Present	Glen McDonald, President of Gulf Coast State College and Derrick Bennett, Board Attorney
Absent	Tricia Berry

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**	Dr. De La Rosa led the pledge of allegiance to the American flag.
	Welcome to Guests	**1.4**	Chair, Cramer welcomed guests: LCDR, Brandon Baxter NSA-Panama City, 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; Ms. Katherine Riley, Faculty Senate Representative; Ms. Beote, President, Student Government Association; and Mr. John Mercer, Vice President, Administration and Finance. Mr. Cramer thanked Ms. Vanderheide for her service and dedication Chair of the Professional Employee Council.
	Hearing of Citizens	**1.5**	No citizens answered the call to appear before the board.
		1.5.1	No citizens answered the call to address the board regarding the proposed 2023-24 Lab Fees. Public notice issued on May 16,2024.
	Special Presentations	**1.6**	Dr. Sean Preston, Foundation Director, to present the following three donors:

1. Roberts Foundation $80,000 for Trio
2. Capt. Chubb $50,000 in scholarship support
3. McInnis $100,000 in GCG support

Captain Chubb $50,000: This donation from Capt. Steve and Patricia Chubb creates the Capt. Jack Ringelberg Military Scholarship Fund. These proceeds will provide scholarship money for military students and their dependents, which an emphasis on those serving in the US Navy.

Roberts Foundation $80,000: This is the third consecutive gift from the Roberts Foundation in support of the GCSC Trio program. Dr. Hatcher and his team played a pivotal role in providing the necessary data required by the funder.

George and Boopie McInnis $100,000: This is the McInnis' first gift to the Foundation. They are providing these funds in support of the Gulf Coast Guarantee scholarship endowment. Mr. McInnis spoke about how the Gulf Coast Guarantee scholarship endowment was in alignment with their Foundation in helping young people who may not have the financial means to receive an education.

2. Trustee Comments **2.1**

Mr. Hall commented on FSU College World series and Carson Dorsey. Mr. Dorsey was a student at Gulf Coast State College. He thanked Dr. Walsingham for all of her dedication and hard work. He thanked Keri Matheus, for her nursing program skills and efforts. He thanked President McDonald and senior leadership team for their continued support. Mr. Hall mentioned the passing of Rhonda Mayo, and her support for the Foundation; she will be missed.

Dr. Walsingham stated she was excited about the new coach and thanked Coach Younger for a great job.

Mr. Cramer mentioned the passing of Rhonda Mayo and the Mayo family and sent his condolences to the Mayo family.

Dr. Preston thanked everyone for the outpouring of love for the Mayo family. Rhonda Mayo, wife of long time Foundation Board member and Past President, suddenly passed away on June 4, 2024. He mentioned in lieu of flowers, per the family's request, donations be made to the endowed scholarship in Rhonda Mayo's honor at Gulf Coast State College Foundation.

Mr. Skinner commented on the great care, professionalism and appreciation the nursing staff gave to his wife while in the hospital recently. The majority of the staff he encountered were Gulf Coast State College graduates; he expressed his gratitude and praise.

Attorney's Report 2.2 Mr. Bennett had no report.

2.21 Mr. Bennett presented the President Evaluation, which is filed with the State of Florida. President McDonald thanked the Board and staff.

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 4/30/24	$36,783,173.80
Total Donations to the Foundation since 7/1/23	$1,676,009.60
Total Gulf Coast Guarantee Funds pledged since 7/1/21	$4,550,314.66

Honorary Trustee Updates 2.4.1 LCDR Brandon Baxter provided an update.

Next Meeting 2.5 The regular meeting of the District Board of Trustees is scheduled for Thursday, July 25, 2024 at 10:00 a.m., in the Bill Cramer, Jr. Seminar Room, in Student Union West.

3. SGA Report 3.1 Ms. Makenna Beote, President, Student Government Association (SGA), provided an update on recent campus activities.

Program Focus 3.2 Dr. Cheryl Flax-Hyman introduced the Gulf Coast State College Leadership Institute Class of 2024-25 and gave a presentation on details and the history of the program. Photo taken.

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 May 16, 2024.

4.1.1 DBOT Budget and Finance Committee Meeting Minutes of June 13, 2024.

Personnel Recommendations 4.2 **Professional Services**

Employment

Candace Marmolejo, Clinical Manager, Instructional Surgical Services, Academic Affairs, effective May 20, 2024, annualized salary of $52,979. Ms. Marmolejo fills the position vacated by George Sasser.

Dr. Jason Namey, Assistant Professor of English, Academic Affairs, effective August 12, 2024 - May 2, 2025, annualized salary of$49,095. Dr.

Namey fills the position vacated by Amber Clark.

Mandy Gainey Instructor, Culinary, Academic Affairs, effective August 12, 2024 - May 2, 2025, annualized salary of $44,397.

Chris Infinger, Instructor, Culinary, Academic Affairs, effective August12, 2024 - May 2, 2025, annualized salary of $50,377

Resignation
Paul Magnant Instructional Coordinator, Business and Technology, Academic Affairs, effective May 06, 2024.

Zoran Cunningham Assistant Professor of English, Academic Affairs, withdrew acceptance.

Madisyn Flammia Coordinator, Student Activities, Student Life, effective June 30, 2024.

Reduction in Force

Patricia Suggs Coordinator, Career Source Gulf Coast, effective June 28, 2024. Reclassification.

Reclassification

David Lee Instructional Coordinator, Business and Technology, Academic Affairs, to Associate Professor, Business and Technology, effective August 12, 2024 - May 2, 2025, annualized salary of $58,663. Mr. Lee fills the position vacated by Tonitta Sauls.

Dr. Alex Giles, Assistant Professor, Nursing, Academic Affairs, to Program Coordinator, Nursing, Academic Affairs, effective August 2, 2024 - June 30, 2025, annualized salary of $81,690. Dr. Giles fills the position vacated by the retirement of Debbie Brzuska.

Daniela Oestreich, Assistant Director, Production and Support, to Instructor, Business and Technology, effective August 12, 2024 - May 2, 2025, annualized salary of $45,147. Ms. Oestreich fills the position vacated by Caleb Jordan.

Danielle Pierce, Upward Bound Program Specialist, TRiO, to Assistant Director, Upward Bound, TRiO, effective June 5, 2024 - June 30, 2024, annualized salary of $46,834.

Career Service

Resignation

Karen Chason, Senior Administrative Assistant, Library Services, Academic Affairs, effective July 2, 2024.

Reduction in Force

DeAnna Palmer Senior Administrative Assistant, CareerSource Gulf Coast, effective June 28, 2024.

Contract Ratifications 4.3 Submitted Contract Ratifications included, 43 instructors of non-credit courses for a total of $44,442.45, and 12 special contracts, totaling $14,039.99 for a total of $58,482.44.

Overloads/ Adjunct Pay 4.4 2024 Summer Sessions A/B exceptional overloads/adjunct pay includes 223 instructors of credit classes totaling $384,085.52.

Purchase Order Activity 4.5 Purchase Order Activity from May 1 - May 31, 2024.

Approval of 2024-25 Restricted Current Fund (Fund 2) 4.6 Approval of 2024-25 Restricted Current Fund (Fund 2) Budget:

- Veterans Business Outreach Center

Approval of 2024-25 Auxiliary Fund (Fund 3) Budgets 4.7 Approval of Fund 3 Budget:

- Bookstore
- Continuing Education
- Auxiliary Athletics

Approval of 2024-25 Loan and Endowment Fund (Fund 4) Budget 4.8 Approval of 2024-25 Loan and Endowment Fund (Fund 4) Budget:

- Short-Term Tuition Payment Plan

Approval of 2024-25 Scholarship Fund (Fund 5) Budgets 4.9 Approval of 2024-25 Scholarship Fund (Fund 5) Budgets:

- Supplemental Educational Opportunity Grant
- PELL Grant (2023-24)
- PELL Grant (2024-25)
- Iraq & Afghanistan Service Grant
- Florida Academic Scholar Grant
- Florida Top Scholar Grant
- Florida Vocational Gold Seal Grant
- Florida Medallion Grant
- Florida Student Assistant Grant

- Florida Student Assistant Grant – Career Education
- Florida Children of Deceased/Disabled Veterans Grant
- Florida First Generation Matching Grant
- Florida Honorably Discharged Assistance Grant
- Florida Law Enforcement Scholarships
- Florida Open Door Grants
- Student Financial Aid Fees
- Student Financial Aid Fees – PSAV
- SGA Athletics Scholarships
- Baseball Scholarships
- Cross-Country Scholarships
- Softball Scholarships
- Men's Basketball Scholarships
- Women's Basketball Scholarships
- Volleyball Scholarships
- GCSC General Scholarships
- GCSC Foundation Need-Based Scholarships
- GCSC Foundation Military Scholarships
- GCSC Pathways to Success Scholarships
- GCSC Foundation Certificate Grant
- GCSC Foundation Last Mile Scholarships
- GCSC Foundation Dream Keepers Scholarships
- GCSC Guarantee Scholarships
- Simply Health BSN Scholarships

Approval to Serve as Fiscal Agent for Programs/Entities Accounted for in the Agency Fund (Fund 6) Budgets

4.10 Approval to Serve as Fiscal Agent for Programs/Entities Accounted for in the Agency Fund (Fund 6) Budgets:

- CareerSource Gulf Coast
- Federal Stafford Direct Loan Program

Approval of 2024-25 Unexpended Plant Fund (Fund 7) Budgets

4.11 Approval of 2024-25 Unexpended Plant Fund (Fund 7) Budgets:

- Student Capital Improvement Fees
- Student Technology Fees
- Capital Outlay & Debt Service State Appropriation
- Fixed Capital Outlay STEM State Appropriation

Approval of 2024-25 Debt Service Plant Fund (Fund 8) Budget

4.12 Approval of 2024-25 Debt Service Plant Fund (Fund 8) Budget:

- Capital Outlay Debt Service

Final Approval of Manual of Policy Changes 4.13 Final Approval of Manual of Policy Changes.

- MOP 4.017 Examinations
- MOP 4.025 User Fees and Fines Waiver
- MOP 5.056 Delinquent Accounts, Bad Checks, and Other Financial Obligations
- MOP 5.085 Insurance
- MOP 5.245 Gambling
- MOP 7.022 Financial Aid and Veteran Deferments
- MOP 7.027 Short-Term Tuition Payment Plan
- MOP 7.030 Student Insurance
- MOP 7.112 User Fees, Fines, and Fine Waivers

Approval of Foundation Use of College Facilities for 2024-25 4.14 Approval of Foundation Use of College Facilities for 2024-25.

Approval of Disposal of Inventoried Property 4.15 Approval of Disposal of Inventoried Property.

Mr. Hall moved to accept consent agenda items **4.1 through 4.15** as presented. Mr. Bulger Seconded, and the vote was recorded as follows: De La Rosa, aye; Mr. Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carries.

5. Action Items

Proposed Lab Fee Changes for 2024-25 5.1 Approval of Proposed Lab Fee Changes for 2024-25.

Mr. Bulger moved to accept approval of Proposed Lab Fee Changes for 2024-25. Mr. Powell seconded, and the vote was recorded as follows: Cramer, aye; De La Rosa, aye; Hall, aye; Skinner, aye; Tannehill, aye; Windham, aye. Motion carries.

Award Contract in Response to ITB #11-2023/2024 Sidewalk Corridor Project 5.2 Mr. McDonald recommended approval to Award Contract ITB#11-2023/2024 Sidewalk Corridor Project.

Mr. Skinner moved to accept the recommendation to Award Contract ITB#11-2023/2024 Sidewalk Corridor Project. Mr. Hall seconded, and the vote recorded as follows: Mr. Bulger, aye; Mr. Cramer, aye; De La Rosa, aye; Mr. Powell, aye; Mr. Tannehill, aye; Ms. Windham, aye. Motion carries.

Approval of Change Order #1 to Burke Construction Group 5.3 Mr. McDonald recommended Approval of Change Order #1 to Burke Construction Group Contract for Phase IV (Natural Sciences) and Phase V (Wellness) Parking Project.

Contract for Phase IV (Natural Sciences) and Phase V (Wellness) Parking Project		Mr. Hall moved to accept the recommendation for approval of Change Order #1to Burke Construction Group Contract for Phase IV & V Parking Project, Mr. Powell seconded, and the vote recorded as follows: Bulger, aye; Cramer, aye; De La Rosa, Skinner, aye; Tannehill, aye; Windham, aye. Motion carries
Award Contracts Subsequent to July 1, 2024 in Response to RFP #1 - 2024/2025 Hurricane Loss Mitigation Program	**5.4**	Mr. McDonald recommended to Award Contracts Subsequent to July 1, 2024 in Response to RFP #1 - 2024/2025 Hurricane Loss Mitigation Program. Dr. De La Rosa moved to accept approval to award contracts in response to RFP #1 2024/2025 Hurricane Loss Mitigation Program, Ms. Windham seconded, and the vote recorded as follows: Bulger, aye; Cramer, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye. Motion carries.
Approval to Write Off Delinquent Accounts in Accordance with College Policy	**5.5**	Mr. McDonald recommended Approval to Write-Off Delinquent Accounts in Accordance with College Policy, College staff will request approval to write-off delinquent accounts that are now two years old in accordance with college policy. Mr. Tannehill moved to accept the recommendation fo Approval to Write-Off Delinquent Accounts in Accordance with College Policy. Mr. Bulger seconded, and the vote recorded as follows: Mr. Cramer, aye; Mr. Hall, aye; Mr. Powell, aye; Mr. Skinner, ays; Mr. Tannehill, aye; Ms. Windam, aye. Motion carries
Approval of Amendment to the Unrestricted Current Fund (Fund 1) 2023-2024	**5.6**	Mr. McDonald recommended Approval of Amendment to the Unrestricted Current Fund (Fund 1) 2023-24. Dr. De La Rosa moved to accept the recommendation for Approval of Amendment to the Unrestricted Current Fund (Fund 1) 2023-24, Mr. Powell seconded, and the vote recorded as follows: Bulger, aye; Cramer, aye; Hall, aye; Skinner, aye; Tannehill, aye; Windham, aye, Motion carries.
Approval of 2024-25 College Unrestricted Current Fund ("Fund 1 or General Operating Fund") Budget	**5.7**	Mr. McDonald recommended Approval of 2024-25 College Unrestricted Current Fund ("Fund 1 or General Operation Fund") Budget. Mr. Hall moved to accept the recommendation of Approval for 2024-25 College Unrestricted Current Fund ("Fund 1 or General Operating Fund") Budget, Mr. Powell seconded, and the vote recorded as follows: Bulger, aye; Cramer, aye; De La Rosa, aye; Skinner, aye; Tannehill, aye; Windham, aye. Motion carries.
Approval of State of Florida Division of Emergency Management	**5.8**	Mr. McDonald recommended Approval of State of Florida Division of Emergency Management Statewide Mutual Aid Agreement. Dr. De La Rosa moved to accept the recommendation to Approve State of

Statewide Mutual Aid Agreement

Florida Division of Emergency Management Statewide Mutual Aid Agreement, Mr. Bulger seconded, and the vote recorded as follows: Cramer, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye. Motion carries.

Approval of Change Order #5 to the Burke Construction Group Natural Sciences Contract **5.9**

Mr. McDonald recommended Approval of Change Order #5 to the Burke Construction Group Natural Sciences Contract.

Dr. De La Rosa moved to accept the recommendation to Approve Change Order #5 to the Burke Construction Group Natural Sciences Contract as presented, Mr. Powell seconded, and the vote recorded as follows: Cramer, aye; Bulger, aye; Hall, aye; Skinner, aye; Tannehill, aye; Windham, aye. Motion carries.

Approval of Wellness Building Bleachers **5.10**

Mr. McDonald recommended Approval of Wellness Building Bleachers.

Mr. Skinner moved to accept the recommendation Approval of Wellness Building Bleachers, Mr. Bulger seconded, and the vote recorded as follows: Cramer, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Windham, aye. Motion carries.

Tentative Approval of MOP 6.020 Career Service Personnel **5.11**

Mr. McDonald recommended Tentative Approval of MOP 6.020 Career Service Personnel. MOP 6.020 Career Service Personnel, the Department of Labor provides the legal requirements of non-exempt (hourly) positions, therefore there is no need to have a policy providing examples.

Mr. Hall moved to accept the recommendation for Tentative Approval of MOP 6.020 Career Service Personnel, Ms. Windham seconded, and the motion, and the vote recorded as follows: Bulger, aye; Cramer, aye; Powell, aye; Skinner, aye; Tannehill, aye. Motion carries.

Tentative Approval of Manual of Policy 6.070 Leave **5.12**

Mr. McDonald recommended Tentative Approval of Manual of Policy 6.070 Leave. This request is for revisions to MOP 6.070 Leave. Changing the title of the policy from '*Vacation Leave for Personnel Employed on a 12 Month Basis*' to ***'Leave'***, and eliminating MOP's 6.067 through 6.080 to create one comprehensive policy.

- 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

Mr. Powell moved to accept the recommendation for Tentative Approval of Manual of Policy 6.070 Leave, Mr. Skinner seconded, and the vote recorded as follows: Bulger, aye; Cramer, aye; De La Rosa, aye, Hall, aye; Tannehill, aye; Windham, aye. Motion carries.

General Education Review **5.13** Dr. Holly Kuehner presented a General Education Review of courses.

Dr. De La Rosa moved to accept Gulf Coast State College's list of general education courses, Mr. Bulger seconded, and the vote recorded as follows: Cramer, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye. Motion carries.

6. Informational Items

Actual YTD Revenues and Expenses Compared to Prior Year **6.1** Mr. Mercer, Vice President, Administration and Finance led a review Actual Revenues and Expenses compared to Budget for Most Recent Account Period and Year-to-Date.

Update on Construction of Natural Sciences Building (STEM) **6.2** Mr. Mercer led a review of Natural Sciences Building Construction update.

6.2.1 College Staff Building Progress Report for May 2024

6.2.2 Builder's Update for May 2024

6.2.3 Direct Materials Purchases and Financial Summary as of May 31, 2024.

President's Report Mr. McDonald presented an update:

- Summer 2024 enrollment in FTE is up 19% over Summer 2023 enrollment. Historically a good indicator for fall enrollment.
- Gulf Coast State College has been named a Military Friendly School, with Gold Distinction for 2024-25 – ranking in the top ten in the nation for small public schools. A prestigious honor.
- Mr. McDonald attended the Commissioner of Education's 'Education Summit', on May 29-31, 2024. The summit met with University and College Presidents, and District Superintendents statewide to develop new ideas and review data to help Florida students from pre-K to graduate school. For the eighth consecutive year, Florida's University and College Systems has been ranked #1 in the nation by US News and World Report. The

summit was an informative and educational experience.

- Mr. McDonald gave an update regarding the State Health Insurance Program. All state college employees are now eligible to enter the program, however, the funding was vetoed. Gulf Coast State College is currently working with the Governor DeSantis's office on the transition. Gulf Coast State College is prepared to meet the final deadline submission to the Department of Management Services on July 1st.

7. Good of the Order **7.1** Happy Fourth of July.

8. Adjournment **8.1** The Tour of the Natural Sciences Building was cancelled due to unsafe weather conditions.

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

Secretary — Date 7-25-24

Chair, District Board of Trustees — Date 7/25/24