DRAFT
MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE- GULF FRANKLIN CAMPUS
May 16, 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 – Gulf Franklin campus. 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, Floyd Skinner, Joe K. Tannehill, Jr., Caroline Windham
Other	Glen McDonald, President of Gulf Coast State College and Derrick Bennett, Board Attorney
Absent	Mr. David Powell

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: John Skaggs, Community Liaison Officer 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.
	Hearing of Citizens	1.5	No citizens answered the call to appear before the board.
	Special Presentations	1.6	Kristal Smallwood recognized the Pathway Scholars and their accomplishments. Photo taken.
2.	**Trustee Comments**	2.1	Mr. Hall praised the Nursing Program and its success.
	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 4/30/24	$ 35,826,963.23
Total Donations to the Foundation since 7/1/23	$ 1,483,006.81
Total Gulf Coast Guarantee Funds pledged since 7/1/21	$ 3,955,314.66

Honorary Trustee Updates **2.4.1** John Skaggs, provided an update.

Next Meeting **2.5** The regular meeting of the District Board of Trustees is scheduled for Thursday, June 27, 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.

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 April 18, 2024
4.1.1 DBOT Special Meeting Minutes of April 18, 2024

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

Employment

Matthew Brenneman Math Lab Supervisor, Academic Affairs, eeffective May 8, 2024 - June 30, 2024, annualized salary of $56,008. Mr. Brenneman fills the position vacation by Marjory Pavlov.

Zoran Cunningham,Assistant Professor of English, Academic Affairs, effective August 12, 2024 - May 2, 2025, annualized salary of $54,445. Mr. Cunningham fills the position vacated by Amber Clark.

Amanda Reed, Director, HRIS and Employment Services, Human Resources, effective April 29, 2024 - June 30, 2024, annualized salary of $74,785. Ms. Reed fills the position vacated by Charles Fernandez

Resignation

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

Bryan Joy, Military Family Employment Specialist, CareerSource Gulf Coast, effective May 03, 2024.

Retirement

Linda Fitzhugh, Professor, Natural Sciences, Academica Affairs, effective May 03, 2024.

George R. Sasser, Clinical Manager, Health Sciences, Academic Affairs, effective April 25, 2024 (corrected from June 30, 2024).

Reclassification

Caleb Jordan, Assistant Professor, Business and Technology, Academic Affairs, to Instructional Coordinator, BAS Digital Media, effective July 15, 2024 - June 30, 2025, annualized salary of $76,254. Mr. Jordan fills the position vacated by Dr. Erika Goines.

Career Service

Employment

Jasmine Faucett, Executive Administrative Assistant, Student Affairs, effective April 26, 2024, annualized salary of $36,618. Ms. Faucett fills the position vacated by Donna Peterson.

Karen Burkett, Custodian, Facilities Management, effective May 1, 2024, annualized salary of $29,898. Ms. Burkett fills the position vacated by Penny Green.

Gary Shepherd, Maintenance Mechanic III, Facilities Management, effective May 1, 2024, annualized salary of $40,118. Mr. Shepherd fills the position vacated by Wesley Robinson.

Reclassification

Penny Green From Custodian to Lead Custodian (Grade Sl 75), Facilities Management, Administration & Finance, effective April 12, 2024, hourly rate of $16.98. Ms. Green fills the position vacated by Mr. Russell Moranor.

Russell Moranor, From Lead Custodian to Custodian, Facilities Management, Administration & Finance, effective April 12, 2024, hourly rate of $16.02. Mr. Moranor fills the position vacated by Tabitha Webb.

Resignation

Wesley Robinson, Maintenance Mechanic III, Facilities Management, Administration & Finance, effective April 5, 2024.

Contract Ratifications	**4.3**	Submitted Contract Ratifications included 26 non-credit courses for a total of $12,495.02 and 9 special contracts for a total of $42,800.00.
Overloads/ Adjunct Pay	**4.4**	2024 Spring Sessions A/B exceptional overloads/adjunct pay includes 55 instructors of credit classes totaling $43,493.64.
Final Approval MOP	**4.5**	Final Approval of Changes to the MOP 7.021 – Refunds.
Disposal of Inventoried Property	**4.6**	Dispose of equipment no longer needed or used by instructional program.
Purchase Order Activity	**4.7**	Expenditure Report of purchase orders issued from Purchase Order activity of April 1-30, 2024 was provided for review.

Hall moved to accept the consent agenda 4.1 through 4.7 as presented. Bulger seconded, and the vote was recorded as follows: Berry, aye; De La Rosa, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion caries.

5. Action Items

Approval of Florida Transportation Builders' Association Agreement at North Bay Campus	**5.1**	Mr. McDonald requested approval of a lease agreement between Gulf Coast State College and the Florida Transportation Builders' Association (FTBA) to lease half of the driving pad at North Bay Campus, currently, not leased. This is considered a leasing arrangement as it is a non-profit organization required by college policy; the state requires CDL testing centers to have a minimum of a one-year lease.

Berry moved to accept approval of Florida Transportation Builders' Association Agreement at North Bay Campus. Windham seconded, and the vote was recorded as follows: Bulger, aye; De La Rosa, aye; Skinner, aye; Tannehill, aye; Hall, aye; and Cramer, aye. Motion caries.

Approval of Capital Improvement Program Priorities for 2025-26 Through 2027-28	**5.2**	Mr. McDonald requested approval of Capital Improvement Program Priorities for 2025-26 through 2027-28. The priorities are the Natural Sciences Building, Renovations of Rosenwald Classroom Building. Amelia Tapper Center, and Social Sciences Building.

Bulger moved to accept the recommendation of approval of Capital Improvement Program Priorities. De La Rosa seconded and the vote

recorded as follows: Berry, aye: Hall, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer aye. Motion caries.

Manual of Policy Recommendations **5.3** Approval of several minor changes of Manual of Policies, many are due to Federal regulation 34 CFR 668.14.

Tannehill moved to accept the recommendation of approval of Manual of Policy, Bulger seconded and the vote recorded as follows: Berry, aye: De La Rosa, aye; Hall, aye; Skinner, aye; Tannehill, aye; and Cramer aye. Motion caries.

Discussion and Approval of Trustee IT Subcommittee **5.4** Mr. McDonald asked for approval of Trustee IT Subcommittee. Mr. Cramer asked for volunteers. Trustee volunteers: Frank Hall, Chair, Mr. Tannehill, Mr. Windham, Mr. Bulger.

Hall moved to accept approval of Trustee Subcommittee, Berry seconded and the vote recorded as follows: Bulger, aye; De La Rosa, aye: Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion caries.

Approval of 2024-25 District Board of Trustees Regular Meeting Schedule **5.5** Approval of 2024-25 DBOT Regular meeting schedule was presented.

Windham moved to accept the recommendation of approval for the regular meeting schedule for FY 2024-25. De La Rosa seconded and the vote recorded as follows: Berry, aye; Bulger, aye: Hall, aye; Skinner, aye; Tannehill, aye; and Cramer aye. Motion caries.

Approval of Change Order #4 to Burke Construction Group Contract **5.6** Mr. McDonald recommended Burke Construction Group (BCG), Florida Architects (FL-A), and college staff are requesting approval of Change Order #4 to the Burke STEM/Natural Sciences Contract.

Tannehill moved to accept the recommendation of approval of Change Order #4 to Burke Construction Group. Bulger seconded and the vote recorded as follows: Berry, aye: De La Rosa, aye; Hall, aye; Skinner, aye; Tannehill, aye; and Cramer aye. Motion caries.

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 YTD Revenues and Expenses Compared to Budget and Prior Year.

Update on Construction of Natural Sciences Building (STEM) **6.2.1** Mr. Mercer led a review of college staff building progress report

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

6.2.3 Mr. Mercer reported on the STEM/Natural Sciences building direct

materials purchases and provided a financial summary through March 31, 2024.

Lodging and Acceptance of the Florida Bright Futures Scholarship Program and Florida Student Assistance Grant Programs Audit **6.3** Mr. Mercer updated trustees on Lodging and Acceptance of the Florida Bright Futures Scholarship Program and Florida Student Assistance Grant Programs Audit for the Fiscal Year Ended June 30, 2023.

President's Report **6.4**

- Mr. McDonald noted that Summer 2024 Enrollment is up 10% over last year.
- Update on security cameras for parking lots in Panama City and North Bay.
- Over the last 3 semesters, 975 graduated. Gulf Coast State College conducted 8 separate pinning's, 2 commencements exercises, Honors Convocation and End of Year celebration. Mr. McDonald thanked Trustees Berry and Powell for their participation and Ms. Katie McCurdy for her planning and execution of events.
- Update on Triumph for new Simulation Center grant. Final approval is expected at the June 29 meeting.
- Finance Committee budget review meeting scheduled for FY24-25 on June 13th, 2024.

7. Good of the Order **7.1** Summer Programs: Gulf Coast State College youth and athletic camps will begin in June.

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

Secretary

Chair, District Board of Trustees