MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
NOVEMBER 21, 2024

10:00 a.m.
William C. Cramer, Jr. Seminar Room

Members Present	Bill Cramer, Jr., Tricia Berry, Mr. Boyd Bulger, Dr. Abel De La Rosa, Frank Hall, C. David Powell, Floyd Skinner, Joe Tannehill, Jr., and Caroline Windham
Other	Glen McDonald, President of Gulf Coast State College and Holly Melzer, Board Attorney
Absent	None

1.	**Call to Order**	**1.1**	Chair Cramer called the meeting to order at 10:00 a.m.
	Invocation	**1.2**	Ms. Melzer gave the invocation.
	Pledge of Allegiance	**1.3**	Commander Mosi led the pledge of allegiance to the American flag.
	Welcome to Guests	**1.4**	Chair Cramer welcomed guests: Commander Mosi, NSA-Panama City; Colonel Stanford, Tyndall Air Force Base; Mr. Kerigan, President of Gulf Coast State Foundation, Inc.; Dr. Flax-Hyman, executive vice-president; Dr. Kuehner, vice president, Academic Affairs; Mr. O'Leary, Professional Employee Council; Ms. Beote, president, SGA; Ms. Riley, associate professor, Language & Literature, and Ms. Hapner, dean, Business Affairs.
	Hearing of Citizens	**1.5**	No citizens answered the call to appear before the board.
2.	**Trustee Comments**	**2.1**	Mr. Powell thanked staff for events: Halloween and Public Eye Soar. Mr. Hall welcomed the new board attorney Ms. Holly Melzer.
	Attorney's Report	**2.2**	Ms. Melzer mentioned the architect who was originally chosen for the Nursing Simulation Center and referenced Action Item 5.1.
	GCSC Foundation, Inc. President's Update	**2.3**	Mr. Kerigan, President, GCSC Foundation, Inc. reported on this month's Foundation Report: Total Assets as of 10/31/2024 $37,025,910.62 Total Donations to the Foundation since 7/1/24 $1,019,732.83 Total Gulf Coast Guarantee Funds pledged since 7/1/2021 $4,096,598,84 The Golf Tournament has been moved to Camp Creek on 12/03/2024.
	Honorary Trustee	**2.4.1**	Commander Mosi, NSA, Panama City introduced Mr. Zach Harris, Public

Updates Affair Officer.

2.4.2 Colonel Stanford, Tyndall Air Force Base, gave an update.

Next DBOT Meeting **2.5** A special meeting of the District Board of Trustees is scheduled for Friday, December 13, 2024 at 9:00 a.m., Main Campus, Panama City.

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

Program Focus **3.2** Glen McDonald introduced the Singing Commodores, who gave a holiday-themed song and dance performance.

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. Skinner 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; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carries.

Minutes **4.1** DBOT Regular Meeting Minutes of October 17, 2024.

Personal Recommendations **4.2** **Professional**

Resignation

Daniel Hudson, Assistant Professor, Social Sciences, Academic Affairs, effective May 2, 2025.

Internal Succession

Sharon Yarbrough, Coordinator III, Wellness & Athletics, Student Life, effective January 2, 2025 - June 30, 2025, annualized salary of $60,289. Ms. Yarbrough fills the position vacated by the retirement of Carl Kleinschmidt.

Career Service

Employment

Cooper Clark, IT Technician I, Information Technology, Administration and Finance, effective November 8, 2024, annualized salary of $37,348. Mr. Clark

fills a position vacated by Jeremy Murray.

BreAna Hampsher, Program Assistant, Student Resources, Student Life, effective November 12, 2024, annualized salary of $39,467. Ms. Hampsher fills a position vacated by Judy Neely.

Resign ation

Christena Green, Administrative Assistant, Human Resources, effective November 7, 2024.

Contract Ratifications **4.3** Submitted Contract Ratifications for a total of $26,390.75.

Overloads/ Adjunct Pay **4.4** Approval of Monthly and Biweekly Overloads/Adjunct Pay $200,635.48.

Purchase Order Activity **4.5** Review and Approval of October 1, 2024 - October 31, 2024 Expenditures Report (List of all purchase orders in excess of $500 for the prior month).

5. Action Items

Recommendation of Approval to Adopt New Contract for Architectural Services **5.1** Mr. Cramer called upon the board attorney Ms. Melzer. Ms. Melzer noted Gulf Coast State College received substantial substantive changes from the top ranked architectural firm, Caldwell Architects, the night before the 11/21/2024 DBOT meeting after consenting to the negotiated terms of the contract. Ms. Melzer recommended the Capital Planning and Facilities committee reconvene and contact the second top-ranked firm for negotiations and to bring results back to the DBOT at the next Board meeting.

Mr. Hall moved to accept the recommendation to Approve and Adopt New Contract for Architectural Services as presented; Mr. Tannehill seconded, and the vote was recorded as follows: Berry, aye; Boyd, aye; De La Rosa, aye; Powell, aye; Skinner, aye; Windham, aye; and Cramer, aye. Motion carries.

Approval to Schedule meeting with Selection Committee

Mr. Cramer requested a motion to schedule a new meeting for the Capital Planning and Facilities committee to meet and negotiate a contract with the second top-ranked architectural firm.

Mr. Bulger moved to accept the recommendation to have the Capital Planning and Facilities committee schedule another meeting to negotiate a contract with the second top-ranked firm. Dr. De La Rosa seconded, and the vote was recorded as follows: Berry, aye; Hall, aye; Powell, aye; Skinner, aye;

Tannehill, aye; Windham, aye; and Cramer, aye. Motion carries.

Recommendation of Approval for Change Order #5 to the Burke Construction Natural Sciences and Wellness Parking Project Contract 5.2

Mr. McDonald requested Recommendation of Approval of Change Order #5 to the Burke Construction Group Phase IV and V Parking Improvements contract, an additive change order in the amount of $31,406.62. This amount is comprised of increases for requested improvements in the irrigation system around the Wellness parking. Additionally, the contractor is asking for 63 additional days for full completion of the project due to the projected delivery date of December 13, 2024 for a new electrical panel at the Wellness Building parking lot, which was ordered on July 23, 2024.

Dr. De La Rosa inquired whether the college had or was maintaining a master plan of changes, excavations, and discoveries on construction projects. Mr. Hall inquired whether the college is being proactive when digging occurs, such as excavating in the surrounding areas and perimeter to identify any concerns ahead of time. Mr. McDonald stated that the college is locating all underground objects as construction is on-going. Mr. McDonald called on Mr. Jason Parker, Chief, Facilities Management and Construction. Mr. Parker indicated that construction is being documented and updated as challenges, discoveries, updates, and tasks arise.

Mr. Tannehill moved to accept the recommendation of Approval for Change Order #5 to the Burke Construction Natural Sciences and Wellness Parking Project Contract as presented; Mr. Skinner seconded, and the vote was recorded as follows: Berry, aye; Boyd, aye; Bulger, aye; Hall, aye; Powell. Aye; Windham, aye and Cramer, aye. Motion carries.

Recommendation of Approval of Change Order #9 to Burke 5.3

Mr. McDonald made a Recommendation of Approval of Change Order #9 to Burke Construction Group Natural Sciences Project Contract. Change order 9.

Mr. Tannehill moved to accept the recommendation of Approval of Change Order #9 to Burke Construction Group Natural Sciences Project Contract, Mr. Skinner seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Windham, aye; and Cramer, aye. Motion carries.

Recommendation of Approval of Change Order #1 to Burke Construction Group 5.4

Mr. McDonald made a Recommendation of Approval of Change Order #1 to Burke Construction Group Corridor Renovation Project Contract.

Burke Construction Group Corridor Renovations Project contract, an additive change order in the amount of $5,687.92. This amount is comprised of increases for requested refurbishment of the existing sign outside the Enrollment Services Building in the amount of $3,363.30, upgrades to all piping in the project area to SCH40 PVC in the amount of $1,555.67, and

exploratory digging to locate buried utilities. We recommend approval of Change Order #1.

Mr. Bulger moved to accept the recommendation of Approval of Change Order #1 to Burke Construction Group as presented; Mr. Tannehill seconded, and the vote was recorded as follows: Berry, aye; De La Rosa, Hall, aye; Powell, aye; Skinner, aye; Windham, aye; and Cramer, aye. Motion carnes.

Recommendation of Approval to Contract Available Deferred Maintenance Funds for Roofing andHVAC Repairs 5.5

Mr. McDonald noted that the college received a total of $7,587,741 in Federal Stimulus Funds for deferred maintenance projects. Stating the college still have approximately $1.2 M of these funds to fully plan and obligate by December 31, 2024 due to final costs for state approved projects being below our original cost estimates. The college sent our requested reallocations to the state for approval and expect state approval in early December. GCSC requested to hold a short December DBOT meeting to allow us to 1) receive approval from the state and 2) adequately present the total expenditure plan for these funds for your approval on December 13, 2024.

Ms. Windham moved to accept the recommendation to hold a short December DBOT meeting as presented; Mr. Powell seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carries.

Recommendation to Award Contract for Glass Block Retrofit in Student Union (RFP #4 -2024/2025) 5.6

Mr. McDonald made a Recommendation to Award Contract for Glass Block Retrofit in Student Union (RFP #4 - 2024/2025). Beaches Construction was the only bidder for the project, and qualified for the project. College staff is recommending the contract be awarded to Beaches Construction in the amount of $360,192.00. If approved, the project will be funded by State and local Fiscal Recovery Deferred Maintenance appropriations provided by the Legislature for this project.

Mr. Skinner moved to accept the recommendation to Award Contract for Glass Block Retrofit in Student Union as presented; Mr. Bulger seconded, and the vote was recorded as follows: Berry, aye; Hall, aye; De La Rosa, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carries.

Tentative Approval of Changes to Manual of Policy 5.7

Mr. McDonald Recommended Tentative Approval of Changes to Manual of Policy for:

- MOP 4.010 Distance Education Updating policy to document definition of distance education learning and outline standard operating requirements to meet state regulations and auditing needs.

- MOP 5.048 Fees for Copying Public Records Updating policy to change *clerical* costs to *actual* costs associated with copying public

records request.

Dr. De La Rosa moved to accept Tentative Approval of Changes to Manual of Policy as presented, Ms. Berry seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carried.

Recommendation to Approval of the 2025-2026 Gulf Coast State College Academic Calendar

5.8 Dr. Kuehner presented 2025-26 calendar changes to the Board for approval.

Dr. De La Rosa moved to accept the recommendation of Approval of the 2025-2026 Gulf Coast State College Academic Calendar, Ms. Berry seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carried.

Recommendation of Approval of updated General Education List

5.9 Dr. Kuehner noted the General Education List approved over the summer was sent to the Florida Department of Education. The Office of Articulation reviewed general education lists submitted by all of the state colleges and state universities and was returned with the removal of six general education courses and one corresponding honor class. The rationale is that general education should be broad and foundational. Dr. Kuehner requested board approval of the updated General Education List.

Mr. Cramer asked if the courses removed from general education will be offered. Dr. Kuehner confirmed they would stay as elective courses.

Mr. Hall moved to accept the recommendation of Recommendation of Approval of updated General Education List, Mr. Bulger seconded, and the vote was recorded as follows: Berry, aye; De La Rosa, aye; Powell, aye, Skinner, aye; Tannehill, aye; Windham, aye, and Cramer, aye. Motion carries.

Informational Items Actual YTD Revenues Expenses Compared to Budget/Prior Year

6.1 Mr. Mercer led a review of Actual Year-to-Date Revenues Compared to Budget and Prior Year.

Update on Construction of Natural Sciences Building

6.2.1 Mr. Mercer gave an update on College Staff Building Progress Report and Budget Summary.

6.2.2 Mr. Mercer presented Builder's Update.

6.2.3 Mr. Mercer presented Direct Material Purchases Summary.

6.3 Mr. Mercer presented Report on 2023-24 Fee Exemptions and Waivers.

6.4 Lodging of the Gulf Coast State College Foundation, Inc. Financial Audit for the Year Ended June 30, 2024.

Presidents Report **6.5** Mr. McDonald Noted:

- Fall 2024 Enrollment in FTE is currently up 7.96% over Fall 2023.
- GCSC's eligible employees are on track to begin in the state's health insurance on January 1, 2025. GCSC enrollment for 2025 is 85% of all eligible employees, a 10.9% increase in participants over the current health insurance.
- Public Eye Soar, GCSC 11th annual art, music and community festival was a success with over 2500 people in attendance. Mr. McDonald thanked Jason Hedden and staff for hosting an extraordinary event.
- Congratulations went out to the Lady Commodores Cross Country who recently competed in the NJCAA DII National Championship placing 23rd out of 41 teams in the nation.
- Lady Commodores Volleyball team are currently in Cedar Rapids Iowa competing for the Volleyball DII national championship. They were seeded #6.
- Men's and Women's basketball are both 6-0 and started the season strong.

7. Good of the Order **7.1**

- November 11 & 21 - Private dedication ceremony for the MVC.
- November 21 - Health Sciences Dual Enrollment Academy Open House.
- December 3rd the Foundation will hold its Sharks Tooth Golf Tournament, at Camp Creek Golf Course in Walton County.
- December 13 - Holiday Celebration at 10:00 a.m. in SUE room 232.

8. Adjournment **8.1** The newly renamed Cameron Floyd Skinner Military and Veterans Resource Center had its dedication unveiling.

The meeting was adjourned at 11:35 a.m.

Grant McDonald 12-13-24
Secretary Date

12/13/24
Chair, District Board of Trustees Date