

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
OCTOBER 17, 2024**

10:00 a.m.

William C. Cramer, Jr. Seminar Room

Members Present Bill Cramer, Jr., Tricia Berry, Mr. Boyd Bulger (via Phone), 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 Derrick Bennett, 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 Mr. Bennett gave the invocation.

Pledge of Allegiance 1.3 Mr. Powell led the pledge of allegiance to the American flag.

Welcome to Guests 1.4 Chair Cramer welcomed guests: Mr. Skaggs, NSA-Panama City; Major Zhong, 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.

Special Presentations 1.6 Acting Foundation Director, Gulf Coast State College Foundation, Mr. Dunkin McLane, announced 2 donations:

Centennial Roofing of Stonebrook Exteriors made a \$25,000 contribution to the Gulf Coast Guarantee Scholarship Fund. Jason Reinke, Co-CEO, Brian Stege, Chief Revenue Officer, Leland Ray, District Manager – Centennial Roofing-Stonebrook, and Rylin Kopsa, Executive Assistant, all traveled to Panama City to present a check to the Foundation. The leaders of Centennial Roofing of Stonebrook Exteriors believe that it is important to give back to the community that they serve and are proud to contribute to the Gulf Coast Guarantee to ease the burden of financial hardships for students.

Mr. Jeff DiBenedictis, Trustee for the Edward F. Hickey, Jr. Trust presented a

check to the Foundation in the amount of \$105,000. This contribution is to establish the Edward F. Hickey, Jr. Trust Scholarship Fund. Mr. Hickey was a pioneer in the Panama City Beach business community and a strong believer in second chances. This scholarship will live in perpetuity to honor the late, Mr. Edward F. Hickey, Jr. The Scholarship will support 2 scholarships per scholarship cycle. Preference will be given to students who reside in Panama City Beach and are in financial need, declared as any Hospitality or Culinary Major, or a first-generation higher education student.

Check presentations and photos taken.

2. Trustee Comments 2.1

Dr. De La Rosa mentioned his recent hospital stay and praised the professionalism, compassion, and competence of Gulf Coast State College nursing program graduates.

Mr. Tannehill thanked Mr. Bennett's thirty years of service and the integrity he brought to the position.

Mr. Hall echoed Mr. Tannehill's appreciation of Mr. Bennett and his service to the institution and community.

Mr. Cramer noted Mr. Bennett's contribution and dedication throughout the years and the leadership to this Board, and to this community, and thanked him and his family for their service.

Attorney's Report 2.2

Mr. Bennett announced this is his final DBOT meeting after 30 years at Gulf Coast State College. He mentioned that working for the college was a privilege and an honor. Mr. Bennett expressed his heartfelt appreciation and gratitude to everyone.

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 9/30/2024 \$38,991,844.26

Total Donations to the Foundation since 7/1/24 \$469,094.98

Total Gulf Coast Guarantee Funds pledged since 7/1/2021 \$4,096,598.84

Mr. Kerigan mentioned upcoming annual Shark Golf Tournament on December 3rd, and sponsorships were open.

The Foundation Executive Search Committee has met twice, and the new position is posted on the college's website.

Honorary Trustee Updates 2.4.1

Mr. Skaggs mentioned the Navy celebrated its 249th birthday. The Navy will be hosting the Chief of Naval Operations next week for a visit.

	2.4.2	Major Zhong, Tyndall Air Force Base, gave an update on building construction, and thanked Gulf Coast State College for their continued support.
Next DBOT Meeting	2.5	The regular meeting of the District Board of Trustees is scheduled for Thursday, November 21, 2024, at 10:00 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	<p>Mr. McDonald introduced Mr. Cody Goldman, Activity Director, Guided Pathways to Success and Mr. Scott Wilkes, Associate Director, Navigation Center. Mr. Goldman and Mr. Wilkes gave a presentation on Quality Enhancement Plan Update and Guided Pathways to Success. Guided Pathways to Success focuses on degree pathways with intentional advising and student-centered processes and resources.</p> <p>Presenters outlined several learning objectives and noted Fall retention improvement is up 3.6%.</p> <p>Chair Cramer asked if the Military was under their umbrella. Mr. Goldman, stated the Veterans office handles advising for the military students, however they assist with registration for classes. Mr. Cramer mentioned the importance of letting military families know about the ‘Thanks A Million’ funds to defray military costs and help military families.</p>
4. Consent Agenda		<p>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.</p> <p>Mr. Hall moved to accept the consent agenda items 4.1 through 4.6 as presented, Mr. Skinner seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carries.</p>
Minutes	4.1	DBOT Regular Meeting Minutes of September 12, 2024.
	4.1.1	DBOT Special Workshop Minutes of September 12, 2024.
Personal Recommendations	4.2	<p>Professional</p> <p><u>Employment</u></p> <p>Stephanie Ouimette - Faculty 9-month, Student Success Mentor, Nursing, Academic Affairs, effective September 13, 2024 – May 2, 2025, annualized</p>

salary of \$59,832. Ms. Ouimette fills the position vacated by Joseph Donlan.

Chaz Torres - Programmer Analyst I, Information Technology, Administration and Finance, effective September 25, 2024 – June 30, 2025, annualized salary of \$46,652. Mr. Torres fills the position vacated by Chad Guynn.

Ryan Terry - Director, Broadcasting and Production, effective October 21, 2024 – June 30, 2025, annualized salary of \$76,922. Mr. Terry fills the position vacated by Dr. Erica Goines.

Joseph Otte - Instructional Coordinator, Engineering Technology, Business and Technology, Academic Affairs, effective December 2, 2024 – June 30, 2025, annualized salary of \$88,862. Mr. Otte fills the position vacated by Max Sisson.

Samantha Wielock - Temporary Assistant Professor, Health Sciences, Academic Affairs, effective August 18, 2024 – December 13, 2024, salary of \$21,653.94. Ms. Wielock is filling a new position need for one semester.

Greg Stiles - Associate Director of Facilities Planning and Construction, Facilities and Maintenance, effective October 14, 2024 – June 30, 2025, annualized salary of \$76,922. Mr. Stiles fills a new position.

Nicole Dorsey - Assistant Professor, Psychiatric Mental Health Nursing, Nursing, Academic Affairs, effective October 14, 2024 – May 2, 2025, annualized salary of \$59,832. Ms. Dorsey fills the position vacated by Dr. Alexander Giles.

Internal Succession

Jason Parker - From Director, Facilities Planning and Construction to Chief, Facilities Management and Construction, effective September 13, 2024 – June 30, 2025, annualized salary of \$98,782. Mr. Parker fills a combined position of Facilities Construction and the position vacated by the retirement of Arnold Varner.

Career Service

Internal Succession

Jeremy Murray - From IT Technician I to IT Technician II, Information Technology, Administration and Finance, effective September 9, 2024 annualized salary of \$43,698. Mr. Murray fills a position vacated by Robin McNamara.

Judy Neely - From Senior Administrative Assistant, Student Resources, to Administrative Specialist, Nursing, Academic Affairs, effective October 1, 2024, annualized salary of \$40,408. Ms. Neely fills a new position.

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| Contract Ratifications | 4.3 | Submitted Contract Ratifications for a total of \$24,852.75. |
| Overloads/ Adjunct Pay | 4.4 | Approval of Monthly and Biweekly Overloads/ Adjunct Pay \$714,758.23. |
| Purchase Order Activity | 4.5 | Review and Approval of July 23, 2024 – September 30, 2024 Expenditures Report (List of all purchase orders in excess of \$500 for the prior month). |
| Final Approval of Changes to Manual Policy | 4.6 | <p>Final Approval of Changes to Manual of Policy:</p> <ul style="list-style-type: none">• MOP 3.029 <u>Gulf Coast Commodore Club, Incorporated</u> Update documents current auditing process for financial purposes.• MOP 5.030 <u>Building Program</u> Update documents current insurance process of requiring certificates of insurance naming the college as additional insured for all projects.• MOP 6.064 <u>Retirement Programs</u> Effective August 2023, DROP participation shall be for a maximum of 96 months (8 years) instead of 60 months. In addition, participation may be elected any time after reaching normal retirement age, and the final pay calculation changes from an average of highest eight (8) years to five (5).• MOP 6.070 <u>Leave</u> Based on an update to F.S. 115, the number of days military service personnel will be paid when returning to active duty changed from 17 days to 30 days. Military reserve remains at 17 days.• MOP 6.083 <u>Use of Electronic Equipment by Non-Exempt Employees</u> Title is being changed to Use of Electronic Communications by Non-Exempt Employees Outside of Scheduled Work Hours and updates current communication devices.• MOP 6.084 <u>Sick Leave Pool</u> Eliminate the requirement to provide medical documentation in all cases and state that withdrawal of leave from the pool will require medical documentation in accordance with FMLA and ADA requirements. Also, documents the process if alleged abuse of the policy is determined to have occurred. |

5. Action Items

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| Adoption of | 5.1 | Mr. Cramer discussed the Adoption of Proposed Gulf Coast State College |
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**Proposed Gulf
Coast State
College
Architectural
Service Contract**

Architectural Services Contract. Mr. Cramer cited a contract previously used at the college outlining budget limitations. The key component of the contract specifies funding limitations for the project. This means if the college is allocated or appropriated so much money from the legislature, it would be the total cost of the project including architectural fees. If there is a cost overrun, the architect is required to redesign the project to bring it within the stated funding limitations at no additional cost to the Board. Mr. Cramer noted revisiting the contract would be in the best interest of the college, and recommends forming a committee to review the contract and bring it back to the Board of Trustees at the next DBOT meeting held on November 21, 2024.

Committee volunteers: Chair Cramer, Vice-Chair Hall, Ms. Berry, Dr. De La Rosa, and Mr. Powell.

Mr. Hall moved to accept the recommendation for Adoption of Proposed Gulf Coast State College Architectural Service Contract as presented, De La Rosa seconded, and the vote recorded as follows: Berry, aye; Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; Cramer, aye. Motion carries.

**Approval of Top
Three firms to
present Nursing &
Simulation Center
Building Design**

5.2

Mr. McDonald requested Recommendation of Approval to Select the Top Three Firms for Presentations for the Nursing and Simulation Center Building Design RFQ #2-2024/2025.

- Ranking #1 DAG Architects for 271 points
- Ranking #2 Caldwell Architects for 245 points
- Ranking #3 Grace Hebert Curtis Architects for 236 points

Mr. Skinner inquired if the new architect selected would conform to the new contract limitations. Mr. Cramer confirmed they would.

Mr. Hall moved to accept the recommendation of Approval of the Top Three firms to present Nursing & Simulation Center Building Design as presented and authorize the committee to interview architects, rank them and enter into competitive negotiation with top ranked firm. The committee will report to the full board for final approval. Powell seconded, and the vote recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carries.

**Approval of
Change Order #8
to Burke
Construction
Group Natural
Sciences Building
Contract**

5.3

Mr. McDonald requested Approval of Change Order #8 to Burke Construction Group Natural Sciences Building Contract. Change Order #8, a net deductive change order in the amount of \$268,264.84, is primarily the result of an increase of \$28,058.45 for several changes requested by college staff, contractor and architect, and a decrease in the amount of \$296,323.29 for the direct purchase of materials, and correction for additional sales tax savings. McDonald noted the contract completion date is set for October 25, 2024. He

asked Burke Construction to give the Board an update.

Mr. Tony Burke, Chief Executive Officer of Burke Construction, stated Burke Construction will not make the October 25, 2024 substantial completion date. Mr. Burke stated it would be complete sometime after Thanksgiving break.

Dr. De La Rosa inquired about the impact on the college, and whether any announcements were made that classes would be held in the facility, if any money was spent on printing, or if anything else needed to change. Mr. McDonald confirmed the college created pamphlets outlining where lessons will be held, printed materials were created and distributed, classes were registered for, and information published on the Gulf Coast State College website. Discussion ensued.

Ms. Berry questioned Mr. Burke about the 'after Thanksgiving' timeframe, and requested a definitive timeline; she also expressed her concern regarding the Board's assurance that a new timeline will be met. Mr. Burke could not provide or confirm an absolute timeframe or date.

Chair Cramer commented that the Board has been told repeatedly that November 1, was the absolute final completion date. He reached out to the Board Attorney Mr. Bennett, for his recommendation.

Mr. Bennett recommended the Board approve as submitted, as October 25, 2024 is still the date specified for substantial completion date. Mr. Cramer confirmed that the contractually agreed-upon substantial completion date remains October 25, 2024, giving the Board the option of liquidated damages in the future.

Mr. Cramer called upon Mr. Sorci, Principal Architect/President of Florida Architects, for comments.

Mr. Cramer stated construction administration is the responsibility of the architect, and getting the job done on time is part of the contract. Further stating the board was not given information regarding the status of the project schedule as required.

Mr. Hall, Ms. Berry, Dr. De La Rosa, Mr. Skinner, Mr. Powell, Ms. Windham, and Mr. Cramer all expressed their disappointment with the missed absolute completion date, being ill-informed, lack of oversight, communication to the Board, and the impact it will have on the students and staff. Mr. Burke accepted responsibility for the missed absolute completion date but was unable to guarantee or commit to a new substantial completion date.

Dr. De La Rosa emphasized the challenge of transporting laboratory equipment. He stated the area must be sanitized, and that great care must be

taken when moving lab equipment as to not have to recalibrate equipment. Moving forward, Dr. De La Rosa recommends that Burke Construction work with college staff that understand the equipment, and to come up with a scheduled plan to cause the least impact to students. He mentioned that it's important to consider which equipment may be moved, the cleanliness of the location, and the possibility of moving some equipment later.

Mr. Hall moved to accept the recommendation for Approval of Change Order #8 to Burke Construction Group Natural Sciences Building Contract as presented. Powell seconded, and the vote recorded as follows Berry, aye; Bulger, aye; De La Rosa, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carries.

**Approval to Issue
Purchase Order
for 1TB #3-
2024/2025 North
Bay Campus
Fiber Optic
Conduit**

5.4

Mr. McDonald requested Approval to Issue Purchase Order for 1TB #3-2024/2025 North Bay Campus Fiber Optic Conduit. Gulf Coast State College received three proposals via BidNet. All three companies met the minimum requirements. Recommendation to award the contract to the lowest bidder, Beaches Construction in the amount \$121,450. If approved, the project will be funded by State Fiscal Recovery Funds (Deferred Maintenance). Discussion ensued.

The college received an email from PowerNet, one of the bidders, regarding their concerns and possibility of protesting. Mr. Bennett reviewed their concerns, and was of the opinion the board can move forward.

Mr. Powell moved to accept the recommendation for Approval of Change Order #3, as presented, Windham seconded, and the vote recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Skinner, aye; Tannehill, aye, and Cramer, aye. Motion carries.

**Recommendation
of Approval of Bay
County Lease for
spray field on
North Bay
Campus**

5.5

Mr. McDonald presented Recommendation of Approval of Bay County Lease for spray field on North Bay Campus. College staff is requesting a lease of some acreage at the North Bay Campus for use as a site for effluent water disposal. The County is in need of a short-term solution while other arrangements can be made. The proposed lease is for five years, renewable on a year-to-year basis if desired by both parties, and all costs would be borne by the County.

Mr. Skinner moved to accept the Recommendation of Approval of Bay County Lease for spray field on North Bay Campus as presented, Ms. Berry seconded, and the vote recorded as follows: Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye, Windham, aye, and Cramer, aye. Motion carries.

Recommendation

5.6

Mr. McDonald presented Recommendation of Approval of Change Order #4

**of Approval of
Change Order #4
to the Natural
Sciences and
Wellness Parking
Project**

to the Natural Sciences and Wellness Parking Project. Burke Construction Group, Dewberry Engineering and college staff are requesting approval of Change Order #4 to the Burke Construction Group Phase IV and V Parking Improvements contract, a net deductive change order in the amount of \$29,869.27; this amount is comprised of a deduction for direct materials purchase and applicable taxes in the amount of \$50,166.48, and an increase for discovered unsuitable soils in the amount of \$20,297.21. In addition, the contractor is asking for five additional days for Hurricane Helene preparations.

Ms. Berry moved to accept the recommendation for Approval of Change Order #4 to the Natural Sciences and Wellness Parking Project as presented, Tannehill seconded, and the vote recorded as follows: Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Windham, aye, and Cramer, aye. Motion carries.

**Recommendation
of Approval to hire
new Board
Attorney**

5.7 Mr. Cramer presented an overview for Recommendation of Approval to hire new Board Attorney. On September 12, 2024, the board held a workshop to discuss replacement of current Board Attorney, Mr. Bennett. After extensive discussion Holly K. Melzer was selected. Ms. Melzer has worked for Gulf Coast State College Foundation Board for the past two and half years and familiar with Business and Florida Law. Recommendation to approve Ms. Melzer's engagement letter and approve her as the new Board Attorney for Gulf Coast State College District Board of Trustees. Discussion ensued.

Ms. Melzer addressed the Board stating she was deeply honored to be nominated for this position.

Ms. Windham motioned to accept the recommendation of Approval to hire new Board Attorney, Skinner seconded, and the vote is recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye, Powell, aye; Tannehill, aye, and Cramer, aye. Motion carries.

**6. Informational
Items**

**Actual YTD
Revenues
Expenses
Compared to
Budget/Prior Year**

6.1 Ms. Hapner led a review of Actual Revenues and Expenses compared to Budget for Most Recent Accounting Period and Year-to-Date.

6.2 Lodging of the Gulf Coast State College 2023-24 Annual Financial Report.

6.3 Lodging of Siemens Year 11 (May 2023 – April 2024) Annual Performance Assurance Report.

Update on

6.4.1 Mr. Parker presented the College staff building progress report for Natural

**Construction of
Natural Sciences
Building**

Sciences Building for September 30, 2024.

- 6.4.2** Mr. Parker presented Builder's Update.
- 6.4.3** Natural Sciences Building project direct materials purchases and Financial Summary.

Presidents Report

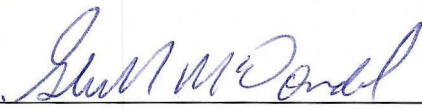
- 6.5** Mr. McDonald Noted:
- Fall Enrollment in FTE will be up around 7.0% over Fall 2023.
 - Gulf Coast State College eligible employees are on track to begin state's health insurance on January 1, 2025. This includes Foundation employees. Open enrollment is going on right now. Staff is assisting with the process.
 - Construction is happening all over our campuses.
 - Main Campus:
 - New Natural Sciences Building will be open for students in Spring 2025
 - Completed one parking lot and will finish the other before the end of the month
 - Central corridor project has begun
 - The Nursing Simulation Center Building will begin in the next year
 - Gulf Franklin Campus will be building a new multi-purpose classroom building which will act as a dual-purpose last chance shelter. Our first meeting with county officials took place on September 23, 2024
 - Athletes with housing scholarships now live in Seminole Landings on the FSU PC campus
 - Ladies Cross-Country team held and won their first Gulf Coast Invitational at Majette Park. They ranked #22 in the nation. Adrianna Cruz-Betancourth was named FCSAA DII Women's Cross-Country Runner of the week for the second straight week
 - Ladies Volleyball defeated #10 Pensacola State 3-0
Defensive Specialist Morgan Langley has been named the FCSAA DII Volleyball Defensive Player of the week for 4 straight weeks
 - GCSC is Ranked #1 in the Region and #7 Nationally

7. Good of the Order 7.1

- Dad Jokes: Lessons from My Father (Amelia Center Gallery, AC 112) October 18, 2024, 7:30 PM – 9:30 PM.
- Art show will run from October 18 – November 8, 2024
- California Suite - Amelia Center Theatre (Black Box), Panama City, FL

- Friday and Saturday, October 18-19, 2024, 7:30 PM - 9:30 PM (CST)
 - Sunday October 20, 2024, 2:30 PM - 4:00 PM
 - Friday and Saturday, October 25-26, 2024, 7:30 PM - 9:30 PM (CST)
 - Sunday October 27, 2024, 2:30 PM - 4:00 PM
- Fall Festival and Trunk-or-Treat: Friday, October 25; 6:00-8:00 PM; Student Union East Parking Lot
 - Volleyball Community Day: Saturday, October 26; 1:00 PM; Gymnasium
 - Public Eye Soar: November 8-9; 6:00-10:00 PM
 - Health Sciences Dual Enrollment Academy Open House, Thursday, November 21, 2024; 5:00-7:00 PM (CST) | Health Sciences Building

8. **Adjournment** 8.1 The meeting was adjourned at 11:38 a.m.



Secretary Date

 11/21/24

Chair, District Board of Trustees Date