MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
SEPTEMBER 12, 2024

10:00 a.m.
Chair William C. Cramer, Jr., called the regular meeting to order at 10:00 AM at North Bay Campus, Room #101. Those in attendance and constituting a quorum were:

Members Present	Bill Cramer, Jr., Tricia Berry, 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	Dr. Abel De La Rosa, Mr. Boyd Bulger

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.
Welcome to Guests	**1.4**	Chair Cramer welcomed guests: Mr. John Skaggs, NSA-Panama City; Mr. Stephen F. Mihal, Jr., Tyndall Air Force Base, Mr. Kerigan, President of Gulf Coast State Foundation, Inc.; Dr. Cheryl Flax-Hyman, executive vice-president; Dr. Holly Kuehner, vice president, Academic Affairs; Ms. Danyelle Vanderheide, PEC, 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	**1.5**	No citizens answered the call to appear before the board.
Special Presentations	**1.6**	Assistant Director, Gulf Coast State College Foundation, Mr. Dunkin McLane, announced they receive a donation totaling $26,526.61 from The Florida College System Foundation. This contribution will be used to support the Bank of America's Dream Makers Scholarship for first generation students, the First Generation/Helios Education Scholarship, also for first generation college students, and the Florida Blue Scholarship supporting Nursing and Health Sciences students. Noting that Florida Blue Nursing and Allied Health Scholarship requires a local match partner. Mr. William C. Cramer, Jr., matched the Florida Blue Scholarship with a donation of $16,206.61, to total over $32,000.00 towards student

scholarships.

Chancellor Kathy Hebda of the Florida Department of Education, via video presentation stated: "The Foundation Board of Directors is proud to announce that we are awarding $1.3 million to Florida College System Institutions to provide scholarships to students who are pursuing degrees in Nursing, Allied Health Programs, Teacher Education, and to students who are the first in their family to attend college. Chancellor Hebda presented a check from the Florida College System Foundation to Gulf Coast State College in the amount of $26,527."

2. Trustee Comments **2.1** Ms. Windham mentioned she attended the ACCT training seminar in Jackson, Mississippi for new trustees, and found it informational.

Attorney's Report **2.2** No report at this time.

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 8/31/2024 $38,308,355.21
Total Donations to the Foundation since 7/1/24 $393,901.31
Total Gulf Coast Guarantee Funds pledged since 7/1/2021 $4,096,398.84

Executive Director, Dr. Sean Preston resigned to pursue other interests. Foundation Board search committee will be formed to select a new Executive Director. Mr. Dunkin McLane will assume the role of interim Executive Director.

The Annual Golf Tournament at Shark's Tooth Golf Couse is Tuesday, December 3, 2024.

Honorary Trustee Updates **2.4.1** Mr. Skaggs mentioned the Navy will be celebrating 249-year Birthday approaching in October.

2.4.2 Mr. Stephen F. Mihal Jr., Tyndall Air Force Base – mentioned construction is ongoing. Noted more Airman are coming to the base. Thanked the DBOT for their ongoing support.

Next DBOT Meeting **2.5** The regular meeting of the District Board of Trustees is scheduled for Thursday, October 17, 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.

3.2 Mr. Bruce Harber gave an overview of North Bay Campus programs. He highlighted three programs: Criminal Justice, Emergency Medical Services (EMS), and Firefighting, all of which provide Associate Degrees. North Bay also offers Associates of Arts degree in criminology/criminal justice. One-Hundred and Fifty students graduated, with a 90% placement rate.

Mr. Harber invited Jonathan Bailey, a recent graduate of the Criminal Justice Program, to speak. Mr. Bailey commended the College and discussed his academic and personal growth throughout his time at the college.

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

Minutes **4.1** DBOT Regular Meeting Minutes of July 25, 2024. Move to Approve minutes.

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

Employment

Chrystal Fuller, Academic & Career Coach, Counseling/Career Services, Student Life, effective August 5, 2024 – June 30, 2025, annualized salary of $46,632. Ms. Fuller fills the position vacated by Janeka Peace.

Heather Clark, Payroll Analyst, Finance and Administration, effective August 19, 2024 – June 30, 2025, annualized salary of $55,807. Ms. Clark fills the position vacated by Melissa Banks.

Alicia Payne, Pathway Navigator, Navigation Center, Student Engagement, effective August 7, 2024 – June 30, 2025, annualized salary of $44,129. Ms. Payne fills the position vacated by Maggie Whitehead.

Paul Bonnette, Instructional Coordinator Hospitality, The Katherine Griffin Boatwright Endowed Chair for Hospitality Management & Tourism, effective August 20, 2024 – June 30, 2025, annualized salary of $83,999.

Mr. Bonnette fills the position vacated by Daniel Henderson.

Rachael Switzer, Project Coordinator, VBOC, effective August 16, 2024 – June 30, 2025, annualized salary of $46,197. Ms. Switzer fills a new position.

Elizabeth Grider, Assistant Professor, Student Success Mentor, Nursing, Academic Affairs, effective September 18, 2024 – May 2, 2025, annualized salary of $58,659. Ms. Grider fills a new position.

Martha Matlock, Online Learning Specialist, Library Services, Academic Affairs, effective August 30, 2024 – June 30, 2025, annualized salary of $49,299. Ms. Matlock fills the position vacated by Imee Navasca-Leverette.

Alexandria Sledd, Pathway Navigator, Navigation Center, Student Engagement, effective September 9, 2024 – June 30, 2025, annualized salary of $47,231. Ms. Sledd fills the position vacated by Dorothy Hibbard.

Lacey Frank, Pathway Navigator, Navigation Center, Student Engagement, effective September 23, 2024 – June 30, 2025, annualized salary of $45,163. Ms. Frank fills the position vacated by Emma Leb.

Internal Succession

Dr. Fauzia Bhatti - From Science Tutor Lab Manager to Assistant Professor, Biology, Natural Sciences, Academic Affairs, effective August 12, 2024 – May 2, 2025, annualized salary of $53,062. Dr. Bhatti fills a new position.

Thomas Hughes - From Assistant Manager, Desktop Support Services to Network Specialist III, Information Technology, effective August 9, 2024 – June 30, 2025, annualized salary of $65,939. Mr. Hughes fills a new position.

Caleb Greenwood - From IT Technician II to IT Technician III, effective August 2, 2024, annualized salary of $46,197. Mr. Greenwood fills the position vacated by Thomas Hughes.

Kathleen Higgins - From Executive Administrative Assistant to Associate Director, Grant Accounting, Nursing, Inter-Professional Simulation Center, effective September 13, 2024 – June 30, 2025, annualized salary of $57,707. Ms. Higgins fills a new position.

Sarah Bus - From Programmer Analyst II to Programmer Analyst III, effective August 2, 2024, annualized salary of $65,939. Ms. Bus fills the

position vacated by Craig Renfroe.

Joseph Donlan - From 9-month Nursing faculty to 12-month Instructional Assistant Coordinator, Nursing Simulation, Nursing, Academic Affairs, effective September 13, 2024 – June 30, 2025, annualized salary of $68,430. Mr. Donlan fills a new position funded by the Triumph Nursing and Healthcare Expansion Grant (Project #282).

Resignation

Emma Leb, Pathway Navigator, Navigation Center, effective August 9, 2024.

Retirement

Arnold Varner, Director, Facilities Management, effective September 12, 2024.

Deceased

Enorris Hall, Program Analyst Supervisor, Information Technology, Administration and Finance, effective August 19, 2024.

Career Service

Employment

Lindsay Nix, Application Process Specialist, Enrollment Services, effective August 12, 2024, annualized salary of $37,348.

Stacey Nelson, Community Engagement Specialist, Community Engagement, effective September 10, 2024, annualized salary of $41,723. Ms. Nelson fills the position vacated by Wanda Maddox.

Elizabeth Kirkland, Senior Administrative & Library Assistant, Library Services, Academic Affairs, effective September 9, 2024, annualized salary of $36,155. Ms. Kirkland fills the position vacated by Karen Chason.

Melissa Thornton, Senior Cashier, Student Accounting, Business Affairs, effective September 23, 2024, effective salary of $39,467. Ms. Thornton fills the position vacated by Lisa Gorey.

Internal Succession

Lisa Gorey, From Senior Cashier to Senior Procurement/Assistant Buyer,

Procurement/Auxiliary Services, Business Affairs, Annualized salary of $41,045. Ms. Gorey fills the position vacated by Jessica Morris.

Retirement

Judi Gannaway, Enrollment Services Assistant, Enrollment Services, effective September 27, 2024.

Contract Ratifications **4.3** Submitted Contract Ratifications for a total of $44,332.26

Overloads/ Adjunct Pay **4.4** Approval of Monthly and Biweekly Overloads/Adjunct Pay $165,956.30

Purchase Order Activity **4.5** Review and Approval of July 1, 2024 – August 31, 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** Final Approval of Changes to Manual of Policy:

- 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.

5. Action Items

Approval of the 2024 College System Affordability Report **5.1** Mr. Cramer called upon Ms. Leslie Hapner to discuss Approval of 2024 College System Affordability Report. Pursuant to 1004.084 and 1004.085, Florida Statutes (FS). Approval to submit the required documentation for compliance. The following documents are provided to support requirements.

- 2024 Florida College System Affordability Report
- Board approved changes to lab fees for the 2024-25 academic year
- Copy of 1004.084, F.S. and 1004.085, F.S.

Mr. Tannehill moved to accept the recommendation for Approval of 2024 College System Affordability Report as presented, Ms. Berry seconded, and the vote recorded as follows: Hall, aye; Skinner, aye; Powell, aye; Windham, aye; Cramer, aye. Motion caries.

Tentative Approval of Manual of Policy 5.2

Mr. McDonald requested Tentative Approval of Manual of Policy: MOP 3.029 Gulf Coast Commodore Club, Inc., MOP 5.030 Building Program, MOP 6.064 Retirement Programs, MOP 6.070 Leave, MOP 6.083 Use of Electronic Equipment by Non-Exempt Employees, and, MOP 6.084 Sick Pool Leave.

Mr. Skinner moved to accept the recommendation of Tentative Approval of Manual Policy as presented, Hall seconded, and the vote recorded as follows: Berry, aye; Powell, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion caries.

Approval of Change Order #7 to Burke Construction Group Contract for the Natural Sciences Project 5.3

Mr. McDonald requested Approval of Change Order #7 to Burke Construction Group Contract for the Natural Sciences Project.
A net deductive change order from several college staff and correction for additional sales tax savings.

Discussion ensued regarding the timeline of the project. Staff and the Board have concerns over substantial completion dates and occupancy.

Mr. Hall moved to accept the recommendation for requested Approval of Natural Sciences Project Change Order #7 as presented, Powell seconded, and the vote recorded as follows: Berry, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion caries.

Approval of Change Order #3 to Burke Construction Group Contract for Phase IV (Natural Sciences) and Phase V (Wellness) Parking Project 5.4

Mr. McDonald requested Approval of Change Order #3 to Burke Construction Group Contract for Phase IV (Natural Sciences) and Phase V (Wellness) Parking Project.

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

Recommendation of Approval of Hathaway Inn Lease Extension 5.5

Mr. McDonald requested Recommendation of Approval of Hathaway Inn Lease Extension. Hathaway Inn was deeded to Gulf Coast State College by the Florida Department of Transportation, as part of the settlement for property taken for the 23rd Street flyover project. Request for short-term lease for four months. Discussion ensued. The short-term lease provides

Gulf Coast State College time to review future lease options and opportunities.

Mr. Tannehill moved to accept the recommendation for Approval of The Hathaway Inn Lease Extension as presented, Berry seconded, and the vote recorded as follows: Powell, aye; Hall, aye; Skinner, aye; Windham, aye, and Cramer, aye. Motion caries.

Recommendation of Appointment of Trustees to Serve on Architect Selection Committee

5.6 Mr. Cramer requested Approval of Appointment of Trustees to Serve on Architect Selection Committee for Panama City Campus Nursing/Simulation Center and Gulf Franklin Multi-Purpose Classroom and Community Emergency Shelter Space projects funded by Triumph Gulf Coast and the state of Florida.

Mr. Cramer, Mr. Tannehill, Mr. Hall, Mr. Bulger, and Ms. Berry, all agreed to serve on Architect Selection Committee.

Recommendation of Approval to Issue Purchase Order for Natural Sciences Furniture

5.7 Mr. Cramer requested Approval to Issue Purchase Order for Natural Sciences Furniture.

Ms. Windham moved to accept the recommendations for Approval to Issue Purchase Order for Natural Sciences Furniture as presented, Powell seconded, and the vote recorded as follows: Berry, aye; Hall, aye; Skinner, aye; Tannehill, aye; and Cramer, aye. Motion caries.

6. Informational Items

Actual YTD Revenues Expenses Compared to Budget/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 August 31, 2024.

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

6.2.3 Mr. Mercer reported on the STEM building project direct materials purchases as of as of August 23, 2024.

Presidents Report

6.3 Mr. McDonald Noted:

- Fall semester started August 19. Parking lot opened on 8/26/24.

- Fall enrollment in FTE is up 5.7% over Fall of 2023.
- State health insurance is on track for January 1, 2025. Open enrollment is next month.
- Bay Area Education Alliance for Florida was recently awarded the 2024 LTG (Retired) H.G. "Pete" Taylor Partnership of Excellence Award by the Military Childe Education Coalition.
- Bay County has asked the college to consider leasing part of the unused property for their treated wastewater. Bruce Harber was consulted and a smaller parcel was decided on which has opportunities for future use. The county is working on an agreement and will bring to the Board in the next few months.
- Enorris Hall, a long-time member of the Gulf Coast State College family passed away on August 19, 2024. Enorris was a programmer and supervisor in our IT Department and has been with the college for twenty-five years. He will be missed.

7. Good of the Order **7.1**

- College Fair – Thursday, September 12, 2024, 6:00 – 8:00 p.m. in the Student Union East Cafeteria on the Panama City Campus.
- Made in Greece X, September 13 – October 11, 2024, Amelia Center for the Arts. Reception: 9/13/2024 5-7 p.m.
- Homeless Veteran Stand Down- Friday, September 13; 9am-1pm; Student Union East.
- Athletic Events- Several college athletic events are scheduled, please see the Gulf Coast State College website for more details.

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

Secretary Date

10/17/24
Chair, District Board of Trustees Date