

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE – GULF/FRANKLIN CAMPUS
MAY 15, 2025**

10:00 a.m.

Chair William C. Cramer, Jr., called the regular meeting to order at 10:00 a.m. at Gulf/Franklin Campus. Those in attendance and constituting a quorum were:

Members Present Bill Cramer, Jr., Tricia Berry, Boyd Bulger, Frank Hall, Dr. Abel De La Rosa, C. David Powell, Floyd Skinner, Joe Tannehill, Jr., and Caroline Windham

Other Glen McDonald, President of Gulf Coast State College, 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** Major Noble led the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Chair Cramer welcomed guests: Mr. John Skaggs, Community Liaison Officer, NSA-Panama City; Major Noble, Tyndall Air Force Base; Ms. Ashlin Glatthar, Executive Director, Gulf Coast State Foundation, Inc.; Dr. Cheryl Flax-Hyman, executive vice-president; Mr. Liam O’Leary, Student Government Association; Mr. John Mercer, vice-president, Administration and Finance.
- Hearing of Citizens** **1.5** No citizens answered the call to appear before the board.
- 2. Trustee Comments** **2.1** Mr. Tannehill recognized, commended, and thanked Katie McCurdy for the exemplary job she did at the May 12 event. He noted her composure and leadership while overcoming obstacles.
- Attorney’s Report** **2.2** Ms. Melzer noted last October the board approved a contract in response to an ITB for the North Bay Campus conduit to the lowest bidder, Beaches Construction. The note received was in December 2024. According to the bid document, substantial completion date was 45 days, which would have been February 2, 2025. As of today, 102 days have passed since the anticipated substantial completion.

Ms. Melzer noted College staff estimated the project is approximately 40 percent complete and believe that the contractor has abandoned the project. Ms. Melzer listed procedural steps that must be taken to protect the College’s rights, such as calling the bond and liquidating damages. She pointed out that although the work completed must be compensated for, the college has not yet received a pay application from them.

Ms. Melzer stated there are liquidated damages of \$250 a day which would be deducted from any pay application sent. Ms. Melzer’s recommendation is to follow the steps outlined in the contract to declare default and to call the bond to terminate the contract, starting with sending a notice of impending default to the contractor and the surety which includes arranging meeting with all parties.

**GCSC Foundation,
Inc. President's
Update**

2.3

Ms. Ashlin Glatthar reported on this month's Foundation Report:

Total Assets as of 04/30/2025 \$37,332,027.10

Total Donations to the Foundation since 7/1/24 \$1,311,791.43

Total Investment Income to the Foundation since 7/1/2024 \$1,847,527.00

Total Gulf Coast Guarantee Funds pledged since 7/1/2021 \$4,191,648.84

**Honorary Trustee
Updates**

2.4

2.4.1

Mr. John Skaggs, Community Liaison Officer, NSA, Panama City provided an update.

2.4.2

Major Noble from Tyndall Air Force Base, provided an update.

**Next DBOT
Meeting**

2.5

The regular meeting of the District Board of Trustees is scheduled for Thursday, June 26, at 10:00 a.m., CST at Student Union West, William C. Cramer, Seminar Room.

3. SGA Report

3.1

Dr. Walsingham, Dean, Student Life, provided the SGA update.

**Gulf Franklin
Program and
Campus Updates**

3.2

Kristal Smallwood, Executive Director of Gulf/Franklin campus provided an overview of Pathways to Success Scholarship, a program designed to support students in their transition from high school to college. Since its inception in 2016, the scholarship has promoted college readiness and mentorship for students in Gulf and Franklin counties. The Pathways to Success is the result of a strong collaboration with the Alfred I duPont Foundation. The program supports first-generation college students who demonstrate academic achievement, personal integrity, and meaningful involvement in their school and communities. She mentioned this was the last year for the program. This year's recipients were honored and recognized:

- Hunter Ard, Franklin County High School
- Sarah Ham, Franklin County High School
- Aydan Davis, Port St. Joe High School

Mr. Cramer inquired why the program has ended, and encouraged Gulf/Franklin to restart the program. Ms. Smallwood will look into restarting the program.

Gulf/Franklin continues to pursue community involvement, and developing relationships. Gulf/Franklin visited all the high schools, nurtured relationships, recruitment and advising. Ms. Smallwood introduced Dr. Giles, Instructional Coordinator, who gave an overview of the nursing program.

Dr. Giles discussed the LPN and RN programs and the intensity, commitment and hard work it requires. Dr. Giles spoke how the nursing programs have grown significantly and noted the quality and individualism given to students during the program. He stated the pass rate for RN graduates is 98%, and LPN graduate pass rate is 100%.

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.

Minutes

4.1 DBOT Regular Meeting Minutes of April 17, 2025. Move to Approve minutes.

Dr. De La Rosa requested pulling 4.1 Minutes, Section 5.4, comments, paragraph 5, be stricken. There were typos in the comment, and requested comment be struck.

Mr. Hall moved to accept the consent agenda items 4.1 - 4.8, striking the comment outlined by Dr. De La Rosa in the Minutes, Berry seconded, and the vote passed unanimously. Motion carries.

**Personnel
Recommendations**

4.2 Professional

Matthew Hairston - Assistant Professor, Mathematics, Academic Affairs, effective August 11, 2025 – May 8, 2026, annualized salary of \$57,756. Mr. Hairston fills the position vacated by Louis Felter.

Kaitlin Shaw - Assistant Professor, Nursing, Academic Affairs, effective August 11, 2025 – May 8, 2026, annualized salary of \$55,275. Ms. Shaw fills the position vacated by Angela Dew.

Johna Pittman - Assistant Professor, Psychology, Social Sciences, Academic Affairs, effective August 11, 2025 – May 8, 2026, annualized salary of \$51,286. Ms. Pittman fills the position vacated by Daniel Hudson.

Moya Harper - Programmer/Analyst Assistant, Institutional Effectiveness, effective May 12, 2025, annualized salary of \$41,742. Ms. Harper fills a reclassified position.

Resignation

Rose Wadman - Pathway Navigator, Student Engagement, effective April 23, 2025.

Retirement

Jerrie Kirksey - Professor, Nursing, Academic Affairs, effective May 2, 2025.

Greg May - Coordinator, Advanced Public Safety Training, Public Safety, effective June 30, 2025.

Career Service

Employment

Sheree Mebane - Senior Cashier, Student Accounts, Business Affairs, effective April 21, 2025, annualized salary of \$39,467. Ms. Mebane fills a position vacated by Melissa Thornton.

Resignation

Robert Beach - IT Technician I, Information Technology, Administration and Finance, effective May 14, 2025.

Contract Ratifications	4.3	Contract Ratifications for April 2025 for a total of \$12,041.00.																		
Overloads/ Adjunct Pay	4.4	Monthly and Biweekly Overloads/Adjunct Pay \$135,962.96.																		
Disposal of Inventoried Items	4.5	Disposal of Inventoried Items as of April 17, 2025.																		
Purchase Order Activity	4.6	Purchase Order Expenditure Report, April 1 - April 30, 2025.																		
Recommendation of Final Approval of Changes to Manual of Policy	4.7	<p>Recommendation of Final Approval of Changes to Manual of Policy:</p> <ul style="list-style-type: none"> • 6.072 Reimbursement of Approved Educational Expenses for Credit Courses - Update clarifies those with signing authority and removes the requirement of president approval. • 7.071 Anti-Hazing/Hazing Prevention - Enhancement of policy to address prevention of hazing and how to report incidents to comply with the new Federal Public Laws No. 118-173 passed by congress on December 23, 2024. Title has been changed. 																		
Recommendation of Approval of Restricted Current Fund (Fund 2) Budgets	4.8	<p>Recommendation of Approval of Restricted Current Fund (Fund 2) Budgets:</p> <p style="text-align: center;">GCSC Foundation Mini Grants</p> <table> <tr> <th><u>Project</u></th><th><u>Revenue</u></th><th><u>Expenses</u></th></tr> <tr> <td>GCSC Foundation Glean for Education</td><td>\$5,000.00</td><td>\$5,000.00</td></tr> <tr> <td>Clearing the Path</td><td>\$4,998.66</td><td>\$4,998.66</td></tr> <tr> <td>IPE</td><td>\$4,810.25</td><td>\$4,810.25</td></tr> <tr> <td>Rising Tide</td><td>\$5,000.00</td><td>\$5,000.00</td></tr> <tr> <td>Rise and Thrive</td><td>\$4,740.00</td><td>\$4,740.00</td></tr> </table>	<u>Project</u>	<u>Revenue</u>	<u>Expenses</u>	GCSC Foundation Glean for Education	\$5,000.00	\$5,000.00	Clearing the Path	\$4,998.66	\$4,998.66	IPE	\$4,810.25	\$4,810.25	Rising Tide	\$5,000.00	\$5,000.00	Rise and Thrive	\$4,740.00	\$4,740.00
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Perkins Budget Amendment 1-Roll Forward Funds 2024-25

<u>Expense</u>	<u>Expenses</u>
Educational F&E > \$5,000 5 YR	\$84,025.00
Travel	\$34,724.00

5. Action Items 5.0

Recommendation of Approval to Issue Purchase Orders for Computers & Related Equipment 5.1

Mr. McDonald presented Recommendation of Approval to Issue Purchase Orders for Computers & Related Equipment. Due to the possibility of increased cost and product availability the college's IT Department has requested consideration for approval to issue a purchase order in excess of the Florida purchasing category 5 threshold of \$325,000.

The IT department negotiated an additional \$68,479.70 discount if all items are purchased at the same time by June 1, 2025. This purchase is for computers and related IT equipment that would be purchased from the 2025-26 budget as part of the college's IT annual refresh program. He noted the college has the resources to cover this cost should the products actually arrive prior to the end of the current fiscal year, June 30, 2025. The prices quoted are good through May 30th as long as the products are in the Dell warehouses in the United States and requested Board approval to issue the purchase order to Dell Technologies in the amount of \$431,500.00.

Dr. De La Rosa inquired if Dell was the only supplier, or if there were other suppliers that could provide these items. Mr. McDonald stated the college has a state contract to be able to purchase at discount prices that all colleges can use.

Mr. Powell mentioned, for clarity, that these were items that needed to be purchased anyway, and purchasing them early will take advantage of the discount. Mr. McDonald confirmed these were items that were going to be purchased in FY 2025-26 but requested early to receive the cost savings. Discussion ensued.

Mr. Hall moved to accept Recommendation of Approval to Issue Purchase Orders for Computers & Related Equipment as presented, Powell seconded, and the vote passed unanimously. Motion carried.

Recommendation of Approval to Issue Purchase Order for Nursing SIM Audio/Visual System. 5.2

Mr. McDonald presented Recommendation of Approval to Issue Purchase Order for Nursing SIM Audio/Visual System. Due to required services that will facilitate the building process of the Nursing Simulation Center, the college's Nursing Division requested approval of a purchase order in excess of \$325,000 to Education Management Services (EMS) for the Nursing Simulation Center's audio/visual system, cloud storage of video/data, and inventory, data reporting, and scheduling system in the amount of \$792,371.00.

EMS technical consultants will immediately begin consultation with DAG architects and the electrical/IT engineers for the Nursing Simulation Center project to ensure all building specifications are met for installation of the system. Further, Nursing Simulation Center faculty will begin immediate use of the cloud system to begin data collection related to current simulation activities and for inventory management of current student supplies.

An inconsistency on one of the documents led Mr. Cramer to ask whether the total cost was \$792,371.00 or \$792,381.00. The price is \$792,371.00, according to Mr. Mercer, who also pointed out that the quote is attached with the accurate figure of \$792,371.00.

Discussion ensued. Ms. Melzer inquired about the cost structure. Dr. Gilmore stated the purchase order would be for the whole amount \$792,371.00. The \$368,013 is for the expenditure for the first year. The contract is for five years, and we would need to allocate the full amount and pay \$368,013 for the first year, with the difference for annual maintenance contracts for years two through five to be paid in those budget years.

Mr. Hall motioned to approve \$792,371.00 for the purchase order and the payment of \$368,013, and to accept Recommendation of Approval to Issue Purchase Order for Nursing SIM Audio/Visual System.as presented, Bulger seconded, and the vote passed unanimously. Motion carried.

6. Informational Items 6.0

**Actual YTD
Revenues Expenses
Compared to
Budget/Prior Year 6.1**

Mr. Mercer provided an update on the budget and asked if the board had questions, concerns or comments.

Since three-quarters of the year are completed, Ms. Berry pointed out that now is a good time to analyze the budget since you can see how effectively the college planned before the final quarter. She said she is aware that some things, like maintenance and repairs, are unknown. Ms. Berry asked what the budget needed.

Mr. Mercer stated it was difficult to predict or reach a definitive decision for the 2025-26 budget year as the college is still awaiting information from the legislature and does not yet have enough information from Tallahassee to know exactly what the college has to work with. The college has gathered data from every department and division and are currently combining it to determine our current position. According to Mr. Mercer, the college is well-positioned to deal with some of the unknowns.

Ms. Berry brought up one line item on the budget: athletic expenses for recruitment travel. Ms. Berry spoke out in support of the college's athletic programs. Ms. Berry mentioned how important the athletic scholarship is to athletes that may not think college is for them without that athletic scholarship or the promise of continuing whatever their athletic endeavor may be. Ms. Berry stated that she is a strong supporter of athletes and that she hopes we can provide funds to give our coaches the resources they require for recruiting.

**Building
Construction
Updates 6.2**

6.2.1 Natural Sciences

6.2.2 Nursing Simulation Center

6.2.3 Corridor Renovations Project

6.2.4 Gulf/Franklin Multi-Purpose Classroom & Shelter

President's Report 6.3

Mr. McDonald mentioned:

- The Commodores concluded an impressive 2025 campaign with a 36-15 record,

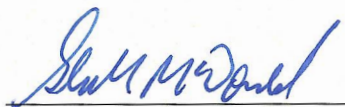
posting a strong .706 winning percentage. This season marked a turning point for the program, as the Commodores captured their first Panhandle Conference title in 15 years and secured their first playoff berth in nine seasons. The team earned a total of 15 postseason honors—10 Panhandle Conference selections, 4 All-FCSAA recognitions, and the prestigious Panhandle Pitcher of the Year award. Head Coach Tyler Younger, now in his fourth season at the helm, was named Panhandle Coach of the Year. Coach Younger has compiled a remarkable career record of 127-66, with a .658 winning percentage. Congratulations to the Commodores on an outstanding season! We wish our sophomores all the best as they continue their playing careers! All GCSC sports teams made it to the postseason this year.

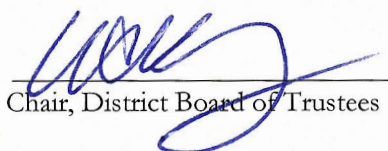
- Update on artificial intelligence (AI). This week, the University of Florida AI Institute deployed three faculty members to the Gulf Coast for three days to teach fifty individuals from across our campuses. After a 1.5-day session on the practical application of AI in teaching and learning, the subjects covered included AI fundamentals, ethics, privacy, and security compliance. At the professional development session, faculty members brought particular assignments to work on and implement right away in their classes. We also got two more days of professional development covering a range of topics to complete the training week. In addition to creating syllabus statements about the use of AI in the classroom, our internal faculty AI committee is collaborating with our consultant to provide ethics training for students.
- Mr. McDonald was notified on May 8th by the Florida College System Activities Association that Gulf Coast State College's theater production of "A Grand Night for Singing" had just been ranked Superior by the Association Theater Division Respondent Program. Congratulations were given to Vincent Pelligrino, the director, and all of the students who took part in the production.

7. Good of the Order 7.0

- May 28: Correctional Officer Graduation, 2:00 PM, CHC 302/303
- June 2 - July 17: Youth Summer Programs begin
- June 19: Dental Assisting Pinning, 5:00 PM, Language and Literature Building, Room 38 (Sarzin Lecture Hall)

8. Adjournment 8.0 Meeting adjourned at 11:01 a.m.


Secretary
6-26-25
Date


Chair, District Board of Trustees
6/26/25
Date