

**MINUTES**  
**REGULAR MEETING**  
**DISTRICT BOARD OF TRUSTEES**  
**GULF COAST STATE COLLEGE**  
**October 20, 2022**

10 a.m.

William C. Cramer, Jr. Seminar Room

- |                             |            |  |
|-----------------------------|------------|--|
| <b>Members Present</b>      |            | Boyd K. Bulger, Donald R. Crisp, Frank A. Hall, Tom L. Lewis (presiding), Steve D. Millaway, C. David Powell, Floyd D. Skinner (Phone), Joe K. Tannehill, Jr., David P. Warriner, Dr. Cheryl Flax-Hyman, and Derrick Bennett.  |
| <b>Absent</b>               |            | None   |
| <b>1. Call to Order</b>     | <b>1.1</b> | Mr. Lewis called the meeting to order at 10:01 a.m.  |
| <b>Invocation</b>           | <b>1.2</b> | Mr. Bennett gave the invocation.   |
| <b>Pledge of Allegiance</b> | <b>1.3</b> | Mr. Hall led the pledge of allegiance to the American flag.  |
| <b>Welcome to Guests</b>    | <b>1.4</b> | Chair Lewis welcomed guests: Mr. John Skaggs, United States Navy; Dr. Sean Preston, executive director, Gulf Coast State College Foundation, Inc.; Dr. Jessica Edwards, chair, Faculty Senate; Ms. Danyelle Alexander, chair, Professional Employee Council; Dr. Holly Kuehner, vice president, Academic Affairs; Mr. Ashton Norton, president, Student Government Association; and Mr. John Mercer, vice president, Administration & Finance.   |
| <b>Hearing of Citizens</b>  | <b>1.5</b> | No citizens answered the call to appear before the board.  |
| <b>Special Presentation</b> | <b>1.6</b> | No special presentation at this time.  |
| <b>2. Trustee Comments</b>  | <b>2.1</b> | Trustees, individually and collectively, congratulated the College for its 65 <sup>th</sup> Anniversary and the Foundation for its 55 <sup>th</sup> Anniversary. They also thanked Dr. Flax-Hyman, faculty and staff for the fantastic job they are doing at the College. Mr. Tannehill emphasized the importance of making the campus a safe place. Mr. Powell thanked Dr. Flax-Hyman for her leadership, for her engagement with the trustees, and for the College's increase in enrollment. Mr. Crisp stated that the College has been an asset to the community. |

- Presidential Transition Plan**      2.2      Chair Lewis stated that the College will be conducting a full and open presidential search. A consulting firm will be utilized to assist in the effort and a search committee will be created. He invited the trustees who are interested in serving in the Search Consultant Steering Committee to contact Dr. Flax-Hyman.
- Attorney’s Report**      2.3      No report at this time.
- GCSC Foundation, Inc. President’s Update**      2.4      Dr. Preston, executive director, GCSC Foundation, Inc., reported the Foundation total assets are \$32,087,457 and the contributions to the Gulf Coast Guarantee Campaign to date is \$2,914,084. The total giving since July 1, 2022, is \$507,162.
- Dr. Preston reminded everyone that on November 17, the GCSC Foundation is celebrating its 55th Anniversary and will have a celebration at the Charles Hilton Center with hors d’oeuvres and beverages.
- Honorary Trustee Updates**      2.5.1      Mr. John Skaggs, NSA-Panama City, reported October 13<sup>th</sup> to be the 247<sup>th</sup> anniversary of US Navy.
- Next Meeting**      2.6      The next regular meeting of the District Board of Trustees is set for Thursday, November 17, 2022, at 10 a.m. in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.
- 3. SGA Report**      3.1      Mr. Ashton Norton, president, Student Government Association (SGA), stated that SGA has increased student engagement and involvement by promoting events on all three campuses. He announced that the Annual Fall Festival is Friday, October 21, at 6:00 p.m. in the parking lot closest to Highway 98. Everyone is invited to come and enjoy food and beverages.
- Program Focus**      3.2      Dr. Flax-Hyman introduced Mr. Lloyd Harris, dean, Student Engagement, who reported on Quality Enhancement Plan (QEP) – Guided Pathway to Success.
- Mr. Harris stated that the Guided Pathway to Success (GPS) was created to increase retention of first-year students by providing intentional advising and student-centered resources. He stated that the Pathway to Success Intentional Advising Committee was formed to support the program by providing direction.  
Mr. Harris presented the GPS initiatives and student learning outcomes.
- 4. Consent Agenda**      The items on the consent agenda are routine business, state directives,

and/or compliance items. Chair Lewis 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    October 20, 2022, District Board of Trustees monthly meeting minutes.

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

Employment

Cynthia Penny, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective September 19, 2022 – June 30, 2023, annualized salary of \$39,550. Ms. Penny fills the position vacated by Tania Bowen.

Caroline A. Mugge, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective October 11, 2022 – June 30, 2023, annualized salary of \$39,550. Ms. Mugge fills the position vacated by Ashley Foster.

Arrash M. Sherari, Director of the Technology Center for Emergency Response and Unmanned Vehicle Systems, Business and Technology, Academic Affairs, effective October 31, 2022 – June 30, 2023, annualized salary of \$85,000. Mr. Sherari fills the position vacated by Jonathan Keech.

Reclassification

Caleb D. Erskine, From TV Production Assistant to Coordinator, Safety and Access Control Administrative, Operations, effective September 19, 2022 - June 30, 2023, annualized salary of \$39,550. Mr. Erskine fills the position vacated by the reclassification of Caleb M. Jordan.

Resignation

Bobby J. Keel, Instructional Assistant Coordinator, Practical Nursing and CNA Programs and Assistant Professor, Nursing, Academic Affairs, effective November 5, 2022.

Carol Strasburger-Miller, Associate Professor, Nursing, Academic Affairs, effective December 21, 2022.

Jan Volpi, Coordinator Testing, Student Assessment, Institutional Effectiveness & Student Affairs, effective September 30, 2022.

## Career Services

### Employment

Kenesha Y. Fleets, Custodian (Grade S150), Maintenance, Facilities Management, Administration & Finance, effective September 21, 2022, hourly rate of \$13.19. Ms. Fleets fills the position vacated by Kayle Allen.

Kathleen A. Higgins, Executive Administrative Assistant (Grade S240), Strategic Projects & Economic Development, effective October 3, 2022, hourly rate of \$21.69. Ms. Higgins fills the position vacated by Amy Hayes.

Joshua A. Nichols, Senior Administrative Assistant (Grade S220), Wellness & Athletics, Institutional Effectiveness & Student Affairs, effective October 3, 2022, hourly rate of \$16.66. Mr. Nichols fills the position vacated by Mandy Carter.

Tabitha B. Webb, Custodian (Grade S150), Maintenance, Facilities Management, Administration & Finance, effective September 21, 2022, hourly rate of \$13.19. Ms. Webb fills the position vacated by Latoria McNear.

Lisa M. Tyus, Senior Administrative Assistant (Grade S220), Health Sciences, Academic Affairs September 1, 2022, hourly rate of \$16.66. Ms. Tyus fills the position vacated by Sheree Mebane.

### Resignation

Judi Brooks, Senior Administrative Assistant, Language & Literature, Academic Affairs, effective December 22, 2022.

Robert Nelson, Senior Administrative Assistant, Visual & Performing Arts, Academic Affairs, effective October 1, 2022.

Ciara Woods, Administrative Assistant, TRiO, Institutional Effectiveness & Student Affairs, effective October 13, 2022.

### Deceased

Theresa Vrael, Senior Administrative Assistant, Social Sciences, Academic Affairs, effective October 9, 2022.

## Contract Ratifications

- 4.3 Submitted Contract Ratifications included 51 noncredit courses for a total of \$51,011.39.

- Overloads/  
Adjunct Pay**      **4.4**      Summer 2022 Session C Monthly and Biweekly Overloads/Adjunct Pay included 239 instructors of credit classes for a total of \$631,265.83.
- Purchase Order  
Activity**      **4.5**      The Expenditure Report from September 1 to September 30, 2022, was provided for review.
- Obsolete  
Property**      **4.6**      The listing of three items deemed obsolete and no longer serve the needs of the College’s students or staff was provided for approval to remove them from the College’s inventory.
- Final Approval of  
MOP-5.178  
Naming of  
Facilities and  
Other Methods of  
Recognition**      **4.7**      Update required to bring policy into compliance with the District Board of Trustees’ expectations.

**5. Action Items**

- Recommendation  
to Approve  
STEM  
Construction  
Contract**      **5.1**      Dr. Flax-Hyman stated that on September 7, 2022, College Procurement staff and a representative of Florida Architects opened bids received in response to Invitation to Bid (ITB) #1-2022-2023 to construct a new STEM facility. Dr. Flax-Hyman informed that a District Board of Trustees workshop was held on October 11, 2022, and included a presentation by Florida Architects to answer questions from trustees and obtain direction on how to proceed.

Dr. Flax-Hyman stated that, due to the costs submitted and guidance provided by the trustees, she recommended the College award only the new STEM Center Base Bid, the Sitework Base Bid, and the Deep Foundations Base Bid to the apparent low bidder for the three, Burke Construction, in the total amount of \$24,949,083.

Funding for the construction will be provided by the Public Education Capital Outlay appropriations specific to this project; from college unrestricted funds from the Auxiliary Fund (Fund 3); and the Unexpected Plant Fund (Fund 7) as needed.

Mr. Hall made a motion to approve the STEM Construction Contract as presented. Mr. Powell seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye, Hall, aye; Millaway, aye; Powell, aye; Skinner aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

- Recommendation**      **5.2**      Dr. Flax-Hyman stated that on October 4, 2022, College Procurement

**to Award  
Contract to  
Trinity F90+  
Mapping Drone**

staff opened bids received in response to Invitation to Bid (ITB) #4-2022-2023, Quantum Systems Trinity F90+ Mapping Drone. Procurement staff received two bids with four other vendors choosing not to respond to the invitation. The Trinity F90+ will be used for training purposes in the College's TEMPEST and unmanned vehicle programs.

Dr. Flax-Hyman recommended approval to award the contract to the low bidder, Sky Flight Robotics, Inc., in the amount of \$91,998.00. Funding will be provided by the Triumph Emergency Response Grant and will be the final equipment purchase under this grant.

Mr. Hall made a motion to approve the purchase of Quantum Systems Trinity F90+ Mapping Drone as presented. Mr. Millaway seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye, Hall, aye; Millaway, aye; Powell, aye; Skinner aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**6. Informational  
Items  
Actual Revenues  
and Expenses  
Compared to  
Budget for Most  
Recent  
Accounting  
Period and YTD**

**6.1.1** Mr. Mercer led a review of month and year-to-date revenues and expenses compared budget for fiscal year 2022-23 as of August 31, 2022.

**Actual YTD  
Revenues and  
Expenses  
Compared to  
Prior Year**

**6.1.2** Mr. Mercer, vice president, Administration & Finance, led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2022-23 as of August 31, 2022.

**Auditor  
General's Report  
No. 2023-026 –  
Florida Bright  
Futures  
Scholarship**

**6.2** Mr. Mercer reported the Lodging and Acceptance of the Administration of the Florida Bright Futures Scholarship Program by Florida's Public Universities and Colleges Operational Audit for Fiscal Years 2020 and 2021. Gulf Coast State College had no findings of either audit and was not required to submit any response to the Auditor General, but does lodge with, and request acceptance, by the board.

Mr. Mercer stated that the College success in this area is due to an effective financial aid office. Chair Lewis thanked and congratulated the

employees involved in the successful audit.

**President's  
Report**

- 6.3** Dr. Flax-Hyman reported an increase in enrollment and stated that the trend is in line with the strategic initiative adopted by the College.

She reported that the College held a very successful mass casualty simulation with students from several divisions coming together to participate. She announced that a more detailed report on the simulation will be provided at the January 26, 2023, DBOT meeting.

Dr. Flax-Hyman announced that the college received a Title III Federal Grant of \$2,459,000 over the next 5 years, which will directly support the QEP initiative. GCSC hasn't received a Title III grant in over two decades.

Dr. Flax-Hyman announced that the College is submitting a Triumph Grant to establish a High-Fidelity Simulation Center. She stated that this is a 10-year project which will double the size the Nursing Program as well as assist with other Health Sciences professions. The project will be sent to the board for review before it is submitted to the Triumph Grant.

Dr. Flax-Hyman shared feedback received from a recipient of the Tie-Down Grant. His mobile home sustained minor damages during Hurricane Ian due to the tie-down improvement.

Dr. Flax-Hyman announced the Bizarre Bazaar will take place on November 4, from 5:00 p.m. to 7:00 p.m. and November 5, from 7:00 a.m. to 12:00 p.m., at the Student Union West. She emphasized that the event is a fundraiser for the Commodore Cupboard, which will benefit students who are experiencing food insecurities.

**7. Good of the Order**

**7.1** Chair Lewis invited trustees to attend the following Gulf Coast events:

- GCSC Fall Festival, October 21, 5:30 p.m., Student Union East parking lot
- Leadership Seminar, November 3, 8:00 a.m., Student Union East Conference Center (free event; reservation required)
- Bizarre Bazaar, November 4, 5:00 p.m. to 7:00 p.m. and November 5, 7:00 a.m. to 12:00 p.m., Student Union East Cafeteria (Fundraiser for Commodore Cupboard)
- Faculty and Friends Music Recital, November 4, 7:30 p.m., Amelia Center Theatre (free event; donations welcome to support student fundraisers)
- Public Eye Soar, November 11-12, 6:00 p.m. to 10:00 p.m., GCSC Panama City Campus (free event)
- Fifteenth Annual Cup Show – Form and Function, November 18 through December 9, Amelia Center Gallery (free event; some items available for purchase)

**8. Adjournment**

**8.1** The regular meeting was adjourned at 11:05 a.m.

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Secretary

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Chair, District Board of Trustees