

**FINAL  
MINUTES**

**REGULAR MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE  
November 16, 2023**

10:00 a.m.

William C. Cramer, Jr. Seminar Room

- |   |   |
|---|---|
| <b>Members Present</b>                          | Bill Cramer, Jr., Tricia Berry, Boyd K. Bulger (phone), Dr. Abel De La Rosa, Frank A. Hall (phone), C. David Powell, Floyd Skinner, Joe K. Tannehill, Jr., Caroline Windham, Glen McDonald, and Derrick Bennett.  |
| <b>Absent</b>                                   | None  |
| <b>1. Call to Order</b>                         | <b>1.1</b> Chair Cramer called the meeting to order at 10:00 a.m.   |
| <b>Invocation</b>                               | <b>1.2</b> Mr. Bennett gave the invocation.   |
| <b>Pledge of Allegiance</b>                     | <b>1.3</b> Mr. Skinner led the pledge of allegiance to the American flag.   |
| <b>Welcome to Guests</b>                        | <b>1.4</b> Chair Cramer welcomed guests: Mr. John Skaggs, Naval Support Activity – Panama City, Dr. Cheryl Flax-Hyman, executive vice-president; Dr. Holly Kuehner, vice president, Academic Affairs; Ms. Danyelle Alexander, Chair, Professional Employee Council; Mr. Greg Robinson, chair, Faculty Senate; Mr. Nathan Garrett, president, Student Government Association; and Mr. John Mercer, vice president, Administration and Finance. |
| <b>Hearing of Citizens</b>                      | <b>1.5</b> No citizens answered the call to appear before the board.  |
| <b>2. Trustee Comments</b>                      | <b>2.1</b> Mr. Powell reported that he attended the Fall Festival and Public Eye Soar with his son. He expressed gratitude to those who were involved and congratulated them for the successful events.   |
| <b>Attorney’s Report</b>                        | <b>2.2</b> No report at this time.  |
| <b>GCSC Foundation, Inc. President’s Update</b> | <b>2.3</b> Ms. Caroline Windham, president, GCSC Foundation, Inc., reported the Foundation financial update as follows:<br><br>Total Assets as of 10/31/23 \$32,669,548.53<br>Total Gulf Coast Guarantee Funds pledged since 7/1/21 \$3,786,167.66  |

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Ms. Windham reminded everyone that the Foundation Golf Tournament is scheduled for December 5, 2023 and the Annual Dinner for February 8, 2024, at the Edgewater Beach Resort. She stated that registration is open and sponsorships are available.

**Honorary Trustee Updates**

**2.4.1** Mr. John Skaggs, Naval Support Activity - Panama City, attended for Commander Michael Mosi.

**2.4.2** The honorary trustee from Tyndall Air Force Base was not present at the meeting.

**Next Meeting**

**2.5** The next regular meeting of the District Board of Trustees is scheduled for Thursday, January 25, 2024, at 10:00 a.m., in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College.

**3. SGA Report**

**3.1** Mr. Garrett, president, Student Government Association (SGA), updated the trustees on recent campus activities. He announced that this was his last DBOT meeting and stated that he was thankful for the opportunity to serve as SGA president. He introduced Ms. Madison Hayne, as the new SGA president.

**Program Focus**

**3.2** Ms. Carissa Hosea, Associate Professor of Music, led members of the Singing Commodores in several musical numbers.

**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.

**Minutes**

**4.1.1** DBOT Regular Meeting Minutes of October 19, 2023

**4.1.2** DBOT Retreat Minutes of October 27, 2023

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**Personnel                    4.2    Professional Services**

Employment

Julie E. McDuffie, Financial Aid Advisor & Verification Specialist, Business Affairs, Administration & Finance, effective October 30, 2023 – June 30, 2024, annualized salary of \$40,926. Ms. McDuffie fills the position vacated by Alisa Fritch.

Pamela S. Tanner, Coordinator, Benefits & Compliance, Human Resources, Administration & Finance, effective October 31, 2023 – June 30, 2024 annualized salary of \$43,267. Ms. Tanner fills the position vacated by Moriah Gallagher.

Resignation

Marina F. Mitchell, Military Family Employment Specialist, CareerSource, Institutional Effectiveness & Student Affairs, effective November 06, 2023.

**Career Service**

Employment

Adam M. Melander, Custodian (Grade S150), Facilities Management, Administration & Finance, effective October 30, 2023, hourly rate of \$15.33. Mr. Melander fills the position vacated by Kenesha Fleets.

Sherrie A. Rakestraw, Executive Administrative Assistant (Grade S220), Student Affairs, Institutional Effectiveness & Student Affairs, effective November 07, 2023, hourly rate of \$19.67. Ms. Rakestraw fills the position vacated by Donna Peterson.

**Contract Ratifications                    4.3    Submitted Contract Ratifications included 44 non-credit courses for a total of \$37,383.77.**

**Overloads/ Adjunct Pay                    4.4    2023 Fall Sessions C exceptional overloads/adjunct pay includes 108 instructors of credit classes totaling \$146,414.54**

**Purchase Order Activity                    4.5    Expenditure Report of purchase orders issued from Purchase Order Activity of October 1 – October 31, 2023.**

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**Restricted  
Current Fund  
(Fund 2)****4.6** Restricted Current Fund (Fund 2) 2023-2024 Grant Budgets

Perkins Grant for 2023-2024:

- Business and Technology
- Health Science
- Public Safety
- Visual and Performing Arts
- Professional Development and Indirect

Mr. Skinner moved to accept the consent agenda items 4.1 through 4.6 as presented. Dr. De La Rosa seconded, and the vote was recorded as follows: Berry, aye; Bulger, De La Rosa, aye; aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

**5. Action Items****Recommendation  
to Add Women's  
Cross-Country for  
the 2024-2025  
Academic Year**

**5.1** Mr. McDonald stated that Athletics staff have been working diligently to ensure the College's athletic program is compliant with NJCAA and state regulations for Title IX equity requirements. He informed that in recent years, the state equity report has shown that the College is not in compliance with female athletic offerings based upon the percentage of females that attend the College. He explained that with the ongoing trend of growing female enrollment, the Athletics Department recommended the addition of a women's cross-country team to increase female participation.

Mr. McDonald reported that in the counties of Bay, Gulf and Franklin, 8 out of 9 high schools offer cross-country and in addition to that, 43 out of 51 High Schools in the 12 surrounding counties offer cross-country. He noted that in the Panhandle Conference, Chipola and Tallahassee currently offer cross country and Pensacola is in the process of creating their own team.

Mr. McDonald informed that the Athletics Department recommended the addition of a women's cross-country team for the 2024-2025 academic year. He noted that the plan is to have at least a team of 10 athletes, allowing additional walk-on participants.

Mr. Powell moved to accept the recommendation to add women's cross-country for the 2024-2025 academic year as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; and Cramer, aye.

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**Recommendation  
of Approval of the  
2024-2025 Gulf  
Coast State  
College Academic  
Calendar**

**5.2** Mr. McDonald stated that each year the College is required by the Department of Education to have the academic calendar approved by the Board of Trustees. He informed that the parameters (range of dates) when we can start an academic term is provided by the Florida Department of Education (FLDOE) and the College must ensure that it meets the number of instructional hours.

Mrs. Berry moved to accept the 2024-2025 calendar as presented and Mr. Skinner seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La Rosa, aye; Hall, aye; Powell, aye; Skinner, aye, Tannehill, aye; Windham, aye; and Cramer, aye.

**Recommendation  
to Approve  
Modification of  
Land Use for Bay  
County Sheriff's  
Department**

**5.3** Mr. McDonald recognized Sheriff Tommy Ford attendance and informed that he was awarded the Leroy Collins Lifetime Achievement Award by the Association of Florida Colleges on behalf of Gulf Coast State College.

Chair Cramer congratulated Sheriff Ford for his achievements.

Mr. McDonald stated that Bay County Sheriff's Office (BCSO) contacted the College regarding a change to their helipad and building on property currently leased from the College at the North Bay Campus. He informed that the original plan was to take down the existing building and replace it with a larger, redesigned facility to accommodate a larger, recently acquired helicopter, and the existing two helicopters.

Mr. McDonald explained that more recently, however, the BCSO was informed by the Department of Environmental Protection that there would be significant mitigation efforts required due to a stream that runs adjacent to the current site with costs estimated at approximately \$200,000, making the project no longer viable given the project budget. As a result, the BCSO has asked about to build a new hanger in the area between the old ShandsCair pad and the wooded area to its east, which is close to the area that Bay County had previously leased for construction of a new fire station, a plan that was ultimately abandoned. Mr. McDonald noted that there will be no cost to the College and the BCSO would do all the permitting, design, construction, etc.

Mr. McDonald requested approval by the board to engage Mr. Bennett, the College attorney, to work with representatives of the BCSO and Mr. John Mercer to develop a lease and/or Memo of Understanding beneficial to both parties to accommodate this request as it is a benefit to the College and to the community.

Ms. Windham moved to approve modification of land use for Bay County Sheriff's Department as presented. Dr. De La Rosa seconded, and the vote was recorded as follows: Berry, aye; Bulger, aye; De La

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Rosa, aye; Hall, aye; Powell, aye; Skinner, aye, Tannehill, aye; Windham, aye; and Cramer, aye.

Sheriff Ford stated that he was honored and humbled by the award. He expressed gratitude to Gulf Coast Community College for its contribution to the community and thanked the board for approving the modification of the land use at North Bay Campus.

**6. Informational Items**

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

**6.1** Mr. Mercer led a review of month and year-to-date actual revenues and expenses compared to budget for fiscal year 2023-24 as of September 30, 2023.

**Update on Construction of STEM Building**

**6.2.1** Mr. Mercer informed that Burke Construction presented a summary report on the STEM Center construction, including safety measures and inspections. He reported that the building construction is moving along well.

**6.2.2** Mr. Mercer reported on the STEM building direct materials purchase and provided a financial summary.

**Fee Waivers and Exemptions**

**6.3** Mr. Mercer presented a report on 2022-2023 Fee Waivers and Exemptions.

**President’s Report**

- 6.4.1** Mr. McDonald reported the following:
- Gulf Coast State College has been invited to apply for the 2025 Aspen Prize for Community College Excellence. GCSC is 1 of the 150 community colleges out of approximately 1,000 nationwide that has been invited to apply for the \$1 million Aspen Prize.
  - GCSC has been recently listed by the Military Times as “Best for Vets” and was ranked in the top 5% of all colleges and universities in the United States.
  - A new GCSC application went live on November 13<sup>th</sup>. Feedback received from students and high schools’ counselors have been positive.
  - BayWay public transportation is getting more popular with students and employees, as the number of users has been increasing monthly.
  - The women’s volleyball team is currently competing at the NJCAA DII national championship in Cedar Rapids, Iowa.

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- Women's basketball is currently ranked NJCAA #2 nationally with a 5-0 record.
- Men's basketball has also started their season with 5-0, and on the community front, the team helped the Boys and Girls Club unload Christmas trees yesterday morning.
- The Public Eye Soar demonstration was conducted on campus from November 10<sup>th</sup> through the 11<sup>th</sup>. The event brought over 2,500 guests to campus. Mr. Jason Hedden will report on the event at the January board meeting.
- The College experienced a power outage yesterday morning due to an off-campus issue. Power was fully restored around 11:00 a.m. and classes resumed at 12:30 p.m. The College's alert system was put to the test and performed well for employees and students.

**Unveiling of  
Dr. Holdnak's  
Presidential  
Portrait**

**6.4.2** Mr. McDonald welcomed Dr. John Holdnak, family and friends. He asked Mr. Cramer to unveil Dr. Holdnak's presidential portrait.

Chair Cramer stated that it was a special day as the College honors and celebrates the remarkable career of Dr. John Holdnak, the 6<sup>th</sup> president Gulf Coast State College. He noted that Dr. Holdnak's contribution to the College has been extraordinary and his legacy will endure for generations to come. He added that throughout Dr. Holdnak's 34 years at GCSC, including 8 as president, he displayed unwavering leadership in various capacities across the campus, demonstrated by his involvement in Student Government, Athletics, Human Resources, Student Affairs, and many other areas exemplified his commitment to the holistic development of the College.

Chair Cramer explained that, under Dr. Holdnak's leadership, the College weathered the devastating impact of Hurricane Michael and a global pandemic, ensuring the continuity of education by transitioning the College's learning environment online. He pointed out that we celebrate not only Dr. Holdnak's ability to navigate through those storms, but his lasting impact on the College's growth, innovation, and academic excellence. Under his stewardship, GCSC has proved to be a beacon of knowledge and opportunity, enriching the lives of countless students, faculty, and staff.

Chair Cramer voiced that Dr. Holdnak's tenure as GCSC president is etched into the history of Gulf Coast State College, serving as an enduring source of inspiration for future generations. He expressed gratitude for Dr. Holdnak's dedication, unwavering commitment, and

exemplary service to the College.

- 7. Good of the Order**    **7.1**    Chair Cramer invited trustees to attend the following Gulf Coast events:
- Super Saturday – December 2, 2023, 9:00 a.m. – 11:00 a.m., Enrollment Services Building
  - Public Safety Hall of Fame Induction Ceremony – December 11, 2023, 11:00 a.m., North Bay Public Safety/EOC Building
  - Holiday Lunch – December 15, 2023, at 10:30 a.m. in the Amelia Center. Presentation of service awards and recognition of 2023 retirees.
- 8. Adjournment**        **8.1**    The regular meeting was adjourned at 10:50 a.m.

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Secretary

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Chair, District Board of Trustees