

# MINUTES

## REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST STATE COLLEGE January 31, 2025

1:00 PM

Chair William C. Cramer, Jr., called the regular meeting to order at 1:00 PM at **Gulf Coast State College, Main Campus** Those in attendance and constituting a quorum were:

**Members Present** Bill Cramer, Jr., 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

**Absent** Tricia Berry

- 1. Call to Order**
  - 1.1** Chair Cramer called the meeting to order at 1:00 p.m.
- Invocation**
  - 1.2** Mr. Joe Tannehill gave the invocation.
- Pledge of Allegiance**
  - 1.3** Ms. Windham led the pledge of allegiance to the American flag.
- Welcome to Guests**
  - 1.4** Chair Cramer welcomed guests: 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; Mr. Liam O’Leary, PEC, Professional Employee Council; Ms. Beote, president, SGA; Ms. Katie Riley, faculty senate.
- Hearing of Citizens**
  - 1.5** No citizens answered the call to appear before the board.
- Special Presentations**
  - 1.6** **Ms. Leigh Bailey** gave a presentation about *Parker Elementary Community Partnership and Swimming Event*.  
  
**Dr. Flax-Hyman** further stated that Parker Elementary is a Title 1 school. Prior to receiving the grant to become a Community Partnership School, Parker Elementary faced some challenges, including chronic absenteeism and low academic performance. Since the grant's implementation in January 2021, the school has successfully attained a grade of C for the academic year 2023-2024 and was only 3 points away from reaching a B. Attendance is now 92%.  
  
Mr. Cramer inquired about STEM programs, and if Parker Elementary students are involved. Dr. Flax-Hyman said not at this time; however, we would like to invite them to the summer STEM camp.



2.4.2 Mr. Stephen F. Mihal Jr., from Tyndall Air Force Base, provided an update. He thanked Gulf Coast State College for the outstanding relationship, resources offered, and the impact it has had. Mr. Cramer mentioned military funds available to aid with expenses. Gulf Coast State college is committed in their support. Discussion ensued.

**Next DBOT Meeting**

2.5 The regular meeting of the District Board of Trustees is scheduled for Thursday, February 27, 2025, 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. Next month SGA is planning to take a trip to New Orleans, to attend an SGA training workshop. Also, SGA will have its first annual crawfish boil for students to participate in.

**Program Focus**

3.2 Program focus was presented under 1.6 - Parker Elementary, Community Partnership, Swimming Event.

**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. Powell moved to accept the consent agenda items 4.1 through 4.9 as presented, Skinner seconded, and the vote was recorded as follows: Bulger, aye; De La Rosa, aye; Hall, aye; Tannehill, aye; Windham, aye; and Cramer, aye. Motion carries.

**Minutes**

4.1 DBOT Regular Meeting Minutes of December 13, 2024. Move to Approve minutes.

4.2 DBOT Capital Planning and Facilities Committee Minutes January 7, 2025.

**Personnel Recommendations**

4.3 **Professional**

Employment

David Smith - Director, Professional Simulation Center, Nursing, Academic Affairs, effective January 15, 2025, annualize salary of \$96,088. Mr. Smith fills a new grant-funded position.

**Career Service**

Employment

Heather Hayes - Admissions Counselor, Enrollment Services, Student Engagement. effective December 9, 2024, annualized salary of \$39,467. Ms. Hayes fills a position vacated by Keri Stolz.

Oryna Hurbanova - Custodian, Facilities Management and Construction, effective January 15, 2025, annualized salary of \$30,472. Ms. Hurbanova fills a new position.

Darlene Williams - Administrative Assistant, Human Resources, Finance and Administration, effective January 27, 2025, annualized salary of \$37,076. Ms. Williams fills the position vacated by Christena Green.

Wendy Martin - Custodian, Facilities Management and Construction, effective January 15, 2025, annualized salary of \$29,849. Ms. Martin fills a new position needed for the Natural Sciences Building.

Jacob Hunt - IT Technician I, Information Technology, Administration and Finance, effective January 22, 2025, annualized salary of \$39,098. Mr. Hunt fills a position vacated by Cooper Clark.

Resignation

Cooper Clark - IT Technician I, Information Technology, Administration and Finance, effective December 5, 2024.

Retirement

Jay Sullins - Receiving Inventory Clerk, Procurement, Business Affairs, effective February 3, 2025.

<b>Contract Ratifications</b>	4.4	Submitted Contract Ratifications for a total of \$ 16,729.15.
<b>Overloads/ Adjunct Pay</b>	4.5	Approval of Monthly and Biweekly Overloads/Adjunct Pay \$ 137,469.50.
<b>Approval of 2024-25 Title III Grant Budget</b>	4.6	Approval of 2024-25 Title III Grant Budget.
<b>Approval of Inventoried Property Disposal</b>	4.7	Approval of Inventoried Property Disposal.
<b>Final Approval of Changes to</b>	4.8	Final Approval of Changes to Manual of Policy:

**Manual Policy**

MOP 4.010 Distance Education Updating policy to document definition of distance education learning and outline standard operating requirements to meet state regulations and auditing needs.

MOP 5.048 Fees for Copying Public Records Updating policy to change clerical costs associated with copying public records per request to actual cost.

**Expenditure Report**

4.9 Review and Approval of November 1, 2024 – December 31, 2024 Expenditures Report (List of all purchase orders in excess of \$500 for the prior month.

**5. Action Items**

**Recommendation of Approval of Architect for the Gulf/Franklin Campus Multi-Purpose Classroom and Emergency Shelter Project**

5.1 Mr. Cramer presented the Recommendation of Approval of Architect for the Gulf/Franklin Campus Multi-Purpose Classroom and Emergency Shelter Project. On December 4, 2024, the trustee committee charged with reviewing proposals for an architectural firm to design the Gulf/Franklin Campus Multi-Purpose Classroom and Emergency Shelter met, ranked proposals, and selected three firms for invitation to present their visions for the project. The three firms presenting on January 7, 2025 included the following:

- Architects Lewis and Whitlock (ALW)
- Destin Architectural Group (DAG)
- VBA Design

The highest-ranked firm, VBA Design, and the committee were able to come to a mutually acceptable agreement, and approval is recommended by the Capital Planning and Facilities Committee as follows in the minutes of the January 7, 2025 committee meeting: Award the contract to VBA Design in the amount of \$333,258.

Mr. Hall entertained a motion to 1) approve the committee ranking of the architects, 2) approve the signed contract from VBA Design, and 3) authorize the Chairman to sign and execute the contract, and moved to accept the Recommendation of Approval of Architect for the Gulf/Franklin Campus Multi-Purpose Classroom and Emergency Shelter Project as presented, Bulger seconded, and the vote recorded as follows: De La Rosa, aye; Powell, aye; Skinner, aye; Tannehill, aye; Windham, aye; Cramer, aye. Motion carries.

**Recommendation of Approval of Change Order #11 to Burke Construction Group Natural Sciences Project**

5.2 Mr. McDonald presented the Recommendation of Approval of Change Order #11 to Burke Construction Group Natural Sciences Project Contract. Burke Construction Group, Florida Architects, and College staff requested approval of Change Order #11 to the Burke Natural Sciences contract.

Change Order #11, a net additive change order in the amount of \$13,334.59, is due to requested additions of power outlets in Rooms 209A and 216A, the

**Contract**

addition of a dedicated power circuit for a dryer, a deduction for eliminating epoxy flooring under cabinets, and the addition of sinks for six fume hoods in Room 314, totaling \$59,336.79, offset by a deduction for the direct purchase of materials in the amount of \$46,002.20.

In addition, the contractor is asking for 18 additional days for work and lead times for the items listed above. If approved, the new contractual date for Substantial Completion will be November 19, 2024.

Mr. Bulger moved to accept Recommendation of Approval of Change Order #11 to Burke Construction Group Natural Sciences Project Contract as presented, Skinner seconded, and the vote recorded as follows: De La Rosa, aye; Hall, aye; Powell, aye; Tannehill, aye; Windham, aye; Cramer, aye. Motion carries.

**Recommendation of Approval of Hathaway Inn Lease Extension 5.3**

Mr. McDonald presented Recommendation of Approval of Hathaway Inn Lease Extension.

In 2019, the College entered into a lease agreement with Mr. Anil Patel to operate the Hathaway Inn which was deeded to the college by the Florida Department of Transportation as part of the settlement for property taken for the 23rd Street flyover project. Mr. Patel exercised his options for two additional one-year extensions at the end of the initial three-year term, with the last extension ending September 30, 2024.

In September 2024, the District Board of Trustees approved a four-month extension of the lease at the rate of \$8,000 per month while the college evaluated operational options. This first extension ends January 31, 2025 and options are still being considered. President McDonald has spoken to Mr. Patel and he is interested in continuing as tenant while the process continues.

As a result, the college requested board approval of a second addendum extending the arrangement to August 1, 2025 at a rate of \$6,000 per month to allow for the college to conduct a competitive bid process for operation of the facility.

Mr. Skinner inquired if Mr. Patel is currently renting the rooms. Mr. McDonald said he shuttered the facility and only uses as an office. Water, irrigation, electricity is still on. Discussion ensued. Mr. McDonald discussed conducting a special workshop to discuss future usage of the property.

Mr. Powell moved to accept Recommendation of Approval of Hathaway Inn Lease Extension. De La Rosa seconded, and the vote recorded as follows: Bulger, aye; Hall, aye; Skinner, aye; Tannehill, aye; Cramer, aye. Motion carries.

**6. Informational  
Items**

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

**6.1** Mr. McDonald led a review of Actual YTD Revenues and Expenses Compared to Budget and Prior Year.

Jason Parker provided Builder Update.

**Update on  
Construction of  
Natural Sciences  
Building**

**6.2** **6.2.1** College Staff Building Progress Report and Budget Summary.

**6.2.2** Builder's Update.

**6.2.3** Direct Materials Purchases and Financial Summary.

**Lodging and  
Acceptance of the  
WKGC AM/FM  
Financial Audit for  
Fiscal Years  
Ended June 30,  
2024 and June  
30,2023**

**6.3** Lodging and Acceptance of the WKGC AM/FM Financial Audit for Fiscal Years Ended June 30, 2024 and June 30,2023.

**Presidents Report**

**6.4** Mr. McDonald Noted:


- Spring FTE enrollment is up 8.7% over Spring 2024.
- GCSC had 359 Fall graduates.
- Fall semester honors:
  - 258 President's List (GPA 3.9-4.0)
  - 168 Dean's List (GPA 3.7-3.89)
  - 1727 Honors List (GPA3.00-3.69)
- DAG Architect Update: Several meetings have taken place. The architects have put together the first pass drawings and are in progress of preparing more detailed drafts. College faculty are working to complete information sheets to incorporate into the design.
- Education Encore (*formerly knowns as Continuing Ed*), is in progress. There are 270 people enrolled this Spring taking everything from fishing, hula, painting and ukulele.
- Triumph Gulf Coast is collaborating with VisionFirst Advisors to develop more success stories related to the Triumph grants. These stories will assist company executives and site selectors understand how Triumph grant dollars can support their growth in Northwest Florida. Triumph has narrowed the list down to six stories to highlight and selected to feature GCSC's Nursing Simulation Program at the Gulf/Franklin Center.

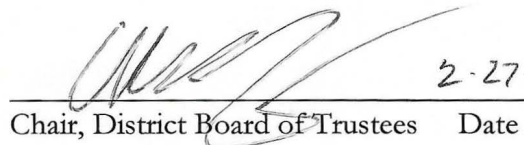
7. **Good of the Order**

- Burn the Midnight Oil – Sculpture by Stacey M. Holloway. Reception and Gallery Talk January 24 from 5:00 PM -7:00 PM. It runs from January 24 – February 21, 2025. Free to the public. (Central).
- Piano Duo Recital Join GCSC's own Dr. Steven DiBlasi and our special guest Dr. Gianluca Strazzullo for a duo piano recital. Free and open to the public. Accepting donations for our scholarship fund. Friday, February 21, 2025 from 7:30 PM - 9:00 PM (Central).

8. **Adjournment**

8.1 Meeting adjourned at 2:03 p.m.

  
Secretary                      Date

 2-27-25  
Chair, District Board of Trustees      Date