

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST STATE COLLEGE February 27, 2025

10:00 PM

Chair William C. Cramer, Jr., called the regular meeting to order at 10:00 AM at **Gulf Coast State College, Main Campus** Those in attendance and constituting a quorum were:

Members Present Tricia Berry, Bill Cramer, Jr., Boyd Bulger, Frank Hall (call-in), 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

- 1. Call to Order**
 - 1.1** Chair Cramer called the meeting to order at 10:00 a.m.
- Invocation**
 - 1.2** Holly Melzer gave the invocation.
- Pledge of Allegiance**
 - 1.3** Mr. Powell led the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed guests: Mr. Skaggs, NSA; Colonel Stanford, Tyndall Air Force Base; Ms. Ashlin Glatthar, Executive Director of Gulf Coast State Foundation, Inc.; Dr. Cheryl Flax-Hyman, executive vice-president; Dr. Holly Kuehner, vice president, Academic Affairs; Mr. Liam O’Leary, Professional Employee Council; Ms. Beote, President, Student Government Association; Ms. Katie Riley, Faculty Senate; Mr. John Mercer, vice-president, Administration and Finance.

Chair Cramer welcomed Ms. Ashlin Glatthar, the new Executive Director of Gulf Coast State College Foundation, who introduced herself to the Board and guests.
- Hearing of Citizens**
 - 1.5** No citizens answered the call to appear before the board.
- 2. Trustee Comments**
 - 2.1** Mr. Bulger mentioned his trip to Tallahassee Fly-In was a great experience. He acknowledged all of the hard-working people that were there trying to make the college system better and thanked the board.

Mr. Cramer mentioned his meeting with the Florida College System Foundation. He announced that Gulf Coast State College would be receiving approximately \$33,000 this spring.
- Attorney’s Report**
 - 2.2** No report at this time.

- GCSC Foundation, Inc. President's Update** 2.3 Ms. Ashlin Glatthar, Executive Director, reported on this month's Foundation Report:
- Total Assets as of 01/31/2025 \$ 35,969,223.98
Total Donations to the Foundation since 7/1/24 \$ 520,517.78
Total Investment Income to the Foundation since 7/1/2024 \$2,157,658.23
Total Gulf Coast Guarantee Funds pledged since 7/1/2021 \$ 4,191,598.84
- 2025 Annual Meeting will be on February 24, 2025. 12 new Foundation Board Directors were voted in by membership.
- Upcoming: New Spring Golf Tournament on Monday, April 14, 2025.
- Honorary Trustee Updates** 2.4
- 2.4.1 Mr. John Skaggs, NSA, Panama City provided an update.
- 2.4.2 Colonel Stanford 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, April 17, 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 SGA conference in New Orleans, and the success of the crawfish boil.
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 DBOT Regular Meeting Minutes of January 31, 2025, 2024. Move to Approve minutes.
- Mr. Skinner moved to accept the consent agenda items 4.1 through 4.5 as presented, De La Rosa seconded, and the vote passed unanimously. Motion carries.
- Personnel Recommendations** 4.2 **Professional**
- Advancement in Rank
- Continuing Contract Beginning August 2025

John Divine

Megan Olson

From Associate Professor to Professor, August 2025

Brian Baillif

Resignation

Louis Felter Assistant Professor, Mathematics, Academic Affairs,
effective May 2, 2025.

Career Service

Employment

Herb Dorsey Receiving Inventory Clerk, Procurement, Business
Affairs, effective February 17, 2025, annualized salary
of \$32,700. Mr. Dorsey fills a position vacated by the
retirement of Jay Sullins.

Termination

Melissa Thornton Senior Cashier, Student Accounting, Business
Affairs, effective February 4, 2025.

Contract Ratifications 4.3 Submitted Contract Ratifications for a total of \$28,079.25.

**Overloads/
Adjunct Pay** 4.4 Approval of Monthly and Biweekly Overloads/Adjunct Pay \$610,319.00.

**Purchase Order
Activity** 4.5 Purchase Order Expenditure Report, January 1-31, 2025.

5. **Action Items**

Recommendation of Approval of Change Order # 12 to Burke Construction Group Natural Sciences Project Contract 5.1 Mr. McDonald presented **Recommendation of Approval of Change Order # 12 to Burke Construction Group Natural Sciences Project Contract** for two items. **Item #1** is for an additional 30 calendar days for a delay caused by another contractor severing a chilled waterline. **Item #2** is a request for 9 additional days as a result of the January 21st snow storm and rescheduling of DBOT meeting. Approval of Change Order to #11-R, which includes the upgrade of fume hoods in the Organic Chemistry Lab and other critical path elements, delayed. The new substantial date is December 28, 2024. College staff recommended approval of Change Order 12.

Discussion ensued regarding the chilled waterline. Mr. McDonald stated the college is working on a long-term solution to rectify the situation. Dr. De La Rosa inquired about the long-term plan, keeping historical records, and planning for the future. Mr. Bulger inquired about the pressure of the line and if testing is required on the pressure.

Mr. Cramer proposed that the college implement a maintenance budget plan for the future. Mr. McDonald spoke about possibly moving away from the long-term plant concept at the college and noted that new cooling and heating systems would be used on the Nursing Simulation Building and the new building at Gulf Franklin scenter. He also mentioned the college having meetings with several consulting firms to identify the best viable long-term solutions that are cost-effective.

Mr. Cramer asked if the Nursing Simulation Center Building would be utilizing the same system. Mr. McDonald said it would not. Mr. Cramer recommended looking at the high-priority buildings, i.e., classrooms first. Mr. McDonald stated the college has begun this process and are putting together a high priority list and will bring it back to the board once it has been analyzed and properly reviewed.

Mr. Bulger moved to accept the Recommendation of Approval as stated, Ms. Berry seconded, and the vote passed unanimously. Motion carries.

Recommendation of Approval of Change Order #2 to Burke Construction Group Corridor Renovation Project Contract 5.2

Mr. McDonald presented **Recommendation of Approval of Change Order #2 to Burke Construction Group Corridor Renovation Project Contract.** Burke Construction Group (BCG), DAG Architects and college staff requested approval of Change Order #2 to the BCG Corridor Renovations Project contract, a net deductive change order in an amount no less than \$302,671.44, depending on the final actual cost of the below mentioned dewatering alternate. This total is comprised of increases for relocation of a water line in the amount of \$5,768.42, a dewatering alternate due to a redesign necessitated by a storm drainage conflict in an amount not to exceed \$38,879.54, and a change in the scope of work also necessitated by the conflict redesign in the amount of \$47,483.77, and a decrease in the contract amount of \$394,803.17 for the direct purchase of materials by the college.

The contractor is also requesting 120 additional days due to the reengineering which is recommended by the architect and civil engineer. If approved, the new Substantial Completion Date will be June 16, 2025.

This project is funded by State Fiscal Recovery Funds (Deferred Maintenance), college staff and I are recommending approval of Change Order #2, a net deductive change order, to the Burke Construction Group Corridor Renovations Project contract in the amount of \$302,671.44.

Discussion ensued.

Mr. Skinner moved to accept Recommendation of Approval of Change Order #2 as stated, Mr. Bulger seconded, and the vote passed unanimously. Motion carries.

6. Informational Items

Actual YTD Revenues Expenses Compared to Budget/Prior Year

6.1 Mr. Mercer provided an update.

Dr. De La Rosa inquired about the maintenance contracts.

Mr. Bulger inquired if there was a formalized review of the maintenance contracts. He noted the importance of benchmarking reports, such as response time, action time, and new technology, and suggested that a formalized review could assist in identifying and narrowing where the real focus needs to be.

Mr. Cramer brought up the budget recap. He noted that the cost outside of the Burke contract has put the college nearly \$261,000 over budget, mainly due to Builder's Risk Insurance.

Mr. Cramer noted that as of February 17, 2025, the college has incurred nearly \$90,000 in additional Builder's Risk Insurance costs, approximately \$150,000 for HVAC rentals, and another \$42,000 for mold mitigation in existing labs.

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.

DAG Nursing Simulation Center Update

6.3 DAG gave a presentation of the Nursing Simulation Center.

Ms. Berry expressed her appreciation for maximizing the design space. As a former nursing student, she valued the design layout that offered a lot of light and gathering spaces, which foster a sense of camaraderie. She noted these bonds can inspire nursing graduates to give back after they have established those connections within the community.

Academic Program Review Summary

6.4 Dr. Kuehner presented an overview of the Academic Program Review Summary.

President's Report

6.5 Mr. McDonald mentioned:

- 1) Spring FTE enrollment is up 8.1% over Spring 2024 and year to date enrollment is up 9.5%.

- 2) The College Leadership Institute participants presented their first group projects on Friday, February 21 and have a legislative fieldtrip scheduled in Tallahassee on March 13. They are on-course to graduate in May of this year.
- 3) We have achieved 294 certifications on Triumph Project #207 GCSC Gulf/Franklin Campus – Nursing Simulation Center, which eclipses the 289 required by the grant over 1 year early (grant ends August 1, 2026). This is the grant Triumph will highlight to prospective Economic Development companies nationwide. All of our original Triumph Projects (202, 207, & 210) have exceeded their degree and certification requirement levels and Triumph Gulf Coast is very happy with GC.
- 4) The college learned on Monday of the creation of a Florida DOGE and that this group will be looking into universities and colleges spending.

7. Good of the Order

FLLuxe Arts Festival, March 7-8, 2025.

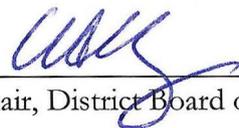
Scholarship Auditions, Amelia Center, March 6, 2025 at 6:00 p.m. Scholarships are for incoming and current full-time GCSC students. Scholarships are available in music, theatre, art and entertainment technology.

Gulf Coast State College will be closed for all students and employees for spring break, March 15-21, 2025.

8. Adjournment

8.1 Meeting adjourned at 11:10 a.m.


Secretary Date


Chair, District Board of Trustees Date