

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST STATE COLLEGE April 17, 2025

10:00 AM

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	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, Holly Melzer, Board Attorney		
Absent	Tricia Berry		
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	Colonel Stanford led the pledge of allegiance to the American flag.	
Welcome to Guests	1.4	Chair Cramer welcomed guests: Mr. Zach Harris, Public Affairs, NSA; Colonel Stanford, Tyndall Air Force Base; Mr. John Meyer, President 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.	
Hearing of Citizens	1.5	No citizens answered the call to appear before the board.	
2. Trustee Comments	2.1		
Attorney's Report	2.2	No report at this time.	
GCSC Foundation, Inc. President's Update	2.3	Mr. Meyer reported on this month's Foundation Report: Total Assets as of 03/31/2025 \$ 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. Harris NSA, Panama City provided an update.
- 2.4.2** Colonel Stanford from Tyndall Air Force Base, provided an update. Colonel Stanford will be retiring, and this will be his last DBOT meeting. The board thanked him for his service and wished him well.
- Next DBOT Meeting** **2.5** The regular meeting of the District Board of Trustees is scheduled for Thursday, May 15, at 10:00 a.m., Eastern at Gulf Franklin Campus.
- 3. SGA Report** **3.1** Ms. Beote, president, Student Government Association (SGA), provided an update on SGA. This is Ms. Beote last DBOT as SGA president. Mr. Cramer thanked her for service and wished her the best of luck in her future endeavors.
- 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. Hall moved to accept the consent agenda items 4.1 through 4.6 as presented, Powell seconded, and the vote passed unanimously. Motion carries.
- Minutes** **4.1** DBOT Regular Meeting Minutes of February 27, 2025. Move to Approve minutes.
- Mr. Bulger moved to accept the consent agenda items 4.1 through 4.6 as presented, De La Rosa seconded, and the vote passed unanimously. Motion carries.
- Personnel Recommendations** **4.2** Personnel Recommendations
- Renewal of Annual 9-Month Contracts Beginning August 2025
- | | |
|------------------|----------------------|
| Fauzia Bhatti | Dana Hutchinson |
| Charlotte Boyden | Chris Infinger |
| Terri Bunch | Christine Katzberger |
| Caroline Capps | Kristi Krutcek |
| Matthew Crane | Kenneth Malachowsky |
| Grant Deam | Tiffany Messick |
| Steven DiBlasi | Jason Namey |
| Joseph Donlan | Daniela Oestreich |
| Nicole Dorsey | Stephani Ouimette |
| William Fravel | Vincent Pelligrino |

Mandy Gainey
Timothy Golob
Kellie Gombio
Beth Grider
Chad Hammock
Ashraf Hanafy
Anita Hanson
Alexander Haruk

Melanie Pendergrass
Devin Rings
Kristen Russell
Valaree Shuler
Kelly Spriggs
Kaylee Thomas
Jennifer Wilson

Employment

Tammetruis Farmer: Science Tutor Lab Manager, Natural Sciences, Academic Affairs, effective April 2, 2025, annualized salary of \$40,848.

Rique Orozco: Assistant Professor, Computer Science, Academic Affairs, effective August 11, 2025 – May 8, 2026, annualized salary of \$55,514. Mr. Orozco fills the position vacated by Tonita Sauls.

Resignation

Angela Dew: Assistant Professor, Nursing, Academic Affairs, effective May 2, 2025.

Retirement

Beth Wall: Instructional Coordinator, Public Safety, Academic Affairs, effective June 30, 2025.

Internal Succession

Mike Rissman: From Maintenance Mechanic III to Facilities Maintenance Supervisor, effective February 14, 2025, annualized salary of \$57,500. Mr. Rissman fills a new position.

Career Service

Employment

Christina Cantrell: Assistant Coordinator I, Aquatics, Student Life, effective February 19, 2025, annualized salary of \$41,723. Ms. Cantrell fills a position vacated by the promotion of Sharon Yarbrough.

Internal Succession

Eric Dees: From Groundskeeper-to-Groundskeeper Services Representative, Facilities Management, effective March 14, 2025, annualized salary of

\$37,988. Mr. Dees fills a new position.

Contract Ratifications **4.3** Contract Ratifications for February and March 2025 for a total of \$29,192.38.

Overloads/ Adjunct Pay **4.4** Monthly and Biweekly Overloads/Adjunct Pay \$296,959.66.

Disposal of Inventoried Items **4.5** Disposal of Inventoried Items as of April 17, 2025.

Purchase Order Activity **4.6** Purchase Order Expenditure Report, February 1 - March 31, 2025.

5. Action Items

Recommendation of Approval of Extension to Gulf Coast State College and Florida Transportation Builders' Association Lease for Use of the NBC Driving Pad **5.1** Mr. McDonald presented Recommendation of Approval of Extension to Gulf Coast State College and Florida Transportation Builders' Association Lease for Use of the NBC Driving Pad. This request is for a one-year extension of the existing lease at the same conditions and requirements as the original lease. The lease would go from May 17, 2025 – May 16, 2026.

Mr. Powell moved to accept the Recommendation of Approval of Extension to Gulf Coast State College and Florida Transportation Builders' Association Lease for Use of the NBC Driving Pad as stated, Skinner seconded, and the vote passed unanimously. Motion carries.

Recommendation of Cancellation of Contract for Student Union Glass Block Replacement (RFP #4-2024/2025 Glass Block Retrofit at Student Union East and West Buildings) **5.2** Mr. McDonald presented Recommendation of Cancellation of Contract for Student Union Glass Block Replacement (RFP #4-2024/2025 Glass Block Retrofit at Student Union East and West Buildings due to necessary bonds not provided by the contractor and several month delays. After four months of unsuccessful communication between the college construction staff and the contractor, college staff has significant concerns about proceeding with the contractor on this project that was to be completed in 180 days. Since November 5, 2024 nothing has been done on the project. Mr. McDonald requested approval to cancel the contract for this project and repurpose the funds for other approved projects funded by the State and Local Fiscal Recovery Deferred Maintenance appropriation.

Mr. Bulger moved to accept the Recommendation of Cancellation of Contract for Student Union Glass Block Replacement as stated, Windham seconded, and the vote passed unanimously. Motion carries.

Recommendation of Tentative Approval of **5.3** Recommendation of Tentative Approval of Changes to Manual of Policy.

- 6072 Reimbursement of Approved Educational Expenses for Credit

**Changes to
Manual of Policy**

Courses- Update clarifies signing authorities and removes the requirement of president's approval.

- 7.071 Anti-Hazing/Hazing Prevention- Enhancement of policy to address prevention of hazing and how to report incidents.

Mr. Hall moved to accept the Recommendation of Approval as stated, De La Rosa seconded, and the vote passed unanimously. Motion carries.

**Recommendation 5.4
of Approval of
Schematic Design
for the Multi-
Purpose
Classroom and
Community
Emergency Shelter
Space at the
Gulf/Franklin
Campus**

Mr. McDonald presented Recommendation of Approval of Schematic Design for the Multi-Purpose Classroom and Community Emergency Shelter Space at the Gulf/Franklin Campus.

Victoria Williams, of VBA Design, provided an update of the following:

- 5.4.A Schematic Design Drawings
- 5.4.B Schematic Design Cost Estimation
- 5.4.C Education; Specifications

Ms. Williams noted that the cost estimate of 7.2 million dollars was too high and significantly over the contract amount. She went over several changes to bring the cost down substantially. Discussion ensued.

Mr. Cramer noted the cost differential was significant. He questioned if the reduction of the design contingency percentage was adequate; Ms. Williams stated it was.

Mr. Cramer inquired about the 'escalation provision percentage.' The board consensus was it was too low of a percentage, and should be higher given the potential market volatility.

Mr. Cramer suggested VBA rework the numbers and come back to the board and present more realistic accounting for our contingencies.

Mr. Hall asked if there was a percentage of the cost, aside from the generator, if the facility was hardened to make the building an emergency shelter.

Ms. Williams stated there are several different shelter tiers. The classroom/building meets the criteria for a 'shelter of last resort'. It is not a

hardened, concrete bunker; however, it does meet the criteria, for wind and building code for this area for a 'shelter of last resort'. Ms. Williams noted it will not meet the community-level criteria of an emergency shelter, which would impact the budget.

Ms. Windham asked if the community center was utilized for a shelter of last resort, was there was adequate storage. Ms. Williams noted they are looking into several options of modular, foldable furniture for flexibility, and stated they will keep this in mind while reviewing options.

Mr. Skinner moved to accept the Recommendation of Approval of Schematic Design for the Multi-Purpose Classroom and Community Emergency Shelter Space at the Gulf/Franklin Campus as stated De La Rosa seconded, and the vote passed unanimously. Motion carries.

Approval of 2025-26 District Board of Trustees Regular Meeting Schedule

5.5 Mr. McDonald presented Approval of 2025-26 District Board of Trustees Regular Meeting Schedule.

Mr. Skinner moved to accept the Recommendation of Approval of 2025-26 District Board of Trustees Regular Meeting Schedule as stated Bulger seconded, and the vote passed unanimously. Motion carries.

Approval of Change Order #3 to Burke Construction Group Corridor Renovations Project Contract

5.6 Mr. McDonald provided an overview and request for Approval of Change Order #3 to Burke Construction Group Corridor Renovations Project Contract. Burke Construction Group (BCG), DAG Architects and college staff are requesting approval of Change Order #3 to the BCG Corridor Renovations Project contract, a net deductive change order in the amount \$10,129.88. This change order is the net of an increase of \$19,870.12 for the installation of new commercial grade flagpoles and a deduction in the amount of \$30,000.00 for the college direct purchase of materials.

The new contract amount will be \$1,374,430.60 and the Substantial Completion date will remain June 16, 2025.

Mr. Hall moved to accept the Recommendation of Approval of Change Order #3 to Burke Construction Group Corridor Renovations Project Contract as stated, Bulger seconded, and the vote passed unanimously. Motion carries.

Recommendation to Acknowledge Substantial Completion of the Natural Sciences Building as of April 1, 2025

5.7 Mr. McDonald presented Recommendation to Acknowledge Substantial Completion of the Natural Sciences Building as of April 1, 2025. Florida Architects, Burke Construction Group, and the Gulf Coast State College Facilities Management & Construction team have conducted the substantial completion inspection of the Natural Sciences Building. While there are still some items to complete or correct, the parties are in agreement that as of

April 1, 2025, the project was substantially complete.

As stated in the following AIA Certificate of Substantial Completion "The Work below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use."

Items to be completed or corrected, as identified and agreed upon by the parties, will be provided in a separate list of Work to be Completed, and are to be addressed within Thirty (30) days from the date of Substantial Completion.

Representatives of all of the parties were in attendance to answer questions and discuss any outstanding items and the schedule to cure, and college staff is recommending approval of Substantial Completion as of April 1, 2025.

Dr. De La Rosa questioned what would happen if it is not completed in 30 days. Mr. Cramer and Mr. McDonald stated liquidated damages would occur. Ms. Melzer noted retainers as well.

Mr. Cramer stated Mr. Mercer reported liquidated damages to date are \$93,000 based on the substantial completion date of April 1, 2025.

Mr. Hall moved to accept the Recommendation to Acknowledge Substantial Completion of the Natural Sciences Building as of April 1, 2025 as stated Windham 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.

**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 introduced team members and provided an update on the DAG Nursing Simulation Center project.

DAG showcased two design concepts, one with an exterior colonnade design and the second option without the colonnade.

Discussion ensued regarding the two designs presented and the cost associated with each. The board and staff consensus that the second design concept without the colonnade, at a lower cost, was the design track to pursue.

**Lodging and
Acceptance of the
Gulf Coast State
College Financial
Audit for the
Fiscal Year Ended
June 30, 2024**

- 6.4 Mr. Mercer gave an overview of Gulf Coast State College Financial Audit for the Fiscal Year ending June 30, 2024.

President's Report

- 6.5 Mr. McDonald noted:
- Gulf Coast State College has been named a “Military Friendly School” and “Spouse Friendly School” for the 2025-26 Military Friendly® Cycle, ranking in the top five in the nation for small public schools. Military Friendly School Rank- #4, Military Spouse Friendly School Rank- #2. The Military Friendly Schools list recognizes colleges, universities and trade schools that do the most to embrace America’s armed service members, veterans, and spouses as students and ensure their success on campus.
 - The College Leadership Institute participants completed their trip to Tallahassee on March 13, are on course to graduate in May.
 - The old bleachers in the gym have been completely removed and the new bleachers will be installed soon. All parking lots are completed and open, and the central corridor project is moving along nicely.
 - The college will submit our first data call and all information required by FL DOGE tomorrow for the April 18, 2025 submission. The next submittal is due on April 30, 2025 and is primarily a follow-up and more detailed questions concerning the data we will submit tomorrow.
 - Lastly, after lunch, we invite all Trustees to walk through the Natural Sciences building.

7. Good of the Order

- Student Art Show, April 18- May 2, 2025, GCSC Visual Art Department.
 - Reception: April 18, 5:00 – 7:00 p.m., Amelia Center Gallery
- Honors Convocation, Friday, April 25, 5:30 p.m., Amelia Center
- Spring Concert: Singing Commodores & Jazz Ensemble, April 26, 2025, 7:30 p.m., Amelia Center Theatre, Free event, donations support scholarships

- Spring Concert: The Concert Band & Concert Chorale, April 27, 2025, 2:30 p.m., Amelia Center Theatre
- Graduation, Friday, May 2nd, 2025, 10:00 a.m. and 2:00 p.m., Edgewater Beach Resort and Conference Center. Parking is at The Church at the Beach

8. **Adjournment** 8.1 Meeting adjourned at 11:18 a.m.

Sham McDowell 5-15-25
Secretary Date

[Signature] 5/15/25
Chair, District Board of Trustees Date