

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
JUNE 26, 2025

10:00 a.m.

Chair William C. Cramer, Jr., called the regular meeting to order at 10:00 a.m. at Panama City Campus. Those in attendance and constituting a quorum were:

Members Present Bill Cramer, Jr., Tricia Berry, Boyd Bulger, Frank Hall, Dr. Abel De La Rosa, Floyd Skinner, and Joe Tannehill, Jr.

Other Glen McDonald, President of Gulf Coast State College, Holly Melzer, Board Attorney

Absent Caroline Windham, David Powell

- | | | |
|--------------------------------------|--------------|--|
| 1. Call to Order | 1.1 | Chair Cramer called the meeting to order at 10:00 a.m. |
| Invocation | 1.2 | Ms. Melzer gave the invocation. |
| Pledge of Allegiance | 1.3 | CDR Mosi led the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Chair Cramer welcomed guests: Commander Mosi, NSA-Panama City; Mr. John Meyer, President, Gulf Coast State Foundation; Dr. Cheryl Flax-Hyman, executive vice-president; Dr. Holly Kuehner, vice president of Academic Affairs, Mr. Liam O’Leary, Professional Employee Council, Brian Ballif, Chair, Faculty Senate, Alexa Sherwood, President of Student Government Association; Mr. John Mercer, vice-president, Administration and Finance. |
| Hearing of Citizens | 1.5 | No citizens answered the call to appear before the board. |
| Proposed Lab Fees for 2025-26 | 1.5.1 | Chair Cramer asked if there was public comment on Proposed Lab Fees for 2025-26. No citizens answered the call to appear before the board. |
| Special Presentation | 1.6 | Ashlin Glatthar, Executive Director of Gulf Coast State College presented three check presentations and photo for the following donations:

HCA Hospital (Holly Durance and Chase Christianson)– The HCA Florida Gulf Coast Hospital “Need It Now” Nursing Emergency Scholarship Grant Fund (\$8,000).

Mr. Edward F. Hickey, Jr. Memorial (Jeff Benedictis) The Edward F. Hickey, Jr. Memorial “Need It Now” Nursing Emergency Scholarship Grant Fund (\$8,000).

Mr. Edward F. Hickey Jr. Memorial (Jeff Benedictis) The Edward F. Hickey, Jr. Memorial Nursing Scholarship Fund (\$82,500). |
| 2. Trustee Comments | 2.1 | Ms. Berry commented on how nice the college looked while walking through the corridor and encouraged everyone to walk through to see all the progress. |
| Attorney’s Report | 2.2 | |
| | 2.2.1 | Ms. Melzer presented President McDonald’s Evaluation. Ms. Melzer stated overall |

President McDonald's evaluation was positive and he has done an amazing job, not only does his work reflect it, but the comments as well.

GCSC Foundation, Inc. President's Update	2.3	Ms. Ashlin Glatthar reported on this month's Foundation Report: Total Assets as of 05/32/2025 \$37,317,470.65 Total Donations to the Foundation since 7/1/24 \$1,557,225.91 Total Investment Income to the Foundation since 7/1/2024 \$1,959,364.16 Total Gulf Coast Guarantee Funds pledged since 7/1/2021 \$4,196,648.84
Honorary Trustee Updates	2.4	
	2.4.1	CMD Mosi, NSA, Panama City provided an update.
	2.4.2	Tyndall Air Force Base, N/A
Next DBOT Meeting	2.5	The regular meeting of the District Board of Trustees is scheduled for Thursday, August 28, 2025, CST at Student Union West, William C. Cramer, Seminar Room.
3. SGA Report	3.1	Ms. Sherwood, President, Student Government Association (SGA) provided the SGA update.
Focus on Students and Programs	3.2	Ms. Lara Herter and Ms. Sherrie Lock presented an update on Continuing Education. The presentation included an overview of the customer satisfaction surveys and key enrollment trends, demonstrating the continued success of both areas. <ul style="list-style-type: none">• APSI – Overall Quality rose from 4.61 in 2023 to 4.75 in 2024. Enrollment rose from 2024 to 2025 by 18. There will be 3 new subjects added in 2026.• Education Encore – Overall satisfaction rose from 4.64 in FY 21/22 to 4.75 in FY 24/25.• GCSC customer satisfaction score for our AHA training center averaged 94 out of 100 from the 76 classes delivered to date.• Enrollment for CEU, CDR and human resources training to date is 4,646.
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. Mr. Bulger moved to Approve Consent Agenda items as presented, Skinner seconded, and the vote carried unanimously. Motion carried.
Minutes	4.1	Approval of DBOT Regular Meeting Minutes, May 15, 2025.
	4.1.1	Approval of Special Meeting Minutes, May 30, 2025.
Personnel Recommendations	4.2	Employment Samuel Dunyak, Pathway Navigator, Student Engagement, effective June 2, 2025 –

June 30, 2025, annualized salary of \$45,163. Mr. Dunyak fills the position vacated by Rose Wadman.

Resignation

Lacey Frank, Pathway Navigator, Student Engagement, effective June 13, 2025.

Dr. Timothy Golob, Assistant Professor, Social Sciences, Academic Affairs, effective May 2, 2025.

Sherri LeCain, Director, Financial Accounting, Business Affairs, effective August 21, 2025.

Martha Matlock, Online Learning Specialist, Library Services, effective May 28, 2025.

Julie McDuffie, Financial Aid Advisor and Verification Specialist, Financial Aid, effective June 6, 2025.

David Russell, Assistant Director, Library Services, Academic Affairs, effective August 1, 2025.

Retirement

Vicki Bynum, Instructional Assistant Coordinator, Health Sciences, Academic Affairs, effective September 30, 2025.

Martin Gray, Driving and Firing Range Coordinator, Public Safety, Academic Affairs, effective May 31, 2026.

Career Service

Employment

Julia Wells, IT Technician I, Media Services, Information Technology, effective June 16, 2025, annualize salary of \$37,348. Ms. Wells fills the position vacated by Robert Beach.

Resignation

Jasmine LaRocca, Executive Administrative Assistant, Student Engagement, effective July 17, 2025.

Rosalie Lovelace, Switchboard Operator/Receptionist, Student Engagement, effective July 10, 2025.

Reduction in Force

Stephanas Robinson, Supervisor, Grounds Services, Facilities, effective February

21,2025.

- | | | |
|---|------------|---|
| Contract Ratifications | 4.3 | Contract Ratifications for April 2025 for a total of \$ 106,916.81. |
| Overloads/ Adjunct Pay | 4.4 | Monthly and Biweekly Overloads/Adjunct Pay \$465,681.73. |
| Disposal of Inventoried Items | 4.5 | Disposal of Inventoried Items as of May 1-31, 2025. |
| Purchase Order Activity | 4.6 | Purchase Order Expenditure Report, May 1 – May 31, 2025. |
| Approval of Foundation Use of College Facilities for 2025-26 | 4.7 | Recommendation of Approval of Foundation Use of College Facilities for 2025-26. |
5. **Action Items** **5.0**
- Recommendation of Tentative Approval of Changes to Manual of Policy** **5.1**
- Mr. McDonald presented Recommendation of Tentative Approval of Changes to Manual of Policy with the removal of MOP 5.025, which was pulled and will come back to the board in the future.
- MOP 4.016 Course Syllabi (Credit) Update defines requirements included in the course syllabi and approval authority.
- MOP 4.018 Grades Updates types of withdrawals and distinction between each and how student's grades are impacted.
- MOP 7.080 Class Attendance Updates types of withdrawals and distinction between each based on student's attendance.
- Mr. Hall motioned to accept Recommendation of Tentative Approval of Changes to Manual of Policy as presented, De La Rosa seconded, and the vote passed unanimously. Motion carried.
- Approval of Lab Fee Changes for 2025-26** **5.2**
- Mr. Cramer asked if there were any citizens wishing to address the board regarding the Proposed Lab Fees. No citizens came forth. Mr. Cramer called on Mr. McDonald to present an overview of GCSC Proposed Lab Fee Changes 2025-26.
- Mr. McDonald noted that the lab fee for the culinary program is directly related to increases in food costs and the need for additional supplies. Nursing change increases are related to changing from Elsevier products to ATI products. ATI offered better options for GCSC students. Mr. Cramer noted a large number of decreases as well.
- Mr. Skinner motioned to accept Recommendation of Approval of Lab Fee Changes for 2025-26 as presented, Berry seconded, and the voted passed unanimously.

Motion carried.

**Recommendation of
Action on Proposal
in Response to RFP
#7-2024/2025 Lease
and Redevelopment
of Hathaway Inn**

5.3

Mr. McDonald presented an overview of Recommendation of Action on Proposal in Response to RFP #7-2024/2025 Lease and Redevelopment of Hathaway Inn.

On May 30, the District Board of Trustees held a special board meeting to review a proposal received in response to RFP #7-2024/2025 Lease and Redevelopment of Hathaway Inn, to attempt negotiation of agreement terms with the respondent to the solicitation.

Following the presentation and the Committee's discussion of the future outlook of the property, each Committee member in attendance recommends rejecting the sole RFP proposal and to sell the Hathaway Inn property and possibly the five additional properties along Highway 98 owned by the college.

Based on the discussion at the May 30 meeting, the committee is recommending the Board reject the proposal and explore the possibility of selling the property. Ms. Melzer noted there was a procedure to follow to sell a property of the college, if moving forward.

Mr. Tannehill motioned to reject the Response to RFP #7-2024/2025 Lease and Redevelopment of Hathaway Inn, adopt a resolution declaring that the property is unnecessary for educational purposes, obtain an appraisal of the property, and to explore selling the property. Bulger seconded, and the motion passed unanimously. Motion carried.

**Recommendation to
Reject Proposal
Received in
Response to RFP
#8-2024-2025 On-
Site Certified
Athletic Training
Services**

5.4

Mr. McDonald presented Recommendation to Reject Proposal Received in Response to RFP #8-2024-2025 On-Site Certified Athletic Training Services.

Mr. Skinner motioned to accept Recommendation to Reject Proposal Received in Response to RFP #8-2024-2025 On-Site Certified Athletic Training Services as presented, Berry seconded, and the motion passed unanimously. Motion carried.

**Recommendation of
Increase to Scope
and Budget of
Gulf/Franklin
Campus Multi-
Purpose Classroom
and Shelter Project**

5.5

Mr. McDonald presented Recommendation of Increase to Scope and Budget of Gulf/Franklin Campus Multi-Purpose Classroom and Shelter Project.

The proposed scope is an increase of twenty linear feet specific to the Classroom/Community Room and adding additional storage space taking the total square footage to 12,165. This addition will increase the occupancy load from 294 up to 400 and the square footage (SF) of the Classroom/Community Room from 2,064 to 2,800. The proposed escalated cost estimate is \$7,225,642.00/593.97 per SF.

Mr. Bulger motioned to accept Recommendation of Increase to Scope and Budget of Gulf/Franklin Campus Multi-Purpose Classroom and Shelter Project as presented, De La Rosa seconded, and the motion passed unanimously. Motion carried.

Approval to Write Off Delinquent Accounts in Accordance with College Policy

5.6

Mr. McDonald presented Approval to Write Off Delinquent Accounts. In Accordance with College Policy.

Mr. McDonald stated in accordance with college and state accounting policies, college staff recommends the write-off of delinquent accounts, which have been outstanding for two years, in the amount of \$247,379.87.

Mr. McDonald noted the majority of this amount is the result of the required return of state and federal financial assistance for students that did not satisfy their commitments in regards to successfully completing coursework. College staff has little or no discretion in this award process, but is required to repay the award and attempt collection from the students. These debts are consistently the largest percentage of write-offs year after year.

Mr. Hall motioned to accept Approval to Write Off Delinquent Accounts in Accordance with College Policy as presented, Berry seconded, and the motion passed unanimously. Motion carried.

Approval of 2025-26 College Unrestricted Current Fund ("Fund 1 or General Operating Fund") Budget

5.7

Mr. McDonald presented Approval of 2025-26 College Unrestricted Current Fund ("Fund 1 or General Operating Fund") Budget.

Mr. McDonald stated that once the state budget is approved, FLDOE recommends each college and university prepare an amended budget. As a result, college staff is including a copy of the of the 2024-25 budget summary, and will develop a recommended 2025-26 budget once final information is available, request a board budget committee meeting for review, and bring the actual recommended 2025- 26 budget back to the full board for approval in August. In order to ensure the college does not have any audit or regulatory issues resulting from this unique situation, Mr. McDonald requested the board approve the 2024-25 budget as the interim 2025-26 budget.

Mr. Bulger motioned to accept Approval of 2025-26 College Unrestricted Current Fund ("Fund 1 or General Operating Fund") Budget as presented, Tannehill seconded, and the motion passed unanimously. Motion carried.

Approval of Capital Improvement Program Priorities for 2026-27 Through 2028-29

5.8

Mr. McDonald presented Approval of Capital Improvement Program Priorities for 2026-27 Through 2028-29. The recommended projects identified in the college's June 2022 Educational Plant Survey and identified as the top priorities by college staff for inclusion in the Capital Improvement Program for FY 2026-27 through 2028-29 are presented for board approval.

The recommended priorities include construction of a multi-purpose classroom building in the footprint of the existing Natural Sciences Building A; renovations of the Rosenwald Classroom Building, the Social Sciences Building, and the Amelia Tapper Center; and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues.

Mr. Skinner motioned to accept Approval of Capital Improvement Program Priorities for 2026-27 through 2028-29 as presented, Bulger seconded, and the motion passed. Motion carried.

Recommendation to Extend Contracts Subsequent to July 1, 2025 in Response to RFP-1-2024-2025 Hurricane Loss Mitigation Program	5.9	<p>Mr. McDonald presented Recommendation to Extend Contracts Subsequent to July 1, 2025 in Response to RFP-1-2024-2025 Hurricane Loss Mitigation Program (Mobile Home Tie Down Program) Florida Department of Emergency Management Grant Program.</p> <p>In June 2024, Board of Trustees approved awards for the Request for Proposals #1-2024/2025 (RFP), Hurricane Loss Mitigation Program (Mobile Home Tie-Down Program) to Storm Ready Services and Top-Notch Mobile Home Services for the 2024-25 grant year.</p> <p>RFP #1-2024/2025 allows for contract extensions for up to two additional years as noted on page 21 U.S. Bureau of Labor Statistics Consumer Price Index Summary noted in agenda material.</p> <p>He noted that both vendors expressed interest to renew for the 2025-26 grant year. Storm Ready Services, at the same rate; Top Notch Mobile Home Services at a 2.8% CPI increase. We recommend awarding \$1,000,000.00 contracts to each vendor for the 2025-26 grant year, increasing as grant funds allow, not to exceed a total combined amount of \$2,500,000.00.</p> <p>Mr. McDonald and staff recommend Approval to Extend Contracts Subsequent to July 1, 2025 in Response to RFP-1-2024-2025 Hurricane Loss Mitigation Program (Mobile Home Tie Down Program) Florida Department of Emergency Management Grant. If approved, funding will be provided by the Florida Division of Emergency Management.</p> <p>Dr. De La Rosa motioned to accept Recommendation to Extend Contracts Subsequent to July 1, 2025 in Response to RFP-1-2024-2025 Hurricane Loss Mitigation Program as presented, Berry seconded, and the motion passed. Motion carried.</p>
Approval of 2025-26 DBOT Regular Meeting Schedule	5.10	<p>Mr. McDonald presented 2025-26 DBOT Approval of Regular Meeting Schedule. Due to receiving the budget late, college staff recommended canceling the DBOT regular meeting on July 24, 2025 and rescheduling the board meeting on August 28, 2025 to give staff ample time to prepare the budget.</p> <p>Mr. Hall motioned to approve Approval of Regular Meeting Schedule, Bulger seconded, and the motion passed unanimously. Motion carried.</p>
6. Informational Items Actual YTD Revenues Expenses Compared to Budget/Prior Year	6.0	
	6.1	<p>Mr. Mercer presented Actual Year to Date Revenue Expenses Overview Compared to Budget of Prior Year. Discussion ensued. Mr. McDonald provided an update on the state healthcare system dollars and the effects on the college budget.</p>
Building Construction Updates	6.2	<p>6.2.1 Nursing Simulation Center: Mr. Parker gave an update of the Nursing Simulation Center. Design drawings are complete, DAG is working on revised cost estimate. Meetings are ongoing for interior design, IT, AV and MEP. Discussion</p>

ensued.

6.2.2 Corridor Renovations Project; Mr. Parker gave an update of the Corridor Renovations Project.

6.2.3 Gulf/Franklin Multi-Purpose Classroom & Shelter: Mr. Parker gave an update of the Gulf/Franklin Multi- Purpose Classroom & Shelter. Overview for additional square footage and discussion. Interior design and furniture layout phase is ongoing.

- President's Report

6.3

President McDonald mentioned:

•

Mr. McDonald provided a brief historical overview of GCSC enrollment over the years. Stating the decline in FTE students from 5074 FTE students to 3004, a 41% decline over an 11-year period that included Hurricane Michael and Covid. The college began growing again in 2021-22, and in the 4 academic years since, it has grown to 3645 FTE count, a 21% increase. He noted the college expects to return to historic highs within four academic years and asserts this growth is due to the Gulf Coast Guarantee, implemented in 2021-22.

•

GCSC submitted the third set of data required by FL DOGE on June 20, 2025, and have not had any follow-up questions on any of our data submissions.
7. Good of the Order

7.0

•

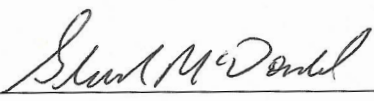
Fire Sciences Academy Graduation- Thursday, July 10, 2025 at 3:00 PM in Student Union East Room 232.

•

Natural Sciences Building Ribbon Cutting, Friday, August 15, 2025, 8:30 a.m.
8. Adjournment

8.0

Meeting adjourned at 11:40 a.m.



Secretary

9-15-25

Date



Chair, District Board of Trustees

9/15/25

Date