

**MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
SEPTEMBER 25, 2025**

10:00 a.m.

Chair Bulger called the regular meeting to order at 10:00 a.m. at North Bay campus. Those in attendance and constituting a quorum were:

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

Other Glen McDonald, President of Gulf Coast State College

Absent Holly Melzer, Board Attorney

1. **Call to Order**
 - 1.1 Chair Bulger called the meeting to order at 10:00 a.m.
- Invocation**
 - 1.2 Mr. Skinner gave the invocation.
- Pledge of Allegiance**
 - 1.3 Dr. Flax-Hyman led the pledge of allegiance to the American flag.
- Welcome Guests**
 - 1.4 Chair Bulger welcomed guests: Mr. John Skaggs, NSA-Panama City; Colonel Aldred, Tyndall Air Force; 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; and Mr. Bruce Harber, division chair, Public Safety at North Bay Campus.
- Hearing of Citizens**
 - 1.5 No citizens answered the call to appear before the board.
- Special Presentation**
 - 1.6 Ms. Glatthar presented a \$500,000 check from the Mulick Ferrell Family Legacy gift towards the Gulf Coast Guarantee. It is a \$100K pledge over 5 years.
2. **Trustee Comments**
 - 2.1 Mr. Hall remarked how fantastic the IT Steering Committee meeting was and commended Mr. Greg Eller, Chief Information Officer, and his team. He mentioned all the work that has been accomplished in the past four years is remarkable. Mr. Hall stated that the IT Steering Committee meetings will continue to be held on a frequent basis.

Dr. De La Rosa mentioned he attended the inauguration of the Panama City FSU Biomedical Sciences Degree Program. This program is a four-year program offered at the FSU Panama City campus. GCSC has students who transfer to FSU, and noted this could be a fantastic opportunity and

partnership.

Ms. Berry commended the GCSC North Bay Campus. She noted the partnership/collaboration shown between the Bay County Chamber of Commerce, Junior Leadership Bay, the Steering Committee, and campus has been excellent. Junior Leadership Bay has approximately twenty-five eleventh graders who utilize the North Bay campus for their leadership training and team-building workshop. They engage with the firefighters and various departments on campus.

Mr. Bulger echoed what Mr. Hall stated and commended the college staff.

Attorney's Report 2.2 N/A

Mr. McDonald gave a brief update on mineral rights and recent changes to the original request. Mr. McDonald informed the board that the college council will go back to the drawing board and bring this matter back to the board in the future. Discussion ensued.

**GCSC Foundation,
Inc. President's
Update 2.3**

Mr. Meyer, Foundation President reported on this month's Foundation Report:

Total Assets as of 08/31/2025 \$39,902,630.36

Total Contributions to the Foundation from 7/1/25 \$679,730.04

Total Investment Income to the Foundation since 7/1/2025 \$982,630.84

Total Gulf Coast Guarantee Funds pledged since 7/1/2021 \$4,698,748.84

Reminder: Gulf Coast State College Foundation Annual Dinner – Elemental: An Evening of Earth, Air, Fire & Water is tomorrow.

**Honorary Trustee
Updates 2.4**

2.4.1 Mr. John Skaggs NSA, Panama City provided an update. The navy base celebrated its 80th year in Bay County. Next month the Navy will be celebrating its 250th birthday. October 25, 2025 NSA will be hosting the Navy Ball.

2.4.2 Colonel Aldred, Tyndall Air Force Base provided an update. He introduced himself, and provided an overview of Mission Support Group. He noted construction was ongoing.

**Next DBOT
Meeting 2.5**

The regular meeting of the District Board of Trustees is scheduled for Thursday, October 23, 2025, Panama City main campus, 10:00 a.m. (CST)

3. SGA Report 3.1

Ms. Sherwood, President, Student Government Association (SGA) provided the SGA update.

- | | | |
|----------------------------------|--------------|---|
| Program Focus | 3.2 | <p>Mr. Bruce Harbor, Director, Public Safety Division gave an overview of the North Bay campus and its programs.</p> <p>Fire Science student Delana Atkinson gave a presentation to the board about how she got to GCSC Fire Academy and why she decided to become a firefighter.</p> |
| 4. Consent Agenda | | <p>The items on the consent agenda are routine business, state directives, and/or compliance items.</p> <p>Chair Bulger asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. No items were pulled.</p> <p>Chair Bulger asked the board to entertain a motion.</p> <p>Mr. Cramer made a motion to approve consent items, Skinner seconded and the vote passed unanimously. Motion carried.</p> |
| Minutes | 4.1 | <p>Approval of Regular DBOT minutes, August 28, 2025.</p> |
| | 4.1.1 | <p>Approval of Special meeting minutes, September 16, 2025.</p> |
| Personnel Recommendations | 4.2 | <p>Employment</p> <p>Johna Pittman, Assistant Professor of Psychology, Social Sciences, effective August 11, 2025, annualized salary of \$52,312. Ms. Pittman fills the position vacated by Daniel Hudson.</p> <p>Beverly Smith, Director, Financial Accounting, Business Affairs, effective August 18, 2025, annualized salary of \$90,000. Ms. Smith fills the position vacated by Sherri LeCain.</p> <p>Ashley Blankinchip, Faculty Instructor, Nursing, effective August 25, 2025, annualized salary of \$54,525. Ms. Blankinchip fills the position vacated by Angela Dew.</p> <p>Jaclyn Drapeau, Assistant Professor of English, Language and Literature, effective September 5, 2025, annualized salary of \$53,358. Ms. Drapeau fills the position vacated by Tiffany Messick.</p> <p>Amy Anderson, Coordinator, Advanced Training Ranges, Public Safety, effective September 18, 2025, annualized salary of \$49,931. Ms. Anderson fills the position vacated by Beth Wall.</p> <p>Cooper Clark, Tutoring Lab Supervisor, TRiO, effective August 29, 2025,</p> |

annualized salary of \$41,333. Mr. Clark fills the position vacated by June Middleton.

Internal Employment Changes

Herbert Dorsey - From Receiving Inventory Associate to Safety Officer/Courier, Community Engagement, effective August 29, 2025, annualized salary of \$55,098. Mr. Dorsey fills a new position which combines his former role with additional duties previously performed by David Thomasee.

Connie Head - From Librarian to Interim Assistant Director of Library Services, effective August 29, 2025, annualized salary of \$68,184. Ms. Head fills the position vacated by David Russell.

Liam O'Leary - From Library Services Coordinator to Interim Access Services Librarian, effective August 29, 2025, annualized salary of \$52,144. Mr. O'Leary fills the position vacated by Connie Head.

Resignation

Alicia Payne, Pathway Navigator, Student Engagement, effective September 4, 2025.

Jenna Brabham, Financial Aid Coordinator, Financial Aid, effective August 15, 2025.

Career Service

Termination

Wendy Martin, Custodian, Facilities, effective September 4, 2025.

Contract Ratifications	4.3	Contract Ratifications for August 2025 for a total of \$12,712.00.
Overloads/ Adjunct Pay	4.4	Monthly and Biweekly Overloads/Adjunct Pay \$791,242.95.
Review and Approval Expenditure Report	4.5	Review and Approval of August 1, 2025 – August 31, 2025 Expenditures Report (List of all purchase orders in excess of \$10,000 for the prior month).
5. Action Items	5.0	

**Approval of the
2025 Florida
College System
Affordability
Report**

- 5.1** Mr. McDonald presented Recommendation of Approval of the 2025 Florida College System Affordability Report. Mr. McDonald gave an overview of the Florida College System Affordability Report and noted the deadline for compliance is September 30, 2025.

Chair Bulger asked the board to entertain a motion.

Mr. Powell made a motion to approve the 2025 Florida College System Affordability Report as stated, Hall seconded and the vote passed unanimously. Motion carried.

**Approval of
contract with
White
Construction /
Gulf Franklin
Campus – Multi
Purpose
Classroom/
Emergency Shelter
Space**

- 5.2** Mr. McDonald presented Recommendation of Approval of contract with White Construction in response to:

Request for Qualifications for Construction Manager at Risk Services for Multi-Purpose Classroom and Community Emergency Shelter Space at the Gulf Franklin Campus RFQ #1-2025/2026.

Mr. Cramer provided an update on a new contract being prepared—the stated funding contract. The new contract has a stated funding limitation (SFL), which is the overall project cost. The architect is required to design the project within the limits stated. If it comes in over budget, the architect must redesign and bring it back in budget at no additional cost to the college.

Mr. Cramer went over the next step in the process, working with the construction manager, as the college utilizes the construction manager risk model. It will be designed similarly to the SFL to set a guaranteed maximum price (GMP). The Construction Manager at Risk (CMaR) is required to maintain the project within the budget. The process will be different from the past giving the board total visibility of what goes on.

The Request for Qualifications (RFQ) sets the colleges conditions, insurance, public record, compliance, etc. The contracts must comply with the RFQ.

Mr. Cramer would like to bring a negotiated contract, with all the changes back to the board for approval.

Discussion ensued.

Chair Bulger asked the board to entertain a motion.

Mr. Cramer made a motion to work with council to finalize the contract and bring it back to the board, Hall seconded and the vote passed unanimously. Motion carried.

Tentative Approval 5.3

- Mr. McDonald presented approval of tentative approval for Manual of Policy

**for Changes in
Manual of Policy**

for:

- MOP 4.048 Continuing Education Re-write of policy to document current processes.
- MOP 5.251 Access Control-Keys and Electronic Keycards (ID Badge) Documents change of responsibility to Chief of Facilities Management and Construction.
- MOP 7.021 Refunds Updates refund method based on payment and increases request timeline from 3 to 5 days before the first day of class.

Mr. Bulger had a question on MOP 5.251, regarding security. Mr. Parker provided steps taken if someone is terminated or resigns.

Chair Bulger asked the board to entertain a motion.

Ms. Berry made a motion for tentative approval for Manual of Policy as stated, Skinner seconded and the vote passed unanimously. Motion carried.

**6. Informational
Items**

6.0

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

6.1

Mr. Mercer presented Actual Year to Date Revenue Expenses Overview.

Discussion ensued regarding bookstore and electronic books.

**Building
Construction
Updates**

6.2

Mr. Parker presented building construction updates.

6.2.1

Nursing Simulation Center – demolition is in process. Invitation to bid is out in October. Once the contractor is selected it will be sent to Triumph for approval, then presented to the board.

6.2.2

Gulf/Franklin Multi-Purpose Classroom & Shelter – CMaR was awarded to White's Construction. Weekly meetings have started with the planning and construction crew, VBA and White's Construction to finalize design and drawings to get a positive GMP.

**Lodging of the
Gulf Coast State
College
2024-25 Annual
Financial Report**

6.3

Mr. Mercer presented Lodging of the Gulf Coast State College 2024-25 Annual Financial Report.

Discussion ensued. Mr. Mercer stated the college is sound and in good standing.

President's Report 6.4 Mr. McDonald presented his report:

- FTE enrollment is up 5.57% Fall 2025 over Fall 2024.
- Over 500 students and families, and over 40 colleges and universities attended the College Fair on campus September 11, 2025.
- National Night Out, a partnership with the Panama City Police Department will take place on October 7, 2025.
- Athletics has started their fall season and performing well.

8. Adjournment 8.0 Meeting adjourned at 11:07

 10-23-25
Secretary Date

 10/23/25
Chair, District Board of Trustees Date