

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
AUGUST 28, 2025

10:00 a.m.

William C. Cramer Seminar Room 306

Chair Cramer 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. Caroline Windham, David Powell

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** Ms. Melzer gave the invocation.
- Pledge of Allegiance**
 - 1.3** Ms. Sherman led the pledge of allegiance to the American flag.
- Election of Board Officers**
 - 1.4** Election of Board Officers
 - 1.4.1** Chair Cramer mentioned the board usually holds board officer nominations in July, but due to the budget from the legislature coming in late it was postponed to August. Before addressing the nomination of officers. Mr. Cramer addressed the room and thanked the board for their confidence during his time as chair and stated it was a great honor to serve and looks forward to continuing to serve as a board member. Since Mr. Cramer is not eligible for nomination for chair, he conducted the nomination and election process.

Mr. Cramer called for nominations for chair of the board.

Mr. Powell nominated Mr. Boyd Bulger as chair; Hall seconded, and the vote was unanimous. Motion carries.
 - 1.4.2** Mr. Bulger called for nominations for the vice chair.

Ms. Windham nominated Mr. Frank Hall; Berry seconded, and the vote was unanimous. Motion carries.

Mr. Bulger thanked Mr. Cramer for his leadership, his 20 years on the board, and 18 years as chairman. He noted Mr. Cramer's legacy, years of service,

dedication, passion for this institution, and the state college system is inspiring.

He also thanked the trustees for their support and electing him for this position. Mr. Bulger stated to the faculty, staff, and students that he looks forward to developing a better understanding of what we as a board can do to assist them and deliver on the mission of this institution.

**Welcome to
Guests**

- 1.5 Chair Bulger welcomed guests: Mr. John Skaggs, NSA-Panama City; Ms. Mallory Gross, 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. Ralph Roberson, former chair.

**Hearing of
Citizens
Special
Presentation**

- 1.6 No citizens answered the call to appear before the board.
- 1.7 Ashlin Glatthar, Executive Director of Gulf Coast State College Foundation, presented two check presentations:

1. Rising Star Scholarship Program – \$5,000

She stated the foundation is launching the Rising Star Scholarship Program in partnership with the STEM Origins Foundation to inspire STEM interest in Bay County's 5th graders. Ten students from ten different elementary schools in Bay County will each receive a \$500 scholarship upon graduation and enrollment at GCSC.

Mark Bradshaw presented the check. Photos taken.

2. Florida College System Foundation – \$26,923

Gulf Coast State College has been awarded \$26,923 in scholarships for the 2025–26 academic year:

- \$16,242 – Florida Blue Nursing & Allied Health Scholarship (match required)
- \$6,137 – Helios Education Foundation First Generation
- \$4,544 – Bank of America First Generation

A matching donor for Florida Blue will bring the total to \$32,484 for nursing and allied health students. Ms. Glatthar announced that Mr. Cramer was the matching donor.

Mr. Cramer stated it has been an honor to serve on the Florida College

System Foundation board for the past 12 years.

**2. Trustee
Comments**

- 2.1** Ms. Berry mentioned her recent visit to the college bookstore. She noted the great energy of being in the bookstore, the music in the background, and the feel-good, happy vibe. She mentioned the efficiency of the cashiers and the overall experience being very positive.

Ms. Berry mentioned on November 15, there will be a commissioning of the USS Pierre, new ship to the US Navy. Within Bay County there will be 7 events in 9 days supporting the commission of that ship. She was pleased to mention as a trustee and representee of this college, that GCSC will be hosting two of these events. One of the events will host a luncheon at GCSC where the culinary team will be playing a key role.

Ms. Windham recognized and thanked Mr. Cramer for leading the board and being a great mentor to her for both the GCSC Foundation and the DBOT board over the years. Ms. Windham mentioned she looked forward to working with Chair Bulger under his leadership.

Dr. De La Rosa spoke of his time at Ascension; all four nurses he was in contact with went to college at GCSC. He thanked and praised the school for putting out such fantastic professionals. He mentioned their compassion and warmth.

Mr. Hall observed how great the parking by the gym looks and how it adds value to the aesthetics. He also noted how much better the landscaping looked. Mr. Hall stated that 40 years ago today was when he first stepped onto Gulf Coast State College as a freshman and now serves as a trustee. Mr. Hall thanked Mr. Cramer for being a fabulous leader and statesman for the community.

Mr. Tannehill welcomed Chair Bulger.

Attorney's Report

- 2.2** Ms. Melzer gave a brief update and noted she is working on closing out the contract with Burke construction.

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

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

Total Assets as of 07/31/2025 \$39,939,188.44

Total Contributions to the Foundation from 7/1/25 \$534,758.86

Total Investment Income to the Foundation since 7/1/2025 \$138,691.65

Total Gulf Coast Guarantee Funds pledged since 7/1/2021 \$4,696,748.84

- Reminder that their Fiscal Year started July 1

- Registration for the Annual Dinner is Now Open
 - Gulf Coast State College Foundation Annual Dinner – Elemental: An Evening of Earth, Air, Fire & Water – Celebrating the Forces That Shape Us
 - Friday, September 26, 2025
 - Hotel Indigo, Downtown Panama City
 - Sponsorships are limited (close to selling out!) – Reach out to Lauren Campbell for more information

**Honorary Trustee
Updates**

- 2.4**
- 2.4.1** Mr. John Skaggs NSA, Panama City provided an update. He mentioned on top of celebrating the USS Pierre commissioning, on October 25, 2025 NSA will be hosting the Navy Ball, celebrating 250 years.
- 2.4.2** Ms. Gross, Tyndall, Air Force Base, mentioned the Air Force ball is on September 20, 2025. Also, on September 20, 2025, the annual Girls in Aviation Day at Panama City airport to support girls in aviation.

**Next DBOT
Meeting**

- 2.5** The regular meeting of the District Board of Trustees is scheduled for Thursday, September 25, 2025, North Bay Campus, 10:00 a.m. (CST)

3. SGA Report

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

4. Consent Agenda

The items on the consent agenda are routine business, state directives, and/or compliance items.

Chair Bulger asked if there were any items trustees would like pulled from the Consent Agenda for further discussion.

Mr. Tannehill, requested to pull the minutes from last DBOT meeting on June 26, 2025.

Mr. Hall made a motion to approve consent items, with the exception of pulling the June 26, 2025 Minutes. Powell, seconded and the vote passed unanimously. Motion carried.

Minutes

- 4.1** DBOT Regular Meeting Minutes, June 26, 2025, was approved with a correction on Action Item 5.3, Hathaway Inn.

Ms. Melzer, board attorney stated a 5.3 agenda correction. She noted there was a motion to adopt a resolution declaring that the property was unnecessary for educational purposes, which is a requirement to sell the property. And additionally noted that part of the motion was to go ahead with the appraisal.

Mr. Bulger requested a motion with the changes stated by Ms. Melzer, board attorney.

Mr. Cramer made a motion to approve the June 26 minutes, with the corrections to 5.3 agenda item recommended by Attorney Melzer. Tannehill, seconded the motion. The motion passed unanimously. Motion carried.

4.1.1 Approval of Finance and Budget Meeting Minutes, August 15, 2025.

**Personnel
Recommendations**

4.2 Professional

Employment

Wendy Lipham, Payroll Analyst, Human Resources, effective July 28, 2025, annualized salary of \$53,365. Ms. Lipham fills the position vacated by Heather Clark.

Raquel Ruiter, Pathway Navigator, Student Engagement, effective July 21, 2025, annualized salary of \$46,197. Ms. Ruiter fills the position vacated by Emma Leb.

Kaitlin Shaw, Instructional Assistant Coordinator, Nursing, effective August 11, 2025, annualized salary of \$68,430. Ms. Shaw fills the position vacated by Tammi Taylor.

Elizabeth Sinnott, Director, Marketing and Communications, Community Engagement, effective August 1, 2025, annualized salary of \$85,972. Ms. Sinnott fills the position vacated by Brittany Weisensale.

Samantha Wielock, Instructional Assistant Coordinator, Sonography, Health Sciences, effective August 11, 2025, annualized salary of \$66,057. Ms. Wielock fills the position vacated by Vicki Bynum.

Madelin Zambrano, Assistant Professor, Nursing, effective August 1, 2025, annualized salary of \$53,128. Ms. Zambrano fills the position vacated by Jerrie Kirksey.

Internal Employment Changes

Heather Clark, From Payroll Analyst to Director, HRIS and Employee Services, Human Resources, effective July 1, 2025, annualized salary of \$79,618. Ms. Clark fills the position vacated by Amanda Reed.

Cody Goldman, From Activity Director, Guided Pathways to Director,

Guided Pathways to Success/Navigation Center, effective July 30, 2025, annualized salary of \$82,366. Mr. Goldman fills a new position which combines his former role with the position vacated by Scott Wilkes.

Zeyan Middleton, From TRiO, Tutoring Lab Supervisor to Math Lab Supervisor, Mathematics, annualized salary of \$57,028. Ms. Middleton fills the position vacated by Matthew Brenneman.

Amanda Reed, From Director, HRIS and Employee Services to Executive Director of Human Resources, effective July 1, 2025, annualized salary of \$101,583. Ms. Reed fills the position vacated by Lee Wood.

David Thomasee, From Executive Director, Operations to Director of Criminal Justice Programs and Campus Safety, effective July 1, 2025, annualized salary of \$99,574. Mr. Thomasee fills a newly created position which combines responsibilities from several vacant positions.

Darryl White, From Associate Director, Criminal Justice and Law Enforcement Programs to Instructional Coordinator law Enforcement Programs, effective July 1, 2025, annualized salary of \$76,921. Mr. White fills a newly created position which combines responsibilities from several vacant positions.

Resignation

Tiffany Messick, Assistant Professor, Language and Literature, Academic Affairs, effective July 31, 2025.

Alexandria Sledd, Pathway Navigator, Student Engagement, effective July 7, 2025.

Tammi Taylor, Instructional Assistant Coordinator, Nursing, effective August 8, 2025.

Sierra Watson, Educational Opportunity Advisor, TRiO, effective September 11, 2025.

Brittany Weisensale, Director Marketing and Communications, Community Engagement, effective July 31, 2025.

Scott Wilkes, Associate Director, Navigation Center, Student Engagement, effective July 29, 2025.

Reduction in Force

Walter Hale, Assistant Manager, Radio Broadcasting, Position reclassified to

PT effective August 1, 2025.

Career Service

Employment

Ciara Davis, Switchboard Operator, Student Engagement, effective July 14, 2025, annualize salary of \$29,900. Ms. Davis fills the position vacated by Rosalie Lovelace.

Jennifer Evans, Financial Aid Advisor and Verification Specialist, Financial Aid effective July 21, 2025, annualize salary of \$41,742. Ms. Davis fills the position vacated by Julie McDuffie.

Brett Jones, Groundskeeper, Facilities Management, effective July 14, 2025, annualize salary of \$31,592. Mr. Jones fills the position vacated by Eric Dees.

Tanya Stiles, Executive Administrative Assistant, Student Engagement effective July 18, 2025, annualize salary of \$39,973. Ms. Stiles fills the position vacated by Jasmine LaRocca.

Resignation

Monica Gray, Custodian, Facilities, effective July 10, 2025.

Reduction in Force

Karen Morris, Radio Production Assistant, Radio Broadcasting, effective August 31, 2025.

Contract Ratifications	4.3	Contract Ratifications for June and July 2025 for a total of \$191,548.37
Overloads/ Adjunct Pay	4.4	Monthly and Biweekly Overloads/Adjunct Pay \$266,246.25
Review and Approval Expenditure Report	4.5	Review and Approval of May 1, 2025 – July 31, 2025 Expenditures Report (List of all purchase orders in excess of \$10,000 for the prior month)
Approval of 2025-26 Restricted Current Fund (Fund	4.6	Approval of 2025-26 Restricted Current Fund (Fund 2) Budgets <ul style="list-style-type: none">• Veterans Business Outreach Center 2025-26• Student Government Association 2025-26

2) Budgets

Approval of 2025-26 Auxiliary Fund (Fund 3) Budgets

4.7 Approval of 2025-26 Auxiliary Fund (Fund 3) Budgets

- Bookstore
- Continuing Education
- Auxiliary Athletics

Approval of 2025-26 Scholarship Fund (Fund 5) Budgets

4.8 Approval of 2025-26 Scholarship Fund (Fund 5) Budgets

- Supplemental Educational Opportunity Grant
- PELL Grant (2022-23)
- PELL Grant (2023-24)
- Iraq & Afghanistan Service Grant
- Florida Academic Scholar Grant
- Florida Top Scholar Grant
- Florida Vocational Gold Seal Grant
- Florida Medallion Grant
- Florida Student Assistant Grant
- Florida Student Assistant Grant – Career Education
- Florida Children of Deceased/Disabled Veterans Grant
- Florida First Generation Matching Grant
- Florida Honorably Discharged Assistance Grant
- Student Financial Aid Fees
- Student Financial Aid Fees – PSAV
- SGA Theater Scholarships
- SGA Officers Scholarships
- SGA Singing Commodores Scholarships
- SGA Military Scholarships
- SGA Brain Bowl Scholarships
- SGA Music Production Tech Scholarships
- SGA Visual Arts Scholarships
- SGA Athletics Scholarships
- Baseball Scholarships
- Softball Scholarships
- Men's Basketball Scholarships
- Women's Basketball Scholarships
- Volleyball Scholarships
- GCSC General Scholarships
- GCSC Foundation Need-Based Scholarships
- GCSC Foundation Military Scholarships

- GCSC Foundation Certificate Grant
- GCSC Foundation Last Mile Scholarships
- GCSC Foundation Dream Keepers Scholarships
- GCSC Guarantee Scholarships
- Simply Health BSN Scholarships
- Foundation Wallace Nursing Scholarship

Approval to Serve as Fiscal Agent for Programs/Entities Accounted for in the Agency Fund (Fund 6)

4.9 Approval to Serve as Fiscal Agent for Programs/Entities Accounted for in the Agency Fund (Fund 6)

- CareerSource Gulf Coast
- Federal Stafford Direct Loan Program

Approval of 2025-26 Unexpended Plant Fund (Fund 7) Budgets

4.10 Approval of 2025-26 Unexpended Plant Fund (Fund 7) Budgets

- Student Capital Improvement Fees
- Student Technology Fees
- Multi-Purpose Teaching Labs Facility - Panama City Campus

Final Approval of Changes to Manual Policy

4.11 Final Approval of Changes to Manual Policy

- 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.

5. Action Items 5.0

Approval of 2025-26 Dual Enrollment Articulation Agreements

5.1 Dr. Flax-Hyman presented the 2025-26 Dual Enrollment Articulation Agreements.

- Bay District School Board
- Covenant Christian School
- Faith Christian School
- First Baptist Christian School
- Franklin County School Board
- Gateway Christian Academy
- Gulf County School Board
- Holmes County School Board
- Kaleidoscope School of Discovery
- Ohana Institute

- Panama City Advanced School
- Panama City Trilingual School
- St. Andrews Bay STEM Academy
- Washington County School Board

Mr. Cramer motioned for Approval of 2025-26 Dual Enrollment Articulation Agreements; De La Rosa seconded. The vote passed unanimously. Motion Carries.

Recommendation to Approve General Education Review 2025-26.

5.2

Dr. Kuehner presented Recommendation to Approve General Education Review 2025-26. Discussion ensued.

Mr. Skinner motioned to approve General Education Review 2025-26; Hall seconded. The vote passed unanimously. Motion carries.

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

5.3

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

Mr. Powell motioned to approve 2025-26 College Unrestricted Current Fund ("Fund 1 or General Operating Fund") Budget as presented. De La Rosa seconded. The vote passed unanimously. Motion carries.

Approval of Increase to the VBA Contract for the Gulf/Franklin Campus Classroom and Shelter Building

5.4

Mr. McDonald presented Approval of Increase to the VBA Contract for the Gulf/Franklin Campus Classroom and Shelter Building.

VBA provided summary/presentation of their work to date with GCSC personnel.

Jason Parker gave a brief update on the next stages. He noted the college will be setting up a special meeting for the board to review presenters.

Discussion ensued.

Mr. Skinner motioned to approve Increase to the VBA Contract for the Gulf/Franklin Campus Classroom and Shelter Building; Berry seconded. The vote passed unanimously. Motion carries.

Approval to Relinquish Certain Access Rights to Washington County, Florida Parcel for Which the College Owns

5.5

Mr. McDonald presented Approval to Relinquish Certain Access Rights to Washington County, Florida Parcel for Which the College Owns Part of the Mineral Rights.

Ms. Melzer board attorney gave an update, and recommended no action be taken today.

Part of the Mineral Rights

Mr. Bulger and the board concurred per Attorney Melzer's recommendation to take **no action**.

Approval of Board Resolution to Adopt the 2025 Bay County Local Mitigation Strategy Plan

5.6

Mr. McDonald presented Approval of Board Resolution to Adopt the 2025 Bay County Local Mitigation Strategy Plan.

Mr. Hall motioned to accept Resolution to Adopt the 2025 Bay County Local Mitigation Strategy Plan as presented; Berry seconded, and the vote passed unanimously. Motion carries.

Recommendation to Approve Nursing Simulation Center

5.7

Ms. Glatthar presented Recommendation to Approve Nursing Simulation Center proposed Naming Rights Menu for the new Nursing Simulation Center. Funds raised will support the Gulf Coast Guarantee and enhance community partnerships.

Discussion ensued.

Mr. Cramer moved to approve what Ms. Glatthar brought forward at today's meeting since the proposed naming rights met and exceeds the minimum amount in college policy.

Ms. Glatthar will come back to the board with options to include smaller opportunity spaces. The board agreed to revisit these opportunities at the next board meeting.

Mr. Cramer motioned to Approve Nursing Simulation Center proposed naming rights as presented by Ms. Glatthar at today's meeting; Windham seconded and the vote passed unanimously. Motion carries.

Recommendation to Approve Professor Emerita

5.8

Mr. McDonald presented Recommendation to Approve Professor Emerita to Dr. Melissa Lavender. President Emerita in accordance with Manual of Policy 6.014, section d, "service with distinction." Dr. Lavender demonstrated exemplary performance throughout her 24-year tenure at Gulf Coast State College. This nomination was made and approved by the Student Affairs Council, as recorded in the minutes of their June 24, 2025.

Mr. Cramer mentioned Dr. Lavender has been a role model for so many, and this award is extremely well deserved, and stated it is an honor to vote in favor of her award.

Mr. Skinner motioned to Approve Professor Emerita to Dr. Melissa Lavender as stated, Hall seconded and the vote passed unanimously. Motion carries.

Photo taken.

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.
- Update on Appraisal of College Highway 98 Property** 6.2 Mr. Mercer presented an Update on Appraisal of College Highway 98 Property.
Discussion ensued regarding low appraisal.
- Building Construction Updates** 6.3 Mr. Parker presented an update on:
- 6.3.1 Nursing Simulation Center
- 6.3.2 Gulf/Franklin Multi-Purpose Classroom Shelter – A special board meeting will be scheduled to review presenters.
- President's Report** 6.4
- 1) Fall FTE enrollment will be up 6.5-7% and, most importantly, we have grown 26.2% in FTE since 2021. Mr. McDonald mentioned, fall over fall enrollment for out of state students is up 11.26%.
- 2) Mr. McDonald mentioned: This spring, when Chair Bulger and former Chair Cramer and I visited Tallahassee along with other Trustees and Presidents across the state, Mr. Cramer presented and gauged the overall interest in revitalizing a College Trustee Council statewide and it was very well received.
8. **Adjournment** 8.0 Meeting adjourned at 12:01

Shawn McDonald 9-27-25
Secretary Date

Boyd K Bulger 9/25
Chair, District Board of Trustees Date