

**M I N U T E S**  
**REGULAR MEETING**  
**DISTRICT BOARD OF TRUSTEES**  
**GULF COAST STATE COLLEGE**  
**December 4, 2025**

10:00 a.m. (CST)

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

<b>Members Present</b>	Boyd Bulger, Bill Cramer, Jr., Tricia Berry, Frank Hall, Dr. Abel De La Rosa, Floyd Skinner, and Joe Tannehill, Jr. Caroline Windham, David Powell
<b>Other</b>	Glen McDonald, President of Gulf Coast State College, Holly Melzer, Board Attorney
<b>Absent</b>	
<b>1. Call to Order</b>	1.1 Chair Bulger called the meeting to order at 10:00 a.m.
<b>Invocation</b>	1.2 Ms. Melzer gave the invocation.
<b>Pledge of Allegiance</b>	1.3 Dr. De La Rosa led the pledge of allegiance to the American flag.
<b>Welcome Guests</b>	1.4 Chair Bulger welcomed guests: 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.
<b>Hearing of Citizens</b>	1.5 No citizens answered the call to appear before the board.
<b>Special Presentation</b>	1.6 Michael Shekari introduced guest speaker Andrew Samarripa, US Customs and Border Protection, Port Director for the Port of Panama City. Mr. Samarripa gave a brief presentation and honored the Board and College with a flag of appreciation.
	1.6b Mr. McDonald introduced and acknowledged the Cross Country and Volleyball teams for their remarkable successes this season.
<b>2. Trustee Comments</b>	2.1 Ms. Berry gave an overview of GCSC support of the USS Pierre Commission, emphasizing the significant role the college played during the nine-day event. She expressed how honored she was for the college and community to have been part of such a momentous occasion. She mentioned the Navy League's donation of foliage atop the Charles Hilton Center rooftop.

Mr. Cramer reported that he and the Chair recently attended a Trustee/Presidents meeting in Tallahassee, where he raised the issue of the absence of a statewide organization of trustees. In response to this need, Mr. Cramer was unanimously elected as the inaugural Chair of the newly formed Florida College System Council of Trustees at its organizational meeting on November 4, 2025. The Council, established in coordination with the Florida College System Council of Presidents, will work to align priorities, share legislative initiatives, and present a unified message to state leaders.

The Council is a statewide association of more than 200 gubernatorially appointed

Florida College System trustees. Modeled on the successful Council of Presidents, it unifies trustee voices, strengthens governance education, and supports student and workforce outcomes across Florida's 28 colleges.

<b>Attorney's Report</b>	<b>2.2</b>	Ms. Melzer provided an update on oil, gas, and mineral rights and continues to work on details/negotiations. She also mentioned that she and the council were working diligently on the CMaR contract.
<b>GCSC Foundation, Inc. President's Update</b>	<b>2.3</b>	Mr. Meyer, President of GCSC Foundation provided an update: Foundation President Board of Trustees Report –December 2025 (as of 12/2/2025).
		Total Assets as of 11/30/2025 \$ 40,159,045.60
		Total Contributions to the Foundation since 7/1/2025 \$ 857,502.11
		Total Investment Income to the Foundation since 7/1/2025 \$ 2,409,613.02
		Total Gulf Coast Guarantee Funds pledged since 7/1/21 \$ 4,863,373.84
		Total Gulf Coast Guarantee Investment Activity since 7/1/21 \$ 1,222,774.62
		Total Scholarships awarded to Students since 7/1/2025 \$ 1,469,032.45
<b>Honorary Trustee Updates</b>	<b>2.4</b>	LTC Commander Ray Taha provided an NSA update and expressed his appreciation to the college for its continued support of the military and their families.
<b>Next DBOT Meeting</b>	<b>2.5</b>	The regular meeting of the District Board of Trustees is scheduled for Thursday, January 22, 2026 at the Panama City main campus, 10:00 a.m. (CST).
<b>3. SGA Report</b>	<b>3.1</b>	Ms. Sherwood, President of the Student Government Association (SGA) provided the SGA update.
<b>4. Consent Agenda</b>		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. No items were pulled.  Chair Bulger asked the board to entertain a motion.  Mr. Skinner made a motion to approve consent items, Mr. Powell seconded and the vote passed unanimously. Motion carried.
<b>Minutes</b>	<b>4.1</b>	Approval of Regular DBOT minutes, October 23, 2025.
<b>Personnel Recommendations</b>	<b>4.2</b>	Professional

### **Internal Employment Changes**

Dana Erskine - From Senior Administrative Assistant, Business and Technology to Interim Academic Program Specialist, effective October 10, 2025, annualized salary of \$47,231. Ms. Erskine fills a position combining her previous role and the position vacated by Jordan Hale.

Jennifer Evans - From Financial Aid Advisor and Verification Specialist to Financial Aid Coordinator, Financial Aid, effective October 24, 2025, annualized salary of \$44,129. Ms. Evans fills the position vacated by Jenna Brabham.

### **Resignation**

Christopher Infinger, Instructor, Culinary Management, effective October 23, 2025.

Joseph Otte, Instructional Coordinator, Engineer Technology, effective December 11, 2025.

### **Retirement**

Daniel Finley, Assistant Instructional Coordinator, Public Safety, effective June 30, 2026.

### **Termination**

David Lee, Associate Professor, Business and Technology, effective November 7, 2025.

Jordan Hale, Academic Program Support Specialist, Business and Technology, effective October 7, 2025.

### **Career Service**

#### **Employment**

Sharon Mitchell, Custodian, Facilities, effective November 10, 2025, annualized salary of \$29,849. Ms. Mitchell fills the position vacated by Connie Youngblood.

Chelsea Young, IT Technician I, Media Services, effective November 7, 2025, annualized salary of \$37,348. Ms. Mitchell fills the position vacated by Julia Wells.

#### **Resignation**

Elizabeth Kirkland, Senior Admin. Assistant, Online Learning, effective November 7, 2025.

#### **Termination**

James Richards, Transcript Specialist, Enrollment Services, effective November 20, 2025.

**Contract Ratifications** 4.3 Contract Ratifications for October 2025 for a total of \$27,781.84.

**Overloads/ Adjunct Pay** 4.4 Monthly and Biweekly Overloads/Adjunct Pay \$186,902.45.

**Review and Approval | Expenditure Report** 4.5 Review and Approval of October 1, 2025 – October 31, 2025 Expenditures Report (Listing of all purchase orders in excess of \$10,000 for the prior month).

**Approval to Dispose of Inventoried Property** 4.6 Approval to Dispose of Inventoried Property.

**5. Action Items** 5.0

**Approval of 2026-2027 Gulf Coast State College Academic Calendar** 5.1 Dr. Kuehner presented the proposed 2026–2027 Gulf Coast State College Academic Calendar for approval.  
Chair Bulger asked the board to entertain a motion.  
Mr. Cramer made a motion to approve consent items, De La Rosa seconded and the vote passed unanimously. Motion carried.

**Approval of Sale of College Properties Deemed Unnecessary for Educational Purposes** 5.2 Mr. McDonald presented Approval of Sale of College Properties Deemed Unnecessary for Educational Purposes and Award of ITB #5-2025/2026 Sale of College-Owned Hotel and Adjacent Property. Mr. McDonald and College Staff recommended approval to accept the offer from Academic Village LLC in the amount of \$2,800,000, and authorize the Chairman to sign the contract with Academic Village LLC and execute all related closing documents.  
Chair Bulger asked the board to entertain a motion.  
Mr. Hall made a motion to approve consent items, Berry seconded and the vote passed unanimously. Motion carried.

**Approval of Contractor for the Nursing Simulation Center Project** 5.3 Mr. McDonald presented the approval of a contractor for the Nursing Simulation Center Project. On October 28, 2025, college Procurement staff opened seven proposals in response to Invitation to Bid #5-2025/2026 for the Nursing Simulation Center. ReliantSouth Construction submitted the lowest and most qualified bid for the project, totaling \$13,704,158. President McDonald and college staff recommended that the contract be awarded to ReliantSouth for the amount of \$13,704,158. If approved, the project will be funded through a combination of state appropriation and Triumph grant funds.

Chair Bulger asked the board to entertain a motion.

Mr. Cramer made a motion to approve consent items, Mr. Hall seconded and the vote passed unanimously. Motion carried.

<b>6. Informational Items</b>	<b>6.0</b>	
<b>Actual YTD Revenues Expenses Compared to Budget/Prior Year</b>	<b>6.1</b>	Mr. Mercer presented Actual YTD Revenues Expenses compared to Budget/Prior Year.
<b>Construction Updates</b>	<b>6.2</b>	Mr. Mercer presented Building Updates.
<b>Nursing Simulation Project</b>	<b>6.2.1</b>	Mr. Mercer provided an update on the Nursing Simulation Building Project.
<b>Gulf/Franklin Multi-Purpose Project</b>	<b>6.2.2</b>	Mr. Mercer provided an update on Gulf/Franklin Multi-Purpose Project.
<b>Presidents Report</b>	<b>6.3</b>	Mr. McDonald presented his report: <ul style="list-style-type: none"><li>• FTE enrollment has increased by 5% compared to Fall 2024.</li><li>• GCSC hosted a Turkey Trot with 571 participants, with proceeds benefiting the Commodore Club, which supports the college's athletic teams.</li><li>• Fall sports continue to perform well.</li><li>• The Center for Student Media participated in the Broadcast Education Association (BEA) 48-Hour Film Competition, and one of the college's teams earned 3rd place nationally.</li><li>• GCSC was recognized by <i>Military Times</i> as one of the best colleges for veterans.</li><li>• GCSC has been selected by the Aspen Institute to compete for the Aspen Prize for Community College Excellence.</li><li>• A request was made for a January workshop to discuss naming criteria for college buildings.</li></ul>
<b>7 Good of the Order</b>	<b>7.0</b>	Public Safety Hall of Fame Induction Ceremony, North Bay Campus/EOC Building, December 9, 2025, 11:00 a.m.  GCSC Employee Holiday Lunch, Student Union East Cafeteria, December 12, 2025, 11:30 a.m.  College Closed – Christmas Break/New Year's Holiday, December 24, 2025-January 1, 2026.

8. **Adjournment**      8.0      Meeting adjourned at 10:52.

Shawn M. Ward  
Secretary

1-22-26  
Date

Boyd K. Bailey 1/21/2026  
Chair, District Board of Trustees      Date