MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
September 24, 2026

10:00 a.m. (CST) North Bay Campus

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:

Members Present	Boyd Bulger, Tricia Berry, Bill Cramer, Jr., Frank Hall, Ted Howell, David Powell, Mark Sheldon, Floyd Skinner
Other	Cheryl Flax-Hyman, Executive Vice-President of Gulf Coast State College, Ms. Holly Melzer, Board Attorney
Absent	Glen McDonald, Joe Tannehill

1.	**Call to Order**	1.1	Chair Bulger called the meeting to order at 10:00 a.m.
	Invocation	1.2	Ms. Melzer gave the invocation.
	Pledge	1.3	Mr. Skinner led the pledge of allegiance to the American flag.
	Welcome Guests	1.4	Chair Bulger welcomed guests: CDR Olivieria,, NSA-Panama City, Ms. Ashlin Glatthar, Executive Director, Gulf Coast State Foundation; Dr. Cheryl Flax-Hyman, Executive Vice-president; Dr. Holly Kuehner, Vice President of Academic Affairs; Mr. Liam O'Leary, (sitting in) Chair Professional Employee Council; Sarah Pilcher, Chair, Faculty Senate; Josh Bronson, Coordinator of Student Activities, and Mr. John Mercer, Vice-President, Administration and Finance.
	Hearing of Citizens	1.5	No citizens answered the call to appear before the board
	Special Presentation	1.6	Ms. Ashlin Glatthar, Executive Director of the Gulf Coast Foundation recognized Mandy Roden, President of the Florida College System Foundation that presented $40, 516.23 in scholarships awarded to the nursing, allied health, and first-generation students. With on of those awards, the $18, 591 Florida Blue Nursing and Allied Health Scholarship, came with a requirement that a local partner match the investment in our nursing students. Mr. Bill Cramer committed $25,000, exceeding the amount required by $6,000.
2.	**Trustee Comments**	2.1	No Trustee comments
	Attorney's Report	2.2	No Attorney's Report
	GCSC Foundation, Inc. President's Update	2.3	Ms. Ashlin Glatthar, Executive Director, GCSC Foundation provided an update on the Foundation activities and financial report. The Foundation's Annual Dinner will be held Friday, October 30, 2026, at Hotel Indigo. Total Assets as of 8/31/2026 $42,826,210.04 Total Contributions to the Foundation since 7/1/2026 $194,828.34

Total Investment Income to the Foundation since 7/1/2021 EOY processes ongoing
Total Gulf Coast Guarantee Funds pledged since 7/1/2021 $5,117,940.56
Total Scholarships awarded to Students since 7/1/2026 $927,293.25

Honorary Trustee Updates 2.4

Commander Oliveria, NSA provided updates on upcoming events and activities taking place on the Navy base and within the community. He expressed his appreciation for support of military families and scholarships available to them.
Mr. Mihal, Representing Col. Aldred, USAF provided updates on activities and construction progress on Tyndall Air Force Base. He also expressed his appreciation for the support from GCSC.

Next DBOT Meeting 2.5

The regular meeting of the District Board of Trustees is scheduled for Thursday, October 22, 2026, at the Gulf Coast State College main campus, 10:00 a.m. (CST).

3. SGA Report 3.1

Ms. Annabella Farrand, President of Student Government provided her report on student government activities.

Focus on Students and Programs 3.2

Mr. Harber, Division Chair Public Safety, and the Director of the Criminal Justice Training Academy provided an update on enrollment and courses offered at the North Bay Campus. He introduced this year's speaker, Battalion Chief Jerrad Hiers, Bay County Fire Rescue, shared his professional journey with GCSC, beginning as an 18-year-old student and earning numerous certifications throughout his career. He currently serves as an adjunct instructor for the College's Fire and EMT programs.

4. Consent Agenda

Chair Bulger asked if any items should be removed from the Consent Agenda for further discussion. No items were removed.

4.1 Approval of Regular Minutes July 23, 2026
4.2 Approval of Personnel Recommendations
4.3 Approval of Contract Ratifications
4.4 Approval of Monthly and Biweekly Overloads/Adjunct Pay
4.5 Approval of Restricted Current Fund (Fund 2) Budgets
4.6 Approval of Unexpended Plant Fund (Fund 7) Budgets
4.7 Approval of August 1 – August 31, 2026
4.8 Recommendation of Final Approval of Changes to the Manual of Policy

- MOP 6.070 **Leave –** Reorganized content, updated terminal annual leave, and Removed FMLA details to separate policy.
- MOP 6.076 **Family and Medical Leave (FMLA) -** Created separate policy and updated existing content.

Mr. Skinner made a motion to approve consent items 4.1- 4.8, Mr. Powell seconded, and the vote passed unanimously. Motion carried.

5. Action Items

Recommendation of Tentative Approval of Changes to the Manual of Policy 5.1

Dr. Flax-Hyman presented the recommendation of Tentative Approval of the Changes to the Manual of Policy.

- MOP 5.202 **Threat Management Team (TMT)** ~~**Behavioral Intervention Team (BIT)**~~ – Update reflects transition from the Behavioral Intervention Team (BIT) to the Threat Management Team (TMT). Revisions ensure

policies and procedures align with current state requirements and provide a comprehensive framework for identifying, assessing, and responding to potential threats to the campus community.

- MOP 5.260 **Reproduction and Destruction of Records** – Updating policy to reflect current storage processes.
- MOP 2.146 **Equal Opportunity Statement** – Updating policy to remove "gender", "gender identity", and/or "sexual orientation." These ideas will be communicated with the term "sex", consistent with Title IX.

Mr. Hall motioned to approve 5.1 as stated. Ms. Berry seconded. The vote passed unanimously. Motion carried.

Recommendation of Approval of Change Order #2 to Nursing and Simulation Center Contract 5.2

Dr. Flax-Hyman presented the Recommendation of Approval of Change Order #2 to the Nursing and Simulation Center Contract. This is a deductive change order in the amount of $691,059.06 resulting from the college's direct materials purchase (DMP) program. To date, the program has resulted in a tax saving of $124,637.59.

Mr. Cramer motioned to approve 5.2 as stated. Mr. Powell seconded. The vote passed unanimously. Motion carried.

Recommendation of Approval of Change Order #3 to Gulf/Franklin Campus Classroom and Emergency Shelter Contract 5.3

Dr. Flax-Hyman presented the Recommendation of Approval of Change Order #3 to the Gulf/Franklin Classroom and Emergency Shelter project contract. The change order is a deductive change order in the amount of $79,616.48, a result of the college's direct materials purchase program.

Mr. Sheldon motioned to approve 5.3 as stated. Mr. Hall seconded. The vote passed unanimously. Motion carried.

Recommendation of Approval of CMaR for Construction of Softball Batting Cage 5.4

Dr. Flax-Hyman presented the recommendation for Approval of Construction Manager at Risk (CMaR) for Construction of Softball Batting Cage. The Facilities Management and Construction Committee recommended Reliant South Construction for this project. To expedite construction, it is requested that President McDonald be authorized to negotiate, sign and approve a CMaR for Construction of the softball batting cage.

Mr. Hall motioned to approve 5.4 as stated. Ms. Berry seconded. The vote passed unanimously. Motion carried.

Approval Recommendation of the 2026 College Affordability Report 5.5

Ms. Hapner presented Approval Recommendation for the 2026 College Affordability Report. Each institution must submit, by September 30, the District Board of Trustees-approved Florida College System Affordability Report which details the efforts made by the institution to promote affordability in the areas of tuition, fees, financial aid policies and programs, textbooks, and other instructional materials.

Ms. Berry motioned to approve 5.5 as stated. Mr. Hall seconded. The vote passed unanimously. Motion carried.

Lodging and Approval of the GCSC 2025-26 Annual Financial Report **5.6**

Mr. Mercer presented the Lodging and Approval of the GCSC 2025-26 Annual Financial Report. Results for 2025-26 are unaudited at this time and will be presented to the board in final form once the audit has been issued by the Auditor General's Office.

Mr. Hall motioned to approve 5.6 as stated. Mr. Skinner seconded. The vote passed unanimously. Motion carried.

Actual YTD Revenues/ Expenses **6.1**

Mr. Mercer presented Actual Year-to-Date Revenue Expenses compared to prior year.

Construction Updates **6.2**

Mr. Parker provided Construction Updates.
6.2.1 Nursing Simulation Center Project – The 2nd floor steel has been completed and the 2nd Floor concrete was completed on Tuesday, September 8th. The layout and installation of the Thursday, September 9th. The 2nd floor ICF walls will begin the week of September 14th. Cur and on budget.
6.2.2 Gulf Franklin Multi-Purpose Classroom & Shelter Project – ICF walls have been completed and poured. The layout and installation of the interior walls have started. Preparations for the window installation have started. The building is projected to be Dried in by the end of December. The project completion date is March 2027. This projection date is ahead of schedule, and the project is currently on budget.

President's Report **6.3**

Dr. Flax-Hyman provided the President's report, announcing the publication of "INTERACT: An Interprofessional Simulation to Promote Professionalism, Ethical Practice, Accountability, and Teamwork", authored by GCSC's Dr. Keri Matheus and Dr. John Griggs. She reported that FTE Enrollment is currently up 2% and unduplicated headcount is up 3% compared to last fall. The college had it's in-brief financial audit September 17th with Chairman Bulger attending. Facilities Management and Watford Engineering are developing a phased replacement strategy for the campus HVAC systems. The College has initiated development of its next Strategic Plan. The planning committee process and timelines are currently to brief the board in January 2027, and finalization of the Strategic Plan targeted for February 2027. Mr. Cramer is the board's representative on the committee. The volleyball team has maintained a national top 15 ranking, currently Cross Country is finishing 2nd overall, and SGA has several GCSC students serving in statewide roles for FCSSGA. Richard Glass, state Director of Social Media, Dr. Josh Brunson, Region 1 Advisor, and Annabella Farrand, Region 1 coordinator.

7. Good of the Order **7.0**

Mr. Bulger presented Good of the Order.

- Enchanted Melodies, September 25, 2026, 7-9 pm, Amelia Center Performance Hall
- College closed for Fall Break, October 8-11, 2026
- Faculty & Friends Music Recital, October 27, 2026, 7 pm – 8:30 pm, Amelia Center Performance Hall
- The largest projection art festival "Public Eye Soar", November 6-7, 2026,

6-10 p.m. Panama City Campus, free event open to the public

- Open House, Nov. 17th 4pm-6pm, SUE

8. **Adjournment** **8.0** Meeting adjourned at 11:15 a.m.

Secretary Date

Chair, District Board of Trustees Date 10/22/2026