

**FINAL  
MINUTES**

**REGULAR MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE**

**November 21, 2019**

10 a.m.

William C. Cramer, Jr. Seminar Room

**Members Present** Jim W. McKnight (presiding), Don R. Crisp, Elizabeth M. Kirvin, Tom L. Lewis, Joe K. Tannehill Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett

**Absent** Steve D. Millaway, Ralph C. Roberson

**1. Call to Order** 1.1 Mr. McKnight called the meeting to order at 10:00 a.m.

**Invocation** 1.2 Mr. Bennett gave the invocation.

**Pledge of Allegiance** 1.3 Mr. Lewis led those present in the pledge of allegiance to the American flag.

**Welcome to Guests** 1.4 Mr. McKnight welcomed CDR Kevin Christenson, Naval Support Panama City; Ms. Julia Merrill, president, Student Government Association; Ms. Hadley Pridgen, chair, Faculty Senate; Ms. Jessica Owens, chair, Professional Employee Council; Dr. Melissa Lavender, vice president, Student Affairs; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Strategic Projects & Economic Development.

**Hearing of Citizens** 1.5 No citizens answered the call to appear before the board.

**Special Presentation** 1.6 There was no special presentation presented.

**2. Trustee Comments** 2.1 Mr. McKnight called on each trustee for comments. Trustees wished everyone a Happy Thanksgiving and thanked the staff for their dedication which makes Gulf Coast State College a great institution. Ms. Kirvin thanked the GCSC Foundation for having their recent meeting in Franklin county and being engaged with community members. She also commented on her attendance at the ACCT Conference; the excellent performance of *Godspell the Musical*; and she is looking forward to the

fall pinning ceremonies. Mr. Warriner thanked the GCSC Foundation for an excellent Golf Tournament and looks forward to next year. Mr. Lewis congratulated the Commodore Volleyball team for advancing to the National Tournament and he looks forward to an exciting athletic season. Mr. McKnight echoed those sentiments and stated all aspects of the college are receiving good press and it is a nice reflection on the college.

**Attorney's Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Tom Lewis, DBOT liaison to the GCSC Foundation Inc., reported that beginning October 8 and ending November 19, 2019, the Foundation has received a total of \$68,832 in private contributions. The unaudited Foundation assets as of October 31, 2019, stands at \$33.6 million. October 2019 investment activity for the month ending reported a gain of \$606,000 and year-to-date investment activity reported a gain of \$648,000. The total unaudited year-to-date program and scholarship support provided to the college is \$861,000; which includes total scholarships awarded at \$685,000 and program support at \$176,000.

The Foundation will begin its 2020-2021 scholarship application cycle on December 1, 2019, and the cycle will close on March 15, 2020. The GCSC Foundation Annual Golf Tournament at Shark's Tooth Golf Club netted approximately \$60,000. There were 110 players who participated and the proceeds will benefit the Hurricane Michael Fund.

**Honorary Trustee Updates**

2.4.1 Commander Christenson provided trustees with a brief overview of activities and milestones that have recently occurred at NSA-PC.

2.4.2 Colonel Beaulieu was unable to attend.

**Next Meeting**

2.5 The next regular meeting of the District Board of Trustees is set for Thursday, January 23, 2020, at 10 a.m. EST, in Building A at the Gulf/Franklin Campus.

**3. SGA Report**

3.1 Ms. Merrill, president, Student Government Association, reported that a group of students attended the FCSSGA Rally in Tally last week and were able to meet with Representative Trumbull and to lobby on behalf of bills sponsored by FCSSGA; the recent student Town Hall meeting was a success; SGA sponsored a send-off for the volleyball team heading to the National Tournament; on-campus events such as bingo, free coffee and smoothies are continuing with good participation; planning for Spring 2020 events has begun; and Study Madness Week activities are being planned as well.

**Program Focus**

3.2 Dr. Holdnak introduced Mr. Jason Hedden, chair, Visual & Performing Arts, who provided an overview of a recent trip to New York City, NY,

attended by several Visual & Performing Arts students. Mr. Hedden thanked trustees for attending recent on-campus events. He then stated the students were able to meet with Matthew Lopez, a playwright and graduate of Gulf Coast Community College. The students were able to attend Mr. Lopez's most recent production, *The Inheritance*, at the Noel Coward Theatre and meet him backstage. The evening validated the Gulf Coast slogan, "Start Here, Go Anywhere."

**Student Focus**      **3.3**      Mr. Hedden introduced Emma Nelson and Joey Phelps, two of the VPA students who went on the New York trip. Mr. Phelps presented some pictures of the group while in New York City. He went on to say it was exciting to be able to experience the play and to speak with Mr. Lopez. He was able to see magician Matthew Holtzclaw, also a graduate of Gulf Coast, perform while they were there. During his free day he attended *Beetlejuice* and talked with other young students who were living and working in New York City. Ms. Nelson thanked the Trustees and the Foundation for their support of funding the trip. She stated she had an excellent and very inspiring experience, and reiterated that "Start Here, Go Anywhere" really is a great example of Gulf Coast State College.

**4. Consent Agenda**      The items on the consent agenda are routine business, state directives, and/or compliance items. Mr. McKnight asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. No requests were made; therefore, the following recommendations were presented for approval on the Consent Agenda.

**Minutes**      **4.1**      Minutes of the Regular Meeting of October 10, 2019.

**Personnel**      **4.2**      **Professional Services**

Employment

Savannah A. Blazer, Academic Support Specialist, Testing & E-Learning, student Affairs, effective November 15, 2019 – June 30, 2020, annual salary of \$36,045. Ms. Blazer fills the position vacated by the resignation of Allie B. Metzler.

Bonnie A. Farr, Student Support Services Program Coordinator, TRiO, Student Affairs, effective November 15, 2019 – June 30, 2020, annual salary of \$36,045. Ms. Farr fills the position vacated by the resignation of Brandell W. Fleming.

Resignation

Doreen B. Allen, Database Administrator, Information Technology Services, Administration & Finance, effective October 31, 2019.

Brandell W. Fleming, Student Support Services Program Coordinator, TRiO, Student Affairs, effective October 18, 2019.

Allie B. Metzler, Academic Support Specialist, Testing & E-Learning, Student Affairs, effective August 30, 2019.

#### Reclassification

Carl P. Dixon, from Career Development Specialist, Student Affairs to Academic Advisor, Student Affairs, effective November 1, 2019 – June 30, 2020, annual salary of \$37,352.83. This is a reclassification of an existing position.

Stephanie E. Driskill, from Coordinator, Evening & Inventory Services, Administration & Finance to Coordinator, Criminal Justice Selection Center, Public Safety, Academic Affairs, effective October 28, 2019 – June 30, 2020, annual salary of \$42,839.15. This is a reclassification of an existing position.

David A. Thomasee, from Director, Campus Safety & Security, Administration & Finance to Director, Campus Safety & Criminal Justice Programs, Public Safety, Academic Affairs, effective November 13, 2019 – June 30, 2020, annual salary of \$74,709.09. This is a reclassification and consolidation of existing positions.

Jaymar T. Varner, from Assistant Manager, Technical Support, Information Technology Services, Administration & Finance to ERP Systems Analyst, Information Technology Services, Administration & Finance, effective November 21, 2019 – June 30, 2020, annual salary of \$45,025. Mr. Varner fills the position vacated by the retirement of Jerry A. Varnum.

#### Deceased

John J. Ammons, Associate Director, Public Safety, Academic Affairs, effective October 15, 2019.

#### **Career Services**

##### Employment

Colton H. Denham, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective October 11, 2019, hourly rate of \$8.58.

Johnathon M. Pike, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective November 15, 2019, hourly rate of \$12.97. Mr. Pike fills the position vacated by the resignation of Richard A. Stark.

Fiona C. Turek, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective October 2, 2019, hourly rate of \$8.58.

Reclassification

John C. Gillespie, from Maintenance Mechanic II (Grade S210), Facilities Management, Administration & Finance to Maintenance Mechanic III (Grade S220), Facilities Management, Administration & Finance, effective September 20, 2019, hourly rate of \$16.24. Mr. Gillespie fills the position vacated by the resignation of Michael Merlo.

Retirement

Geraldine Chappelle, Administrative Assistant (Grade S210), Workforce Development, Strategic Initiatives & Economic Development, effective January 2, 2020.

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| <b>Contract Ratifications</b>                          | <b>4.3</b> | October 2019 Contract Ratifications for a total of \$13,749.39 for noncredit courses and \$14,308 for special contracts.   |
| <b>Overloads/ Adjunct Pay</b>                          | <b>4.4</b> | Fall Session “C” Monthly and Biweekly Overloads/Adjunct Pay for a total of \$93,610.46.  |
| <b>Purchase Order Activity</b>                         | <b>4.5</b> | The Expenditure Report for October 1-31, 2019, was provided for review.  |
| <b>Obsolete Property</b>                               | <b>4.6</b> | Trustees reviewed the listing of 42 items deemed obsolete and no longer serve the needs of the college’s students or staff and approved the removal of them from the college’s inventory.  |
| <b>2019-20 Restricted Current Fund (Fund 2) Budget</b> | <b>4.7</b> | The 2019-20 Restricted Current Fund (Fund 2) budget amendments for the following: <ul style="list-style-type: none"><li>• #J2000375, TRiO – Student Support Services</li><li>• #J2000376, TRiO – Upward Bound</li><li>• #J2000378, TRiO – Educational Opportunity Center</li></ul>   |
| <b>Final Approval of Manual of Policy Change</b>       | <b>4.8</b> | Recommendation of final approval of changes to the Manual of Policy. <ul style="list-style-type: none"><li>• <u>Manual of Policy 7.012, Administrative and Academic Dispute Resolution.</u> This is a new policy to document the process to resolve student and employee disputes.</li><li>• <u>Manual of Policy 7.071, Anti-Hazing.</u> Policy changes are necessary to reflect the enactment of “Andrew’s Law,” which was signed into law June 2019. The law includes criminal liability for those who plan a hazing event, but do not attend the event, when the result of the hazing is serious injury or death.</li></ul> |

Mr. Crisp moved to accept the consent agenda items 4.1 through 4.8 as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**5. Tentative Approval of Manual of Policy Changes**

**5.1** Trustees were asked to provide tentative approval for the following changes to the Manual of Policy:

Manual of Policy 5.025, Procurement. The section regarding college property is being deleted and a new policy will be created to address the control of college property.

Manual of Policy 5.026, College Property Control. This is a new policy created to address control of college assets. An accompanying IMM has also been established.

Manual of Policy 7.007, Authority for Acceptance of Equivalent Courses. This is a new policy created to identify the statutes and administrative rules that govern Gulf Coast State College's policies for evaluation, awarding, and accepting academic credit.

Manual of Policy 7.015, Student Records. Revision made to remove student date of birth from college directory information to eliminate a security concern.

Mr. Lewis moved to accept the recommended changes to the Manual of Policy as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Recommendation to Approve the Addendum to the Bay County Fire Station Lease at the North Bay Campus**

**5.2** Dr. Holdnak stated he was asked by legal counsel to table item 5.2 until further information can be received.

Mr. Warriner made a motion to table 5.2, Recommendation to Approve the Addendum to the Bay County Fire Station Lease at the North Bay Campus. Mr. Crisp seconded and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Approval of Purchase Orders Greater than \$100,000**

**5.3** Dr. Holdnak submitted two purchase orders over the \$100,000 threshold for approval.

**5.3A** The first purchase order request is to purchase a remanufactured aerospace composite autoclave system and related equipment from the American Autoclave Company in the amount of \$250,309. This item will be utilized for instructional programs in the Business and Technology Divisions.

In addition to the item, there are also some related costs of installation, \$11,887 for air conditioning and \$28,743 for electrical, bringing the total cost of the project to \$290,939. The funding source for this purchase is the Florida Job Growth Grant.

- 5.3B** The second purchase order request, in the amount of \$128,104.40, to Mobile Communications of America (MCA), is for the purchase of new radio communications equipment to replace old technology and failing equipment. Included in the purchase will be two new repeaters for each of the three college campuses providing redundancy should one repeater on campus fail; replacement of all current radios with new technology eliminating dead spots on the Panama City Campus; all-call capability which would allow for immediate notification to all radios in an emergency; and onsite communication via radio-to-radio if the link between sites goes down. The funding source for this purchase will come from insurance proceeds of \$91,303.13, with the remaining \$36,801.27 from local capital improvement dollars

Dr. Holdnak provided board members supporting documentation for both purchases. Mr. Tannehill voiced concern regarding the liability of operating a machine such as the Autoclave and for safety's sake it needs to be operated within industry standards and with care.

Ms. Kirvin moved to approve the purchase order to American Autoclave Company in the amount of \$250,309 and to Mobile Communications of America in the amount of \$128,104.40, as presented. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**6. Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD**

- 6.1.1** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2019-20 as of September 30, 2019.

**Actual YTD Revenues and Expenses Compared to Prior Year**

- 6.1.2** Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2019-20 as of September 30, 2019.

**Fee Waivers Report 2018-19**

- 6.2** Trustees reviewed the summary of fee exemptions and waivers granted during the fiscal year ending 2018-19.

**Siemen's  
Industry, Inc.  
Energy Savings  
Project Update**

**6.3** Mr. Mercer presented the Year Six Annual Savings Report for the Energy Savings Performance Contract, which the College entered into in April 2012. He stated among improvements were installation of high-efficiency equipment in the Central Plant to achieve and maintain maximum plant efficiency, a complete upgrade of the Central Plant building automation system, energy efficient lighting upgrades, and water conservation upgrades. In addition to expected reduced energy consumption, the project also improved the quality and safety of exterior lighting, added additional capacity to the existing chiller plant, and eliminated the need for an additional chiller plant on the east end of campus to service the Advanced Technology Center.

**President's  
Report**

**6.4** Dr. Holdnak provided trustees with a handout on the Florida College System Workforce and a coin from the First Responder Appreciation Luncheon, which the college co-sponsors with Gulf Coast Medical Center. He stated this was a tangible item that our first responders can take with them to let them know they are appreciated. He welcomed Mr. Skaggs, Naval Support Panama City and Ms. Marti Coley Eubanks, Pinpoint Results.

He also reported Dr. Kuehner is representing the college at the volleyball national tournament; his recent trip to the ACCT conference produced some practical ideas; and he just completed a SACS-COC site visit at Mississippi Gulf Coast Community College, which was insightful especially since we will have a reaffirmation visit next year.

He also stated:

- the presentation of "Finding Sconier's" was a very appropriate way to celebrate Veteran's Day. Ms. Pam Whitelock, former Dean of Lifelong Learning, worked with government officials for over 10 years to bring her uncle's remains back to the United States.
- he was very proud the college has been invited to compete for the Aspen Award and highlighted the application process.
- the GCSC Foundation Golf Tournament was a success and thanked the Foundation for their efforts.
- he attended a meeting with the presidents of the Alabama/Florida bordering counties and was a great time to share ideas.
- enrollment is down but not as much as anticipated. He still believes affordable housing remains a problem.
- EDA Annual Meeting was held on campus and thanked Kathy Furguson, from the Roosevelt Group for attending and speaking highly of Gulf Coast State College. She is working with Gulf Coast under a grant from the Florida Defense Alliance to help rebuild Tyndall Air Force Base



- due to a significant monetary loss, the current food service contract with Valley Services will end this December. Other options of food service are being explored.
- the production of *Godspell, the Musical* was exceptional.
- reserved parking signs have been installed on campus for trustees but will only be used for DBOT meeting dates. There is also a sign outside the Administration Building to be used when needed for distinguished visitors and trustees meeting with the president.

**7. Good of the Order**

**7.1** Trustees were reminded of the following College events:

- Twelfth Annual Cup Show: Form and Function, November 15 through December 6, Amelia Center Main Gallery
- Singing Commodores & Jazz Ensemble Holiday Concert, December 6, 7:30 p.m., Amelia Center Theatre
- Concert Band & Chorale Holiday Concert, December 8, 2:30 p.m., Amelia Center Theatre
- December Pinning Ceremonies:
  - Sonography Program, December 5, 5:30 p.m., Jules Sarzin Lecture Hall, Language & Literature Building
  - RN to BSN, December 5, 6 p.m., Amelia Center Theatre
  - Surgical Technology Program, December 11, 6 p.m., Summit Bank Conference Room, Advanced Technology Center
  - Associate Degree Nursing Program, December 12, 1:30 p.m., Amelia Center Theatre
  - Emergency Medical Services Program, December 12, 6 p.m., Summit Bank Conference Room, Advanced Technology Center
- GCSC Holiday Luncheon, December 13, 11 a.m., Student Union Café

**8. Adjournment**

**8.1** The regular meeting was adjourned at 11:25 a.m.

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Secretary

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Chair, District Board of Trustees