

**FINAL
MINUTES**

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

February 18, 2021

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present Tom L. Lewis (presiding), Boyd K. Bulger, Frank A. Hall, Steve D. Millaway, C. David Powell, Floyd D. Skinner, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett

Absent Donald R. Crisp (via phone)

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

Invocation 1.2 Mr. Bennett gave the invocation.

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

Welcome to Guests 1.4 Mr. Lewis welcomed guests: Mr. Tony Bennett, president, Gulf Coast State College Foundation, Inc.; Col. Greg Beaulieu, Tyndall Air Force Base (via phone); Lt Col Rigoberto Perez, Tyndall Air Force Base (via phone); Ms. Sandra Pugh, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council (via phone); Ms. Samantha Lipsey, president, Student Government Association; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Student Affairs; Dr. Holly Kuehner, vice president, Academic Affairs; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Economic Development & Strategic Projects.

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

Special Presentation 1.6 Mr. Lewis invited Mr. Jim McKnight and Dr. Holdnak to the podium. Mr. Lewis thanked Mr. McKnight for his outstanding leadership and service to the College and the community. Dr. Holdnak presented Mr. McKnight with a plaque commemorating the years he served as trustee and an engraved gavel, set on a portion of the Billy Harrison Wellness Complex metal roof, destroyed during Hurricane Michael, recognizing his service as chairman of the board for the past two years.

Mr. McKnight stated that he loved the college was honored to serve as a trustee. He also thanked those trustees he had served with, stating the board had made good decisions including the Highway 98 flyover, the selection of a new GCSC president, the construction of the softball field complex, and the perseverance through Hurricane Michael and the COVID-19 pandemic. He also stated he was proud to see how the college has worked to tailor to the needs of the business community, especially at the Gulf/Franklin Campus, where the parking lot is now staying full almost seven days a week. After a standing ovation, Mr. McKnight said he would continue to be a staple at Commodore athletic events.

**2. Trustee
Comments**

2.1 Trustees collectively thanked Mr. McKnight for his service to the college and leadership of the board. Mr. Powell appreciated in-person meetings. Mr. Bulger indicated he had been talking with people at the Gulf/Franklin and main campuses and stated those he encountered were always willing to help and with a good attitude. He gave a special shout-out to the IT Department for their recent help. Mr. Crisp thanked the staff and board of trustees for doing a fabulous job. Trustees Skinner and Hall thanked Mr. Tony Bennett for his service to the GCSC Foundation, as this will be his last meeting as President of the Foundation. Mr. Hall commended the Unmanned Vehicle Program, he just finished a class, stating it was very informative. Mr. Warriner echoed Mr. Hall's remarks, stating his son also finished the course which, along with his bachelor's degree, will give him an advantage in the job market. He also thanked Mr. Roberson and Ms. Kirvin for their service to the board, stating they will be recognized at the April DBOT meeting.

**Attorney's
Report**

2.2 Attorney Derrick Bennett had no report. Mr. Bennett stated he is currently working on negotiations with the Bay County Board of Commissioners for the county's Emergency Operations Center use of a portion of the GCSC tower located at the North Bay Campus. The final contract should be ready for approval at the April DBOT meeting.

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

2.3 Mr. Tony Bennett, president, GCSC Foundation, Inc., reported the January 2021 net assets are \$36.1 million; January 2021 investment activity for the month reported a loss of \$2,000; and overall year-to-date investment activity ending January 2021 reported an increase of \$5.1 million. The total year-to-date program and scholarship support service to the college is \$1 million; which includes total scholarships awarded at \$953,000 and program support at \$66,000.

Mr. Bennett stated applications are still being accepted for the 2021-22 academic year. He reported the GCSC Foundation Audit for year ended June 30, 2020, was completed and presented to the Foundation Board at their January meeting. The auditors did outline some shortcomings and the Foundation will be making changes bases on their recommendations. The Annual Foundation Business meeting will be held January 19 via

Zoom, where Trey Hutt will be sworn in as President. Mr. Bennett thanked everyone for their support over the past year and said he was very confident handing the reins over to Mr. Hutt. He also thanked Ms. McCurdy for her service as interim Executive Director. Mr. Lewis thanked Mr. Bennett for his service to the Foundation and the college.

**Honorary
Trustee Updates**

- 2.4.1 Commander Christenson was unable to attend the meeting.
- 2.4.2 Colonel Beaulieu, reported on the progress of the rebuild at Tyndall Air Force Base, including the Child Development Center, Fitness Center, the Educational Center, and the Highway 98 Flyover activity. He also thanked the college for letting the base use the mock court room at the North Bay Campus, as theirs was destroyed by Hurricane Michael. Lt Colonel Perez stated college personnel, along with Mr. Rix, development flight chief, have been discussing education initiatives.

Next Meeting

- 2.5 The next regular meeting of the District Board of Trustees is set for Thursday, April 15, 2021, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

3. SGA Report

- 3.1 Ms. Samantha Lipsey, president, Student Government Association, introduced Ms. Zenovia Goss, SGA Events Coordinator, and then gave the trustees a lengthy report regarding ongoing student government activities.

4. Consent Agenda

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

- 4.1.1 The minutes of the January 21, 2021, DBOT meeting as distributed.

Personnel

4.2 Professional Services

Advancement in Academic Rank

From Assistant Professor to Associate Professor beginning August 2021

Kim S. Allan	Carrie L. Fioramonti
Connie M. Campbell	Melissa A. Hobbs
Jessica L. Edwards	Kelly L. Williams

From Associate Professor to Professor beginning August 2021

David Fistein

Continuing Contract beginning August 2021

Kim S. Allan	Carrie L. Fioramonti
Connie M. Campbell	Melissa A. Hobbs
Jessica L. Edwards	Kelly L. Williams

Employment

Micah K. Pelham, Instructional Design Specialist, On-Line Learning & Library Services, Academic Affairs, effective January 22, 2021 – June 30, 2021, annualized salary of \$47,600. Ms. Pelham fills the reclassified position vacated by the resignation of Wendy L. Dover.

Reclassification

Yvette J. Lareaux, From Financial Aid Advisor & Verification Specialist, Administration & Finance to Coordinator, Records, Enrollment Services, Institutional Effectiveness & Student Affairs, effective January 20, 2021 – June 30, 2021, annualized salary of \$37,422. Ms. Lareaux fills the reclassified position vacated by the reclassification of Merissa E. Hudson.

Suzanne E. Remedies, From Director, Military and Veterans Services to Acting Director, School and Community Relations, Student Engagement, Institutional Effectiveness & Student Affairs, effective January 26, 2021 – June 30, 2021, no change in salary. This is a reclassification of the position vacated by the reclassification of Kristen F. Cottrell.

Retirement

Darby H. Brown, Administrative Specialist, Health Sciences, Academic Affairs, effective July 8, 2021.

Glenda J. Hannah, Professor, Health Sciences, Academic Affairs, effective May 7, 2021.

Resignation

Raymond C. Mullinax, Student Activities Specialist, Student Life, Institutional Effectiveness & Student Affairs, effective May 14, 2021.

Career Services

Resignation

Hawaith M. Allen, Custodian, Facilities Management, Administration & Finance, effective January 29, 2021.

John C. Gillespie, Maintenance Mechanic III, Facilities Management, Administration & Finance, effective February 2, 2021.

Carrie A. Mifflin, Custodian, Facilities Management, Administration & Finance, effective February 12, 2021.

- | | | |
|--|------------|---|
| Contract Ratifications | 4.3 | January 2021 Contract Ratifications include 38 instructors of noncredit courses for a total of \$14,146.17 and five special contracts for a total of \$42,463.17. |
| Overloads/ Adjunct Pay | 4.4 | Spring 2021 Sessions A & B Monthly and Biweekly Overloads and Adjunct Pay includes 190 instructors of credit classes for a total of \$602,432.67. |
| Purchase Order Activity | 4.5 | The Expenditure Report for January 1-31, 2021, was provided for review. |
| 2020-21 Restricted Current Fund (Fund 2) Budget | 4.6 | The 2020-21 Restricted Current Fund (Fund 2) budget, noting the amendments would establish and/or amend the following budgets: <ul style="list-style-type: none">• #J2100856, CARES ACT (2) Higher Education Emergency Relief Fund-IHE/Institution – COVID-19 Student Assistance• #J2100857, CARES ACT (2) Higher Education Emergency Relief Fund-IHE/Institution – COVID-19 Institutional Assistance• #J2100892, Student Government Association• #J2100889, Student Government Association Organizations• #J2100894, Student Government Association Scholarships |

Mr. Hall moved to accept the consent agenda items 4.1 through 4.6 as presented. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

5. Action Items
Purchase Orders
Greater than
\$100,000

- | | |
|------------|--|
| 5.1 | Dr. Holdnak recommended one proposed purchase order exceeding \$100,000 for approval. The request is in the amount of \$113,601.17 to Dell SecureWorks to provide security monitoring services, including managed endpoint security antivirus protection, identification of infected equipment, remediation and analysis services if needed, malicious software detection, 24x7x365 network monitor, and other services listed in the supporting documents. This purchase order would be for the first year only and the contract would be for a three-year term. If approved, the purchase will be paid from the CARES Act funds. |
|------------|--|

Dr. Holdnak introduced Mr. Eller, new CIO, who stated while the cost of such services is significant, colleges and universities are prime targets for “bad actors” as the industry refers to those involved in these types of attacks, and the cost to employ a full-time IT professional at the college level is cost prohibitive. Discussion followed. Due to the potential reputational and financial risks to the college from such attacks, Dr.

Holdnak recommended approval to secure these services as outlined in the contract provided. Mr. Hall moved to approve the purchase order in the amount of \$113,601.17 to Dell SecureWorks, for the first year of a three-year term, providing security monitoring services as stated in the proposed contract. Mr. Powell seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Approval to Contract for Electrical Services to the Building E Phase I Only Gulf/Franklin Campus

5.2 Dr. Holdnak stated that on February 4, 2021, college staff opened bids received in response to Invitation to Bid #2-2020/2021, Electrical Services for Building E – Phase I Only, Gulf/Franklin Campus.

Three responses were received, recorded, and reviewed by college staff and Pinnacle Engineering, one of the college's continuing contract engineering firms. As all bids met the requirements of the ITB, college staff is recommending awarding the contract to GAC Contractors, Inc., the apparent low bidder, in the amount of \$94,944. Dr. Holdnak stated GAC Contractors, Inc. is a local company that has successfully completed several projects for Gulf Coast State College, including the Advanced Technology Center and the Softball Complex. If approved, funding for the project will be provided by Student Capital Improvement Fees.

Trustee Warriner moved to approve the Recommendation to Award the Contract for ITB #2-2020-2021, Electrical Services to Building E – Phase I Only, Gulf/Franklin Campus, to GAC Contractors, Inc., in the amount of \$94,944. Trustee Millaway seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Lodging and Acceptance of the Gulf Coast State College Foundation, Inc. Annual Audit, Year Ended June 30, 2020

5.3 Dr. Holdnak stated Tipton, Marler, Garner & Chastain has issued the financial audit of The Gulf Coast State College Foundation, Inc., for the year ended June 30, 2020. The objective of the audit, according to the Independent Auditor's Report on Financial Statements on page 1 of the report, was to express an opinion on management-prepared financial statements and the related notes to the financial statements. A copy of the audit for Year Ended June 30, 2020, was provided to trustees.

The board unanimously accepted the Gulf Coast State College Foundation, Inc., Annual Audit for the year ended June 30, 2020, as presented. The vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Disposal of Inventoried Property

5.4 Dr. Holdnak indicated, at the November 2019 DBOT meeting, trustees approved changes to MOP 5.026, bringing the college's capitalization threshold to the amounts utilized for state and Federal purposes, resulting in college staff recommended increasing the threshold from \$1,000 to

\$5,000. In addition, included in the recommendation, was a request by the Auditor General to begin removing from the college's capitalized assets inventory those assets that have exceeded their useful lives according to the state's accounting manual and generally accepted accounting practices.

Mr. Mercer stated college staff is currently working on that project, simultaneously with reconciling the inventory for items damaged during Hurricane Michael, which has turned out to be a time-consuming effort as many items that were damaged were discarded by the contractor restoring the campus; others were stored in containers scattered around campus resulting in some items being placed back in service while others were unusable when recovered; and the college purchasing a great deal of replacement equipment for items that were damaged. Discussion followed. Dr. Holdnak requested approval to remove the items on the list submitted, from the inventory and written off the college's financial records.

Trustee Warriner moved for approval to dispose of the submitted list of equipment that the property custodians have determined no longer serves the needs of the College's students or staff. Trustee Bulger seconded the motion and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**6. Informational
Items**

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

6.1.1 Mr. Mercer, vice president, Administration & Finance, led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2020-21 as of December 31, 2020.

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

6.1.2 Mr. Mercer, vice president, Administration & Finance, led a review of month and year-to-date revenues and expenses compared to two prior years for fiscal year 2020-21 as of December 31, 2020.

**Florida College
System
Accounting
Manual
Description of
Funds**

6.2 Dr. Holdnak reviewed the document provided to trustees indicating the Florida College System's funding categories, stating the purpose of fund accounting is to classify resources according to restrictions and limitations placed on them and to provide information which is sufficient to determine whether proper use has been made of those resources.

He stated although separate accounts are maintained for each fund, those funds with similar characteristics may be combined for reporting purposes. The handout provided was for informational purposes only.

President's Report

6.3 Dr. Holdnak recognized “his team,” which was all GCSC employees, who make the college a great place. He reiterated the group effort is what makes the college accomplish its goals.

He also shared:

- A group of Health Science students had performed a variety of health screenings at The Arc of Bay in Lynn Haven,
- The Dental Hygiene Program hosted “Kidz Klinik,” where children 3-17 were invited to participate in a complimentary dental hygiene appointment,
- GCSC will be distributing the second round of federally funded COVID relief funds to enrolled students,
- A request has been made from employees at the North Bay Campus, and action will be forthcoming, requesting to name and dedicate the Public Safety Firearms Training Range after Nick Rivera, an employee who passed away after helping a neighbor with debris removal from Hurricane Michael, and
- Intercollegiate sports continue to be livestreamed at no cost and limited attendance possibilities are being considered.

Dr. Holdnak thanked Mr. Tony Bennett for successfully leading the Foundation through a difficult year. He then gave a legislative briefing highlighting issues of concern to the college community.

7. Good of the Order

7.1 The following represents only a few of the events on campus in the next month:

- “A Place Within,” paintings by Victoria Rose Phillips, February 8 through March 5, Monday-Thursday, 10 a.m. – 6 p.m. and Friday, 10 a.m. – 4 p.m., Amelia Center Gallery.
- *An Evening of Showtunes*, February 26, 7:30 p.m., Amelia Center Theatre. Limited seating and live streaming available.
- The college will be closed March 13-20, 2021, for Spring Break.

8. Adjournment

8.1 The regular meeting was adjourned at 11:45 a.m.

Secretary

Chair, District Board of Trustees