

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
OCTOBER 21, 2021**

10 a.m.
Room 302, Advanced Technology Center

- Members Present** Tom L. Lewis (presiding), Boyd K. Bulger, Frank A. Hall, Steve D. Millaway, C. David Powell, Floyd D. Skinner, David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett
- Absent** Donald R. Crisp and Joe K. Tannehill, Jr.
- 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 the pledge of allegiance to the American flag.
- Welcome to Guests** 1.4 Mr. Lewis welcomed guests: Mr. John Skaggs, United States Navy; Mr. A.J. Bacon, vice president, Gulf Coast State College Foundation, Inc.; Ms. Sophie Theiss, president, Student Government Association; Mr. Brian Baillif, chair, Faculty Senate; Ms. Mandy Walker, chair-elect, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Student Affairs; Dr. Holly Kuehner, Chief Academic Officer; Mr. John Mercer, Chief Business Officer.
- Hearing of Citizens** 1.5 No citizens answered the call to appear before the board.
- Special Presentation** 1.6 Dr. Holdnak introduced Mr. Justin Hall, CEO of Panhandle Credit Union; Mr. Chris Ford, Panhandle Credit Union Marketing Director; and Panhandle Credit Union board members Mr. Fred Denecke, Mr. Bill Husfelt, and Mr. John Mercer. Dr. Holdnak stated that originally chartered as Panhandle Educators Federal Credit Union in 1958, on November 1, 2020, PEFCU became PCU, because as the community grows, the credit union is growing with it. Dr. Holdnak invited Mr. Hall and Mr. Ford, Mr. A.J. Bacon and Dr. Sean Preston, Vice-president and Executive Director, respectively, of the Gulf Coast State College Foundation, Inc. to join them at the podium. Mr. Hall presented a check for \$20,000 to the College and the Foundation in support of the

Foundation's "Gulf Coast Guarantee" campaign. Dr. Holdnak thanked Mr. Hall and Panhandle Credit Union for their continued support of the College and the Foundation.

- 2. Trustee Comments**
 - 2.1** Trustees mentioned it was nice to be on campus and were looking forward to a great meeting. Mr. Powell thanked Panhandle Credit Union for their donation. Mr. Hall thanked the college for allowing him to attend the Association of Community College Trustees Conference in San Diego, CA, as it was very informative. As a first time attendee, he thanked Dr. Flax-Hyman for her guidance. Mr. Skinner commented on the meeting location. Mr. Warriner apologized for missing the September board meeting, commenting that according to the minutes, it looked to be a very productive meeting.
- Attorney's Report**
 - 2.2** Attorney Bennett had no report.
- GCSC Foundation, Inc. President's Update**
 - 2.3** Mr. Bacon, vice president, Gulf Coast State College Foundation, Inc., reported the Foundation net assets are \$38.7 million; the Gulf Coast Guarantee gifts and pledges to date are \$1,165,000 with an additional \$1,000,000 in outstanding proposals; and the Foundation has secured a \$1,000,000 planned gift in support of an endowed faculty chair. The Foundation will make a formal announcement at the January District Board of Trustees meeting. He stated the Foundation will be hosting the 2021 High School Counselors Breakfast on November 4.
- Honorary Trustee Updates**
 - 2.4.1** Mr. Skaggs, attending for CDR Foster, reported the CPERCH (underwater robotics) competition season has begun and area middle and high school students are looking forward to competition.
 - 2.4.2** Col Harwood was unable to attend this month's meeting.
- Next Meeting**
 - 2.5** The next regular meeting of the District Board of Trustees is set for Thursday, November 18, 2021, at 10 a.m. in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report**
 - 3.1** Ms. Sophie Theiss, president, Student Government Association, updated the trustees on recent campus activities and student activism, keeping in mind COVID concerns.
- Program Focus**
 - 3.2** No Program Focus was provided this month.
- 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** District Board of Trustees September 16, 2021, meeting minutes.

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

Employment

Ashley A. Foster, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective October 4, 2021 - June 30, 2022, annualized salary of \$35,397. Ms. Foster fills the position vacated by the resignation of Mia C. Neely.

Amy Miller, Career Counselor, Military Family Employment Specialist, CareerSource Gulf Coast, Economic Development & Strategic Initiatives, effective September 9, 2021 – June 30, 2022, annualized salary of \$36,045. Ms. Miller fills the position vacated by the reclassification of Rebecca J. Samarripa.

James H. Paul, Part-time Business Analyst, Veterans Business Outreach Center, Workforce Development, effective September 9, 2021 – June 30, 2022, hourly rate of \$21.84. This is new grant funded position.

Shannon E. Smith, Instructional Coordinator, Surgical Services, Health Sciences, Academic Affairs, effective January 3, 2022 – June 30, 2022, annualized salary of \$81,911. Ms. Smith fills the position vacated by the retirement of Mary E. McNaron.

Daryl L. White, Jr, Associate Director, Criminal Justice & Law Enforcement, Public Safety, Academic Affairs, effective October 11, 2021 – June 30, 2022, annualized salary of \$59,807.35. Mr. White fills the reclassified position vacated by the reclassification of David A. Thomasee.

Reclassification

Sarah A. Bus, from Programmer Analyst I to Programmer Analyst II, Information Technology Services, Administration & Finance, effective October 1, 2021 – June 30, 2022, annualized salary of \$44,216. Ms. Bus fills the reclassified position vacated by the reclassification of Koundinya Kompalli.

Koundinya Koompalli, from Programmer Analyst III to ERP Business Analyst II, Information Technology Services, Administration & Finance, effective August 30, 2021 – June 30, 2022, annualized salary of \$65,140.35. This is a newly created position.

Carrie J. Lewis, from Coordinator, Library Services to Coordinator, Enrollment Services, Student Engagement, Institutional Effectiveness & Student Affairs, effective October 11, 2021 – June 30, 2022, no change in salary. Ms. Lewis fills the position vacated by the resignation of Kristen F. Cottrell.

Brenton E. Peacock, from Associate Director to Director, Veterans Business Outreach Center, Workforce Development, effective October 1, 2021 – June 30, 2022, annualized salary of \$56,000. This is a reclassification of the existing position.

Damian W. South, from Associate Director, Campus Safety & Security to Fire Arms & Driving Range Manager, effective September 13, 2021 – June 30, 2022, no change in salary. Mr. South fills the position vacated by the reclassification of Mary E. Wall.

David A. Thomasee, from Director, Criminal Justice Programs to Executive Director, Operations, effective September 13, 2021 – June 30, 2022, no change in salary. This is a newly created position.

Jan M. Volpi, from Testing Assistant to Coordinator II, Student Engagement, Institutional Effectiveness & Student Affairs, effective September 14, 2021 – June 30, 2022, annualized salary of \$39,561. Ms. Volpi fills the position vacated by the resignation of Joseph K. Stewart.

Mary E. Wall, from Range Manager to Associate Instructional Coordinator, Public Safety, Academic Affairs, effective September 13, 2021 – June 30, 2022, no change in salary. This is a newly created position.

Career Services

Employment

Robert T. Nelson, Senior Administrative Assistant (Grade S210), Visual & Performing Arts, Academic Affairs, effective October 7, 2021, hourly rate of \$17.48. Mr. Nelson fills the position vacated by the resignation of Bailey K. Rodgers.

Jody L. Walton, Testing Assistant (Grade S190), Testing, Student Engagement, Institutional Effectiveness & Student Affairs, effective October 18, 2021, hourly rate of \$15.64. Ms. Walton fills the position vacated by the reclassification of Jan M. Volpi.

Reclassification

Danielle A. Pierce, from TRiO EOC Program Assistant to SSS/UB Academic Specialist (Grade S200), Student Life, Institutional Effectiveness & Student Affairs, effective September 17, 2021, hourly rate of \$16.53. This is a reclassification of the existing grant funded position.

Resignation

Kimberly A. English, Custodian, Facilities Management, Administration & Finance, effective October 1, 2021.

Lori J. Quarles, Employment Technician, Human Resources, Administration & Finance, effective October 15, 2021.

Brenda W. Taliaferro, Custodian, Facilities Management, Administration & Finance, effective October 11, 2021.

Termination

Latoria O. McNear, Custodian, Facilities Management, Administration & Finance, effective September 21, 2021.

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| Contract Ratifications | 4.3 | Submitted Contract Ratifications include 21 instructors of noncredit courses for a total of \$27,596.24. |
| Overloads/ Adjunct Pay | 4.4 | 2021 Fall Sessions A&B and September Exceptionals Monthly and Biweekly Overloads and Adjunct Pay includes 231 instructors of credit classes for a total of \$611,898.34. |
| Purchase Order Activity | 4.5 | The Expenditure Report for September 1-30, 2021, was provided for review. |
| Final Approval of Changes to Manual of Policy | 4.6 | Final approval of changes to the Manual of Policy. |

Manual of Policy 5.165, *Travel and Expenses*. The policy is being revised to emphasize that authorized travel must be by the most economical means and moved procedural steps to a new Internal Management Memoranda (IMM) 5.165, Travel – Rate of Reimbursement.

Manual of Policy 6.021, *Telecommuting*. The is a new policy documenting the established eligibility guidelines, criteria, and responsibilities for approving telecommuting. Required agreement form is shown in the new IMM 6.021.

Manual of Policy 6.025, *Outside Employment by College Personnel*. The recommended changes have expanded the policy and references new required authorization form as illustrated in the new IMM 6.025.

Manual of Policy 6.050, Internal Application for Employment. This is a new policy to document time frame and steps to take when applying for an open on-campus position.

Manual of Policy 6.097, Grievance Procedure. The recommended changes add exceptions to the grievance process and moves the procedure steps to the new IMM 6.097, Grievance Process.

**2021-22
Restricted
Current Fund
(Fund 2) Budget**

- 4.7** The 2021-22 Restricted Current Fund (Fund 2) budgets, noting the amendment would establish or amend the following budgets:
- #J2200280, CareerSource Gulf Coast
 - #J2200364, Student Government Association
 - #J2200355, Student Government Association Organizations
 - #J2200356, Student Government Association Scholarships

**Obsolete
Property**

- 4.8** The listing of one item deemed obsolete and no longer serve the needs of the College's students or staff was provided for approval to remove it from the college's inventory.

Mr. Skinner moved to accept the consent agenda items 4.1 through 4.8 as presented. Mr. Hall seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

5. Action Items

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

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

The first purchase order request is in the amount of \$105,883.50 to GE Medical Systems for the purchase of a GE Logiq E10s ultrasound system for the Diagnostic Medical Sonography Program. Dr. Holdnak stated that due to the COVID-19 pandemic, clinical sites have lowered the number of students allowed to rotate through their facilities. As a result, the college must offer students additional lab experience on campus. The acquisition of this GE Logiq E10s ultrasound system will allow an additional scan station with the latest equipment utilized in the area and across the country. If approved, CARES Act funds will be used for this purchase.

Mr. Bulger moved to accept the recommendation for the purchase of a GE Logiq E10s ultrasound system in the amount of \$105,883.50 to GE Medical Systems as presented. Mr. Warriner seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

- 5.1.2** The second purchase order request is in the amount of \$105,000 to Dart Colorado, LLC, for the purchase of a 2003, 38 foot commercial Winnebago, equipped with a wheelchair lift, 11 work stations with power and IT at each desk, a refrigerator, microwave, restroom, 3 AC units, and two 7kw commercial generators. Dr. Holdnak stated this Winnebago will be refurbished into a Mobile Admissions Unit and will be used for on-site visits for recruiting, admission, and enrollment purposes. If approved, funding will be provided by the Gulf Coast State College Foundation to include monies for the purchase, refurbish, and upkeep for one year.

Mr. Powell moved to accept the recommendation for the purchase of the 2003, 38 foot commercial Winnebago as presented in the amount of \$105,000 to Dart Colorado, LLC. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

Recommendation to Award Contract for RFP #3-2021/2022, Lawn Maintenance Services at the Gulf/Franklin and North Bay Campuses

- 5.2** Dr. Holdnak requested board approval to award contracts for Request for Proposal (RFP) #3-2021/2022, Contracts for Lawn Maintenance Services for the Gulf/Franklin and North Bay Campuses. Dr. Holdnak indicated three proposals were received and opened on August 26, 2021, and upon careful review of all proposals by the Evaluation Committee, the committee's recommendation was to award a three-year contract beginning November 1, 2021 and ending October 31, 2024, with the option to renew for two, one-year extensions for a total of five years.

Dr. Holdnak reported that Lawnscaapes of Bay County was the apparent low bidder for the North Bay Campus, but failed to comply with some of the requirements of the RFP process. He stated they specifically did not submit their proposal on electronic media as requested; they did not submit the notarized Attachment 6 – Public Entity Crime Statement; they did not sign and return Addendum #2; nor did they have references complete the reference forms and return them to the college Procurement Office, as stated in the RFP. As a result of these deficiencies and based on the recommendation of the Evaluation and Selection Committee, Dr. Holdnak recommended approval to award the contract for RFP #3-2021/2022, Lawn Maintenance Services at Gulf/Franklin and North Bay Campuses as follows:

- Gulf/Franklin Campus to Rotolo Consultants, Inc., the apparent low bidder, in the amount of \$54,197.30 annually
- North Bay Campus to BrightView, the apparent second lowest bidder, in the amount of \$75,708.00 annually

A discussion followed. Mr. Hall moved to award the contract for Lawn Maintenance Services at the Gulf/Franklin and North Bay campuses, per RFP #3-2021-2022, to Rotolo Consultants, Inc., the apparent low bidder, in the amount of \$54,197.30 annually for the Gulf/Franklin

Campus and to BrightView, the apparent second lowest bidder, in the amount of \$75,708.00 annually for the North Bay Campus. Mr. Millaway seconded and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

**Recommendation 5.3
to Award
Contract for RFP
#2-2021/2022,
Video
Conferencing
Classroom
Project**

Dr. Holdnak indicated that on August 10, 2021, college staff opened bids received in response to Request for Proposals (RFP) #2-2021/2022, Video Conferencing Classroom Project. Dr. Holdnak stated the college currently has three classrooms/labs on campus allowing for teleconferencing to the Gulf/ Franklin Campus, Tyndall Air Force Base, and selected high schools in Bay, Gulf and Franklin counties. He continued, stating these systems are hardware-based and there are several critical issues facing the college with continued use of this equipment. Issues such as the existing systems are locked into a single hardware technology which limits the ability to be widely used by students and staff and the existing systems are outdated and are no longer supported by the manufacturer.

Dr. Holdnak specified the new systems under consideration will eliminate the existing issues and will increase the number of equipped classrooms from three to 17 and extend the college's current video conference classroom presence of every academic division to the Gulf/ Franklin Campus, the North Bay Campus, Tyndall Air Force Base, and selected high schools in Bay, Gulf, and Franklin counties. The contract includes all equipment, installation, and implementation support. Dr. Holdnak called on Mr. Greg Eller, Chief Information Officer, who provided a power point presentation and addressed questions from trustees regarding the project.

Based on the recommendation of the Evaluation & Selection Committee, Dr. Holdnak recommended approval to award the contract for RFP #2-2021/2022, Video Conferencing Classroom Project, to Stage Front Lighting & Theatrical Design, Inc., in an amount not to exceed \$900,000. He indicated the college has extensive experience with Stage Front as it has provided similar services in the Student Union West board room, this conference room, North Bay Campus Public Safety & Emergency Operations Center, and the Visual & Performing Arts building. If approved, the project will commence on October 22, 2021 with a completion date of May 10, 2022. A lengthy discussion followed. Mr. Bulger made a motion to award the Contract for the Video Conferencing Classroom Project to Stage Front Lighting and Theatrical Design, Inc. as presented, in the amount not to exceed \$900,000. Mr. Millaway seconded the motion and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

**Recommendation 5.4
to Award
Contract for ITB
#5-2021/2022
Student Union
West Building
Soffit Remodeling
Project**

Dr. Holdnak stated that on October 5, 2021, college staff opened bids received in response to Invitation to Bid (ITB) #5-2021/2022, Student Union West Building Soffit Remodeling Project. Implementation of the project is to address ongoing building envelope issues that have resulted in humidity and water intrusion issues in the building. Dr. Holdnak indicated two responses were received, recorded, and reviewed by college staff and Florida Architects, one of the college's continuing contract architect firms. He stated, as both bids met the requirements of the ITB, college staff is recommending awarding the contract to BNL Construction Services, LLC, the apparent low bidder, in the amount of \$79,000.

Mr. Skinner moved and Mr. Warriner seconded the motion to approve the recommendation to award the Contract for the Student Union West Building Soffit Remodeling Project to the apparent low bidder, BNL Construction Services, LLC, in the amount of \$79,000. The vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

**Recommendation
to Approve
Change Order #2
to the GAC
Contract for
Electrical
Services for
Building E,
Gulf/Franklin
Campus**

Dr. Holdnak reviewed the original contract, approved at the February 24, 2021, District Board of Trustees meeting, with GAC Contractors, Inc. in the amount of \$94,944.00 based on the company's response to Invitation to Bid #2-2020/2021, Electrical Services for Building E-Phase I Only, Gulf/Franklin Campus. The completion of Phase I was delayed due to DUKE Energy installing a bigger transforming at the site location. Dr. Holding continued, stating that at the June 24, 2021, District Board of Trustees meeting, the board approved Change Order #1 to the GAC Contract for Electrical Services in the amount of \$28,787.84 to include Phase II which was to provide the connection for the second building, the Unmanned Vehicle modular building, from the main distribution panel.

Dr. Holdnak stated since June 2021, the college was informed by Vanguard Modular Buildings that their proposed modular buildings could not be provided anytime in the near future resulting in the college having to identify alternate modular facilities. As a result, the electrical service will require some additional modification, per the proposal by GAC Contractors, but will complement previously identified Phases I and II, and accommodate the new modular building configuration electrical service. Dr. Holdnak recommended approval of Change Order #2, in the amount of \$30,337.01 to the GAC Electrical Services Contract, Gulf/Franklin Campus, to cover the additional modification costs of \$18,010.51 and the cost adjustment for increase in copper wire costs due to delayed delivery of modular buildings. If approved, Change Order #2 will result in a total project cost of \$154,068.85.

A lengthy discussion followed regarding the proposed modifications, delays, future shipments, the increase in cost of materials listed on the proposal, and the funding source.

Dr. Holdnak revised his recommendation for the approval of Change Order #2, in the amount of \$18,010.51 to the GAC Electrical Services Contract, Gulf/Franklin Campus, to cover the additional modification costs for the new modular buildings and to revisit the cost adjustment for the copper wire at a later meeting.

Mr. Hall made a motion to approve Change Order #2 to GAC Contractors, Inc. in the amount of \$18,010.51, based on the company's proposal dated September 24, 2021. Mr. Bulger seconded the motion and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, 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, Chief Business Officer, led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2021-22 as of August 31, 2021.

Actual YTD Revenues and Expenses Compared to Prior Year

6.1.2 Mr. Mercer, Chief Business Officer, led a review of month and year-to-date revenues and expenses compared to budget for fiscal year 2021-22 as of August 31, 2021.

Safeguarding our Communities from Sexual Predators

6.2 Dr. Holdnak indicated the Florida College System Risk Management Consortium (FCSRMC) contracts with United Educators (UE) for sexual abuse coverage. Effective January 1, 2020, United Educators requires several assurances related to sexual harassment to maintain coverage. Dr. Holdnak informed trustees they have been provided a copy of United Educator's publication, *Safeguarding Our Communities from Sexual Predators: What College Presidents and Trustees Should Ask* and college policies related to this topic. He stated there is no board action required for this item, and that it was being provided for informational purposes and as a requirement for continued coverage under the college's property and casualty insurance program.

President's Report

6.4 Dr. Holdnak informed the trustees of his recent vacation visiting five national parks out west. He stated the labor problems the surrounding counties are experiencing is a universal problem. He then gave an

update on the Military & Veterans Center remodel; the roof damage in the SUW board room caused by recent rains; enrollment for the fall 2021 term; COVID vaccine incentive; and the FSU-GCSC softball game.

Dr. Holdnak reported this is Dean Sharon Todd's last district board of trustees meeting, as she will be retiring after 33.8 years of service to Gulf Coast State College. He stated her leadership and involvement on all issues, especially her recruiting efforts, will be missed. He also stated Mr. Al McCambry, Director, Gulf/Franklin Campus and Dean of Workforce Development will be leaving the college as well. He has taken a position back in the cable industry and we wish him well.

- 7. Good of the Order** **7.1** Mr. Lewis invited trustees to attend the following Gulf Coast events:
- *Fourteenth Annual Cup Show – Form and Function*, Art Exhibit will run November 12 through December 10, Amelia Center Gallery
 - College will be closed November 11 for Observation of Veterans Day.
 - Super Saturday, November 13, Advanced Technology Center
- 8. Adjournment** **8.1** The regular meeting was adjourned at 12:02 p.m.

Secretary

Chair, District Board of Trustees