

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
September 16, 2021**

10 a.m.
Room 176, EOC, North Bay Campus

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| 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., Dr. John R. Holdnak, and Mr. Derrick Bennett |
| Absent | Donald R. Crisp and David P. Warriner |
| 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. Tannehill led the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 Mr. Lewis welcomed guests: Mr. John Skaggs, United States Navy; Col Michelle Harwood, Tyndall Air Force Base; Mr. Trey Hutt, president, Gulf Coast State College Foundation, Inc.; Ms. Sophie Theiss, president, Student Government Association; Ms. Melissa Bois, chair, 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, and Mr. Glen McDonald, vice president, Economic Development & Strategic Initiatives. |
| Hearing of Citizens | 1.5 No citizens answered the call to appear before the board. |
| Special Presentation | 1.6 Dr. Holdnak recognized The Florida College System Foundation for providing student scholarships to Florida's 28 colleges since 1999 and introduced Dr. Sean Preston, Executive Director of the Gulf Coast State College Foundation, who presented a check to the College for \$25,524, which was funded from the Helios Education Foundation, \$4,535; the Foundation for Bank of America Dream Makers Scholarships, \$6,628; and Florida Blue Nursing and Allied Health Scholarship, \$14,361. Dr. Preston expressed his appreciation to the Florida College System Foundation for their continued support. |

- 2. Trustee Comments**
- 2.1** Trustees stated they were appreciative of having this meeting at the North Bay Campus. Mr. Bulger mentioned a conversation he had had with Dr. Holdnak regarding the parking lot being full on the first day of class, stating Dr. Holdnak sounded like a new excited student. Mr. Tannehill thanked Dr. Holdnak for retaining in-person classes, while continuing to take COVID precautions. Trustees Powell and Skinner commented on Seminole Landing.
- Attorney's Report**
- 2.2** Attorney Bennett had no report.
- GCSC Foundation, Inc. President's Update**
- 2.3** Mr. Trey Hutt, president, Gulf Coast State College Foundation, Inc., reported the Foundation net assets are \$38.9 million. He stated the Foundation Annual Dinner has been rescheduled to February at the Sheraton Panama City Beach Resort. Mr. Hutt identified the Gulf Coast Guarantee awarded 502 guarantee scholarships, of which 108 were new full-time students.
- Honorary Trustee Updates**
- 2.4.1** Mr. Skaggs, attending for CDR Foster, reported the base has been awarded several DOD grants, all in the STEM field and the Education Partnership Agreement between the base and the college has been renewed.
- 2.4.2** Col Harwood reported all active-duty personnel are mandated to be vaccinated by November 2 and the base is limiting size of meetings. Construction continues to move forward and several squadrons have been activated.
- Next Meeting**
- 2.5** The next regular meeting of the District Board of Trustees is set for Thursday, October 21, 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 (SGA), stated she was excited to be on the North Bay Campus as this was her first visit. She then reported that Secretary Elly Williams had to step down from her position and Millie Lamb, the Online Engagement Officer, has taken on the role of secretary. She went on to report that Welcome Back Week was a success reaching over 285 students through events such as a student cookout, along with snow cone, pizza, and tropical smoothie giveaways. The *The Gull's Cry* newsletter is doing great and quite a few new SGA members want to take part in writing articles. She stated the SGA Fall Retreat will take place on September 25. Lastly, on behalf of many students she has talked with, she wanted to say how grateful they were to have hot food back on campus.

Program Focus **3.2** Dr. Holdnak introduced Mr. Bruce Harber, chair, Public Safety to present this month's Program Focus. Mr. Harber gave a review of the programs and activities occurring at the North Bay Campus. He stated that 150 students graduate as First Responders each year, with a 92 percent job placement rate. The campus has five outdoor fire ranges, a driving range, fire fighter training facilities, the County's Emergency Management personnel, and is home to the 911 County's Dispatch Center.

Student Focus **3.3** Mr. Harber introduced Mr. Jacob Navarro who then gave a report on his educational pursuits as a law enforcement student at Gulf Coast State College.

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, however, Dr. Holdnak brought attention to Consent Agenda item 4.5, Purchase Order Activity, stating P2200517 was over the \$100,000 threshold and had not been brought to the board for prior approval. He stated the purchase order was for extensive cleaning and disinfecting of all three campuses prior to the start of classes and CARES Act Funds were utilized for payment. No additional comments were made; therefore, the following recommendations were presented for approval on the Consent Agenda.

Minutes **4.1** District Board of Trustees July 22, 2021, meeting minutes.

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

Employment

Lauren M. Badgy, Part-Time Instructional Design Specialist, Online Learning & Library Services, Academic Affairs, effective August 30, 2021, hourly rate of \$24.41 per hour. This is a newly created grant funded position.

Mark Feulner, Part-Time Instructional Design Specialist, Online Learning & Library Services, Academic Affairs, effective September 7, 2021, hourly rate of \$24.41 per hour. This is a newly created grant funded position.

Rory Kuhn, Head Women's Basketball Coach, Wellness & Athletics, Student Life, Institutional Effectiveness & Student Affairs, effective July 16, 2021 – June 30, 2022, annualized salary of \$69,000. Mr. Kuhn fills the position vacated by the resignation of Kathleen M. McConnell-Miller.

Mark A. McHale, Jr., Education Opportunity Center (EOC) Educational Resource Advisor, TRiO Programs, Student Life, Institutional Effectiveness & Student Affairs, effective September 9, 2021 - June 30, 2022, annualized salary of \$36,045. Mr. McHale fills the position vacated by the resignation of Hernan D. Pinto-Zambrano.

Angela J. McLane, Coordinator, CareerSource Job Center, Economic Development & Strategic Initiatives, effective August 23, 2021 – June 30, 2022, annualized salary of \$45,025. Ms. McLane fills the position vacated by the reclassification of Tassalhe Dekouche.

Brittany A. Rock, Director, Marketing & Communications, Community Engagement, Institutional Effectiveness & Student Affairs, effective August 16, 2021 – June 30, 2022, annualized salary of \$68,865.44. Ms. Rock fills the reclassified position vacated by the non-renewal of Aaron D. Adams.

Kevin E. Ward, Electronics Engineer/BLOS Pilot, Business & Technology, Academic Affairs, effective August 13, 2021 – June 30, 2022, annualized salary of \$48,000. This is a newly created grant position.

April D. Yates, Assistant Professor, Nursing, Health Sciences, Academic Affairs, effective August 16, 2021 – May 6, 2022, 9-monthly salary of \$48,706.52. Ms. Yates fills the position vacated by the resignation of Sonya K. Gilmore.

Reclassification

Savannah A. Blazer, from Academic Support Specialist to Instructional Design Specialist, Online Learning & Library Services, Academic Affairs, effective July 23, 2021 – June 30, 2022, annualized salary of \$42,979.34. Ms. Blazer fills the position vacated by the resignation of Micah K. Pelham.

Terri L. Thomas, from Upward Bound Administrative Assistant to Student Support Services Program Coordinator, TRiO Programs, Student Life, Institutional Effectiveness & Student Affairs, effective August 30, 2021 – June 30, 2022, annualized salary of \$32,545.43. Ms. Thomas fills the position vacated by the reclassification of Bonnie A. Farr.

Resignation

Kristin F. Cottrell, Coordinator, Enrollment Services, Student Engagement, Institutional Effectiveness & Student Affairs, effective July 16, 2021.

Erika K. Ellis, Financial Aid Systems Specialist, Student Financial Services, Business Affairs, Administration & Finance, effective September 3, 2021.

Rachael C. Robinson, Temporary Writing & Reading Lab Tutor, Language & Literature, Academic Affairs, effective July 19, 2021.

Rebecca J. Samarripa, Military Family Employment Specialist, CareerSource Gulf Coast, Economic Development & Strategic Initiatives, effective August 19, 2021.

Joseph Stewart, Coordinator, Testing, Student Engagement, Institutional Effectiveness & Student Affairs, effective August 20, 2021.

Career Services

Employment

Karen T. Chason, Senior Administrative Assistant (Grade S210), Online Learning & Library Services, Academic Affairs, effective October 11, 2021, hourly rate of \$17.92. Ms. Chason fills the position vacated by the reclassification of Jordan W. Hale.

Jan M. Volpi, Testing Assistant (Grade S190), Testing, Student Engagement, Institutional Effectiveness & Student Affairs, effective August 30, 2021, hourly rate of \$15.64. Ms. Volpi fills the position vacated by the resignation of Angela J. Patterson.

Reclassification

Tassalhie Dekouche, from Coordinator to Workforce Services Manager (Grade 235), CareerSource Gulf Coast, Economic Development & Strategic Initiatives, effective August 23, 2021, hourly rate of \$20.80. This is a newly created grant funded position.

Rachel A. Inman, from Testing Assistant, Student Engagement, to Senior Bookkeeper, Travel (Grade S210), Business Affairs, Administration & Finance, effective July 6, 2021, hourly rate of \$15.78. Ms. Inman fills the position vacated by the reclassification of Jenna M. Brabham.

Resignation

Trichardo A. Davis, Groundskeeper, Facilities Management, Administration & Finance, effective August 24, 2021.

Justin Luzier, Custodian, Facilities Management, Administration & Finance, effective July 24, 2021.

Bailey K. Rodgers, Senior Administrative Assistant, Visual & Performing Arts, Academic Affairs, effective August 25, 2021.

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| Contract Ratifications | 4.3 | Submitted Contract Ratifications include 74 instructors of noncredit courses for a total of \$121,558.40. |
| Overloads/ Adjunct Pay | 4.4 | Summer “C” and July/August Exceptionals Monthly and Biweekly Overloads and Adjunct Pay includes 86 instructors of credit classes for a total of \$116,128.03. |
| Purchase Order Activity | 4.5 | The Expenditure Report for July 1-August 31, 2021, was provided for review. |
| Obsolete Property | 4.6 | The listing of two items deemed obsolete and no longer serve the needs of the College’s students or staff was provided for approval to remove them from the college’s inventory. |
| 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: <ul style="list-style-type: none">• #J2200039, Law Enforcement Trust Fund• #J2200156, CARES Act – Institutional Assistance• #J2200157, CARES Act – Institutional Assistance (Mini Grant) |

Mr. Hall moved to accept the consent agenda items 4.1 through 4.7 as presented. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

5. Action Items

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| Tentative Approval of Manual of Policy Changes | 5.1 | Trustees were asked to provide tentative approval of Manual of Policy changes:

<u>Manual of Policy 5.165, <i>Travel and Expenses</i>.</u> Revisions have been made to emphasize that authorized travel must be by the most economical means and moved procedural steps to the new IMM 5.165, Travel – Rate of Reimbursement.

<u>Manual of Policy 6.021, <i>Telecommuting</i>.</u> This 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, Telecommuting Agreement.

<u>Manual of Policy 6.025, <i>Outside Employment by College Personnel</i>.</u> The recommended changes have expanded the policy, and references a required authorization form, as illustrated in the new IMM 6.025, Outside Employment Approval Request Form. |
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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.

Mr. Bulger moved to accept the tentative approval of changes to the Manual of Policy as presented. Mr. Powell seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

**Recommendation
of Approval of
STEM Center
Schematic Design**

5.2 Trustees were asked to approve the STEM Center Schematic Design Phase as presented by Florida Architects, Inc., based on the current funding limitation. Mr. Scorci, president, Florida Architects, reviewed the key elements, via power point presentation, of the instructional facility, stating the team is confident that the STEM facility, as presented, will be accomplished within the allotted budget. Dr. Holdnak stated the proposed documents are the result of months and even years of planning and discussion involving the faculty that teach in the Natural Sciences department, the architect and his team, and other college staff. Dr. Holdnak recommended approval of the schematic design documents for the GCSC STEM Center as presented and, if approved, the college staff and the architectural team will immediately begin development of the construction documents for the project.

A lengthy discussion followed. Mr. Powell moved to approve schematic design for the GCSC STEM Center as presented. 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
to Approve the
2021 College
System
Affordability
Report**

5.3 Dr. Holdnak requested approval of the 2021 College System Affordability Report. He stated pursuant to Florida Statutes 1004.084 and 1004.085, each institution must submit, no later than September 30, to the District Board of Trustees the Florida College System Affordability Report, which details the efforts made by the institution to promote affordability in the areas of tuition and fees; financial aid policies and programs; textbooks; and other instructional materials.

Mr. Powell moved and Mr. Bulger seconded a motion to approve the Textbook Affordability Program Report as presented. The vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

Recommendation to Award the Contract for the Military & Veteran Resource Center Generator Installation (ITB #4-2021/2022) **5.4** Dr. Holdnak indicated that on September 2, 2021, college staff opened bids received in response to Invitation to Bid (ITB) #4-2021/2022 to provide for the installation of a generator in the Military & Veteran Resource Center. The college received two bids and each of the proposers met the requirements of the ITB. College staff recommends that the contract be awarded to the low bidder, Kenny Strange Electric, in the amount of \$94,597. Discussion followed regarding the bid process and the completion timeline of the building.

Mr. Powell made a motion to award the contract for the installation of a generator in the Military & Veteran Resource Center to the low bidder, Kenny Strange Electric, in the amount of \$94,597. Mr. Hall seconded the motion and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; and Lewis, aye. Mr. Tannehill recused himself from the vote indicating his company, Merrick-Industries, does business with Kenny Strange Electric, Recusal Form 8B is attached to these minutes.

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 July 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 July 31, 2021.

Lodging of the Siemens Year 8 Energy Savings Project Report **6.2** Mr. Mercer presented the Siemens Year Eight Annual Savings Report for the Energy Savings Performance Contract, which the college entered into in April 2012. Mr. Mercer gave a brief update of the contract and report on last year's usage. Discussion followed. Mr. Mercer stated the project was a good investment as it will handle the new STEM Center and additional buildings in the future.

Lodging of the 2020-21 GCSC Annual Financial Report **6.3** Dr. Mercer presented a summary of the College's Annual Financial Report for the fiscal year 2020-21. Mr. Mercer referred to the distributed 2020-21 highlight report in the material distributed to trustees, and stated the college continues to be in good shape. Mr. Mercer stated he had printed copies of the report for available for distribution.

**President's
Report**

6.4 Dr. Holdnak reported

- the college has hosted several regional robotics competitions recently;
- prior to the demolition of the classroom wing of the old science building, the college will hold a fundraiser by selling bricks from the building – a piece of history;
- 54 percent of the Seminole Landing residents are Gulf Coast students;
- information on existing college grants will be handed out at the end of the meeting;
- the Athletic Department is spearheading a campaign to identify a new mascot. Student Government held a design competition which resulted in a fighting Seagull and a fighting Osprey and SGA is seeking more input from students; and
- the vaccine incentive program has been implemented and a report will be forthcoming at the October meeting.

Dr. Holdnak stated following the board meeting will be the Public Safety Hall of Fame Induction Ceremony with lunch to follow honoring the Class of 2021.

**7. Good of the
Order**

Mr. Lewis invited trustees to attend the following Gulf Coast events:

- *Campus Life – Painting by Nan Li*, Art Exhibit will run September 10 through October 8, Amelia Center Gallery
- Public Safety Hall of Fame Induction for the Fall 2021 Class, September 16

8. Adjournment

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

Secretary

Chair, District Board of Trustees