

**FINAL  
MINUTES**

**REGULAR MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE  
FEBRUARY 24, 2022**

10 a.m.

William C. Cramer, Jr. Seminar Room

- Members Present** Tom L. Lewis (presiding), Boyd K. Bulger, 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), Frank A. Hall, Steve D. Millaway
- 1. Call to Order** 1.1 Chair 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 Chair Lewis welcomed guests, recognizing Mr. John Skaggs, Naval Support Activity-Panama City; Lt Col Rigoberto Perez, Tyndall Air Force Base; Mr. A.J. Bacon, president, Gulf Coast State College Foundation, Inc.; Mr. Brian Baillif, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council; Mr. Ashton Norton, vice 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 Initiatives.
- Hearing of Citizens** 1.5 No citizens answered the call to appear before the board.
- Special Presentation** 1.6 Dr. Holdnak invited Ms. Verly Chandler, Mr. Launie Whelan, and Mr. Dan Chandler, members of the Filipino American Association of Bay County to the podium. On behalf of the Fil-Am Association, vice-president Whelan, presented a donation of \$3,000, which completed the Judith Buhat Hamner Endowed Scholarship at the \$40,000 level. It was the late Judith Buhat Hamner's wish that the award amount be doubled, to cover the full tuition cost for student recipients who attend Gulf Coast State College, and 75 percent of the tuition for those attending Florida State University-PC.

Mr. Whelan then highlighted the Fil-Am Association activities throughout Bay county and the impact Ms. Hamner had on the Association. He also thanked the college for their presence in the community, as both his sons are graduates of the college.

**2. Trustee  
Comments**

**2.1** Trustee Tannehill wished everyone a Happy New Year as COVID-19 deterred him from attending the January meeting, stating it was nice to return. Mr. Powell agreed, stating the virus had visited his house as well. Trustees Powell and Skinner thanked the Foundation for a successful Annual Dinner. Mr. Warriner stated he was looking forward to hosting the April board meeting at the Gulf/Franklin Campus.

**Attorney's  
Report**

**2.2** Attorney Bennett had no report.

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

**2.3** Chair Lewis welcomed Mr. Bacon to the board meeting and congratulated him on his position as president of the GCSC Foundation. Mr. Bacon, reported the Foundation net assets are at \$38,185,885; total contributions to date for the Gulf Coast Guarantee are \$1,750,000; and scholarship support since July 2021 is at \$2,428,403.62. He continued, reporting the Foundation Annual Meeting, which grossed \$140,800, along with the Open House held on February 22 to highlight the Foundations new location on campus, were both successful. Mr. Bacon stated he was very thankful to Dr. Holdnak and the college community and was looking forward to the coming year.

**Honorary  
Trustee Updates**

**2.4.1** Mr. Skaggs, attending for CDR Foster, gave an update on base activities, stating the Navy base recently wrapped up security training operations; they are maintaining military readiness; and he wished everyone a Happy Engineers Week.

**2.4.2** Lt Col Perez, attending for Col Harwood, gave an update on Tyndall Air Force Base activities, stating the base continues with the demolition and installation of new buildings. The Child Development Center has had some set-backs due to product delivery, and is now scheduled to be complete in November. He stated the base continues to navigate through health issues and that there would be a controlled burn on base over the weekend and not to be alarmed.

**Next Meeting**

**2.5** The next regular meeting of the District Board of Trustees is set for Thursday, April 21, 2022, at 10 a.m. EST at the Gulf/Franklin Campus.

**3. SGA Report**

**3.1** Mr. Ashton Norton, vice president of the Student Government Association, updated the trustees on recent campus activities. He commended the SGA Executive Board for overcoming challenges, such as increasing student participation within SGA and campus events. He stated the Executive Board worked hard this past year to ensure the students had their voices heard and their wants granted. He continued



Reclassification

Laura H. Kuehner, from Chief Academic Officer to Vice President, Academic Affairs, effective February 1, 2022 – June 30, 2022, no change in salary. This is an administrative change only.

Resignation

Amy L. Lamagdeleine, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective February 17, 2022.

DROP Entry

Randall T. Chitwood, Instructional Coordinator, Nursing, Health Sciences, Academic Affairs, effective February 1, 2022.

DROP Exit

Marko L. Phelps, Director, Network Services, Information Technology Services, Administration & Finance, effective May 31, 2022.

**Career Services**

Employment

Jennifer A. Kolmetz, Switchboard Operator (Grade S180), Student Engagement, Institutional Effectiveness & Student Affairs, effective February 21, 2022, hourly rate of \$14.79. Ms. Kolmetz fills the position vacated by the retirement of Terresa C. Zekas.

Stephen S. Walton, Technician I, Heating & Air Conditioning (Grade S240), Facilities Management, Administration & Finance, effective February 14, 2022, hourly rate of \$20.65. Mr. Walton fills the position vacated by the resignation of William K. Adams.

Resignation

Lisa L. Brady, Senior Employment Assistant, CareerSource Gulf Coast, Workforce Center, Economic Development & Strategic Initiatives, effective February 22, 2022.

<b>Contract Ratifications</b>	<b>4.3</b>	Submitted Contract Ratifications included 27 instructors of noncredit courses for a total of \$38,661.52.
<b>Overloads/ Adjunct Pay</b>	<b>4.4</b>	Spring 2022 Sessions A & B Monthly and Biweekly Overloads and Adjunct Pay included 189 instructors of credit classes for a total of \$545,461.71.
<b>Purchase Order Activity</b>	<b>4.5</b>	The Expenditure Report for January 1-31, 2022, was provided for review.
<b>Obsolete Property</b>	<b>4.6</b>	The listing of three 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.

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

Dr. Holdnak congratulated the faculty who obtained Advancement in Rank and Continuing Contract, stating it is a lengthy application process and they should be congratulated.

## 5. Action Items

### **Tentative Approval of Manual of Policy Changes**

- 5.1** Trustees were asked to provide tentative approval of changes to Manual of Policy 6.025, *Outside Employment by College Personnel*. The recommended changes included updated verbiage to reference that prior written notification must be submitted to management for outside employment.

Mr. Warriner moved to accept the tentative approval of changes to Manual of Policy 6.025 as presented. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

### **Recommendation to Award Contract for ITB #7-2021/2022**

- 5.2** Dr. Holdnak reported that at the January 27 board meeting, trustees approved the recommendation to rescind prior approval for a Konica Minolta mKDR Mobile X-ray System from PPX Imaging, Inc. so the college could issue an Invitation to Bid for a newer model with enhanced capabilities that is being adopted by area health care providers.

He stated that on February 10, 2022, college staff opened bids received in response to ITB #7-2021/2022, for the newer model, Konica Minolta mKDR Mobile X-ray System. Three responses were received, recorded, and reviewed by college staff. As all bids met the requirements of the ITB, college staff recommended awarding the contract to Imperial Imaging Technology, the apparent low bidder, in the amount of \$168,751. As with the prior request, the newer unit cost will be covered by CARES funding, as this funding covers costs associated with significant changes to the delivery of instruction due to the coronavirus.

Mr. Warriner moved to award ITB #7-2021/2022 for the purchase of a Konica Minolta mKDR Mobile X-Ray System to the apparent low bidder, Imperial Imaging Technology, in the amount of \$168,750, as presented. Mr. Skinner seconded, and the vote was recorded as follows: Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

### **Recommendation of Approval to Reject Bids for ITB #6-2021/2022**

- 5.3** Dr. Holdnak indicated that on January 20, 2022, college staff opened responses to Invitation to Bid #6-2021/2022, GCSC-Gym Parking Lot Drainage Improvements, in an effort to address flooding and standing water issues. Early estimates by engineers for the project were in the

\$90,000 to \$100,000 range. Two responses were received, recorded, and reviewed by college staff. Dr. Holdnak stated one of the bids, in the amount of \$137,900, did not include all of the documents required by the ITB and the other bid, in the amount of \$197,500, did meet the requirements of the ITB, but was much higher than the early estimates.

Dr. Holdnak continued, stating as the only responsive bid was almost double the anticipated cost of the project, college staff and Dewberry Engineers, the college's engineering and design firm on the project, recommended that the college reject the bid and either rebid at a later date or pursue other options. Discussion regarding other options followed.

Mr. Tannehill moved to approve the recommendation to reject the only responsive bid to ITB #6-2021/2022 in the amount of \$197,500 as presented. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Recommendation 5.4  
to Approve  
STEM Project  
Design  
Development  
Documents**

Dr. Holdnak stated the Florida Architects team had completed the Design Development Documents for the STEM building and the remodel of the Natural Science Building-A, based on the current funding limitations. The documents are the result of months of planning and discussion involving the faculty that teach in the Natural Sciences department, the architect and his team, and other college staff. After a number of redesigns over the past eight years, Dr. Holdnak was pleased to recommend the Design Development Documents for board approval.

He identified the total state funds appropriated for the project total \$23,486,326, with a construction budget of \$20,105,144, the difference being demo, site work, permitting, and design work. The STEM facility, as designed, along with some remodel of the Natural Science laboratories into classrooms, will be accomplished within this budget. Mr. Joe Scorci, president, Florida Architects, gave a short presentation highlighting the floor plans of each facility. Following a lengthy discussion, Dr. Holdnak recommended board approval of the Design Development Documents as presented, stating if approved, college staff and the architectural team will immediately begin development of the construction documents for the project.

Mr. Powell made a motion to approve the STEM facility and the remodel of the Natural Sciences Building-A Design Development Documents as presented. Mr. Warriner seconded the motion and the vote was recorded as follows: Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Recommendation to Approve the Disaster Recovery Services Agreements** 5.5

Dr. Holdnak stated several years ago, Santa Fe College and the Florida College System Risk Management Consortium (FCSRMC) issued Requests for Proposals for disaster-related services that would be available for all 28 Florida colleges. The RFP's included:

- RFP #03-20C, Disaster Debris Clearance and Removal Services
- RFP #17-20C, Disaster Recovery and Remediation Services/Debris Monitoring

He indicated the proposals were solicited according to state procurement statutes and guidelines, and several vendors were selected for each RFP. Of the 28 colleges in the system, 18 have previously participated and the FCSRMC is encouraging the remaining to do so as well.

Dr. Holdnak stated participation in said agreements does not obligate the college in any way, but it does allow the college to have agreements in place, if needed, with vendors that have been selected through a competitive bidding process. He recommended that Gulf Coast State College enter into the Disaster Recovery Service Agreements to ensure the college is prepared should another disaster strike and these services are needed.

**5.5.1** Mr. Warriner made a motion to approve the Disaster Debris Clearance and Removal Services Agreement, per Santa Fe RFP #03-20C, as presented. Mr. Bulger seconded the motion, and the vote was recorded as follows: Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**5.5.2** Mr. Warriner made a motion to approve the Disaster Recovery and Remediation Services/Debris Monitoring Service Agreement, per Santa Fe RFP #17-20C, as presented. Mr. Bulger seconded the motion, and the vote was recorded as follows: Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Ratification of Educational Use Resolution and Approval of Sales Contract / Property Sales of Delwood Beach Road Property** 5.6

Dr. Holdnak noted the college owns approximately 7.8 acres of undeveloped property on Delwood Beach Road, in an unincorporated portion of Panama City Beach, which sits between the Preserve neighborhood and NOAA's Marine Fisheries Lab. He stated after a review of current and future college needs, and in consideration of the recent acquisition of the property on 23<sup>rd</sup> Street, staff no longer believe the Delwood Beach Road property has an educational use or purpose in meeting the objectives or operations of the college. Consequently, Dr. Holdnak recommended the Board declare the same in the form of a formal resolution, as required by statute. Attorney Bennett reviewed Exhibit 1, Resolution 22-01, which stated the Delwood Beach Road property is no longer necessary for educational or ancillary purposes as outlined in the Educational Plant Survey for Gulf Coast State College. With trustee approval, Resolution 22-01 would make the property

available for disposal. Attorney Bennett then reviewed Exhibit 2, Resolution 22-02, which authorizes the chair and the president to go forward with the Sales Agreement for said property.

Dr. Holdnak indicated that in anticipation of this pending action by the Board, staff put a “for sale” sign up on the property. He stated staff received dozens of inquiries over the last few months and ultimately entered into negotiations with two different entities. He reported the college has received an earnest offer for this property in the amount of \$3,250,000.

Dr. Holdnak recommended the Board approve Resolution 22-01 and Resolution 22-02 related to the ratification of educational use and sales agreement for the property, resulting in the opportunity to sell the Delwood Beach Road property.

After a lengthy discussion, Mr. Skinner made a motion to approve Resolution 22-01, Ratification of Education Use, to remove the Delwood Beach Road property from the GCSC Educational Plant Survey. Mr. Bulger seconded the motion and the vote was recorded as follows: Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Mr. Bulger then made a motion to approve Resolution 22-02, approving the Sales Agreement for the Delwood Beach Road property, Bay County Property Appraisal Parcel ID 31317-010-000, in the amount of \$3,250,000, and authorize the Chairman and President to proceed with the closing for the sale and transfer of the property to buyer in accordance with the terms and condition of the Purchase and Sales Agreement. Mr. Powell seconded the motion and the vote was recorded as follows: Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Mr. Crisp, via phone, stated while he believed the sales price for the said property is fair, he expressed his desire to have the property appraised and wanted his request documented in the minutes.

**Recommendation 5.7  
of Naming the  
North Bay  
Campus  
Firearms  
Training Range**

On behalf of the Public Safety staff, area law enforcement personnel, and himself, Dr. Holdnak requested the Board’s approval to name the firearms training range at the North Bay Campus in honor of Nick Rivera, a former long-time college employee. Mr. Rivera tragically lost his life on October 18, 2018, in the wake of Hurricane Michael, helping others clear their land.

Dr. Holdnak continued, stating Mr. Rivera made significant contributions to Gulf Coast State College and local and regional law enforcement agencies. Over the years, he was a central figure in the basic, advanced, and specialized training for a vast number of law enforcement officers in



the Gulf Coast region. Mr. Rivera cared deeply about the profession and made every effort to ensure that new officers were prepared for the many challenges they would face. Sgt Rivera worked for the Florida Highway Patrol for 30 years. Before retiring from the FHP he worked as an adjunct instructor for the college and after retirement he continued to adjunct while also serving as an active reserve officer with the FHP. In 2012, Mr. Rivera began working for the college full time as the Assistant Coordinator of Public Safety and was the Coordinator of Advanced Public Safety Training when he passed away. His many contributions were not only to law enforcement but to public safety as a whole. As a result, Dr. Holdnak requested approval to formally name the firearms training range at the North Bay Campus, the *Sgt Nick Rivera Firearms Training Range*, in the hope that future students will be inspired to follow the giant footsteps he left for them.

Mr. Tannehill made a motion to formally name the firearms training range at the North Bay Campus, the *Sgt Nick Rivera Firearms Training Range* as recommended. Mr. Warriner seconded the motion and the vote was recorded as follow: Bulger, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Ms. McCurdy, Executive Director, Community Engagement, stated the dedication ceremony will be April 14 at 10 a.m. at the North Bay Campus.

## 6. Informational Items

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

**6.1.1** Mr. Mercer led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2021-22 as of December 31, 2021.

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

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

### **COVID 19 Relief Funding Update**

**6.2** Dean Leslie Hapner gave an update on the awards and expenditures of the COVID 19 Relief Funding the college has received to date. She stated in some cases, due to delivery set-backs, it has been a struggle to spend the money by the deadline date.

### **President's Report**

**6.3** Dr. Holdnak gave a report on campus activities, including,

- The Dental Hygiene Program hosted their annual "Kids Klinik" event, providing no-cost dental exams for children ages 3-17.

- The GCSC Faculty Music Recital is scheduled for February 25 at 7:30 p.m. in the Amelia Center Auditorium.
- Women’s Basketball finished their season 19-9, after winning a second place conference tie breaker against Chipola College, advancing them to the NJCAA Region 8 Women’s Basketball State Tournament.
- Men’s Basketball finished their season 16-12.
- Baseball and Softball seasons are underway. Baseball overall record is 11-6 and Softball overall record is 16-4.

Dr. Holdnak stated committee members were working on the 2023-2027 Strategic Plan, indicating surveys have been submitted to employees, students, and community members. He also gave an update on FTE and legislative issues.

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|-----------------------------|------------|--|
| <b>7. Good of the Order</b> | <b>7.1</b> | Trustees were reminded the college would be closed March 14-18 for Spring Break. |
| <b>8. Adjournment</b>       | <b>8.1</b> | The regular meeting was adjourned at 11:55 a.m.                                  |

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Secretary

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Chair, District Board of Trustees