

**FINAL  
MINUTES**

**REGULAR MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE  
July 21, 2022**

10 a.m.

William C. Cramer, Jr. Seminar Room

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

**Absent** Floyd D. Skinner

**1. Call to Order** 1.1 Mr. Lewis called the meeting to order at 10:02 a.m.

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

**Pledge of Allegiance** 1.3 Mr. Crisp led the pledge of allegiance to the American flag.

**Election of Officers** 1.4.1 Trustee Lewis relinquished the chair to Vice Chair Warriner, who accepted nominations for board chair for 2022-2023. Mr. Tannehill nominated Mr. Lewis. No other nominations were offered, Mr. Hall seconded the nomination, and Mr. Lewis was reelected board chair on a vote recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

1.4.2 In response to Chair Lewis's call for nominations for board vice chair, Mr. Bulger nominated Mr. Warriner. There being no other nominations, Mr. Hall seconded, and Mr. Warriner was elected board vice chair for 2022-2023 on a vote as recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Welcome to Guests** 1.5 Chair Lewis welcomed guests: Mr. John Skaggs, United States Navy; Mr. A.J. Bacon, president, Gulf Coast State College Foundation, Inc.; Dr. Sandra Pugh, past-chair, Faculty Senate; Ms. Danyelle Alexander, chair, Professional Employee Council; Mr. Ashton Norton, president, Student Government Association; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Student Affairs; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Strategic Initiatives & Economic Development.

- Hearing of Citizens**                    **1.6**    No citizens answered the call to appear before the board.
- Special Presentation**                    **1.7**    Chair Lewis asked Mr. Norton to join him at the podium. Mr. Norton introduced Rebecca Starke, vice president; Nathan Garrett, secretary; and Allie Smith, event coordinator, Student Government Association, and then asked Dr. Holdnak to join them at the podium. Mr. Norton thanked Dr. Holdnak for his commitment to the college and students. On behalf of the Student Government Association, Mr. Norton presented Dr. Holdnak with the SGA Leadership Award. He also stated that the award going forward will be named the John R. Holdnak Leadership Award. Dr. Holdnak thanked Mr. Norton and the Student Government Association for the plaque and the award naming honor.
- 2. Trustee Comments**                    **2.1**    Trustees, individually and collectively, thanked Dr. Holdnak for his dedication, commitment, and service to the college. They also shared stories regarding past events and stated Dr. Holdnak was an asset to the college. Trustees agreed the college will be in good hands under the direction of Interim President Dr. Flax-Hyman and staff.
- Attorney's Report**                    **2.2**    Attorney Bennett had no report.
- 2.2.1**    Attorney Bennett presented paperwork to the board members which would Quit Claim property owned by the college next to the Workforce Board Building and across from the Carl Gray Park boat ramp to the City of Panama City. A lengthy discussion took place regarding the need for a survey, the cost of a survey, and the need for more specific detail regarding what parts of the property will be included in the deed. The board requested more information and Chair Lewis asked if there were any objections with moving forward with preparing a more detailed request. Hearing no objections, Attorney Bennet will continue gathering the requested information and after distributing the information to trustees for prior review, he will submit a more comprehensive request at the September board meeting.
- GCSC Foundation, Inc. President's Update**                    **2.3**    Mr. Bacon, president, GCSC Foundation, Inc., reported the Foundation total assets are \$35,207,637 and the contributions to the Gulf Coast Guarantee Campaign to date is \$2,710,222. The new fiscal year began on July 1 and total giving to date is \$3,122.
- Mr. Bacon reminded everyone that the Charles Hilton Center for Advanced Technology and Hospitality Management Ribbon Cutting/Dedication Ceremony will be July 28 at 10 a.m. and everyone is cordially invited to attend. He also stated the Foundation will be holding their initial 5K Fund Run on September 17 and to please visit the Foundation website for more information.

Mr. Bacon, on behalf of the GCSC Foundation board, echoed prior statements made about Dr. Holdnak and wished him the very best in his retirement.

**Honorary  
Trustee Updates**

**2.4.1** Mr. Skaggs, attending for Captain Foster, reported NSA-Panama City received the Lt Pete Taylor Partnership of Excellence Award. This award recognizes successful partnerships and projects that benefit military-connected students. He congratulated Dr. Holdnak on his retirement.

**2.4.2** Col Harwood was unable to attend the meeting as Tyndall Air Force Base is having base-wide exercises this week.

**Next Meeting**

**2.5** The next regular meeting of the District Board of Trustees is set for Thursday, September 15, 2022, at 10 a.m. in the William C. Cramer, Jr. Seminar Room of Gulf Coast State College. There is no meeting scheduled for August.

**President's  
Automobile  
Mileage**

**2.6** Consistent with the provisions of his contract, Dr. Holdnak lodged his business and personal mileage from November 18, 2021 through his DROP Exit, for the automobile provided to him by the board.

**3. SGA Report**

**3.1** Mr. Norton, president, Student Government Association (SGA), stated the Executive Board continues to explore events which will keep students actively involved. The E-board is continuously looking at ways to involve the North Bay Campus and the Gulf/Franklin Campus in events. He reiterated his thanks to Dr. Holdnak for his service to the students.

**Program Focus**

**3.2** Dr. Holdnak distributed information regarding the Mobile Home Tie-Down Program the college is now administering. This program administration came to Gulf Coast via the request of Representative Trumbull. Dr. Holdnak gave a brief synopsis of the program and a short discussion followed.

**4. Consent Agenda**

The items on the consent agenda are routine business, state directives, and/or compliance items. Chair Lewis asked if there were any items trustees would like pulled from the Consent Agenda for further discussion.

Mr. Warriner motioned that 4.2, Personnel Recommendations, be pulled from the Consent Agenda. Mr. Crisp seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Consent Agenda Items 4.1 and 4.3 through 4.8 were presented for approval:

- |  |              |   |
|--|--------------|---|
| <b>Minutes</b>   | <b>4.1.1</b> | June 30, 2022, District Board of Trustees monthly meeting minutes.  |
|  | <b>4.1.2</b> | June 30, 2022, District Board of Trustees workshop meeting minutes.   |
| <b>Contract Ratifications</b>                          | <b>4.3</b>   | Submitted Contract Ratifications included 54 instructors of noncredit courses for a total of \$117,141.61.  |
| <b>Overloads/ Adjunct Pay</b>                          | <b>4.4</b>   | Summer 2022 Session C Monthly and Biweekly Overloads/Adjunct Pay included 57 instructors of credit classes for a total of \$119,406.55.   |
| <b>Purchase Order Activity</b>                         | <b>4.5</b>   | The Expenditure Report for June 1-30, 2022, was provided for review.  |
| <b>Obsolete Property</b>                               | <b>4.6</b>   | The listing of 28 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.   |
| <b>Reevaluation of the Purchase Order Threshold</b>    | <b>4.7</b>   | Recommendation was made to keep the status quo for the Purchase Order Threshold in effect for the 2022-2023 fiscal year.  |
| <b>2022-23 Restricted Current Fund (Fund 2) Budget</b> | <b>4.8</b>   | Recommendation to amend the 2022-23 Restricted Current fund (Fund 2) Budget, noting #J2201544 amendment would establish the budget for the Veterans Business Outreach Center.<br><br>Mr. Warriner moved to accept the consent agenda items 4.1 and 4.3 through 4.8 as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye. |
| <b>Personnel</b>                                       | <b>4.2</b>   | Mr. Warriner commented that he could not let this particular Personnel Services Recommendation go through as a Consent Agenda Item seeing that there was a significant DROP Exit listed. He once again thanked Dr. Holdnak for his service to the college and the community. The Personnel Recommendations was submitted for review and approval.   |

### **Professional Services**

#### Employment

Asabella F. Barbour, Temporary Writing and Reading Lab Tutor, Language & Literature, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$23,982. Ms. Barbour fills the position vacated by the resignation of Alyssa K. Bell.

Alyssas C. Evans, Academic Program Specialist, Health Sciences, Academic Affairs, effective July 11, 2022 – June 30, 2023, annualized salary of \$39,550. Ms. Evans fills the position vacated by the resignation of Ulysses Carlini, III.

Bobby J. Keel, Temporary Instructional Assistant Coordinator, Practical Nursing and CNA Programs, Nursing, Academic Affairs, effective July 5, 2022 - June 30, 2023, annualized salary of \$56,308. Mr. Keel fills a newly created position.

Liam I. O'Leary, Coordinator, Library Services, Online Learning & Library Services, Academic Affairs, effective July 11, 2022 – June 30, 2023, annualized salary of \$39,550. Mr. O'Leary fills the position vacated by the resignation of Julie A. Lusk.

Melanie M. Pendergrass, Assistant Professor, Nursing, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$55,022. Ms. Pendergrass fills the position vacated by the resignation of April D. Yates.

Jennifer D. Shaw, Program Manager, Mobile Home Tie-Down Program, Business Affairs, Administration & Finance, effective July 18, 2022 – June 30, 2023, annualized salary of \$59,054. Ms. Shaw fills a newly created position.

Sarah E. Snider, Librarian, Online Learning & Library Services, Academic Affairs, effective July 11, 2022 – June 30, 2023, annualized salary of \$46,733. Ms. Snider fills the position vacated by the death of Austin A. Vanco.

Jason R. Yee, Network System Analyst, Information Technology Services, Administration & Finance, effective July 5, 2022 – June 30, 2023, annualized salary of \$77,987. Mr. Yee fills the position vacated by the reclassification of Jeffery R. deLucia.

#### Reclassification

David C. Lee, from Assistant Professor to Instructional Coordinator, Technology Management and Computer Science, Business & Technology, Academic Affairs, effective July 25, 2022 - June 30, 2023, annualized salary of \$76,931. Mr. Lee fills the position vacated by the reclassification of Wendy L. Payne.

Wendy L. Payne, from Instructional Coordinator to Professor, Computer Science, Business & Technology, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$71,212.05. Dr. Payne fills the position vacated by the reclassification of David C. Lee.

Shelly S. Thornton, from Associate Professor to Student Success Mentor/Laboratory-Simulation Coordinator, Nursing, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$65,194.58. Ms. Thornton fills the position vacated by the reclassification of Keri J. Matheus.

Scott R. Wilkes, from Pathway Navigator to Associate Director of Navigation Center, Student Engagement, Institutional Effectiveness & Student Affairs, effective July 1, 2022 – June 30, 2023, annualized salary of \$51,987. Mr. Wilkes fills a newly created position.

Administrative Leave/Temporary Reclassification

Cheryl Flax-Hyman, from Vice President, Institutional Effectiveness & Student Affairs to Interim President, Office of the President, effective August 1, 2022-June 30, 2023, or until such time a new president is hired. Dr. Flax-Hyman fills the position vacated by the DROP Exit of John R. Holdnak.

Correction from June 30, 2022, Report

Jennifer A. McAtee, Division Chair, Visual & Performing Arts, Academic Affairs, effective July 25, 2022 – June 30, 2023, (date change) annualized salary of \$86,120. Ms. McAtee fills the position vacated by the reclassification of Jason D. Hedden.

DROP Exit

John R. Holdnak, President, Office of the President, effective July 31, 2022.

Resignation

Ashley A. Foster, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective July 5, 2022.

**Career Services**

Employment

Ivalda A. Durkee, Executive Administrative Assistant (Grade S240), Institutional Effectiveness & Student Affairs, effective June 22, 2022, hourly rate of \$20.66. Ms. Durkee fills the position vacated by the reclassification of Julie A. Lusk.

Rosalie M. Lovelace, Switchboard Operator/Receptionist (Grade S180), Recruitment & Community Relations, Institutional Effectiveness & Student Affairs, effective July 8, 2022, hourly rate of \$15.53. Ms. Lovelace fills the position vacated by the reclassification of Jennifer A. Kolmetz.

Jada E. Pierce, Media Application Specialist (Grade S190), TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective July 5, 2022, hourly rate of \$15.66. Ms. Pierce fills the position vacated by the resignation of David A. Wigley.

Reclassification

Jennifer A. Kolmetz, from Switchboard Operator/Receptionist to Academic Support Assistant, Dual Enrollment (Grade S300), Recruitment & Community Relations, Institutional Effectiveness & Student Affairs, effective July 11, 2022, hourly rate of \$20.69. Ms. Kolmetz fills the position vacated by the reorganization of Dual Enrollment.

Kelley R. Woodard, from Intake Orientation Assistant to Special Project Specialist (Grade S220), CareerSource Gulf Coast, Economic Development & Strategic Projects, effective July 1, 2022, hourly rate of \$19.68.

DROP Exit

Dorothy A. Terryn, Executive Assistant to the President, Office of the President, effective August 31, 2022.

Resignation

Jessica Owens, Senior Administrative Assistant, Student Accessibility Resources, Student Life, Institutional Effectiveness & Student Affairs, effective July 21, 2022.

Mr. Crisp questioned why Dr. Flax-Hyman was listed under Administrative Leave. Dr. Holdnak responded that Dr. Flax-Hyman was hired as an interim president for a specific period of time and by listing her under Administrative Leave guarantees her the return to her current position.

Mr. Warriner motioned to accept 4.2 Personnel Recommendations as presented and Mr. Bulger seconded the motion. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**5. Action Items**

**Recommendation of Approval of Amendment to the 2021-2022 Unrestricted Current Fund (Fund 2) Budget**

**5.1**

Dr. Holdnak stated that at the end of each fiscal year, college staff recommends to the District Board of Trustees an amendment to the Unrestricted Current Fund (Fund 1) to adjust for variations in annual expenditures that vary from originally budgeted expenditure categories: Personnel Expense, Current Expense and Capital Outlay. This is intended to provide the maximum amount of flexibility in preparation of year-end financial statements.

The college annually requests that excesses in the Personnel Expense budget, resulting from temporarily or permanently unfilled positions during the year, and in Capital Outlay, resulting from funding becoming available from other sources such as grants, be transferred to the Current

Expense budget category as part of the end-of-the-year financial cycle. Dr. Holdnak requested approval of the recommended budget amendment to facilitate finalizing the 2021-22 financial statements and maintain the state required fund balance.

Mr. Hall made a motion to approve the proposed budget amendment to the 2021-22 Unrestricted Current Fund (Fund 1) budget as presented. Mr. Bulger seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Dual Enrollment  
Articulation  
Agreements**      **5.2**

Dr. Holdnak requested board approval of the articulation agreements between the College and the Bay, Franklin, Gulf, Holmes, and Washington County district school boards, along with Covenant Christian School, Faith Christian School, Kaleidoscope School of Discovery, Ohana Institute, and Panama City Advanced School.

Mr. Crisp moved and Mr. Bulger seconded approval of the articulation agreements as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Recommendation  
to Approve  
the Ellucian  
Cloud-Based  
Information  
System**      **5.3**

Dr. Holdnak stated college personnel has been requesting the needed documentation from Ellucian and anticipated a response from them earlier in the week. As of July 14, 2022, the information was not received, therefore, Dr. Holdnak requested this agenda item be tabled until the September 15, 2022, board meeting.

**Recommendation  
for Approval to  
Award Contract  
for ITB  
#12-2021/2022,  
Underwater  
Remote Operated  
Vehicle**      **5.4**

Dr. Holdnak stated that on July 7, 2022, college procurement staff opened the only bid received in response to Invitation to Bid (ITB) #12-2021/2022, Underwater Remote Operated Vehicle. Procurement staff solicited bids from nine vendors, and Outland Technology, Inc., located in Slidell, Louisiana, was the only respondent. The Underwater Remote Operated Vehicle (ROV) will be used for training purposes and underwater recovery efforts in the college's TEMPEST and Unmanned Vehicle Programs. The purchase includes the Outland 1000 ROV and Tritech Micron Sonar, which will be funded through the Triumph Emergency Response (aka TEMPEST) grant. As Outland Technology, Inc. is the sole respondent, and meets all requirements of the ITB, staff recommended approval to award the contract to Outland Technology, Inc. in the amount of \$105,453.

A lengthy discussion followed regarding the grant and the scope of the grant requirements. Mr. Bulger enquired if we have leveraged our relationship with the Navy regarding this particular piece of equipment. Dr. Holdnak replied the college indeed worked closely with NSA-PC in



regards to unmanned vehicle systems in general, and submersibles specifically, in selecting equipment for this grant. Mr. Hall requested a quarterly performance matrix report for Triumph Grant Award Agreement #202, the Gulf Regional Training Center for Emergency Satellite Communications, Geospatial Intelligence, & Unmanned Vehicles in Emergency Response (TEMPEST) Project.

Mr. Hall made a motion to approve the recommendation to award the contract for the Underwater Remote Operated Vehicle (ROV) in the amount of \$105,453 in response to Invitation to Bid #12/2021-2022. Mr. Powell seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, 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 2021-22 as of May 31, 2022.

Discussion followed regarding grants and the different fund accounts listed on the report. Mr. Mercer informed trustees that staff is exploring options which will make reports more comprehensible.

**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 budget for fiscal year 2021-22 as of May 31, 2022.

**Unrestricted Current Fund (Fund 1) and Auxiliary Fund (Fund 3) Balance Update**

**6.1.3** Mr. Mercer gave a projected balance update on the Unrestricted Current Fund (Fund 1) and Auxiliary Fund (Fund 3) budgets as of June 30, 2022.

**President's Report**

**6.2** Dr. Holdnak read a resolution of commendation honoring Mr. Allan G. Bense for his exceptional contributions to the community and as a public servant for the greater good of Northwest Florida. He continued, stating Mr. Bense served in the Florida Legislature from 1998 through 2006, and as Speaker of the House of Representatives from 2004 through 2006, advocating for education and Gulf Coast State College specifically, by playing a vital role in the college receiving over \$56 million dollars in PECO funds for renovations/remodeling, new construction projects, and land acquisition. Dr. Holdnak requested board approval to name the Public Safety/ Emergency Operations Center the Allan G. Bense Public Safety Complex in honor of his

service, leadership, and steadfast support of this great institution. On a motion by Mr. Hall, which was seconded by Mr. Crisp, the resolution was adopted by unanimous acclamation.

Dr. Holdnak distributed handouts and provided updates and information on the following:

- Budgeted Positions for 21-22 and 22-23,
- Several thank you notes received from various employees and employee groups on campus for the pay incentive and salary increase,
- GC baseball pitcher, Carson Dorsey, was drafted by the Texas Rangers in the 2022 MLB Draft,
- Congratulations to our athletes as they continue their journeys at the next level. Schools include South Alabama, Emory, University of West Florida, Georgia Southern, St. Thomas University, University of Houston, Huntingdon College, Arkansas State, and the University of New Orleans,
- Brent Peacock, Director of the Veterans Business Outreach Center testified before Congress of the United States at a hearing titled, “Military to Main Street: Serving Veteran Entrepreneurship,” and
- COVID-19 Relief Fund Balances.

**7. Good of the Order**

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

- RN-BSN Pinning Ceremony, 6 p.m., July 28, Amelia Center Theatre
- Practical Nursing Pinning Ceremony, 6 p.m. EST, August 4, Great Hall, First United Methodist Church, Port St Joe
- Super Saturday, August 6, 9 a.m. in the Advanced Technology Center and 10 a.m. EST at the Gulf/Franklin Campus
- Fall Conference General Assembly, August 17, 9 a.m., Amelia Center Theatre
- College will be closed for In-Service Training, August 17

**8. Adjournment**

**8.1** The regular meeting was adjourned at 11:55 a.m.

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Secretary

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Chair, District Board of Trustees