

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
May 19, 2022**

10 a.m.
Advanced Technology Center, Room 302

Members Present Tom L. Lewis (presiding), Donald R. Crisp, Boyd K. Bulger (via phone), Frank A. Hall, David Powell, Floyd D. Skinner, Joe K. Tannehill, Jr., Dr. John R. Holdnak, and Mr. Bennett

Absent Steve D. Millaway, David P. Warriner

- 1. Call to Order** **1.1** Chair 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. Hall 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; Mr. A.J. Bacon, president, Gulf Coast State College Foundation, Inc.; Dr. Jessica Edwards, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council, Mr. Ashton Norton, 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 requested board approval to move Action Item 5.7 up in the agenda for discussion. Chair Lewis asked for objections, seeing none, he gave Dr. Holdnak approval to move on.
- Naming of the Advanced Technology Center Building** **5.7** Dr. Holdnak stated that the College was being presented a very special gift, the largest gift in College and GCSC Foundation history and represents a way to honor those who have helped to make Panama City and Panama City Beach what they are today – a vibrant place to live, work, and play – and attend college.

He continued, stating in recognition of this generous donation, he requested board approval to name the Advanced Technology Center building the “*Charles Hilton Center for Advanced Technology and Hospitality.*” Mr. Crisp made a motion to approve the recommendation to name the Advanced Technology Center building the “*Charles Hilton Center for Advanced Technology and Hospitality.*” Mr. Hall seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

**Special
Presentation
(continued)**

1.6 Dr. Holdnak then invited Ms. Julie Hilton; as well as Board Chair Tom Lewis; Mr. A.J. Bacon, president, GCSC Foundation, Inc.; and Dr. Sean Preston, executive director, GCSC Foundation, Inc. to the podium. Dr. Holdnak indicated that over the past few months Ms. Hilton, Dr. Preston, Ms. Melanie Boyd, chair, Business & Technology Division, and himself have been involved in several conversations around Ms. Hilton and her family’s interest in the local hospitality and tourism industry. Ms. Hilton and her family own many hotels and other businesses in Bay County and are committed to providing the best hospitality experience to the waves of tourists who flock to the best beaches in America. Dr. Holdnak stated, “with Ms. Hilton’s guidance, we believe we can be the hallmark of Hospitality and Tourism education in the region and soon the state.” Dr. Holdnak then revealed that the College and GCSC Foundation are pleased to announce that Ms. Julie Hilton has generously donated \$2,500,000 in support of a lifetime naming opportunity for her father, Mr. L. Charles Hilton. As approved by the Board of Trustees, the Advanced Technology Center building will be dedicated as the “*Charles Hilton Center for Advanced Technology and Hospitality.*” In addition, the gift creates the *Hilton Family School of Hospitality*, which will oversee the robust retooling of this vital program.

Dr. Holdnak went on to say the gift will provide \$1,000,000 in operational funds to assist the College in revising and revamping the AA and AS degrees in hospitality and tourism management; \$1,000,000 will permanently fund the “*Katherine Griffin Boatwright Endowed Faculty Chair for Hospitality & Tourism*”; and \$500,000 will support the Gulf Coast Guarantee Scholarship program – making Ms. Hilton the largest donor to date for this ambitious campaign. On behalf of the GCSC Foundation Board and the GCSC District Board of Trustees, Dr. Holdnak stated it was with sincere gratitude and appreciation that he thank Ms. Hilton for her generous support of the College, the Foundation, and the many multitudes of Gulf Coast State College students seeking an education on our campus.

Ms. Hilton stated she was excited to be part of the expansion of a premier hospitality program and the enhancement of the existing Culinary Program, as the Gulf Coast mission is consistent with her family’s goals.

She went on to state this is the perfect combination of opportunities for the community and the college which will ultimately produce workforce ready employees. Ms. Hilton continued giving a brief history of the legacy of her grandmother, Katherine Griffin Boatright, her father, L. Charles Hilton, the Hilton extended family and the work they did to make Panama City Beach and the surrounding areas a better place to live, work, and play.

**2. Trustee
Comments**

2.1 The trustees collectively thanked Ms. Hilton for the generous gift to the College and GCSC Foundation. Mr. Powell welcomed Mr. Norton to his first board meeting; Mr. Hall thanked Dr. Preston, Ms. Boyd, and all others involved in the fruition of the Hilton donation, stating it was a team effort indeed. He also commended Dr. Walsingham for a great graduation ceremony. Mr. Crisp recollected some stories regarding himself and Mr. Hilton, stating he was a friend and colleague. Mr. Skinner stated he was excited about the enhancement to the Culinary Program.

**Attorney's
Report**

2.2 Mr. Bennett reminded trustees to complete and return the Presidential Evaluation form to him for submittal at the June District Board of Trustees meeting.

2.2.1 Mr. Bennett presented two amendments to Dr. Holdnak's Memorandum of Understanding (MOU) for approval. Chair Lewis entertained a motion to approve the amendments to Dr. Holdnak's MOU as presented; Mr. Hall moved and Mr. Tannehill seconded the motion. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

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

2.3 Mr. A.J. Bacon, president, GCSC Foundation, Inc., reported the May 2022 net assets are \$34,247,213 million; year-to-date giving activity is \$3,649,662; and total contributions to the Gulf Coast Guarantee total \$2,550,000.

Mr. Bacon extended his thanks to Ms. Hilton for the monumental donation and to the board of trustees for their continued support. He stated he was excited about the momentum of the Foundation board and staff. He continued, confirming the Foundation's Past President's lunch, scheduled for May 26, stating this will be an opportunity for those who have served in the past to continually connect with the organization.

**Honorary
Trustee Updates**

2.4.1 Mr. Skaggs, attending for CDR Foster, asked that we reflect and honor those who died and fought for our freedom over the up-coming Memorial Day holidays.

2.4.2 Colonel Harwood was unable to attend today's meeting.

- Approval of the 2022-23 DBOT Meeting Schedule** **2.5** Trustees reviewed the proposed 2022-23 schedule of regular meetings of the District Board of Trustees. The first meeting on July 21, will include election of board leadership as prescribed by Florida Statutes. Chair Lewis indicated due to timing issues, the 2023 January, February, and June meetings will be held on the fourth Thursday rather than the third Thursday. Mr. Powell moved to approve the proposed 2022-23 District Board of Trustees meeting schedule as presented. Mr. Skinner seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.
- Next Meeting** **2.6** The next regular meeting of the District Board of Trustees is set for Thursday, June 30, 2022, at 10 a.m. in the William C. Cramer, Jr. Seminar Room, of the Robert L. McSpadden Student Union West.
- 3. SGA Report** **3.1** Mr. Ashton Norton, president, Student Government Association, introduced himself and stated he was looking forward to serving the college and the community. He continued stating the SGA board has made some internal improvements which will result in benefits to students. He also was looking forward to introducing SGA Executive Board members at future meetings.
- 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. No requests were made; therefore, the following recommendations were presented for approval on the Consent Agenda.
- Minutes** **4.1.1** District Board of Trustees April 21, 2022, meeting minutes.
4.1.2 District Board of Trustees April 21, 2022, Special Workshop minutes.
- Personnel** **4.2** **Professional Services**
Employment
Kristal D. Smallwood, Director, Gulf/Franklin Campus, Academic Affairs, effective July 1, 2022 - June 30, 2023, annualized salary of \$65,260. Ms. Smallwood fills the position vacated by the resignation of Alfred L. McCambry, Jr.

Daniel O. Fisher, Assistant Professor, Psychology, Social Sciences, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$43,335. Mr. Fisher fills the position vacated by the resignation of Wesley Keene.

Kristi A. Krutchek, Professor, Mathematics, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$49,895.11. Ms. Krutchek fills the position vacated by the reclassification of J. Lloyd Harris.

Reclassification

Kyle M. Bakanovic, from IT Technician I, Desktop Support Services to ERP Systems Analyst, Information Technology Services, Administration & Finance, effective April 22, 2022 – June 30, 2022, annualized salary of \$39,561. Mr. Bakanovic fills the position vacated by the resignation of Jaymar Varner.

Jeffrey R. deLucia, from Network System Analyst to Director, Network Services, Information Technology Services, Administration & Finance, effective May 2, 2022 – June 30, 2022, annualized salary of \$92,778. Mr. deLucia fills the position vacated by the retirement of Marko Phelps.

Grant M. Deam, from Writing and Reading Lab Supervisor to Assistant Professor, Language & Literature, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$44,305.43. Mr. Deam fills the position vacated by James Blais.

Jason D. Hedden, from Division Chair, Visual & Performing Arts to Executive Director, Recruitment & Community Relations, Student Engagement, Institutional Effectiveness & Student Affairs, effective July 1, 2022 – June 30, 2023, annualized salary of \$89,758.90. Mr. Hedden fills a newly created position.

Retirement

Scot L. Kirkland, Assistant Professor, Nursing, Health Sciences, Academic Affairs, effective May 6, 2022.

Resignation

Alyssa K. Bell, Writing Lab Tutor, Language & Literature, Academic Affairs, effective May 6, 2022.

Kayleigh L. Cosson, Academic & Career Coach, Student Engagement, Institutional Effectiveness & Student Affairs, effective April 29, 2022.

Tawanna A. Hall, EOC Assistant Director, TRiO Programs, Student Life, Institutional Effectiveness & Student Affairs, effective July 5, 2022.

Brittany B. Hendley, Administrative Specialist, Health Sciences, Academic Affairs, effective April 28, 2022.

Emmanuel Hernandez Agosto, Instructional Coordinator, BAS Organizational Management, Business & Technology, Academic Affairs, effective July 1, 2022.

Jose A. Lopez-Baquero, Director/Instructional Coordinator, Unmanned Vehicle Systems Program, Business & Technology, Academic Affairs, effective May 6, 2022.

Cara M. Murray, EOC Educational Resource Advisor, TRiO Programs, Student Life, Institutional Effectiveness & Student Affairs, effective May 4, 2022.

Elizabeth A. Trentanelli, Professor, Social Sciences, Academic Affairs, effective June 30, 2022.

Career Services

Employment

Michael R. Crow, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective April 21, 2022, hourly rate of \$12.30. Mr. Crow fills the position vacated by the resignation of Jacob Gonzales.

Resignation

Sheree A. Mebane, Senior Administrative Assistant, Nursing, Health Sciences, Academic Affairs, effective April 27, 2022.

Cornesha E. Thompson, Custodian, Facilities Management, Administration & Finance, effective April 13, 2022.

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| Contract Ratifications | 4.3 | Submitted Contract Ratifications included 36 instructors of noncredit courses for a total of \$21,590.77. |
| Overloads/
Adjunct Pay | 4.4 | Spring 2022 April and May Exceptionals and End-of-Session Monthly and Biweekly Overloads and Adjunct Pay included 60 instructors of credit classes for a total of \$52,602.51. |
| Purchase Order
Activity | 4.5 | The Expenditure Report for April 1-30, 2022, was provided for review. |
| 2021-22
Restricted
Current Fund
(Fund 2) Budget | 4.6 | The 2021-22 Restricted Current Fund (Fund 2) budget, noting the amendment would establish the following budget: <ul style="list-style-type: none">• #J2201172, College Reach Out Program (CROP) Grant |
| Final Approval of
Changes to
Manual of Policy | 4.7 | Final approval of changes to the Manual of Policy:

<u>Manual of Policy 6.012, Nepotism – Employment of Relatives.</u> The proposed change includes adding nephew and niece to the list of relationships prohibited from having a direct reporting relationship. |

Manual of Policy 6.055, Evaluation of College Employees. The changes include removing Faculty/Division Chair mid-year reviews and to include Career Service personnel mid-year reviews, in conjunction with Professional staff.

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

5. Action Items

Tentative Approval of Manual of Policy Changes

5.1 Trustees were asked to provide tentative approval of Manual of Policy changes:

Manual of Policy 6.026, Volunteers. This is a new policy created to document volunteer eligibility and requirements for completing a Volunteer Agreement and Confidentiality Agreement.

Manual of Policy 6.098, Non—Discrimination, Harassment, and Sexual Misconduct. The change indicates location of Title IX Statement page on the GCSC website for information concerning alleged Title IX violations.

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

Recommendation to Appoint Interim President

5.2 Chair Lewis indicated the board held a special workshop on April 21, 2022, where the trustees discussed the process for the selection of the next president and also discussed possible candidates for an interim president to work through the duration of the search process. After much discussion at the workshop, it was recommended that Dr. Flax-Hyman be appointed interim president.

Mr. Tannehill moved and Mr. Hall seconded the motion to appoint Dr. Cheryl Flax-Hyman, Vice President of Institutional Effectiveness & Student Affairs, be appointed interim president for the period of August 1, 2022 through June 30, 2023, or until such time a new president is hired. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

Amended 22-23 Academic Calendar

5.3 Dr. Holdnak presented an amendment to the 2022-2023 Academic Calendar, which had been previously approved at the November 18, 2021, board meeting. The amendment included an In-Service day on January 17, 2023, which will result in the college being closed to the public.

Mr. Skinner moved and Mr. Tannehill seconded the motion to approved the amended 2022-2023 Academic Calendar as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

**Awarding of
Contract for ITB
#9-2021/2022,
Natural Sciences
Building “B”
Demolition
Project**

5.4 Dr. Holdnak stated that on May 5, 2022, college staff and the STEM project architect, Mr. Joe Sorci, opened bids received in response to Invitation to Bid (ITB) #9-2021/2022, Natural Science Building “B” Demolition Project. Two responses were received, recorded, and reviewed by college staff and Mr. Sorci. Dr. Holdnak reported the purpose of this project is to demolish a portion of the Natural Science Building “B” as part of the new STEM Building project. As both bids met the requirements of the ITB, Florida Architects and college staff recommend awarding the contract in response to ITB #9-2021/2022 to BNL Construction Services, LLC in the amount of \$173,900. If approved, funding for the project will be provided by state appropriations for the STEM project.

Mr. Tannehill motioned to award ITB #9-2021/2022, contract for the Natural Sciences Building “B” Demolition Project to BNL Construction Services, LLC in the amount of \$173,900 as presented. Mr. Powell seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

**Capital
Improvement
Program
Priorities for
FY 2023-2024
through
FY 2025-26**

5.5 Trustees were asked to approve the Capital Improvement Program for FY 2023-24 through FY 2025-26 for projects identified in the June 2022 Educational Plant Survey. Dr. Holdnak stated this report is prepared annually reprioritizing the recommendations from the Five-Year Educational Plant Survey as conditions and needs change. The recommended priorities for FY 2023-24 through 2025-26, as identified in the June 2022 Educational Plant Survey, include remodel of the Rosenwald Classroom Building; renovation of the Asbell Business Building and the Amelia G. Tapper Center for the Arts; replacement of classroom space repurposed for the Nursing program at the Gulf/Franklin Campus; construction of vocational labs and a tactical training facility at the North Bay Campus; and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues.

A lengthy discussion followed regarding the priority ranking of the six projects listed. Mr. Crisp voiced his concern regarding the remodel of the Rosenwald Classroom building being prioritized before Nursing program needs. Mr. Hall moved and Mr. Skinner seconded the motion to approve the Capital Improvement Program Priorities for FY 2023-2024 through FY 2025-2026 as presented. The vote was recorded as follows: Bulger, aye; Crisp, nay; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

Lodging and Acceptance of the Compliance and Internal Control Over Financial Reporting and Federal Awards for FY 21-22

5.6 Dr. Holdnak lodged the State of Florida Report on Compliance and Internal Control over Financial Reporting and Federal Awards for the Year Ended June 30, 2021, with the board. He indicated Gulf Coast State College had no findings resulting from this audit.

Mr. Skinner moved and Mr. Tannehill seconded the motion to accept the audit as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

Naming of Advanced Technology Center Building

5.7 Action Item 5.7 was addressed and approved in section 1.6, Special Presentation.

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 March 31, 2022.

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 March 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.

Final Monitoring Report for GCSC Technical Education Programs

6.2 Dr. Holdnak referred to the Final Monitoring Report for Gulf Coast State College's Career and Technical Education programs. As the report states, from January 24 through February 24, 2022, representatives from the Division of Career and Adult Education monitored the Career and Technical Educational programs at the college. He stated as stewards of federal and state funds, it is incumbent upon the division to monitor the use of workforce education fund and regulatory compliance of providers on a regular basis. He was happy to report that the college received no findings and as such, no further action was required after receiving the report.

**President's
Report**

6.3 Dr. Holdnak reported the GCSC Foundation received \$14,361 from the Florida College System Foundation Board and on Thursday, April 28, during the 25th Anniversary Celebration of Encompass Health Rehabilitation Hospital of Panama City, Encompass Health supplied a match to the FCS Foundation Board donation, for a total of \$28,722. These funds will be used to fund scholarships for the 21-22 Gulf Coast State College Florida Blue Nursing and Allied Health students. Dr. Holdnak thanked the FCS Foundation and Encompass Health Rehabilitation Hospital for their support. Mr. Skinner indicated he was on the board of Encompass Health and he will convey thanks at their next meeting.

Dr. Holdnak commended Dr. Walsingham and staff for coordinating an excellent graduation event and thanked Dr. Sean Preston for his energy and fundraising efforts over the past year. Dr. Holdnak continued with an update on current budget and legislative issues including increases in property, liability, and health insurance; an update on the reappointment process for trustees whose term limits have expired; and asked Mr. Glen McDonald for an update on the Strategic Plan process. He also asked the board if they would be open to having a workshop after the June 30th board meeting to discuss past and future Triumph Grant opportunities, along with rules of engagement for himself and Dr. Preston regarding future naming opportunities.

He also reported on a collaboration between the college and the GCSC Foundation with BrightDot Consulting; the grand opening of the PanCare Health Clinic, which will be housed in the Rosenwald Classroom Building; the college has taken possession of a used mobile office, which when after it is refurbished will be a portable Admissions Office. He thanked the GCSC Foundation for purchasing and refurbishing the vehicle; and the Emergency Response Grant and that the vehicles purchased through the grant were on display at the recent Governor's Hurricane Conference.

**7. Good of the
Order**

7.1 Chair Lewis invited trustees to attend the Fire Science Academy Graduation on June 30, 2022, at 6 p.m., in room 232-A of the Robert L. McSpadden Student Union East. He indicated the college will be closed May 30 in observation of Memorial Day.

8. Adjournment

8.1 The regular meeting was adjourned at 12:25 p.m.

Secretary

Chair, District Board of Trustees