

**DRAFT
M I N U T E S**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE**

January 23, 2020

10 a.m. EST

Building A, Gulf/Franklin Campus

Members Present Jim W. McKnight (presiding), Elizabeth M. Kirvin, Tom L. Lewis, Ralph C. Roberson, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Derrick Bennett

Absent Don R. Crisp, Steve D. Millaway

1. Call to Order 1.1 Mr. McKnight called the meeting to order at 10:00 a.m.

Invocation 1.2 Mr. Bennett gave the invocation.

Pledge of Allegiance 1.3 Mr. Lewis led those present in the pledge of allegiance to the American flag.

Welcome to Guests 1.4 Mr. McKnight welcomed Mr. Tony Bennett, vice president, Gulf Coast State College Foundation, Inc., Ms. Julia Merrill, president, Student Government Association; Ms. Hadley Pridgen, chair, Faculty Senate; Ms. Jessica Owens, chair, Professional Employee Council; Dr. Holly Kuehner, vice president, Academic Affairs; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Melissa Lavender, vice president, Student Affairs; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Strategic Projects & Economic Development.

Hearing of Citizens 1.5 No citizens answered the call to appear before the board.

2. Trustee Comments 2.1 Mr. McKnight called on each trustee for comments. Trustees Kirvin, Roberson, and Warriner welcomed everyone to the Gulf Franklin Campus (GFC). Ms. Kirvin stated the campus was one of her favorite places, especially when there is a pinning ceremony. She thanked the GFC staff and Ms. Brzuska for her dedication to her students and programs. Mr. Tannehill echoed Ms. Kirvin's sentiments and stated the fall nursing pinning ceremony was remarkable; he was very impressed with the program. He also wished Coach Gaffney a quick recovery.

Mr. Lewis stated he was happy to be at the GFC and pleased to see the progress being made in Mexico Beach and Port St Joe. Trustees Roberson and Warriner thanked Mr. McCambry for his leadership in the county and to Ms. Costin for her past service. Mr. Roberson stated he is excited about the nursing program opportunity and is looking forward to good things happening. Mr. Warriner identified the opportunity for growth in the area and acknowledged that the college is set up to lead this growth with the partnership of local entrepreneurs.

Mr. McKnight gave a report on the AFC Trustee Legislative Conference which was held in Tallahassee on January 15 and 16. He gave an update on legislative budget priorities and stated he and trustees Warriner and Roberson were able to talk with area representatives. Mr. McKnight congratulated all sport teams and echoed Mr. Warriner's comments about the great opportunities coming to Gulf and Franklin counties.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Tony Bennett, vice president, Gulf Coast State College Foundation Inc., reported that beginning November 20, 2019, and ending January 21, 2020, the Foundation has received a total of \$193,325 in private contributions. The Foundation's 2019 audit is complete, receiving a clean report with no material findings. The Foundation assets as of December 31, 2019, stands at \$34.3 million. December 2019 investment activity for the month ending reported a gain of \$808,000 and year-to-date investment activity reported a gain of \$1.8 million. The total year-to-date program and scholarship support provided to the college is \$1.1 million; which includes total scholarships awarded at \$874,000 and program support at \$230,000.

Mr. Bennett stated on behalf of the Foundation, he would like to thank everyone who supported the Dr. Jim Anderson Memorial Endowed Scholarship. The Trustees, Foundation Board of Directors, and community members raised \$20,250 in less than two months. Dr. Anderson dedicated his professional and civic life to education and the endowed scholarship will continue to provide hope and access to students and honor the memory of Dr. Anderson.

Mr. Bennett stated the Foundation scholarship application cycle is proceeding; more than 400 applications have been received to date. The GCSC Foundation Annual Dinner and Student Showcase event will be Thursday, March 5, 2020, at Edgewater Beach Conference Center. The proceeds from the event will support the Hurricane Michael Employee and Student Hurricane Fund. The total private contributions to the Hurricane Michael Employee and Student Hurricane Fund to date is \$897,000.

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| Honorary Trustee Updates | 2.4.1 | Commander Christenson was unable to attend. |
| | 2.4.2 | Colonel Beaulieu was unable to attend. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for Thursday, February 20, 2020, at 10 a.m., in the Bill Cramer, Jr. Seminar Room in the Student Union West. |
| 3. SGA Report | 3.1 | Ms. Julia Merrill, president, Student Government Association, reported on various activities, including Welcome Back Week, Club Rush Week, upcoming activities for student involvement, Annual Leadership Conference, and SGA elections. |
| Program Focus | 3.2 | Dr. Holdnak introduced Mr. Al McCambry, Dean of Workforce Development and Director of the Gulf Franklin Campus and Ms. Debbie Brzuska, Assistant Coordinator, Gulf Franklin Campus Nursing Programs, and asked them to give the board an update on recent activities at the campus. |

Mr. McCambry welcomed everyone to the campus and thanked the faculty and staff for the support from all campuses to make a difference in student lives. He provided the following information:

- FTE at the GFC is up 8.8 percent compared to this time last year and up 5.6 percent compared to fiscal year 17/18,
- The college has been awarded a Triumph Grant for over \$2.2 million for a nursing simulation center, which will double the nursing program capacity,
- GFC is in the process of offering non-credit skilled trade programs such as HVAC and plumbing, with the possibility of diesel mechanic in 2020, and
- Education Encore will be brought back to the GFC.

Mr. McCambry stated all the initiatives bring new jobs, new opportunities, and new life for the region, and with any economic success, it will not only benefit Gulf and Franklin counties but all of Northwest Florida. He stated he is proud that Gulf Coast State College will be in the center and that the Gulf Franklin Campus will play a crucial role.

He then introduced Ms. Debbie Brzuska, Assistant Coordinator of the Gulf Franklin Campus Nursing Programs and asked her to give the trustees an update on the Triumph Grant. Ms. Brzuska stated the College submitted a grant application to Triumph Gulf Coast, Inc., for “The Nursing Simulation Center at the Gulf Franklin Campus of Gulf Coast State College.” The requested funding was to expand the number of students who could be served in the nursing programs offered at the campus. The increase in capacity would be accomplished by the creation of a nursing simulation

center using the newest and most effective simulation equipment, technology, and trained faculty. The creation of the Nursing Simulation Center (NSC) at the GFC would enable the nursing students to perform up to 50 percent of their clinical training on site at the GFC. Historically, the barrier to expanding the nursing programs at the GFC has been a shortage of clinical sites. The college was successful and received the grant in the amount of \$2,200,358. Ms. Brzuska stated when completed, the Gulf Franklin Campus nursing program will be comparable to Pensacola State College, Tallahassee Community College, and Wallace College in Dothan, Alabama.

Ms. Brzuska then introduced Alex, a Patient Communications Simulator, one of the many that will be in the nursing simulation classroom. She went on to hold a conversation with Alex, as he uses artificial intelligence to draw information from Google Cloud. Ms. Brzuska thanked the College for the opportunity to present Alex and is looking forward to a successful program serving many students.

4. Consent Agenda

The items on the consent agenda are routine business, state directives, and/or compliance items. Mr. McKnight 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 Minutes of the Regular Meeting of November 21, 2019.

4.1.2 Minutes of the District Board of Trustees Retreat of November 21, 2019.

Personnel

4.2 Professional Services

Reclassification

Shelby N. Antolchick, from Senior Administrative Assistant, Enrollment Services, Student Affairs to Application Specialist, Enrollment Services, Student Affairs, effective December 13, 2019 – June 30, 2020, annual salary of \$31,671. Ms. Antolchick fills the position vacated by the resignation of Samantha N. Wagner.

Norris O. Harvey, from Dean, Student Engagement, Student Affairs, to Associate Professor, Mathematics, Academic Affairs, effective January 2, 2020 – May 1, 2020, 9-month salary of \$68,615. This is a newly created position.

Gretchen L. Rivera, from Director, Institutional Research, Institutional Research & Strategic Planning to Director, Institutional Research, Assessment & Planning, Institutional Research & Strategic Planning, effective December 13, 2019 – June 30, 2020, annual salary of \$77,743. This is a reclassification of an existing position.

Resignation

Addison S. Braswell, Assistant Baseball Coach, Wellness & Athletics, Student Affairs, effective January 5, 2020.

DROP Completion

Vicky D. Ellis, Associate Professor, Natural Sciences, Academic Affairs, effective March 31, 2020.

Career Services

Employment

Noah H. Johnson, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective November 12, 2019, hourly rate of \$8.58.

Erin J. Keel, Administrative Assistant (Grade S190), CareerSource, Strategic Initiative & Economic Development, effective February 10, 2020, hourly rate of \$15.64. Ms. Keel fills the position vacated by the retirement of Geraldine Chappelle.

Jordan L. Tetzlaff, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective December 4, 2019, hourly rate of \$8.58.

Kenneth L. Tuggle, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective December 4, 2019, hourly rate of \$8.58.

Reclassification

Bryan E. Hibbard, from Custodian (Grade S150), Facilities Management, Administration & Finance to Maintenance Mechanic II (Grade S210), Facilities Management, Administration & Finance, effective January 2, 2020, hourly rate of \$15.36. Mr. Gillespie fills the position vacated by the reclassification of Mark A. Rissmann.

Resignation

Candace J. Fountain, Technical Support Technician (Grade S220), Information Technology Services, Administration & Finance, effective January 3, 2020.

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| Contract Ratifications | 4.3 | November and December 2019 Contract Ratifications for a total of \$16,444.61 for noncredit courses and \$4,000 for special contracts. |
| Overloads/ Adjunct Pay | 4.4 | 2019 End of Session (November and December) Monthly and Biweekly Overloads/Adjunct Pay for a total of \$62,158.85. |
| Purchase Order Activity | 4.5 | The Expenditure Report for November 1 through December 31, 2019, was provided for review. |

**2019-20
Restricted
Current Fund
(Fund 2) Budget**

4.6 The 2019-20 Restricted Current Fund (Fund 2) budget amendments for the following:

- #J2000576, Child Care Access Means Parents in School (CCAMPIS) Grant

**Final Approval of
Manual of Policy
Change**

4.7 Final approval of changes to the Manual of Policy.

Manual of Policy 5.025, Procurement. The section regarding college property is being deleted and a new policy is being created to address the control of college property.

Manual of Policy 5.026, College Property Control. This is a new policy created to address control of college assets.

Manual of Policy 7.007, Authority for Acceptance of Equivalent Courses. This is a new policy created to identify the statutes and administrative rules that govern Gulf Coast State College's policies for evaluation, awarding, and accepting academic credit.

Manual of Policy 7.015, Student Records. Revision made to remove student date of birth from college directory information to eliminate a security concern.

Mr. Lewis moved to accept the consent agenda items 4.1 through 4.7 as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**5. Tentative
Approval of
Manual of Policy
Changes**

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

Manual of Policy 5.177, Facilities Management. The policy is being updated to include documentation regarding the call-in process for emergency maintenance during weekend hours.

Manual of Policy 5.280, Mail Services and Warehouse Receivables. Update is being made to the policy due to changes in the postal service on-campus pick-up process.

Mr. Lewis moved to accept the recommended changes to the Manual of Policy as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; Roberson aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

Recommendation of Approval of Contract for Advertising and Marketing Consultant Services RFQ #1-2019/2020 5.2

Dr. Holdnak stated that on January 8, 2020, college staff opened bids received in response to RFQ #1-2019/2020, Advertising and Marketing Consultant Services. Four responses were received, recorded, and reviewed by each member of the Evaluation Selection Committee. Interviews of all four companies took place on January 14, 2020.

The Evaluation Selection Committee's recommendation to the District Board of Trustees is to award the contract to Interact Communications, Inc., in the amount not to exceed \$100,000 for consulting services with advertising and marketing to assist the College with the following:

- Increasing digital presence (streaming radio, YouTube, Snapchat, other social media platforms) to ultimately increase enrollment in all programs,
- Promote educational and training opportunities for military and their spouses,
- Assistance with refining the Gulf Coast website design to allow for ease of use and navigation for the colleges target audience,
- Assistance with graphic design for marketing collateral to include digital, print, and video,
- Provide utilization of geomarketing for campaigns, and
- Monthly analytic reports for tactics used to determine if we are meeting our intended outcomes.

Dr. Holdnak stated Interact Communications, Inc., is a full-service marketing and communications agency, solely serving two-year technical and community colleges nationwide. For more than 20 years, Interact team members have been solving unique issues in the field of research, strategy, and creative for this market. Interact's extensive experience developing and implementing marketing and media plans, and knowledge of community colleges sets them apart from the others due to their focus on two-year colleges. The company understands the college's vision to deliver life-changing learning opportunities to those the college serves and he recommended approval of the contract.

Discussion followed regarding term of the contract, local verse firm specializing in community colleges, and the bid process. Mr. Warriner moved to award the contract to Interact Communications, Inc., in the amount not to exceed \$100,000 for marketing and advertising consulting services as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

Recommendation of Approval of the 2020-21 Gulf Coast State College Calendar 5.3

As required by Florida Statute, Dr. Holdnak presented the Gulf Coast State College 2020-21 Calendar for approval. Mr. Lewis moved to accept the recommendation as presented. Mr. Roberson seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

- Lodging of the GCSC Foundation, Inc., Annual Audit for Year Ended June 30, 2019** **5.4** Trustees acknowledged the lodging of the Gulf Coast State College Foundation, Inc. audit for the fiscal year ended June 30, 2019.
- Mr. Tannehill made a motion to accept the audit as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.
- Lodging of the GCSC Financial Audit, for Year Ended June 30, 2019** **5.5** Trustees acknowledged the lodging of the Gulf Coast State College Financial Audit for the fiscal year ended June 30, 2019.
- Mr. Warriner made a motion to accept the audit as presented. Mr. Lewis seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.
- Recommendation of Approval of Grant Award between Triumph Gulf Coast, Inc. and Gulf Coast State College** **5.6** Dr. Holdnak stated the College submitted a grant application to Triumph Gulf Coast, Inc. for “The Nursing Simulation Center at the Gulf Franklin Campus of Gulf Coast State College.” The requested funding was to expand the number of students who could be served in the nursing programs offered at the campus. The increase in capacity would be accomplished by the creation of a nursing simulation center using the newest and most effective simulation equipment, technology, and trained faculty. The creation of the Nursing Simulation Center (NSC) at the GFC would enable the nursing students to perform up to 50 percent of clinical training on site at the Gulf Franklin Campus. Historically, the barrier to expanding the nursing programs at the GFC has been a shortage of clinical sites.
- Dr. Holdnak requested the board acceptance of the Grant Award Agreement between Triumph Gulf Coast, Inc. and Gulf Coast State College. Mr. Tannehill requested an explanation on the clawback clause of the contract and Mr. Warriner had a question about the source of the college’s match. Discussion followed.
- Mr. Roberson moved to accept the Grant Award Agreement between Triumph Gulf Coast, Inc. and Gulf Coast State College, as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.
- 6. Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD** **6.1.1** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2019-20 as of November 30, 2019.
- Dr. Holdnak gave an update on Auxiliary Services stating revenues in the college bookstore continue to decline, but it is because the college works diligently to make sure students have the most cost efficient avenue for books, and we often use e-books and other educational resources to accomplish that goal.

Actual YTD Revenues and Expenses Compared to Prior Year

6.1.2 Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2019-20 as of November 30, 2019.

Mr. Warriner questioned the \$1.2 million revenue loss due to the hurricane. Mr. Mercer stated this amount is realistic and has been submitted for state compensation and to our insurance and FEMA for reimbursement.

President's Report

6.2 Dr. Holdnak started out his report by saying that each year the college receives a donation from the Florida College System Foundation and that Encompass Health matches this. Dr. Holdnak thanked Mr. Tony Bennet, CEO of Encompass Health in Panama City, for his support and his involvement with the Gulf Coast State College Foundation.

Dr. Holdnak also expressed appreciation to Mr. McCambry, Ms. Brzuska, and Ms. Costin on the nursing simulation center Triumph Grant application process and reported Ms. Costin is currently working on writing another grant that will impact Gulf and Franklin counties. Prior to the Christmas break an opportunity to apply for a US Department of Education Grant became available. Mr. Chris Westlake was asked to write the grant and with the assistance of other employees submitted a grant request in the amount of \$8 million. Dr. Holdnak reported the college was awarded \$2.6 million and he thanked all that were involved.

Dr. Holdnak reviewed handouts given to trustees:

- An article in the Jan/Feb 2020 NACUBO Business Officers magazine titled, "Post-Calamity Planning" which is about Gulf Coast State College after Hurricane Michael.
- Donation from the Community Services Foundation of Bay County, Inc. in honor of Dr. Holdnak
- GCSC Foundation Annual Meeting Sponsorship Opportunities
- Spring Visual and Performing Event Schedule
- Spring Sport Schedules

He thanked David Jones and Dan Joyner, alumni from the 1968-69 GCCC basketball team, who during their recent visit to Panama City, attended the conference opener and signed the "alumni board."

7. Good of the Order

7.1 Trustees were reminded of the following College events:

- Spring 2020 Education Encore begins Friday, January 24.
- "Anderson & Feinstein – Two Painters," Opening Reception, January 24, 5-7 p.m., Amelia Center Gallery. The exhibit runs January 24 through February 21.
- An Evening of Showtunes, February 1, 7:30 p.m., Majestic Beach Resort Ballroom.

- “Burt (Or When I Was Five I Killed Myself),” performances will be February 14, 15, 21, & 22 at 7:30 p.m. and on February 16 & 23 at 2:30 p.m., Amelia Center Theatre Lab.
- Dine on Diversity: Black History Month with the Black Student Union, February 6, 4-5 p.m., FSU-PC, Bland Conference Center.

8. Adjournment **8.1** The regular meeting was adjourned at 12:02 p.m.

Secretary

Chair, District Board of Trustees