

**FINAL  
MINUTES**

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

**July 23, 2020**

10 a.m.

William C. Cramer, Jr. Seminar Room

Teleconference Number: 408-915-6290

Meeting ID: 193 359 673

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| <b>Members Present</b>            | Jim W. McKnight (presiding), Ralph C. Roberson, Dr. John R. Holdnak, and Mr. Derrick Bennett  |
| <b>Present Via Teleconference</b> | Don R. Crisp, Elizabeth M. Kirvin, Tom L. Lewis, Steve D. Millaway, Joe K. Tannehill, Jr., and David P. Warriner  |
| <b>1. Call to Order</b>           | <b>1.1</b> Mr. McKnight called the meeting to order at 10:01 a.m.   |
| <b>Invocation</b>                 | <b>1.2</b> Mr. Bennett gave the invocation.   |
| <b>Pledge of Allegiance</b>       | <b>1.3</b> Mr. Roberson led those present in the pledge of allegiance to the American flag.   |
| <b>Election of Officers</b>       | <b>1.4.1</b> Chair McKnight relinquished the chair to Mr. Lewis, who called for nominations for board chair for 2020-21. Mr. Warriner nominated Mr. McKnight, and Ms. Kirvin seconded. No other nominations were offered, and Mr. McKnight was reelected board chair on the vote recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.<br><b>1.4.2</b> Mr. McKnight resumed the chair and called for nominations for a board vice chair for 2020-21. Mr. Roberson nominated Mr. Lewis, and Mr. Warriner seconded. No other nominations were offered, and Mr. Lewis was reelected to serve as board vice chair on the vote recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye. |
| <b>Welcome to Guests</b>          | <b>1.5</b> Mr. McKnight welcomed guests: Mr. Tony Bennett, president, Gulf Coast State College Foundation, Inc. (via phone); Col Greg Beaulieu, Tyndall Air Force Base (via phone); Ms. Samantha Lipsey, president, Student Government Association (via phone); Ms. Sandra Pugh, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council (via phone); Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Melissa Lavender, vice   |



additional \$26,000 being received from the community in support of the Commodore Cupboard Fund.

The June 2020 unaudited investment activity for the month reported a gain of \$640,000; the unaudited year-to-date investment activity ending in June 2020 reported a gain of \$391,000; and the June 2020 unaudited Foundation assets are \$31.7 million. The total year-to-date program and scholarship support service to the college is \$1.9 million; which includes total scholarships awarded at \$1.1 million and program support at \$798,000.

Mr. Bennett stated the Foundation received 422 scholarship applications for the *GCSC Foundation Cycle 2 - 2<sup>nd</sup> Chance Scholarship*. The selection committee is currently reviewing and scoring the applications. Trustees thanked the Foundation for the *Cycle 2 - 2<sup>nd</sup> Chance Scholarship* opportunity, as many students do not get accepted into health science programs until after the first cycle deadline. Mr. Bennett noted to date, 795 scholarships, totaling over \$1 million has been awarded to students.

**Honorary  
Trustee Updates**

- 2.4.1 Commander Christenson was unable to attend today's meeting.
- 2.4.2 Colonel Beaulieu gave an update on the rebuild status of Tyndall Air Force Base and the Highway 98 construction; 90 buildings have been demolished with 250 remaining; employees are continuing to telework; and airmen are being encouraged to continue classes online. He stated he appreciated the community and Mr. Glen McDonald for their support of the recruiting/rebuilding efforts.

**Next Meeting**

- 2.5 The next regular meeting of the District Board of Trustees is set for Thursday, September 17, 2020, in the William C. Cramer, Jr. Seminar Room at 10 a.m. Mr. McKnight reminded trustees of the board retreat which will be held on August 20, 2020.

**3. SGA Report**

- 3.1 Ms. Samantha Lipsey, president, Student Government Association, reported the Executive Board has been discussing COVID-19 precautions that will be enforced at SGA events, including the six-foot rule and limiting the amount of students congregating in one place. They have also been discussing different plans for online activities, making sure the students have an opportunity to get involved while keeping their health and safety a priority. She reviewed the job descriptions of the E-board officers and gave an update on the Commodore Cupboard.

**Program Focus**

- 3.2 Dr. Holdnak stated the successful year of all the Commodore sport teams was cut short due to COVID-19 restrictions, but all are looking forward to another positive, yet modified, season. He then introduced

Mr. Mike Kandler, Athletic Director and Head Baseball Coach to give an overview of the program, followed by an update from each head coach.

Coach Kandler thanked the trustees for allowing athletics at Gulf Coast, as it is a huge tradition of success. He then introduced the head coaches and invited them to say a few words about their programs.

Coach Phil Gaffney, head men's basketball coach, said he was excited to be at GCSC and he thanked the trustees for their support. He stated the men's basketball team was fortunate to have a successful season last year culminating as State Champions. They were looking forward to attending the National Tournament but unfortunately it was called off due to COVID. He stated he has a good group of athletes coming this fall and that he looked forward to getting them back on the court.

Coach Cayla Petree, head women's basketball coach, stated she was excited to join the Commodore coaching staff and though this upcoming season will be unconventional, she still has her sights on the mission of bringing home National Conference #7 for the Lady Commodores.

Coach Scot Thomas, head softball coach, gave an update on his first year as head softball coach and stated he was pleased as well to be part of the Commodore team. Mr. McKnight thanked him for his local recruiting efforts, especially at Wewahitchka High School.

Coach Scott Allen, head volleyball coach, stated he appreciated the opportunity to be part of the school and thanked the trustees and community for attending the volleyball games. He gave an overview of the 19-20 season, which culminated in their attendance at the National Tournament. He stated only one player is not returning and he is looking forward to another successful year.

Coach Kandler stated had the 19-20 season not been cut short it could have been the best year on record for all teams. He reported the NJCAA has determined all sports will play their 20-21 competitive seasons in the spring 2021, with the fall for scrimmages only. He stated scheduling will be difficult but not impossible. He commended NJCAA for keeping student safety a priority. He also thanked the leadership of Gulf Coast for keeping the college operating through the adversities of a hurricane and a pandemic in the course of 19 months. Dr. Holdnak commended the coaches for winning on and off the fields, as student academic achievements last year were as successful as their team records.

**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** The board's June 25, 2020 minutes as distributed.

**Personnel**

**4.2 Professional Services**

Employment

Melanie S. Donnahee, Temporary Assistant Professor, Language & Literature, Academic Affairs, effective August 10, 2020 – May 7, 2021, annual salary of \$38,133. Ms. Donnahee fills the position vacated by the retirement of Douglas A. Wells.

Brandi A. Kalicki, Temporary Assistant Professor, Language & Literature, Academic Affairs, effective August 10, 2020 – December 18, 2020, annual salary of \$19,066.50. Ms. Kalicki fills the position vacated by the resignation of Matthew C. Wells.

Rebecca Sofarelli, Academic Coach, Student Affairs, June 26, 2020 – June 30, 2020, annual salary of \$31,671. Ms. Sofarelli fills the position vacated by the resignation of Laura H. McGee.

Reclassification

Lori L. Driscoll, From Director, Library Services to Executive Director, Library Services & E-Learning, Academic Affairs, effective July 1, 2020 - June 30, 2021. This is a reclassification of an existing position.

Joseph K. Stewart, From Assistant Coordinator, Testing to Coordinator, Testing, Student Affairs, effective July 1, 2020 – June 30, 2021, annual salary of \$37,422. This is a reclassification of an existing position.

Resignation

Emily R. Mifsud, Assistant Coordinator, Campus Events, Community Engagement, Institutional Effectiveness & Strategic Planning, effective July 13, 2020.

Tyrecka C. Steele, Educational Opportunity Center Educational Resource Advisor, TRiO Programs, Student Affairs, effective June 26, 2020.

## **Career Services**

### DROP Entry

Brenda L. Good, Senior Bookkeeper, Business Affairs, Administration & Finance, effective June 1, 2020.

### Resignation

William K. Adams, Technician II, Heating & Air Conditioning, Facilities Management, Administration & Finance, effective July 24, 2020.

Ronald D. Donar, Maintenance Mechanic II, Facilities Management, Administration & Finance, effective July 6, 2020.

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| <b>Contract Ratifications</b>                           | <b>4.3</b>  | June 2020 Contract Ratifications include 19 instructors of noncredit courses for a total of \$19,884.59 and 15 special contracts for a total of \$144,834.43.  |
| <b>Overloads/<br/>Adjunct Pay</b>                       | <b>4.4</b>  | Summer Session "C" and June Exceptionals Monthly and Biweekly Overloads and Adjunct Pay include 79 instructors of credit classes for a total of \$140,694.42.  |
| <b>Purchase Order Activity</b>                          | <b>4.5</b>  | The Expenditure Report for June 1-30, 2020, was provided for review.   |
| <b>The GCSC Foundation Use of College Facilities</b>    | <b>4.6</b>  | It was recommended to approve the usage by the GCSC Foundation for the small suite of offices on the third floor of the Student Union West for the 2020-21 fiscal year, with the annual value of these facilities at approximately \$22,000. |
| <b>2020-21 Restricted Current Fund (Fund 2) Budget</b>  | <b>4.7</b>  | The 2020-21 Restricted Current Fund (Fund 2) budget, noting the amendments would establish the CARES Act (Part 3) Higher Education Emergency Relief/COVID19 and GCSC Foundation Mini Grant budgets.  |
| <b>2020-21 Auxiliary Fund (Fund 3) Budgets</b>          | <b>4.8</b>  | The 2020-21 Auxiliary Fund (Fund 3) budgets, noting the amendments would establish the budgets for auxiliary services for the year.  |
| <b>2020-21 Loan and Endowment Fund (Fund 4) Budgets</b> | <b>4.9</b>  | The 2020-21 Loan and Endowment Fund (Fund 4) budget, noting the amendment would establish the projected short-term emergency loan budget for the year.   |
| <b>2020-21 Scholarship Fund (Fund 5) Budgets</b>        | <b>4.10</b> | The Scholarship Fund (Fund 5) 2020-21 budgets, noting the amendments would establish the budgets for projected student assistance fund programs for the year.  |

**Fiscal Agent for CareerSource and Federal Stafford Loan Program (Fund 6)**      **4.11**      Recommendation for Gulf Coast State College to serve as the 2020-21 fiscal agent for programs/entities supporting the College’s Mission (Agency Fund 6) such as CareerSource / Workforce Board and the Federal Stafford (Direct) Loan Program.

**2020-21 Unexpended Plant Fund (Fund 7) Budgets**      **4.12**      The 2020-21 Unexpended Plant Fund (Fund 7) budgets, noting the amendments would establish the budgets for projected student capital improvement fees, student technology fees, and the capital outlay & debt service appropriations for the year.

**2020-21 Debt Service Plant Fund (Fund 8) Budgets**      **4.13**      The 2020-21 Debt Service Plant Fund (Fund 8) budget for 2020-21, noting the amendment would record the budget for payment of capital outlay bonds issued on behalf of the college and administered by the State Board of Administration and Department of Bond Finance.

**Final Approval of Manual of Policy Changes**      **4.14**      Final approval of changes to the Manual of Policy.  
  
Manual of Policy 3.029, Gulf Coast Commodore Club, Incorporated  
This is a new policy created to introduce the creation of the Commodore Club, created and operating according to Florida law. The Commodore Club is a direct-support organization that has been created to support fundraising activities for the college’s athletics program.

Manual of Policy 7.038, Athletics  
The policy adjustment is necessary to confirm that the college president has explicit, full authority over the college’s intercollegiate athletics programs as directed by the Southern Association of Colleges and Schools.

Ms. Kirvin moved to accept the consent agenda items 4.1 through 4.14 as presented. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**5. Action Items**  
**Purchase Orders Greater than \$100,000**

**5.1**      Dr. Holdnak recommended several proposed purchase orders of \$100,000 or greater for approval. He stated, if approved, each will be paid from funds specifically included in the college budget for these purposes.

**5.1a**      The first request, is in the amount of \$458,811, to Vanguard Modular Building Systems, for the purchase of a 60’ by 60’ modular building to support the expansion of the nursing program at the Gulf/Franklin Campus. The cost, which includes the modular building, delivery, and set-up, will be funded by the GFC Triumph Nursing Grant.

- 5.1b** The second and subsequent requests are purchase orders to Dell, Inc., for the purchase of technology to upgrade existing college equipment and to increase IT capacity to support programs and to operate effectively in a remote learning environment as directed by the U.S. Department of Education. These purchase orders may be issued separately or in combination, but the expectation is that each individual purchase order will exceed \$100,000.

The purchase orders to Dell, Inc. include:

Laptops for student loaners	\$165,795.00
Monitors	\$42,747.00
Wyse Student VDI Stations	\$137,300.00
Staff VDI Thin Client Laptops	\$121,839.00
Standard Laptops for loan	\$16,908.70
Wyse VDI Laptops for loan	\$10,122.60
ATC 216 Workstations	\$68,619.39

Dr. Holdnak provided supporting documentation and quotes where applicable, for the proposed purchase orders. Mr. Roberson moved to approve the purchase orders to Vanguard Modular Buildings in the amount of \$458,811 and to Dell, Inc. for a total of \$562,531.69, as presented.

Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Dual Enrollment  
Articulation  
Agreements**

- 5.2** Dr. Holdnak requested board approval of the articulation agreements between the College and the Bay, Gulf, Franklin, 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.

Dr. Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning, gave an update on the changes and noted that the agreements outlined the conditions under which college-level courses would be conducted and evaluated in the high schools throughout the area served by GCSC.

Mr. Warriner moved and Mr. Roberson seconded approval of the articulation agreements as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, 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 2019-20 as of June 30, 2020.

**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 to two prior years for fiscal year 2019-20 as of June 30, 2020.

**President's Report**

**6.2** Dr. Holdnak shared with the board the number of students who attained the distinction of being named to the President's, Dean's, and Honor's List. He stated the numbers indicate that students are not just surviving during the pandemic but doing very well. He also shared a few comments he received from students thanking the college for support and guidance.

Dr. Holdnak reported that he continues to converse with Chancellor Kathy Hebda regarding changes to state educational directives; the 2020-21 budget was approved by Governor DeSantis, with vetoes, which resulted in the elimination of \$750,000 in hurricane relief funding and \$2 million dollars funding for the STEM building; and the GCSC Summer Camps served over 600 youth over a six-week period.

He also commended Dr. Kuehner, Division Chairs, and Sandra Pugh, chair of Faculty Senate, for working with faculty in preparation for the many fall teaching modalities we will utilize, as plans can change on a moment's notice due to COVID-19 and CDC guidelines.

**7. Good of the Order**

**7.1** Trustees were reminded of the following College events:

- RN-BSN Pinning Ceremony, July 23, 6 p.m., via ZOOM
- Super Saturday, August 1, by appointment beginning at 9 a.m., Advanced Technology Center
- Labor Day, September 7, college will be closed

**8. Adjournment**

**8.1** The regular meeting was adjourned at 11:30 a.m.

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Secretary

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Chair, District Board of Trustees