

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
June 24, 2021**

10 a.m.

William C. Cramer, Jr. Seminar Room

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| Members Present | | Tom L. Lewis (presiding), Boyd K. Bulger, Donald R. Crisp, Frank A. Hall, Steve D. Millaway, C. David Powell, Floyd D. Skinner, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett |
| 1. Call to Order | 1.1 | Mr. 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. Millaway led the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Mr. Lewis welcomed guests: CDR Kevin Foster, United States Navy; Mr. Trey Hutt, president, Gulf Coast State College Foundation, Inc.; Mr. Brian Baillif, chair, Faculty Senate; Melissa Bois, chair, Professional Employee Council; Ms. Sophie Theiss, president, Student Government Association; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Student Affairs; Dr. Holly Kuehner, Chief Academic Officer; Mr. John Mercer, Chief Business Officer; 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. |
| Public Comment on Proposed Lab Fees | 1.6 | No citizens or students answered the call to address the board regarding the proposed 2021-22 Lab Fees. |
| 2. Trustee Comments | 2.1 | Mr. Skinner welcomed guests and stated it was a pleasure to serve as a trustee. Mr. Millaway congratulated Tech-Farm tenant, Chaos Audio, as they have kicked off their <i>Stratus</i> campaign with 127,000 in sales to date. Mr. Millaway also commended tenant, Jonathan Walker, a rising senior at Rutherford High School, for recently winning a national competition sponsored by Texas Instruments for his latest invention which addresses such issues as reminding folks to take prescription medicine. This is Mr. Walker's second national award. Mr. Warriner congratulated Dr. Holdnak on another successful evaluation and thanked |

him for his leadership. Mr. Crisp stated he appreciated the work and effort of the leadership and staff of the college. Mr. Tannehill thanked Dr. Holdnak for continuing to keep COVID-19 safety protocols in place, putting the safety of students first when making decisions. He thanked Ms. McCurdy for organizing the recent STEM Expo and thanked the employees who were here on a Saturday, making the experience for attendees memorable. Mr. Bulger stated he appreciated being part of this college and he gave thanks to college leadership for keeping the military included in college activities and decision making. Mr. Powell stated it was good to see students fully engaged in activities at the college.

Attorney's Report

2.2 Attorney Bennett had no report.

**Attorney's Report
President's Evaluation**

2.2.1 Attorney Bennett shared the results of the annual evaluation of the president's performance, congratulated Dr. Holdnak on an excellent review, and presented it to the board. He stated that a copy of the performance evaluation would be filed with the State of Florida.

GCSC Foundation, Inc. President's Update

2.3 Mr. Trey Hutt, president, GCSC Foundation, Inc., reported the May 2021 net assets are approximately \$38.5 million and overall year-to-date investment activity ending May 2021 reported an increase of \$8.6 million. He reported the Foundation Annual Dinner has been rescheduled for September 18, 2021, at the Sheraton Resort on Panama City Beach and the Annual Golf Tournament has been scheduled for November 9, 2021, at Shark's Tooth Golf Club. Sponsorships are available for both events. Mr. Hutt stated Dr. Sean Preston, Executive Director of the GCSC Foundation, has been busy introducing himself to community members and asked trustees to provide Dr. Preston introductions to additional community members and civic organizations.

Honorary Trustee Updates

2.4.1 Commander Foster stated, per orders from Navy command, personnel who are vaccinated are no longer required to wear masks on base, however, he has retained the mask mandate in the child development center and at summer youth programs. He stated the base is currently at HPCON Bravo, which means 50 percent of employees can be brought back to base; the FRAGO (fragmentary order), which restricted sailors from eating off base and volunteering in the community, has been lifted; and unfortunately the base will not be hosting their July 4 celebration. He went on to report on summer STEM camps and youth leadership.

2.4.2 Colonel Harwood was unable to attend the meeting.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for Thursday, July 22, 2021, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

- 3. SGA Report** **3.1** Ms. Sophie Theiss, president, Student Government Association (SGA), introduced Mr. Ashton Norton, vice president, SGA, who stated he was looking forward to more student foot traffic this year and “Go Commodores.” Ms. Theiss then reported that SGA will be publishing a monthly SGA newsletter, and paying homage to the past, will call it “The Gull’s Cry.” She stated the newsletter will feature articles on campus events, SGA events, and student and club highlights. She continued by stating the fall events calendar is complete and the SGA board has cleaned up and renovated the outside lounge area behind the current SGA game room.

- 4. Consent Agenda** The items on the consent agenda are routine business, state directives, and/or compliance items. Mr. 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** May 21, 2021, DBOT monthly meeting.
4.1.2 June 17, 2021, DBOT Presidential Compensation Committee Meeting.
4.1.3 June 17, 2021, DBOT Budget and Finance Committee Meeting.

Personnel **4.2 Professional Services**

Employment

Grant M. Deam, Writing & Reading Lab Supervisor, Language & Literature, Academic Affairs, effective August 2, 2021 – May 6, 2022, 9-month salary of \$48,000. Mr. Deam fills the position vacated by the resignation of Mary C. Middlemas.

Brittany B. Hendley, Administrative Specialist, Health Sciences, Academic Affairs, effective June 23, 2021 – June 30, 2021, annualized salary of \$38,106. Ms. Hendley fills the position vacated by the resignation of Darby H. Brown.

Kristi A. Krutchek, Temporary Assistant Professor, Mathematics, Academic Affairs, effective August 16, 2021 – May 6, 2022, 9-month salary of \$38,133. Ms. Krutchek fills the position vacated by the resignation of Terri A. Bedford.

Janice M. Skipper, Instructional Coordinator, Health Sciences, Academic Affairs, effective June 2, 2021 – June 30, 2021, annualized salary of \$71,989. This is a newly created position.

Tyler W. Younger, Head Baseball Coach, Wellness & Athletics, Institutional Effectiveness & Student Affairs, effective June 2, 2021 – June 30, 2021, annualized salary of \$61,730. Mr. Younger fills the position vacated by the resignation of Michael A. Kandler as Head Baseball Coach.

Reclassification

Bonnie A. Farr, from Student Support Services Project Coordinator, TRiO Programs, to Coordinator II, Student Accessibility Resources, Institutional Effectiveness & Student Affairs, effective June 11, 2021 - June 30, 2021, annualized salary of \$42,839. Ms. Farr fills the position vacated by the resignation of Maria B. Deckert.

Lacy M. Newsom, from Instructional Assistant Coordinator to Instructional Coordinator, Health Sciences, Academic Affairs, effective June 11, 2021 - June 30, 2021, annualized salary of \$74,060. Ms. Newsom fills the position vacated by the retirement of DeeAnn Van Der Schaaf.

Resignation

Trendon M. Ellis, ERP Applications Analyst, Information Technology Services, Administration & Finance, effective July 9, 2021.

Hernan Pinto Zambrano, EOC Educational Resource Advisor, TRiO Programs, Institutional Effectiveness & Student Affairs, effective June 24, 2021.

Rebecca L. Leach, Assistant Professor, Health Sciences, Academic Affairs, effective August 2, 2021.

Mary C. Middlemas, Writing & Reading Lab Supervisor, Language & Literature, Academic Affairs, effective August 13, 2021.

Cayla S. Petree, Head Women's Basketball Coach, Wellness & Athletics, Institutional Effectiveness & Student Affairs, effective June 4, 2021.

Career Services

Employment

Caleb A. Greenwood, IT Technician, Desktop Computing Support Services (Grade S220), Information Technology Services, Administration & Finance, effective June 9, 2021, hourly rate of \$16.24. Mr. Greenwood fills the position vacated by the resignation of Michael J. DiPasquale.

DROP Entry

Ronald W. Rice, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective June 1, 2021.

Contract Ratifications

- 4.3** Submitted Contract Ratifications include 57 instructors of noncredit courses for a total of \$81,899.07.

- Overloads/
Adjunct Pay** **4.4** Summer 2021 Sessions A&B Monthly and Biweekly Overloads and Adjunct Pay includes 124 instructors of credit classes for a total of \$331,894.46
- Purchase Order
Activity** **4.5** The Expenditure Report for May 1-31, 2021, was provided for review.
- Budget
Amendment to
the 2020-21
Restricted
Current Fund
(Fund 2) Budget** **4.6** The 2020-21 Restricted Current Fund (Fund 2) budget, noting the amendments would establish and/or amend the following budgets:
- #J2101369, CARES ACT Higher Education Emergency Relief Fund-IHE/Institution – COVID-19 Student Assistance
 - #J2101395, Florida Defense Support Task Force
- GCSC
Foundation, Inc.
Use of College
Facilities** **4.7** Gulf Coast State College Manual of Policy 3.028, Gulf Coast State College Foundation, Inc. (Foundation), details the relationship between the College and the Foundation. One aspect of this relationship is not specifically addressed in the policy, that being the value of College facilities used by the Foundation.

The Foundation currently uses a small suite of offices on the third floor of the Student Union West, but will be moving to the Enrollment Services Building during 2021-22 for better visibility to, and access by, the community. An estimate of the annual value of the use of these facilities is approximately \$22,000. It is recommended the board approve continued usage by the Foundation of these facilities for the 2021-22 fiscal year.

- Obsolete
Property** **4.8** The listing of 34 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. Warriner moved to accept the consent agenda items 4.1 through 4.8 as presented. Mr. Hall seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

5. Action Items

- Reinstatement of
Academic
Certificate
Program** **5.1** Dr. Holdnak presented the recommendation for approval to reinstate Central Sterile Processing Technologist College Certificate Program. He stated as part of the College’s annual assessment process, Gulf Coast State College reviews its program offerings and related data on student enrollment, student attrition, and workforce demand. Prompted by the ongoing review process, the Health Sciences Department recommends the reinstatement of the Central Sterile Processing Technologist College Certificate Program.

Dr. Holdnak recommended approval to reinstate the Central Sterile Processing Technologist College Certificate Program. The effective date will be the spring 2022 term. Mr. Crisp moved to approve the recommendation to the reinstate the Central Sterile Processing Technologist College Certificate Program as presented. Mr. Millaway seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Capital
Improvement
Priorities**

- 5.2** Trustees were asked to approve the Capital Improvement Priorities for FY 2022-23 through FY 2026-27 for projects identified in the June 2017 Educational Plant Survey. The recommended priorities for 2022-23 include after final funding for the STEM facility; renovation of the Asbell and Rosenwald Classroom buildings; adjacent land acquisition; and continued emphasis on life safety, handicapped accessibility, addressing licensure, and environmental issues.

Mr. Bulger moved to accept the Capital Improvement Priorities as presented. Mr. Millaway seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**President's
Incentive
Compensation**

- 5.3** Mr. Lewis passed the gavel to vice-chair Warriner. Mr. Lewis reviewed section 4.c, Incentive Compensation, of the Memorandum of Understanding (MOU) between the District Board of Trustees (DBOT) of Gulf Coast State College and Dr. Holdnak, dated June 1, 2017. Section 4.c was established to withhold a portion of Dr. Holdnak's base salary and states the College President may be entitled to receive an annual incentive compensation, in addition to his base salary, based on the goals designated by the board.

Mr. Lewis stated the DBOT Presidential Compensation Committee met on June 17, and it was the consensus of the Committee that Dr. Holdnak has succeeded in his leadership role and met the appropriate goals and related criteria designated in his MOU. Mr. Lewis indicated the committee had discussed the continued need for section 4.c. The committee recommended deleting section 4.c from the MOU and adding the incentive funds to the president's base salary. Discussion followed

As chair of the committee, Mr. Lewis moved to recommend that Dr. Holdnak receive the full incentive compensation for the 2020-21 academic year as outlined in the his MOU with the board. Mr. Hall seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Mr. Lewis then made a motion to recommend Attorney Bennett draft an addendum to the president's current MOU deleting section 4.c and adjusting the base pay accordingly. Mr. Hall seconded the motion, discussion followed, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

**PO's over
\$100,000**

- 5.4** Dr. Holdnak stated there were two purchase orders of \$100,000 or greater being presented for approval. Both, if approved, will be paid from grant funds awarded to the college for these purposes.
- 5.4.1** Dr. Holdnak presented the first purchase order request, in the amount of \$149,940, to Surgical Science, Inc., for the purchase of a LAPSIM virtual reality laparoscopic training system. He stated acquiring this second virtual simulation system to accommodate the 20+ students in the Surgical Services program will enable students to practice and complete assignments at home or during downtime at clinical sites. If approved, CARES Act funds will be used for this purchase.
- 5.4.2** Dr. Holdnak presented the second request, in the amount of \$151,776.60, to The Roosevelt Group, for consulting services related to assist Gulf Coast State College, as a subcontractor, in actions to support the rebuild of Tyndall Air Force Base. He reviewed the specific services of the contract, citing the positive community partnership opportunities. If approved, funding will be provided by the Florida Defense Support Task Force Grant awarded to Bay County.

Mr. Powell moved to approve 5.4.1 to Surgical Science, Inc. in the amount of \$149,940, for the purchase of a LAPSIM virtual reality laparoscopic training system. Mr. Bulger seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis aye.

Mr. Hall moved to approve 5.4.2 to The Roosevelt Group, for consulting services related to assist Gulf Coast State College, as a subcontractor, in actions to support the rebuild of Tyndall Air Force Base. Mr. Millaway seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis aye.

**Write Off of
Delinquent
Accounts**

- 5.5** In accordance with College policy and applicable Florida Statute, Dr. Holdnak requested trustee approval to write off delinquent accounts that are now two years old, in the amount of \$137,797.03. Dr. Holdnak acknowledged the majority of this amount is the result of state and federal financial assistance awards that flow through the College to students who do not complete their commitments. Dr. Holdnak

reminded trustees that College staff has no discretion in this award process, but is required to repay the award and attempt collection from the students. Collection efforts, including holds placed on all College documents, and the employment of the services of collection agencies will continue.

Mr. Tannehill moved and Mr. Warriner seconded approval of the charge-off of delinquent accounts as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Approval of
Budget
Amendments to
the 2020-21
Unrestricted
Current Fund
(Fund 1) Budget**

5.6 Dr. Holdnak requested approval of Budget Amendments to the Unrestricted Current Fund (Fund 1) for 2020-21; amendments include decreasing personnel and capital outlay expenses and increasing current expenses providing maximum flexibility of managing college resources.

Mr. Hall moved to accept the 2020-21 Unrestricted Current Fund (Fund 1) budget amendment as presented. Mr. Warriner seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**2021-22 College
Unrestricted
Current Fund**

5.7 Mr. Lewis passed the gavel to vice-chair Warriner. Mr. Lewis presented the 2021-22 College Unrestricted Current Fund (“General Operating Fund”) Budget, as recommended by the DBOT Budget and Finance Committee at their meeting on June 17, 2021.

Assumptions used in the proposed 2021-22 budget include:

- No tuition or fee increase.
- Enrollment projections based on a 3 percent increase over 2019-20 due to the Gulf Coast Guarantee Program, the recovery of enrollment loss from COVID-19, and Hurricane Michael related enrollment declines.
- Actual state appropriations from the 2020-21 General Appropriations Act.
- Estimated Industry Certification Funds for 2021-22.
- Personnel: includes a 10 percent increase in health insurance beginning in January 2022 (continuing at college paying 95 percent and employee paying 5 percent); and an average increase in salaries of 4 percent for full-time employees, and an increase of 5 percent for adjunct faculty beginning fall 2021.
- Current expenses decreased with additional expenditures qualifying as capital outlay.
- Capital outlay is increased to cover technology expenses associated with Media Services and Smart Classrooms that was covered by a technology grant in 2020-21, coupled with expenses charged to current expense in prior year.

- Lab Fees to be adjusted for program specific consumable costs in accordance with statute.

Following discussion of the proposed budget, Mr. Bulger seconded the committee's motion to approve the 2021-22 College Unrestricted Current Fund Budget as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Approval of
FSU Employee
Assistance
Program
Contract
Renewal**

- 5.8** Dr. Holdnak indicated the college has contracted the services of the FSU Employee Assistance Program for GCSC employees and students since 2015 and is requesting board approval to continue these services through June 30, 2024. He indicated that due to the number of current full-time employees, the overall cost will increase from \$5,760 per year (which was based on an employee count of 240 at \$2.00 per employee per month) to \$6,390 per year (based on 330 employees at \$1.75 per employee per month).

Mr. Crisp motioned to approve the FSU Employee Assistance Program Renewal Contract for GCSC employees through June 30, 2024. Mr. Millaway seconded and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**Approval of
Change Order #1
to the GAC
Contract for
Electrical
Services for
Building E –
Phase I Only,
Gulf/Franklin
Campus**

- 5.9** Dr. Holdnak reported at the February 24, 2021, DBOT meeting, the Board approved a contract with GAC Contractors, Inc. based on the company's response to Invitation to Bid #2-2020/2021, Electrical Services for Building E – Phase I Only, Gulf/Franklin Campus. He reported the first of two modular buildings is scheduled to arrive at the Gulf/Franklin Campus around the end of June and that Phase I of the contracted work is complete and ready to provide power to the facility.

Dr. Holdnak stated at this time, the college needs to contract for Phase II to provide the connection for the second building, the Unmanned Vehicle modular building, from the main distribution panel. Dr. Holdnak stated the cost of the wire and conduit needed for Phase II are increasing daily due to cost escalation being experienced in the industry. The current price of the wire and conduit is \$28,787.84. Dr. Holdnak indicated if the change order is approved a purchase order can be issued, locking in the quoted price. Therefore, he is recommending approval of Change Order #1 to the GAC Contract to cover Phase II of the Electrical Services at the Gulf/Franklin Campus, as GAC was the low bidder on both Phase I and the alternate Phase II in the bid process. The contract and purchase order for Phase I was in the amount of \$94,944.00, and if approved, Change Order #1 will result in a total project cost of \$123,731.84, funded by Student Capital Improvement Fees.

Mr. Warriner moved to approve Change Order #1 to the GCA Contract for Electrical Services for Building E – Phase I Only, Gulf/Franklin Campus in the amount of \$28,787.84 to cover Phase II of the Electrical Services at the Gulf/Franklin Campus, as GAC was the low bidder on both Phase I and the alternate Phase II in the bid process. Mr. Bulger seconded and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, 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, Chief Business Officer, led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2020-21 as of April 30, 2021.

Actual YTD Revenues and Expenses Compared to Prior Year

6.1.2 Mr. Mercer, Chief Business Officer, led a review of month and year-to-date revenues and expenses compared to two prior years for fiscal year 2020-21 as of April 30, 2021.

President's Report

6.2 Dr. Holdnak expressed gratitude for the accolades given to him and stated he would give his best no matter the circumstances.

Dr. Holdnak reported STEM Camps are underway. Mask protocol for summer camps are the same as at the base, students and teachers are required to wear them. The college has hired a new head baseball coach, Tyler Younger. He is currently recruiting while finishing out his prior commitments at the NCAA World Series, as his team, Mississippi State is in the finals. The college is searching for a new women's basketball coach, after receiving a 24-hour notice from Coach Petree of her resignation. Enrollment for summer session is up 1.28 percent in FTE and over four percent in headcount. Dr. Holdnak also stated community colleges were hardest hit with declining enrollment due to the pandemic mandates, as many parents had to remain at home with their school age children.

After distributing a packet on the colleges COVID-19 Relief Funding activity, Dr. Holdnak reviewed monies received and spent by the college from the CARES ACT Higher Education Emergency Relief Fund-IHE/Institution-COVID-19 Student Assistance. Discussion followed.

- 7. Good of the Order** **7.1** Mr. Lewis stated the college will be closed July 5, 2021, in observance of Independence Day.

- 8. Adjournment** **8.1** The regular meeting was adjourned at 11:22 a.m.

Secretary

Chair, District Board of Trustees