

**FINAL
MINUTES**

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

May 21, 2020

10 a.m.
Teleconference Meeting

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

- 1. Call to Order**
 - 1.1** Mr. McKnight called the teleconference meeting to order at 10 a.m. The meeting was held via teleconference due to the Coronavirus (COVID-19) pandemic.

- Quorum Check**
 - 1.2** Mr. McKnight called for a quorum check of trustees and welcomed on the call 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.

Mr. McKnight asked that whoever speaks to please state their name for accurate accounting for who makes motions, seconds, comments, questions, etc.

Others in attendance identified themselves as Rhonda Barker, Chief Information Officer; Mr. Tony Bennett, president, Gulf Coast State College Foundation, Inc; Ms. Kim Harrison, director, Enterprise Systems; Ms. Katie McCurdy, executive director, Community Engagement; Ms. Jessica Owens, chair, Professional Employee Council; Ms. Sandra Pugh, chair, Faculty Senate; Dr. Suzanne Remedies, director, Military & Veterans Services; and Ms. Sharon Todd, dean, Enrollment Services.

- Hearing of Citizens**
 - 1.3** Mr. McKnight asked if there was anyone on the call who would like to address the Board; there was no response.

- 2. Trustee Comments**
 - 2.1** Mr. McKnight called on each trustee for comments. Ms. Kirvin said it was nice to hear from everyone, even though it was via telephone. She stated, after speaking with Dr. Holdnak earlier in the week, she was reenergized for future endeavors at the college. Ms. Kirvin, along

with Trustees Crisp, Lewis, Roberson, Tannehill, and Warriner thanked Dr. Holdnak and staff for their unrelenting efforts as they continue to put the best interest of the students into their decision making processes. Mr. Warriner congratulated graduates, knowing that it was not the easiest of college careers for them as they had to endure a Category 5 hurricane and a pandemic in an 18-month period. He stressed that while the Governor is going forward with the opening of businesses, the college needs to put the safety of students and staff foremost on any agenda. Mr. Warriner requested Governor DeSantis to be cognizant when reviewing the Florida State College budget, imploring him not to cut the college budget so we can continue to service the needs of our students and community. Mr. McKnight stated he was looking forward to be able to meet in person for the June board meeting. He thanked the GCSC Foundation for the scholarship opportunities, stating that 60 percent of the Wewahitchka High School graduates received a scholarship and will be attending GCSC.

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| Attorney's Report | 2.2 | Attorney Bennett had no report, stating he will present agenda item 5.8. |
| 2020-21 DBOT Meeting Schedule | 2.3 | Trustees reviewed the proposed 2020-21 schedule of regular meetings of the District Board of Trustees. The first meeting on July 23, will include election of board leadership as prescribed by Florida Statutes.

Ms. Kirvin moved and Mr. Crisp seconded approval of the proposed 2020-21 District Board of Trustee meeting schedule. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for Thursday, June 25, 2020, at 10 a.m., tentatively scheduled in the William C. Cramer, Jr. Seminar Room. |
| 3. Focus on Students and Programs | | Mr. McKnight tabled this item until students are able to return to campus. |
| 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 | Minutes of the Regular DBOT meeting of February 20, 2020. |

Personnel 4.2.1 Professional Services – April 16, 2020 Recommendations

Employment

Kenon Rusnak, Assistant Manager, Technical Support, Information Technology Services, Administration & Finance, effective April 2, 2020 – June 30, 2020, annual salary of \$47,600. Mr. Rusnak fills the position vacated by the reclassification of Jaymar T. Varner.

Cayla S. Petree, Head Women’s Basketball Coach, Wellness & Athletics, Student Affairs, effective April 8, 2020 – June 30, 2020, annual salary of \$70,756. Ms. Petree fills the position vacated by the reclassification of Mary P. Scovel.

Reclassification

Ursula Y. Backus, From Assistant Coordinator, Financial Aid to Coordinator, Financial Aid, Business Affairs, Administration & Finance, effective February 28, 2020 – June 30, 2020, annual salary of \$39,488.78. Ms. Backus fills the position vacated by the retirement of Loraine H. Chance.

Kara M. Hillard, From Administrative Assistant, Student Accessibility Resources to Specialist, Student Accessibility Resources, Student Affairs, effective March 2, 2020 – June 30, 2020, annual salary of \$31,671. Ms. Hillard fills the reclassified position vacated by the resignation of Catherine M. Bland.

Gretchen L. Rivera, From Director, Institutional Research, Assessment & Planning, to part-time Institutional Research, Institutional Research & Strategic Planning, effective April 24, 2020, hourly rate \$39.86.

Elizabeth A. Russell, From Director, HRIS & Employment Services to Acting Executive Director of Human Resources, Administration & Finance, effective July 22, 2019 – June 30, 2020, annual salary of \$79,724.15. Ms. Russell fills the position vacated by the resignation of Lisa G. Reed.

Mary P. Scovel, From Head Women’s Basketball Coach & Associate Athletic Director, to Associate Athletics Director & Coordinator of Athletic Academic Advising, Wellness & Athletics, Student Affairs, effective July 1, 2020 – June 30, 2021, annual salary of \$58,766.27.

Retirement

Loraine H. Chance, Coordinator, Financial Aid, Business Affairs, effective March 23, 2020.

DROP Entry

Fledia P. Ellis, Division Chair, Natural Science, Academic Affairs, effective April 1, 2020.

Resignation

Alyson S. Barnes, Military Family Employment Program Advocate, CareerSouceGC, Strategic Initiatives & Economic Development, effective March 27, 2020.

Lori A. Cannon, Director, Student Resources, Student Affairs, effective March 31, 2020.

Laura L. Green, Coordinator, Marketing & Communications, Institutional Effectiveness & Strategic Initiatives, effective February 11, 2020.

Lauren H. McGee, Assistant Coordinator, Student Resources, Student Affairs, effective March 5, 2020.

Douglas R. Ream, III, Recruiter, Enrollment Services, Student Affairs, effective March 4, 2020.

Career Services

Employment

Michael A. Barrickman, IT Technician 1 (S220), Technical Support, Information Technology Services, Administration & Finance, effective February 21, 2020, hourly rate of \$16.24.

Mr. Barrickman fills the position vacated by the resignation of Candice J. Fountain.

Michael D. Turnage, IT Technician 1 (S220), Technical Support, Information Technology Services, Administration & Finance, effective April 13, 2020, hourly rate of \$16.69. Mr. Turnage fills the position vacated by the retirement of Richard P. Sherman.

Reclassification

Jessica M. Owens, From Receptionist (S180), Student Government to Senior Administrative Assistant (S210), Student Accessibility Resources, Student Affairs, effective March 2, 2020, hourly rate of \$15.78. Ms. Owens fills the position vacated by the reclassification of Kara M. Hillard.

Retirement

Gerald D. Chan, Bookstore Manager (S240), Business Affairs, Administration & Finance, effective March 31, 2020.

Richard P. Sherman, IT Technician 1 (S220), Technical Support, Information Technology Services, Administration & Finance, effective May 29, 2020.

4.2.2 Professional Services – May 21, 2020 Recommendations

Renewal of Annual Contract beginning August 2020

Kim S. Allan	Alan R. Jeffries
Kimberly S. Awls	Rebecca A. Kelly
Jennifer G. Barber	Denise Kenny
Matthew R. Brock	Scot L. Kirkland
Vicki A. Bynum	David C. Lee
Connie M. Campbell	Jose A. Lopez-Baquero
William M. Covington	Lacy M. Newsom
Denise A. Crider	Jessica L. Otto
Suzanne M. Deaton	Sarah C. Pilcher
Dennis M. Dillenschneider	Fount H. Rion, IV
Jessica L. Edwards	Kimberly N. Snow
Carrie L. Fioramonti	Julia A. Thomas
Norris O. Harvey	Matthew C. Wells
Melissa A. Hobbs	Kelly L. Williams
Ryan K. Hubbard	Stephen L. Withall

Employment

Nils Akerlind, Temporary Assistant Professor, Natural Sciences, Academic Affairs, effective April 1, 2020 – May 2, 2020, pro-rated salary of \$5,084.40. Mr. Akerlind fills the position vacated by the retirement of Vicky D. Ellis.

Reclassification

Erika K. Davidson, From Senior Administrative Assistant, Language & Literature, Academic Affairs to Financial Aid Systems Specialist, Business Affairs, Administration & Finance, effective May 11, 2020 – June 30, 2020, annual salary of \$31,671. Ms. Davidson fills the reclassified position vacated by the reclassification of Ursula Y. Backus.

Retirement

Douglas A. Wells, Professor, Language & Literature, Academic Affairs, effective July 31, 2020.

Resignation

Kayla E. Roberts, Instructor, Health Sciences, Academic Affairs, effective July 31, 2020.

Stephen P. White, Jr., Instructional Coordinator, Public Safety,
Academic Affairs, effective April 30, 2020.

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| Contract Ratifications | 4.3.1 | Contract Ratifications for February and March 2020 includes \$25,993.73 for noncredit courses and \$44,041.89 for special contracts. |
| | 4.3.2 | Contract Ratifications for April 2020 includes \$3,838.75 for noncredit courses. |
| Overloads/ Adjunct Pay | 4.4.1 | Monthly and Biweekly Overloads/Adjunct Pay for February and March Exceptional and Session "C" for a total of \$154,260.31. |
| | 4.4.2 | Monthly Overloads/Adjunct Pay for April 2020 Exceptional for a total of \$4,741.51. |
| Purchase Order Activity | 4.5.1 | The Expenditure Report for February 1 through March 21, 2020, was provided for review. |
| | 4.5.2 | The Expenditure Report for April 1-30, 2020, was provided for review. |
| Obsolete Property | 4.6 | The listing of two 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. |
| 2019-20 Restricted Current Fund (Fund 2) Budget | 4.7 | Restricted Current Fund (Fund 2) budget for the following: <ul style="list-style-type: none">• #J2001198, Veterans Business Outreach Center-Florida, 2020-2021 Budget• #J2001200, CARE ACT (Part 1) Higher Education Emergency Relief Fund, IHE/Institution, COVID-19 Student Assistance, 2020-2021 Budget• #J20001202, Emergency Assistance to Institutions of Higher Education Program, Hurricane Michael, 2020-2022 Budget |

Mr. Tannehill moved to accept the consent agenda items 4.1 through 4.7 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.

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| 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:

<u>Manual of Policy 4.014, Credit Hour (Definition)</u>
This is a new policy created to show that GCSC has a standard measure for credit defined in compliance with administrative code and the federal definition used by Southern Association of Colleges and Schools. |
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Manual of Policy 5.175, Use of College Facilities and Equipment

This policy has been updated to include a Facilities Use Agreement that must be completed by an external client when using college property.

Manual of Policy 5.250, Parking and Traffic Control on Campus

The policy has been revised to use language more in line with state statute.

Manual of Policy 6.014, Tenure (Continuing Contract) and Academic Rank

Modifications have been made to streamline the policy. Procedural details have been moved to IMM 6.014.

Manual of Policy 7.028, Student Activities Short-Term Emergency Loan Fund

The changes to the policy outline collection process and moves procedural details to IMM 7.027; update also includes a title change.

Mr. Crisp moved to accept the recommended changes to the Manual of Policy as presented. Ms. Kirvin 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.

Approval of Annual Equity Report

5.2

Dr. Holdnak presented the 2019-20 Executive Summary of the Florida Educational Equity Act Annual Update and reviewed the goals and strategies of the Equity Report, highlighting there were no areas for corrective action. Mr. Lewis moved and Mr. Warriner seconded the motion to accept the report as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

Lodging and Acceptance of the Annual Federal Awards Audit

5.3

Dr. Holdnak lodged the State of Florida Annual Federal Awards Audit for fiscal year ending June 30, 2019, with the board.

Mr. Crisp moved and Mr. Millaway seconded the motion to accept the audit 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.

Approval of 2019-20 Calendar Changes/Meeting Cancellations

5.4

Pursuant to GCSC Manual of Policy 5.185, *College Calendar*, “all changes must be approved by the board,” therefore, Dr. Holdnak requested approval for the calendar modifications which were made over the Spring 2020 semester due to the COVID-19 pandemic and federal/state directives.

Ms. Kirvin moved and Mr. Lewis seconded the motion to accept the changes/cancellations 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.

**Approval of
Academic
Program
Deletions**

5.5

Dr. Holdnak presented the recommendation for approval of the Academic Program Deletion of the certificate in Surgical Technology.

The program's accrediting body, Commission on Accreditation of Allied Health Education Programs (CAAHEP), in collaboration with the American Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA), has stated that by August 1, 2021, all sponsoring institutions should award a minimum of an associate's degree at the completion of the Surgical Technology Program. The certificate will no longer be offered to new students, effective August 2020, and all students enrolled in the certificate will finish the program by December 2020. Students earning their certificates also have the option of remaining enrolled and completing the associate in science degree. The College's faculty in this discipline will not be affected by the elimination of the certificate.

Mr. Warriner moved to accept the recommendation for approval of the Academic Program Deletion as presented. Mr. Roberson 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.

**Recommendation
to Amend the
Contract with
Disaster
Recovery
Services (DRS)**

5.6

Dr. Holdnak stated with board approval at the October 2019 District Board of Trustees meeting, the college entered into an agreement with Disaster Recovery Services (DRS), the firm that is working on the college's applications for reimbursement for uninsured Hurricane Michael losses from FEMA and with GCSC insurer. The college and DRS are now working with the third FEMA team, due to turnover in FEMA ranks, and the hours involved are substantially greater than originally anticipated.

DRS is requesting to increase the initial not-to-exceed budget by \$420,000, stating the budget extension is necessary to capture the services performed to date, meet FEMA's section 428 Grant deadline, and perform a review of the Business Interruption Loss. Dr. Holdnak stated the college will recover all of its incurred expenses prior to reimbursing the Florida College System Risk Management Consortium (FCSRMC) any balance. For this reason, the FCSRMC, at their March 10, 2020, Operations Committee Meeting, agreed to cover the cost of the services provided by Disaster Recovery Services.

Dr. Holdnak recommended to approve the contract amendment with DRS by increasing the original budget by \$420,000. If approved, will bring the total contract amount to a not-to-exceed amount of \$900,000.

Mr. Lewis moved to increase the contract with Disaster Recovery Services, Inc., by \$420,000 for a total contract amount not-to-exceed \$900,000. Mr. Crisp 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.

**Recommendation 5.7
for Approval of
Purchase Orders
Greater than
\$100,000**

Dr. Holdnak presented one purchase order over the \$100,000 threshold for approval. He reported the college's current ten-year contract with Ellucian Company, L.P. ("Ellucian") for software support services expires July 31, 2020. The renewal contract is for a five-year period beginning August 1, 2020, and expiring July 31, 2025. The purchase order submitted for approval is for year one (2020-21) of the five-year contract, in the amount of \$197,505. Dr. Holdnak reviewed the support services included under the contract and alluded to the Maintenance Fee Schedule for the entire five years. Each of years two through five include a not-to-exceed five percent escalation in cost.

Ms. Kirvin moved to approve the five-year contract with Ellucian Company, L.P. and to approve the purchase order request to Ellucian for year one of the contract in the amount of \$197,505 as presented. Mr. Tannehill 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.

**Recommendation 5.8
to Approve the
Addendum to the
Bay County Fire
Station Lease at
the North Bay
Campus**

Dr. Holdnak asked Mr. Bennett to address the recommendation. Mr. Bennett stated at the July 2018 District Board of Trustees meeting, the board approved a land lease with the Bay County Board of County Commissioners for the construction and operation of a fire station at the North Bay Campus to serve the surrounding area and to provide learning opportunities for students in the college's first responder programs. At that time, the county did not anticipate needing as much property for storm water retention as required. Mr. Bennett stated the county is asking to amend the lease to include use of the "Common SWWF Area" also referred to as the "Swale or Pond" for their storm water/runoff needs. Mr. Warriner made a motion to approve the Addendum to the Bay County Fire Station Lease at the North Bay Campus, as presented in Exhibit A. Mr. Crisp 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.

- 6. Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD**
- 6.1.1a** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2019-20 as of January 31, 2020.
 - 6.1.1b** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2019-20 as of February 29, 2020.
 - 6.1.1c** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2019-20 as of March 31, 2020.
- Actual YTD Revenues and Expenses Compared to Prior Year**
- 6.1.2a** Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Two Prior Years for fiscal year 2019-20 as of January 31, 2020.
 - 6.1.2b** Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Two Prior Years for fiscal year 2019-20 as of February 29, 2020.
 - 6.1.2c** Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Two Prior Years for fiscal year 2019-20 as of March 31, 2020.

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

Mr. Tony Bennett, president, Gulf Coast State College Foundation Inc., reported beginning March 9 and ending May 19, 2020, the Foundation has received a total of \$140,000 in community donations. He stated the Foundation has established a Commodore Cupboard Pantry Fund in support of the college's food pantry and encouraged everyone to participate in the peer-to-peer fundraising campaign. To date the fund has received \$25,000 in support; the cupboard has received 302 requests from 167 individual students and has branched out to include refrigerated and frozen items.

Mr. Bennett informed trustees that the Foundation assets as of April 2020 stand at \$30.6 million; April 2020 investment activity for the month ending reported a gain of \$1.6 million; and year-to-date investment activity reported a loss of \$1.2 million. To date, the total program and scholarship support provided to the college is \$1.3 million; which includes total scholarships awarded at \$1 million and program support at \$247,000. The Foundation board has approved the 2020 audit and tax services provided by Tipton, Marler, Garner, and Chastain.

Mr. Bennett reported the Foundation has launched an additional scholarship application cycle, *GCSC Foundation Cycle 2-2nd Chance Scholarship*. The deadline for applying is July 15, 2020. As of May 19 the Foundation has received 25 applications. The Foundation has also approved \$21,064 in mini-grant opportunities for the 2020-21

academic year and has approved a budget of \$364,420 of additional funding to support student emergency funding to assist with student retention.

President's Report

6.2 Dr. Holdnak commended faculty and staff for their continued support over the past few months, reporting that the spring semester finished on time with a ten percent increase in graduation applications over the past two years. He stated he and the senior staff have done their best to keep the health of our students and employees at the forefront of every discussion had and decision made.

Dr. Holdnak reported full time enrollment is up 3.2 percent over this time last summer and the USI Bootcamp will begin its first class in July. The college has a plan A, B, and C ready to be implemented; which plan is used depends on when Governor DeSantis re-opens the state and to what capacity. He updated the board on several companies that will be relocating to Bay county and what support will be needed from the college.

During the course of the COVID-10 pandemic the college has:

- Used existing materials in the ATC to make mask kits for the community,
- Donated medical supplies the college had on hand to hospitals in our service district, and
- At the request of a local hospital CEO, the “Commodore Clip” was designed to be used with a face shield to protect from spread of germs.

Dr. Holdnak acknowledged the passing of Mr. Joe Tannehill, Sr., stating he was a pillar in the community and expressed his condolences to Trustee Joe Tannehill, Jr.

7. Good of the Order **7.1** Mr. McKnight stated the college will be closed on Monday, May 25, 2020, for Memorial Day.

8. Adjournment **8.1** The meeting was adjourned at 11:09 a.m.

Secretary

Chair, District Board of Trustees