

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
May 20, 2021**

10 a.m.

William C. Cramer, Jr. Seminar Room

- 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 (attended a portion of the meeting), Dr. John R. Holdnak, and Mr. Derrick Bennett
- 1. Call to Order** **1.1** Mr. Lewis called the meeting to order at 10:01 a.m.
- Invocation** **1.2** Mr. Bennett gave the invocation.
- Pledge of Allegiance** **1.3** Mr. Bulger led the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Mr. Lewis welcomed guests: Mr. Trey Hutt, president, Gulf Coast State College Foundation, Inc.; Ms. Sophie Theiss, president, Student Government Association; Mr. Brian Baillif, chair, Faculty Senate; Dr. Holly Kuehner, Chief Academic Officer; Mr. John Mercer, Chief Business Officer; and Mr. Glen McDonald, vice president, Strategic Initiatives & Economic Development.
- Hearing of Citizens** **1.5** No citizens answered the call to appear before the board.
- Special Presentation** **1.6.1** Dr. Holdnak introduced Ms. Rhea Goff, Senior Vice President and Chief Administrative Officer of the St. Joe Company and Ms. April Wilkes, Executive Director of the St. Joe Community Foundation. He then acknowledged the generosity of the St. Joe Community Foundation to the college and the community, noting that their loyalty, strong partnership, and commitment to Gulf Coast has improved the quality of life for many of the citizens in the college's service district.
- Dr. Holdnak invited Mr. Trey Hutt, President of the GCSC Foundation, Inc. and Mr. William C. Cramer, Jr, Gulf Coast Guarantee Campaign Chair, to join them at the podium. Ms. Goff and Ms. Wilkes, on behalf of the St. Joe Community Foundation, presented the Gulf Coast State College Foundation with a \$200,000 check for the Gulf Coast Guarantee Campaign.

Ms. Goff stated that supporting education in the community is a priority of the St Joe Company and the St Joe Community Foundation and she is excited to be working with the college to further this initiative.

Mr. Cramer, Gulf Coast Guarantee Campaign Chair, gave the board an update on the campaign status, stating to date the campaign has raised \$390,000 in donations. He then recognized Dr. Preston, Executive Director of the Foundation, stating they are working diligently on the campaign. He also reported the GCSC Foundation has reached a milestone with total fund assets of \$37.5 million.

On behalf of the students and employees of Gulf Coast State College, Dr. Holdnak and Mr. Lewis thanked the St Joe Company, the St. Joe Community Foundation, and the GCSC Foundation for their continued support.

1.6.2 Dr. Holdnak invited Ms. Samantha Lipsey, past president of the Student Government Association, to the podium where he presented her with a plaque in appreciation of her outstanding service to the Student Government Association and to the College. Ms. Lipsey thanked the trustees for their support and encouragement.

**2. Trustee
Comments**

2.1 Trustees collectively thanked the St Joe Company and the St Joe Community Foundation for their unending support of education to the Gulf Coast area. Mr. Powell commented that during recent visits to the campus he has always been welcomed by employees and he wanted to say thank you. Mr. Bulger echoed Mr. Powell's comments stating he has yet to encounter any employee with a bad attitude. Mr. Crisp stated he was glad to be back on campus and thanked staff. Mr. Warriner congratulated recent graduates, thanked Ms. Lipsey for her service, and welcomed Ms. Theiss. He also thanked the GCSC Foundation for their continued support to the college. Mr. Tannehill voiced concern about the continuation of wearing masks. He stated, though many people are vaccinated, there are those who medically cannot get vaccinated. He commented that we need to keep the safety of all students at the forefront of future decisions. Trustees Millaway, Hall, and Skinner echoed previous comments. Mr. Lewis thanked the St Joe Corporation and the St. Joe Foundation for their continued support. He also commented on the 2021 GCSC graduation ceremony, stating the graduates and their families seemed to have had a great time.

**Attorney's
Report**

2.2 Attorney Derrick Bennett had no report.

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

2.3 Mr. Trey Hutt, president, GCSC Foundation, Inc., reported the March 2021 net assets are approximately \$37.5 million and overall year-to-date investment activity ending March 2021 reported an increase of \$5.7 million. He reiterated Mr. Cramer's comments stating the Gulf Coast Guarantee campaign to date has raised just under \$400,000. He also thanked the St Joe Community Foundation for their generous donation to the Gulf Coast Guarantee campaign.

**Honorary
Trustee Updates**

2.4.1 Commander Foster was unable to attend today's meeting.

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

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for Thursday, June 24, 2021, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

Dr. Holdnak introduced Ms. Marti Coley, the college's legislative representative, who then gave an update on the 2021 Legislative Session, highlighting certain bills pertinent to the Florida College System and to Gulf Coast State College.

3. SGA Report

3.1 Ms. Sophie Theiss, president, Student Government Association, reported her team is busy planning projects and events for the upcoming year. She stated the 2021-22 Executive Board consists of herself; Vice President Ashton Norton; Secretary Elly Williams; Events Coordinator Marisa Weiman; Internal Affairs Liaison Rebecca Stark; and Online Engagement Officer Millie Lamb. She then provided the trustees with her e-mail address.

**Program/Student
Focus**

3.2 Dr. Holdnak introduced Ms. Katie McCurdy, Executive Director of Community Engagement and Coordinator of K-12 STEM Education, to present this month's Program Focus on the colleges' Summer Youth Programs. Gulf Coast State College offers a wide array of academic enrichments camps and activities for youth in Bay, Gulf, and Franklin counties throughout the year. The majority of these activities though are offered during the summer, with other activities being offered on selected Saturdays.

Ms. McCurdy gave a history of the summer camp programs, stating last summer they served over 600 students with no safety issues. Campers include students entering first through tenth grades. She then gave an overview of the different types of camps offered and stated personnel from both the navy and air force bases will be involved with the camps, through funding, personnel, and registering students. She also stated safety protocols will be followed per college guidelines.

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 The minutes of the April 15, 2021, DBOT meeting as distributed.

Personnel

4.2 Professional Services

Renewal of Annual 12-Month Instructional Contracts beginning July 1, 2021

Vicki A. Bynum	Lacy M. Newsom
Jennifer G. Barber	Adam M. Padgett
Jose A. Lopez-Baquero	Elyse J. Wallace

Employment

Edward C. Fernandez, Coordinator, Benefits & Compliance, Human Resources, Administration & Finance, effective May 21, 2021 – June 30, 2021, annualized salary of \$42,590. Mr. Fernandez fills the position vacated by the resignation of Lince J. Favors.

Keri J. Matheus, Associate Professor, Nursing, Health Sciences, Academic Affairs, effective August 16, 2021 – May 6, 2022, 9-month salary of \$60,494. Ms. Matheus fills the position vacated by the retirement of Glenda J. Hannah.

Theresa E. Porter, Assistant Instructional Coordinator, Respiratory Care, Health Sciences, Academic Affairs, effective July 1, 2021 – June 30, 2022, annualized salary of \$59,305. Ms. Porter fills the position vacated by the reclassification of Jennifer G. Barber.

Frederick D. Stevenson, Electro-mechanical Technician/Radar Operator/BLOS Pilot, Business & Technology, Academic Affairs, effective April 9, 2021 – June 30, 2021, annualized salary of \$48,000. This is a new grant funded position.

Reclassification

Laura H. Kuehner, From Vice President, Academic Affairs to Chief Academic Officer, effective May 8, 2021 - June 30, 2021, no change in salary. This is an administrative change only.

John D. Mercer, From Vice President, Administration & Finance to Chief Business Officer, effective May 8, 2021 - June 30, 2021, no change in salary. This is an administrative change only.

Retirement

Henry M. Smith, Associate Professor, Language & Literature,
Academic Affairs, effective May 7, 2021.

Resignation

Melinda D. Grondin, Career Manage II, CareerSource Gulf
Coast, Strategic Initiatives & Workforce Development, effective
May 13, 2021.

DROP Entry

James C. McDougall, Jr., Director, Facilities Planning & Construction,
Administration & Finance, effective April 1, 2021.

Career Services

Employment

Danyelle F. Alexander, Sr. Administrative Assistant (Grade S210),
Business & Technology, Academic Affairs, effective April 27, 2021,
hourly rate of \$16.21. Ms. Alexander fills the position vacated by
the resignation of Nancy V. Berdanier.

Marcus S. Phelps, Groundskeeper (Grade S170), Facilities
Management, Administration & Finance, effective May 5, 2021,
hourly rate of \$14.00. Mr. Phelps fills the position vacated by the
resignation of Johnathon M. Pike.

Tina D. Vidrine, Custodian (Grade S155), Facilities Management,
Administration & Finance, effective April 9, 2021, hourly rate of
\$13.48. Ms. Vidrine fills the position vacated by the resignation of
Mary G. West.

Resignation

Ashley N. Gary, Senior Cashier, Business Affairs, Administration &
Finance, effective May 21, 2021.

Erin J. Keel, Administrative Assistant, CareerSource Gulf Coast,
Strategic Initiatives & Workforce Development, effective May 13,
2021.

Waynette C. Millett, Custodian, Facilities Management, Administration
& Finance, effective April 23, 2021.

**Contract
Ratifications**

- 4.3** April 2021 Contract Ratifications include 19 instructors of noncredit
courses for a total of \$8,214.25.

- Overloads/
Adjunct Pay** **4.4** April 2021 and May End of Session Monthly and Biweekly Overloads and Adjunct Pay includes 59 instructors of credit classes for a total of \$58,077.98.

- Purchase Order
Activity** **4.5** The Expenditure Report for April 1-30, 2021, was provided for review.

- Obsolete
Property** **4.6** One item deemed obsolete and no longer serve the needs of the College's students or staff was provided for approval to remove it from the college's inventory.

Mr. Hall moved to accept the consent agenda items 4.1 through 4.6 as presented. Mr. Crisp seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; and Lewis, aye.

**5. Action Items
Recommendation
for Approval of
Change Order #1
to Vanguard
Modular Building
Systems.**

- 5.1** Dr. Holdnak stated at the July 23, 2020, and January 21, 2021, District Board of Trustee meetings, the board gave approval to issue purchase orders to Vanguard Modular Buildings for the purchase of a 60'x60' modular building (\$458,811) to support the Nursing Simulator Center at Gulf/Franklin Campus (Triumph GC grant #207) and to purchase a 52'x64' modular building (\$440,757) to support the Gulf Coast Regional Training Center (Triumph GC grant #202), also at the Gulf/Franklin Campus. Contrary to the vendor's assurances, certification by a third-party engineer, and being sold in the state of Florida for use by educational institutions, Mr. Jim McDougall, Director of Facilities Planning & Construction, discovered the modular buildings do not meet the current building code due to the use of some combustible materials in construction. To ensure the buildings meet code and in the future are safe for students and faculty, the college asked the vendor to replace those combustible materials with noncombustible materials. Unfortunately, the vendor is unable to absorb the increased cost, an issue the college will address once the buildings are in place and operational.

In an attempt to not delay the project further by seeking out another vendor and restarting the approval process, Dr. Holdnak recommended approval to increase the previously approved purchase costs of the modular building for the Nursing Simulator Center by \$46,959, from \$458,811 to \$505,780 and the modular building for the Gulf Coast Regional Training Center (unmanned vehicle program) by \$41,268, from \$440,747 to \$482,025. He stated the cost of both modular buildings will be covered by Triumph Gulf Coast grants #207 and #202 respectively.

Mr. Hall moved to approve the change order request to increase the previously approved amount of \$458,111 for the modular building for the Nursing Simulator Center by \$46,959 and to increase the previously approved amount of \$440,747 for the modular building for the Gulf Coast Regional Training Center (unmanned vehicle program) by \$41,268. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, 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 March 31, 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 March 31, 2021.

**President's
Report**

6.2 Dr. Holdnak stated the college will be receiving a fourth COVID-19 grant in the amount of \$9 million. He commended the staff for diligently watching the expenditures to make sure they comply with the criteria set forth by the Federal government for distribution and expenditures. Discussion followed regarding the installments and distribution requirements.

Dr. Holdnak stated the college has continued the mask mandate per CDC recommendations and no transmissions have occurred on campus. The COVID-19 Executive Orders signed recently by Governor DeSantis do not necessarily apply to colleges and universities; however, Dr. Holdnak stated he is conferring with safety personnel and will issue a statement next week as to the college's protocol for the summer sessions. He reiterated student safety will always be paramount when decisions are being made.

Dr. Holdnak summarized the monies earmarked for Gulf Coast State College from the 2021 legislative session, highlighting the PECO monies to complete the STEM building and the hurricane relief monies that were vetoed last year. He thanked Representative Jay Trumbull and Senator Kelli Stargel for their tremendous support during the legislative session.

Dr. Holdnak reported that though the spring 2021 semester enrollment was down 10 percent over spring 2020, overall enrollment for the 20-21 year was only down 5 percent. Colleges throughout Florida were on an average down 10 percent for the year.

- 7. **Good of the Order** 7.1 Mr. Lewis stated the college will be closed May 31, 2021, for observance of Memorial Day.
- 8. **Adjournment** 8.1 The regular meeting was adjourned at 11:40 a.m.

Secretary

Chair, District Board of Trustees