

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
NOVEMBER 18, 2021**

10 a.m.
Room 302, Advanced Technology Center

Members Present Tom L. Lewis (presiding), Boyd K. Bulger, Donald R. Crisp, Frank A. Hall*, C. David Powell, Joe K. Tannehill, Jr, David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett
*Attended a Portion of the Meeting

Absent Steve D. Millaway, Floyd D. Skinner

1. Call to Order 1.1 Mr. Lewis called the meeting to order at 10:02 a.m.

Invocation 1.2 Mr. Bennett gave the invocation.

Pledge of Allegiance 1.3 Mr. Tannehill led the pledge of allegiance to the American flag.

Welcome to Guests 1.4 Mr. Lewis welcomed guests: Mr. John Skaggs, United States Navy; Mr. Trey Hutt, president, Gulf Coast State College Foundation, Inc.; Mr. Brian Baillif, chair, Faculty Senate; 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, vice president, Administration & Finance, 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.

Special Presentation 1.6 Dr. Holdnak introduced Mr. McDonald, vice president, Economic Development & Strategic Initiatives, to present this month's special presentation. Mr. McDonald introduced Ms. Ayrin Balilo, Intake Orientation Assistant for CareerSource Gulf Coast and congratulated her for being honored at the recent Florida Workforce Development Professional Summit. Ms. Balilo was awarded the Workforce Champion for our region. The Workforce Champion Award honors individuals on the frontline who demonstrate traits and characteristics worthy of emulation.

Special Request

Due to missing the required deadline, Dr. Holdnak requested an additional item, 5.1.5, a purchase order over the \$100,000 threshold, be added to the Action Item agenda. Mr. Crisp motioned to approve the request and Mr. Tannehill seconded the motion. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**2. Trustee
Comments**

2.1 Mr. Powell extended congratulations to Ms. Balilo and thanked the CareerSource Gulf Coast for their dedication to the community. He also wished everyone a Happy Thanksgiving. Mr. Bulger commented on the Strategic Planning meeting he recently attended and was happy to see the portable units have arrived at the Gulf/Franklin Campus. Mr. Hall apologized, stating he will have to leave the meeting early. He also suggested that the board reevaluate the spending limit threshold from \$100,000 to a larger amount. Mr. Tannehill wished students good luck on their Fall finals and thanked staff for their continuous efforts made on campus helping keep students safe. Mr. Crisp wish everyone a Happy Thanksgiving. Mr. Warriner commented on the “silver lining” that has come to the college because of repairs and/or renovations due to recent storms and COVID-19. He also stated he was excited to see the Singing Commodores perform today.

**Attorney’s
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Hutt, president, Gulf Coast State College Foundation, Inc., reported the Foundation net assets have crossed the \$39 million mark; the Golf Tournament grossed approximately \$47,000; and the Gulf Coast Guarantee gifts are nearing the \$1,000,000 mark, with “pending asks” at \$2.5 million. He reminded everyone about the Foundation’s Annual Meeting and Dinner on February 12, 2022, at the Sheraton Beach Resort, stating sponsorships are still available.

**Honorary
Trustee Updates**

2.4.1 Mr. Skaggs, attending for CDR Foster, reported the base has relaxed COVID-19 restrictions, allowing 50 percent occupancy on the base and a no mask mandate for those fully vaccinated.

2.4.2 Col Harwood was unable to attend this month’s meeting.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for Thursday, January 20, 2022, at 10 a.m. in the William C. Cramer, Jr. Seminar Room.

**President’s
Automobile
Mileage**

2.6 Consistent with the provisions of his contract, Dr. Holdnak reported his business and personal mileage from December 1, 2020, through November 17, 2021, for the automobile provided to him by the board.

Reclassification

Julie A. Lusk, from Senior Administrative Assistant, Institutional Effectiveness & Student Affairs to Coordinator, Library Services, Online Learning & Library Services, Academic Affairs, effective October 25, 2021 – June 30, 2022, annualized salary of \$42,590. Ms. Lusk fills the position vacated by the reclassification of Carrie J. Lewis.

John D. Mercer, Chief Business Officer to Vice President, Administration & Finance, effective November 1, 2021 – June 30, 2022, no change in salary. This is an administrative change only.

Resignation

Carl P. Dixon, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective November 5, 2021.

Alfred L. McCambry, Jr., Dean, Workforce Development & Director, Gulf/Franklin Campus, Academic Affairs, effective November 12, 2021.

DROP Exit

Sharon O. Todd, Dean, Enrollment Services, Institutional Effectiveness & Student Affairs, effective December 31, 2021.

Career Services

Employment

Little M. Bayer, Custodian (Grade S175), Facilities Management, Administration & Finance, effective November 1, 2021, hourly rate of \$14.39. Ms. Bayer fills the position vacated by the resignation of Justin T. Luzier.

Robert A. Beach, IT Technician I, Media Services (Grade S220), Information Technology Services, Administration & Finance, effective November 15, 2021, hourly rate of \$17.13. This is a newly created position.

Lisa S. Burson, Testing Assistant (Grade S190), Student Engagement, Institutional Effectiveness & Student Affairs, effective October 18, 2021, hourly rate of \$15.64. Ms. Burson fills the position vacated by the reclassification of Rachel A. Inman.

Eric A. Dees, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective November 1, 2021, hourly rate of \$13.99. Mr. Dees fills the position vacated by the retirement of Paul E. Felice.

Retirement

Terresa C. Zekas, Switchboard Operator, Enrollment Services, Institutional Effectiveness & Student Affairs, effective December 22, 2021.

DROP Entry

Tamara L. McMillian Miller, Executive Administrative Assistant, Information Technology Services, Administration & Finance, effective October 1, 2021.

DROP Exit

Ronald W. Rice, Groundskeeper, Facilities Management, Administration & Finance, effective December 9, 2021.

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| Contract Ratifications | 4.3 | Submitted Contract Ratifications include 45 instructors of noncredit courses for a total of \$14,835.02. |
| Overloads/ Adjunct Pay | 4.4 | 2021 Fall Session “C” Monthly and Biweekly Overloads and Adjunct Pay includes 113 instructors of credit classes for a total of \$130,765.35. |
| Purchase Order Activity | 4.5 | The Expenditure Report for October 1-31, 2021, was provided for review. |
| 2021-22 Restricted Current Fund (Fund 2) Budget | 4.6 | The 2021-22 Restricted Current Fund (Fund 2) budgets, noting the amendments would establish or amend the following budgets: <ul style="list-style-type: none">• #J2200387, Public Radio Grant• #J2200430, TRiO-Student Support Services Grant• #J2200431, TRiO-Upward Bound Grant• #J2200432, TRiO-Educational Opportunity Center Grant• #J2200999, Student Activities - Athletics |

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

5. Action Items

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| Recommendation for Approval of Purchase Orders Greater than \$100,000 | 5.1 | Dr. Holdnak submitted four purchase orders over the \$100,000 threshold for approval. |
| | 5.1.1 | The first purchase being presented for approval is for a Voice Over Internet Protocol (VoIP) Unified Messaging System in the amount of \$748,269.31. Dr. Holdnak stated the college is currently operating with a phone system that is approximately 15 years old and now has a number of deficiencies. He continued, stating that on August 5, 2021, college staff opened bids received in response to Request for Proposals |

#1- 2021/2022, Voice Over Internet Protocol (VoIP) Unified Messaging System. Nine vendors responded and three of the nine were invited to present to the evaluating team. Following the presentations, the field was narrowed to two, Presidio and Verteks. Mr. Greg Eller, Chief Information Officer, provided a presentation which addressed the current system deficiencies and highlighted the new system features which will support the college for the next 15-20 years. A lengthy discussion followed. Dr. Holdnak specified that purchase orders will be issued to Verteks Voice & Data Networks in the amount of \$652,269.31 and to CDW and Dell, respectively, for the switches and services in the amount of \$96,000, bringing the total of the project to \$748,269.31. Based on the recommendation of the Evaluation Committee and college staff, Dr. Holdnak recommended approval to award the contract for RFP #1-2021/2022, to Verteks Voice & Data Networks.

Dr. Holdnak indicated the CARES Act provides funding that supports the shift to, and modification of, classes to online instruction, and for preparation by the college to continue to provide instruction should future events again restrict in-person instruction. He noted CARES Act funds will be used for this purchase if the project is approved by the board.

Mr. Warriner moved to accept the recommendation to award the contract for RFP #1-2021/2022, Voice Over Internet Protocol (VoIP) Unified Messaging System to Verteks Voice & Data Networks in the amount of \$652,269.31, as stated in quote VCIQ17862-04, with the switches and servers being purchased directly from CDW and Dell, in the amount of \$96,000, bringing the total of the project to \$748,269.31 as presented. Mr. Powell seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

- 5.1.2** The second purchase order request is to Anatomage U.S. for the purchase of five (5) Anatomage Adjustable Education & Training Tables, Accessories, and Extended Warranty, in the amount of \$482,475. Dr. Holdnak stated that as a result of the COVID-19 pandemic, faculty have been supplementing learning with simulation, virtual education, and innovative teaching tools. After a short video presentation, discussion followed regarding topics such as life expectancy of the tables, tracking machine usage, and additional cost for upkeep after warranty expires. Dr. Holdnak stated one machine will be located in the Health Sciences Division, two in the Natural Sciences Division, one at the Gulf/Franklin Campus, and one in the Library for education support purposes. He indicated if approved, CARES Act funds will be used for this purchase.

Based on the recommendation of the Health Sciences and Natural Sciences faculties, Dr. Holdnak recommended approval to issue a

purchase order to Anatomage U.S. in the amount of \$482,475 for five adjustable Education & Training Tables which includes 3D Imaging Software, First Year Warranty, Software Upgrades, Tech Support, Online Training, Extended Warranty for all five tables, and Shipping/Handling as presented in quote number 2021-7511.

Mr. Powell moved to accept the recommendation for the purchase order to Anatomage U.S. as presented. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

- 5.1.3** Dr. Holdnak presented the third purchase order for approval. If approved, the purchase order will be issued to PPX Imaging, Inc., in the amount of \$142,500, for a Konica Minolta mKDR Portable X-ray unit. Dr. Holdnak indicated since COVID-19 began, students have been limited on the number of radiographic examinations that they can perform in the clinical setting. He stated students are not allowed in patient rooms if a patient has, or is suspected to be positive with, the COVID-19 virus. Most commonly, if these patients need an x-ray, the x-ray is done with a portable machine in the patient's room. If approved, this equipment will be utilized in the Radiology lab to provide additional hands-on experience with portable x-ray equipment. Dr. Holdnak indicated if approved, CARES Act funds will be used for this purchase.

Based on the recommendation of the Health Sciences Radiology faculty, Dr. Holdnak recommended approval to issue a purchase order to PPX Imaging, Inc. Mr. Warriner moved to approve the recommendation for the purchase order to PPX Imaging, Inc., in the amount of \$142,500, for a Konica Minolta mKDR Portable X-ray unit as stated in quote 14176. Mr. Powell seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

- 5.1.4** Dr. Holdnak presented the fourth purchase order for approval. If approved, the purchase order will be issued to PRIDE Enterprises Heavy Vehicle Renovation, for a 2021/2022 Allstar XL 40' vehicle with a five-year warranty, equipped as specified by college Health Sciences faculty. Dr. Holdnak indicated this project will be accomplished in two phases: Phase One -Acquisition of Vehicle, and Phase Two - Customization of Vehicle to College Specifications. Dr. Holdnak stated as clinical opportunities in most clinical facilities are reduced due to COVID-19 restrictions, Health Sciences faculty proposed this project to allow for additional clinical assignment space.

Dr. Holdnak stated as indicated, the project will involve two purchase orders: the first purchase order for the acquisition of the vehicle, which as of November 10, 2021, was \$169,334 and purchase order two for the

customization of the vehicle to college specifications and is expected to run approximately \$175,000. Dr. Holdnak stated the cost of the vehicle has increased 20% since the college began researching the project, and the vendor has indicated there is no reason for that trend not to continue for the foreseeable future. Had the college been able to proceed with the purchase on November 10, the combined cost would have been \$344,334, however, due to the rapid increase in pricing, the request being submitted is in the amount of \$420,000, which includes a contingency of approximately 20% to cover any increase in price from November 10 through the date the order can be placed after board approval. Dr. Holdnak indicated if approved, these CARES Act funds will be used for this purchase. Discussion followed regarding upkeep, driver training, and insurance.

Based on the recommendation of the Health Sciences faculty, Dr. Holdnak recommended approval to issue two purchase orders to PRIDE Enterprises Heavy Vehicle Renovation in an amount not to exceed \$420,000. One for the purchase of the 2021/2022 Allstar XL 40' vehicle with a five-year warranty, per internal contract 11224-2a, and one for the modifications and equipment as presented.

Mr. Powell moved to approve the recommendation for the purchase orders to PRIDE Enterprises Heavy Vehicle Renovation as presented in the amount not to exceed \$420,000. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Mr. Bulger inquired as to how much CARES Act money we have received and what the deadline was to expend the dollars.

5.1.5

Dr. Holdnak stated that on October 28, 2021, the college was offered an opportunity to purchase Dell computers included in the 2021-22 operating budget as part of the college's annual technology refresh program at a significant discount if purchased by the end of the Dell reporting period. The additional discount amounted to \$37,366 off the quoted price of \$195,304.20. In the haste to get the product in a timely manner, while also saving the college an additional \$37,366, staff forgot that the purchase required board approval, as it exceeded the \$100,000 threshold established by the board. Those involved have been reminded that all purchase orders in excess of this threshold will be board approved prior to issuance. Therefore, Dr. Holdnak respectfully requested retroactive approval by the board of purchase order P2200796 to Dell Marketing LP in the amount of \$157,938.20 for computers and monitors. He indicated should the board not approve the request, staff will renegotiate the purchase and bring back a separate request to the board, following established procedures, at the January 2022 meeting.

Mr. Crisp moved to approve the recommendation to retroactively approve purchase order P2200796 to Dell Marketing LP in the amount of \$157,938.20 for computers and monitors per quote 3000103716461.1 as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Tentative Approval of Manual of Policy Changes

5.2 Trustees were asked to provide tentative approval of Manual of Policy changes:

Manual of Policy 5.091, *Textbook Affordability and Adoption*. The proposed change updates and documents that an employee may not receive payment for requiring students to purchase specific materials.

Manual of Policy 5.306, *Criminal Justice Information Services*. This is a new policy created to document required compliance with Criminal Justice Information Services (CJIS) Security Policy requirements

Mr. Bulger moved to accept the tentative approval of changes to the Manual of Policy as presented. Mr. Warriner seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Recommendation to Approve the Purchase of Property Adjacent to the Panama City Campus

5.3 Dr. Holdnak indicated that Gulf Coast State College is currently "land-locked" on all sides by city, state, and federal highways and as a result, staff has been actively investigating possible land acquisitions for possible future expansion for decades. He stated there are only three pieces of property that are adjacent to the Panama City Campus, those being: 1) Carl Grey Park, owned by the City of Panama City; 2) a small piece of property located between GCSC and FSU-PC with a small two-story office building, and 3) a significant parcel of land, 11.45 acres, along 23rd Street adjacent to the college's softball complex & intramural field. Dr. Holdnak reported that the 11.45 acres had recently become available and as a result, the college engaged firms to provide current appraisals of the property.

Dr. Holdnak indicated that three appraisals were commissioned, the results ranged from \$1,831,000 to \$3,951,500. The owners have indicated they are ready to begin negotiations. A lengthy discussion followed regarding the property, existing tenants, and environmental inspections. Dr. Holdnak recommended that upon receipt of a clean environmental assessment report, the college make a formal offer of \$3,125,000 for the 11.45 acres of property. Discussion followed regarding the offer process and the contract process.

Mr. Bulger made a motion that upon receipt of a clean environmental assessment report, the college make a formal offer of \$3,125,000 for the 11.45 acres of property, listed as Parcel 28075-000-000 by the Bay County Property Appraiser to the current owners.

Mr. Tannehill seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Recommendation of Approval of the 2022-2023 Gulf Coast State College Academic Calendar **5.4** As required by Florida Statute, Dr. Holdnak presented the Gulf Coast State College 2022-2023 Academic Calendar for approval. Mr. Tannehill moved to accept the 2022-2023 calendar as presented and Mr. Powell seconded. The vote was recorded as follows: Bulger, aye; Crisp, aye; Powell, 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, Vice President of Administration & Finance, led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2021-22 as of September 30, 2021.

Actual YTD Revenues and Expenses Compared to Prior Year **6.1.2** Mr. Mercer, Vice President of Administration & Finance, led a review of month and year-to-date revenues and expenses compared to budget for fiscal year 2021-22 as of September 30, 2021.

Lodging of the 2020-2021 Academic Program Reviews **6.2** Dr. Holdnak requested this item be tabled and presented at the January 2022 District Board of Trustees meeting.

Fee Exemptions and Waivers 2020-2021 Trustees reviewed and discussed the summary of fee exemptions and waivers granted during the fiscal year ending 2020-2021.

President's Report **6.4** Dr. Holdnak thanked Jason Hedden, chair of Visual & Performing Arts for the effort put in by him and his staff for arranging the "Public Eye Soar" event, as it brought in over 2,000 people to the campus over a two-day period. He announced the college has been selected again to submit for the ASPEN Award, stating this is a competitive process as only the top 10 percent of colleges are invited. He reported the college has submitted to the Florida Senate two local funding initiative request for the 22-23 fiscal year. The first being for the acquisition of the adjacent property at the Gulf Coast State College-Panama City Campus and the second for the conversion of an existing on-campus building to be used as a full-scale Nursing/Hospital Simulation facility.

7. Good of the Order

7.1 Mr. Lewis invited trustees to attend the GCSC Holiday Luncheon on December 17. The program begins at 10 a.m. in the Student Union East Conference Center.

Additional upcoming events include:

- Singing Commodores & Jazz Ensemble Holiday Concert, December 3, 7:30 p.m., Amelia Center Theatre
- Concert Band & Chorale Holiday Concert, December 5, 2:30 p.m., Amelia Center Theatre
- December Pinning Ceremonies:
 - Surgical Services, 6 p.m., December 8, Room 302, Advanced Technology Center
 - RN-BSN, 6 p.m., December 9, Amelia Center Theatre
 - Practical Nursing, 6 p.m. EST, December 14, Gulf/Franklin Campus, Building A
 - Associate Degree Nursing Program, 1:30 p.m., December 16, Amelia Center Theatre
 - LPN to ADN Weekend Program, 6 p.m. EST, December 16, Gulf/Franklin Campus, Building A
 - Fire Science Academy, 6 p.m., December 16, Sarzin Lecture Hall, Russell C. and Herbert P. Holley Language & Literature Building
- Fall 2021 Basketball Home Games - Billy Harrison Field House
 - Women play November 28 at 2 p.m.
 - Men play:
 - December 9 at 7:30 p.m.
 - December 11 at 4 p.m.
 - December 30 & 31, both games begin at 4 p.m.

Panhandle Conference play begins January 4 in Panama City; basketball schedules were provided.

8. Adjournment

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

Secretary

Chair, District Board of Trustees