

**FINAL
MINUTES**

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

October 10, 2019

10 a.m.

William C. Cramer, Jr. Seminar Room

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| Members Present | Jim W. McKnight (presiding), Don R. Crisp, Steve D. Millaway, Ralph C. Roberson, Joe K. Tannehill Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett |
| Absent | Elizabeth M. Kirvin, Tom L. Lewis |
| 1. Call to Order | 1.1 Mr. McKnight called the meeting to order at 10:01 a.m. |
| Invocation | 1.2 Mr. Bennett gave the invocation. |
| Pledge of Allegiance | 1.3 Mr. Tannehill led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 Mr. McKnight welcomed Mr. John Skaggs, Naval Support Panama City; Col. Gregory Beaulieu, Tyndall Air Force Base; Ms. Julia Merrill, president, Student Government Association; Mr. Joe Hamner, president, Gulf Coast State College Foundation, Inc; Ms. Hadley Pridgen, chair, Faculty Senate; Ms. Melissa Bois, chair-elect, Professional Employee Council; Dr. Holly Kuehner, vice president, Academic Affairs, Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Strategic Projects & Economic Development. |
| Hearing of Citizens | 1.5 No citizens answered the call to appear before the board. |
| Special Presentation | 1.6 Dr. Holdnak and Mr. McKnight introduced Mr. Jorge Gonzalez, President and Chief Executive Officer of the St. Joe Company and Ms. April Wilkes, Executive Director of the St. Joe Community Foundation and 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 then invited Mr. Joe Hamner, president of the GCSC Foundation; Mr. William C. Cramer, Jr, Hurricane Michael Campaign Chair; and Ms. Margie Mazur, executive director of the GCSC |

Foundation to the podium where Mr. Gonzalez and Ms. Wilkes, on behalf of the St. Joe Community Foundation, presented the Gulf Coast State College Foundation with a \$50,000 check for the Hurricane Michael Student Book Fund. Mr. Gonzales stated it was now, more than ever, important to invest in the education of our students and he appreciated the work the college does for them.

Mr. Cramer, Hurricane Michael Campaign Chair, stated the Executive Committee of the GCSC Foundation knew they had to do something quickly after the storm to assist students and employees for all types of aid and on November 15, 2018, kicked off the Hurricane Michael Relief Campaign. The St. Joe Community Foundation was one of the forerunners contributing \$25,000. He thanked Mr. Gonzalez and Ms. Wilkes for all their assistance and support and stated the campaign will continue until the goal of \$1.5 million is complete.

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

**2. Trustee
Comments**

2.1 Mr. McKnight called on each trustee for comments. Trustees expressed appreciation to the St. Joe Community Foundation for their continued support and to Mr. Cramer for his leadership. Each trustees commented on the memories of this day last year, the progress made so far, and the gratitude for such a beautiful day for remembrance.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Joe Hamner, president, GCSC Foundation Inc., reported that beginning September 10 and ending October 7, 2019, the Foundation has received a total of \$81,000 in private contributions. The unaudited Foundation assets as of September 30, 2019, stands at \$33.2 million. September 2019 investment activity for the month ending reported a gain of \$362,000 and year-to-date investment activity reported a gain of \$41,000. The total unaudited year-to-date program and scholarship support provided to the college is \$688,000; which includes total scholarships awarded at \$662,000 and program support at \$25,000.

Mr. Hamner reminded everyone to save the date for the Foundation Golf Tournament, November 15, 2019, at the Shark Tooth Golf Course. The Pairing Party will be held on November 14, 2019, in the Advanced Technology Center. Currently 24 teams have registered and \$60,000 in sponsorships have been secured.

**Honorary
Trustee Updates**

2.4.1 Mr. John Skaggs, Community Planning Liaison Officer for the Naval Support Panama City reported the base suffered over \$200 million in

damages and the build out will be a three- to four-year process. He stated that approximately 300 employees are still displaced from their offices but are able to work remotely to complete base missions. He complimented base personnel for their volunteerism efforts in the community.

2.4.2 Colonel Beaulieu apologized for being remiss in not attending the last few DBOT meetings. He stated Tyndall Air Force base is completing 90 percent of its mission with 80 percent of personnel in 50 percent of their buildings. He also reported:

- of the 480 buildings on the base, 240 have been destroyed,
- the base had 11 dorms before the storm with only three currently usable,
- 30 buildings have been demolished with 30 more to go in the next 30 days,
- 12,000 acres of trees have been cleared,
- Hanger 5 will be demolished this week,
- FDOT will be constructing a flyover to connect the north and south sides of the base, and
- a Checker Flag Event will be held at the base in November, this event will bring over 70 fighter jets to the runway.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for Thursday, November 21, 2019, in the William C. Cramer, Jr. Seminar Room at 10 a.m. A board retreat has been scheduled for 1 p.m., Thursday, November 21, 2019.

3. SGA Report

3.1 Ms. Merrill, president, Student Government Association, thanked the faculty and staff for their motivation; the Gulf Coast Foundation for their support; and the students for their resilience throughout the last year. She provided trustees with a report of recent and upcoming activities including several free food events; Fall Festival; Grocery Bag Bingo; Breast Cancer Awareness walk; and the Campus Enhancement Survey results. She also stated intramurals has started; there are 20 active clubs this semester; several students will be attending the Rally in Tally event at the Capitol; and SGA is continuing their Purse Drive community service event. Col Beaulieu stated the base personnel may be able to team up with SGA on several of their community service projects.

Program Focus

3.2 Ms. Lori Cannon, director, Student Resources, provided an overview of the formation of Michael's Pantry and the services provided to students, employees, and the community following Hurricane Michael. She stated the pantry was initially filled with hurricane supplies our community had collected for Hurricane Florence victims. Following Hurricane Michael the college received numerous donations from sister colleges in Florida, professional organizations throughout the state, monetary donations from

alumni, family of alumni, and church groups, just to name a few. Ms. Cannon expressed her gratitude to all donors. She stated gift cards were sent to students at the Gulf/Franklin and North Bay campuses, as well as setting up a mini-pantry at the Gulf/Franklin Campus.

Dr. Holdnak expressed his appreciation to all who supported and worked the pantry. Upon the request of student's, he is retiring the name Michael's Pantry. The pantry will continue to aid students, will be called Commodore's Cupboard, and is located in room 63 of the Student Union East.

Student Focus **3.3** Wendy Davis and Bianca Morales, current GCSC students, were introduced and spoke about their personal and educational experiences over the past year and the assistance that Michael's Pantry provided to them and their families. Each thanked the trustees and the GCSC Foundation for their continued support.

Agenda Amendment Request Chair McKnight requested approval from the board to amend the agenda by adding 5.4, Resolution of Commendation, to the current agenda. Mr. Warriner moved and Mr. Millaway seconded request to amend the agenda. The vote was recorded as follows: Crisp, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

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 Meeting of September 12, 2019.

Personnel **4.2** **Professional Services**

Employment

Ulysses A. Carlini, Academic Program Specialist, Health Sciences, Academic Affairs, effective September 6, 2019 – June 30, 2020, annual salary of \$37,422. Mr. Carlini fills the position reclassified after the retirement of Stephen C. Wise.

Resignation

Clause A. Rhodes, Jr., Tutor, Mathematics, Academic Affairs, effective September 5, 2019.

Reclassification

James P. Baxley, Jr., from Director, Academic Support & Broadcasting, Academic Affairs to Executive Director, Radio, Television & Broadcasting, Academic Affairs, effective September 1, 2019 – June 30, 2020, no change in salary. This is a new position.

Tassalhie Dekouche, from Assistant Coordinator, CareerSource, Workforce Development, Strategic Initiatives & Economic Development to Coordinator, CareerSource, Workforce Development, Strategic Initiatives & Economic Development, effective September 6, 2019 – June 30, 2020, annual salary of \$45,025. Ms. Dekouche fills the position previously reclassified after the resignation of Sharon Watley.

Brandell W. Fleming, from Academic Advisor, Student Affairs to Student Support Services Project Coordinator, TRiO, Student Affairs, effective September 30, 2019 – June 30, 2020, annual salary of \$36,045. Mr. Fleming fills the position vacated by the reclassification of Tawanna S. Hall.

Laura H. McGee, from Academic Coach, Student Affairs to Assistant Coordinator, Student Resources, Student Affairs, effective August 27, 2019 – June 30, 2020, no change in salary. This is a new position.

Career Services

Employment

Michael J. DiPasquale, IT Technician, Network Services (Grade S220), Information Technology Services, Administration & Finance, effective September 6, 2019, hourly rate of \$18.04. Mr. DiPasquale fills the position vacated by the resignation of Eric N. Sojdehei.

Pavlo Shanin, IT Technician, Media Services (Grade S220), Information Technology Services, Administration & Finance, effective September 20, 2019, hourly rate of \$18.48. Mr. Shanin fills the position vacated by the resignation of Michel E. Bass.

Resignation

Loretha P. Miller, Senior Administrative Assistant (Grade S200), Public Safety, Academic Affairs, effective October 7, 2019.

Termination

Carolyn Y. Thomas, Financial Aid Assistant I (Grade S190), Business Affairs, Administration & Finance, effective September 24, 2019.

- Contract Ratifications** **4.3** September 2019 Contract Ratifications for a total of \$21,666.87 for noncredit courses and \$35,174.21 for special contracts.
- Overloads/ Adjunct Pay** **4.4** Fall Sessions A & B and September Exceptional Monthly and Biweekly Overloads/Adjunct Pay for a total of \$636,240.38.
- Purchase Order Activity** **4.5** The Expenditure Report for September 1-30, 2019, was provided for review.
- Obsolete Property** **4.6** Trustees reviewed the listing of two items deemed obsolete and no longer serve the needs of the College’s students or staff and approved the removal of them from the college’s inventory.
- 2019-20 Restricted Current Fund (Fund 2) Budget** **4.7** The 2019-20 Restricted Current Fund (Fund 2) budget amendments for the following:
- #J2000275, Perkins Grants
 - #J2000276, Natural Science Foundation ATE Grant
 - #J2000281, Corporation for Public Broadcasting Grant

Mr. Crisp moved to accept the consent agenda items 4.1 through 4.7 as presented. Mr. Millaway seconded, and the vote was recorded as follows: Crisp, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

5. Tentative Approval of Manual of Policy Changes

- 5.1** Trustees were asked to provide tentative approval for the following Manual of Policy revisions:
- Manual of Policy 7.012, Administrative and Academic Dispute Resolution. This is a new policy to document the process to resolve student and employee disputes.

Manual of Policy 7.071, Anti-Hazing. Policy changes are necessary to reflect the enactment of “Andrew’s Law”, which was signed into law June 2019. The law includes criminal liability for those who plan a hazing event, but do not attend the event, when the result of the hazing is serious injury or death.

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

Disaster Recovery Services Contract for FEMA Recovery Effort

- 5.2** Dr. Holdnak presented the contract with Disaster Recovery Services (DRS) for approval. DRS is the firm that is working on the college’s applications for reimbursement for Hurricane Michael losses from FEMA and insurance. Dr. Holdnak stated FEMA is a pure cost reimbursement program and it is important to contract appropriately for

services that facilitate the reimbursement process, and DRS has extensive experience and success working with FEMA, including several colleges that have been impacted by natural disasters. He stated this contract is needed to facilitate the movement through the FEMA/Insurance approval process and if approved by the board, college staff will proceed with working with DRS to provide the needed support to pursue all avenues in pursuing relief available from FEMA and insurance. Mr. Crisp expressed concern regarding private insurance and paying for something the college did not request. Mr. Bennett stated DRS has experience working with private companies and that he was satisfied with the contract wording. Mr. Crisp moved to accept the contract with Disaster Recovery Services as presented. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

Recommendation to Deed Unusable Property to the City of Panama City

5.3 Trustees were asked to approve the recommendation to deed the triangle piece of property west of the 20th Street right-of-way that is unusable to Gulf Coast State College to the City of Panama City. At the July 26, 2019, District Board of Trustee meeting the majority of said property was approved for transfer; however, the piece in question was not included at that time. Once the deed has been transferred, ongoing maintenance of the property will be assumed by the city. Mr. Bennett read a proposed resolution and recommended the board's approval to deed this portion of the right-of-way to the City of Panama City set forth in the resolution. Mr. Crisp moved to approve the recommendation to deed the triangle piece of property west of the 20th Street right-of-way that is unusable to Gulf Coast State College to the City of Panama City. Mr. Millaway seconded, and the vote was recorded as follows: Crisp, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

Resolution of Commendation

5.4 Dr. Holdnak presented the Distinguished Service Award Resolution reading the resolution recognizing the 2018-19 Employees of Gulf Coast State College as the seventh recipient of the award. Mr. Warriner moved and Mr. Tannehill seconded approval of the resolution by acclamation, and the motion carried unanimously. Dr. Holdnak invited everyone to a formal reception and presentation of the award, in the Library, immediately following the meeting.

6. Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD

6.1.1 Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2019-20 as of August 31, 2019.

Actual YTD Revenues and Expenses Compared to Prior Year

6.1.2 Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2019-20 as of August 31, 2019.

United Educators Publication Review

6.2 Dr. Holdnak indicated as a result of sexual predator scandals at multiple universities over recent years, United Educators, the Florida State College Risk Management Consortium's property and casualty insurance provider has provided the publication, *Safeguarding Our Communities from Sexual Predators: What College Presidents and Trustees Should Ask* and requires, as a condition of insurability, this publication be provided to the educational institution's President, Vice President of Student Affairs, and the Board Chair. Dr. Holdnak stated although presented in a manner and containing language that appears to be written for larger institutions, with multiple layers of administration and reporting lines, the principles are the same for all educational institutions regardless of size. There is no board action required for this item, it is provided for informational purposes, and as a requirement for continued coverage under the college's property and casualty insurance.

President's Report

6.3 Dr. Holdnak indicated himself, Trustees Kirvin and McKnight will be attending the ACCT Leadership Conference October 16-19.

Upcoming activities include:

- AFC Annual Convention, November 6-8 at Innisbrook Resort in Palm City, FL. If interested in attending contact Dottie Terryn.
- Hurricane Michael Time Capsule will be buried on November 5 at 11 a.m. in front of the Administration Building.
- Student Government Time Capsule, buried 20 years ago in the same location, will be opened.
- College will be closed Monday, November 11, in observance of Veterans Day.
- Sunday, November 10, the College will be presenting the documentary "Finding Sconiers" in the Sarzin Lecture Hall.

Dr. Holdnak shared that 1st Lt. Ewart Sconiers was the uncle of Ms. Pam Whitelock, former Dean at Gulf Coast State College. The journey to uncover her uncle's remains from WWII took her over 10 years.

7. Good of the Order

7.1 Trustees were reminded of the following College events:

- *Michael*, local artists reflect on a year since Hurricane Michael, October 11-November 8, Amelia Center Gallery
- Lou Pierozzi, Visiting Artist, October 25, Amelia Center, Lecture 11 a.m., room AC128 and Demonstration, 1 p.m., room AC127

- “Godspell, The Musical,” November 1, 2, 8, & 9 at 7:30 p.m. and on November 3 & 10 at 2:30 p.m., Amelia Center Theatre
- Gulf Coast State College Foundation Golf Tournament, November 15, Sharks Tooth Golf Course

8. Adjournment **8.1** The regular meeting was 11:40 a.m.

Secretary

Chair, District Board of Trustees