

**FINAL  
MINUTES**

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

**October 15, 2020**

10 a.m.

William C. Cramer, Jr. Seminar Room

Teleconference Number: 408-915-6290

Meeting ID: 474 426 005

- Members Present** Jim W. McKnight (presiding), Don R. Crisp (via phone), Elizabeth M. Kirvin (via video), Tom L. Lewis (via video), Steve D. Millaway, Ralph C. Roberson (via phone), Joe K. Tannehill, Jr., David P. Warriner (via video), Dr. John R. Holdnak, and Mr. Derrick Bennett
- 1. Call to Order**           **1.1**   Mr. McKnight called the meeting to order at 10:00 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 guests: Mr. Tony Bennett, president, Gulf Coast State College Foundation, Inc. (via phone); Mr. Beckett Hamilton, vice-chair, Student Government Association; Ms. Katie Riley, Faculty Senate Representative; Ms. Melissa Bois, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; and Mr. John Mercer, vice president, Administration & Finance.
- Hearing of Citizens**           **1.5**   No citizens answered the call to appear before the board.
- 2. Trustee Comments**           **2.1**   Trustees congratulated administration, faculty, and staff for the successful SACS Reaffirmation visit and expressed thanks to Dr. Cheryl Flax-Hyman for her leadership through the two-year long process. Ms. Kirvin thanked Mr. McCambry for his leadership at the Gulf/Franklin Campus, as activity at the campus has increased dramatically in the past year. She also expressed gratitude to the GCSC Foundation for their continued support to students and employees. Mr. Warriner agreed with Ms. Kirvin and stated the SACS committee interview with the board

members resulted in an excellent dialogue. Mr. Tannehill thanked the college for their outreach to local industry and went on to commend the FAME program, which will benefit employees and employers. Mr. Millaway echoed Mr. Tannehill stating one of the start-up companies at Techfarms, are four Gulf Coast graduates, who will be launching their website this week. He also commended Mr. Tony Lopez for the great job he is doing with the Unmanned Vehicle Program. Mr. Crisp commended the president, administration, faculty, and staff for their never-ending positive attitudes while enduring Hurricane Michael and COVID-19 pandemic. Mr. McKnight commented on how nice it was to be able to watch a few games of Gulf Coast softball this past weekend.

**Attorney's Report**

2.2 Attorney Derrick Bennett had no report.

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

2.3 Mr. Tony Bennett, president, GCSC Foundation, Inc., reported that beginning September 15 and ending October 12, 2020, the GCSC Foundation received approximately \$46,000 in contributions from the community. The September 2020 unaudited investment activity for the month reported a loss of \$544,000 and the September 2020 unaudited net assets are \$33.5 million. The total year-to-date program and scholarship support service to the college is \$920,000; which includes total scholarships awarded at \$914,000 and program support at \$6,000.

Mr. Bennett stated the Foundation awarded 1,055 scholarship totaling \$619,000. Of the total, the following scholarships were issued:

- 784 General and Endowed Scholarships totaling \$442,594
- 233 Cycle 2-2<sup>nd</sup> Chance Scholarships totaling \$115,825
- 5 Achievement Scholarships of Gulf county totaling \$5,500
- 9 High School Honors Scholarships totaling \$8,269
- 6 High School Honors 2<sup>nd</sup> Year Scholarships totaling \$4,963
- 54 Annual Scholarships totaling \$42,600

He reminded everyone the Gulf Coast State College Foundation Annual Golf Tournament at Shark's Tooth is Friday, November 6. As of October 12 over \$51,000 has been raised in sponsorships and 25 teams have registered. All proceeds from the tournament will go to the Dream Keepers Emergency Fund.

**Honorary Trustee Updates**

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

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

**Next Meeting**

2.5 Mr. McKnight indicated according to the published 2020-21 schedule, the next District Board of Trustees meeting is scheduled to be held in

Panama City. He went on to say that a ground-breaking ceremony for the Nursing Simulator Building will be held in November; therefore, it was recommended to move the November 19 District Board of Trustees meeting to the Gulf/Franklin Campus. Mr. Warriner made a motion to move the November 19, 2020, District Board of Trustees meeting to the Gulf/Franklin Campus, Ms. Kirvin seconded and the motion carried. The meeting will begin at 10 a.m. EST.

**3. SGA Report**

**3.1** Mr. Beckett Hamilton, vice president, Student Government Association, reported on various camps activities such as Campus Connect videos, and partnering with veterans to participate in the Veterans Day Parade. He confirmed they are observing social distance requirements during all activities. Upcoming activities include the coronation of Mister and Miss Commodore on October 17; the SGA Fall Retreat on October 24; and Fall Festival will be held October 29.

**Program/Student Focus**

**3.2** Dr. Holdnak introduced Dr. Erika Goines, Digital Media Program Coordinator, to present this month's Program Focus.

Dr. Goines, provided an overview of the Digital Media Programs, stating though the digital media programs are designed to be a hands-on program, and during COVID-19 that has been a bit difficult, they have found ways to educate via social distancing, such as live streaming Student Government Association activities; live-streaming fall sporting events; recording faculty members discussing their programs; and creating an on-line tour of the college. Dr. Goines stated she is proud that the programs help disseminate information to the community.

She then introduced Chelsea Spires, student in the BAS Digital Media program. Ms. Spires stated she enjoys the opportunities the college provides, especially the hands-on opportunities, which help her in her professional growth. She also commended Dr. Goines for putting her heart and soul into the program and who also goes out of her way to make sure her students succeed.

**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** The board's September 24, 2020, meeting minutes as distributed.

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

Employment

Sara A. Bus, Programmer Analyst I, Information Technology Services, Administration & Finance, effective September 14, 2020 – June 30, 2021, annual salary of \$39,561. Ms. Bus fills the reclassified position vacated by the reclassification of Trendon M. Ellis.

Alexander M. Haruk, Assistant Professor, Natural Sciences, Academic Affairs, effective January 4, 2021 – May 7, 2021, annual salary of \$21,109. Mr. Haruk fills the position vacated by the retirement of Vicky D. Ellis.

Hernan D. Pinto Zambrano, EOC Educational Resource Advisor, TRiO, Student Affairs, effective October 2, 2020 – June 30, 2021, annual salary of \$36,045. Mr. Pinto Zambrano fills the position vacated by the resignation of Tyrecka C. Steele.

Reclassification

Kristin F. Cottrell, From Coordinator, School & Community Relations to Coordinator, Enrollment Services, Student Affairs, effective October 12, 2020 – June 30, 2021, no change in salary. Ms. Cottrell fills the position vacated by the reclassification of Aline M. Trussell.

Caleb M. Jordan, From Radio Production Assistant to Assistant Coordinator, Caption & Electronic Services, Academic Affairs, effective September 18, 2020 – June 30, 2021, annual salary of \$31,671. Mr. Jordan fills the position vacated by the reclassification of Aaron D. Adams.

Resignation

Terri A. Bedford, Associate Professor, Mathematics, Academic Affairs, effective December 31, 2020.

Wendy L. Dover, Librarian, Academic Affairs, effective October 5, 2020.

**Career Services**

Employment

Lisa Gorey, Senior Bookkeeper (Grade S210), Business Affairs, Administration & Finance, effective October 2, 2020, hourly rate of \$17.48. Ms. Gorey fills the position vacated by the resignation of Belinda S. Adams.

Resignation

Michael J. DiPasquale, IT Technician-Network, Information Technology Services, Administration & Finance, effective September 18, 2020.

Nancy C. Landwehr, Senior Administrative Assistant, Public Safety, Academic Affairs, effective October 16, 2020.

- |  |              |   |
|--|--------------|---|
| <b>Contract Ratifications</b>                          | <b>4.3</b>   | September 2020 Contract Ratifications include 22 instructors of noncredit courses for a total of \$7,570.30 and 5 special contracts for a total of \$5,842.84.  |
| <b>Overloads/<br/>Adjunct Pay</b>                      | <b>4.4.1</b> | Fall 2020 Monthly and Biweekly Overloads and Adjunct Pay includes 182 instructors of credit classes for a total of \$584,362.64.  |
|  | <b>4.4.2</b> | September 2020 Exceptionals Monthly and Biweekly Overloads and Adjunct Pay includes 52 instructors of credit classes for a total of \$58,883.84.  |
| <b>Purchase Order Activity</b>                         | <b>4.5</b>   | The Expenditure Report for September 1-30, 2020, was provided for review.   |
| <b>Final Approval of Manual of Policy Change</b>       | <b>4.6</b>   | Recommendation of final approval of changes to the Manual of Policy 6.095, <i>Privacy Rights and College Access</i> . The updates reinforce that the use of college resources should be for college purposes only. All data is accessible for normal system administration activities, public records, or investigative reasons; therefore, the college cannot guarantee an employee absolute privacy if used for personal use. |
| <b>2020-21 Restricted Current Fund (Fund 2) Budget</b> | <b>4.7</b>   | The 2020-21 Restricted Current Fund (Fund 2) budget, noting the amendments would establish and/or amend the 2020-21 budgets for: <ul style="list-style-type: none"><li>• #J2100173, Florida Defense Support Task-Force</li><li>• #J2001362, CARES Act (Part 2) Higher Education Emergency Relief Fund-IHE/Institution-COVID 19 Institutional</li></ul>  |
| <b>Obsolete Property</b>                               | <b>4.8</b>   | 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.  |

Mr. Tannehill moved to accept the consent agenda items 4.1 through 4.8 as presented. Mr. Millaway 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.

**5. Action Items**

**Purchase Orders Greater than \$100,000 5.1**

Dr. Holdnak recommended two proposed purchase orders, to the same vendor, which individually are under \$100,000 but when combined exceed \$100,000. If approved, each will be paid from funds specifically included in the college budget for these purposes.

Both proposed purchase orders are to Stage Front. The first is in the amount of \$81,540 for the renewal of a comprehensive, three-year maintenance contract to cover audio and video equipment in the Advanced Technology Center, including the following:

- provides for all parts, labor, and travel to maintain in working order the systems denoted,
- provides 2 scheduled preventative maintenance visits to the site during each 12-month term of agreement,
- provides for unscheduled remote remedial services response within 4 business hours, and
- provides for service technician onsite response, if required, within 1 business day to facilitate repairs.

The second request is in the amount of \$97,945, for upgrades of the video walls and systems in the conference rooms 302 and 303 in the Advanced Technology Center. This equipment is now seven years old and repair components are no longer available. These rooms are used heavily by the college and the community.

Key components of the project will include, or are necessary due to the following:

- the existing video wall display model has been discontinued and is no longer supported by the manufacturer,
- the video wall in room 303 will be updated with new displays to continue with uninterrupted availability of the room systems,
- the monitors that currently comprise the video wall in room 303 will be repurposed as spare units for the remaining displays until such time as they can be replaced, and
- the existing wireless remote-control touch panels in both rooms are also no longer supported and will be replaced with current models.

Dr. Holdnak provided supporting documentation and quotes where applicable, for the proposed purchase orders. Mr. Crisp moved to approve the purchase orders to Stage Front in the amount of \$81,540, for the renewal of a comprehensive, three-year maintenance contract to cover audio and video equipment in the Advanced Technology Center;

and to Stage Front in the amount of \$97,945, for upgrades of the video walls and systems in the conference rooms 302 and 303 in the Advanced Technology Center. Ms. Elizabeth 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.

**Tentative  
Approval of  
Manual of Policy  
Changes**

- 5.2** Trustees were asked to provide tentative approval for the recommended changes to Manual of Policy 6.014, *Tenure (Continuing Contract) and Academic Rank*. Dr. Holdnak stated the changes relate to the Emeritus Status, including a more in-depth description; the addition of a definition clause, a revocation clause, a limitations clause; and additional clarifications in other areas of the policy. The substantive change recommendations include: 1) a shortening of the minimum eligibility requirement for length of service-related confirmation; 2) the additional of an alternative route, other than length of service, for confirmation based on meritorious service with distinction and substantial professional achievement; 3) the inclusion, by reference, of the possibility for emeritus status to be granted to an adjunct professor; 4) ) the inclusion of revocation and limitation clauses; and 5) the delineation of a list of benefits available to those granted emeritus status.

Dr. Holdnak stated the reasons for recommending these changes are: 1) a recognition that times have changed and employees staying at the college for 20 years or more is becoming a rarer and rarer occurrence; 2) that merit and achievement might also warrant the earning of this honorific after one leaves the college's employment; 3) that one may have served this college with distinction for a significant period of time or with sufficient meritorious service and professional achievement, and may then want to move to other employment without retiring; 4) that some long serving adjunct professors may have earned extraordinary recognition and this honorific might be a good way to do it; 5) that the granting of this honorific is not automatic, or guaranteed, and that "no recommendation" or the denial of a recommendation for this honorific should not be grievable; and 6) that it is possible to do something reprehensible enough after leaving the employment of the college as to warrant the removal of this honorific status.

Mr. Crisp moved to accept the recommended changes to Manual of Policy 6.014 as presented. Mr. Millaway 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. Informational  
Items**

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

**6.1.1** Mr. Mercer, vice president, Administration & Finance, led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2020-21 as of August 31, 2020.

**Actual YTD  
Revenues and  
Expenses  
Compared to Prior  
Year**

**6.1.2** Mr. Mercer, vice president, Administration & Finance, led a review of month and year-to-date revenues and expenses compared to two prior years for fiscal year 2020-21 as of August 31, 2020.

**Safeguarding our  
Communities  
from Sexual  
Predators**

**6.2** Dr. Holdnak indicated the Florida College System Risk Management Consortium (FCSRMC) contracts with United Educators (UE) for sexual abuse coverage. Effective January 1, 2020, United Educators requires several assurances related to sexual harassment to maintain coverage. Dr. Holdnak informed trustees they have been provided a copy of United Educator's publication, *Safeguarding Our Communities from Sexual Predators: What College Presidents and Trustees Should Ask* and college policies related to this topic. He stated there is no board action required for this item, and that it was being provided for informational purposes and as a requirement for continued coverage under the college's property and casualty insurance program.

**President's  
Report**

**6.3** Dr. Holdnak congratulated staff and trustees on an excellent SACS Reaffirmation visit. He stated, as best as Dr. Cheryl Flax-Hyman and he could figure, Gulf Coast has been through about five or six of the 10-year reaffirmation visits from SACS, and that they have personally participated in four of those self-study visits. He continued saying, last week the College went through the 2020 version of this effort, which was the culmination of over two years of work by college staff. Preliminary reports from the exit interview was that the College passed with no formal recommendations; however, the SACS-COC board won't actually vote on our reaffirmation approval until their board meeting in June, 2021. This outstanding result is 100% due to the work of a lot of faculty and staff, and the outstanding leadership and coordination of Vice President Flax-Hyman!

Dr. Holdnak updated trustees on FEMA/Consortium Funding; COVID-19 guidelines, stating the college will continue with current protocol. He stated the college will continue taking the conservative approach, in attempt to keep employees and students safe.

He also informed trustees the Chancellor of the Florida College System and the Chancellor of the Division of Career and Adult Education will be visiting the college on October 20; visitors from South Carolina will be visiting Mr. Tony Lopez to view the Unmanned Vehicle Systems Program; and the college continues to recruit to those students who have decided to stay in the area rather than go away to college.

Mr. McKnight stated he would be remiss not to congratulate Dr. Holdnak on his role of the successful SACS Reaffirmation visit.

- 7. Good of the Order**      **7.1** Trustees were reminded of the following College event(s):
- “Quarantine” a group exhibit, October 12 through November 6, Amelia Center Gallery.
  - Super Saturday, November 14, Advanced Technology Center
  - College closed November 11 for remembrance of Veterans Day
- 8. Adjournment**      **8.1** The regular meeting was adjourned at 11:08 a.m.

---

Secretary

---

Chair, District Board of Trustees