

**DRAFT  
MINUTES**

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

**February 21, 2019**

10 a.m.

Summit Conference Room, Advanced Technology Center

**Members Present** Jim W. McKnight (presiding), Don R. Crisp, Tom L. Lewis, Steve D. Millaway, David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett

**Absent** Elizabeth M. Kirvin and Ralph C. Roberson

- 1. Call to Order**
  - 1.1** Mr. McKnight called the meeting to order at 10:05 a.m.
- Invocation**
  - 1.2** Mr. Bennett gave the invocation.
- Pledge of Allegiance**
  - 1.3** Col. Jefson led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
  - 1.4** Mr. McKnight welcomed Col. Mathew Jefson, Tyndall Air Force Base; Mr. Joe Hamner, vice-president, Gulf Coast State College Foundation, Inc.; Mr. Johnathan Fuentes, president, Student Government Association; Ms. Kelli Walsingham, chair, Faculty Senate; Ms. Rebecca Ramsey, chair, Career and Professional Employee Council; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Economic Development & Strategic Projects.
- Hearing of Citizens**
  - 1.5** No citizens answered the call to appear before the board.
- Special Presentations**
  - 1.6.1** Mr. McKnight and Dr. Holdnak invited Ms. Patronis to the podium and presented her a vase, recognizing her service as board of trustee member since December 2010 and chair of the board from July 2017 to January 2019. During her tenure on the Board, Ms. Patronis has been a part of many noteworthy college celebrations, including the grand openings of the Military Park and the Advanced Technology Center, and the Lady Commodores' back-to-back National Titles. She was also chair during the College's historic 60<sup>th</sup> Anniversary and the Foundation's 50<sup>th</sup>. And as an interesting footnote to history, her very first meeting after her appointment was on January 13, 2011, and it was at that meeting that the trustees voted to change the name from Gulf Coast Community College to Gulf Coast State College.

Ms. Patronis stated she appreciated the kind comments and was honored to have served the College and communities as a trustee.

**1.6.2** Mr. McKnight and Dr. Holdnak recognized Mr. James Baxley, director, Broadcasting & Media Support; Mr. Scott Kirkman, coordinator, Digital Audio/Radio; and Ms. Tori Richards, News Director, along with the other team members of WKGC 90.7, for receiving the 2019 FEPA Media Award. This award was presented to WKGC 90.7 by the Florida Emergency Preparedness Association for their service of staying on the air with the ability to disseminate emergency information to the public after Hurricane Michael. Staff and volunteers broadcasted from inside the Emergency Operations Center, at the GCSC North Bay Campus, working around the clock providing the community with critical information received directly from emergency management staff, as well as local and state leaders. Dr. Holdnak presented the 2019 FEPA Media Award to the team present.

**2. Trustee  
Comments**

**2.1** Mr. McKnight called on each trustee for comments.

Trustees Crisp, Millaway, and Warriner commended the efforts of the staff and contractors for getting the college “back together” so timely, as it was very important for the students to return to some type of normalcy. Mr. Warriner congratulated Ms. Patronis and the WKGC 90.7 team for their efforts and awards received. Mr. Lewis thanked the board for electing him as vice-chair at the last meeting. He apologized for not making the January meeting, the time difference escaped him.

Mr. McKnight gave a report on the athletic teams and congratulated GCSC graduate Shayla Bennett, who is now a starter for the University of North Carolina Tar Heels women’s basketball team. After attending the recent Association of Community College Trustees (ACCT) Leadership Summit, Mr. McKnight stated ACCT would be focusing efforts this year on extending Pell Grant eligibility to short-term workforce development and innovative programs.

**Attorney’s  
Report**

**2.2** Attorney Bennett had no report.

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

**2.3** Mr. Joe Hamner, vice-president, GCSC Foundation, Inc., reported that beginning January 15 and ending February 18, 2019, the Foundation received \$259,000 in private contributions from the community. The Foundation has received \$499,984.59 in donations in support of the GCSC Student and Employee Hurricane Michael Relief Fund. The Foundation has assisted approximately 1,400 students, awarding \$750,427 to students and \$266,200 to employees for hurricane related difficulties.

The Foundation's assets as of January 31, 2019, stand at \$33 million; January 2019 investment activity for the month ending reported a gain of \$1.4 million; and overall year-to-date investments have a gain of \$160,000, primarily due to a gain in the stock market. Total year-to-date program and scholarship support for the College is \$1.4 million, which includes total scholarships awarded at \$756,000. The 2019-2020 Foundation Scholarship application cycle is currently open and accepting applications through March 15, 2019.

On January 16, 2019, Tipton, Marler, Garner, & Chastain issued the financial audit of The Gulf Coast State College Foundation, Inc. for the year ended June 30, 2018. The firm issued an "unqualified" opinion on the Foundation's financial statements. The audit will be lodged with the board in section 5.4.

The GCSC Foundation Annual Dinner will be held at the Edgewater Beach Conference Center on Thursday, March 14, 2019, at 6 p.m., and Mr. Hamner encouraged everyone to attend.

**Honorary  
Trustee Updates**

- 2.4.1 CDR Segó was unable to attend today's meeting.
- 2.4.2 Col. Jefson reported the base is continuing to improve. Tyndall classes are back in session; the Silver Flag Contingency Operations Training site has already graduated three classes since the hurricane; and the Air Control Squadron is back in session supporting the F22 squadron, based at Eglin Air Force Base. He stated the reconstruction of Tyndall Air Force Base will include a new master plan and a new flight line and will continue training civil engineers.

Dr. Holdnak stated this is Col. Jefson's final Board of Trustee meeting and recognized him for his service as an honorary trustee. Dr. Holdnak thanked Col. Jefson for his exceptional relationship with the college during his tenure at Tyndall Air Force Base and presented him with a few parting gifts from the college.

**Next Meeting**

- 2.5 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, April 18, 2019, in the William C. Cramer, Jr. Seminar Room.

**3. SGA Report**

- 3.1 Mr. Johnathan Fuentes, president, Student Government Association, reported a group of Gulf Coast students was able to attend the "Rally in Tally" event and even though they were unable to meet with area legislatures, they did leave each of them a Gulf Coast State College SGA memento. He stated the service project for the statewide group was GCSC Michael's Pantry. GCSC attendees were grateful to meet some of the students who had contributed and were also presented with a banner signed by all schools that had participated.

Activities in the past month included successful Black History Trivia and Valentine Day events. GCSC SGA will be hosting a Leadership Conference on March 9, 2019.

**Program Focus**      **3.2**      Dr. Holdnak introduced Mr. Jose Lopez-Baquero, program manager, Unmanned Vehicle Systems (UVS) and stated that in the after-math of Hurricane Michael, Mr. Lopez and students were able to assist Bay, Gulf, and Franklin counties with needed assistance in a variety of areas.

Mr. Lopez presented a short video produced by the students, indicating the scope and magnitude of the project. He stated the team was composed of himself as the coordinator, with the assistance of two UVS program students, as well as augmented by the private drone company OffShore UAS. As a result, the GCSC UVS program emergency response team was able to organize a UAS (Drone) section within the aviation branch of the Emergency Operations Center (EOC) to begin resonance flights, data collection, mapping, and 3D modeling of essential sites identified by the Bay County EOC. In all, the UVS team collected over 10,000 images for various uses, orthomosaics and 3D models of five Base Camps; 20 Fire and EMS facilities; four Points of Distribution; two Field Resupply Sites; and five County Facilities. Additionally, the team was tasked with aerial video collection of Mexico Beach, Parker, Callaway, and Panama City, for situational awareness purposes.

He stated the students did an excellent job with the limited resources and the amount of information they collected. He indicated they also assisted Washington county and Chipola College.

**Student Focus**      **3.3**      Mr. Lopez stated prior to the storm, he had contacted his students and indicated that if they were safe and could participate, they should meet at the Emergency Operations Center after the storm. He was proud to say that his students were able to join him to provide needed services of the UVS program. Mr. Lopez introduced Mr. Frederick Stevenson, one of the first students to arrive. He thanked Mr. Stevenson for his dedication and identified that Mr. Stevenson exemplifies what the students are trying to achieve through the Unmanned Vehicle Systems program.

**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**      Approval of Minutes of the Regular Meeting of January 17, 2019.

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

Employment

Jamie L. Covington, Temporary Assistant Professor, Health Sciences, Academic Affairs, effective January 28, 2019 – May 3, 2019, annual salary of \$40,871. Ms. Covington fills the position temporarily vacated by an approved leave of absence.

Raymond C. Mullinax, Student Activities Specialist, Student Services, Student Affairs, effective January 25, 2019 – June 30, 2019, annual salary of \$33,150. This is a newly created position.

Reclassification

Kristin F. Cottrell, from Recruiter II to Coordinator, School and Community Relations, Recruitment, Enrollment Services, Student Affairs, effective January 22, 2019 – June 30, 2019, annual salary of \$37,051. Ms. Cottrell fills the position vacated by the resignation of Isioma F. Ogwude.

Elizabeth A. Russell, from Coordinator, Employment Services to Director, HRIS and Employment Services, Human Resources, Administration & Finance, effective February 8, 2019 – June 30, 2019, annual salary of \$57,812. Ms. Russell fills the reclassified position vacated by the resignation of Laura J. Syfrett.

Resignation

Christy N. Cole, Correction to effective date of December 21, 2018, previously reported as December 14, 2018, in the November 2018 Personnel Recommendations.

Isioma F. Ogwude, Coordinator, School and Community Relations, Recruitment, Enrollment Services, effective January 21, 2019.

LaTrika J. Pittman, Navigator, Institutional Effectiveness & Strategic Planning, effective January 7, 2019.

Tamlyn D. Smith, Career Manager III, WIOA Youth, Workforce Development, Economic Development & Strategic Initiatives, effective February 1, 2019.

Retirement

Joseph L. Mills, Comptroller, Business Affairs, Administration & Finance, effective July 1, 2019.

## Career Services

### Employment

Shelby N. Antolchick, Sr. Administrative Assistant (Grade S210), Enrollment Services, Student Affairs, effective January 25, 2019, hourly rate of \$13.61. Ms. Antolchick fills the position vacated by the resignation of Jacob R. Smith.

### Resignation

Erik N. Sojdehei, Computer Lab Technician (Grade S220), Information Technology Services, Administration & Finance, effective January 25, 2019.

Galyna Tuz, Sr. Library Assistant (Grade S190), Library, Academic Affairs, effective January 22, 2019.

### Retirement

Paul E. Felice, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective February 8, 2019.

Pamela J. Winter, Sr. Administrative Assistant (Grade S210), Health Sciences, Academic Affairs, effective February 28, 2019.

- |  |            |  |
|--|------------|--|
| <b>Contract Ratifications</b>  | <b>4.3</b> | Recommendation of January 2019 Contract Ratifications for a total of \$19,326.95 for noncredit courses and \$28,726.11 for special contracts.  |
| <b>Overloads/<br/>Adjunct Pay</b>                                      | <b>4.4</b> | Recommendation of Spring 2019 Sessions A & B Monthly and Biweekly Overloads/Adjunct Pay for a total of \$626,789.59.   |
| <b>Purchase Order Activity</b>   | <b>4.5</b> | The Expenditure Report for fiscal year 2018-19, January 1-31, 2019, was provided for review. This item is for informational purposes only.   |
| <b>Approval of the 2018-19 Restricted Current Fund (Fund 2) Budget</b> | <b>4.6</b> | Recommendation to approve budget amendments to the Restricted Current Fund (Fund 2) for 2018-19: <ul style="list-style-type: none"><li>• <u>Budget Amendment #J1900755</u>, College Reach Out Program</li><li>• <u>Budget Amendment #J1900777</u>, Perkins Budget Amendment 1 Roll Forward Funds</li><li>• <u>Budget Amendment #J1900783</u>, TRiO Student Support Services</li><li>• <u>Budget Amendment #J1900784</u>, TRiO Upward Bound</li><li>• <u>Budget Amendment #J1900785</u>, TRiO Educational Opportunity Grant</li><li>• <u>Budget Amendment #J1900788</u>, Student Government Association</li><li>• <u>Budget Amendment #J1900789</u>, SGA Scholarships</li><li>• <u>Budget Amendment #J1900790</u>, SGA Organizations</li><li>• <u>Budget Amendment #J1900792</u>, Florida Job Growth Workforce Training Grant</li></ul> |

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

**5. Action Items**  
**Recommendation**  
**for Tentative**  
**Approval of**  
**Changes to the**  
**Manual of Policy**

**5.1** Trustees were asked to provide tentative approval for the following Manual of Policy revisions:

Manual of Policy 2.125, District Board of Trustees – Organization and Operations. The recommendation address changes in *The Principles of Accreditation* from the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC) on board self-evaluation.

Manual of Policy 2.126, District Board of Trustees – Standing Committees. The change reflects the addition of a new committee to address the governing board’s obligation to define and evaluate its responsibilities and expectations.

Manual of Policy 7.010, Student Regulations. This policy is being changed to include a student’s right to request a hearing of the Discipline Committee after an immediate action is taken and provide a timeframe for that request. The timeframe of five college working days is consistent with the Student Code of Conduct timeframe to request a discipline hearing.

Manual of Policy 7.021, Refunds. The necessary changes recommended are to establish 1) an extended time period that may result from a catastrophic event and 2) to provide an opportunity for presidential discretion.

Manual of Policy 7.095, Student Discipline. The changes recommended are necessary to clarify language related to the commission of a disruptive act that requires immediate action on part of the college.

Mr. Warriner requested the change in MOP 7.021, Refunds under Section E, to include “or in the event of a local declared catastrophe or disaster.”

Mr. Crisp moved to accept the recommendations, as amended by Mr. Warriner. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Warriner, aye; and McKnight, aye.

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

**5.2** Dr. Holdnak submitted for approval six proposed purchase orders. Only two of the proposed purchase orders are in excess of \$100,000, but five will be to the same vendor, Emerald Coast Office Products, and collectively total \$190,484.59. The purchase orders to Emerald Coast Office Products include replacement of hurricane-damaged furniture for

the Administration Building; Testing Center renovation furniture and lockers; office furniture for the Veterans Business Outreach Center; and office furniture for the TRiO Programs. The purchase order to Patterson Dental is for replacement of hurricane-damaged dental chairs.

Mr. Lewis moved to accept the recommendation for approval of the purchase orders to Emerald Coast Office Products and Patterson Dental as presented. Mr. Millaway seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Warriner, aye; and McKnight, aye.

**Recommendation of Approval of the 2019-20 Gulf Coast State College Calendar**

**5.3** As required by Florida Statute, Dr. Holdnak presented the Gulf Coast State College 2019-20 Calendar for approval.

Mr. Warriner moved to accept the 2019-20 calendar as presented. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Warriner, aye; and McKnight, aye.

**Lodging of the GCSC Foundation, Inc., Annual Audit, Year Ended June 30, 2018**

**5.4** Trustees acknowledged the lodging of the Gulf Coast State College Foundation, Inc. audit for the fiscal year ended June 30, 2018. Mr. Lewis made a motion to accept the audit as presented. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Warriner, aye; and McKnight, aye.

**Recommendation for Approval of Purchase Orders to BELFOR USA Group, Inc.**

**5.5** Dr. Holdnak presented three purchase order requests to the board.

**5.5.1** The first purchase order represents the \$10,000 deductible the college is responsible for under the property/casualty insurance coverage through the Florida College System Risk Management Consortium (FCSRMC). Dr. Holdnak stated this is the college's share of the \$4.6 million deductible provided by the consortium on the college behalf. Dr. Holdnak presented the original Florida Work Authorization Contract provided by BELFOR Property Restoration, signed by himself as recommended/directed by the FCSRMC executive director. Dr. Holdnak requested an after-the-fact ratification, by the board, for approval of the contract under the emergency authority granted to the president in District Board of Trustee Manual of Policy 5.025, *Procurement*.

Mr. Crisp moved and Mr. Warriner seconded approval of after-the-fact ratification of the Florida Work Authorization Contract with BELFOR Property Restoration for emergency restoration efforts not covered by insurance deductible for Hurricane Michael as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Warriner, aye; and McKnight, aye.



- 5.5.2** The second purchase order, also for \$10,000, is an informational item and represents the work the college has requested from BELFOR Property Restoration outside of the insured mitigation and restoration work. Dr. Holdnak stated during the storm mitigation work on the first floor of the Administration Building, staff identified an opportunity to restructure and renovate some offices, storage rooms, and hallways to improve access, enhance traffic flow, and add public restrooms for a cost effective price. This is an informational item and no approval is needed.
- 5.5.3** The third item is a request for approval of a purchase order over the \$100,000 threshold, to BELFOR USA Group, Inc., and represents work necessary to complete renovation and remodeling of the former WKGC Building into the planned Military and Veterans Resource Center, as previously discussed with board members. The insurance consortium and insurance carriers have approved an insured expense of \$497,067.25 for the mitigation and repair of the existing structure's storm damage. At the college request, BELFOR Property Restoration provided an additional quote of \$524,919.07 to complete the renovation and remodeling in accordance with the original design documents provided by DAG Architects, Inc. and previously approved by the board at the October 19, 2017, DBOT meeting. Those amounts together total \$1,021,986.32 and would represent a cost savings of \$101,485.68 over the single response to ITB #3-2018-2019, that was previously withdrawn because of hurricane related scope changes in the project, and approved by the board at the January 17, 2019, DBOT meeting.

GCSC Manual of Policy 5.025, *Procurement*, states in part, "In the event of an emergency, either natural or otherwise, the President of the College or the President's designee is authorized to suspend normal procurement procedures as set forth in Manual of Policy 5.025, *Procurement*. In the event of such an emergency, college staff will expedite necessary repairs and take any actions deemed necessary to mitigate further damage to the college and restore the college to operational condition." This contract is being issued pursuant to Manual of Policy 5.025 and the declared state of emergency for Bay County.

Dr. Holdnak requested approval of a purchase order to BELFOR USA, Group Inc., in the amount of \$1,021,986.32, to complete the renovation and remodeling of the Military and Veterans Resource Center, with \$497,067.25 to be covered by insurance and \$524,919.07 to be covered by the college.

Mr. Lewis made a motion to accept the recommendation to approve the request as presented. Mr. Crisp seconded the motion and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, 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** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2018-19 as of December 31, 2018.

**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 2018-19 as of December 31, 2018.

**Phase 3 Campus Improvements (Roadway & Parking) Project Update**

**6.2** Dr. Holdnak reported Phase 3 Campus Improvements to the roadway and parking on the north side of campus are continuing. Paving, sidewalks, and landscaping from the HVAC Plant west to the Enrollment Services Building (Part A) and from the Student Union West to Visual & Performing Arts (Part B) are complete. However, CWR, the contractor on the project, has been asked to investigate cracks in the pavement in some small areas of Part B and provide a solution. The contractor has completed demolition on the north side parking area between Visual & Performing Arts and Enrollment Services (Part C). The underground structures and the island curbs have been installed, the site is being compacted to receive asphalt, concrete footings for parking lights are being installed, the sidewalk behind the Administration Building is being prepared to receive concrete, and sprinkler systems are being installed in the islands and perimeter of the parking lot.

The contractor on the project continues to make efforts to minimize the impact to students, faculty, and staff during construction but will be requesting an extension on the contract due to the storm.

**Hurricane Michael Recovery Update**

**6.3** Dr. Holdnak presented a Building Progress Update sheet, indicating the damage and completion percent by building.

Dr. Holdnak stated he is working closely with legislatures in Tallahassee regarding funding due to loss of revenue because of Hurricane Michael. Mr. Warriner asked if any type of alternative training is being investigated, especially in the housing area. Mr. Warriner requested assistance from Representative Trumbull since Gulf County is currently without representation. The election to replace Representative Beshears will not take place until after this session is over.

**President's  
Report**

**6.4** Dr. Holdnak shared the following:

- Appreciation letters received by the Florida Department of Environmental Protection and CDR Jay Segó, Naval Support Activity Panama City,
- GCSC named as one of only fifty-seven institutions nationally as a Best Value College for 2018-2019,
- Appreciation to Daytona Beach State College, Florida Keys Community College, Miami Dade College, and Palm Beach State College for sending hurricane relief donations,
- GCSC students Rachel Clark, Zachery Conn, and Chloe Morris were named to the All-Florida Academic Team,
- Legislative and budget update,
- Kathy Hebda has been named as Chancellor of the Florida College System, and
- Michael's Pantry should be functional through this semester

Dr. Holdnak also stated that on January 18, 2019, Governor DeSantis, retracted the appointments of trustees Powell and Tannehill, therefore the current board has seven members until two more are appointed.

**7. Good of the  
Order**

**7.1** Trustees were reminded of the following College events:

- "Anatomy of Gray," by Jim Leonard, Jr., 7:30 p.m., Friday and Saturday, February 22 & 23 and 2:30 p.m., Sunday, February 24, The Amelia Center Black Box Theatre
- GCSC Faculty Music Recital, 2:30 p.m., Saturday, March 9, The Amelia Center Black Box Theatre
- Trustees Legislative Conference, Wednesday and Thursday, March 13 & 14, 2019, Tallahassee, FL
- Gulf Coast State College Foundation Annual Meeting, 6 p.m., Thursday, March 14, 2019, Edgewater Beach Resort
- Spring Break, March 18-22, 2019, college will be closed
- *A Funny Thing Happened at the Way to the Forum*, 7:30 p.m., April 5, 6, 12, & 13, and 2:30 p.m., April 7 & 14, The Amelia Center
- Spring schedules for baseball, softball, and Visual & Performing Arts events were provided to the trustees

**8. Adjournment**

**8.1** The regular meeting was adjourned at 12:07 p.m.

---

Secretary

---

Chair, District Board of Trustees