

**FINAL  
MINUTES**

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

**June 27, 2019**

10 a.m.

William C. Cramer, Jr. Seminar Room

- |  |            |   |
|--|------------|---|
| <b>Members Present</b>                     |            | Jim W. McKnight (presiding), Don R. Crisp, Elizabeth M. Kirvin, Tom L. Lewis, Steve D. Millaway, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett   |
| <b>Absent</b>                              |            | Katie Patronis, Ralph C. Roberson   |
| <b>1. Call to Order</b>                    | <b>1.1</b> | Mr. McKnight called the meeting to order at 10 a.m.   |
| <b>Invocation</b>                          | <b>1.2</b> | Mr. Bennett gave the invocation.  |
| <b>Pledge of Allegiance</b>                | <b>1.3</b> | Ms. Kirvin led those present in the pledge of allegiance to the American flag.  |
| <b>Welcome to Guests</b>                   | <b>1.4</b> | Mr. McKnight welcomed CDR Kevin Christenson, Naval Support Panama City; Mr. Joe Hamner, president, Gulf Coast State College Foundation, Inc.; Ms. Emily Weatherby, secretary, Student Government Association; Ms. Hadley Pridgen, chair, Faculty Senate; Ms. Jessica Owens, 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. |
| <b>Hearing of Citizens</b>                 | <b>1.5</b> | No citizens answered the call to appear before the board.   |
| <b>Public Comment on Proposed Lab Fees</b> | <b>1.6</b> | No citizens answered the call to address the board regarding the proposed 2019-20 Lab Fees.   |
| <b>Special Presentation</b>                | <b>1.7</b> | Mr. McKnight called on Dr. Holdnak to present this month's Special Presentation. Dr. Holdnak invited Mr. Michael Mattimore and Mr. Jason Vail, shareholders with Allen, Norton & Blue, P.A., to the podium where they presented Gulf Coast State College with over 100 men and women's suits they had collected for Gulf Coast State College students. Mr.  |

Mattimore stated he wanted to do something tangible to help victims of Hurricane Michael. He solicited other lawyers in the Tallahassee area and asked them to look in their closets and to donate a suit or two for students who lost everything. He also requested they put an encouraging note in the pocket of the suit. Dr. Holdnak expressed appreciation for the donation.

**2. Trustee  
Comments**

**2.1** Mr. McKnight called on each trustee for comments. Ms. Kirvin thanked Dr. Holdnak for excellent leadership this past year. Mr. Tannehill expressed gratitude for the quick safety response to the potential threat resulting from an accident on Highway 98 in close proximity to the college. Mr. Crisp commented on the fly-over project stating the outcome is better than he anticipated. Mr. Lewis stated it was good to be back in the boardroom and it is good to see progress in the community; however, he was alarmed to read in state papers that three of five people surveyed believe our area to be fixed from the hurricane. Mr. Lewis stressed the importance of mental health following the storm and to be watchful of your co-workers and neighbors. Mr. Warriner agreed with Mr. Lewis stating many people are shocked to hear that the area is still in distress. He also congratulated the recent graduates. Mr. Millaway congratulated Dr. Holdnak for his excellent review and commented on the recent STEM activities, including the recent RoBo Boat and Sub Club competitions. He expressed thanks to the Navy for their continued support of these programs. Mr. McKnight thanked Dr. Holdnak and staff for their continued support.

**Attorney's  
Report**

**2.2** Attorney Bennett presented the property transfers from the Florida Department of Transportation. Mr. Bennett stated that he had not yet received the actual deeds from the Department of Transportation. He recommended the board proceed with the process and to authorize the president and board attorney to sign the appropriate paperwork when it comes in. He then read a resolution to accept the property transfers. Mr. Tannehill expressed concern about environmental issues regarding the property transfer. Mr. Bennett stated there was contamination but that it was on the state cleanup list for continual treatment. He had reviewed prior land usage and he was comfortable with the property transfers. Mr. Crisp moved and Mr. Warriner seconded the motion to accept the property transfer resolution as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

Mr. Bennett presented the proposed lease agreement between Gulf Coast State College and The Hathaway Inn, doing business as Southern Hospitality, Inc. The Hathaway Inn is located on one of the parcels of land that is being transferred to the college and is currently under a lease with the Department of Transportation. In lieu of a signed lease with Southern Hospitality, Inc., Mr. Bennett recommended the board accept

the Department of Transportation lease and assignment of lease with Southern Hospitality, Inc., which expires in November. The proposed resolution gives the Board Chair and the college president authority to sign the proposed lease with Southern Hospitality, Inc. at a later date. Mr. Warriner moved and Mr. Crisp seconded the motion to accept the lease agreement resolution as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

Mr. Bennett shared the results of the annual evaluation of the president's performance with trustees, congratulating Dr. Holdnak on an excellent review and presented it to the board for approval. Mr. McKnight moved and Mr. Warriner seconded acceptance of the evaluation as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

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

**2.3** Mr. Hamner, president, GCSC Foundation, Inc. reported that beginning May 15 and ending June 24, 2019, the Foundation received \$80,200 in private contributions from the community. Total contributions to the Student and Employee Hurricane Michael Relief Fund is \$640,500. The year-to-date investment activity ending in May 2019, reported a loss of \$1.2 million, primarily due to a drop in equities. Overall year-to-date, the Foundation's investments have a gain of \$305,000. The total year-to-date program and scholarship supported services to the college is \$2.2 million; which includes total scholarships awarded at \$1 million and program support at \$1.2 million. As of May, the Foundation has expensed \$1 million in Hurricane Relief Assistance.

Mr. Hamner stated the Foundation would be honoring the memory of Dr. Jim Anderson, who passed away last month, by establishing an endowed scholarship. Dr. Anderson spent 35 years as a history professor at the University of Georgia where he was voted by students as the Outstanding Honors Professor multiple times. He began his term on the Foundation Board in 2008, became the Foundation Parliamentarian in 2009, and the Foundation President in 2013. Dr. Anderson was loved and known for his gentle nature and love for education. The endowed scholarship will be a tribute to his civic and professional life that he dedicated to providing students support to pursue their education.

Mr. Hamner stated the Foundation Golf Tournament would be held November 15, 2019 at the Shark Tooth Golf Course with the Pairing Party to be held on November 14, 2019, in the Advanced Technology Center. He thanked sponsors from last year's tournament, which had to be cancelled due to Hurricane Michael.

**Honorary  
Trustee Updates**

**2.4.1** Commander Christenson stated rebuilding of the Navy base is continuing with 80 percent of the buildings up and running and are now

transitioning into internal renovations. He continued to give a report on post-storm economic impact; gratitude to Kent Forest Lawn for an excellent Memorial Day service; STEM activities on base; the recent Education Awards Ceremony held on base; and the numerous volunteer activities base personnel have been involved with.

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

**Next Meeting**

**2.5** The next regular meeting of the District Board of Trustees is set for Thursday, July 25, 2019, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

**3. SGA Report**

**3.1** Ms. Emily Weatherby, secretary, Student Government Association, noted the Executive Board is working on the 2019-20 budget; some members of the board will be attending a Leadership Conference on July 20; and they are busy planning fall semester events and activities.

**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**

**4.1.1** Minutes of the Regular Meeting of May 16, 2019

**4.1.2** Minutes of the Presidential Compensation Committee Meeting of June 17, 2019

**4.1.3** Minutes of the Budget and Finance Committee Meeting of June 17, 2019

**Personnel**

**4.2 Professional Services**

Employment

Iman I. Elkomy, Temporary Assistant Professor, Natural Sciences, Academic Affairs, effective August 12, 2019 – May 1, 2020, annual salary of \$38,813. Ms. Elkomy fills the position vacated by the retirement of Lee G. Gonshor.

Phillip A. Gaffney, Head Men's Basketball Coach, Wellness & Athletics, Student Affairs, effective May 20, 2019 – June 30, 2020, annual salary of \$69,560. Mr. Gaffney fills the position vacated by the resignation of Jay C. Powell.

Bruce G. Harber, Division Chair, Public Safety, Academic Affairs, effective July 22, 2019 – June 30, 2020, annual salary of \$86,890. Mr. Harber fills the position vacated by the resignation of Gloria J. Crawford.

Denise Kenny, Assistant Professor, Nursing, Health Sciences, Academic Affairs, effective August 12, 2019 – May 1, 2020, annual salary of \$50,751. Ms. Kenny fills the position vacated by the resignation of Keri J. Matheus.

David C. Lee, Assistant Professor, Business & Technology, Academic Affairs, effective August 12, 2019 – May 1, 2020, annual salary of \$48,197. Mr. Lee fills the position vacated by the resignation of Karen E. Works.

Robert S. Saunders, Division Chair, Social Sciences, Academic Affairs, effective July 1, 2019 – June 30, 2020, annual salary of \$86,890. Mr. Saunders fills the position vacated by the resignation of Wes R. Keene.

Dennis M. Dillenschneider, Assistant Professor, Business & Technology, Academic Affairs, effective August 12, 2019 – May 1, 2020, annual salary of \$48,197. Mr. Dillenschneider fills the position vacated by the resignation of Guy W. Garrett.

#### Enter DROP

Martha C. Ruder, Instructional Coordinator, Nursing, Health Sciences, Academic Affairs, effective May 1, 2019.

#### Resignation

Loretta B. Costin, Dean, Occupational Education and Organizational Support, Academic Affairs, effective June 30, 2019.

Gloria J. Crawford, Interim Division Chair, Public Safety, Academic Affairs, effective July 22, 2019.

Berkeley A. Reeves, Navigator, Institutional Effectiveness & Strategic Planning, effective June 25, 2019.

Elizabeth Wade, Head Women's Softball Coach, Wellness & Athletics, Student Affairs, effective June 30, 2019.

### **Career Services**

#### Employment

Cameron S. Fitzgerald, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective May 31, 2019, hourly rate of \$8.58.

Brandon T. Gonzales, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective May 14, 2019, hourly rate of \$8.58.

Chelsie L. Himmer, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective May 14, 2019, hourly rate of \$8.58.

Antonina Perkins, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective May 14, 2019, hourly rate of \$8.58.

Audrey T. Richardson, Lifeguard (No grade), Wellness & Athletics, Student Affairs, effective May 14, 2019, hourly rate of \$8.58.

Reclassification

Bailey K. Rodgers, From Assistant Coordinator (Grade S220), Student Accessibility Resources to Senior Administrative Assistant (Grade S210), Visual & Performing Arts, Academic Affairs, effective June 30, 2019, hourly rate of \$15.21. Ms. Rodgers fills the position vacated by the resignation of Tiffany R. Fraioli.

Resignation

Michel E. Bass, Media Services Technician (Grade S190), Information Technology Services, Administration & Finance, effective June 7, 2019.

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| <b>Contract Ratifications</b>  | <b>4.3</b> | Recommendation of May 2019 Contract Ratifications for a total of \$19,744.90 for noncredit courses and \$30,233.80 for special contracts.  |
| <b>Overloads/ Adjunct Pay</b>  | <b>4.4</b> | Recommendation of Summer Sessions “A” and “B” Monthly and Biweekly Overloads/Adjunct Pay for a total of \$318,947.60.  |
| <b>Purchase Order Activity</b>   | <b>4.5</b> | The Expenditure Report for May 1-31, 2019, was provided for review.  |
| <b>Inventoried Property</b>  | <b>4.6</b> | Two items have been submitted that have been determined to be obsolete and no longer serve the needs of the College’s students or staff.   |
| <b>Budget Amendment to the 2018-19 Restricted Current Fund (Fund 2) Budget</b> | <b>4.7</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 #J1901321</u>, Submarine Club, 2018-19</li><li>• <u>Budget Amendment #J1901288</u>, Florida Defense Support Task Force-Tyndall AFB Resiliency and Recovery, 2019-20</li><li>• <u>Budget Amendment #J191323</u>, Pfizer-Natural Sciences, Green Chemistry, 2019-20</li><li>• <u>Budget Amendment #J191535</u>, Veterans Business Outreach Center-FL, 2019-20</li></ul> |
| <b>Final Approval of Manual of Policy Change</b>                               | <b>4.8</b> | Recommendation of final approval of <u>Manual of Policy 5.062, Identity Theft Prevention Program</u> . The recommended modification is being made to streamline the policy. Procedural details will be moved to IMM 5.063.   |

Ms. Kirvin moved to accept the consent agenda items 4.1 through 4.8 as presented. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**5. Action Items**

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

**5.1** Dr. Holdnak submitted three purchase orders over the \$100,000 threshold for approval. He stated the purchase orders are either for replacement of items damaged by Hurricane Michael or purchases for items from grant funds for items specifically approved for purchase by the grant.

**5.1A** The first purchase order request is for the replacement of a hurricane damaged SimMan 3-G Simulator Mannequin. If approved the item will be purchased from Laerdal Medical Corporation. Laerdal Medical Corporation is the sole provider of installation, education, technical services, and support for the afore mentioned equipment. The total cost of the equipment, including all the peripherals, is \$103,153.74.

**5.1B** The second purchase order request, in the amount of \$152,548.41, to Southeastern Towers, LLC, is for the purchase of materials and labor to replace the damaged microwave/FM antenna systems on the GCSC Tower.

**5.1C** The third request is for the purchase of a Metal X F-PR-5000 3D Printer, including software, local storage, cloud storage, installation, and instructor orientation. If approved, the purchase order will be issued to Learning Labs, Inc., the assigned value-added reseller for Markforged products and services for schools in Florida. This item will be utilized in Engineering Tech/Drafting courses. The funding source is the Florida Jobs Growth Grant. The total cost for the equipment and freight is \$145,331.

Dr. Holdnak provided supporting documentation and quotes where applicable, for all three proposed purchase orders. Mr. Lewis moved to approve the purchase orders to Laerdal Medical in the amount of \$103,153.74; Southeastern Towers, LLC. in the amount of \$152,548.41; and to Learning Labs in the amount of \$145,331, as presented. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Tentative  
Approval of  
Manual of Policy  
Changes**

**5.2** Trustees were asked to provide tentative approval of changes to Manual of Policy 7.020, Student Fees. Updates are required to bring campus policy in line with Florida Statute on how to calculate the cost of course repeats.

Mr. Warriner moved to accept the tentative approval of changes to Manual of Policy 7.020, Student Fees as presented. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Approval of  
Annual Equity  
Report**

- 5.3** Ms. Lisa Reed, executive director, Human Resources, presented the 2018-19 Executive Summary of the Florida Educational Equity Act Annual Update. Ms. Reed reviewed the goals and strategies of the Equity Report, highlighting there were no areas for corrective action. Dr. Holdnak commended Ms. Reed for an excellent report.

Mr. Crisp moved and Mr. Lewis seconded the motion to accept the report as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Annual Fire and  
Safety Inspection**

- 5.4** Dr. Holdnak presented the recommendation to approve the report on the 2017 Annual Fire and Safety Inspection of the College as required by State Requirements for Educational Facilities (SREF).

Due to Hurricane Michael and the recovery effort, the annual inspection for Gulf Coast State College was performed on June 19, 2019. Walter Spann, a Fire Safety Inspector licensed by the Division of State Fire Marshall Bureau of Fire Standards and Training, and employed through the Florida College System Risk Management Consortium, conducted the inspections of all three campuses.

The inspection results for 2018/2019 were zero “serious fire safety violations” or “non-serious fire safety violations” for the Panama City Campus, Gulf/Franklin Campus, and the North Bay Campus. The inspector noted that most all of the main campus is still under repair and renovation from the hurricane, but confirmed the areas that have been completed were all up to code. He also stated how impressed he was with how much the college has accomplished considering the amount of damage sustained. Dr. Holdnak commended Mr. Jim McDougall, director, Facilities Management, and his staff for their exceptional efforts.

Mr. Tannehill moved to approve the report as presented and Ms. Kirvin seconded. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**President’s  
Incentive  
Compensation**

- 5.5** Mr. McKnight stated the Presidential Compensation Committee met and recommended that Dr. Holdnak receive the full incentive compensation for 2018-19, as outlined in the Board’s Memorandum of Understanding with him.



Mr. Lewis seconded the motion, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Budget  
Amendment to  
the 2018-19  
Unrestricted  
Current Fund  
(Fund 1) Budget**

**5.6** Dr. Holdnak presented the 2018-19 Unrestricted Current Fund (Fund 1) budget amendment for approval.

Mr. Warriner moved to accept the 2018-19 Unrestricted Current Fund (Fund 1) budget amendment as presented. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Write Off of  
Delinquent  
Accounts**

**5.7** In accordance with College policy and applicable Florida Statute, Dr. Holdnak requested trustee approval to write off delinquent accounts that are now two years old, in the amount of \$223,204.52. He acknowledged the majority of this amount is the result of state and federal financial assistance awards that flow through the College to students who do not complete their commitments. Dr. Holdnak reminded trustees that College staff has no discretion in this award process, but is required to repay the award and attempt collection from the students. Collection efforts, including holds placed on all College documents, and the employment of the services of collection agencies will continue.

Mr. Lewis moved and Ms. Kirvin seconded approval of the charge-off of delinquent accounts as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**2018-19 College  
Unrestricted  
Current Fund**

**5.8** Mr. McKnight presented the 2019-20 College Unrestricted Current Fund (“General Operating Fund”) Budget, as recommended by the Budget and Finance Committee at their meeting on June 17, 2019.

Assumptions used in the proposed 2019-20 budget include:

- No tuition or fee increase.
- Enrollment based on a 15 percent decrease compared to FY2017-18 due to Hurricane Michael.
- Actual state appropriations from the 2019-20 General Appropriations Act.
- Estimated Industry Certification Funds for 2019-20.
- Personnel: includes an 8.0 percent increase in insurance beginning in January 2020 (continuing at college paying 95 percent and employee paying 5 percent); a 1.0 percent increase in salaries; and staff salaries adjusted to implement phase three of the compensation study.
- Current expenses decreased based on prior year and efforts to contain costs.

- Lab Fees to be adjusted for program specific consumable costs in accordance with statute.

Following discussion of the proposed budget, Mr. McKnight moved and Mr. Lewis seconded a motion to approve the 2019-20 College Unrestricted Current Fund Budget as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, 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** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2018-19 as of May 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 2018-19 as of May 31, 2019.

**President's Report**

- 6.2** Dr. Holdnak gave an update on the repairs made to the boardroom and thanked everyone for working hard to clean up the college. He expressed gratitude for the accolades given to him but gave credit to the faculty and staff who have been very dedicated throughout.

Dr. Holdnak also:

- updated the board on HB 593, Postsecondary Fee Waivers, a bill requested by Gulf Coast State College, passed. This bill allows those institutions directly impacted by a hurricane, to waive out-of-state fees for students affected by the hurricane, for a specified time-period.
- congratulated the Sub Club and RoBo teams on their recent competitions in Orlando.
- stated Jim McDougall, David Thomasee, and himself were presenting "Prepare Strong" at the AFC Safety Symposium on July 10 in Sarasota, FL.

**7. Good of the Order**

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

- Independence Day, July 4, the college will be closed
- Law Enforcement Academy #14 Graduation Ceremony, June 27, 7 p.m., Student Union East Conference Center.

- Health Science Summer Pinning Ceremonies:
  - Dental Assisting, June 27, 5 p.m., Jules Sarzin Lecture Hall, Language & Literature
  - ADN to BSN, July 25, 6 p.m., Amelia Center Theatre

**8. Adjournment**      **8.1**      The regular meeting was adjourned 11:47 a.m.

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Secretary

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Chair, District Board of Trustees