

**FINAL
MINUTES**

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

February 20, 2020

10 a.m.

William C. Cramer, Jr. Seminar Room

- Members Present** Jim W. McKnight (presiding), Don R. Crisp, Elizabeth M. Kirvin, Tom L. Lewis, Steve D. Millaway, Ralph C. Roberson, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Derrick Bennett
- 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** Ms. Kirvin 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; Mr. Joe Hamner, president, Gulf Coast State College Foundation, Inc.; Ms. Julia Merrill, president, Student Government Association; Ms. Hadley Pridgen, chair, Faculty Senate; Ms. Jessica Owens, chair, Professional Employee Council; Dr. Holly Kuehner, vice president, Academic Affairs; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Melissa Lavender, vice president, Student 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** Mr. McKnight and Dr. Holdnak invited Captain Rick Weston, vice president, Navy League of Bay County Council and Ms. Amanda Willingham, director, Corporate Relations, Navy League of Bay County Council to the podium. Dr. Holdnak asked Mr. Joe Hamner, president, GCSC Foundation; Mr. William C. Cramer, Jr, GCSC Foundation Advisor; Ms. Margie Mazur, executive director, GCSC Foundation, and Ms. Katie McCurdy, executive director, Community Engagement to join them. Dr. Holdnak recognized the Navy League,

stating it is unique among military-oriented associations, in that it is a civilian organization dedicated to the education of our citizens and the support of the men and women of the sea services and their families. On behalf of the Navy League, Captain Weston then presented Ms. Willingham with a plaque commending her on her efforts this past year. Ms. Willingham thanked Captain Weston and stated she is proud of the program and the efforts personnel put in to raise the money. Mr. Cramer extended appreciation to the committee for their efforts in researching where the money was needed most, stating it is critical to the community and the country. Captain Moore, on behalf of the Navy League of Bay County Council, presented the Gulf Coast State College Foundation with a \$50,000 check to support the College's Grade 8-10 STEM Summer Camp Program.

On behalf of the College and the GCSC Foundation, Dr. Holdnak thanked the Navy League of Bay County Council and Mr. Cramer for their fundraising efforts of the 2019 Navy Ball.

**2. Trustee
Comments**

2.1 Mr. McKnight called on each trustee for comments. Ms. Kirvin said she was excited to see additional STEM activity on campus and she thanked the Foundation for their support. She also thanked the Foundation for the Second Chance Scholarship Application Cycle, which will prove beneficial to those students whose plans change between March and August each year. Mr. Tannehill congratulated Mr. McCambry and Dr. Holdnak for their recent Bay County Chamber Awards, stating they were well earned and well deserved. Mr. Crisp echoed Mr. Tannehill's comment and stated he continues to encounter satisfied graduates of Gulf Coast as he visits doctor offices in the area. Mr. Lewis stated he was happy to see the area making progress in the aftermath of Hurricane Michael. Mr. Roberson thanked Mr. Cramer for his unending support of the college and the community. He stated the legislature is underway and commented that promoting STEM to the young and using the Advanced Technology Center as a magnet needs to be utilized. Mr. Warriner reiterated previous comments and thanked the Foundation for their support of Ms. Marti Coley-Eubanks. Mr. Millaway reminded everyone of the STEM Expo and the Invention Convention coming this spring. He stated he was very proud of what has been accomplished. Mr. McKnight gave an athletic update; stated he was pleased to see the college's recent Triumph Grant proposal was funded; and reiterated thanks to the Foundation for their legislative support.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Joe Hamner, president, Gulf Coast State College Foundation Inc., reported this was to be his last meeting as president, stating it was a pleasure to serve the community and the college. He thanked the trustees for their support. Mr. Hamner reported that beginning January 22 and ending February 18, 2020, the Foundation has received a total of \$68,500 in private contributions. The Foundation assets as of January 31, 2020, stand at \$34.1 million; January 2020 investment activity for the month ending reported a loss of \$261,000; and year-to-date investment activity reported a gain of \$1.6 million. The total year-to-date program and scholarship support provided to the college is \$1.1 million; which includes total scholarships awarded at \$875,000 and program support at \$232,000.

Mr. Hamner stated the Foundation scholarship application cycle is proceeding; more than 600 applications have been received to date. He added the Foundation will launch a Second Chance Scholarship Application Cycle in the summer with a deadline in August, aiming to help students whose life plans changed unexpectedly after the March deadline.

The GCSC Foundation Annual Dinner and Student Showcase event will be Thursday, March 5, 2020, at the Edgewater Beach Conference Center. He urged everyone to attend, stating the program will be much different this year. The proceeds from the event will support the Hurricane Michael Employee and Student Hurricane Fund. The total private contributions to the Hurricane Michael Employee and Student Hurricane Fund to date is \$898,000.

Mr. McKnight thanked Mr. Hamner for his service to the college and to the Foundation and appreciated his leadership.

**Honorary
Trustee Updates**

2.4.1 Mr. Skaggs updated trustees on activities at NSA-PC including:

- the base just finished a two-week security exercise,
- the base received \$110 million for hurricane repairs and \$50 million for infrastructure repairs,
- the child development center has received improvements; once completed will serve 42 students, and
- the base will be celebrating its 75 Anniversary which will coincide with the July 4th festivities.

2.4.2 Colonel Beaulieu updated trustees on various activities at Tyndall Air Force Base including:

- the base received \$3.1 billion for hurricane rebuild; the first year will include planning, design, and environmental studies with construction to follow,
- 150 buildings still need to be demolished,

Employment

Damian W. South, Associate Director, Campus Safety & Security, effective February 10, 2020 - June 30, 2020, annual salary of \$53,686.25. Mr. South fills the position vacated by the reclassification of David A. Thomasee.

Resignation

Rhonda L. Weatherbie-McLouth, Instructor, Dental Hygiene, Health Sciences, Academic Affairs, effective May 1, 2020.

DROP Entry

Mary E. Walls, Range Manager, Public Safety, Academic Affairs, effective April 1, 2020.

Career Services

Employment

Savanna R. Davis, Part-time Administrative Assistant (no grade), Veterans Business Outreach Center, Strategic Projects & Economic Development, effective November 15, 2019, hourly rate of \$10.00. Ms. Davis fills the position vacated by the resignation of Savannah C. Hatcher.

Nancy C. Landwehr, Senior Administrative Assistant (Grade S210), Public Safety, Academic Affairs, effective February 21, 2020, hourly rate of \$17.48. Ms. Landwehr fills the position vacated by the resignation of Loretha P. Miller.

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| Contract Ratifications | 4.3 | January 2020 Contract Ratifications - \$28,309.14 for noncredit courses and \$32,824.81 for special contracts. |
| Overloads/ Adjunct Pay | 4.4 | 2020 Spring Sessions A & B Monthly and Biweekly Overloads/Adjunct Pay for a total of \$618,645.97. |
| Purchase Order Activity | 4.5 | The Expenditure Report for January 1-30, 2020, was provided for review. |
| Obsolete Property | 4.6 | The listing of three 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. |
| 2019-20 Restricted Current Fund (Fund 2) Budget | 4.7 | The 2019-20 Restricted Current Fund (Fund 2) budget amendments for the following: <ul style="list-style-type: none">• #J2000814, College Reach Out Program (CROP) 2019-20 Budget |

- #J2000817, Triumph-Nursing, Gulf Franklin Campus (Year 1) 2019-20 Budget

Final Approval of Manual of Policy Change

4.8 Final approval of changes to the Manual of Policy.

Manual of Policy 5.177, Facilities Management. The policy is being updated to include documentation regarding the call-in process for emergency maintenance during weekend hours.

Manual of Policy 5.280, Mail Services and Warehouse Receivables. The update is being made to the policy due to changes in the postal service on-campus pick-up process.

Mr. Warriner moved to accept the consent agenda items 4.1 through 4.8 as presented. Mr. Crisp 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. Recommendation for Approval of Purchase Orders Greater than \$100,000

5.1 Dr. Holdnak submitted two purchase orders over the \$100,000 threshold for approval.

5.1a The first purchase order request, 5.1a, is to purchase CNC-related equipment to support teaching in the Precision Metals Technology and the Composite Fabrication and Testing Programs, using grant funds. Equipment includes a 5-axis router in the amount of \$141,004 and a large format laser cutter/engraver in the amount of \$15,202.55. Both items are support materials for the autoclave system and listed on the original equipment list for DEO Agreement #G0036.

5.1b The second purchase order request, 5.1b, is to replace three operating tables in the amount of \$101,142.09, for the Surgical Technologist program. These tables were damaged by water as a result of Hurricane Michael. The cost will be covered by insurance.

Dr. Holdnak provided board members supporting documentation, and quotes where applicable, for the proposed purchases. Mr. Lewis moved to approve the purchase orders to Laguna Tools in the amount of \$156,206.55 and to STERIS Corporation in the amount of \$101,142.09 as presented. Ms. 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.

Annual Fire and Safety Inspection

5.2 Mr. McKnight called on Dr. Holdnak to present the report on the 2020 annual fire and safety inspection of the college as required by State Requirements for Education Facilities (SREF). The inspection at all college sites was conducted by an inspector licensed by the State Fire

Marshall and coordinated through the Florida Risk Management Consortium. The inspection resulted in no minor fire/safety violations and no casualty/sanitation deficiencies college-wide, for the fifth straight year. Dr. Holdnak commended staff for their efforts in achieving this result.

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

**Acceptance of
WKGC AM/FM
Financial Audit
for F/Y 2019 and
2018**

5.3 Dr. Holdnak presented the WKGC-AM/AM Financial Audit for fiscal years ending June 30, 2019 and 2018 for board acceptance.

Mr. Lewis moved and Mr. Crisp seconded a motion to accept the WKGC AM/FM Audit as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**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 December 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 Two Prior Years for fiscal year 2019-20 as of December 31, 2019.

**President's
Report**

6.2 Dr. Holdnak shared with trustees some recent activities, including updates on legislative activity and funding issues; enrollment; retention; personnel reorganization in Campus Safety & Security; governor appointments; and recent Triumph Gulf Coast grant activity.

Dr. Holdnak congratulated Mr. McCambry on receiving the Lauren Merriam Memorial Award presented to him by the Bay County Chamber of Commerce. He also extended a thank you to Mr. Hamner for an excellent term as president of the GCSC Foundation, in the midst of a very hectic year.

Dr. Holdnak reviewed the status of the GCSC STEM Education Center Project, providing trustees with handouts of the building schematic design, Project No. 4172, drawn by Florida Architects in June 2018. A lengthy discussion ensued. Dr. Holdnak suggested a trustee workshop be held to further discuss issues.

7. Good of the Order

7.1

Mr. McKnight reviewed a few of the upcoming College events:

- Creative Career Fair and 2020-21 Scholarship Auditions and Interviews, February 29, 12-4 p.m., Amelia Center Gallery
- “The Miracle Worker,” March 27, 28 and April 3, 4 at 7:30 p.m. and on March 29 and April 5 at 2:30 p.m., Amelia Center Theatre.
- Faculty Music Recital, April 2, 7:30 p.m., Amelia Center, AC133
- Spring Break, March 14-21.

8. Adjournment

8.1

The regular meeting was adjourned at 12:09 p.m.

Secretary

Chair, District Board of Trustees