

**FINAL  
MINUTES**

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

**November 19, 2020**

10 a.m. EST

Gulf/Franklin Campus, Building A

- Members Present** Jim W. McKnight (presiding), Don R. Crisp, Elizabeth M. Kirvin, Tom L. Lewis, Steve D. Millaway, Ralph C. Roberson, David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett
- Absent** Joe K. Tannehill, Jr.
- 1. Call to Order** 1.1 Mr. Lewis called the meeting to order at 10:05 a.m.
- Invocation** 1.2 Mr. Bennett gave the invocation.
- Pledge of Allegiance** 1.3 Mr. Warriner led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** 1.4 Mr. Lewis welcomed guests: Mr. Tony Bennett, president, Gulf Coast State College Foundation, Inc. (via phone); Ms. Sandra Pugh, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council (via phone); Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; 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.
- 2. Trustee Comments** 2.1 Trustees were glad to be back meeting in person, stating they were proud of the faculty, staff, and administration for their perseverance and leadership. Mr. Roberson reminisced to 1997 for the groundbreaking ceremony of the Gulf/Franklin Campus and shared the achievement of the original goals. Mr. Warriner expressed appreciation for the impact of the Gulf/Franklin Campus to the local community. Mr. Lewis commented on the construction taking place in the area and was pleased to see it finally moving forward. Mr. McKnight expressed apologies for being late and stated he was excited about the groundbreaking ceremonies to be held

after the meeting, indicating the achievement of yet more goals and accomplishments at the Gulf/Franklin Campus.

**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 the October 2020 unaudited investment activity for the month reported a loss of \$359,000; the unaudited year-to-date investment activity ending October 2020 reported an increase of \$1.4 million; and the October 2020 unaudited net assets are \$32.3 million. The total year-to-date program and scholarship support service to the college is \$940,000; which includes total scholarships awarded at \$928,000 and program support at \$12,000.

Mr. Bennett reported a profit of over \$60,000 from the Gulf Coast State College Foundation Annual Golf Tournament. He also reported Executive Director Margie Mazur has turned in her resignation. He stated Ms. Katie McCurdy, GCSC Executive Director of Community Engagement, will serve as interim Executive Director of the GCSC Foundation.

**Honorary Trustee Updates**

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

**2.4.2** Lt Colonel Perez reported on the progress of the rebuild at Tyndall Air Force Base, including the demolition of base housing; road construction on Highway 98; and the approval to rebuild the base Child Development Center.

**Next Meeting**

**2.5** The next regular meeting of the District Board of Trustees is set for Thursday, January 21, 2021, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

**3. SGA Report**

**3.1** Ms. Samantha Lipsey, president, Student Government Association, was unable to attend the meeting but did provide trustees with a written report of recent activities.

**Program/Student Focus**

**3.2** Nursing Simulation Center and the UAS Bootcamp Facility Groundbreaking Ceremony immediately following the meeting.

**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 October 15, 2020, meeting minutes as distributed.

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

Employment

Martin Bielawski, Programmer Analyst III, Information Technology Services, Administration & Finance, effective January 4, 2021 – June 30, 2021, annualized salary of \$59,459. Mr. Bielawski fills the position vacated by the reclassification of Li A. Zimmerman.

James R. Blais, Temporary Assistant Professor, Language & Literature, Academic Affairs, effective January 4, 2021 – May 7, 2021, salary of \$19,066.50. Mr. Blais fills the position vacated by the retirement of Douglas A. Wells.

Mellany S. Stone, Academic Program Support Specialist, Business & Technology, Academic Affairs, effective November 13, 2020 – June 30, 2021, annualized salary of \$42,590. Ms. Stone fills the position vacated by the retirement of Barbara A. Cline.

Lee H. Wood, Executive Director, Human Resources, Administration & Finance, effective January 4, 2021 – June 30, 2021, annualized salary of \$87,759. Mr. Wood fills the position vacated by the resignation of Lisa G. Reed.

Retirement

Rhonda S. Barker, Chief Information Officer, Administration & Finance, effective May 31, 2021.

Resignation

Janice W. Benggio, Business Analyst, Veterans Business Outreach Center, Workforce Development, effective October 30, 2020.

M. Melissa Lavender, Vice President, Student Affairs, effective December 23, 2020.

Kenon Rusnak, Assistant Manager, Technical Support, Information Technology Services, Administration & Finance, effective October 30, 2020.

DROP Exit

Norris O. Harvey, Associate Professor, Mathematics, Academic Support, effective December 31, 2020.

Termination

Bryce A. Cooper, Career Manager II, CareerSource Gulf Coast, Strategic Initiatives & Economic Development, effective October 30, 2020.

**Career Services**

Employment

Victoria Byrd, Senior Administrative Assistant (Grade S210), Public Safety, Academic Affairs, effective November 9, 2020, hourly rate of \$16.63. Ms. Byrd fills the position vacated by the resignation of Nancy C. Landwehr.

Reclassification

Jordan W. Hale, from Library Assistant to Senior Administrative Assistant (Grade S210), Online Learning & Library Services, Academic Affairs, effective October 16, 2020, hourly rate of \$16.21. This is a reclassification of Mr. Hale's current position.

Dana M. Robertson, from part-time WKGC to Radio Production Assistant (Grade S190), Radio, Television and Broadcasting, Academic Affairs, effective October 16, 2020, hourly rate of \$13.74. Ms. Robertson fills the position vacated by the reclassification of Caleb M. Jordan.

Resignation

Monica Gray, Custodian, Facilities Management, Administration & Finance, effective October 15, 2020.

DROP Entry

Judi W. Brooks, Senior Administrative Assistant, Language & Literature, Academic Affairs, effective September 1, 2020.

- |                                |            |   |
|--------------------------------|------------|---|
| <b>Contract Ratifications</b>  | <b>4.3</b> | October 2020 Contract Ratifications include 50 instructors of noncredit courses for a total of \$22,876.80 and 8 special contracts for a total of \$8,060.          |
| <b>Overloads/ Adjunct Pay</b>  | <b>4.4</b> | Fall 2020 Session "C" and October Exceptionals Monthly and Biweekly Overloads and Adjunct Pay includes 63 instructors of credit classes for a total of \$92,419.51. |
| <b>Purchase Order Activity</b> | <b>4.5</b> | The Expenditure Report for October 1-31, 2020, was provided for review.   |

- Final Approval of Manual of Policy Change**      **4.6**      Recommendation of final approval of changes to the Manual of Policy 6.014, Tenure (Continuing Contract) and Academic Rank.
- 2020-21 Restricted Current Fund (Fund 2) Budget**      **4.7**      The 2020-21 Restricted Current Fund (Fund 2) budget, noting the amendments would establish and/or amend the 2020-21 budgets:
- #J2100554, TRiO-Student Support Services (SSS)
  - #J2100556, TRiO-Upward Bound
  - #J2100557, TRiO-Educational Opportunity Center (EOC)
  - #J2100560, TRiO-College Reach Out Program (CROP)
- Obsolete Property**      **4.8**      The listing of five 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. Crisp moved to accept the consent agenda items 4.1 through 4.8 as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, 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, D.C. Jaeger Corporation, that total in excess of \$100,000. The first purchase order is in the amount of \$105,397 and the second is for \$35,462, for a total of \$140,859. If approved, the purchases will be funded by the Florida CARES Act Rapid Credentialing Grant.

Gulf Coast State College Continuing Education department has been awarded special funding through Florida Governor Ron DeSantis' Emergency Education Relief (GEER) under the Coronavirus Aid, Relief, and Economic Security (CARES) Act, for Rapid Credentialing, to assist in workforce/career and technical education credentialing and certificate programs for residents who are unemployed, underemployed, or furloughed for in-demand areas of the regional workforce. The grant funds will be used to purchase necessary equipment and underwrite costs associated with administering in-demand, non-credit industry certification preparation, clock hour career certificate programs, as well as for-credit, short-term CTE courses/programs.

The funds will support students enrolled in these programs and courses: College Credit Certificates in Automation, CNC Machinist/Fabricator, Electronics Aid, Engineering Technology Support, Pneumatics, Hydraulics & Motors for Manufacturing, Rapid Prototyping Specialist and Emergency Medical Technician; Career Certificates in Certified EKG Technician, Registered Health Information Technician, Clinical Medical

Assistant with Externship, Certified Billing & Coding Specialist, Patient Care Technician with Externship, Pharmacy Technician, and Phlebotomy Technician; Non-credit Continuing Workforce Education in MSSC Certified Production Technician and Haas Certified Mill Operator.

Dr. Holdnak provided supporting documentation and quotes where applicable, for the proposed purchase orders. Mr. Warriner moved to approve the purchase orders to D.C. Jaeger Corporation, in the amount of \$140,859 for items listed on the July 22, 2020, quote for the Rapid Credentialing Training Program for MSSC CPT and SACA Certifications. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

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

**5.1a** Dr. Holdnak stated the budget in Triumph Grant #202, Emergency Regional Training Center, earmarked approximately \$900,000 for Skyborne Technology to complete the required flight certifications for specific equipment and miscellaneous support to complete and deploy the the SA-70 airship. Initial payment to Skyborne Technology was approved at the September 2020 board meeting.

Dr. Holdnak stated he received the second invoice from Skyborne Technology in a timely manner but failed to add it to the DBOT meeting materials in the allotted time. He requested board permission to add the payment request to the agenda. If approved, he is recommending board approval for payment to Skyborne Technology in the amount of \$123,570, as part of the money earmarked through the Triumph Grant to complete flight certifications. Mr. Roberson motioned to add 5.1a, addendum to Purchase Orders Greater than \$100,000 to the agenda and Ms. Kirvin seconded. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

Mr. Crisp moved to approve the purchase order to Skyborne Technology, Inc., in the amount of \$123,570, for flight certifications, as part of the money earmarked through the Triumph Grant #202. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

**Recommendation  
of Approval of  
the 2021-22 Gulf  
Coast State  
College Calendar**

**5.2** As required by Florida Statute, Dr. Holdnak presented the Gulf Coast State College 2021-22 Calendar for approval. Mr. Warriner moved to accept the 2021-22 calendar as presented. Mr. Millaway seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

**Awarding of Contract for the Abbot Building Generator Provisions, ITB #1-2020/2021**

**5.3** Dr. Holdnak requested trustee approval to award the contract for the Abbott Building Generator Provisions (ITB #1-2020/2021) to Marathon Electric Contractors, Inc., the low bidder at \$87,845. If approved, funding for the project will be provided by the Emergency Assistance Institutions of Higher Education (EAI) grant.

Following discussion, trustees were satisfied that the low bidder, Marathon Electric Contractors, Inc., would meet all the requirements of the bid. Mr. Crisp moved and Ms. Kirvin seconded the motion to award the contract for (ITB #1-2020/2021), the Abbott Building Generator Provisions, to Marathon Electric Contractors, Inc., the low bidder at \$87,845, as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, 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 September 30, 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 September 30, 2020.

**Fee Exemptions and Waivers 2015-16**

**6.2** Trustees reviewed and discussed the summary of fee exemptions and waivers granted during the fiscal year ending 2019-2020.

**Lodging and Acceptance of the Florida Bright Futures Scholarship Program Audit for fiscal years 2017-18 and 2018-19**

**6.3** As required, Dr. Holdnak presented the Florida Bright Futures Scholarship Program by Florida's Public Universities and Colleges Operational Audit Report for fiscal years ended June 30, 2018 and 2019, noting that the College received no findings for the third year in a row.

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

**Lodging of the  
2019-20  
Academic  
Program Reviews**

**6.4** Dr. Holdnak presented the 2019-20 Program Review Recommendations / Action Plans as submitted by Dr. Holly Kuehner, vice president, Academic Affairs.

Dr. Kuehner referred to the report which indicated the following programs were reviewed during the 2019-20 academic year:

- Digital Media/Multimedia Technology (DIG2-AS)
- Digital Media/Multimedia Production Certificate (DIG-CCC)
- BAS in Digital Media (DIMA-BAS/DIGM-BAS)
- BAS in Technology Management (TM-BAS)
- Fire Science Technology (FIRE-AS)
- Firefighting (FIRE-VC)
- Bachelor of Science Nursing (RNBA-BSN)
- Associate Degree Nursing (RN-AS)
- Respiratory Therapist (RT-AS)
- Dental Assisting Certificate (DENTA-VC)
- Dental Hygiene (DENTH-AS)

Dr. Kuehner presented the recommendations and action plans for the reviewed programs and stated the report is for informational purposes.

**President's  
Report**

**6.5** Dr. Holdnak began by giving congratulatory remarks to Chaos Audio, a company run by four Gulf Coast State College graduates assisted by Tech-Farms, the business incubator owned by Trustee Millaway. Mr. Millaway gave a brief synopsis of the company and their product and stated he was very proud of these graduates. Dr. Holdnak stated Tech-Farms is where Tomorrow Land and Fantasy Land meet.

Dr. Holdnak gave an update on enrollment; in lieu of COVID-19, year to date the college is currently down two to three percent. He expressed excitement at the growth of the Gulf/Franklin Campus with the addition of the Nursing Simulator Center and the UAS Bootcamp Facility. He stated both grants were written before the COVID-19 pandemic but both will support the recovery efforts. Dr. Holdnak asked Mr. McDonald to give an update on his recent trip to Washington, D.C. in relation to the rebuilding of Tyndall Air Force Base. Dr. Holdnak also reported on the Spring 2021 legislative session.

Dr. Holdnak recognized Dr. Melissa Lavender, as this meeting is the last meeting she will be attending as the Vice President of Student Affairs. He stated she is leaving this post on December 23, 2020, but will be returning in 2021 as a contract employee to assist with the implementation of the Quality Enhancement Plan. He thanked Dr. Lavender for her dedication to the college and to the students she has mentored and guided over the past 24 years of service.



**7. Good of the Order**

**7.1** The following represents only a few of the events on campus in the next month:

- Visual & Performing Arts Events, live streaming online only, details at [gulfcoast.edu/arts](http://gulfcoast.edu/arts)
  - An Evening of Showtunes, Friday, November 20, 7:30 p.m.
  - GCSC Singing Commodores & Jazz Ensemble Holiday Concert, Friday, December 4, 7:30 p.m.
  - GCSC Concert Chorale & Concert Band Holiday Concert, Sunday, December 6, 2:30 p.m.

**8. Adjournment**

**8.1** The regular meeting was adjourned at 11:30 a.m.

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Secretary

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Chair, District Board of Trustees