

**FINAL  
MINUTES**

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

**September 24, 2020**

10 a.m.

William C. Cramer, Jr. Seminar Room

Teleconference Number: 408-915-6290

Meeting ID: 779 833 853

**Members Present** Jim W. McKnight (presiding), Don R. Crisp (via phone), Tom L. Lewis (via phone), Steve D. Millaway, Ralph C. Roberson, Joe K. Tannehill, Jr. (via phone), David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett

**Absent** Elizabeth M. Kirvin

**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 Mr. Roberson 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); CDR Kevin Christenson, United States Navy (via phone); Ms. Betty McKinnie, Faculty Senate Representative (via phone); 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.

**Special Presentation** 1.6 Mr. McKnight invited Dr. Holdnak and Ms. Julia Merrill, past president of the Student Government Association, to the podium. Dr. Holdnak then presented Ms. Merrill with a plaque for being the recipient of the 2019-20 Bob McSpadden Outstanding Leader Award, stating one of her nominations read, "Ms. Merrill exemplifies all that we want and expect our students here at Gulf Coast State College to be: smart, dedicated,

hardworking, and take charge. She IS a student leader by every definition.” Dr. Holdnak thanked her for her outstanding service to Student Government Association and the College. Ms. Merrill thanked the trustees for their support and encouragement.

**2. Trustee  
Comments**

**2.1** Mr. McKnight called on each trustee for comments. Trustees once again thanked the faculty, staff, and administrators for their commitment to student success throughout these challenging times by being flexible and adjusting teaching modalities as needed. Mr. Tannehill thanked Dr. Holdnak for working with PanCare to have their services at the college. Mr. McKnight shared his excitement regarding a full parking lot at the Gulf/Franklin Campus Friday night with no special activity but classes being held. He also thanked the GCSC Foundation for their flexibility with the scholarship application process this year. It helped many students who would not have had the chance to attend school.

**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 July 21 and ending September 14, 2020, the GCSC Foundation received approximately \$102,500 in contributions from the community. He stated that at this time of unprecedented challenges, our community has been most generous in their support of the college; during the time frame of March 30 to August 30, 2020, the Foundation received \$355,000. These donations have enabled the Foundation to do the following:

- Provided over \$25,000 in support for the Commodore Cupboard, assisting over 170 students,
- Established four new endowed scholarships,
- Received \$13,000 for the Dream Keepers Emergency Fund, helping this fund reach \$1 million and has assisted 950 students and 400 employees in two years,
- Raised approximately \$20,000 in grant support for a total of \$50,000 for GCSC Summer STEM Camps, and
- In less than a month, the GCSC campus campaign for the Dream Keepers Emergency Fund has raised over \$6,700, exceeding the \$5,000 goal. On behalf of the Foundation Board of Directors, appreciation was extended to all the Faculty and Staff for their generosity and dedication to students.

The August 2020 unaudited investment activity for the month reported a gain of \$1.1 million; the unaudited year-to-date investment activity ending in August 2020 reported a gain of \$2.4 million.

The August 2020 unaudited net assets are \$34.1 million. The total year-to-date program and scholarship support service to the college is \$692,000; which includes total scholarships awarded at \$690,000 and program support at \$2,000.

Mr. Bennett stated the Foundation approved 1,173 scholarship awards totaling \$1.5 million beginning with the Fall 2020 term.

**Honorary  
Trustee Updates**

**2.4.1** Commander Christenson gave a brief update on base activities, including 1500 mission training sessions have been accomplished; over 700 vessel movements have occurred; two new LCAC's have arrived for training; and the mentoring program with Bay District schools, as well as with FSU-PC and Gulf Coast State College continues. The base is in the last stages of clean up from Hurricane Michael. He stated he was grateful for the community support and community partnerships.

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

**Next Meeting**

**2.5** The next regular meeting of the District Board of Trustees is set for Thursday, October 15, 2020, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

**3. SGA Report**

**3.1** Ms. Samantha Lipsey was unable to attend the meeting due to class reschedule, a result of Hurricane Sally.

**Program Focus**

**3.2** Dr. Holdnak introduced Ms. Diane Garrard, Director, TRiO Programs, to present this month's Program Focus.

Ms. Garrard provided an overview of the TRiO programs, which are federally-funded opportunity programs that motivate and support students from disadvantaged backgrounds in their pursuit of a college degree. The TRiO Federal Grants currently awarded to Gulf Coast State College are the Student Support Services grant, the Educational Opportunity Center grant, and the Upward Bound grant. She stated she will be applying next for the Talent Search grant, which is due January 2021 and for the Veterans Upward Bound grant, which is due January 2022. The TRiO programs assist low-income, first-generation students and students with disabilities, from sixth grade through college graduation. The programs provide academic tutoring, personal counseling, mentoring, financial guidance, and other support necessary for educational access and retention.

**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** The board’s July 23, 2020, meeting minutes as distributed.
  - 4.1.2** The board’s August 20, 2020, retreat minutes as distributed.

**Personnel**

**4.2 Professional Services**

Employment

Cynthia L. Boshelle, Mental Health Professional, Student Affairs, effective August 19, 2020 – June 30, 2021, annual salary of \$56,242. This is a newly created position.

Debbie L. Frady, Tutor, Mathematics, Academic Affairs, effective August 10, 2020 – May 7, 2021, salary of \$28,125. Ms. Frady fills the position vacated by the resignation of Claude A. Rhodes.

Sonya K. Gilmore, Assistant Professor, Health Sciences, Academic Affairs, effective August 10, 2020 – May 7, 2021, salary of \$49,973. Ms. Gilmore fills the position vacated by the resignation of Jessica L. Otto.

Pamela J. Pedersen, Manager, Radio Production & Broadcasting, Academic Affairs, effective August 19, 2020 – June 30, 2021, salary of \$47,600. Ms. Pedersen fills the position vacated by the non-renewal of contract of Victoria R. Richard.

Racheal C. Robinson, Temporary Tutor, Language & Literature, Academic Affairs, effective August 10, 2020 – May 7, 2021, salary of \$22,692.60. Ms. Robinson fills the position vacated by the resignation of Melanie S. Donnahee.

Correction

Brandi A. Kalicki, Correction to dates and salary as reported in the July Personnel Recommendations. Temporary Assistant Professor, Language & Literature, Academic Affairs, effective August 10, 2020 – May 7, 2021, annual salary of \$38,133. Ms. Kalicki fills the position vacated by the resignation of Matthew C. Wells.

Candidate Withdrawals

Rebekah Brosky, withdrew acceptance of Assistant Professor, Natural Sciences, as reported in the June Personnel Recommendations.

Melanie S. Donnahee, withdrew acceptance of Temporary Assistant Professor, Language & Literature, as reported in the July Personnel Recommendations.

### Reclassification

Aaron D. Adams, From Assistant Coordinator, Captioning & Electronic Services, Academic Affairs to Coordinator, Marketing & Communications, Community Engagement, Institutional Effectiveness & Strategic Planning, effective August 31, 2020 – June 30, 2021, annual salary of \$39,561. Mr. Adams fills the reclassified positions vacated by resignation of Emily R. Mifsud and Laura L. Green and non-renewal of Katrina M. Porter.

Barbara A. Cline, From Assistant Coordinator, Business & Technology, Academic Affairs to Academic Program Support Specialist, Business & Technology, Academic Affairs, effective July 1, 2020 – June 30, 2021, annual salary of \$42,590. This is a reclassification of the existing position.

Aline M. Trussell, From Coordinator, Enrollment Services, Student Affairs to Career Manager II, CareerSourceGC, Workforce Development, Strategic Initiatives and Economic Development, effective August 24, 2020 – June 30, 2021, annual salary of \$32,250. Ms. Trussell fills the position vacated by the non-renewal of contract of Mechill Coel.

### Retirement

Barbara A. Cline, Academic Program Support Specialist, Business & Technology, Academic Affairs, effective September 14, 2020.

### **Career Services**

#### Employment

Justin T. Luzier, Custodian (Grade S150), Facilities Management, Administration & Finance, effective August 3, 2020, hourly rate of \$14.39. Mr. Luzier fills the position vacated by the termination of William E. Martin.

Carrie A. Mifflin, Custodian (Grade S150), Facilities Management, Administration & Finance, effective July 24, 2020, hourly rate of \$14.39. Mr. Mifflin fills the position vacated by the reclassification of Bryan E. Hibbard.

### Resignation

Belinda S. Adams, Senior Bookkeeper, Business Affairs, Administration & Finance, effective August 7, 2020.

Shayna R. Luzier, Custodian, Facilities Management, Administration & Finance, effective August 28, 2020.

Mary G. West, Custodian, Facilities Management, Administration & Finance, effective August 27, 2020.

Termination

Kenneth W. Herrick, Jr., Groundskeeper, Facilities Management, Administration & Finance, effective July 21, 2020.

William E. Martin, Custodian, Facilities Management, Administration & Finance, effective July 20, 2020.

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| <b>Contract Ratifications</b>                          | <b>4.3</b> | July and August 2020 Contract Ratifications include 74 instructors of noncredit courses for a total of \$38,896.44 and 10 special contracts for a total of \$60,865.34.  |
| <b>Overloads/ Adjunct Pay</b>                          | <b>4.4</b> | July and August 2020 Monthly and Biweekly Overloads and Adjunct Pay include 47 instructors of credit classes for a total of \$69,575.39.   |
| <b>Purchase Order Activity</b>                         | <b>4.5</b> | The Expenditure Report for July 1 through August 31, 2020, was provided for review.  |
| <b>2020-21 Restricted Current Fund (Fund 2) Budget</b> | <b>4.6</b> | The 2020-21 Restricted Current Fund (Fund 2) budget, noting the amendments would establish the 2020-21 budgets for: <ul style="list-style-type: none"><li>• #J2100205, CareerSource Gulf Coast</li><li>• #J2100213, Triumph, Emergency Response Grant (Year 1)</li><li>• #J2100218, Triumph, Unmanned Vehicle Systems Grant (Year 1)</li></ul> |

Mr. Warriner moved to accept the consent agenda items 4.1 through 4.6 as presented. Mr. Roberson seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**5. Action Items  
Tentative Approval of Manual of Policy Changes**

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| <b>5.1</b>                                    | Trustees were asked to provide tentative approval for the following changes to Manual of Policy 6.095, Privacy Rights and College Access. 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. Mr. Warriner moved to accept the recommended changes to the Manual of Policy as presented. Mr. Millaway seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye. |   |
| <b>Purchase Orders Greater than \$100,000</b> | <b>5.2</b>  | Dr. Holdnak recommended several proposed purchase orders of \$100,000 or greater for approval. He stated, if approved, each will be paid from funds specifically included in the college budget for these purposes. |

The first request, is in the amount of \$122,916 to GatesAir, Inc., for the purchase of a Flexiva 30kW solid-state FM transmitter with Flexiva 50W Exciter and Exgine Card for WKGC. If approved, the cost of the equipment, including shipping, will be covered by a combination of Public Radio Stations Grant and Corporation for Public Broadcasting Grant funds. The second request is in the amount of \$133,991.44 to Dell Inc., for the purchase of eight PowerEdge R740 servers as part of the computer and equipment replacement plan for 2020-21. If approved, the cost of the servers will be covered by CARES Act Institutional Grant funds.

In addition, GCSC has been awarded a Triumph Gulf Coast, Inc., grant, (Project #202) in the amount of \$5,147,750. Referred to by the college as Triumph Emergency Response & Communications Grant, Year 1 budgeted expenditures total \$4,819,500 of which \$4,721,000 is for specific equipment as prescribed by the college and approved by the grantor. This equipment includes sole-source purchase of approximately \$2,143,699, from one vendor, Red-8 Fire, a maker of emergency and first responder vehicles. As this equipment has a long lead time and the grant requires implementation no later than December 31, 2021, college staff is asking for approval to proceed with the purchase of these items upon receipt of the funds from the grantor. Also a part of this grant includes a college match, built into the grant for insurance, helium, and FAA Certification costs. College staff is asking for approval of payment to Skyborne Technology, Inc., in the amount of \$174,345 to cover the initial cost of the FAA Certification.

Dr. Holdnak provided supporting documentation and quotes where applicable, for the proposed purchase orders and approval requests. Mr. Warriner moved to approve the purchase orders to GatesAir, Inc., in the amount of \$122,916 for the purchase of a Flexiva 30kW solid-state FM transmitter with Flexiva 50W Exciter and Exgine Card for WKGC; to Dell, Inc., in the amount of 133,991.44 for the purchase of eight PowerEdge R740 servers; to approve the purchase of the emergency and first responder vehicles, as prescribed by the college and approved by the grantor, from Ten-8 Fire in the amount of approximately 2,143,699, upon receipt of the funds from the grantor; and to approve payment of \$174,345 to Skyborne Technology, Inc., to cover initial cost of the FAA Certification. Mr. Roberson seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Approval of 2020  
College System  
Affordability  
Report**     **5.3**

Dr. Holdnak requested approval of the 2020 College System Affordability Report, formerly known as the Textbook Affordability Program Report. Dr. Holdnak gave a brief summary of the report detailing its compliance with requirements of Florida Statutes 1004.084 and 1004.085 and asked for board approval.

Mr. Lewis moved and Mr. Crisp seconded the motion to approve the 2020 College System Affordability Report as presented. The vote was recorded as follows: Crisp, 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 July 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 July 31, 2020.

**Siemen's Industry, Inc. Energy Savings Project Update**

**6.2** Mr. Mercer presented the Siemens Year Seven Annual Savings Report for the Energy Savings Performance Contract, which the College entered into in April 2012. In addition to expected reductions in energy consumption, the project continues to improve the quality and safety of exterior lighting, adds additional capacity to the existing chiller plant, and eliminates the need for an additional chiller plant on the east end of campus to service the Advanced Technology Center. Mr. Mercer stated Siemens was instrumental in helping the college recover after Hurricane Michael.

**Lodging of the GCSC Annual Financial Report for 2019-20**

**6.3** Dr. Holdnak presented a summary of the College's Annual Financial Report for the fiscal year 2019-20, noting that the results are unaudited at this time. Dr. Holdnak referred to the distributed 2019-20 highlight report in the material distributed to trustees, and stated the college continues to be in good shape. Mr. Mercer commended Ms. Kimberly Phillips, the colleges Comptroller, for her excellent job on completing the yearly report. Dr. Holdnak requested board approval of the report as presented. Mr. Crisp moved and Mr. Tannehill seconded the motion to accept the report as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**President's Report**

**6.4** Dr. Holdnak gave credit to the student body for keeping social distancing a high priority on campus and to the faculty and staff working with students in this time of uncertain times.



He stated trustees were receiving several handouts, which will also be mailed to trustees who called in. They were:

- Information regarding the Virtual ACCT Conference,
- QEP, Guided Pathways to Success booklet,
- 2019-2020 College Annual Financial Report, and
- Fall Schedule of Events for the Visual & Performing Arts division

Dr. Flax-Hyman commented on the QEP book, which is one of the focus points for the SACS Reaccreditation. She also stated that since the SACS reaccreditation team will be meeting virtually there will be no lunch meeting with the trustees, rather it will be a Zoom meeting. She will send trustees the schedule as soon as she receives it from SACS.

Dr. Holdnak stated he had been in contact with Dr. Neil Aspinwall, Chancellor of SOWELA Technical College in Lake Charles, LA. They are experiencing many of the same obstacles from Hurricane Laura as the college did after Hurricane Michael.

Dr. Holdnak stated the college has begun the process of rezoning a piece of property the college owns on Delwood Beach Road in Panama City Beach. There are no immediate plans for construction; however, the college does plan on using the property for educational purposes in the future. He also gave an update on state legislative budget issues. He then stated the college had been a victim of a cyber-security incident and that an internal investigation had been completed. He stated each trustee has received an email and has been given a letter outlining the attack, and that employees and students affected by the incident will be receiving notification as well.

He reminded trustees that Executive Order 20-69, suspension of large gatherings, issued by Governor DeSantis, currently extends through September 2020; therefore, at the moment, physical attendance will be required at the October District Board of Trustees meeting.

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| <b>7. Good of the Order</b> | <b>7.1</b> | Trustees were reminded of the following College event(s): <ul style="list-style-type: none"><li>• Sixth Annual Commodore Athletics Golf Tournament, September 26, Holiday Golf Course</li></ul> |
| <b>8. Adjournment</b>       | <b>8.1</b> | The regular meeting was adjourned at 11:36 a.m.   |

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Secretary

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Chair, District Board of Trustees