

**FINAL
MINUTES**

**REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE
APRIL 21, 2022**

10 a.m. EST
Building A, Gulf/Franklin Campus

Members Present Tom L. Lewis (presiding), Donald R. Crisp, Boyd K. Bulger, Frank A. Hall, David Powell, Floyd D. Skinner, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Zimmerman

Absent Steve D. Millaway

- 1. Call to Order** 1.1 Chair Lewis called the meeting to order at 10:00 a.m. EST
- Invocation** 1.2 Dr. Holdnak gave the invocation.
- Pledge of Allegiance** 1.3 Mr. Warriner led the pledge of allegiance to the American flag.
- Welcome to Guests** 1.4 Chair Lewis welcomed guests, recognizing Mr. John Skaggs, Naval Support Activity-Panama City; Mr. A.J. Bacon, president, Gulf Coast State College Foundation, Inc.; Mr. Brian Baillif, chair, Faculty Senate; Ms. Sophie Theiss, president, Student Government Association; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Student Affairs; Dr. Holly Kuehner, vice president, Academic Affairs; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Economic Development & Strategic Initiatives.
- Hearing of Citizens** 1.5 No citizens answered the call to appear before the board.
- Special Presentation** 1.6 Dr. Holdnak invited Ms. Sophie Theiss, president of the Student Government Association, to the podium where he presented her with a plaque in appreciation of her outstanding service to the Student Government Association and to the College. Ms. Theiss thanked the trustees for their support and encouragement.

Dr. Holdnak introduced Mr. and Mrs. David Warriner, chairs of the George G. and Amelia G. Tapper Foundation and Mayor Rex Buzzett, Tapper Foundation Board member and asked them to the podium. He then acknowledged the generosity of the Tapper Foundation to the college

and the community, noting that their loyalty, strong partnership, and commitment to Gulf Coast State College has improved the quality of life for many of the citizens in the college's service district. Board chairs, David and Trish Warriner, along with board member Rex Buzzett, presented the Gulf Coast State College Foundation with a \$50,000 check for the Gulf Coast Guarantee Campaign. Mr. Warriner thanked the Foundation for recognizing the gift and informed those present that the family legacy is continuing with their children David and Amelia also serving on the Foundation board; along with Mr. Ralph Roberson, the final Foundation board member, he looks forward to a long relationship between both Foundations.

**2. Trustee
Comments**

2.1 Trustees Bulger, Hall, and Warriner commented on their recent visit to the John Holley Dining Room, commending the culinary staff for an outstanding dinner, stating the professionalism was a wonderful example of the program. Trustee Tannehill thanked the Warriner's for their commitment and generosity, as it sets a great example. He extended his congratulations to the graduates and reminded everyone to keep safety at the forefront. Trustees Crisp, Powell, and Hall commented on their travel to today's meeting, indicating the rebuild of Mexico Beach was a welcome site to see. Mr. Hall apologized for missing the February meeting and congratulated those involved with the Simply Health Scholarship event and the Firing Range Naming Dedication, as both were notable events. Mr. Skinner, along with Dr. Charles Voorhis, recently hosted a fundraising dinner in the John Holley Dining Room. Mr. Skinner praised the culinary students and staff for an excellent dinner and reported the evening raised \$5,000 for the culinary program. Mr. Warriner welcomed all to Gulf County and thanked Ms. Theiss for choosing Gulf Coast State College for her educational goals.

Mr. Lewis took the opportunity to commend the college for all they do in the lives of the communities the college serves. He reported that a little over a month ago he woke up to pain and ultimately ended up in the hospital with a heart attack. While he was there he continued Mr. McKnight's tradition of asking the health care workers where they were educated. The majority of them said they were graduates of Gulf Coast. Mr. Lewis stated it was nice to see how our college has had an impact on the lives of so many people in our community.

**Attorney's
Report**

2.2 No report.

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

2.3 Mr. A.J. Bacon, president, GCSC Foundation, Inc., reported the March 2022 net assets are \$36,951,634 million and year-to-date scholarships and support activity is \$2,495,447. He thanked David and Trish Warriner for their contribution to the Gulf Coast Guarantee Program.

Mr. Bacon reported the Foundation staff is planning a Past President's lunch, scheduled for late May. He stated this will be an opportunity for those who have served in the past to continually connect with the organization.

**Honorary
Trustee Updates**

- 2.4.1 Mr. Skaggs, attending for CDR Foster, gave an update on base activities, stating the Navy base has resumed tours, though not every day as was customary.
- 2.4.2 Colonel Harwood 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, May 19, 2022, at 10 a.m. in the William C. Cramer, Jr. Seminar Room, Student Union West.

3. SGA Report

- 3.1 Ms. Sophie Theiss, president of the Student Government Association, updated the trustees on recent campus activities, stating over the Spring semester a total of 1,163 students and community members attended events hosted by SGA. She also reported the 1st Annual Spring Masquerade Ball, hosted by Student Activates Board Alliance (SABA) with FSU-PC, was a success with over 100 attendees; The Gull's Cry newsletter project has been a success, with the 11th issue being published on April 29; and SGA will be having an End of the Year Party.

Ms. Theiss thanked the board for the kindness shown to her over the past year. Mr. Lewis thanked her for her report and stated she will do well in her future endeavors.

Program Focus

- 3.2 Dr. Holdnak introduced Ms. Deborah Brzuska, Gulf/Franklin Campus Nursing Coordinator, who then gave an update on the nursing program. She informed trustees there are currently 44 students enrolled in the LPN program and 52 in the RN program. She continued stating, the last three LPN classes passed stated boards with over 90 percent pass rate. She then introduced Mr. Heather Hunter, a former nursing student, now a GCSC nursing instructor, who gave a short review of her educational journey, and thanked Ms. Bruzska for getting and keeping her on the path to complete her educational goals.

4. Consent Agenda

The items on the consent agenda are routine business, state directives, and/or compliance items. Chair Lewis 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 District Board of Trustees February 24, 2022, meeting minutes.

Personnel

4.2 Professional Services

Renewal of Annual 9-Month Contracts Beginning August 2022

Denise A. Crider	David C. Lee
Jennifer G. Barber	Keri J. Matheus
Iman I. Elkomy	Tiffany M. Messick
Alexander M. Haruk	Megan B. Olson
Christine J. Katzberger	Sarah C. Pilcher
Rebecca A. Kelly	Kimberly N. Snow
Denise Kenny	Kayley J. Thomas
Ada M. Kutina	Pamela E. Wallace

Employment

Jonathan R. Hetzel, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective March 07, 2022 - June 30, 2022, annualized salary of \$40,286. Mr. Hetzel fills the position vacated by the resignation of Amy L. Lamagdeleine.

Reclassification

Edward C. Fernandez, from Benefits and Compliance Coordinator to Director, HRIS and Employment Services, Human Resources, Administration & Finance, effective April 1, 2022 – June 30, 2022, annualized salary of \$66,243. Mr. Fernandez fills the position vacated by the resignation of Elizabeth A. Russell.

Resignation

Ulysses A. Carlini, Academic Program Specialist, Health Sciences, Academic Affairs, effective March 07, 2022.

Jonathan R. Hetzel, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective April 05, 2022.

Koundinya Kompalli, ERP Business Analyst II, Information Technology Services, Administration & Finance, effective April 01, 2022.

Elizabeth A. Russell, Director, HRIS and Employment Services, Human Resources, Administration & Finance, effective April 01, 2022.

Jaymar T. Varner, ERP Systems Analyst, Information Technology Services, Administration & Finance, effective April 21, 2022.

DROP Entry

Connie S. Head, Librarian, Online Learning and Library Services, effective September 1, 2022.

Career Services

Reclassification

Cornelius L. Thompson, from Lead Custodian to Custodian, Facilities Management, Administration & Finance, effective February 18, 2022, hourly rate of \$14.97. Mr. Thompson resigned from this position.

Eric D. Thompson, from Custodian to Lead Custodian, Facilities Management, Administration & Finance, effective February 18, 2022, hourly rate of \$13.48. Mr. Thompson fills the position vacated by the resignation of Cornelius L Thompson.

Resignation

Michael A. Barrickman, IT Technician I, Desktop Support Services, Information Technology Services, Administration & Finance, effective March 18, 2022.

Shelton Franklin, III, Groundskeeper, Facilities Management, Administration & Finance, effective February 25, 2022.

Donna H. Waynick, Custodian, Facilities Management, Administration & Finance, effective February 21, 2022.

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|--|------------|--|
| Contract Ratifications | 4.3 | Submitted Contract Ratifications included 76 instructors of noncredit courses for a total of \$32,399.81. |
| Overloads/
Adjunct Pay | 4.4 | Spring 2022 Session C and February Exceptionals Monthly and Biweekly Overloads and Adjunct Pay included 110 instructors of credit classes for a total of \$181,463.19. |
| Purchase Order Activity | 4.5 | The Expenditure Report for February 1 through March 31, 2022, was provided for review. |
| Obsolete Property | 4.6 | The listing of six 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. |
| Final Approval of Changes to Manual of Policy | 4.7 | Final approval of changes to the Manual of Policy 6.025, <i>Outside Employment by College Personnel</i> . |
- Mr. Hall moved to accept the consent agenda items 4.1 through 4.7 as presented. Mr. Powell seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

5. Action Items

Tentative Approval of Manual of Policy Changes

- 5.1** Trustees were asked to provide tentative approval of Manual of Policy changes:

Manual of Policy 6.012, *Nepotism – Employment of Relatives*. The proposed change includes adding nephew and niece to the list of relationships prohibited from having a direct reporting relationship.

Manual of Policy 6.055, *Evaluation of College Employees*. The changes include removing Faculty/Division Chair mid-year reviews and to include Career Service personnel mid-year reviews, in conjunction with Professional staff.

Mr. Crisp moved to accept the tentative approval of changes to the Manual of Policy as presented. Mr. Hall seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Lodging and Acceptance of the 2021-22 College Annual Equity Update

- 5.2** Dr. Holdnak presented the 2021-2022 College Annual Equity Update for lodging and acceptance. Mr. Lee Wood, Executive Director, Human Resources, reviewed the goals and strategies of the Equity Report, highlighting the key accomplishments and continuing challenges. Mr. Warriner moved and Mr. Hall seconded the motion to accept the report as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Lodging and Acceptance of the Financial Audit for FY 20-21

- 5.3** Dr. Holdnak lodged the State of Florida Financial Audit for fiscal year ending June 30, 2021, with the board. Dr. Holdnak and Mr. Lewis, on behalf of the trustees, expressed their appreciation to Mr. Mercer and his staff for a great job on the report.

Mr. Tannehill moved and Mr. Hall seconded the motion to accept the audit as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Lodging and Acceptance of the 2022 Annual Fire and Safety Inspection

- 5.4** Dr. Holdnak stated the 2022 Annual Fire and Safety Inspection of the college, as required by State Requirements for Educational Facilities (SREF), was conducted at all college sites by an inspector licensed by the State Fire Marshall and coordinated through the Florida College Risk Management Consortium.

The inspection, performed by Mr. Walter Spann, yielded zero “serious fire safety violations” and only eight “non-serious fire safety violations,” all of which have already been addressed. A copy of the inspection report

was provided to trustees. Discussion followed regarding the thoroughness of the inspection and the need to be vigilant at all times in regards to safety issues. Mr. Bulger motioned and Mr. Powell seconded the motion to accept the 2022 Annual State Requirements for Educational Facilities Fire and Safety Inspection Report, as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

June 2022 Five-Year Educational Plant Survey

5.5 Dr. Holdnak presented the June 2022 Five-Year Educational Plant Survey for approval, therefore certifying and authorizing College staff to submit the report to the Department of Education. The Educational Plant Survey uses state-developed guidelines and software systems to compare the existing facilities space and student stations in inventory with the recommended space and student stations for the instructional programs offered at the college. Included in the Survey are recommendations to renovate, remodel, and repair a number of existing facilities on all campuses due primarily to age.

Mr. Skinner moved and Mr. Crisp seconded the motion to approve the June 2022 Five-Year Educational Plan Survey as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Awarding of Contract for ITB #8-2021/2022, Remodel and Construction Services for Building A, Gulf/Franklin Campus

5.6 Dr. Holdnak stated that on April 5, College staff opened bids received in response to Invitation To Bid (ITB) #8-2021/2022, Remodel and Construction Services for Building A, Gulf/Franklin Campus. He indicated the project represents renovations dividing a portion of the original open plan with large, foldable partition walls into three skills labs and a debriefing room, while still maintaining the corridor and three classroom spaces that can be converted to a large open space.

Three responses were received, recorded, and reviewed by each member of the Evaluation Selection Committee. Dr. Holdnak recommended board approval to award the contract for ITB #8-2021/2022 to BNL Construction Services, LLC, the apparent low bidder, in the amount of \$399,000. Construction documents were provided for review. A lengthy discussion followed regarding current space utilization, the need for additional space at the Gulf/Franklin Campus, and the process for obtaining funds for such projects.

Mr. Bulger moved and Mr. Skinner seconded a motion to approve awarding the contract for ITB #8-2021/2022, Remodel and Construction Services for Building A, Gulf/Franklin Campus, to BNL Construction Services, LLC, the apparent low bidder, in the amount of \$399,000, as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Approval of the Tower Lease Agreement

5.7 Dr. Holdnak stated that Attorney Bennett has been working with college staff members regarding leasing of space on the college's tower located at the North Bay Campus. If approved, the lease would be a non-exclusive agreement allowing New Cingular Wireless PCS, LLC (Tenant) to utilize a portion of the tower to install certain commercial equipment to use for the purpose of cellular operations operated by Tenant for a monthly fee.

Dr. Holdnak introduced Mr. James Baxley who gave an update on the life span and maintenance costs of the tower. Dr. Holdnak recommended approval of the Resolution enabling Attorney Bennett to move forward on the North Bay Campus Antenna Site Lease. A copy of the lease agreement that is under consideration by the Board was available in final form for inspection and review by the public pursuant to Section 1013.15.

Mr. Skinner moved to approve the recommendation to approve the Resolution enabling the college to finalize the North Bay Campus Antenna Site Lease Agreement, between Gulf Coast State College and New Cingular Wireless PCS, LLC, as presented. Mr. Powell seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

6. Informational Items

Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD

6.1.1 Mr. Mercer led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2021-22 as of March 31, 2022.

Actual YTD Revenues and Expenses Compared to Prior Year

6.1.2 Mr. Mercer led a review of month and year-to-date revenues and expenses compared to budget for fiscal year 2021-22 as of March 31, 2022.

President's Report

6.2 Dr. Holdnak gave an update on current budget and legislative issues. He thanked the trustees for naming the North Bay Training Range after Nick Rivera, stating the dedication ceremony was a great success.

He also reported on recent and upcoming campus activities including:

- Summer and Fall 2022 registration is underway. Super Saturday is scheduled for April 23, 2022, in the Advanced Technology Center,
- The Visual & Performing Arts Division presented "Coastal Wilderness," an exhibit featuring drawings by Steve Shepard and had a successful run of "*Urinetown, the Musical*," directed by Vincent Pelligrino,

- Honors Convocation will take place Friday, April 29, at 5:30 in the Amelia Tapper Theatre,
- Graduation will take place on May 6 at 10 a.m. and 2 p.m., and
- the End-of-the-Year Celebration and Luncheon will take place on Friday, April 29. Celebration will begin at 10:30 a.m.

7. Good of the Order

7.1 Mr. Lewis invited trustees to attend the following Gulf Coast events:

- Employee End-of-the-Year Celebration, 10:30 a.m., Amelia Center Theatre
- Employee Appreciation Luncheon, 11:30 a.m., Student Union Café
- Honors Convocation, April 29, 5:30 p.m., Amelia Center Theatre,
- Graduation Commencement Exercises, Sheraton Beach Resort
 - 10 a.m. ceremony is for Associate in Art degree recipients
 - 2 p.m. ceremony is for Baccalaureate, Associate in Science, and Certificate recipients

8. Adjournment

8.1 The regular meeting was adjourned at 12:10 p.m.

Secretary

Chair, District Board of Trustees