

**FINAL  
MINUTES**

**REGULAR MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE  
JANUARY 27, 2022**

10 a.m.

William C. Cramer, Jr. Seminar Room

**Members Present** Tom L. Lewis (presiding), Boyd K. Bulger, Donald R. Crisp, Frank A. Hall, Steve D. Millaway, Floyd D. Skinner, David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett

**Absent** C. David Powell, Joe K. Tannehill, Jr.

**1. Call to Order** 1.1 Chair 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 the pledge of allegiance to the American flag.

**Welcome to Guests** 1.4 Chair Lewis welcomed guests, recognizing CDR Keith Foster, Naval Support Activity-Panama City; Col Elizabeth Harwood, Tyndall Air Force Base; Mr. Trey Hutt, 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, Chief Academic Officer, 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** 1.6.1 Dr. Holdnak invited Mr. Joe Scorci, president, Florida Architects Inc., Mr. Trey Hutt, president, Gulf Coast State College Foundation, Dr. Sean Preston, executive director of the Gulf Coast State College Foundation, and Mr. Lewis to join him at the podium. He acknowledged that Florida Architects is an award-winning, full service design and architectural firm, whose priority is to design exceptional environments for their clients. Mr. Scorci presented a contribution of \$25,000 toward the Gulf Coast Guarantee Scholarship Program. On behalf of the college and the Foundation, Dr. Holdnak expressed heartfelt thanks for the generous donation.

- 1.6.2** Dr. Holdnak invited Mrs. Monique Williams to join them at the podium. Mrs. Williams is the widow of Professor Emeritus, Mr. Jerry Williams. Mr. Williams began his career at Gulf Coast State College in 1984 working in the business division, retired with Professor Emeritus status in 2011, and unfortunately passed away in November 2020.

Mrs. Williams is providing an endowment to her late husband Jerry and has pledged \$1 million dollars through her estate to establish the Jerry Williams Endowed Chair in the Business Division. Dr. Holdnak stated the college is honored to accept this pledge to keep Jerry's spirit of teaching and learning alive.

**2. Trustee  
Comments**

- 2.1** Mr. Hall thanked the college and staff for being dedicated to serving students during the pandemic; Mr. Millaway thanked Mr. Scorci and Mrs. Williams for their donations to the Foundation, as it will keep education within reach for the students in our communities; Mr. Bulger also thanked staff for their commitment to students during the pandemic and acknowledged the work continuing at the Gulf/Franklin and Panama City campuses. Mr. Crisp stated he is a great great grandfather with another one on its way in May. He commented on how four generations in his family have benefited from the community college system. Mr. Warriner congratulated the Foundation and Dr. Preston for their hard work, stating the Foundation has not received many million dollar donations, an extra-ordinary commitment from Mrs. Williams.

**Attorney's  
Report**

- 2.2** Attorney Bennett had no report.

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

- 2.3** Mr. Hutt, president, Gulf Coast State College Foundation, Inc., reported the Foundation net assets are holding steady at the \$39 million mark; year-to-date income is \$2.1 million and nearly \$1.3 million in scholarship support has been awarded. He reminded everyone about the Foundation's Annual Dinner on February 12, stating the income for the dinner is currently at \$100,000, which is double a typical year. He thanked the Foundation staff for an extra-ordinary job.

He reported the Foundation offices have moved from the Student Union West building to the Enrollment Services building and new board members are Jason Moore, Community Bank; Terri Hoskins, St. Joe Hospitality; Dan Rowe, Visit Panama City Beach; Becca Hardin, Bay EDA; and John Myers, Reliant South.

Mr. Hutt stated it has been a turbulent but genuinely amazing year, beginning with challenges but ending with many new donors supporting the Foundation and board members more engaged than ever. He also reported he will be turning the reigns over to Mr. A.J. Bacon as this is his last meeting as Foundation president.

On behalf of the GCSC District Board of Trustees, Mr. Lewis congratulated Mr. Hutt on his excellent leadership this past year.

**Honorary  
Trustee Updates**

- 2.4.1** CDR. Foster gave an update on base activities, stating the Navy base is at HPCON Bravo (50% base capacity and mask mandate indoors). He stressed the importance of STEM initiatives and stated the base continues to host the Lego League and SeaPerch competitions. CDR. Foster also reported the base fire department has been working with local departments cross-training on and off-base. He expressed his thanks to the college for supporting the military.
- 2.4.2** Col Harwood gave an update on Tyndall Air Force Base activities, stating the base is at HPCON Charlie, with 100% mask mandate on base. She stated 13 projects have been awarded towards the rebuild at a cost of \$384 million with more awards being anticipated this quarter. She reported the base hosted General Kelly this week, demonstrating tech initiatives and a tour of the base.

**Next Meeting**

- 2.5** The next regular meeting of the District Board of Trustees is set for Thursday, February 24, 2022, at 10 a.m. in the William C. Cramer, Jr. Seminar Room.

**3. SGA Report**

- 3.1** Ms. Sophie Theiss, president of the Student Government Association, updated the trustees on recent campus activities. She announced the three new Executive Board officers: Amanda Tolliver, Events Coordinator; Daniela Oestreich, Online Engagement; and Alexis Taylor, Treasurer. She also stated they are getting started on SGA elections for next academic year. SABA, the alliance between GCSC and FSU-PC, is hosting a Masquerade Ball on March 25 in the ATC, with a Spring Equinox theme. She reported the February edition of the Gull's Cry is currently available online.

**Program Focus**

- 3.2** Dr. Holdnak introduced Mr. Jason Hedden, chair, Visual & Performing Arts who gave a presentation on the "Public Eye Soar" event that occurred on the college campus over the weekend of November 13, bringing in over 2,000 people to the campus.

**4. Consent Agenda**

The items on the consent agenda are routine business, state directives, and/or compliance items. Mr. 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**

- 4.1.1** District Board of Trustees November 18, 2021, meeting minutes.
- 4.1.2** District Board of Trustees December 15, 2021, special meeting minutes.
- 4.1.3** District Board of Trustees December 15, 2021, workshop minutes

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

Employment

Kayleigh L. Cosson, Academic & Career Coach, Student Life, Institutional Effectiveness & Student Affairs, effective December 6, 2021 - June 30, 2022, annualized salary of \$36,045. Ms. Cosson fills the position vacated by the resignation of Rebecca A. Sofarelli.

Miriam B. McGee, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective January 5, 2022 – June 30, 2022, annualized salary of \$35,397. Ms. McGee fills the position vacated by the resignation of Carl P. Dixon.

Reclassification

Caleb M. Jordan, from Assistant Coordinator, Closed Captioning & Electronic Services to Coordinator, Access Control, Captioning & Electronic Services, Academic Affairs, effective December 24, 2021 – June 30, 2022, annualized salary of \$37,422. This is a reclassification of the existing position.

Resignation

Suzanne M. Deaton, Instructor, Dental, Health Sciences, Academic Affairs, effective May 5, 2022.

Jessica L. Meyer, EOC Educational Resources Advisor, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective January 3, 2022.

Charity J. Newton, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective January 19, 2022.

DROP Exit

Mary E. McNaron, Instructional Coordinator, Surgical Services, Health Sciences, Academic Affairs, effective January 31, 2022.

Patricia A. Schenck, Professor, Social Sciences, Academic Affairs, effective December 31, 2021.

**Career Services**

Employment

Amy D. Hayes, Executive Administration Assistant (Grade S240), Economic Development & Strategic Initiatives, effective December 22, 2021, hourly rate of \$20.65. This is a newly created position.

Michael Merlo, Maintenance Mechanic III (Grade S220), Facilities Management, Administration & Finance, effective December 9, 2021, hourly rate of \$18.48. Mr. Merlo fills the position vacated by the DROP completion of Roy B. Striplin.

Russell S. Moranor, Custodian (Grade S175), Facilities Management, Administration & Finance, effective December 6, 2021, hourly rate of \$14.39. Mr. Moranor fills the position vacated by the resignation of Monica Gray.

Cornesha E. Thompson, Custodian (Grade S175), Facilities Management, Administration & Finance, effective December 6, 2021, hourly rate of \$14.39. Ms. Thompson fills the position vacated by the resignation of Carrie A. Mifflin.

Resignation

Amanda L. Walker, Senior Administrative Assistant, Health Sciences, Academic Affairs, effective May 20, 2022.

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| <b>Contract Ratifications</b>                          | <b>4.3</b> | Submitted Contract Ratifications included 31 instructors of noncredit courses for a total of \$18,722.37.  |
| <b>Overloads/ Adjunct Pay</b>                          | <b>4.4</b> | 2021 Fall November and December Monthly and Biweekly Overloads and Adjunct Pay included 61 instructors of credit classes for a total of \$82,547.86.   |
| <b>Purchase Order Activity</b>                         | <b>4.5</b> | The Expenditure Report for November 1-December 31, 2021, was provided for review.  |
| <b>2021-22 Restricted Current Fund (Fund 2) Budget</b> | <b>4.6</b> | The 2021-22 Restricted Current Fund (Fund 2) budgets, noting the amendments would establish or amend the following budgets: <ul style="list-style-type: none"><li>• #J2200679, Perkins Budgets 2021-2022<ul style="list-style-type: none"><li>Business &amp; Technology</li><li>Health Science</li><li>Public Safety</li><li>Visual &amp; Performing Arts</li><li>Indirect Costs</li></ul></li></ul>   |
| <b>Final Approval of Changes to Manual of Policy</b>   | <b>4.7</b> | Final approval of changes to the Manual of Policy.<br><br><u>Manual of Policy 5.091, <i>Textbook Affordability and Adoption</i>.</u> The proposed change updates and documents that an employee may not receive payment for requiring students to purchase specific materials.<br><br><u>Manual of Policy 5.306, <i>Criminal Justice Information Services</i>.</u> This is a new policy created to document required compliance with Criminal Justice Information Services (CJIS) Security Policy requirements |

Mr. Skinner moved to accept the consent agenda items 4.1 through 4.7 as presented. Mr. Hall seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

## 5. Action Items

### **Recommendation to Rescind Prior Approval of Purchase for Mobile X-Ray Unit**

5.1

Dr. Holdnak reported that at the November 18, 2021, district board of trustees meeting, trustees approved the purchase of a Konica Minolta mKDR Mobile X-Ray System from PPX Imaging, Inc. at a cost of \$142,500. He stated that since that meeting, and while in the process of acquiring the approved unit, college faculty discovered during a training webinar that a newer model, with enhanced capabilities, has become available and is being adopted by health care providers. Dr. Holdnak stated in an effort to provide students with training on the equipment adapted by area health care providers, he is requesting the Board to rescind its approval of the original request and allow staff to issue an Invitation to Bid for the latest model. Dr. Holdnak indicated, as with the prior request, the newer unit cost will be covered by CARES Act, as it covers costs associated with significant changes to the delivery of instruction due to the coronavirus.

Mr. Crisp made a motion to rescind the boards prior approval to purchase a Konica Minolta mKDR Mobile X-Ray System from PPX Imaging, Inc. at a cost of \$142,500 and allow staff to issue an Invitation to Bid for the newer Konica Minolta mKDR Xpress Mobile X-ray System. Mr. Bulger seconded the motion and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

### **Recommendation of Change to Purchase Order Approval Threshold**

5.2

Dr. Holdnak reported that at the November 18, 2021, board meeting, Mr. Hall had requested the threshold level for approval of purchase orders be raised from the current \$100,000. Dr. Holdnak informed trustees that although current college policy states purchase orders over the Category Five threshold (\$325,000) of Florida State Statute 287.017, need board approval, in 2014, early in his presidency, he asked the board if they were comfortable with that threshold, given that he was a new president. He indicated that after consultation with the board, he began using the lower threshold of \$200,000. He informed trustees that at a subsequent board meeting, in June of 2016, a trustee suggested the threshold be lowered to \$100,000. After discussion and a recognition at the time that the college had limited number of purchase orders over \$100,000, Dr. Holdnak implemented the change. In consultation with the board, these changes in practice were implemented, but the underlying board policy, MOP 5.025, was not amended.

The board held a workshop on December 15, 2021, and the threshold level was discussed. At the workshop, Mr. Hall recommended raising the threshold limit to coincide with State Statute 287.017, which was the threshold in place in 2014 when Dr. Holdnak became president. Following a lengthy discussion, Chair Lewis directed Dr. Holdnak to include this recommendation as an Action Item on the January 2022 board meeting agenda, resulting in today's discussion. Dr. Holdnak stated, if motioned and approved, the threshold amount for board approval for purchase orders would return to the statutory threshold of \$325,000 from the current \$100,000 practice.

Chair Lewis entertained a motion for the purchase order threshold amount for board approval to return to the statutory threshold of \$325,000 from the current \$100,000 practice, with the threshold amount to be re-evaluated at each July District Board of Trustees meeting. Mr. Hall motioned and Mr. Skinner seconded the motion. The vote was recorded as follows: Bulger, aye; Crisp, nay; Hall, aye; Millaway, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

## 6. Informational Items

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| <b>Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD</b> | <b>6.1.1</b> | Dr. Holdnak led a review of year-to-date actual revenues and expenses compared to budget for fiscal year 2021-22 as of November 30, 2021.  |
| <b>Actual YTD Revenues and Expenses Compared to Prior Year</b>                                   | <b>6.1.2</b> | Dr. Holdnak led a review of month and year-to-date revenues and expenses compared to budget for fiscal year 2021-22 as of November 30, 2021.   |
| <b>Lodging of the 2020-2021 Academic Program Reviews</b>   | <b>6.2</b>   | Dr. Kuehner, Chief Academic Officer, presented the Summary of the 2020-21 Program Review Recommendations / Action Plans. She indicated the following programs were reviewed during the 2020-21 academic year: <ul style="list-style-type: none"><li>• Accounting Technology</li><li>• Surgical Services</li><li>• Surgical First Assistant</li></ul> |

- Lodging and Acceptance of the Gulf Coast State College Operational Audit for Calendar Year 2020**      **6.3**      Dr. Holdnak lodged the Gulf Coast State College Operational Audit for calendar year 2020. The operational audit focused on selected College processes and administrative activities, and also included a follow-up on findings noted in the previous report No. 2019-046. The board acknowledged the Gulf Coast State College Operational Audit for calendar year 2020 as presented
- Lodging and Acceptance of the Gulf Coast State College Foundation, Inc. Financial Audit for FY Ended June 30, 2021**      **6.4**      Dr. Holdnak lodged the Gulf Coast State College Foundation, Inc. Audit for year ended June 30, 2021. He stated the objective of the audit, according to the Independent Auditor’s Report on Financial Statements on page 1 of the report, was to express an opinion on management-prepared financial statements and the related notes to the financial statements. A copy of the Gulf Coast State College Foundation, Inc., Annual Audit for Year Ended June 30, 2021, was provide to each trustee. The board acknowledged the Gulf Coast State College Foundation, Inc. Audit for year ended June 30, 2021, as presented
- Lodging and Acceptance of the WKGC Financial Audit for FY Ended June 30, 2021**      **6.5**      Dr. Holdnak lodged the June 30, 2020 and 2021, WKGC AM/FM Audit, indicating a clean audit with no findings. Discussion took place and Dr. Holdnak answered questions from board members about funding sources for WKGC and how staff was organized. The board acknowledged the WKGC AM/FM Audit as presented.
- President’s Report**      **6.6**      Dr. Holdnak gave a report on campus COVID-19 tracking, CARES Act Expenditures; enrollment; status of the on-campus PanCare Health Clinic and the Military & Veterans Center. He gave an in-depth legislative report including bills that have been submitted and the results of the OPPAGA study on health insurance at Florida College System colleges. Mr. Warriner inquired about the status of GCSC sport teams and Dr. Holdnak gave an update.
- 7. Good of the Order**      **7.1**      Trustees were reminded of the following College events:
- Black History Month will be celebrated with various activities held throughout the month of February. All activities will be published on the Gulf Coast Events Calendar website.
  - Coastal Wilderness, Drawing by Steve Shepard, Reception 5-7 p.m., January 28, Amelia Center Gallery.
  - “Almost, Maine,” by John Cariani, February 11, 12, 18, & 19 at 7:30 p.m. and February 13 & 20 at 2:30 p.m., Amelia Center’s Black Box Theatre.



- GCSC Foundation Annual Dinner & Awards Ceremony, February 12, 6:45 p.m., Sheraton Bay Point Resort.

**8. Adjournment**      **8.1**      The regular meeting was adjourned at 12:25 p.m.

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Secretary

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Chair, District Board of Trustees