

**FINAL
MINUTES**

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

January 21, 2021

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Absent Donald R. Crisp (via phone)

1. Call to Order 1.1 Mr. Lewis called the meeting to order at 10:00 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.

Election of Vice-Chair 1.4 Mr. Lewis stated that on January 13, 2021, Governor DeSantis appointed four new trustees and reappointed Mr. Tannehill, effective immediately. As the current chair, Mr. McKnight, was one of the board members not returning the vice-chair assumes the position of chair; therefore, election of a vice-chair is in order.

Chair Lewis called for nominations for board vice-chair for the remainder of the 2020-21 academic year. Mr. Tannehill nominated Mr. David Warriner. There being no other nominations, Mr. Millaway seconded the motion, and Mr. Warriner was elected board vice-chair for the remainder of the 2020-21 academic year on a vote as recorded here: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

Welcome to Guests 1.5 Mr. Lewis welcomed guests: Mr. Tony Bennett, president, Gulf Coast State College Foundation, Inc.; CDR Kevin Christenson, United States Navy (via phone); Col. Greg Beaulieu, United States Air Force (via phone); Ms. Sandra Pugh, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council (via phone); Ms. Samantha Lipsey, president, Student Government Association (via phone); Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Student Affairs;

Dr. Holly Kuehner, vice president, Academic Affairs; Mr. John Mercer, vice president, Administration & Finance (via phone); and Mr. Glen McDonald, vice president, Economic Development & Strategic Projects.

**Hearing of
Citizens**

1.6 No citizens answered the call to appear before the board.

**Special
Presentation**

1.7 Mr. Lewis and Dr. Holdnak invited Gulf Coast Electric Cooperative employees Mr. Rupert Brown, District III, Group 1 Trustee; Ms. Sunny Brown, Communications Specialist; and Ms. Kristin Douglas, Vice President of Marketing and Communications to join them at the podium.

Dr. Holdnak stated Gulf Coast Electric Cooperative is part of the Touchstone Energy® national alliance of local, consumer-owned electric cooperatives providing high standards of service to members large and small. GCEC's 88 employees serve approximately 21,000 meters and 2,600 miles of line in Bay, Calhoun, Gulf, Jackson, Walton, and Washington counties. GCEC's headquarter office is located in Wewahitchka with district offices in Southport and Parker. He then introduced Mr. Rupert Brown, who on behalf of Gulf Coast Electric Cooperative, presented a check for \$1,151.42, stating each year, GCEC allocates to its members any revenues of the cooperative that are in excess of its operating costs and expenses. The net revenues remaining after expenses have been paid, are allocated, to their member-owners, as capital credits. Mr. Lewis thanked GCEC for their continued support.

**2. Trustee
Comments**

2.1 Mr. Lewis, as well as other trustees, welcomed new trustees Mr. Bulger, Mr. Hall, Mr. Powell, and Mr. Skinner. Mr. Tannehill, along with the other trustees in attendance, stated they were looking forward to working with the new trustees on carrying forward the vision and mission of the college. They also thanked the outgoing trustees for their service. Trustees Bulger, Hall, Powell, and Skinner stated they were honored to be appointed as trustees and were looking forward to serving on the board. Mr. Warriner highlighted the mission of the college, which is listed on every agenda, and stated the trustees were here to support the faculty, staff, and students of the college. Mr. Crisp, via phone, thanked the outgoing trustees for their service and welcomed the new trustees.

**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 December 2020 unaudited investment activity for the month reported a gain of \$1.3 million; the unaudited year-to-date investment activity ending December 2020 reported an increase of \$5.1 million; and the December 2020 unaudited net assets are \$36.1 million.

The total year-to-date program and scholarship support service to the college is \$1.0 million; which includes total scholarships awarded at \$953,000 and program support at \$66,000.

Mr. Bennett stated the Foundation is currently accepting scholarship applications for the 2021-2022 academic year, the deadline is March 15th. He gave a special thanks to Clint and Rhonda Mayo for establishing a \$20,000 Nursing Scholarship at the Gulf/Franklin Campus and to A.J and Ivy Bacon for establishing a \$20,000 Military Proud Scholarship. He also reported the search continues for the Executive Director position; the Annual Audit will be presented for approval at the January 25 Foundation Board of Directors meeting; and the 2021 Annual Dinner, which is normally held in conjunction with the Annual Business Meeting, has been postponed to a later date. The Annual Business meeting will be held at noon on February 19, 2021, in room 302 of the Advanced Technology Center.

**Honorary
Trustee Updates**

- 2.4.1 Commander Christenson reported on current happenings at the base, stating this year is the 75th Anniversary of the Naval Support Activity Panama City. He then gave the new trustees a brief overview of the tenants at the base and their respective missions.
- 2.4.2 Lt Colonel Perez, on behalf of Colonel Beaulieu, reported on the progress of the rebuild at Tyndall Air Force Base, including the Child Development Center, Fitness Center, and Educational Center.

Mr. Lewis thanked CDR Christensen and Lt Col Perez for their reports, stating the college values their partnership with NSA-PC and Tyndall Air Force Base.

Next Meeting

- 2.5 The next regular meeting of the District Board of Trustees is set for Thursday, February 18, 2021, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

**President's
Automobile
Mileage**

- 2.6 Consistent with the provisions of his contract, Dr. Holdnak reported his business and personal mileage from December 1, 2019, through November 30, 2020, for the automobile provided to him by the board.

3. SGA Report

- 3.1 Ms. Samantha Lipsey, president, Student Government Association, was unable to attend the meeting in person due to COVID-19 protocol but was able to call-in and give the trustees a lengthy report regarding ongoing student government activities.

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** The minutes of the November 19, 2020, DBOT Meeting as distributed.
- 4.1.2** The minutes of the December 4, 2020, DBOT Workshop as distributed.

Personnel

4.2 Professional Services
Employment

Janice W. Benggio, Business Analyst, VBOC, Workforce Development, Economic Development & Strategic Initiatives, effective December 11, 2020 – June 30, 2021, annualized salary of \$47,129. Ms. Benggio fills the position vacated by her previous resignation.

Lia S. Edwards, Temporary Assistant Professor, Nursing, Health Sciences, Academic Affairs, effective January 4, 2021 – May 7, 2021, salary of \$20,077.50. Ms. Edwards fills the position vacated by the resignation of Sonya K. Gilmore.

Gregory S. Eller, Chief Information Officer, Information Technology Services, Administration & Finance, effective January 19, 2021 – June 30, 2021, annualized salary of \$105,000. Mr. Eller fills the position vacated by the retirement of Rhonda S. Barker.

Melinda D. Grondin, Career Manager II, CareerSource GC, Economic Development & Strategic Initiatives, effective January 8, 2021 – June 30, 2021, annualized salary of \$32,250. Ms. Grondin fills the position vacated by the termination of Bryce A. Cooper.

Koundinya Kompalli, Programmer Analyst III, Information Technology Services, Administration & Finance, effective January 15, 2021 – June 30, 2021, annualized salary of \$56,572.52. Mr. Kompalli fills the position vacated by the reclassification of Li A. Zimmerman.

Kristi A. Krutcek, Temporary Assistant Professor, Mathematics, Academic Affairs, effective January 4, 2021 – May 7, 2021, salary of \$19,066.50. Ms. Krutcek fills the position vacated by the resignation of Terri A. Bedford.

Theresa E. Porter, Temporary Assistant Instructional Coordinator, Health Sciences, Academic Affairs, effective December 31, 2020 – June 30, 2021, annualized salary of \$54,846. Ms. Porter fills the position vacated by the reclassification of Jennifer G. Barber.

Reclassification

Jennifer G. Barber, From Assistant Instructional Coordinator, Health Sciences, Academic Affairs to Temporary Instructional Coordinator, Health Sciences, Academic Affairs, effective January 4, 2021 – June 30, 2021, annualized salary of \$72,097. Ms. Barber fills the position vacated by the passing of Julia A. Thomas.

Joseph L. Harris, From Professor, Mathematics, Academic Affairs to Dean, Student Engagement, Institutional Effectiveness & Student Affairs, effective January 1, 2021 – June 30, 2021, annualized salary of \$94,426.86. Mr. Harris fills a newly created position due to the resignation of M. Melissa Lavender.

Merissa E. Hudson, From Associate Director, Enrollment Services to Executive Director, Enrollment Management/Registrar, Student Engagement, Institutional Effectiveness & Student Affairs, effective November 1, 2020 – June 30, 2021, annualized salary of \$77,715. Ms. Hudson fills the reclassified position vacated by the reclassification of Sharon O. Todd.

Thomas M. Hughes, From IT Technician II, Network Services to Assistant Manager, Network Services, Information Technology Services, Administration & Finance, effective November 30, 2020 – June 30, 2021, annualized salary of \$47,600. This is a newly created position.

Michael Turnage, From IT Technician II, Technical Support to Assistant Manager, Technical Support, Information Technology Services, Administration & Finance, effective January 4, 2021 – June 30, 2021, annualized salary of \$42,979.34. Mr. Turnage fills the position vacated by the resignation of Kenon Rusnak.

Kelli S. Walsingham, From Assistant Instructional Coordinator, Health Sciences, Academic Affairs to Dean, Student Life, Institutional Effectiveness & Student Affairs, effective January 1, 2021 – June 30, 2021, annualized salary of \$89,542.71. Ms. Walsingham fills a newly created position due to the resignation of M. Melissa Lavender.

Resignation

Michelle L. Barber, Assistant Instructional Coordinator, Health Sciences, Academic Affairs, effective January 1, 2021.

Martin Bielawski, Withdrew acceptance of Programmer Analyst III, Information Technology Services, Administration & Finance, as reported on the November 19, 2020, Personnel Recommendations.

Maria B. Decker, Coordinator, Student Accessibility Resources, Student Life, Institutional Effectiveness & Student Affairs, effective December 23, 2020.

Sonya K. Gilmore, Assistant Professor, Health Sciences, Academic Affairs, effective January 3, 2021.

Deborah H. Mikolajczyk, Lead Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective January 15, 2021.

Aline M. Trussell, Career Manager II, CareerSource GC, Economic Development & Strategic Initiatives, effective January 6, 2021.

Deceased

Julia A. Thomas, Instructional Coordinator, Health Sciences, Academic Affairs, effective December 17, 2020.

Career Services

Employment

Penny F. Green, Custodian (Grade S150), Facilities Management, Administration & Finance, effective December 16, 2020, hourly rate of \$14.39. Ms. Green fills the position vacated by the resignation of Shayna R. Luzier.

Twila E. Hales, Part-Time Administrative Assistant (no Grade), VBOC, Workforce Development, Economic Development & Strategic Initiatives, effective December 11, 2020, hourly rate of \$10.00. Ms. Hales fills the position vacated by the resignation of Savanna R. Davis.

Marranda M. Diaz, Part-Time lifeguard (no Grade), Wellness & Athletics, Student Life, Institutional Effectiveness & Student Affairs, effective November 12, 2020, hourly rate of \$8.58.

Reclassification

Bryan K. Hampton, From IT Technician I, Network Services to IT Technician II, Network Services (Grade S240), Information Technology Services, Administration & Finance, effective November 30, 2020, hourly rate of \$20.65. This is a reclassification of Mr. Hampton's current position.

Contract Ratifications

- 4.3** November and December 2020 Contract Ratifications include 39 instructors of noncredit courses for a total of \$25,624.35 and two special contracts for a total of \$15,900.

**Overloads/
Adjunct Pay** **4.4** Fall 2020 November and December Exceptionals Monthly and Biweekly Overloads and Adjunct Pay includes 55 instructors of credit classes for a total of \$83,046.49.

**Purchase Order
Activity** **4.5** The Expenditure Report for November 1 through December 31, 2020, was provided for review.

**2020-21
Restricted
Current Fund
(Fund 2) Budget** **4.6** The 2020-21 Restricted Current Fund (Fund 2) budget, noting the amendments would establish and/or amend the 2020-21 budgets:

- #J2100476, Law Enforcement Trust Fund
- #J2100481, Public Radio Grant
- #J2100616, Corporation of Public Broadcasting (Unrestricted)
- #J2100617, Corporation of Public Broadcasting (Restricted)
- #J2100619, Perkins
 - Professional Development/Indirect
 - Health Sciences
 - Business and Technology
 - Public Safety
 - Visual and Performing Arts

**Obsolete
Property** **4.7** The listing of 10 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. 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; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**5. Action Items
Purchase Orders
Greater than
\$100,000**

5.1 Dr. Holdnak recommended two proposed purchase orders exceeding \$100,000 for approval. If approved, the purchases will be paid by funds specifically included in the college budget for these purposes.

The first purchase order is in the amount of \$440,757 is to Vanguard Modular Building Systems for the purchase of a 52’ by 64’ modular building to provide instructional space for the unmanned vehicle program at the Gulf/Franklin Campus. The cost of the modular building, delivery, and set-up will be funded by the GFC Triumph Unmanned Vehicle Grant.

The second purchase order request is approval to enter into an agreement with E2E Advising Services, LLC, to provide a student success and retention platform, called Achieve, to assist in the recruitment, retention, and graduation of more students in a timely manner. Achieve offers real time two-way sync feature with Microsoft Outlook and Google Calendar

to make scheduling appointments easier, and enable self in-person or virtual check-in, and queue and case management. The system also provides analytics and insights with data visualization that help drive student success and retention decisions. Although individual annual purchase orders for services from E2E Advising Services, LLC, will not exceed \$100,000, the one-time installation, setup, consulting, integration, and training costs, and the cumulative five-year recurring service costs will total \$128,000, after discounts of 30% on software and support.

Dr. Holdnak provided supporting documentation and quotes where applicable, for the proposed purchase orders. Questions were asked regarding the modular building and the E2E contract. Mr. Warriner moved to approve the purchase order in the amount of \$440,757 to Vanguard Modular Building Systems for the purchase, delivery, and set-up of a 52' by 64' modular building at the Gulf/Franklin Campus and the approval to enter into a five-year agreement with E2E Advising Services, LLC, to provide a student success and retention platform, called Achieve, for a total of \$128,000, after a 30% discount to include the one-time installation, setup, consulting, integration, and training costs. Mr. Bulger seconded, and the vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, 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, 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 November 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 November 30, 2020.

Acceptance of WKGC AM/FM Financial Audit for F/Y 2018-19 and 2019-20

6.2 Dr. Holdnak lodged the June 30, 2019 and 2020, WKGC AM/FM Audit, indicating a clean audit with no findings. The board unanimously accepted the WKGC AM/FM Audit as presented. The vote was recorded as follows: Bulger, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Tannehill, aye; Warriner, aye; and Lewis, aye.

**President's
Report**

6.3 Dr. Holdnak began by extending appreciation to the outgoing trustees for their service, stating they will be invited back at a later meeting to be recognized for their outstanding service to the college. He congratulated the new trustees on their appointments and Mr. Tannehill on his reappointment.

Dr. Holdnak gave a legislative update, including budgeting process, CARES Act monies, logistics of the 2021 legislative session, and the importance of the role of Marti Coley-Eubanks. He also updated trustees on the recent Council of President's meeting; dual enrollment status; tuition; insurance; state nursing issues; and enrollment figures.

Dr. Holdnak stated as we continue to monitor COVID-19 data, the Gulf Coast State College Athletics Department will begin the 2021 athletic seasons with a "no fans in attendance" policy to protect the health and safety of all. He stated this will impact all five teams and all sport venues. The ultimate goal is to play as many games as possible while ensuring that our athletes, coaches, support staff, and fans are in the safest environment possible. The College will continue to follow the recommended guidelines of the CDC and local health officials. He continued and said as we proceed through the seasons, we will make adjustments to this policy if we can do so safely. He stated, while we understand that this may be an inconvenience to our loyal fan base, we are choosing to act with an abundance of caution, ensuring that we are following applicable protocols and allowing our seasons to have as few disruptions as possible. We plan to provide "livestream" broadcasts, at no charge, on <https://team1sports.com/gcathletics/> for as many games as possible.

Dr. Holdnak also recognized new administrators in attendance:

- Ms. Merissa Hudson, Executive Director, Enrollment Management/Registrar
- Dr. Kelli Walsingham, Dean, Student Life
- Mr. Lloyd Harris, Dean, Student Engagement
- Mr. Lee Wood, Executive Director, Human Resources
- Mr. Greg Eller, Chief Information Officer

Dr. Holdnak reiterated congratulatory remarks to the new trustees.

**7. Good of the
Order**

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

- Black History Month will be celebrated with various activities held throughout the month of February. All events are published on the Events Calendar on the Gulf Coast website.

- “Red Speedo,” by Lucas Hnath, February 12, 13, 19, and 20 at 7:30 p.m. and February 14 and 21 at 2:30 p.m. The play will take place at the GCSC Swimming Pool. Masks are required and seating is extremely limited.

8. Adjournment **8.1** The regular meeting was adjourned at 11:40 a.m.

Secretary

Chair, District Board of Trustees