

**FINAL  
MINUTES**

**REGULAR MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE  
June 30, 2022**

10 a.m.

William C. Cramer, Jr. Seminar Room

- |                                            |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Members Present</b>                     |            | Tom L. Lewis (presiding), Boyd K. Bulger, Donald R. Crisp, Frank A. Hall, Steve D. Millaway, C. David Powell, Floyd D. Skinner, Joe K. Tannehill, Jr. (via phone), David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>1. Call to Order</b>                    | <b>1.1</b> | Chair Lewis called the meeting to order at 10:00 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Invocation</b>                          | <b>1.2</b> | Mr. Bennett gave the invocation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Pledge of Allegiance</b>                | <b>1.3</b> | Mr. Crisp led the pledge of allegiance to the American flag.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Welcome to Guests</b>                   | <b>1.4</b> | Chair Lewis welcomed guests: CDR Kevin Foster, United States Navy; Major Jason Christie, United States Air Force; Mr. A.J. Bacon, president, Gulf Coast State College Foundation, Inc.; Dr. Jessica Edwards, chair, Faculty Senate; Ms. Danyelle Alexander, chair, Professional Employee Council; Mr. Ashton Norton, 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 |
| <b>Hearing of Citizens</b>                 | <b>1.5</b> | No citizens answered the call to appear before the board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Public Comment on Proposed Lab Fees</b> | <b>1.6</b> | No citizens or students answered the call to address the board regarding the proposed 2022-2023 Lab Fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Special Presentations</b>               | <b>1.7</b> | <b>1.7.1</b> Dr. Holdnak, along with Chair Lewis, invited Ms. Ruthie Parker, Marketing Director and Mr. David Powell, current trustee and Business Development Manager of Innovations Federal Credit Union to join him at the podium. He also invited Mr. Bacon, president, Gulf Coast State College Foundation and Dr. Sean Preston, executive director, Gulf Coast State College Foundation to join them as well.                                                                                                                                                                                                                                       |

Over the past 70 years, Innovations Federal Credit Union has created a name of integrity for themselves with their generous contributions throughout Bay County. The Gulf Coast State College Foundation is pleased to accept their donation of \$10,000 that will go towards the Gulf Coast Guarantee Program. Dr. Holdnak stated that by accepting this gift, it will not only enhance the opportunities for potential students, but also the future in our own community and the impact after graduation. Mr. Powell, on behalf of the GCSC Foundation and the College, we thank you and Innovations Federal Credit Union for investing in our students and for entrusting your company with the college and supporting our students.

**1.7.2** Dr. Holdnak then invited Mr. George Duren and his family to the podium. Mr. Duren, along with his family has owned and operated Duren's Piggly Wiggly and Bluewater Outriggers in Port St Joe since 1976. Dr. Holdnak stated that Mr. Duren has been involved in his community for over 45 years, serving as president of the local Chamber of Commerce, director of several banks, is currently a member of the board of directors of Alabama Distributing Company, and has received numerous business achievement and recognition awards.

He continued, stating Mr. Duren has been instrumental in Veteran projects, such as Three Servicemen South; the Forgotten Coast Warrior Weekend; and the Veterans Park Honor Walk, all in the Port St Joe area. In November 2020 the Governor approved his induction into the Florida Veterans Hall of Fame.

On behalf of the GCSC Foundation and the College, Dr. Holdnak thanked Mr. Duren and family for their \$50,000 donation to the Gulf Coast Guarantee; for investing in our students; and for believing in the college and the potential within each and every student that walks through our doors.

**1.7.3** Dr. Holdnak explained the Edward K. Roberts Fund enhances the possibilities for both children and their parents to break the cycle of poverty through education and they have been making a connection between individual's memories, passions and dreams since 1979.

Over the years, the Robert K. Edwards Community College Fund of the Community Foundation of Sarasota County has been very generous with their contribution by awarding Gulf Coast State College with grant money to support students that face financial challenges. This year, they have awarded the College with a grant for \$100,000 that will provide scholarships for the TRiO programs. Dr. Holdnak stated the grant will be used to provide needs-based financial assistance to low-income

students in post-secondary degree programs and for non-Pell eligible programs, such as short-term certificates that the colleges offers, such as CNA, EMT, and Law Enforcement. In addition, the grant also allows for educational expenses such as tuition, books, fees as well as essential living expenses such as housing, childcare, and transportation. Dr. Holdnak thanked the Roberts Foundation for once again selecting Gulf Coast State College as a recipient and supporting the future of our students and the continued work in our community.

**2. Trustee  
Comments**

**2.1** The trustees collectively thanked the benefactors of the GCSC Foundation for their generosity and continued support of the students in our service area. Mr. Powell thanked the military for their continued support; Mr. Bulger commented on Mr. Duren’s efforts of supporting education and veterans in the Port St Joe area and he applauded staff for their continued efforts on campus; Mr. Crisp extended his appreciation to staff; Mr. Millaway echoed previous comments and thanked Dr. Preston for his efforts with the Foundation; Mr. Hall agreed and also thanked Mr. McDonald for his insight and leadership with the Gulf Coast Guarantee campaign; Mr. Skinner agreed with all previous comments; and Mr. Warriner stated he was proud of the Duren family, as they are a strong presence in the Port St Joe community. Mr. Tannehill, via phone, thanked the Foundation benefactors and the college staff and administrators for a job well done, stressing to please keep safety in the forefront of all we do.

**Attorney’s  
Report**

**2.2** Attorney Bennett had no report.

**Attorney’s  
Report  
President’s  
Evaluation**

**2.2.1** Attorney Bennett shared the results of the annual evaluation of the president’s performance, congratulated Dr. Holdnak on an excellent review, and presented it to the board. He stated that a copy of the performance evaluation would be filed with the State of Florida.

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

**2.3** Mr. Bacon, president, GCSC Foundation, Inc., reported the May 2021 net assets are \$37,228,767 and the total Gulf Coast Guarantee campaign contributions to date are \$5,800,000. He stated the Charles Hilton Center Ribbon Cutting/Dedication Ceremony is scheduled for 10 a.m. on July 28. Mr. Bacon cordially invited the board members to join in the celebration.

**Honorary  
Trustee Updates**

**2.4.1** Commander Foster gave an update on base activity stating that the they are at HPcom BRAVO and have been able to give base tours again.

He continued stating:

- The base firefighters received awards because of their assistance with the recent area wild fires,
- The Navy Ball will take place on October 13, 2022,

- He had been selected Captain and thanked the community and the base personnel for their continued support,
- and several repair projects on base are underway.

**2.4.2** Major Christie, reporting for Colonel Harwood, congratulated Captain Foster on his advancement. He continued, stating the base is under a leadership transition with Col George Watkins coming in and taking command of the F325 Wing Squadron. The base continues to rebuild after Hurricane Michael and for the first time in 15 years the base will be hosting “Freedom Fest” along with a fireworks display.

Chair Lewis extended his thanks to Captain Foster, Major Christie, and Mr. Mahil for taking the time to attend DBOT meetings and be involved with the educational community.

**Next Meeting**      **2.5**      The next regular meeting of the District Board of Trustees is set for Thursday, July 21, 2022, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

**3. SGA Report**      **3.1**      Mr. Norton, president, Student Government Association (SGA), reported summer events on campus have been going great as they have handed out snow cones, root beer floats, and lots of popcorn. He continued stating the SGA board is working hard to ensure students that their voices are heard and their wants granted.

**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**      **4.1.1**      May 21, 2022, District Board of Trustees monthly meeting minutes  
**4.1.2**      June 7, 2022, District Board of Trustees Budget and Finance Committee Meeting minutes

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

Employment

William T. Archer, Pathway Navigator, Student Engagement, Institutional Effectiveness & Student Affairs, effective June 1, 2022 - June 30, 2022, annualized salary of \$35,568. Mr. Archer fills the position vacated by the resignation of Jonathan R Hetzel.

Jennifer A. McAtee, Division Chair, Visual & Performing Arts, Academic Affairs, effective July 15, 2022 – June 30, 2023, annualized salary of \$86,120. Ms. McAtee fills the position vacated by the reclassification of Jason Hedden.

Darrien D. Mack, EOC Educational Resource Advisor, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective June 10, 2022 – June 30, 2022, annualized salary of \$36,045. Mr. Mack fills the position vacated by the reclassification of Mark McHale, Jr.

Antoinette Y. Miller, EOC Educational Resource Advisor, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective June 13, 2022 – June 30, 2022, annualized salary of \$34,302. Ms. Miller fills the position vacated by the resignation of Cara M. Murray.

Steven L. Neely, Temporary Associate Professor, Political Science, Social Sciences, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$44,000. Mr. Neely fills the position vacated by the resignation of Elizabeth A. Trentanelli.

Vincent K. Pelligrino, Assistant Professor, Theatre, Visual & Performing Arts, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$45,191.54. Mr. Pelligrino fills the position vacated by the resignation of Fount Rion IV.

Kelly A. Springs, Assistant Professor, Nursing, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$45,897.25. Ms. Spriggs fills the position vacated by the resignation of Scot L. Kirkland.

#### Reclassification

Walter L. Hale, from WKGC Board Operator to Assistant Manager of Radio Production and Broadcasting, Radio, TV and Broadcasting, Academic Affairs, effective June 13, 2022 – June 30, 2022, annualized salary of \$41,824. Mr. Hale fills the newly created position.

Keri J. Matheus, from Associate Professor to Division Chair, Nursing, Academic Affairs, effective June 2, 2022 – June 30, 2022, annualized salary of \$83,741.40. Ms. Matheus fills the newly created position.

Mark A. McHale, Jr., from EOC Educational Resource Advisor to EOC Project Coordinator/Assistant Director, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective June 6 2022 - June 30, 2022, annualized salary of \$38,456. Mr. McHale fills the position vacated by the resignation of Tawanna A. Hall.

Correction from May 19, 2022 Report

Kristi A. Krutchek, Assistant Professor (title correction), Mathematics, Academic Affairs, effective August 15, 2022 – May 5, 2023, annualized salary of \$49,895.11. Ms. Krutchek fills the position vacated by the reclassification of J. Lloyd Harris.

DROP Exit

James P. Baxley, Jr., Executive Director, Radio, TV and Broadcasting, Academic Affairs, effective June 30, 2022.

Resignation

Shaun P. Kenney, Jr., Programmer Analyst I, Information Technology Services, Administration & Finance, effective June 1, 2022.

Julie A. Lusk, Coordinator I, Online Learning & Library Services, Academic Affairs, effective June 14, 2022.

Akiko Nakamura, Associate Professor, Chemistry, Natural Science, Academic Affairs, effective August 5, 2022.

Patricia N. Velez-Matos, Financial Aid Advisor & Verification Specialist, Business Affairs, Administration & Finance, effective August 26, 2022.

**Career Services**

Employment

Jessica M. Ho, Administrative Assistant (Grade S190), Human Resources, Administration & Finance, effective June 15, 2022, hourly rate of \$15.64. Ms. Ho fills the position vacated by the resignation of Lori Quarles.

Daniel R. Lawson, IT Technician I (Grade S220), Technology Support, Information Technology Services, Administration & Finance, effective May 31, 2022, hourly rate of \$16.25. Mr. Lawson fills the position vacated by the reclassification of Kyle M. Bakanovic.

Wesley E. Robinson, Maintenance Mechanic III (Grade S220), Maintenance, Facilities Management, Administration & Finance, effective June 13, 2022, hourly rate of \$18.48. Mr. Robinson fills the position vacated by the resignation of John Gillespie.

Jason B. Salter, IT Technician I (Grade S220), Technology Support, Information Technology Services, Administration & Finance, effective May 31, 2022, hourly rate of \$18.48. Mr. Salter fills the position vacated by the resignation of Michael A. Barrickman.

Ciara N. Woods, Administrative Assistant (Grade S190), TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective May 9, 2022, hourly rate of \$13.74. Ms. Woods fills the position vacated by the reclassification of Danielle Pierce.

Resignation

David A. Wigley, Media Application Specialist, TRiO, Student Life, Institutional Effectiveness & Student Affairs, effective May 27, 2022.

- |                                                                                |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contract Ratifications</b>                                                  | <b>4.3</b> | Submitted Contract Ratifications include 32 instructors of noncredit courses for a total of \$53,227.36.                                                                                                                                                                                                                                                                                                                                           |
| <b>Overloads/<br/>Adjunct Pay</b>                                              | <b>4.4</b> | Summer 2022 Sessions A&B Monthly and Biweekly Overloads and Adjunct Pay includes 127 instructors of credit classes for a total of \$343,316.32                                                                                                                                                                                                                                                                                                     |
| <b>Purchase Order Activity</b>                                                 | <b>4.5</b> | The Expenditure Report for May 1-31, 2022, was provided for review.                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Budget Amendment to the 2022-23 Restricted Current Fund (Fund 2) Budget</b> | <b>4.6</b> | The 2022-23 Restricted Current Fund (Fund 2) budget, noting the amendments would establish and/or amend the following budgets: <ul style="list-style-type: none"><li>• Law Enforcement Trust Fund</li></ul>                                                                                                                                                                                                                                        |
| <b>2022-23 Auxiliary Fund (Fund 3) Budgets</b>                                 | <b>4.7</b> | The 2022-23 Auxiliary Fund (Fund 3) budgets, noting the amendment would establish the budgets for auxiliary services for the year: <ul style="list-style-type: none"><li>• Panama City Bookstore</li><li>• Gulf/Franklin Campus Bookstore</li><li>• WKGC</li></ul>                                                                                                                                                                                 |
| <b>2022-23 Loan and Endowment Fund (Fund 4) Budgets</b>                        | <b>4.8</b> | The 2022-23 Loan and Endowment Fund (Fund 4) budget, noting the amendment would establish the projected short-term emergency loan budget for the year.                                                                                                                                                                                                                                                                                             |
| <b>2022-23 Scholarship Fund (Fund 5) Budgets</b>                               | <b>4.9</b> | The Scholarship Fund (Fund 5) budgets, noting the amendments would establish and/or amend the budgets for projected student assistance fund programs for the year: <ul style="list-style-type: none"><li>• Supplemental Educational Opportunity Grant (2022-2023)</li><li>• PELL Grant (2021-2022)</li><li>• PELL Grant (2022-2023)</li><li>• Florida Academic Scholar Grant (2022-2023)</li><li>• Florida Top Scholar Grant (2022-2023)</li></ul> |

- Florida Vocational Gold Seal Grant (2022-2023)
- Florida Medallion Grant (2022-2023)
- Florida Student Assistant Grant (2022-2023)
- Florida Student Assistant Grant – Career Ed (2022-2023)
- FL Children of Deceased/Disabled Veterans Grant (2022-2023)
- Florida First Generation Matching Grant (2022-2023)
- Florida Honorably Discharged Assistance Grant (2022-2023)
- Student Financial Aid Fees (2022-2023)
- Financial Aid Fees PSAV (2022-2023)
- SGA Theatre Scholarships (2022-2023)
- Athletic Scholarships (2022-2023)
- GCSC Foundation Scholarships (2022-2023)
- Simply Health BSN Scholarships (2022-2023)

- Recommendation of Approval to Serve as 2022-23 Fiscal Agent for Programs in the Agency Fund (Fund 6) Budget**      **4.10**      Gulf Coast State College serves as the fiscal agent for programs/entities supporting the College’s Mission (Agency Fund 6) such as the Federal Stafford (Direct) Loan Program and CareerSource Gulf Coast. The College does not budget revenues and expenses for these funds, but does hold them in individual accounts, designated as Deposits Held in Custody for Others, and disburses them as instructed by the owner.
- 2022-23 Unexpended Plant Fund (Fund 7) Budgets**      **4.11**      The 2022-23 Unexpended Plant Fund (Fund 7) budgets, noting the amendments would establish the appropriation budgets for the year:
- Student Capital Improvement Fees
  - Student Technology Fees
  - Capital Outlay & Debt Service Appropriation
  - Fixed Capital Outlay Appropriation
- 2022-23 Debt Service Plant Fund (Fund 8) Budgets**      **4.12**      The Debt Service Plant Fund (Fund 8) budget for 2022-23, noting the amendment would record the budget for payment of capital outlay bonds issued on behalf of the college and administered by the State Board of Administration and Department of Bond Finance.
- Final Approval of Changes to Manual of Policy**      **4.13**      Final approval of changes to the Manual of Policy:
- Manual of Policy 6.026, *Volunteers*. This is a new policy created to document volunteer eligibility and requirements for completing a Volunteer Agreement and Confidentiality Agreement.
- Manual of Policy 6.098, *Non—Discrimination, Harassment, and Sexual Misconduct*. The change indicates location of Title IX Statement page on the GCSC website for information concerning alleged Title IX violations



**GCSC  
Foundation, Inc.  
Use of College  
Facilities**

- 4.14** Gulf Coast State College Manual of Policy 3.028, *Gulf Coast State College Foundation, Inc.*, details the relationship between the College and the GCSC Foundation. One aspect of this relationship is not specifically addressed in the policy, that being the value of College facilities used by the GCSC Foundation.

The GCSC Foundation formerly used a small suite of offices on the third floor of the Student Union West, but recently relocated to the Enrollment Services Building for better visibility to, and access by, the community. An estimate of the annual value of the use of these facilities has been provided to trustees in their information packets, and is approximately \$22,000.

Mr. Warriner moved to accept the consent agenda items 4.1 through 4.14 as presented. Mr. Hall seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

**5. Action Items**

- 5.1** Dr. Holdnak introduced Mr. McDonald, vice president, Economic Development & Strategic Initiatives, who presented the 2022-2027 GCSC Strategic Plan for approval. Mr. McDonald reviewed the steps the Strategic Planning Steering Committee had taken over the past year soliciting input from a broad base of internal and external stakeholders and collecting additional data for use in identifying issues and trends related to the demographic, economic, technological, social, and political environments. He stated draft plans were shared with the college community and modified based on feedback. He thanked Mr. Bulger for his participation on the committee and reported the 22-27 Strategic Plan will ensure a continuing focus reflective of our core values, vision, and mission, which infinitely foster student success and community well-being.

Mr. Skinner moved and Mr. Bulger seconded the acceptance of the 2022-2027 GCSC Strategic Plan as presented.

The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

**Write Off of  
Delinquent  
Accounts**

- 5.2** In accordance with college policy and applicable Florida Statute, Dr. Holdnak requested trustee approval to write off delinquent accounts that are now two years old, in the amount of \$147,215.19. The majority of this amount is the result of state and federal financial assistance awards that flow through the college to students that do not complete their commitments. Dr. Holdnak reminded trustees that College staff has no discretion in this award process, but is required to repay the award and

attempt collection from the students. Collection efforts, including holds placed on all College documents, and the employment of the services of collection agencies will continue.

Mr. Bulger moved and Mr. Hall seconded approval of the charge-off of delinquent accounts as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

**2022-23 College  
Unrestricted  
Current Fund**

**5.3**

Chair Lewis presented the 2022-23 College Unrestricted Current Fund (“General Operating Fund”) Budget, as recommended by the DBOT Budget and Finance Committee at their meeting on June 7, 2022.

Assumptions used in the proposed 2022-23 budget include:

- No tuition or fee increase
- Enrollment based on an established 3 percent increase over 2021-22 due to the Gulf Coast Promise Scholarship Program and continued recovery of tuition loss from COVID 19 enrollment declines.
- Actual state appropriations from the 2022-23 General Appropriations Act
- Estimated Industry Certification Funds for 2022-23
- Personnel: includes a 10 percent estimated increase in health insurance premiums beginning in January 2023 (with the college absorbing 100 percent of the increased cost to employees); and an average increase in salaries of 5 percent for full-time employees.
- Current expenses are increased due to expenses shifting from capital outlay to address current program needs. Also includes substantial increases in property and casualty insurance and expenses associated with increasing the nursing program.
- Capital outlay is decreased due to shifting expenses to current expenses to address current program needs.
- Lab fees to be adjusted for program specific consumable costs in accordance with statute.

Following discussion of the proposed budget, Mr. Bulger seconded the committee’s motion to approve the 2022-23 College Unrestricted Current Fund Budget as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

**Construction  
Documents for  
STEM Building**

**5.4**

Dr. Holdnak stated the Florida Architects team has completed the construction documents for the GCSC STEM Building Construction and Natural Sciences Building A Remodeling Project. He continued, stating extensive planning, design and review by both faculty and staff have produced a functional and visually appealing facility. Mr. Joe Scorci,

president, Florida Architects, gave a presentation reviewing pertinent documents. After discussion, Dr. Holdnak recommended approval of the construction documents as presented. If approved, college staff will immediately begin the selection process for a qualified contractor. After a lengthy discussion, Mr. Bulger moved to accept the Construction Documents as presented. Mr. Millaway seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

**Nomination for  
Professor  
Emerita**

**5.5** Trustees were asked to approve the nomination, submitted by the Social Sciences Department, of Ms. Patricia Schenck for the status of *Professor Emerita*. Emeritus status is assigned for retiring faculty and professional staff who have been associated with the College for at least 20 years immediately prior to retirement and have demonstrated exemplary performance in support of the philosophy and mission of the College.

Mr. Crisp moved and Mr. Bulger seconded approval of the nomination as presented. The vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, aye; Warriner, aye; and Lewis, aye.

**One-Time Non-  
Recurring  
Inflationary  
Adjustment**

**4.10** Dr. Holdnak stated at the June 7, 2022, DBOT Budget and Finance Committee meeting, a discussion took place regarding a one-time, nonrecurring inflationary adjustment to assist employees in dealing with increased costs in fuel, food, and other escalating household expenses. He continued, stating much of the funding from FY 21-22 that would normally roll forward for future use came from the unused salaries of vacant positions that the college has not been able to fill. Though the college continues to budget for, and hope to fill, these positions in the future, existing staff have had to fill in, when possible, to meet critical needs. Dr. Holdnak and his senior management team recommended that the college “redistribute” some of these “saved” funds to existing employees in order to help address current economic conditions.

Dr. Holdnak requested authority from the District Board of Trustees to make a one-time, nonrecurring inflationary adjustment of \$1,000 for each full-time employee and \$500 for each regular part-time employee. Regular part-time employees, for this purpose, would be defined as those that work part-time on a consistent and regular basis per the applicable job description or contract, but not as an adjunct or student worker. Mr. Skinner motioned to approve the recommendation for one-time non-recurring inflationary compensation adjustment as presented. Mr. Powell seconded, and the vote was recorded as follows: Bulger, aye; Crisp, aye; Hall, aye; Millaway, aye; Powell, aye; Skinner, 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 April 30, 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 April 30, 2022.

**Unrestricted Current Fund (Fund 1) and Auxiliary Fund (Fund 3) Balance Update**

**6.1.3** Mr. Mercer gave a projected balance update on the Unrestricted Current Fund (Fund 1) and Auxiliary Fund (Fund 3) budgets as of June 30, 2022.

**President's Report**

**6.2** Dr. Holdnak updated trustees on the following:

- Enrollment figures and trends,
- Economic Development activity and the role of the college,
- Youth campus are underway and full

Dr. Holdnak also reported that he and Dr. Flax-Hyman attended the June Council of Presidents meeting where the presidents began working on a statutory requirement which requires FCS presidents to recommend to the chancellor a new funding model which is due in September.

**7. Good of the Order**

**7.1** Chair Lewis stated the college will be closed July 4, 2022, in observance of Independence Day.

**8. Adjournment**

**8.1** The regular meeting was adjourned at 12 p.m.

Secretary

Chair, District Board of Trustees