

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

March 5, 2015

10 a.m.

William C. Cramer, Jr. Seminar Room

- Members Present:** Ralph C. Roberson (presiding), Don R. Crisp, Leah O. Dunn, Elizabeth M. Kirvin, Jim W. McKnight, Steve D. Millaway, Katie L. Patronis, David P. Warriner, Dr. John Holdnak, and Derrick Bennett
- Members Absent:** Joe K. Tannehill, Jr.
- 1. Call to Order** **1.1** Mr. Roberson called the meeting to order at 10:06 a.m.
- Invocation** **1.2** Dr. Holdnak gave the invocation.
- Pledge of Allegiance** **1.3** Commander Serow led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Mr. Roberson welcomed Mr. Frank Hall, president, GCSC Foundation, Inc.; Colonel Christopher Holmes, Tyndall Air Force Base; Commander Christopher Serow, Naval Support Activity Panama City; Mr. Douglas Wells, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council; Dr. George Bishop, vice president, Academic Affairs & Learning Support; Dr. Melissa Lavender, vice president, Student Affairs; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Mr. John Mercer, vice president, Administration & Finance; and Ms. Christiana Mendiola, president, Student Government Association.
- Hearing of Citizens** **1.5** No citizens answered the call to appear before the board.
- Approval of Minutes** **1.6** Ms. Dunn moved and Mr. McKnight seconded approval of the minutes of the board's February 12, 2015, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

- Special Presentation** **1.7** Mr. Roberson and Dr. Holdnak invited Ms. Rosie O’ Bourke, chair, Visual & Performing Arts, Mr. Jason Hedden, associate professor of Theatre, VPA; Ms. Carissa Hosea, assistant professor of Music, VPA; and Mr. Brian Baillif, technical coordinator, VPA; as well as representatives from the Bay Arts Alliance Board of Directors: Ms. Jennifer Jones, executive director, and Ms. Jody Walls, president, to present a check in the amount of \$8,000 in support of the College’s Visual & Performing Arts Program. The GCSC Visual & Performing Arts Division and the Bay Arts Alliance recently collaborated on a production called “Miracle of the White Leaves: The Musical.” Mr. Hedden noted that 2,000 third-grade children would be attending the premiere on April 30.
- 2. Trustee Comments** **2.1** Mr. Crisp commented on how impressed he is with the College’s board, staff, and president and noted that it is a great place to be involved. Mr. McKnight and Mr. Millaway expressed their excitement for the statistically high starting salaries for technology and engineering graduates. Ms. Patronis thanked the GCSC Foundation, Inc. for their recognition of her family at today’s meeting and expressed her appreciation for reappointment to the board. Mr. Roberson acknowledged the community’s support of the College, noting that the College is a reflection of the community.
- Attorney’s Report** **2.2** Attorney Bennett had no report.
- GCSC Foundation, Inc. President’s Update** **2.3** Mr. Hall updated trustees on the GCSC Foundation, Inc., including over \$36,000 received in private contributions during the past month. He also stated that current assets stand at over \$30 million, and that the Shark’s Tooth Pairings Party and Golf Tournament would occur April 17-18.
- Honorary Trustee Updates** **2.4.1** Commander Serow provided trustees with a brief overview of activities on NSA-PC.
- 2.4.2** Colonel Holmes gave a brief overview of activities at Tyndall Air Force Base.
- Next Meeting** **2.5** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, April 9, 2015, in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report** **3.1** Ms. Christiana Mendiola, president, Student Government Association, reported on various activities, including SGA elections and the SGA Leadership Conference scheduled on March 28.

- Student/
Program Focus** **3.2** Ms. Rosie O’ Bourke, chair, Visual & Performing Arts Division, and Mr. Rusty Garner, coordinator, Music Production Technology, Visual & Performing Arts Division, provided an overview of GCSC’s recent adaptation of William Shakespear’s, “Twelfth Night” production. Ms. Elizabeth Sindsor was introduced who spoke of her experiences in the program and expressed appreciation for the opportunity that GCSC has given her.
- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Advancement in Academic Rank

From Assistant Professor to Associate Professor Beginning August 2015

Paul E. Ashman
Deborah A. Brzuska
Christy N. Cole
Anthony R. Dixon
Glenda J. Hannah
Tonitta W. Sauls

From Associate Professor to Professor Beginning August 2015

Jimmy C. Garner
Tammy L. Marinuzzi

Continuing Contract Beginning August 2015

Christy N. Cole
Anthony R. Dixon
Glenda J. Hannah
Tonitta W. Sauls

Employment

Paige McCallum - Volunteer Assistant Coach, Women’s Basketball, Wellness & Athletics, effective February 2, 2015. This is a volunteer position, no salary.

Erica W. Tyler - Emerging Technologies Librarian, Library, effective April 13, 2015 – June 30, 2015, annual salary of \$40,023, experiential credit given. Ms. Tyler fills the position vacated by the resignation of Wei Cen.

Reclassification

Amy P. Blackburn - From Temporary Assistant Coordinator, Respiratory Therapy, Health Sciences, to Assistant Coordinator, Respiratory Therapy, Health Sciences, effective February 27, 2015 – June 30, 2015, salary of \$15,649 based on annual salary of \$46,235. Ms. Blackburn fills the position vacated by the reclassification of Katrina Reese.

Following review of the professional personnel recommendations, Mr. Crisp moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

Contract Ratifications **4.2** Trustees were asked to approve Contract Ratifications for a total of \$137,964.27. Following review of the contract ratifications, Ms. Patronis moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

February 2015 Monthly Overloads **4.3** Trustees were asked to approve the February 2015 Monthly Overloads for a total of \$115,020.21. Following review, Ms. Patronis moved and Mr. Crisp seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

Tentative Approval of Change to Manual of Policy 6.064 **4.4** Trustees were asked to provide tentative approval for the following Manual of Policy revision:
Policy 6.064, Retirement Programs
This update reflects the changes as adopted by the Florida Legislature.

Mr. McKnight moved to accept the recommendation as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

Final Approval of Changes to Manual of Policy **4.5** Trustees were asked to provide final approval for the following Manual of Policy revisions:
Policy 5.176, Instructors' Responsibilities for Facilities
This update reflects instructors' responsibility regarding current technology and food/beverage policy in classrooms.

Policy 5.285, Food and Beverages in Classroom

This policy is being deleted as food/beverage consumption in classrooms is covered in MOP 5.176.

Ms. Dunn moved to accept the recommendations as presented. Ms. Patronis seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

Approval of Purchase Orders that exceed \$200,000

4.6 There were no purchase orders that met the threshold for approval or for informational purposes.

Inventoried Property

4.7 Trustees reviewed a listing of items determined to be obsolete or worthless by the property custodians, and they were asked to authorize disposal of the items.

Ms. Kirvin moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

Approval of Associate in Science Degree Program and College Credit Certificates

4.8 Trustees were asked to approve the Associate in Science program in Entertainment Technology, and College Credit Certificate programs in Stage Technology and Audio Technology, which have been approved by the College's Visual & Performing Arts Division, the Academic Council, and the Curriculum Review Committee.

Mr. Crisp made a motion to accept the recommendations as presented. Mr. McKnight seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

5. 2014-15 Financial Update

5.1.1 Trustees reviewed the Budget Update for fiscal year 2014-15 as of January 31, 2015.

2014-15 Revenue Update

5.1.2 Trustees reviewed the Revenue Update for fiscal year 2014-15 as of January 31, 2015. Dr. Holdnak explained that funds received from the Education Enhancement Trust Fund vary from year to year. After permission was granted from the board, Mr. Mercer stated that a comprehensive format for the budget would be provided at future meetings.

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| 2014-15
Expenditure
Update | 5.1.3 | Trustees reviewed the Expenditure Update for fiscal year 2014-15 from January 1 – February 17, 2015. Mr. Mercer explained the purpose of purchasing doors was to replace those that were deemed irreparable, and that safety measures for the locking system are currently being investigated. |
| Millaway
Institute for
Entrepreneurship
Presentation | 5.2 | Dr. Steve Dunnivant, executive director, Millaway Institute, and Dr. Jamiel Vadell, coordinator, Business Solutions, provided trustees with an overview of the Millaway Institute for Entrepreneurship. Dr. Dunnivant noted the importance of supporting student and community entrepreneurial leaders, as well as accelerating job creation and placement. |
| President’s
Report | 5.3 | Dr. Holdnak stated that he would share legislative topics at the luncheon to follow. |
| Special
Benefactor
Presentation | 5.4 | Mr. Roberson and Dr. Holdnak invited the Patronis family; as well as Mr. Frank Hall, president, GCSC Foundation, Inc.; and Ms. Margie Mazur, executive director, GCSC Foundation, Inc., to the podium. Dr. Holdnak recognized Mr. Jimmy Patronis and his family for their unwavering support for the College and the community. Dr. Holdnak noted that the Patronis family’s waterfront restaurant, Captain Andersons, has been a landmark in the community for 48 years. Members of the Patronis family presented a check to the College for \$50,000 in support of the Culinary Arts Program. On behalf of the family, Mr. Patronis expressed his appreciation for the good working relationship with the College and for the opportunity to help students. |
| 6. Good of the
Order | 6.1 | Trustees were invited to attend various College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:37 a.m. |

Secretary

Chairman