

**FINAL**

**MINUTES**

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

**November 5, 2015**

**10 a.m. EST**  
**Gulf/Franklin Campus**

- Members Present:** Don R. Crisp (presiding), Elizabeth M. Kirvin, Thomas Lewis, Jim W. McKnight, Steve D. Millaway, Ralph C. Roberson, Joe K. Tannehill, Jr., David P. Warriner, Dr. John Holdnak, and Derrick Bennett
- Members Absent:** Katie L. Patronis
- 1. Call to Order**      **1.1**      Mr. Crisp called the meeting to order at 10:01 a.m.
- Invocation**            **1.2**      Dr. Holdnak gave the invocation.
- Pledge of Allegiance**      **1.3**      Mr. Tannehill led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**      **1.4**      Mr. Crisp congratulated Mr. McKnight on his reappointment to the board and welcomed Mr. Lewis as a new appointee to the board. He also welcomed Commander Douglas Huggan, Naval Support Activity; Colonel Ronald Piere, Tyndall Air Force Base; Mr. Frank Hall, president, GCSC Foundation, Inc.; Ms. Melissa Bois, chair, Professional Employee Council; Mr. Lloyd Harris, chair-elect, Faculty Council; Mr. Elias Broadstreet, vice president, Student Government Association; 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; and Mr. John Mercer, vice president, Administration & Finance.
- Hearing of Citizens**      **1.5**      No citizens answered the call to appear before the board.
- Approval of Minutes**      **1.6**      Mr. Roberson moved and Mr. McKnight seconded approval of the minutes of the board's October 8, 2015, regular meeting as distributed. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner; aye, and Crisp, aye.

- 2. Trustee Comments**
- 2.1** Mr. Lewis acknowledged how honored and humbled he was to be selected as a trustee; Mr. McKnight indicated that it was an honor to be reappointed to the board and noted that the Governor interviewed all board appointees; the trustees welcomed Mr. Lewis to the board and congratulated Mr. McKnight on his reappointment; Mr. Warriner welcomed the board to Gulf County; Mr. Roberson, Mr. Millaway, and Ms. Kirvin expressed their appreciation for Ms. Dunn's service on the District Board of Trustees and noted her involvement in fundraising for the college; and Mr. Millaway mentioned that 50 students participated in the Millennials' Pitch Tournament hosted by GCSC in collaboration with FSU PC on October 17. After attending the recent Association of Community College Trustees Leadership Conference, Ms. Kirvin stated that the college is on the right track in hiring transition academic advisors. She requested that the board think about a self-evaluation and a review of the president's evaluation form and Mr. Crisp stated that the board would consider her request. Mr. Tannehill applauded the College for its efforts in workforce development.
- Attorney's Report**
- 2.2** Attorney Bennett had no report.
- GCSC Foundation, Inc. President's Update**
- 2.3** Mr. Frank Hall updated trustees on the GCSC Foundation, Inc., including \$61,445 received in private contributions during the past month. He also stated that current assets stand at \$28.8 million, with a YTD loss of \$761,000 due to fluctuations in the value of investments. As of year-to-date, the Foundation has supported the College with \$561,000 in scholarships and \$209,000 in program support. He reminded trustees that the Gulf Coast State College Foundation Gala would occur on November 20, 2015, and that the Foundation has received \$165,000 in sponsorships and tables and expects about 400 people to attend.
- Honorary Trustee Updates**
- 2.4.1** Commander Huggan had no report.
- 2.4.2** Colonel Pieri noted that the Air Force would be conducting a simulated mass combat operation today.
- Mr. Crisp acknowledged the importance of the military in our community.
- Next Meeting**
- 2.5** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, December 10, 2015, in the William C. Cramer, Jr. Seminar Room, and will include a breakfast workshop beginning at 8:30 a.m. in Student Union West, Room 307.

- 3. SGA Report**      **3.1**      Mr. Elias Broadstreet, vice president, Student Government Association, stated that SGA is shifting its focus to reach new demographics and is streamlining its processes to become more effective.
- Program Focus**      **3.2**      Ms. Loretta Costin, dean, Occupational Education, and director, Gulf/Franklin Campus, welcomed the trustees and guests to Gulf County and provided an overview of the Gulf/Franklin Campus and the programs and services it offers. Ms. Costin stated that the campus has received tremendous support from the College and that it has served as a lifeline for Gulf and Franklin counties by providing major opportunities for students to earn an education that will provide improved economic situations for their families. She stated that the campus is becoming a one-stop shop for students in Gulf and Franklin counties and partnerships with the community continue to be developed.
- Student Success Story**      **3.3**      Ms. Costin introduced this month's Student Success Story, Ms. Dana Polcawich, LPN to ADN Weekend Student. Ms. Polcawich stated that she will be graduating in December, and that without the Gulf/Franklin Campus, her dream of becoming a nurse would not have been realized. She pointed out that the campus provided all of the services and programs required for her degree, which allowed her to work full time, raise her family, and improve her job situation.
- 4. Personnel**      **4.1**      Trustees were asked to approve professional and career personnel recommendations and advancements.

### **Professional Services**

#### **Employment**

Jamie C. Shepard - Business Analyst, Veterans Business Outreach Center, Workforce Development, effective October 5, 2015 – June 30, 2016, annual salary of \$42,767, experiential credit given. This is a new position.

#### **Resignations**

Mark J. Rix - Director Military Education, TAFB, Student Affairs, effective October 23, 2015.

Erin E. Stockslager - E-learning Specialist, Student Activities, effective November 13, 2015.

William J. Wentz - Clinic Instructional Dentist, Dental Clinic,  
Health Sciences, effective October 16, 2015.

### **Retirement**

Doris I. Nielsen - Coordinator Institutional Research, Institutional  
Effectiveness & Strategic Planning, effective January 4, 2016.

### **Career Services**

#### **Employment**

William K. Adams - HVAC Technician II (Grade 13), Facilities  
Management, effective October 5, 2015, hourly salary of  
\$13.97, experiential credit given. Mr. Adams fills the position  
vacated by the reclassification of Arnold Varner.

Kimberly A. English - Custodian (Grade 6), Facilities  
Management, effective September 29, 2015, hourly rate of  
\$10.62, experiential credit given. Ms. English fills the  
position vacated by the resignation of Lee Givens.

Jesse G. Grimes - Groundskeeper (Grade 6), Facilities  
Management, effective October 9, 2015, hourly salary of  
\$9.89, experiential credit given. Mr. Grimes fills the position  
vacated by the resignation of Maureen Dennis.

Sonya R. Lowrey - Part-time Intake/Orientation Assistant (Grade  
10), 21<sup>st</sup> Century Community Learning Center/LEAD  
Coalition, Workforce Development, effective October 2,  
2015, hourly salary of \$11.85, experiential credit given. This  
is a new position.

Thomas M. Smith - Custodian (Grade 6), Facilities Management,  
effective September 29, 2015, hourly rate of \$10.62,  
experiential credit given. Mr. Smith fills the position vacated  
by the reclassification of Scott Allen.

#### **Resignations**

Ronald C. Carter - Network Technician (CL1), Information  
Technology Services, effective October 27, 2015.

Richard N. Hinton - Testing Assistant (Grade 9), Academic  
Advising, Student Affairs, effective October 15, 2015.

Dr. Holdnak mentioned that Ms. Doris (Dee) Nielsen would be retiring in January and praised the accurate reporting to the State during her tenure and that the College would miss her.

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

**Contract Ratifications**

**4.2** Trustees were asked to approve Contract Ratifications.

Following review of the contract ratifications, Mr. Roberson moved and Ms. Kirvin seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**October 2015 and Fall Session C Monthly Overloads/ Adjunct Pay**

**4.3** Trustees were asked to approve the October 2015 and Fall Session C Monthly Overloads/Adjunct Pay.

Following review of the Overloads/Adjunct Pay recommendations, Mr. McKnight moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Approval of Disposal of Inventoried Property**

**4.4** 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.

Following review, Mr. Roberson moved and Ms. Kirin seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Tentative Approval of Changes to Manual of Policy**

**4.5** Trustees were asked to provide tentative approval for the following Manual of Policy revisions:

Policy 5.250, Parking and Traffic Control on Campus  
This change reflects new policy for distributing parking decals.

Policy 6.088, Appropriate Attire and Grooming  
This change addresses the appropriate attire for diverse course offerings and indicates the need for appropriate grooming.

Policy 7.020, Student Fees

This change removes detail from policy that will be incorporated into Manual of Policy 7.022.

Policy 7.022, Financial Aid and Veteran Deferrals

This change consolidates tuition deferrals for veterans and potential financial aid recipients and incorporates Policy 7.020.

Revisions have been made to the following policies to address changes to Florida Statutes prohibiting discrimination on the basis of pregnancy:

Policy 2.146, Equal Opportunity Statement

Policy 5.025, Procurement

Policy 6.001, Employment and Dismissal of the College President

Policy 6.010, Employment Policy

Policy 6.011 Minimum Personnel Qualifications

Policy 6.098, Non-Discrimination, Harassment, and Sexual Misconduct

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

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| <b>Recommendation<br/>to Approve<br/>Purchase<br/>Orders Over<br/>\$200,000</b>                         | <b>4.6</b>   | There were no purchase orders that met the threshold for approval.  |
| <b>5. Year-to-Date<br/>Actual<br/>Revenues<br/>Compared to<br/>Total Annual<br/>Revenues<br/>Budget</b> | <b>5.1.1</b> | Trustees reviewed the Year-to-Date Actual Revenues Compared to Budget for fiscal year 2015-16 as of September 30, 2015. |

**Actual Revenues Compared to Budget for Most Recent Accounting Period and Year-to-Date**

**5.1.2** Trustees reviewed the Month and Year-to-Date Revenues Compared to Prior Year for fiscal year 2015-16 as of September 30, 2015.

**Actual Year-to-Date Revenues and Expenses Compared to Total Annual Budget**

**5.1.3** Trustees reviewed the Actual Year-to-Date compared to Budget Report for fiscal year 2015-16 as of September 30, 2015.

**Actual Year-to-Date Revenues and Expenses Compared to Prior Year**

**5.1.4** Trustees reviewed the Year-to-Date Actual compared to Prior Year Report for fiscal year 2015-16 as of September 30, 2015. Due to the increased costs of textbooks, Dr. Holdnak informed trustees that the faculty and staff have been reviewing alternative sources to traditional textbooks and would begin phasing them in during the spring semester. He added that students would benefit; however, Bookstore revenues could be negatively impacted.

**2015-16 Expenditure Update**

**5.1.5** Trustees reviewed the Expenditure Update for fiscal year 2015-16 from September 24 to October 21, 2015.

**President's Report**

**5.2** Dr. Holdnak stated that the safety and security of the College is paramount and that staff is continuing to look for ways to improve safety and security. He invited Mr. Jim McDougall, supervisor, Facilities Management, and Mr. Arnold Varner, assistant supervisor, Facilities Management, to provide a demonstration of a new system being implemented by the College.

Dr. Holdnak called on Mr. Chris Thomes, executive director, Marketing & Communications, to update trustees on the expanded "Meet Gulf Coast" advertising campaign. Mr. Thomes presented the new television commercials featuring Gulf Coast graduates that will begin running on November 8 and advised that the new billboards are up.

Dr. Holdnak also mentioned a variety of issues the College is currently working on including:

- College/Community Fundraising
- College Programs
- Economic Development

- State Issues
- Distance Learning
- PECO Funding

- 6. Good of the Order**      **6.1**      Trustees were invited to attend various College events.
- 7. Adjournment**      **7.1**      The meeting was adjourned at 12:17 p.m.

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Secretary

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Chairman