

FINAL
MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

February 11, 2016

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Don R. Crisp (presiding), Elizabeth M. Kirvin, Jim W. McKnight, Steve Millaway, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., David P. Warriner, Dr. John Holdnak, and Derrick Bennett

Members Absent: Thomas Lewis

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| 1. Call to Order | 1.1 | Mr. Crisp called the meeting to order at 10 a.m. |
| Invocation | 1.2 | Dr. Holdnak gave the invocation. |
| Pledge of Allegiance | 1.3 | Ms. Patronis led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Mr. Crisp welcomed Colonel Ronald Pieri, Tyndall Air Force Base; Mr. Jeff DiBenedictis, president, GCSC Foundation, Inc.; Ms. Kelli Walsingham, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council; Mr. John Mercer, vice president, Administration & Finance; and Mr. Adam Boone, president, Student Government Association. |
| Hearing of Citizens | 1.5 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.6 | Mr. McKnight moved and Mr. Roberson seconded approval of the minutes of the board's Master Planning Workshop of December 10, 2015, and the minutes of the December 10, 2015, regular meeting as distributed. The vote was recorded as follows: Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye. |
| Special Presentations | 1.7.1 | Mr. Crisp and Dr. Holdnak introduced Mr. Clay Smallwood, president of the Alfred I. duPont Foundation and acknowledged the generosity of the duPont Foundation to the college since 1978, noting that their loyalty, strong partnership, and commitment to Gulf Coast has improved the quality of life for many of the |

citizens in the college's service district. Dr. Holdnak thanked Mr. Smallwood for this latest gift and stated that a portion of it would be utilized for a life-changing incentive program geared toward encouraging middle school students to move into high school and then onto postsecondary education.

1.7.2 Mr. Crisp and Dr. Holdnak announced that Mr. Glen McDonald, senior vice president, Applied Research Associates, was nominated by Gulf Coast State College for the 2015 Association of Florida Colleges LeRoy Collins Award. Mr. McDonald was presented with a medallion as our nominee for the lifetime achievement award. He acknowledged that he was both humbled and surprised and praised the efforts of the professors at Gulf Coast for the outstanding education he received.

1.7.3 Mr. Crisp and Dr. Holdnak recognized Lt. Steve Sellers, Officers Tim Burke, Brian Eckel, Duane Gorey, Freddie Kinard, and Senior Security Guard Jeanette Nicholson for their outstanding service and commitment to the safety and security of Gulf Coast State College and presented each with a Certificate of Recognition. Dr. Holdnak acknowledged Chief David Perry and Captain Jason Trumbower, FSU Police Tallahassee, and thanked them for their continued support.

**2. Trustee
Comments**

2.1 Mr. Crisp called on each trustee for comments. Ms. Kirvin, Mr. McKnight, Mr. Millaway, Mr. Roberson, and Mr. Warriner stated that they had attended the Association of Florida Colleges Legislative Days in Tallahassee and acknowledged that it provided a great opportunity to meet with area legislators to learn more about the process. Ms. Kirvin, Mr. Roberson, Mr. McKnight, and Mr. Warriner expressed their sadness on losing a great friend and mentor in Mr. J. V. Gander. Mr. Millaway encouraged participation in the events of the Millaway Institute. Ms. Kirvin requested that the Chair consider appointing a committee to develop a self-evaluation assessment tool for trustees and an improved evaluation for the college president. Mr. Crisp appointed Ms. Kirvin as chair and Ms. Patronis, Mr. Roberson, and Mr. Warriner as members of the committee. Mr. Tannehill noted that the college recently hosted the Northwest Florida Manufacturers Council meeting and conveyed his appreciation to the college. Ms. Patronis thanked Dr. Steve Dunnivant for his efforts with entrepreneurship. Mr. Roberson provided information related to the numbers of students attending college, college affordability, performance funding, average wages, and stated that the Florida College System leads the nation in graduation rates. Mr. McKnight and Mr. Warriner congratulated Coach Roonie Scovel on her 500th win. Mr. Warriner encouraged participation in

the Foundation Annual Meeting and the McSpadden Building Dedication on February 12, 2016.

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| Attorney's Report | 2.2 | Attorney Bennett had no report, but commented that, in the past, the college researched board self-evaluations and presidential evaluations. |
| GCSC Foundation, Inc. President's Update | 2.3 | Mr. DiBenedictis reported that from December 8, 2015 through February 8, 2016, the Foundation received \$83,846 in private contributions and that as of December 2015, the Foundation's assets stand at \$29.3 million; Year-to-date investment activity ending December 2015 reported a loss of \$618,000; \$604,000 in scholarships and \$310,000 have been contributed to program support; Foundation scholarship applications will be accepted through April 15, 2016; and the Annual Meeting would occur on February 12, 2016. |
| Honorary Trustee Updates | 2.4.1 | Commander Huggan was unable to attend. |
| | 2.4.2 | Colonel Pieri provided an update on 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 21, 2016, in the William C. Cramer, Jr. Seminar Room. |
| 3. SGA Report | 3.1 | Mr. Adam Boone, president, Student Government Association, reported on various activities including: <ul style="list-style-type: none">• Habitat for Humanity• "Rally in Tally"• Leadership Conference• Model Congress• Alcohol Awareness |
| Program Focus | 3.2 | Dr. Holdnak introduced Ms. Kim Bodine, executive director, CareerSource Gulf Coast; Ms. Ginger Littleton, Bay County School Board member, FSU STEM Foundation liaison, and vice chair, Governing Board, Alignment Bay County; Mr. Guy Tunnell, commissioner, Bay County, and chair, Governing Board, Alignment Bay County, and stated that the number one priority for the business community was partnering with the school systems in our service district to promote strong, robust schools.

Ms. Bodine provided a historical perspective on the formation of Alignment Bay County and outlined its mission, goals, and governing board structure, emphasizing that the purpose of aligning resources is to promote a positive impact on the public school system. |

Mr. Tunnell and Ms. Littleton thanked the trustees and Dr. Holdnak for their support of this important initiative to provide a focused, strategic, community-wide effort toward improving the education system in Bay County.

- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Employment

Jennifer W. Hill - E-Advising (E-Learning) Specialist, Academic Advising, Student Affairs, effective January 4, 2016 – June 30, 2016, based on annual salary of \$26,770, educational credit given. Ms. Hill fills the position vacated by the resignation of Erin Stockslager.

Amy L. Lamagdeleine - Transition Academic Advisor, Institutional Effectiveness and Strategic Planning, effective January 8, 2016 – June 30, 2016, based on annual salary of \$33,101, experiential credit given. This is a new position.

Deborah H. Mikolajczyk - Transition Academic Advisor, Institutional Effectiveness and Strategic Planning, effective January 4, 2016 – June 30, 2016, based on annual salary of \$35,177, experiential and educational credit given. This is a new position.

Hector J. Quesada, Sr. - Temporary Instructor, Business & Technology, effective January 4, 2016 – May 6, 2016, salary of \$19,475. Mr. Quesada is temporarily filling the position vacated by the resignation of Aubri Hanson.

Berkeley A. Reeves - Transition Academic Advisor, Institutional Effectiveness and Strategic Planning, effective January 4, 2016 – June 30, 2016, based on annual salary of \$33,601, experiential and educational credit given. This is a new position.

Suzanne E. Remedies - Director Military and Veteran Services, Enrollment Services, effective January 4, 2016 – June 30, 2016, based on annual salary of \$58,294, experiential and educational credit given. Dr. Remedies fills the position vacated by the resignation of Mark Rix.

Heidi A. Reynolds - Assistant Coordinator Disability Support Services, Student Affairs, effective January 4, 2016 – June 30, 2016, based on annual salary of \$26,770, educational credit given. Ms. Reynolds fills the position vacated by the retirement of Diane Randall.

Brandy L. Shaffer - Transition Academic Advisor, Institutional Effectiveness and Strategic Planning, effective January 4, 2016 – June 30, 2016, based on annual salary of \$35,177, experiential and educational credit given. This is a new position.

Scott R. Wilkes - Transition Academic Advisor, Institutional Effectiveness and Strategic Planning, effective January 4, 2016 – June 30, 2016, based on annual salary of \$32,313, experiential and educational credit given. This is a new position.

Pamela D. Williams - Part-time Grant Coordinator, Algebra Nation, Mathematics, effective December 8, 2015 – June 30, 2016, hourly rate of \$22.96. This is a new grant funded position.

DROP Completion

Carrie B. Baker - Director Retention and Diversity, Student Affairs, effective May 31, 2016.

Reclassification

Amber L. Coker - From Administrative Analyst, Institutional Effectiveness and Strategic Planning, to Institutional Research Analyst, Institutional Effectiveness and Strategic Planning, based on annual salary of \$45,185, effective January 1, 2016.

Laura H. Kuehner - From Chair Health Sciences, Health Sciences, to Acting Vice President Academic Affairs, Administration, effective January 1, 2016 – June 30, 2016, based on annual salary of \$130,000. Dr. Kuehner fills the position vacated by the resignation of Dr. George Bishop.

Resignation

George J. Bishop - Vice President Academic Affairs and Learning Support, Administration, effective December 31, 2015.

Pamela D. Williams - Part-Time Grant Coordinator Algebra
Nation, Mathematics, effective January 21, 2016.

Career Services

Employment

Devan H. Bader - Lifeguard (Grade 3), Wellness & Athletics,
effective January 5, 2016, hourly rate of \$8.58.

Sara A. Pirkel - Computer/Network Technician (CL1, Step 3),
Information Technology Services, effective January 4, 2016,
hourly rate of \$11.12, experiential credit given. Ms. Pirkel
fills the position vacated by the resignation of Ronald Carter.

DROP Completion

Carter, Curtis J. - Producer Specialized Programs (Grade 9),
WKGC, Media Services, Information Technology Services,
effective April 30, 2016.

Reclassification

Larry McCullough - From Lead Custodian (Grade 8), Facilities
Management, to Custodian (Grade 6), Facilities Management,
effective January 1, 2016. No change in salary.

Barry K. Taylor - From Custodian (Grade 6), Facilities
Management, to Lead Custodian (Grade 8), Facilities
Management, effective January 1, 2016, hourly rate of \$11.68.

Resignation

Charlana R. Goldsberry - Computer/Network Technician (CL1,
Step 4), Information Technology Services, effective
January 15, 2016.

Alice J. Horton - Computer Lab Technician (CL1, Step 10),
Information Technology Services, effective January 28, 2016.

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

Contract Ratifications

- 4.2** Trustees were asked to approve Contract Ratifications for a total of \$82,695.10 for noncredit courses and \$17,344.96 for special contracts. Mr. Roberson moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Overloads/
Adjunct Pay**

- 4.3.1** Trustees were asked to approve the Fall 2015/December Monthly Overloads & Adjunct Pay for a total of \$29,450.70.
- 4.3.2** Trustees were asked to approve the Spring 2016 Session A & B Overloads & Adjunct Pay for a total of \$765,893.50.

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

**First Reading
of Change to
Manual of
Policy**

- 4.4** Trustees were asked to accept the first reading of a Manual of Policy change:
- Manual of Policy 6.011, Minimum Personnel Qualifications
Revision of this policy specifies that education must be from a regionally accredited institution.

The board consensus was to move forward with the change.

**Final Approval
of Change to
Manual of
Policy**

- 4.5** Trustees were asked to provide final approval for the following Manual of Policy revision:
- Policy 4.010, Distance Education
This new policy assures student identity verification and protection procedures according to SACS requirements.

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

Approval of Purchase Orders Over \$200,000 **4.6** There were no purchase orders that met the threshold for approval.

Approval of Budget Amendments to Restricted Current Fund (Fund 2) for 2015-16 **4.7** Recommendation of Approval of Budget Amendments to the Restricted Current Fund (Fund 2) for 2015-16:
4.7.1 Budget Amendment J1600547, CareerSource Gulf Coast—

- Dislocated Worker
- Adult
- Youth
- Reemployment Assistant
- Wagner-Peyser
- Disabled Veterans Reach-Out
- Local Veterans Employment
- Military Families
- Reemployment and Eligibility Assessment
- Disability Employment Initiative
- WIA Older Youth

4.7.2 Budget Amendment J1600548, College Reach-Out Program Grant
4.7.3 Budget Amendment J1600556, Algebra Nation Grant
4.7.4 Budget Amendment J1600626, Law Enforcement Trust Fund Grant
4.7.5 Budget Amendment J1600677, Wells Fargo LEAF Grant

Dr. Holdnak recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2015-16. Mr. McKnight moved and Mr. Roberson seconded approval of the amendments as presented. The vote was recorded as follows: Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

Annual Fire and Safety Inspection **4.8** Mr. Crisp called on Dr. Holdnak to present the report on the 2015 annual fire and safety inspection of the college as required by State Requirements for Education Facilities (SREF). The inspection at all college sites was conducted by an inspector licensed by the State Fire Marshall and coordinated through the Florida Risk Management Consortium. The inspection resulted in no minor fire/safety violations and no casualty/sanitation deficiencies college-wide. Dr. Holdnak commended Mr. Jim McDougall and Mr. Arnold Varner for their efforts in achieving this result.

- Discussion of Request for Proposals #3-2015/16, Painting Gym Ceiling** **4.9** Dr. Holdnak initiated discussion regarding the RFP #3-2015/16 Repainting of the Gym Ceiling. Since the college did not receive any proposals and this is purely a cosmetic issue and poses no health or safety concerns, Dr. Holdnak recommended that the college rebid the project next year when the athletics schedule permits.
- Lodging and Acceptance by the Board of the GCSC Foundation, Inc., Annual Audit** **4.10** Mr. Jerry Sowell, Jr., treasurer, Gulf Coast State College Foundation, Inc., presented the June 30, 2015, Gulf Coast State College Foundation Annual Audit for acceptance by the board. He pointed out that the audit resulted in an unqualified opinion with no material weaknesses noted in internal controls.
- Mr. Warriner moved and Mr. Tannehill seconded the lodging and acceptance of the audit as presented. The vote was recorded as follows: Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.
- 5. Year-to-Date Actual Revenues Compared to Total Annual Revenues Budget** **5.1.1** Trustees reviewed the Year-to-Date Actual Revenues Compared to Budget for fiscal year 2015-16 as of December 31, 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 December 31, 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 December 31, 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 December 31, 2015.

2015-16 Expenditure Update **5.1.5** Trustees reviewed the Expenditure Update for fiscal year 2015-16 from November 20, 2015 to January 25, 2016.

2015 Operational Audit Findings **5.2** Mr. Mercer presented the preliminary and tentative findings resulting from the college's biannual operational audit. He reviewed the five findings and recommendations related to background screening, approval of supervisor time worked, cash collections, student accounts receivable, and posting of journal entries to the accounting records and noted that the college is making changes where appropriate to address these recommendations.

Campus Master Plan Conceptual Drawings **5.3** Dr. Holdnak introduced Mr. Joe Sorci, the college's architect, who presented the master plan conceptual drawings for the Panama City, Gulf/Franklin, and North Bay campuses that will serve as the foundation for the 2016 Gulf Coast Master Plan. Currently, there are no approved construction projects for the Gulf/Franklin or North Bay campuses. The drawings serve as a map for future expansion and construction project planning activities. In the interest of student safety and in accordance with industry standards, Mr. Sorci stated that vehicular traffic and access roads should be kept on the outer edges of each campus where possible and pedestrian traffic should occur in the center of each campus.

Considerable discussion occurred regarding the Panama City Campus and the three options presented for the STEM Building and Parking Garage. The three options are listed below and include information on the increase/decrease in the number of parking spaces, cost impact on construction costs, and impact on available college land:

- Option 1: STEM Center phased on top of a three-level parking garage—gain of 300 additional parking spaces
- Option 2: STEM Center phased on grade with separate parking garage—gain of 220 additional parking spaces and additional cost of \$1.3 million
- Option 3: STEM Center phased on grade with no parking garage—spread out surface parking—loss of 155 parking spaces and a savings of \$2.9 million

Trustee questions/concerns included:

- Location of UAV program facilities at North Bay, accommodations for public transportation, and the relocation site for the softball field
- SREF parking recommendations
- The inclusion of an elevated walkway between the upper floors of the STEM Building and the ATC

- On-campus transportation for students
- Costs related to the STEM Building portion of the three options

Additional information will be provided to trustees prior to the next meeting when they will be asked to vote on the three options.

- President's Report** **5.4** Dr. Holdnak provided trustees with an FTE comparison for colleges in the Panhandle and for colleges of similar size for academic years 2015/16 versus 2014/15.
- 6. Good of the Order** **6.1** Trustees were invited to attend various College events including:
- Gulf Coast State College Foundation, Inc., Annual Meeting and the McSpadden Student Union Dedication, February 12, 2016, 6 p.m., Student Union Conference Center
 - Gulf Coast State College Distinguished Alumni & Rising Star Awards Dinner, March 3, 2016, 5:30 p.m., Summit Bank Conference Center, Advanced Technology Center
 - "Rent," April 8, 9, 15, & 16 at 7:30 p.m. and on April 10 & 17 at 2:30 p.m., Amelia Center Theatre
- 7. Adjournment** **7.1** The meeting was adjourned at 12:47 p.m.

Secretary

Chair, District Board of Trustees