

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

September 15, 2016

10 a.m.

William C. Cramer, Jr. Seminar Room

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

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| 1. Call to Order | 1.1 | Mr. Crisp called the meeting to order at 10:02 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. |
| Welcome to Guests | 1.4 | Mr. Crisp welcomed Mr. Joey Ginn, vice president, Gulf Coast State College Foundation, Inc.; Mr. Lloyd Harris, chair, Faculty Senate; Colonel Ronald Pieri, Tyndall Air Force Base; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning, Dr. Holly Kuehner, acting vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; Mr. John Mercer, vice president, Administration & Finance; and Ms. Mary Washburn, 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. Lewis moved and Mr. McKnight seconded approval of the minutes of the following District Board of Trustees meetings: <ul style="list-style-type: none">• Annual Training and Facility and Program Planning Workshop of July 28, 2016• Regular Meeting of July 28, 2016• Phase I Internal Roadway and Future STEM Building Workshop of August 19, 2016• Special Meeting of August 19, 2016 |

The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

- Special Presentation**
- 1.7 Dr. Holdnak invited Ms. Sandy Sims, Gulf Power Company Eastern District Manager, Mr. Joey Ginn, vice president, Gulf Coast State College Foundation, and Ms. Margie Mazur, executive director of the Gulf Coast State College Foundation to join him at the podium. He acknowledged the generous contributions and the many years of loyal support by the Gulf Power Foundation to the College. On behalf of the Gulf Power Foundation, Ms. Sims presented a contribution of \$4,000 as part of their \$25,000 pledge toward the STEM Endowed Scholarship and announced that Gulf Coast State College was selected as a recipient of proceeds from the 2016 Clay Shoot to benefit military members attending the College.
- 2. Trustee Comments**
- 2.1 Mr. Crisp called on each trustee for comments. Trustees Lewis, McKnight, Millaway, Roberson, and Warriner expressed their excitement about the start of the new academic year and commented on the progress of the parking project. Ms. Patronis praised the faculty and staff for their efforts, which resulted in Gulf Coast ranking in the top 15 percent of colleges in the country based on cost, education, and career outcomes. Ms. Kirvin welcomed the navigators and noted that she was excited to have Gulf and Franklin counties represented. Mr. Tannehill stated that Merrick Industries recently hired two Gulf Coast graduates whose talents closely matched the needs of his company. Mr. Crisp was pleased to see the recent positive press coverage of the College.
- Attorney's Report**
- 2.2 Attorney Bennett had no report.
- GCSC Foundation, Inc. President's Update**
- 2.3 Representing the Foundation this month, Vice President Joey Ginn reported that beginning July 27 and ending September 11, 2016, the Foundation received approximately \$66,850 in private contributions from the community; as of July 2016, unaudited assets stand at \$30.2 million, which is a 2 percent increase from the previous month and a year-to-date increase of \$762,000 in net assets; unaudited year-to-date investment activity ending July 2016 reported a gain of \$818,000; ending July 2016, adjusted/unaudited Program and Scholarship Services expense was under \$1,000; and as of September 12, 2017, the Foundation processed over 762 scholarship opportunities totaling more than \$973,000.

The Gulf Coast State College Foundation Annual Golf Tournament will be at Shark's Tooth with a Pairing Party on

November 4 at 6 p.m. and the Golf Tournament on November 5 at 8 a.m. Of the 30 teams available, 27 have been sold and secured sponsorships total \$51,500.

The Kirby Holt Holiday Decorating Showcase is scheduled on Tuesday, November 15, with shows at 10 a.m. and 6 p.m. and on Wednesday, November 16, at 10 a.m. All event proceeds will benefit the GCSC Alumni Endowed Scholarship.

**Honorary
Trustee
Updates**

- 2.4.1 Commander Huggan was unable to attend.
- 2.4.2 Colonel Pieri reported that as part of a Department of Defense initiative to increase enrollment and performance in the fields of math and science, Bay District Schools would receive \$2.6 million in funding over three years. He also mentioned that Tyndall Air Force Base is preparing for the end-of-year closeout.

Next Meeting

- 2.5 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, October 20, 2016, in the William C. Cramer, Jr. Seminar Room.

3. SGA Report

- 3.1 Ms. Washburn provided trustees with a report of Student Government activities including welcome back activities, the Leadership Conference, the Civic Learning Engagement and Responsibility Conference, the Florida College System Student Government Association Conference, and a “Meet the Candidates” event.

Program Focus

- 3.2 Dr. Flax-Hyman called on Ms. Debbie Mikolajczyk, lead navigator, to present this month’s program focus. Ms. Mikolajczyk expressed her appreciation to the board for this program, reported on the activities of the navigators since January, and introduced each of the navigators:
 - Amy Lamagdeleine, Mosley High School
 - LaTrika Quinn-Pittman, Gulf County
 - Berkeley Reeves, Arnold High School
 - Brandy Shaffer, Bay High School
 - Michelle Sizemore, Franklin County
 - Scott Wilkes, Rutherford High School

Dr. Holdnak noted that this program represents the true essence of Gulf Coast. He mentioned that the navigators would begin working with middle school students and their parents to open communication, build relationships, and provide information regarding the appropriate math sequences to ensure student success.

Student Success Story 3.3

Dr. Holdnak called on Mr. Jason Hedden, chair, Visual & Performing Arts to present this month's Student Success Story. Mr. Hedden updated trustees about the activities occurring in his division and introduced Mr. Brian Hilario, a student in the Theatre program. Mr. Hilario described a series of unfortunate life events that led him to Gulf Coast and expressed his thanks to Mr. Hedden and the faculty for their support and guidance in helping him better his life through education and for making his dream of becoming a playwright and director a reality.

4. Personnel

4.1 Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Employment

Kim S. Allan, Assistant Professor, Business Management & Entrepreneurship, Business & Technology, effective August 22, 2016 – May 5, 2017, nine-month contract salary of \$42,622. Ms. Allan fills the position vacated by the resignation of Sara Tobias.

Sabine J. Bennett, Financial Aid Advisor & Verification Specialist, Financial Aid, effective August 8, 2016 – June 30, 2017, annual salary of \$29,997. Ms. Bennett fills the position vacated by the promotion of Ursula Y. Backus.

Lacy M. Curl, Assistant Coordinator II (Temporary/Full-Time), Radiography, Health Sciences, effective August 15, 2016 – December 31, 2016, annual salary of \$43,230. Ms. Curl fills the position vacated by the resignation of Stacie L. McPherson.

Angila R. Dean, Instructor (Temporary/Full-Time), Practical Nursing Program, Health Sciences, effective August 22, 2016 – May 5, 2017, nine-month contract salary of \$41,014. Ms. Dean fills the position vacated by the resignation of Pamela E. Wallace.

Suzanne Deaton, Assistant Professor (Temporary/Full-Time), Dental Hygiene, Health Sciences, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$38,199. Ms. Deaton fills the position vacated by the resignation of Sandi Robinson.

Melissa A. Hobbs, Assistant Professor, Nursing, Gulf/Franklin Campus, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$53,400. Ms. Hobbs fills the position vacated by the retirement of Sharon Milner.

Dainen L. Kelly, Network Systems Specialist, Information Technology Services, effective August 8, 2016 – June 30, 2017, annual salary of \$31,473. Mr. Kelly fills the position vacated by the resignation of Daniel Jones.

Stephen L. Withall, Instructional Coordinator, Culinary & Hospitality Programs, Business & Technology, effective October 3, 2016 – June 30, 2017, annual salary of \$61,947. Mr. Withall fills the position vacated by the reclassification of Denise Crider.

Reclassification

Ursula Y. Backus, From Financial Aid Specialist to Coordinator I, Financial Aid, effective July 29, 2016 – June 30, 2017, annual salary of \$43,370. Ms. Backus fills the position vacated by the reclassification of Theodora L. Preston.

Alisa L. Fritch, From Senior Administrative Assistant, Gulf/Franklin Campus to Financial Aid Advisor & Verification Specialist, Financial Aid, effective August 29, 2016 – June 30, 2017, annual salary of \$30,064. Ms. Fritch fills the position vacated by the reclassification of Ursula Y. Backus.

Pamela K. Jones, From Full-Time Coordinator II, Social Worker, Gulf/Franklin Campus to Part-Time Coordinator II, Social Worker, Gulf/Franklin Campus, effective August 29, 2016 – March 31, 2017, hourly rate of \$19.58.

Kristi A. Krutcek, From Supervisor, Mathematics Academic Lab to Assistant Professor, Mathematics (Temporary/Full-Time for fall semester), effective August 15, 2016 – December 16, 2016, nine-month contract salary of \$40,370. Ms. Krutcek fills the position vacated by the resignation of Novanda P. Adams.

Laura H. Kuehner, From Acting Vice President, Academic Affairs, Administration to Vice President, Academic Affairs, Administration, with no change in salary.

Dr. Holdnak requested approval of the reclassification of Dr. Laura H. Kuehner from acting vice president to vice president, Academic Affairs. He complimented Dr. Kuehner on the phenomenal job she has done since January and noted that a committee comprised of the past, present, and future Faculty Senate chairs, a division chair, and a faculty member unanimously recommended the reclassification.

Mr. Tannehill moved and Mr. Roberson seconded a motion to approve the reclassification of Dr. Kuehner from Acting Vice

President, Academic Affairs to Vice President, Academic Affairs, Administration. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

Resignations

Dylan C. Bertram, Web Programmer, Information Technology Services, effective August 17, 2016.

Stacie L. McPherson, Assistant Coordinator II, Radiography, Health Sciences, effective August 26, 2016.

Sandi A. Robinson, Assistant Professor, Health Sciences, effective August 10, 2016.

Pamela E. Wallace, Instructor, Nursing, Health Sciences, effective August 8, 2016.

Career Services

Employment

Nathan E. Bader, Lifeguard (Grade 3), Wellness & Athletics, effective August 26, 2016, hourly rate of \$8.58.

Reclassification

Dorothy A. Terryn, From Senior Bookkeeper, Accounts Payable, Administration & Finance to Executive Assistant to the President, President's Office, effective August 8, 2016, hourly rate of \$30.02, due to the retirement of Eileen S. Wilkes.

Patty L. Stroup, From Senior Bookkeeper/Cashier, Business Affairs, Administration & Finance to Senior Bookkeeper, Accounts Payable, Administration & Finance, effective September 12, 2016. This is a lateral transfer due to the reclassification of Dorothy A. Terryn, with no change in salary.

Resignation

Debra L. Gipson, Executive Administrative Assistant, Wellness & Athletics, effective September 15, 2016.

Following review of the personnel recommendations, Ms. Patronis moved and Mr. Lewis seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, 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 \$51,587.34 for noncredit courses and \$27,812.51 for special contracts.

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

Overloads/ Adjunct Pay **4.3** Trustees were asked to approve the Summer 2016 Session C and July and August Monthly and Biweekly Overloads/Adjunct Pay for a total of \$53,609.94.

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

Budget Amendments to the Restricted Current Fund (Fund 2) **4.4** Dr. Holdnak recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2016-17:

- 4.4.1 Budget Amendment J1700075, Veterans Business Outreach Center
- 4.4.2 Budget Amendment J1700077, Law Enforcement Trust Fund
- 4.4.3 Budget Amendment J1700089, Perkins
 - Professional Development
 - Programs of Study
 - Health Sciences Programs
 - Business & Technology Programs
 - Early Childhood Development Program
 - Public Safety Programs
 - Entertainment Technology Program
- 4.4.4 Budget Amendment J1700107, Florida Public Radio Stations Grant
- 4.4.5 Budget Amendment J1700136, 21st Century Community Learning Center Grant
- 4.4.6 Budget Amendment J1700173, Public Radio Stations Foundation Grant

Mr. McKnight moved and Mr. Tannehill seconded approval of the amendments as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

Obsolete Property **4.5** Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians.

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

**Purchase
Orders Over
\$100,000**

- 4.6** Dr. Holdnak presented a request for trustees to approve grant funds received by the College in the amount of \$116,000 to purchase a new 30-KW solid-state FM transmitter for the WKGC radio station.

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

**Textbook
Affordability
Program
Report**

- 4.7** Dr. Holdnak requested approval of the Textbook Affordability Program Report, reminding trustees that House Bill No. 7019 was passed during the 2016 regular Legislative session and signed into law by Governor Rick Scott on April 14, 2016 (Chapter No. 2016-236, Laws of Florida), requiring the boards at each Florida College System institution to report various factors that influenced the textbook and instructional materials selected. He noted that the College is developing cost-effective alternatives to textbooks such as the use of technology and supplemental materials, and that students are being encouraged to find the most economical ways to purchase textbooks.

Ms. Patronis moved and Mr. Warriner seconded a motion to approve the Textbook Affordability Program Report as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Change Order
#1 to Phase I
Campus
Improvements**

- 4.8** Mr. Crisp called on Dr. Holdnak to present the College's request for Change Order #1 on Phase I Campus Improvements (Phase I Parking Project) to remove a driveway to the old LaFriandise area, and to construct curb, install a sidewalk and landscaping, and relocate the existing fire hydrant while on site to address safety issues in the area. The change would result in an additional cost to the College of \$23,546.16, and would bring the total cost of the project to \$1,840,546.16. Dr. Holdnak assured Mr. Roberson that the College negotiated the costs for these improvements.

Mr. Lewis moved and Ms. Kirvin seconded the motion to approve the recommendation as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Tentative
Approval of
Manual of
Policy Changes**

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

4.9.1 Policy 4.030, Library

Changes to this policy will align the Library's Mission Statement with the College's mission and vision and address SACS criteria and the 2013 U. S. A. Patriot Act sunset provision.

4.9.2 Policy 4.032, Library Collection Department

This policy is being deleted and will be added as an Internal Management Memoranda.

4.9.3 Policy 5.010, Budgets

This policy is being updated to reflect the appropriate levels of approval authority concerning the budget and amendments.

4.9.4 Policy 5.203, Clery Act Compliance

This new policy is a result of requirements of the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act. Notification of the locations of published information is required for students and employees.

4.9.5 Policy 7.036, Student Participation in Activities

The addition of this policy will provide students the ability to petition the right to travel when not meeting the minimum educational requirements.

4.9.6 Policy 7.038, Athletics

This policy change is necessary to incorporate the institution's commitment to ensure the integrity of academic eligibility compliance, Title IX and equity compliance, and membership in the NJCAA for the College's athletics programs. Procedural items in the original Manual of Policy are being added to the complementary Internal Management Memoranda 7.038.

Mr. Warriner 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.

**5. Actual
Revenues and
Expenses
Compared to
Budget for June
and July 2016**

5.1.1 Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2015-16 as of June 30, 2016 and fiscal year 2016-17 as of July 2016.

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| Actual YTD Revenues and Expenses Compared to Prior Year for June and July 2016 | 5.1.2 | Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2015-16 as of June 30, 2016 and fiscal year 2016-17 as of July 31, 2016. |
| 2016-17 Expenditure Update | 5.1.3 | Trustees reviewed the Expenditure Update for fiscal year 2015-16 from July 1-August 31, 2016. |
| Fee Exemptions and Waivers 2015-16 | 5.1.4 | Trustees reviewed the summary of fee exemptions and waivers granted during the fiscal year ending 2015-16. |
| Lodging of 2015-16 Annual Financial Report | 5.2 | Mr. Crisp presented the College's Annual Financial Report for the fiscal year 2015-16, noting that the results are unaudited at this time. Trustees will receive the final audit once it is released by the Auditor General's Office. |
| Lodging of the Florida Bright Futures Scholarship Program Audit for fiscal years 2014-15 and 2015-16 | 5.3 | As required, Mr. Crisp presented the Florida Bright Futures Scholarship Program by Florida's Public Universities and Colleges Operational Audit Report for fiscal years ended June 30, 2014 and 2015, noting that the College received no findings. |
| President's Report | 5.4 | Dr. Holdnak presented a letter from the Faculty Senate thanking trustees for the recent salary increase. He mentioned that former baseball player and GCSC student Michael Papajohn would be in Panama City on September 16, 2016, speaking with the College's athletes and participating in the Creative Con event over the weekend. He noted the positive press coverage the College has been receiving lately, specifically mentioning the articles on the Commodore Care and Drone programs. |
| 6. Good of the Order | 6.1 | Trustees were reminded of the following Gulf Coast events: <ul style="list-style-type: none">• Gulf Coast State College Summer Bay County College Fair, 6 to 8 p.m., Thursday, September 15, 2016, Advanced Technology Center• "Made in Greece V" Art Exhibit Opening Reception, 5 to 7 p.m., Friday, September 16, 2016, Amelia Center Main Gallery |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:39 a.m. |

Secretary

Chair, District Board of Trustees