

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

February 23, 2017

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

- 1. Call to Order** **1.1** Mr. Crisp called the meeting to order at 10:05 a.m.
- Invocation** **1.2** Mr. Bennett 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 welcomed Colonel Ronald Pieri, U.S. Air Force; Mr. Joey Ginn, president, Gulf Coast State College Foundation, Inc.; Mr. Lloyd Harris, chair, Faculty Senate; Ms. Bridget Collins, chair, Professional Employee Council; Ms. Marie Sanders, president, Student Government Association; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; and John D. 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. Warriner moved and Mr. Lewis seconded approval of the minutes of the regular meeting of January 19, 2017. 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.

**2. Trustee
Comments**

2.1 Mr. Crisp called on each trustee for comments. Mr. Crisp, Mr. Lewis, Mr. Millaway, Mr. Roberson, and Mr. Warriner thanked Dr. Holdnak for his leadership in bringing GKN to Panama City, noting that this effort will bring high-paying jobs and a positive economic future to this region of Florida, along with additional training opportunities for the College. Ms. Kirvin stated that she attended this year's AFC Trustees Legislative Conference and commented on the positive press the College has been receiving recently. She mentioned that four of her students attended this week's Girls Day Out in Engineering event and that they are all interested in pursuing STEM careers. Mr. Tannehill met with Governor Scott and relayed the Governor's expectation of keeping tuition low. Mr. Warriner indicated that he is looking forward to the April meeting in Franklin County; he congratulated the basketball teams for their success; he pointed out an editorial published in yesterday's *News Herald*, "Slow Changes to State Colleges"; and he commended Enterprise Florida for their efforts in bringing Eastern Shipbuilding to Port St. Joe. Mr. McKnight announced that the women's basketball team is ranked number three in the nation and will be playing in the FCSAA/NJCAA District VIII tournament March 8-11 in Ocala; the men's basketball team finished the regular season with a record of 17-12; the men's baseball team is 14-2; the women's softball team is 10-7; and a First Pitch Tailgate Party is scheduled on March 28 at 3 p.m. between the baseball and softball fields. Mr. Roberson acknowledged that the 2017 Legislative Session could present some challenges for the College and that we will do what is necessary to meet those challenges. Ms. Patronis reminded trustees about this evening's Distinguished & Rising Star Alumni Awards event at 5:30 p.m. and the Foundation Gala on May 19. She thanked the donors and the community for their unwavering support in assisting so many students and stated that she was pleased to see the *News Herald's* front-page article, "Girls Day in Engineering." Mr. Crisp praised the College for the unmanned vehicle systems program.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Joey Ginn, GCSC Foundation, Inc., reported that beginning January 18, 2017, and ending February 21, 2017, the Foundation received approximately \$67,738 in private contributions from the community; as of January 2017, the Foundation's assets stand at \$30.5 million; the year-to-date program support for the College is \$976,000; and ending January 2017, year-to-date investment activity reported a gain of \$1.5 million. He also reported that the

Foundation scholarship cycle for the 2017-18 academic year will end on April 15 and that 364 applications have already been received. The Mini-Grant Program opened its application cycle to the faculty on January 31 and \$59,000 will be available to fund grants that add value to College systems or in the classroom. This year, grant awards will not exceed \$5,000.

Mr. Ginn announced that the WISE (Wisdom in Senior Education) program will host a spring forum for senior adults on March 10 and that the Foundation's 2017 Gala will be on May 19 and will feature Mr. Rick Springfield.

**Honorary
Trustee
Updates**

2.4 Commander Huggan was unable to attend today's meeting.

Colonel Pieri reported that Tyndall Air Force Base would be hosting the Thunderbirds at the annual Gulf Coast Salute April 22-23, 2017.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for 10 a.m. ET, Thursday, April 13, 2017, at the Apalachicola Community Center, One Bay Avenue, Apalachicola, Florida.

3. SGA Report

3.1 Ms. Sanders, president of the Student Government Association, introduced several of the SGA board members and reported on various activities:

- Model Congress, Washington, DC (this week)
- Monday Night 'After Hours' Basketball and Exercise
- Annual Kidz Clinic, February 20-23 and Free Sealants for Children Ages 8-12, March 24
- GCSC and Gulf Coast Green Club Forum on Government and the Environment, March 3
- SGA officer elections in March
- Donuts for Night Students, ATC and SU Café, March 6-8
- Free movie tickets, March 10
- Mission of Mercy Free Community Dental Clinic, Pensacola, March 23-25
- FCSSGA, April 5-7
- Special Olympics Volunteer Effort, Arnold High School, April 8
- SGA Wheel of Fortune, April 10
- Student Easter Egg Hunt, April 10-13
- Community Easter Egg Hunt, April 14
- LEAD Conference, April 11

Program Focus 3.2

Dr. Holdnak introduced Dr. Holly Kuehner, to present this month's Program Focus on Textbook Affordability. Dr. Kuehner

reminded trustees that HB 7019, which requires the promotion of college affordability, became law in April of 2016 and that Gulf Coast has been concerned about the rising cost of student textbooks for the past several years. She introduced Ms. Terri Bedford, associate professor, Mathematics; Mr. Lloyd Harris, professor, Mathematics; and Dr. Jason Mitchell, professor, Language & Literature, to talk about how they have been working to make college more affordable by writing their own textbooks. They reported that implementation of their textbooks began with the fall 2016 semester and that a free online version is available to students as well as a hard copy version that is sold in the College bookstore at a significantly reduced cost. They added that as changes occur, the online version is instantly updated and that the College owns the textbook in perpetuity. For those utilizing the online book, the anticipated savings is expected to be approximately \$90,000 per year for math students and about \$60,000 per year for language students.

4. Personnel

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

Professional Services

Employment

Carl P. Dixon, Career Development Specialist, Student Affairs, effective February 27, 2017 – June 30, 2017, annual salary of \$28,452. This is a new position.

Brandell W. Fleming, Educational Opportunity Center Educational Resource Advisor, TRiO, Student Affairs, effective January 18, 2017 – June 30, 2017, annual salary of \$29,997. This is a new position.

Randy M. Gordon, Educational Opportunity Center Educational Resource Advisor, TRiO, Student Affairs, effective January 18, 2017 – June 30, 2017, annual salary of \$25,168. This is a new position.

Shamere N. Jackson, Career Development Specialist, Student Affairs, effective February 20, 2017 – June 30, 2017, annual salary of \$28,634. This is a new position.

Laura J. Syfrett, Director, Human Resources, effective February 27, 2017 – June 30, 2017, annual salary of \$58,894. This is a new position.

Resignation

Randy M. Gordon, Educational Opportunity Center Educational Resource Advisor, TRiO, Student Affairs, effective February 14, 2017.

Carol F. Schilling, Associate Professor, Language & Literature, effective May 5, 2017.

Career Services

Employment

Darren Cockerham, Custodian (Grade 6), Facilities Management, effective February 20, 2017, hourly rate of \$10.67.

Mr. Cockerham fills the position vacated by the resignation of Larry L. Cain.

Reclassification

Bridget D. Collins, from Human Resources Assistant (Grade 9) to Senior Administrative Assistant (Grade 10), Natural Sciences, effective February 13, 2017, hourly rate of \$15.41.

Ms. Collins fills the position vacated by the resignation of Nicole D. Childree.

Following review of the Personnel Recommendations, Mr. Lewis moved and Mr. Tannehill 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 \$29,663.25 for noncredit courses and \$32,464.13 for special contracts.

Mr. McKnight moved and Mr. Millaway seconded approval of the Contract Ratifications 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 Spring 2017 A/B January Monthly and Biweekly Overloads/Adjunct Pay for a total of \$721,198.11.

Following review of the Overloads/Adjunct Pay recommendations, Mr. Warriner moved and Ms. Patronis 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.

Obsolete Property

4.4 Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians.

Mr. Lewis moved and Mr. Roberson seconded approval, 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 Order Activity

4.5.1 This month, there were no purchase orders of \$100,000 or greater.

4.5.2 Trustees reviewed the Expenditure Update for fiscal year 2016-17 for January 1-31, 2017. This item is for informational purposes only.

Final Approval to Manual of Policy Change

4.6 Dr. Holdnak requested final approval of Manual of Policy 6.083, Use of Electronic Equipment by Non-Exempt Employees. This new policy instructs non-exempt employees on the use of electronic communication devices when not scheduled for work duty.

Mr. Lewis moved to accept the recommendation as presented. 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.

Tentative Approval of Manual of Policy Changes

4.7 Trustees were asked to provide tentative approval of Manual of Policy changes:

- MOP 5.063, Information Security
This is a new policy created to support Federal and Florida laws on information security.
- MOP 7.015, Student Records
This update reflects that student's permanent files are stored in an electronic format and student Directory Information allows release of previous schools attended.

Ms. Patronis moved to accept the recommendation as presented and Mr. Lewis seconded. 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.

Phase I Softball Field Project Plans

4.8 Mr. Crisp asked trustees to table this item.

Mr. Warriner moved and Mr. Lewis seconded a motion to table approval of the Phase I Softball Field Project Plans. 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.

Dr. Holdnak recommended that trustees set a workshop/special meeting for further discussion/approval of the Phase I Softball Field Project Plans.

Mr. Roberson moved and Ms. Patronis seconded the motion 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.

**Lodging and
Acceptance of
2015-16 GCSC
Financial Audit**

4.9 Dr. Holdnak lodged the 2015-16 Gulf Coast State College Financial Audit with the board.

Mr. McKnight moved and Mr. Lewis seconded a motion to accept the audit 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.

**2017-18 Gulf
Coast State
College
Calendar**

4.10 As required by Florida Statute, Dr. Holdnak presented the Gulf Coast State College 2017-18 Calendar for approval.

Ms. Patronis moved to accept the recommendation as presented. Ms. Kirvin 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.

**5. Actual
Revenues and
Expenses
Compared to
Budget for
Most Recent
Accounting
Period and
YTD**

5.1.1 Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2016-17 as of December 31, 2016.

**Actual YTD
Revenues and
Expenses
Compared to
Prior Year**

5.1.2 Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2016-17 as of December 31, 2016.

President's Report

5.2 Dr. Holdnak thanked the students representing SGA for taking the time to attend today's meeting and briefed trustees on the following:

- Positive press coverage
- Performance Funding bill and other legislative issues
- Girls Day Out in Engineering
- Summer camps for kids
- Induction of Coach Roonie Scovel into the All Sports Association Hall of Fame
- Coach Mike Kandler's 700th career win and near 400th College win
- AFC Trustees Legislative Conference
- GKN Announcement

Citizen Pam Dorwarth came to the meeting late and asked to speak about impending legislation relative to guns on campus, and she was opposed.

6. Good of the Order

6.1 Trustees were reminded of the following College events:

- "Menagerie" Art Exhibit, through March 3, Amelia Center Gallery
- GCSC Distinguished & Rising Star Alumni Awards Event, February 23, Reception and Silent Auction at 5:30 p.m., Presentation of Awards and Dinner at 6:30 p.m., Advanced Technology Center
- "Italian American Reconciliation," February 24 and 25 at 7:30 p.m. and February 26 at 2:30 p.m., Amelia G. Tapper Center for the Arts Theatre Lab

Dr. Holdnak invited trustees to attend this year's Association of Community College Trustees Annual Leadership Congress, September 25-28.

7. Adjournment

7.1 The meeting was adjourned at 11:50 a.m.

Secretary

Chair, District Board of Trustees