

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

January 19, 2017

10 a.m.

William C. Cramer, Jr. Seminar Room

- Members Present** Don R. Crisp (presiding), Elizabeth M. Kirvin, Tom L. Lewis, Steve D. Millaway, Ralph C. Roberson, David P. Warriner, Dr. John R. Holdnak, and Derrick G. Bennett
- Absent** Jim W. McKnight, Katie L. Patronis, and Joe K. Tannehill, Jr.
- 1. Call to Order** 1.1 Mr. Crisp called the meeting to order at 10 a.m.
- Invocation** 1.2 Mr. Bennett gave the invocation.
- Pledge of Allegiance** 1.3 Ms. Kirvin led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** 1.4 Mr. Crisp welcomed Commander Douglas Huggan, U.S. Navy; Colonel Ronald Pieri, U.S. Air Force; Mr. Jeff DiBenedicits, president, Gulf Coast State College Foundation, Inc.; Mr. Lloyd Harris, chair, Faculty Senate; Ms. Bridget Collins, chair, Professional Employee Council; Ms. Bethany Baril, vice president, Student Government Association; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; and Dr. Melissa Lavender, vice president, Student Affairs.
- 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. Warriner seconded approval of the minutes of the regular meeting of December 15, 2016. The vote was recorded as follows: Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Crisp, aye.
- 2. Trustee Comments** 2.1 Mr. Crisp called on each trustee for comments. Mr. Lewis welcomed faculty and students to a new semester and requested prayers for the Kinsaul family for the tragic loss they suffered this week. Mr. Warriner and Mr. Roberson acknowledged the challenges the College is facing regarding campus infrastructure

improvements and this year's legislative session. Mr. Roberson expressed his excitement about the opportunities for job creation in Gulf County. Ms. Kirvin was pleased that two former professors would be recognized later in the meeting for the great job they did while serving the students of Gulf Coast.

Mr. Millaway stated that the Fourth Annual StartUp Weekend is scheduled for early March and that he and Dr. Holdnak have been working to bring more startup companies to this region. Mr. Crisp commended the College's athletes for their volunteer efforts with local schools and emphasized the significant impact activities like this have on young children.

Attorney's Report

2.2 Attorney Bennett had no report.

GCSC Foundation, Inc. President's Update

2.3 Mr. Jeff DiBenedictis, GCSC Foundation, reported that beginning December 14, 2016, and ending January 17, 2017, the Foundation received approximately \$61,731 in private contributions from the community; as of December 2016, the Foundation's assets stand at \$30.2 million; the year-to-date program support for the College is \$956,000; and ending December 2016, year-to-date investment activity reported a gain of \$1.1 million. He also reported that the Foundation will be accepting scholarship applications for the fall semester through April 15 and that the Mini-Grant Program will open its application cycle to the faculty on January 31, with \$59,000 available to fund grants. The 2017 Annual Business Meeting and Benefactor Recognition will occur on Friday, February 10, from 6 to 8:30 p.m. in the Robert L. McSpadden Student Union Conference Center.

Mr. DiBenedictis stated that it has been an honor and a privilege to serve as president of the GCSC Foundation. He thanked the trustees for their support and commended Ms. Margie Mazur, executive director, GSCS Foundation, for all of her hard work with the Foundation.

Honorary Trustee Updates

2.4 Commander Huggan stated that the two-week Annual Anti-Terrorism Exercise would begin soon.

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., Thursday, February 23, 2017, in the William C. Cramer, Jr. Seminar Room.

- 3. SGA Report** **3.1** Ms. Baril, vice president of the Student Government Association, reported on the following recent activities:
- Welcome Back Week
 - Student Forums January 18 and February 1, 2017
 - Drive-In Movie at the North Bay Campus
 - Collection of Unwanted Plastic Bags
- Program Focus** **3.2** Dr. Holdnak introduced Mr. Guy Garrett, associate professor and program manager, Network Services Technology, to present this month's Program Focus on the Cybersecurity A.S. degree program. He thanked the trustees for the opportunity to highlight our students and the Cybersecurity program. He stressed that the focus of the program was to produce highly qualified graduates prepared to step into public and private jobs in the community, to promote a culture of excellence, and to continue to build relationships with industry, military, and academic partners. Mr. Garrett introduced two students currently in the program: Ms. Michaela Fenlon and Ms. Ejarra Auzenne who spoke about the endless opportunities and unmatched guidance and knowledge they have received through this program.
- Student Focus** **3.3** Mr. Garrett introduced Mr. David White, a recent graduate of the Cybersecurity program. Mr. White stated that shortly after he entered the program, he was asked to join the Tiger Team. He began building bio servers and acknowledged that he had found his calling. Through a partnership with Summit Bank, Mr. White was asked to interview for the first internship position. Following a rigorous interview process, he was selected for the position, and ultimately became a full-time employee. He also returned to Gulf Coast, enrolling in the Technology Management, B.A.S. degree program. Although cybersecurity is the focus of the Tiger Team, he stated that he learned many other critical skills that have helped him achieve his goals.
- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Employment

Debbie L. Frady, Temporary, Full-Time Assistant Professor, Mathematics and Business & Technology, effective January 3, 2017 – May 4, 2017, nine-month contract salary of \$40,370. Ms. Frady is providing release time for Dana A. Dye due to extended illness.

Julia A. Thomas, Temporary, Full-Time Assistant Coordinator/DCE Respiratory Therapy, Health Sciences, effective December 22, 2016 – January 31, 2017, annual salary of \$43,032. Ms. Thomas continues to fill the position vacated by the resignation of Amy P. Blackburn.

Susan E. Vaughn, Educational Opportunity Center Coordinator TRiO, Student Services, effective January 9, 2017 – June 30, 2017, annual salary of \$36,276. This is a new position.

Resignation

Kevin A. Bruner, Learning Management System Technology Analyst, Information Technology Services, effective January 19, 2017.

Robin C. Newberry, Project Coordinator, Student Support Services & Upward Bound, TriO, Student Services, effective December 15, 2016.

Reclassification

Laura L. Justice, from Coordinator III, Health Sciences, to Division Chair, Health Sciences, effective December 30, 2016, annual salary of \$100,137. Ms. Justice fills the position vacated by the reclassification of Laura H. Kuehner.

Career Services

Employment

Brian C. Brown, Groundskeeper (Grade 6), Facilities Management, effective January 3, 2017, hourly rate of \$10.42. Mr. Brown fills the position vacated by the termination of Michael L. Bass, II.

Jimmy Horne III, Groundskeeper (Grade 6), Facilities Management, effective January 3, 2017, hourly rate of \$10.67. Mr. Horne fills the position vacated by the termination of David M. H. Rossner.

Dawn E. Owen, Custodian (Grade 6), Facilities Management, effective January 3, 2017, hourly rate of \$10.42. Ms. Owen fills the position vacated by the termination of Tony M. Williams.

Johnathan M. Pike, Groundskeeper (Grade 6), Facilities Management, effective January 3, 2017, hourly rate of \$10.42. Mr. Pike fills the position vacated by the reclassification of Ronald D. Donar.

Richard A. Stark, Groundskeeper (Grade 6), Facilities, Management, effective January 18, 2017, hourly rate of \$10.93. This is a new position.

Eric G. Woodard, Groundskeeper (Grade 6), Facilities Management, effective January 3, 2017, hourly rate of \$10.16. Mr. Woodard fills the position vacated by the resignation of Jesse G. Grimes.

Resignation

Christine Sherfield, Custodian (Grade 6), Facilities Management, effective December 7, 2016.

Enter DROP

Shirley A. Walker, Custodian (Grade 6), Facilities Management, effective December 1, 2016.

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

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications for a total of \$14,143.65 for noncredit courses and \$22,180 for special contracts.

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

**Overloads/
Adjunct Pay**

4.3 Trustees were asked to approve the Fall 2016 December Monthly and Biweekly Overloads/Adjunct Pay for a total of \$30,308.32.

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

Obsolete Property

4.4 This month, the College had no inventoried property for disposal.

Purchase Order Activity

4.5.1 Trustees were asked to approve three purchase orders to Advantage Sport and Fitness, Inc. totaling \$140,770 to replace weight room equipment that was installed when the facility was completed in 2001.

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

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

Mr. Warriner inquired about mitigation efforts referenced in two of the purchase orders, and President Holdnak responded that a report would be provided at a subsequent meeting.

**Budget
Amendment to
Unrestricted
Current Fund
(Fund 1)**

- 4.6** Dr. Holdnak recommended approval of budget amendment J1700544, Industry Certification Funds, to the Unrestricted Current Fund (Fund 1).

Mr. Lewis moved and Mr. Roberson seconded the motion to approve budget amendment J1700544, Industry Certification Funds, to the Unrestricted Current Fund (Fund 1), as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Crisp, aye.

**Budget
Amendments to
the Restricted
Fund (Fund 2)
for 2016-17**

- 4.7** Dr. Holdnak presented a recommendation to approve budget amendments to the Restricted Fund (Fund 2) for 2016-17:
- Budget Amendment J1700550, College Reach-Out Program Grant
 - Budget Amendment J1700592, TRiO Educational Opportunity Centers Grant
 - J1700593, TRiO Upward Bound Grant
 - J1700597, TRiO Student Support Services Grant

Ms. Kirvin and Mr. Millaway seconded the motion to approve the budget amendments to the Restricted Current Fund (Fund 2) for 2016-17 as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Crisp, aye.

**Tentative
Approval of
Manual of
Policy Change**

- 4.8** Trustees were asked to provide tentative 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. Mr. Warriner seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Crisp, aye.

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

- 4.9** Dr. Holdnak presented the final change to Manual of Policy 2.060, Southern Association of Colleges and Schools (SACS) Substantive Change Process for trustee approval. SACS institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission on Colleges in a timely fashion; this modification mirrors the most recent revisions to the SACS substantive change policy.

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

**Annual Fire
and Safety
Inspection**

- 4.10** Dr. Holdnak presented the recommendation to approve the report on the 2016 Annual Fire and Safety Inspection of the College as required by State Requirements for Educational Facilities (SREF). The inspection at all College sites was conducted by an inspector licensed by the State Fire Marshall and coordinated through the Florida College Risk Management Consortium. The report yielded zero fire/safety or casualty/sanitation deficiencies for the second consecutive year. Dr. Holdnak commended Mr. Jim McDougal, supervisor, Facilities Management, and his staff for their exceptional efforts.

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

**Contracts for
Design &
Implementation
of Phases 2 & 3
Campus Site
Improvement
(Parking &
Roadway)
Projects**

- 4.11** Dr. Holdnak asked trustees to approve the contracts for the Design and Implementation of Phase 2 and Phase 3 Campus Site Improvement (Parking and Roadway) projects. He explained that due to the delay in completing Phase I of the project, he would like to proceed with Phases 2 and 3 simultaneously to ensure the College's parking and roadway projects are finished prior to completion of the Highway 98 project by the Department of Transportation.

Mr. Warriner moved and Mr. Lewis seconded approval of the contracts as presented. Following further discussion regarding the process for determining the fee curve and disclosing the amount of the negotiated fee curve, Mr. Warriner and Mr. Lewis withdrew their motion.

Mr. Lewis moved and Mr. Warriner seconded a motion approving the contracts as presented and authorizing the chair and the president to discuss the professional compensation for the project

and report to the trustees. The vote was recorded as follows: Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Crisp, aye.

Nomination for Professor Emerita and Professor Emeritus **4.12** Trustees were asked to approve the nominations of Dr. Barbara Gribble for the status of *Professor Emerita* and Mr. Lynn Wallace for the status of *Professor Emeritus*. Emeritus/Emerita status is assigned for retiring faculty and professional staff who have been associated with the College for at least 20 years immediately prior to retirement and have demonstrated exemplary performance in support of the philosophy and mission of the College.

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

President Holdnak invited Vice President Kuehner and Mr. Lynn Wallace to the podium. Dr. Holdnak cited many of Mr. Wallace's accomplishments and stated that he was a beloved and inspirational teacher who gave generously of his talents and time and would be sorely missed by his students. Dr. Holdnak congratulated Mr. Wallace and presented a plaque recognizing his status as *Professor Emeritus*. Mr. Wallace thanked the trustees for their support.

Dr. Gribble was unable to attend today's meeting.

Acceptance of WKGC AM/FM Financial Audit for F/Y 2015-16 **4.13** Dr. Holdnak lodged the June 30, 2016 and 2015, WKGC AM/FM Audit.

Mr. Roberson moved and Mr. Warriner seconded a motion to accept the WKGC AM/FM Audit as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, 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 November 30, 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 November 30, 2016.
- President's Report** **5.2** Dr. Holdnak briefed trustees on the recent meeting with the Governor and Florida's Community/State College Trustee Chairs and legislative delegations in the College's service district and shared handouts related to:
- Senate Bill 2 – The Florida Excellence in higher Education Act
 - Guns on Campus and Open Carry Bills
 - Affordability in the Florida College System 2016
 - Listing of Bills Filed Last Week
- Dr. Holdnak mentioned Triumph Florida issues and indicated that he is working with the Bay EDA, Florida's Great Northwest, and the Gulf County EDA in an attempt to keep the funds in this region of Florida.
- 6. Good of the Order** **6.1** Trustees were reminded of the following College events:
- Educator Preparation Institute Community Forum, February 1, 5:30 p.m., Social Sciences Building, Room 112
 - "Menagerie" Opening Reception, February 3, 5 to 7 p.m., Visual & Performing Arts Center
 - GCSC Foundation Annual Meeting, February 10, 6 p.m., Robert L. McSpadden Student Union Conference Center
 - SGA Drive-In Movie at the North Bay Campus, February 17, 6 p.m.
- 7. Adjournment** **7.1** The meeting was adjourned at 12 p.m.

Secretary

Chair, District Board of Trustees