

**FINAL  
MINUTES**

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

**September 20, 2018**

10 a.m.

William C. Cramer, Jr. Seminar Room

**Members Present** Jim W. McKnight (presiding), Don R. Crisp, Tom L. Lewis, Elizabeth M. Kirvin, Steve D. Millaway, Ralph C. Roberson, Joe K. Tannehill, Jr., Dr. John R. Holdnak, and Mr. Derrick Bennett

**Absent** Katie L. Patronis and David P. Warriner,

**1. Call to Order** 1.1 Mr. McKnight called the meeting to order at 10 a.m.

**Invocation** 1.2 Mr. Bennett gave the invocation.

**Pledge of Allegiance** 1.3 Mr. Roberson led those present in the pledge of allegiance to the American flag.

**Welcome to Guests** 1.4 Mr. McKnight welcomed Mr. William C. Cramer, Jr., board advisor, Gulf Coast State College Foundation, Inc.; Mr. Johnathan Fuentes, president, Student Government Association; Ms. Kelli Walsingham, chair, Faculty Senate; Ms. Rebecca Ramsey, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Economic Development & Strategic Projects.

**Hearing of Citizens** 1.5 No citizens answered the call to appear before the board.

**Special Presentation** 1.6.1 Mr. McKnight and Dr. Holdnak invited Mr. David Southall, president and chief executive officer of Innovations Credit Union; Mr. William C. Cramer, Jr., board advisor, GCSC Foundation, Inc.; and Ms. Margie Mazur, executive director, GCSC Foundation, Inc. to the podium.

Dr. Holdnak thanked the Innovations Credit Union for their continued support, which has helped many students realize their educational goals at the College. He stated representatives from Innovations Credit Union are here today to present an endowed scholarship that will provide student access and opportunity in perpetuity at the College. Dr. Holdnak asked Mr. David Southall to the podium.

Mr. Southall introduced family members of Mr. Jim Kott, Innovations long time Board Chairman, who passed away on May 1, 2017. Mr. Southall stated it was an honor to present to the Foundation a check for \$20,000 to endow the “James R. Kott Memorial Scholarship” which will aid a student to continue his mission of making a difference in the community he cared so much about. Mr. Rob Fernandez, current chair of the Innovations Board, thanked the trustees and the Foundation for the opportunity to carry on Mr. Kott’s legacy. Mr. George Wilson, Mr. Kott’s son, stated it was a big honor for the family, those present and those serving who could not attend, to have this scholarship endowed in the name of their father.

**1.6.2** Dr. Holdnak recognized The Florida College System Foundation for providing student scholarships to Florida’s 28 colleges since 1999 and introduced Mr. William C. Cramer, Jr., who presented a check to the College for \$22,251, which was funded from the Helios Education Foundation, \$4,840; the Foundation for Bank of America Dream Makers Scholarships, \$5,481; and Florida Blue, \$11,930. Mr. Cramer expressed his appreciation for the good working relationship with the College and for the opportunity to assist students.

**1.6.3** Dr. Holdnak invited Mr. Jason Hedden, chair, Visual & Performing Arts to the podium. Dr. Holdnak stated the College is exemplary in many areas and then congratulated Mr. Hedden and his faculty for their outstanding achievements. Dr. Holdnak presented them the following Florida College System Activities Association Theatre Division Awards:

Fall 2017	Superior for “One Man, Two Guvnors”
Spring 2018	Superior and New Play Award for “Lucky You”
Spring 2018	Superior and Community Service Award for “The 25 <sup>th</sup> Annual Spelling Bee”

**2. Trustee  
Comments**

**2.1** Mr. McKnight called on each trustee for comments. Trustees expressed sympathy for the family of KeShawn Johnson and her fellow basketball players and coaching staff. Mr. Lewis stated the college and WMBB are working together collecting supplies for Hurricane Florence victims. Trustees Crisp, Millaway, and Tannehill expressed appreciation to the faculty and staff for the support they continue to give to students and the community. Ms. Kirvin stated she is excited to see what is happening at the College and appreciated the Program Review. Mr. Millaway thanked Mr. Cramer, on behalf of the Florida College System Foundation, for their donation to the Foundation.

**Attorney’s  
Report**

**2.2** Attorney Bennett had no report.

**GCSC  
Foundation,  
Inc.**

**2.3** Mr. William Cramer, board advisor, GCSC Foundation, Inc., reported that beginning July 25, 2018, and ending September 11, 2018, the Foundation received \$81,687 in private contributions from the community and to date

**President's Update**

the Foundation has received \$1,041,486.39 in donations and pledges in support of the Thanks a Million Campaign. The Foundation's year-end close was June 30, 2018, and the financial report given is "unaudited"; assets as of August 31, 2018 stand at \$34.5 million; overall year-to-date and investments have a gain of \$1.2 million. Total year-to-date program and scholarship support for served to the College is \$38,000; which includes total scholarships awarded at \$6,000.

The Foundation's Annual Pairing Party will be on Thursday, November 1 in the Advanced Technology Center and the Golf Tournament will be at Shark's Tooth on Friday, November 2. The Foundation has secured \$61,600 in sponsorships and 23.5 teams have registered. Various levels of sponsorships and opportunities to support the event are available. All the proceeds are in support of the Thanks a Million Campaign. If you need any additional information, please contact Margie Mazur in the Foundation office.

**Honorary Trustee Updates**

2.4.1 CDR Seago was unable to attend today's meeting.

2.4.2 Col. Jefson was unable to attend today's meeting.

**Next Meeting**

2.6 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, October 18, 2018, in the William C. Cramer, Jr. Seminar Room.

**3. SGA Report**

3.1 Mr. Johnathan Fuentes, president, Student Government Association, stated Welcome Back activities included:

- free coffee and pastries
- cupcake event for the Volleyball team
- a successful club rush week
- an ice cream social

Other activities which SGA participated included:

- SGA Business meeting on September 11
- Suicide Awareness event on September 13
- College Night on September 13

**Program Focus 3.2**

Dr. Holdnak introduced Dr. Melissa Lavender, Vice President, Student Affairs, to present this month's Program Focus on the Seminole-Commodore Alliance.

The Seminole-Commodore Alliance (SCA) is a collaboration between Gulf Coast State College and FSU-PC that provides opportunities to enhance student engagement at both campuses. Dr. Lavender stated, since the campuses are located across from each other on Collegiate Drive, students from both campuses would benefit from each other's array of activities and services to create a total campus experience.

The Student Affairs offices on both campuses are continuously developing student programming initiatives and services for all enrolled students at GCSC and at FSU-PC in many areas to include student clubs and organizations, community service, intramural and club sports, student leadership events, student government, cultural events, student travel, fitness, and more.

Dr. Lavender called on Ms. Lori Cannon, Director, Student Leadership at Gulf Coast State College and Dr. Irvin Clark, Associate Dean of Faculty Development and Administrative Affairs at Florida State University-PC, who both gave updates on the program.

**4. Consent Agenda**

The items on the consent agenda are routine business, state directives, and/or compliance items. Dr. Holdnak stated a correction was made to Agenda Item 4.7, which resulted in removing #J1900206, Wellness Auxiliary, from the list because it did not belong in Fund 2.

Mr. McKnight asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. No requests were made; therefore, the following recommendations were presented for approval on the Consent Agenda.

**Minutes**

**4.1.1** Approval of Minutes of the Regular Meeting of July 26, 2018.

**4.1.2** Approval of Minutes of the DBOT Retreat of August 14, 2018.

**Personnel**

**4.2 Professional Services**

Employment

Addison S. Braswell, Assistant Coach, Wellness & Athletics, Student Affairs, effective August 27, 2018 – June 30, 2019, annual salary of \$17,770. Mr. Braswell fills the position vacated by the resignation of Tyler Younger.

John W. Divine, Temporary Assistant Professor of Music, Visual & Performing Arts, Academic Affairs, effective August 13, 2018 – May 3, 2019, annual salary of \$41,017. Mr. Divine temporarily fills the position vacated by the non-renewal of Christine Yoshikawa.

Lince J. Favors, Coordinator I, Benefits & Compliance, Human Resources, Administration & Finance, effective July 27, 2018 – June 30, 2019, annual salary of \$37,051. Ms. Favors fills a newly created position.

Diane E. Garrard, Director of TRiO Programs, Student Affairs, effective July 30, 2018 – June 30, 2019, annual salary of \$62,236. Ms. Garrard fills the position vacated by the resignation of Melissa Pinero.

Mary C. Middlemas, Reading & Writing Lab Manager, Manager 1, Success Center-9 month contract, Language & Literature, Academic Affairs, effective August 13, 2018 – May 3, 2019, annual salary of \$35,688. Ms. Middlemas fills the position vacated by the promotion of Sarah Pilcher.

Michael A. Porrini, Assistant Coach, Men's Basketball, Wellness & Athletics, Student Affairs, effective August 20, 2018 – June 30, 2019, annual salary of \$10,000. Mr. Porrini fills the position vacated by the resignation of Austin Mefford.

Rachel L. Robinson, Temporary Full-Time Tutor, Language & Literature, Academic Affairs, effective August 20, 2018 – May 3, 2019, annual salary of \$22,693. Ms. Robinson temporarily fills the position vacated by Melanie Donnahee.

Stephen P. White, EMS Program Coordinator, Public Safety, Academic Affairs, effective September 10, 2018 – June 30, 2019, annual salary of \$77,213. Mr. White fills the position vacated by the resignation of Karen Tayes.

Shauna C. Wright, Assistant Coordinator, Testing, E-Learning & Testing, Student Affairs, effective August 20, 2018 – June 30, 2019, annual salary of \$31,357. Ms. Wright fills the position vacated by the resignation of James Smith.

#### Correction

Patrick T. Moore, Assistant Professor of Music, Visual & Performing Arts, Academic Affairs, effective August 13, 2018 – May 3, 2019, annual salary of \$48,480. Mr. Divine temporarily fills the position vacated by the non-renewal of Christine Yoshikawa. This employment transaction did not occur.

#### Resignation

Guy W. Garrett, Assistant Professor, Business & Technology, Academic Affairs, effective August 7, 2018.

Ashley N. Mosley, Academic Advisor, Advising, Student Affairs, effective August 24, 2018.

Johanna L. White, Special Projects Coordinator, Workforce Board, effective September 28, 2018.

Tyler W. Younger, Assistant Coach, Baseball, Wellness & Athletics, Student Affairs, effective August 14, 2018.

Retirement

Elaine S. Poston, Assistant Coordinator, Student Accessibility Resources, Student Affairs, effective August 3, 2018.

Deceased

Austin A. Vanco, Librarian, Library Services, Academic Affairs, effective July 27, 2018.

**Career Services**

Employment

Trichardo (Tim) A. Davis, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective August 20, 2018, hourly rate of \$11.31. Mr. Davis fills a position vacated by the promotion of Stephanas Robinson.

Khristopher D. Favors, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective August 13, 2018, hourly rate of \$11.31. Mr. Favors fills a position vacated by the resignation of Jimmy Horne, III.

Resignation

Joshua J. Horton, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective August 16, 2018.

Exit DROP

Horace McClinton, Custodian (Grade S150), Facilities Management, Administration & Finance, effective August 31, 2018.

- |                                   |            |   |
|-----------------------------------|------------|---|
| <b>Contract Ratifications</b>     | <b>4.3</b> | Recommendation of July 2018 Contract Ratifications for 45 instructors of noncredit courses totaling \$30,435.55 and for 14 special contracts totaling \$27,297.40.  |
| <b>Overloads/<br/>Adjunct Pay</b> | <b>4.4</b> | 4.4.1 Recommendation of July 2018 Monthly and Biweekly Overloads/Adjunct Pay for 32 instructors of credit classes totaling \$38,553.72.<br><br>4.4.2 Recommendation of August 2018 End of Session/Exceptional Monthly and Biweekly Overloads/Adjunct Pay for 19 instructors of credit classes totaling \$12,360.24. |
| <b>Purchase Order Activity</b>    | <b>4.5</b> | 4.5.1 This month there was one purchase order over \$100,000 or greater for board approval. The purchase order will be generated for The Roosevelt Group, LLC, in the amount of \$144,000 and will be fully funded by a grant from the Florida Defense Support Taskforce.   |

This is for contracted consulting services to assist Gulf Coast State College activities in support of the bed down of the MQ-9 Wing at Tyndall AFB; to participate in the development of the Tyndall 2030 plan; and to assist in fostering an increase in community partnerships.

Deliverables include development of collateral materials concurrent with the execution of the activities outlined above. Collateral materials (i.e., briefings, white papers, et al) will be developed to support these efforts and will provide a consistent message for all participants in the process.

4.5.2 The Expenditure Report for fiscal year 2018-19 of July 1 through August 31, 2018, was provided for review. This item is for informational purposes only.

**Obsolete  
Property**

4.6 This month the college has 50 items that have been submitted which are obsolete and no longer serve the needs of the College's students or staff.

**Budget  
Amendments  
to the 2018-19  
Restricted  
Current Fund  
(Fund 2)  
Budget**

4.7 Recommendation to approve budget amendments to the Restricted Current Fund (Fund 2) for 2018-19:

- Budget Amendment #J1900019, Foundation Mini Grants
  - Corporate College, "Making the Grade in the Workplace"
  - Dental, "Tel-Eval Dental Hygiene Clinic Grading System"
  - Business & Technology, "ATC Club"
  - Surgical Technology, "Carotid Endarterectomy Simulation"
  - Health Sciences, "Scanning Electron Microscope Images"
  
- Budget Amendment #J1900052, CareerSource Gulf Coast
  - WIA Dislocated Worker
  - WIA Adult 1
  - WIA Youth 1
  - Perf 1
  - SNAP
  - Welfare Transition
  - Unemployment Compensation
  - Perf 2
  - Wagner-Peyser
  - DVOP
  - LVER
  - Military Family
  - RESEA
  - RESEA 2
  - Dislocated Worker 2
  - Adult 2
  - OOS Youth
  - WIOA Perf 2
  - WIOA Pipe

- Budget Amendment #J1900194, Florida Defense Support Force Grant
- Budget Amendment #J1900204, Public Radio Stations Grant
- Budget Amendment #J1900241, Perkins Grant
  - Professional Development
  - Dental
  - Nursing
  - Radiography
  - Digital Media
  - Engineering Technology
  - Unmanned Vehicle Systems
  - Public Safety

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

**5. Action Items**  
**Approval of Textbook Affordability Program Report**

**5.1** 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 called on Dean Hapner who gave a brief summary of the proposed report detailing its compliance with requirements of this legislation for approval. The GCSC 2017-18 compliance level was 99.4 percent.

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

**Approval of Contract for Campus-Wide HVAC Replacement Project**

**5.2** Trustees were asked to approve the recommendation of approval of RFP #1-2018/2019, Contract for Campus-Wide HVAC Replacement Project. The total project includes the following components:

- |                      |  |
|----------------------|--|
| Human Resources Bldg | Replace air handlers #2 and #3                     |
| North Bay Campus     | Replace 13 heat pump split systems                 |
| HVAC Central Plant   | Replace cooling tower #1                           |
| HVAC Central Plant   | Replace four 12” stainless steel boiler vent pipes |
| Student Union West   | Replace air handler #3!                            |
| Wellness Building    | Replace pool dehumidification system               |
| Workforce Building   | Replace three heat pump split systems              |



The college staff is recommending awarding each of the project components to the low bidder. In each case, the college will take advantage of its ability to direct purchase the materials to save the applicable sales tax.

Mr. Roberson moved and Ms. Kirvin seconded a motion to approve RFP #1-2018/2019, Contract for Campus-Wide HVAC Replacement Project as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and McKnight, aye.

**Approval of Contract for the 20<sup>th</sup> Street Realignment Project**

**5.3** Dr. Holdnak requested approval of the Contract for the 20<sup>th</sup> Street Realignment Project (ITB #2-2018/2019). The project includes demolition of existing roadway; new underground utilities and infrastructure; new storm water collection system; new and modified concrete curbs and walkways; asphaltic paving systems; and other minor improvements.

Mr. Tannehill moved and Mr. Lewis seconded the motion to approve the recommendation of approval of the Contract for the 20<sup>th</sup> Street Realignment Project as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and McKnight, aye.

**6. Informational Items**

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

**6.1.1** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2018-19 as of July 31, 2018.

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

**6.1.2** Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2018-19 as of July 31, 2018.

**Phase 3 Campus Improvements (Roadway & Parking) Project Update**

**6.2** Dr. Holdnak reported Phase 3 Campus Improvements to the roadway and parking on the north side of campus are underway and approximately one fourth of the project is complete.

The contractor has completed demolition on the parking area between the Student Union West and the Visual & Performing Arts buildings. Weather permitting, curbing, sidewalks, some landscaping, and paving should shortly.

C.W. Roberts, the contractor on the project, is confident that the project is on schedule and continues to make efforts to minimize the impact to students, faculty, and staff during construction

**Fee Exemption and Waivers 2017-18**      **6.3**      Trustees reviewed the summary of fee exemptions and waivers granted during the fiscal year ending 2017-18. Mr. Mercer stated the Dual Enrolled waivers were not listed.

**Siemen’s Industry, Inc. Energy Savings Project Update**      **6.4**      Mr. Matt Ridley, Siemens Industry, Inc., Building Performance Assurance Team, presented the Year Five Annual Savings Report for the Energy Savings Performance Contract, which the College entered into in April 2012. Mr. Ridley reported that the College:

- achieved a savings in utility costs of \$489,137,
- improved the college’s carbon footprint on the environment,
- increased comfort levels, and
- improvements continue to parking lot lighting.

He added that the Colleges will continue the process of converting to LED lighting.

**2017-2018 Program Review**      **6.5**      Dr. Holdnak called on Dr. Kuehner to present the 2017-18 Academic Program Review and stated the report is for informational purposes only. Dr. Kuehner highlighted the process review stating a recommendation to delete the Public Security Officer and the Entrepreneurship Operations certificate programs will be presented to trustees for approval at a future meeting.

**President’s Report**      **6.6**      Dr. Holdnak reported enrollment is up with FTE just under 3 percent and headcount just under 5 percent and gave a parking update, presenting a drone flyover picture of the first day of classes.

Dr. Holdnak shared with trustees some recent activities occurring on campus, specifically mentioning:

- Commodores Care/WMBB collaboration for Hurricane Florence supply drive.
- College Night was successful with over 1,000 attendees.
- GCSC and its Culinary team hosted the First United Methodist breakfast on August 25.
- He attended a round-table discussion at the Bay County Chamber with Senators Gainer and Galvano on September 19.
- Florida Great Northwest will be hosting their regional meeting and reception on September 24.
- Ukraine visitors on September 13 who were here to learn how colleges assist with Economic Development
- ACMT visit in collaboration with GCSC AMI2
- Florida/Alabama President Coalition Meeting updates

- 7. Good of the Order**
- 7.1** Trustees were reminded of the following College events:
- GCSC Faculty & Friends Music Recital, September 20, 7:30 p.m., Amelia Center Theatre
  - “Made in Greece VII,” Exhibit, September 14 – October 5, Amelia Center Gallery
  - “The Wolves,” by Sarah DeLappe, 7:30 p.m., September 28 & 29 and October 5 & 6; 2:30 p.m., September 30 and October 7, Amelia Center Theatre Lab
  - “Bring Your Strings,” October 3, 5:00 p.m., Advanced Technology Center Roof Top
  - GCSC vs FSU Softball, 6 p.m., October 13, Lady Commodore Sports Complex
- 8. Adjournment**
- 8.1** The regular meeting was adjourned at 12:15 p.m.

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Secretary

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Chair, District Board of Trustees