

**FINAL
MINUTES**

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

July 25, 2019

10 a.m.

William C. Cramer, Jr. Seminar Room

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| Members Present | Jim W. McKnight (presiding), Don R. Crisp, Tom L. Lewis, Steve D. Millaway, Ralph C. Roberson, David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett |
| Absent | Elizabeth M. Kirvin, Joe K. Tannehill, Jr., |
| 1. Call to Order | 1.1 Mr. McKnight called the meeting to order at 10:05 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. |
| Election of Officers | 1.4.1 Chair McKnight relinquished the chair to Vice Chair Lewis, who accepted nominations for board chair. Mr. Roberson nominated Mr. McKnight. No other nominations were offered, Mr. Millaway seconded the nomination, and Mr. McKnight was elected board chair for 2019-20 on a vote as recorded here: Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye. |
| | 1.4.2 Chair McKnight called for nominations for board vice chair for 2019-20. Mr. Millaway nominated Mr. Lewis. There being no other nominations, Mr. Warriner seconded, and Mr. Lewis was elected board vice chair for 2019-20 on a vote as recorded here: Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye. |
| Welcome to Guests | 1.5 Mr. McKnight welcomed Ms. Julia Merrill, president, Student Government Association; Mr. Joe Hamner, president, Gulf Coast State College Foundation, Inc.; Ms. Hadley Pridgen, chair, Faculty Senate; Ms. Jessica Owens, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Mr. John Mercer, vice president, Administration & Finance, and Mr. Glen McDonald, vice president, Strategic Projects & Economic Development. |

**Hearing of
Citizens**

1.6 No citizens answered the call to appear before the board.

**Special
Presentation**

1.7 Mr. McKnight called on Dr. Holdnak to present this month's Special Presentation. Dr. Holdnak recognized Victoria Richards, WKGC News Director and the entire staff of WKGC for the exceptional work they did during Hurricane Michael. He then presented the "Eye of the Storm" Gold Record Award given to WKGC by the Florida Association of Broadcasters for their dedication and service. Ms. Richards thanked the board and stated she would be remiss if she did not recognize Dr. Erika Goines, coordinator, Digital Media Program, who synchronized the activities of the WKGC staff while at the Emergency Operations Center.

Dr. Holdnak invited Ms. Gloria Crawford to the podium and acknowledged her service, once again, to the college. Ms. Crawford had been asked to serve as the interim chair of the Public Safety Division for three months, which turned into 18 months. Dr. Holdnak stated he appreciated her sacrifice and presented Ms. Crawford a certificate of appreciation for coming out of retirement to assist the college as interim chair of the Public Safety Division. Ms. Crawford thanked the board stating it was always an honor to serve the college and the community.

**2. Trustee
Comments**

2.1 Mr. McKnight called on each trustee for comments. Mr. Millaway, stating he had been on campus recently and experienced the numerous excited students participating in the summer STEM camps, commented that this is an excellent outreach to future students. Mr. Warriner thanked Dr. Holdnak for the foresight to send Mr. Al McCambry to the Gulf/Franklin Campus, stating that Mr. McCambry has been active at numerous community events. Mr. Roberson echoed Mr. Warriner's comment and stated it was good to be back "home" in the boardroom and was looking forward to getting employees and students back home as well. Mr. Crisp and Mr. Lewis reiterated that they were also happy to be back in the boardroom. Mr. McKnight stated since taking over the helm of the Gulf County EDA he has realized how involved the college is when recruiting new companies to the area. He thanked the staff for assisting the area EDA's for showing workforce development training support opportunities to potential companies coming to the area.

**Attorney's
Report**

2.2 Attorney Bennett stated that in September 2018, the District Board of Trustees awarded a contract to GAC to realign the connector road between 20th Street and 23rd Street with the college's new east entrance. The work is now complete and the college desired to complete the transfer of ownership of the right-of-way to the City of Panama City. Once the deed has been transferred, ongoing maintenance of the property will be assumed by the city. Mr. Bennet recommended the board's approval to deed the right-of-way to the City of Panama City set forth in the proposed resolution.

Mr. Crisp moved and Mr. Warriner seconded the motion of board approval to deed the right-of-way to the City of Panama City set forth in the proposed resolution. The vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson aye; Warriner, aye; and McKnight, aye.

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

2.3 Mr. Hamner, president, GCSC Foundation, Inc. reported that beginning June 24 ending July 22, 2019, the Foundation received \$78,723 in private contributions from the community. Total contributions to the Student and Employee Hurricane Michael Relief Fund is \$684,500 with fund expenditures to date of \$1.1 million. June 2019 investment activity for the month ending reported a gain of \$1.4 million and year-to-date investment activity ending in June 2019, reported a gain of \$1.7 million. The total unaudited year-to-date program and scholarship supported services to the college is \$2.3 million; which includes total scholarships awarded at \$1.9 million and program support at \$400,000.

Mr. Hamner stated the Foundation has revamped their webpage. He urged everyone to visit www.gcscfoundation.org.

Mr. Hamner reminded everyone to save the date for the Foundation Golf Tournament, November 15, 2019 at the Shark Tooth Golf Course. The Pairing Party will be held on November 14, 2019 in the Advanced Technology Center. Currently 12 teams have registered and they have secured \$25,000 in sponsorships.

**Honorary
Trustee Updates**

2.4 Commander Christenson and Colonel Beaulieu were unable to attend to today's meeting.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for Thursday, September 12, 2019, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

3. SGA Report

3.1 Ms. Julia Merrill, president, Student Government Association, stated the Executive Board had just returned from Valencia College where they had participated in a new member leadership training program; the Executive Board is preparing for the upcoming semester; Wendy Davis is the new treasurer; Justin Wilson is the president of SABA; student government has established a Campus Enhancement Committee; and with the decrease in enrollment the board has been very creative with 19-20 budget process.

4. Consent Agenda

The items on the consent agenda are routine business, state directives, and/or compliance items. 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** Minutes of the Regular Meeting of June 27, 2019
 - 4.1.2** Minutes of the Board Self-Assessment Committee Meeting of July 1, 2019

Personnel **4.2** **Professional Services**

Employment

Janice W. Benggio, Business Consultant, Veterans Business Outreach Center, Workforce Development, Strategic Initiatives & Economic Development, effective July 1, 2019 – June 20, 2020, annual salary of \$47,129. Ms. Benggio fills the position vacated by the resignation of James J. Riley.

David A. Green, Career Manager II, Workforce Development, Strategic Initiatives & Economic Development, effective July 15, 2019 – June 30, 2020, annual salary of \$31,156. Mr. Green fills the position vacated by the resignation of Tamlyn D. Smith.

Nelson S. Thomas, Head Softball Coach, Wellness & Athletics, Student Affairs, effective July 29, 2019 – June 30, 2020, annual salary of \$70,256. Mr. Thomas fills the position vacated by the resignation of Elizabeth Wade.

Resignation

Jennifer K. Collier, Assistant Professor, Nursing, Health Sciences, Academic Affairs, effective June 20, 2019.

Lisa G. Reed, Executive Director, Human Resources, Administration & Finance, effective July 19, 2019.

Holly R. Reeves, Part-time Assistant Women's Softball Coach, Wellness & Athletics, Student Affairs, effective June 30, 2019.

Samantha N. Wagner, Application Process Specialist, Enrollment Services, Student Affairs, effective July 19, 2019.

Reclassification

Gregory S. May, from Director, Tactical Facility Planning, Strategic Initiatives & Economic Development to Coordinator II, Public Safety, Academic Affairs, effective July 1, 2019 – June 30, 2020, annual salary of \$45,024. Mr. May fills the position vacated by the passing of Nick Rivera.

Career Services

Employment

Katrina Pless-Brooks, Part-Time Learning Support Specialist (No grade), Student Accessibility Resources, Student Affairs, effective July 1, 2019, hourly rate of \$13.98. Ms. Pless-Brooks fills the position vacated by the resignation of Sunny P. Barton.

Reclassification

Patricia L. Young, From Records Credentialing Assistant, Continuing Education (Grade S190), Corporate College, Strategic Initiatives & Economic Development to Corporate College/Enrollment Services Registration Assistant, (Grade S190), Enrollment Services, Student Affairs, effective July 1, 2019, hourly rate of \$15.26.

Resignation

Melannie F. Lewis, Senior Bookkeeper WFC (Grade S200), Workforce Development, Strategic Initiatives & Economic Development, effective July 10, 2019.

Richard A. Stark, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective July 18, 2019.

Enter DROP

Margaret A. Long, Senior Administrative Assistant (Grade S210), Enrollment Services, Student Affairs, effective July 1, 2019.

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| Contract Ratifications | 4.3 | Recommendation of June 2019 Contract Ratifications for a total of \$53,579.17 for noncredit courses and \$157,272.57 for special contracts. |
| Overloads/ Adjunct Pay | 4.4 | Recommendation of Summer Session “C” Monthly and Biweekly Overloads/Adjunct Pay for a total of \$97,733.36. |
| Purchase Order Activity | 4.5 | The Expenditure Report for June 1-30, 2019, was provided for review. |
| Final Approval of Manual of Policy Change | 4.6 | Recommendation of final approval of <u>Manual of Policy 7.020, Student Fees</u> . The recommended changes bring campus policy in line with Florida Statute on how to calculate the cost of course repeats |
| Approval of the GCSC Foundation Use of College Facilities | 4.7 | Gulf Coast State College Manual of Policy 3.028, Gulf Coast State College Foundation, Inc., details the relationship between the College and the GCSC Foundation. One aspect of this relationship is not specifically addressed in the policy, that being the value of College facilities used by the GCSC Foundation. |

The GCSC Foundation currently uses a small suite of offices on the third floor of the Student Union West and the annual value of these facilities is approximately \$22,000. It is recommended to the board to approve continued usage by the Foundation of these facilities for the 2019-20 fiscal year.

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| 2019-20 Restricted Current Fund (Fund 2) Budget | 4.8 | The 2019-20 Restricted Current Fund (Fund 2) budget for CareerSource Gulf Coast was presented for approval. |
| 2019-20 Auxiliary Fund (Fund 3) Budgets | 4.9 | The 2019-20 Auxiliary Fund (Fund 3) Budget was presented for approval. <ul style="list-style-type: none">• Auxiliary Services• Corporate College |
| 2019-20 Loan and Endowment Fund (Fund 4) Budget | 4.10 | The 2019-20 Loan and Endowment Fund (Fund 4) budget was presented for approval. <ul style="list-style-type: none">• Parking Fines/Emergency Loans |
| 2019-20 Scholarship Fund (Fund 5) Budgets | 4.11 | The 2019-20 Scholarship Fund (Fund 5) budgets were presented for approval. <ul style="list-style-type: none">• PELL Grant• Bright Future Scholarship Program• Florida Student Assistance Grants• Other State Funded Assistance Programs• GCSC Student Financial Aid Fee Scholarships• GCSC Foundation Scholarships |
| 2019-20 Unexpended Plant Fund (Fund 7) Budgets | 4.12 | The 2018-19 Unexpended Plant Fund (Fund 7) budgets were presented for approval. <ul style="list-style-type: none">• Student Capital Improvement Fees• Student Technology Fees |

Mr. Lewis moved to accept the consent agenda items 4.1 through 4.12 as presented. Mr. Millaway seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

**5. Action Items
Dual Enrollment
Articulation
Agreements**

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| 5.1 | Dr. Holdnak called on Dr. Flax-Hyman to present the articulation agreements between the College and the Bay, Franklin, Gulf, Holmes, and Washington district school boards. She explained that the renewal agreements remained the same as in previous years. She also presented articulation agreements between the College and Covenant Christian |
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School, Eagle’s Nest Christian Academy, Faith Christian School, Kaleidoscope School of Discovery, Ohana Institute, and Panama City Advanced School, explaining the renewal agreements remained the same as in previous years except for the addition of the responsibility of the school assuming the cost of the standard tuition rate of \$71.98 per credit hour. Mr. Warriner moved and Mr. Lewis seconded approval of the articulation agreements as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

**Tentative
Approval of
Manual of Policy
Changes**

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

Manual of Policy 3.027, Direct-Support Organizations. The creation of this policy is to provide direction to the institution for the creation of Direct-Support Organizations.

Manual of Policy 6.030, Personal Obligations. The revision of this policy supports the existing requirement of all personnel directors’ level and above to attend Commencement and to provide their own regalia. Additional updates support the new 2-Factor Authentication process, previously implemented by the college, and the requirement for new employees to utilize personal electronic devices for such process.

Manual of Policy 6.042, Work Beyond the Normal Workweek. The requested changes support current process for timesheet submission and routing; as well as, the clarification of overtime calculation as related to non-worked paid hours such as holiday, vacation, personal, and sick time.

Mr. Crisp moved to accept the tentative approval of changes to the Manual of Policy as presented. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

**Lodging and
Acceptance of
2017-18 GCSC
Financial Audit**

5.3 Dr. Holdnak lodged the 2017-18 Gulf Coast State College Florida Financial Audit with the board.

Mr. Millaway moved and Mr. Roberson seconded the motion to accept the audit as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

**Approval of
Academic
Program
Deletions**

5.4 Dr. Holdnak presented the recommendation for approval of the Academic Program Deletion of the Educator Preparation Institute program.

As part of the College's annual assessment process, Gulf Coast State College reviews its program offerings and related data on student enrollment, student attrition, and workforce demand. Prompted by the ongoing review process, the administration recommends the closure of the Educator Preparation Institute (EPI) program. The EPI program is an alternative credentialing program designed to prepare students with a bachelor's degree to seek a five-year professional teaching certification from the state of Florida. Dr. Holdnak stated, while the program is a good program, the interest and enrollment at Gulf Coast State College have declined to levels that do not support the need for the program for our service district. Additionally, Bay District Schools can hire bachelor's prepared teachers and enroll them in their own alternative credentialing program while working as a teacher. With the approval of the board, effective August 2019, new student admission into these programs would be suspended.

Mr. Lewis moved to accept the recommendation of the Academic Program Deletion of the Educator Preparation Institute program as presented. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye

**Disaster
Recovery
Services (DRS)
Contract for
FEMA Recovery
Effort**

5.5 Dr. Holdnak stated the scope of work with Disaster Recovery Services is a work in progress which is not complete as of the board meeting and he requested the board table the intended recommendation until the September board meeting.

Mr. Millaway moved to table 5.5 to a future meeting and Mr. Roberson seconded the motion. The vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Warriner, aye; and McKnight, aye.

**6. Informational
Items
Financial Update**

6.1 Mr. Mercer reported the year-end financial report will be complete by August 15, 2019 and will be sent to the trustees for review.

**President's
Report**

6.2 Dr. Holdnak gave an update on his recent meeting with Commissioner Corcoran and Chancellor Hebda, stating they are trying to help with current issues, especially community college funding and dual enrollment issues.

**7. Good of the
Order**

7.1 Trustees were reminded of the following College events:

- GCSC STEM Camp Exhibition, July 26, 12:30 p.m., Student Union East Conference Center
- RN-BSN Pinning Ceremony, July 25, 6 p.m., Amelia Center Theater, Visual & Performing Arts

- Practical Nursing Pinning Ceremony, August 1, 6 p.m. EST, Gulf/Franklin Campus, Building A
- Emergency Medical Technician and Paramedic Class Graduation, August 2, 3 p.m., Advanced Technology Center
- Fall Conference Welcome Back, August 14, 9:30 a.m., Amelia Center Theatre, Visual & Performing Arts
- All Employee Pizza Social, August 16, 12 p.m., Gymnasium

8. Adjournment

8.1 The regular meeting was adjourned 11:20 a.m.

Secretary

Chair, District Board of Trustees