

**FINAL
MINUTES**

**RETREAT
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE**

August 14, 2018

9 a.m. ET

The Port Inn, Port St Joe, FL

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

Present by Phone: Don R. Crisp

Others Attending: Dr. Cheryl Flax-Hyman and Dottie Terryn

1. Ms. Patronis welcomed trustees to the retreat.

As in introduction to the day, Dr. Holdnak gave an update on the “Making a Difference” Fall Welcome Back week schedule, highlighting:

- The high water marks of Commodores Care initiative,
 - The unfortunate death of Austin Vanco, a library employee, and
 - Statistics on how the college is making a difference in the lives of our students, the college, and the community.
2. Dr. Holdnak gave an update on:
 - Electronic Door Lock Project - work has commenced; however due to demand and manufacturing issues, hardware is slow in being delivered. Discussion followed regarding the control and monitoring of the system, the installation of floor door stoppers, and overall safety of students.
 - Security Camera Installation – cameras are being installed outside. Concern was raised why there are no internal security cameras in the high traffic areas. Dr. Holdnak will investigate the cost and feasibility and will bring the report to the board at a later date. Ms. Kirvin asked if the college uses any type of APPS that students can use in regards to safety on campus, such as Fortify Florida. Dr. Holdnak stated we have implemented a program, Social Sentinel, an advanced warning system that will alert the Director of Safety and Security in the event of a potential threat to the college, student, or employee. He will look into other avenues of notification and report at a later date.

- Dr. Holdnak updated the trustees on the directives the college has put into place to secure the safety of student athletes, campus laboratories, athletic facilities, public safety facilities, and at off-campus clinical sites.
 - Dr. Holdnak stated the college has a good police presence with the FSU-PC police force monitoring the campus. The College has a no exception/no forgiveness rule and that during orientation, students are told that if they feel unsafe they are to notify someone. Mr. Tannehill stated that trustees and administrators have a responsibility to keep the campus safe. He expressed concern about how often students and employees are told of the different reporting avenues. Discussion followed regarding reporting scenarios and follow-up actions.
 - Dr. Holdnak highlighted miscellaneous insurance coverage and mitigation strategies for other potential losses such as equipment breakdown, fiduciary liability, network security and privacy liability, workers' compensation, Builders' risk, crime, and Educator's legal liability.
 - Dr. Holdnak reviewed with trustees the Gulf Coast Procurement – Purchase Order Review handout. Trustees expressed concern regarding corrupt employees and that the college needs to be proactive with the state money we receive. Dr. Holdnak indicated that Mr. Mercer reviews purchase orders for discrepancies and/or irregularities.
 - Law Enforcement agencies are beginning to train in different ways for the different scenarios occurring in the world today. With this in mind, Dr. Holdnak reported the college is looking into implementing a Tactical Training Facility, the only one of its kind in Northwest Florida, to help officers train for today's real-world challenges.
3. Dr. Holdnak discussed Gulf Coast State College relationships with various economic development groups, to make sure the Board was comfortable in the direction the college is heading. By securing the funding for the Advanced Manufacturing Innovation Institute (AMI²) the college will be in a position to support quality higher education programs that will assist new businesses and industries, and bring high wage jobs to the area. Discussion followed regarding the target of the project, the end game vision, and the claw back if goals are not met.

Dr. Holdnak referred to the handout by PinPoint Results, LLC and inquired if the board was interested in hiring this firm for consulting services. Discussion followed regarding cost to the college, trustee concerns, and cost of this firm versus the cost of hiring a lobbyist.

Dr. Holdnak reported that Mr. Cameron Skinner had approached the coaches in the athletic department regarding renting properties he had built near the college. The properties were not built specifically for the athletic program at Gulf Coast; however two of the athletic teams have signed a one-year housing lease with no further obligations.

The Athletic Department has requested that the DSO, Commodore Athletic Association, be reinstated. Ms. Patronis expressed concern regarding a possible conflict with the GCSC Foundation.

The current DBOT standing committee structure will continue and revisions will be made to the Manual of Policy to ensure consistency

4. Dr. Flax-Hyman provided an update of the SACS Accreditation timeline and process. She led a discussion on the review of the college's mission statement, reiterating how it originated, and asked the trustees to formally review it in light of the institution's scope of activities.

Discussion ensued. Mr. Warriner stated the mission statement was as relevant today as when it was last amended, in April 2008, and recommended no changes be made and all trustees agreed.

Dr. Flax-Hyman then led a discussion on the board's responsibilities and expectations. In initiating the board's evaluation of itself, she noted that the Board should assess its performance based upon the following elements:

- Governing Board requirements and Standing Committees (MOP 2.126)
- 2015-2020 Strategic Plan/Strategic Directions
- 2015-2020 Key Performance Indicators (Progress to date)
- GCSC accountability reports and baseline data

The board assessed their performance and Dr. Flax-Hyman will follow up with a board self-evaluation form and will send it to trustees shortly. She will also amend policy to reflect when and how the board will evaluate its responsibilities and expectations. Next year the College will incorporate data from the Achieving the Dream Institutional Capacity Tool into the assessment process.

Discussion ensued regarding efforts to strengthen academic advising, increase tutorial support, foster stronger student/faculty ties, promote stronger connections outside the classroom (service learning/internships), expand Navigator program, increase efforts to reach stop outs, revamp auto-grad for certificates and amend the student withdrawal process to notify faculty. Dr. Flax-Hyman also reviewed the 2018-2019 Retention Strategies.

Discussion also took place on the national grade inflation trend and incidents of academic dishonesty in higher education.

5. Mr. Roberson questioned the 2017-18 internal evaluation versus the Performance Funding results asking why they turned out so differently and what will be done to rectify the situation. Dr. Flax-Hyman stated the criteria on the internal evaluation is more comprehensive and based on different criteria than what is required in the Performance Based Funding metric. Discussion ensued regarding including the results of the Performance Based Funding report in the president's compensation agreement; the grading differences among colleges; the cohorts used; and what could be done in the future to enhance the performance numbers. Dr. Holdnak responded that the president's compensation bonus is part of his Memorandum of Understanding, but it could be amended, if necessary.

Mr. McKnight expressed concern about offering classes at the Gulf/Franklin Campus that will assist community members obtain jobs. Dr. Holdnak replied that he and his team are in constant contact with Eastern Shipbuilding and other businesses in the area offering them the services of the college to help their employees. In response to the teacher shortage concern,

Dr. Holdnak stated the EPI program at Gulf Coast is an avenue for interested in getting certified to teach.

Dr. Holdnak thanked the trustees for their attendance and ask if they had additional ideas or concerns to please forward them to him.

6. The meeting was adjourned at 3:06 p.m.

Secretary

Chair, District Board of Trustees