

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

April 9, 2015

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Ralph C. Roberson (presiding), Don R. Crisp, Leah O. Dunn, Elizabeth M. Kirvin, Steve D. Millaway, Katie L. Patronis, Joe K. Tannehill, Jr., David P. Warriner, Dr. John Holdnak, and Derrick Bennett

Members Absent: Jim W. McKnight

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| 1. Call to Order | 1.1 | Mr. Roberson called the meeting to order at 10:04 a.m. |
| Invocation | 1.2 | Dr. Holdnak gave the invocation. |
| Pledge of Allegiance | 1.3 | Commander Serow led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Mr. Roberson welcomed Mr. Frank Hall, president, GCSC Foundation, Inc.; Commander Christopher Serow, Naval Support Activity Panama City; Mr. Douglas Wells, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council; Dr. George Bishop, vice president, Academic Affairs & Learning Support; Dr. Melissa Lavender, vice president, Student Affairs; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Mr. John Mercer, vice president, Administration & Finance; and Ms. Christiana Mendiola, president, Student Government Association. |
| Hearing of Citizens | 1.5 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.6 | Mr. Crisp moved and Ms. Patronis seconded approval of the minutes of the board's March 3, 2015, workshop and the March 5, 2015, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye. |

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| 2. Trustee
Comments | 2.1 | Mr. Crisp noted his confidence in the College's success. Ms. Patronis encouraged trustees to attend the April 30 premier of GCSC's Miracle of the White Leaves production at the Marina Civic Center. Mr. Tannehill thanked the College for hosting the Bay County Society for Human Resource Management, Inc. Conference on the Bay held on April 2 in the Advanced Technology Center. He spoke of the importance of CEOs, entrepreneurs, and business professionals networking to discuss innovative and groundbreaking business solutions. Mr. Roberson echoed Mr. Tannehill on the importance of having a good working relationship with the business community. Mr. Roberson explained a need to move the June board meeting from June 18 to June 25 due to anticipated attendance issues. Mr. Warriner moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye. |
| Attorney's
Report | 2.2 | Attorney Bennett had no report. |
| GCSC
Foundation,
Inc. President's
Update | 2.3 | Mr. Hall updated trustees on the GCSC Foundation, Inc., including over \$52,000 received in private contributions during the past month. He also stated that current assets stand at over \$31 million, and that the Pairings Party and Golf Tournament would occur April 17-18. |
| Honorary
Trustee
Updates | 2.4.1 | Commander Serow provided trustees with a brief overview of activities on NSA-PC. |
| | 2.4.2 | Colonel Holmes was unable to attend. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, May 14, 2015, in the William C. Cramer, Jr. Seminar Room. |
| 3. SGA Report | 3.1 | Ms. Christiana Mendiola, president, Student Government Association, reported on various activities and introduced 2015-16 SGA President, Mr. Taylor Smith. Since this will be her last meeting, trustees thanked Ms. Mendiola for her hard work and dedication. |
| Program Focus | 3.2 | Ms. Liz Trentanelli, professor, Political Science, Social Sciences Division, provided an overview of how students at GCSC are becoming involved in community forums, moderator training, and democracy-focused courses. |

Student Success Story 3.3

Mr. Leon Brunson, Honors American Government Class, was introduced who spoke of his experiences in the program and expressed appreciation for the opportunity that GCSC has given him.

4. Personnel 4.1

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

Professional Services

Employment

Kristopher L. Hatcher - Director, Financial Aid, effective March 30, 2015 – June 30, 2015, annual salary of \$60,000, experiential credit given. Mr. Hatcher fills the position vacated by the reclassification of Christopher Westlake.

Anne M. Helmer - Temporary, Part-Time Program Analyst, VBOC, effective March 30, 2015 – June 30, 2015, hourly rate of \$19.74. This is a newly created, grant-funded position.

Pamela K. Jones - Social Worker, Gulf/Franklin Campus, effective March 5, 2015 – June 30, 2015, annual salary of \$34,676, experiential credit given. This is a newly created position.

Resignation

Charlotte V. Blue - Coordinator, Human Resources, effective March 11, 2015.

Enter DROP

Vicky D. Ellis - Associate Professor, Natural Science, effective April 1, 2015.

Career Services

Employment

Michael L. Bass, II - Groundskeeper (Grade 6), Facilities Management, effective March 23, 2015, hourly rate of \$9.65. Mr. Bass fills the position vacated by the termination of Nathan Parens.

Amina S. Martin - Lifeguard (Grade 3), Wellness & Athletics, effective March 12, 2015, hourly rate of \$8.58.

Jalissia M. Ruiz - Lifeguard (Grade 3), Wellness & Athletics, effective March 11, 2015, hourly rate of \$8.58.

Resignation

Natalie S. Jones - Executive Administrative Assistant (Grade 12), Wellness & Athletics, effective April 15, 2015.

Joseph V. Rusch - Custodian (Grade 6), Facilities Management, effective March 31, 2015.

Following review of the professional personnel recommendations, Ms. Dunn moved and Mr. Crisp seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

Contract Ratifications

4.2 Agenda items **4.2** and **4.3** were bundled for approval.

Trustees were asked to approve Contract Ratifications for a total of \$165,024.43.

Spring 2015 Session C and March Overloads/Adjunct Pay

4.3 Trustees were asked to approve the Spring 2015 Session C and March Overloads/Adjunct Pay for a total of \$135,435.41.

Following review of the professional and career personnel contract ratifications, as well as the Spring 2015 Session C and March Overloads/Adjunct Pay recommendations, Mr. Warriner moved and Mr. Tannehill seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

Tentative Approval of Changes to Manual of Policy

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

Policy 6.067, Holiday Pay Exceptions

This update is needed to ensure accountability in the use of employee leave time.

Policy 6.110, Retirement Incentive Program

This update establishes authority for implementation of a local retirement incentive program.

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

- Final Approval of Change to Manual of Policy 6.064** **4.5** Trustees were asked to provide final approval for the following Manual of Policy revision:
- Policy 6.064, Retirement Programs
This update reflects the changes as adopted by the Florida Legislature.
- Mr. Crisp moved to accept the recommendation as presented. Ms. Patronis seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.
- Approval of Purchase Orders that exceed \$200,000** **4.6** There were no purchase orders that met the threshold for approval or for informational purposes.
- Inventoried Property** **4.7** Trustees reviewed a listing of items determined to be obsolete or worthless by the property custodians, and they were asked to authorize disposal of the items.
- Ms. Dunn moved and Ms. Kirvin seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.
- Approval of Capital Improvement Program Priorities for FY 2016-17 through FY 2020-21** **4.8** Trustees were asked to approve the Capital Improvement Program for FY 2016-17 through FY 2020-21 for projects identified in the Five-Year Educational Plant Survey. The recommended priorities for 2016-17 are for additional planning, design and site work for the Math/Science Building, renovations of existing buildings in priority order based on available funding, and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues.
- Mr. Warriner made a motion to accept the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.
- Approval of Contract for Athletic Charter Bus Services** **4.9** Trustees were asked to approve the contract with Sunshine Shuttle and Limousine for athletic teams charter bus services. A Request for Proposals was opened to provide charter bus services for the College's athletic teams and other student travel as needed. Two firms submitted proposals and Sunshine Shuttle and Limousine was ranked first choice based on lowest cost and overall quality of presentation. When questioned on obtaining the use of the

services, Mr. Mercer stated that use of the charter bus services would be dictated by the College's travel policy and procedures.

Mr. Crisp made a motion to accept the recommendation as presented, with a contract period of five years with the option to renew for two additional one-year terms if agreed upon by both parties. Ms. Kirvin seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Approval of
Contract for
Renovation of
the North Bay
Campus Firing
Towers**

- 4.10** Trustees were asked to approve the contract for Renovation of the North Bay Campus Firing Towers. The scope of the project includes demolition and replacement of damaged roofing and structure at \$106,994. ReliantSouth was selected as the lowest and best proposal. Funding for this project will come from grant funds received for projects related to the College's public safety programs and the North Bay Campus.

Ms. Dunn made a motion to accept the recommendation as presented. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Approval of
Contract for
Renovation of
the Central
Plant**

- 4.11** Trustees were asked to approve the contract for Renovation of the Central Plant. An Invitation for Bids was issued for structural renovation of the Central Plant located at the Panama City Campus. Two firms submitted bids and Air Mechanical & Service Corporation was chosen based on the lowest and best proposal, with a total amount of \$310,000. Plans and specifications for the project were developed by Schmidt Consulting Group, the College's continuing contract mechanical, electrical, and plumbing engineers, and will include repairs to the building structure and replacement of the sound-dampening louvres.

Mr. Tannehill made a motion to accept the recommendation as presented. Ms. Dunn seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Lodging of the
GCSC
Financial Audit
for FY Ended
June 30, 2014**

- 4.12** Trustees were asked to approve the lodging of the GCSC Financial Audit for Fiscal Year Ended June 30, 2014.

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

**Approval of
Annual Equity
Report**

4.13 Dr. Carrie Baker, director, Retention & Diversity, referred trustees to the GCSC Annual Equity Report to the Division of Florida Colleges. Dr. Baker noted the strategies used to increase student retention including the implementation of mini-mesters, mandatory student orientation, and student follow-ups. Efforts for recruitment of a diverse employee population are being increased by advertising job opportunities nationally and locally through trade journals, minority publications, and the GCSC webpage.

Mr. Crisp expressed his concern over tracking the minority population throughout the year, and Dr. Holdnak assured him that maintaining equity is an ongoing process.

Ms. Patronis moved to approve the report. Ms. Dunn seconded and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**5. Year-to-Date
Actual
Revenues
Compared to
Total Annual
Revenues
Budget**

5.1.1 Trustees reviewed the Year-to-Date Actual Revenues Compared to Budget for fiscal year 2014-15 as of February 28, 2015. Mr. Mercer noted that summer tuition has not been collected as of the date of this report.

**Actual
Revenues
Compared to
Budget for
Most Recent
Accounting
Period and
Year-to-Date**

5.1.2 Trustees reviewed the Month and Year-to-Date Revenues Compared to Prior Year for fiscal year 2014-15 as of February 28, 2015.

**Actual Year-to-
Date Revenues
and Expenses
Compared to
Total Annual
Budget**

5.1.3 Trustees reviewed the Actual Year-to-Date compared to Budget Report for fiscal year 2014-15 as of February 28, 2015.

**Actual Year-to-
Date Revenues
and Expenses
Compared to
Prior Year**

5.1.4 Trustees reviewed the Year-to-Date Actual compared to Prior Year Report for fiscal year 2014-15 as of February 28, 2015.

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| 2014-15
Expenditure
Update | 5.1.5 | Trustees reviewed the Expenditure Update for fiscal year 2014-15 from February 18 – March 23, 2015. Mr. Mercer explained this report lists issued purchase orders, not necessarily payments. Actual payment is made only when products or services have been received. Mr. Roberson thanked Mr. Mercer and his team for the updated comprehensive format for the budget. |
| Update on
Library Roof
Replacement | 5.2 | Trustees were provided with an update of the Library Roof Replacement Project. Dr. Holdnak reported that all punch list items have been completed and warranty documents from the contractor and roofing materials manufacturer have been received. |
| President's
Report | 5.3 | <p>Dr. Holdnak shared with trustees some recent activities, including legislative topics and performance-based funding.</p> <p>Dr. Holdnak announced that GCSC was working with Embry-Riddle Aeronautical University (ERAU) to develop a 2+2 articulation agreement to guarantee a seamless transition to a four-year Bachelor of Science in Unmanned Aircraft Systems Sciences at ERAU - Daytona Campus. This program would boost the economy by driving the demand for pilots, repair technicians, imagery analysts, and system engineers. An aerial drone demonstration was performed for the trustees by Mr. Kurt Morris, engineering technician, Advanced Technology Center.</p> |
| 6. Good of the
Order | 6.1 | Trustees were invited to attend various College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:47 a.m. |

Secretary

Chairman