

**FINAL  
MINUTES**

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

**January 18, 2018**

10 a.m. EST

Gulf Franklin Campus, Building A

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

**Absent** Steve D. Millaway, David P. Warriner

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|-----------------------------|------------|---|
| <b>1. Call to Order</b>     | <b>1.1</b> | Ms. Patronis called the meeting to order at 10:00 a.m.  |
| <b>Invocation</b>           | <b>1.2</b> | Mr. Bennett gave the invocation.  |
| <b>Pledge of Allegiance</b> | <b>1.3</b> | Mr. McKnight led those present in the pledge of allegiance to the American flag.  |
| <b>Welcome to Guests</b>    | <b>1.4</b> | Ms. Patronis welcomed Mr. Joey Ginn, president, GCSC Foundation, Inc.; Ms. Christy Cole, chair, Faculty Senate; Ms. Wendi Garrett, chair, Professional Employee Council; Ms. Stephanie Kindos, president, Student Government Association; 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, Strategic Projects & Economic Development.   |
| <b>Hearing of Citizens</b>  | <b>1.5</b> | No citizens answered the call to appear before the board.   |
| <b>2. Trustee Comments</b>  | <b>2.1</b> | Ms. Patronis called on each trustee for comments. The trustees thanked the College for hosting today's meeting in Gulf County and welcomed everyone to the Gulf/Franklin Campus. Trustees Kirvin and Tannehill expressed appreciation to the faculty and staff for making a difference in the lives of our students. Mr. Tannehill was proud of the Triumph Gulf Coast application submitted by Gulf Coast State College and thanked everyone involved. Mr. Roberson stated he was proud of the Gulf/Franklin Campus and what it does for the community. He also thanked everyone for their well wishes regarding his health and stated |

that while he was in the hospital he had some riveting conversations with nurses, many of whom were graduates of Gulf Coast State College. Mr. McKnight gave an update on the men's and women's basketball teams. He also congratulated Tianna Hutchison, from Port St Joe, who received a scholarship and will be joining the Lady Commodore basketball team next year. Mr. Lewis expressed condolences for the loss of long time Gulf Coast employee, his friend, and past co-worker Curtis "C.C." Carter.

Ms. Patronis stated that there appears to be legislation and funding issues in Tallahassee not favorable for the Florida College System, however; the College has the support of their delegates in Tallahassee. She asked that the trustees reach out to their legislatures over the next few months.

**Attorney's Report**            2.2        Mr. Bennett had no report.

**GCSC Foundation, Inc. President's Update**            2.3        Mr. Joey Ginn, president, GCSC Foundation, Inc., reported that beginning December 13, 2017, and ending January 16, 2018, the Foundation received approximately \$262,351 in private contributions from the community; as of December 2017, the Foundation's assets stand at \$33.2 million; the year-to-date program support for the College is \$868,000; and year-to-date investment activity ending in December, 2017, reported a gain of approximately \$2.2 million. The Foundation will be accepting 2018-19 scholarship applications through March 1; to date the Foundation has received over 600 applications.

Mr. Ginn stated the community's generous support of the "Thanks a Million" Campaign has helped the Foundation reach over half of the million-dollar goal. To date the Foundation has received \$725,471 in donations and pledges. He thanked a number of people including, Ms. Mazur, Mr. Cramer, St. Joe Foundation, and Gulf Power specifically, for their support of the campaign.

**Honorary Trustee Updates**            2.4        The Honorary Trustees were unable to attend today's meeting.

**Next Meeting**            2.5        The next regular meeting of the District Board of Trustees is set for Thursday, February 15, 2018, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

**3. SGA Report**            3.1        Ms. Kindos, president of the Student Government Association, reported joint activities with Florida State University-PC have been going well. Both institutions participated in Spring Club Rush events resulting in many new members interested in joining the GCSC-SGA.

Combined events planned for the spring semester include a Black History Month speaker and an Easter Egg Hunt. Additional spring activities include several Lunch & Learns and the Night to Shine Prom.

**Program Focus**

**3.2**

Dr. Holdnak introduced Dr. Emmanuel Hernandez, Assistant Professor of Business and Technology and advisor to the ENACTUS Club, to present this month's program focus.

The ENACTUS Club, along with other student-based clubs, joined forces with High Hopes, a community non-profit organization, to complete a volunteer mission to aid victims in Puerto Rico affected by Hurricane Maria. Dr. Holdnak stated that what this group of students and community members accomplished had an impact on all and he was very proud of them.

Dr. Hernandez stated a critical need in Puerto Rico after the hurricane was power and through a collaboration of students, employees, and community members, they were able to build and deliver 207 solar power harvesters to Puerto Rico. He thanked Tony Lopez, a co-worker, for his support. He also thanked the College for their endorsement of the project and Port Panama City and Huntington Ingalls for their support as well.

**Student Focus: 3.3**

Dr. Hernandez introduced Brittani Peacock, Alexis Wicker, and Ekaterina Roystone, members of the ENACTUS Club who were instrumental in completing the project. Ms. Peacock stated the group worked closely with United for Puerto Rico, making sure the items donated were on their wish list. The result was over 200,000 pounds of supplies and generators donated. Ms. Wicker reported on the logistics of getting the items to Puerto Rico and distributing them once they were on the island. She also mentioned this was a great learning experience; one she will pass on to her students. Ms. Roystone stated she was thankful for the support of the college and the community and it was an experience she will never forget.

**4. Consent Agenda**

The items on the consent agenda are routine business, state directives, and/or compliance items. Ms. Patronis 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**

Approval of Minutes of the Regular Meeting of December 14, 2017.

**Personnel            4.2            Professional Services**

Employment

Jessica L. Bennett, Assistant Professor, Health Sciences, effective January 2, 2018 - May 4, 2018, annual salary of \$52,288 (pro-rated for contract period). Ms. Bennett fills the position vacated by the resignation of Donna F. Darling.

Reclassification

Brandell W. Fleming, from Educational Opportunity Center Resource Advisor, TRiO, to Graduation Specialist, Enrollment Services, effective January 2, 2018 – June 30, 2018, annual salary of \$32,996.68. Mr. Fleming fills the position vacated by the reclassification of Aline M. Trussell.

Resignation

Andrew S. Rutherford, Case Manager, Workforce Board, Economic Development, effective January 2, 2018.

Retirement

Dana D. Dye, Professor, Business & Technology, Academic Affairs, effective January 19, 2018.

**Career Services**

Reclassification

Larry D. McCullough, From Custodian (Grade 6) to Lead Custodian (Grade 8), Facilities Maintenance, effective November 11, 2017, hourly rate of \$14.25. Mr. McCullough fills the Lead Custodian position Mr. Lonnie Freeman stepped down from in March 2017.

Resignation

Holly A. Pick, Human Resources Assistant Recruiter (Grade 9), Human Resources, effective February 1, 2018.

James D. McDougall, Heating & Air Conditioning Technician II (Grade 13), Facilities Maintenance, effective February 2, 2018.

Enter DROP

Ernest R. Todd, Lead Groundskeeper (Grade 8), Facilities Maintenance, effective January 1, 2018.

DROP Completion

Roy B. Striplin, Maintenance Mechanic III (Grade 11), Facilities Maintenance, effective January 31, 2018.

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| <b>Contract Ratifications</b>  | <b>4.3</b> | Recommendation of December 2017 Contract Ratifications for 28 instructors of noncredit courses totaling \$10,857.55 and for 4 special contracts totaling \$4,776.   |
| <b>Overloads/ Adjunct Pay</b>  | <b>4.4</b> | Recommendation of December 2017 End of Session Monthly and Biweekly Overloads/Adjunct Pay for 42 instructors of credit classes totaling \$28,543.19.  |
| <b>Purchase Order Activity</b>   | <b>4.5</b> | 4.5.1 This month there were no purchase orders that met the threshold over \$100,000.<br><br>4.5.2 The Expenditure Report for fiscal year 2017-18 for December 1-31, 2017 was provided for review. This item is for informational purposes only.  |
| <b>Obsolete Property</b>   | <b>4.6</b> | This month there were no inventoried property for which college staff needs approval to dispose of.   |
| <b>Final Approval of Manual of Policy Change</b>   | <b>4.7</b> | Recommendation of final change to Manual of Policy 7.085, Student Travel. The policy update is necessary per August 2017 travel procedure changes.<br><br>Ms. Patronis asked for a motion to approve the Consent Agenda Items 4.1 through 4.7 as presented. Mr. Lewis moved, and Mr. McKnight seconded approval of the Consent Agenda as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Patronis, aye. |
| <b>Action Items:<br/>Change Order #2 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project</b> | <b>4.8</b> | Dr. Holdnak presented Change Order #2 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project for approval. College staff recommends approval of Change Order #2, a net deductive change order in the amount of \$2,430. This change order is the result of additional curbing cost and a reduction in paver cost associated with the new roadway and its alignment with existing Advanced Technology Parking.  |
| <b>Change Order #3 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project</b>                   | <b>4.9</b> | Dr. Holdnak presented Change Order #3 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project for approval. College staff recommends approval of Change Order #3, an additive change order, in the amount of \$15,405. The change order addresses college concerns regarding pedestrian safety and ADA issues in areas adjacent to the construction and provides for temporary roadway access to the Wellness and Facilities parking areas during construction.                         |

In response to Mr. Crisp's question about who requested the changes Mr. Mercer explained the safety issues addressed in the original plans were those required, however; the additional changes to make all routes ADA accessible were requested by he and Mr. McDougall. Mr. Mercer stated all parties are very conscious of the budget for the project and are watching cost and savings.

**Change Order #4 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project 4.10**

Dr. Holdnak presented Change Order #4 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project for approval. College staff recommends approval of Change Order #4, an additive change order in the amount of \$184,298.40. Change order #4 specifically addresses the removal and disposal of unexpected subterranean building debris discovered during construction of the Storm Water Management Facility #1 Wet Detention Pond site.

In order to shape the side slopes in and around these areas to match the design, some additional debris beyond the extent of the design was removed. The extent of the removal was strictly monitored by the Design Consultants and GCSC staff. The term "borrow" in this Change Order refers to the clean fill material that was hauled onto the site from a "borrow pit – an area where material has been excavated for use at another location," to replace the quantity of unsuitable material/building debris that would have otherwise been utilized for the infrastructure improvements. The unit costs are reasonable considering the additional manpower and equipment required to keep the project moving forward while minimizing schedule impacts. Records for the truckloads in and out are being kept daily, and the Change Order amount represents a guaranteed maximum cost.

Discussion followed regarding permitting, excavating, site testing, and removal of debris. Mr. Scorci indicated ground-penetrating radar would not have shown the buried debris, as the sonar only goes down 10 feet and the debris was found at 12 feet.

**Change Order #5 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project 4.11**

Dr. Holdnak presented Change Order #5 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project for approval. College staff recommends approval of Change Order #5, an additive change order in the amount of \$5,225.

Change order #5 specifically addresses the necessary additional sod to transition and stabilize tie-in slopes from the disturbed areas that were not part of the original calculation in the bid. In some of the areas, specifically in "Part C", the Contractor performed tailored modifications beyond the original scope at no additional expense to the Owner. The additional graded area now needs to receive sod to stabilize the surface. The amount of additional sod needed is a finite amount and a fixed cost.

**Change Order #6 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project** 4.12

Dr. Holdnak presented Change Order #6 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project for approval. College staff recommends approval of Change Order #6, an additive change order in the amount of \$11,700.

Change order #6 specifically addresses the loading and hauling of stockpiled earth at the GCSC Softball Complex Project that could be used and incorporated into the Phase 2 Campus Improvements Project Work. This fill material was determined to be structurally undesirable for the Softball Complex building pads, but could be used on the Phase 2 Project site instead of procuring from a borrow pit, and therefore reducing the amount and cost of the fill material required by Change Order #4. Records for the truckloads in and out are being kept daily, and the Change Order amount represents a guaranteed maximum cost. Therefore, there could be a possible credit to the Owner when the work is completed.

Mr. Mercer stated the contractor has asked for 25 additional days, at no additional cost, to complete the project because of the removal of debris and the transfer of dirt from the softball field project to the retention pond area. The architects have confirmed the days requested are needed.

Ms. Patronis asked for a motion to approve Action Items 4.8 through 4.12, Change Orders #2 through #6 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project as presented. Mr. Lewis moved, and Mr. McKnight seconded approval of Action Items 4.8 through 4.12 as presented. The vote was recorded as follows: Crisp, nay; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Patronis, aye.

**Budget Amendments to the Restricted Fund (Fund 2) for 2017-18** 4.13

Dr. Holdnak presented a recommendation to approve the budget amendments to the Restricted Current Fund (Fund 2) for 2017-18:

- Budget Amendment J1800542, TRiO Upward Bound Grant
- Budget Amendment J1800544, TRiO Student Support Services Grant
- Budget Amendment J1800597, TRiO Educational Opportunities Grant

Mr. Tannehill moved and Mr. Crisp seconded the motion to approve the budget amendments to the Restricted Current Fund (Fund 2) for 2017-18 as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Tannehill, aye;

and Patronis, 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 2017-18 as of November 30, 2017.
- 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 2017-18 as of November 30, 2017.
- Softball Field Complex Project Update**
- 5.2** Dr. Holdnak reported the Softball Field Complex project remains on schedule. The Contractor encountered subterranean circumstances that were less than desirable early in the project and has been dealing with that issue. GAC still asserts that the project will be delivered on time and ready for play as promised. Normal field adjustments to make the playing surfaces better than acceptable will be in progress until Substantial Completion. The dugout structures have been constructed, the press box installed, and the locker room facility closed in allowing mechanical, electrical, and plumbing work to continue. Payment applications have all been within 2-3% of our estimated percentage of completion.
- Phase 2 Campus Improvements (Roadway & Parking) Project Update**
- 5.3** Dr. Holdnak reported Phase 2 of the Campus Improvements Project remains on schedule. C. W. Roberts, the Contractor on the project, has had to deal with a number of unforeseen conditions many of which were absorbed willingly and without cost to the Owner. The Contractor continues to be completely transparent with pricing that comes with the changes in scope, and has provided itemized estimates that are complete and verifiable. The excavation in the retention pond area continues to be the largest schedule impact issue and an unforeseen condition. Required excavation of the discovered old construction material buried at this site and found below the surface has been completed. Fortunately, none of the materials discovered caused environmental concerns.
- The Contractor and Design Team are in the process of establishing and documenting a fair and reasonable cost for the changes required by the discovery of the buried materials. Despite this setback, the Contractor

still feels that they can deliver the project on time. Payment applications have all been within 1% of our estimated percentage of completion.

**President's  
Report**

**5.4**

Dr. Holdnak briefed trustees on the recent AFC Trustee Legislative Summit and legislative delegation visits in Tallahassee and shared handouts related to:

- Community College ASK Flyer
- Constitutional Revision Committee
- Kids Care Program

Dr. Holdnak mentioned Triumph Florida issues and indicated the College is moving forward and reported Mr. Glen McDonald is spearheading the Colleges requests.

Dr. Holdnak invited trustees to attend this year's American Association of Community Colleges Conference, April 28 through May 1. Trustees interested in attending should inform Dottie Terryn.

**College People  
and Programs**

**5.4.1**

Dr. Holdnak shared accomplishments of employees and programs at the college:

- Congratulations to all involved in the production of *One Man, Two Guvnors*. This production recently received a Superior ranking through the Florida College System Activities Association Theatre Division Respondent Program.
- Congratulations to the library staff for recently being awarded a grant of \$8,642.40 from the Panhandle Library Access Network for their Virtual Desktop Program submission.
- Congratulations to the Surgical Tech Program with a 100% pass rate for the fall 2017 CST exam.

Dr. Holdnak shared a thank you note from a recent attendee at his Kitchen Cabinet breakfast. The discussions that take place at this breakfast are "no holds barred" conversations about how we can continue to improve our college. He also stated basketball schedules for the remainder of the season are in their binders.

**Community  
Support**

**5.4.2**

Dr. Holdnak thanked the Gulf Coast chapter of the Association of Florida Colleges for sponsoring the 2017 "Season of Giving" event. Employees purchased items and toys to donate to a number of charitable organizations for the holidays throughout our service district.

Dr. Holdnak congratulated those involved in the planning and implementing of two successful events the Bay County Career and Technical Education held at the college for middle school students.

- Cybersecurity Saturday “White Hat” Event
- Middle Schools CTE Exploration Event.

**6. Good of the Order**      **6.1**      Ms. Patronis invited trustees to attend the “Girls Night” to promote STEM Education and Careers, February 21, 5:15-7:30 p.m., in the Advanced Technology Center.

Ms. Patronis extended birthday wishes to Trustee Crisp.

**7. Adjournment**      **8.1**      The regular meeting was adjourned at 11:45 a.m.

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Secretary

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Chair, District Board of Trustees