

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

July 23, 2015

10 a.m.

William C. Cramer, Jr. Seminar Room

- Members Present:** Don R. Crisp (presiding), Leah O. Dunn, Elizabeth M. Kirvin, Jim W. McKnight, Steve D. Millaway, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., David P. Warriner (via phone), Dr. John Holdnak, and Derrick Bennett
- 1. Call to Order** **1.1** Mr. Roberson called the meeting to order at 10:07 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.
- Election of Officers** **1.4.1** Chair Roberson relinquished the chair to Trustee Patronis, who called for nominations for board chair for 2015-16. Mr. Roberson nominated Mr. Don Crisp, and asked for additional nominations. There being none, the Chair asked for a vote and Mr. Crisp was elected board chair. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.
- 1.4.2** Chair Crisp called for nominations for board vice chair for 2015-16. Ms. Dunn nominated Ms. Patronis, and asked for additional nominations. There being none, the Chair asked for a vote and Ms. Patronis was elected board vice chair. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.
- Welcome to Guests** **1.5** Mr. Crisp welcomed Mr. Frank Hall, president, GCSC Foundation, Inc.; Colonel Christopher Holmes, Tyndall Air Force Base; Commander Christopher Serow, Naval Support Activity Panama City; Mr. Scott Kirkman, 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 Mr. Adam Boone, president, Student Government Association.

**Hearing of
Citizens**

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

**Approval of
Minutes**

1.7 Mr. Roberson moved and Ms. Patronis seconded approval of the minutes of the board's June 25, 2015, regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

**Special
Presentations**

1.8.1 Mr. Crisp and Dr. Holdnak invited Mr. Tony Bennett, chief executive officer, HealthSouth Emerald Coast Rehabilitation Hospital, as well as Mr. Frank Hall, president, GCSC Foundation, Inc., and Ms. Margie Mazur, executive director, GCSC Foundation, Inc. to the podium. Dr. Holdnak recognized HealthSouth Emerald Coast Rehabilitation Hospital for being a local matching partner for the Florida Blue Grant for the past four years. Representatives of HealthSouth Emerald Coast Rehabilitation Hospital presented a check to the College for \$19,190. Mr. Bennett expressed his appreciation for the good working relationship with the College and for the opportunity to help students.

1.8.2 Mr. Crisp and Dr. Holdnak invited Ms. Pam Dorwarth to the podium and presented the Americans with Disabilities Proclamation, noting the importance of all people to be able to participate fully in our economy. Trustees were asked to approve the Americans with Disabilities Proclamation. Ms. Dunn moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye. Ms. Dorwarth thanked trustees for their support to provide accessibility for everyone.

1.8.3 Mr. Crisp and Dr. Holdnak invited Mr. Jason Hedden, chair, Visual & Performing Arts; Mr. Brian Baillif, technical coordinator, Visual & Performing Arts; Ms. Carissa Hosea, assistant professor, Visual & Performing Arts; Mr. Scott Kirkman, associate professor, Visual & Performing Arts; and Dr. Steve Dunnivant, associate dean, Program Development and executive director, The Millaway Institute and his daughter, Gina, to the podium to present them with a plaque from the Florida Community College Activities Association for an Excellent rating for the *Miracle of the White Leaves* theatrical production. The

production also received the New Play Award and the Community Service Award.

1.8.4 Mr. Crisp and Dr. Holdnak invited Colonel Holmes to the podium and presented a resolution recognizing his service as an honorary trustee. Mr. McKnight moved to approve the resolution, Ms. Patronis seconded. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye. Dr. Holdnak presented Colonel Holmes with a gift on behalf of the trustees and the College.

1.8.5 Mr. Crisp and Dr. Holdnak invited Commander Serow to the podium and presented a resolution recognizing his service as an honorary trustee. Mr. McKnight moved to approve the resolution, Ms. Dunn seconded. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye. Dr. Holdnak presented Commander Serow with a gift on behalf of the trustees and the College.

**2. Trustee
Comments**

2.1 Trustees congratulated Mr. Crisp for being elected as board chair and expressed their appreciation to Mr. Roberson for his past leadership. Ms. Kirvin thanked Colonel Holmes and Commander Serow for their service to the College and thanked the Strategic Planning Committee for their efforts in developing the GCSC 2015-2020 Strategic Plan.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Hall, president of the Foundation, updated trustees on the GCSC Foundation, Inc., including \$50,000 received in private contributions during the past month. He also stated that current assets stand at over \$30 million, and that the Foundation Gala is scheduled for November 20, 2015, at Edgewater Beach Resort.

**Honorary
Trustee
Updates**

2.4.1 Commander Serow provided trustees with a brief overview of activities at NSWC-PC. He also introduced incoming Commander Douglas Huggin, who offered his sincere appreciation to the trustees for the opportunity to serve as an honorary trustee.

2.4.2 Colonel Holmes gave a brief overview of activities at Tyndall Air Force Base. He thanked trustees for the honor to serve and presented each trustee with an F-22 Air Force coin.

- Next Meeting** **2.5** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, September 10, 2015, in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report** **3.1** Mr. Adam Boone, president, Student Government Association, reported on various activities that occurred over the past month and on events being planned for the 2015-16 academic year.
- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations.

Professional Services

Employment

Pavel Amromin - Assistant Professor Art, Visual & Performing Arts, effective August 17, 2015 – May 6, 2016, annual salary of \$41,500. This is a new position.

Dylan C. Bertram - Web Programmer (PL1), Information Technology Services, effective July 20, 2015 – June 30, 2016, annual salary of \$38,981. Mr. Bertram fills the position vacated by the resignation of Li Zimmerman.

Carrie L. Fioramonte - Temporary Assistant Professor Biology, Natural Sciences, effective August 17, 2015 – May 6, 2016, annual salary of \$40,370. Ms. Fioramonte fills the position vacated by the non-renewal of John Foster.

Nancy Gibson - Assistant Professor Nursing, Health Sciences, effective August 17, 2015 – May 6, 2016, annual salary of \$53,400. Ms. Gibson fills the position vacated by the retirement of Parry Knauss.

Kendra D. McDaniel - Assistant Softball Coach and Weight Room Supervisor, Wellness & Athletics, effective July 1, 2015 – June 30, 2016, combined annual salary of \$28,000. Ms. McDaniel fills the position vacated by the resignation of Serita Brooks.

Timothy V. Moriarty - Volunteer, Corporate College, effective July 6, 2015 – August 7, 2015. Mr. Moriarty is working on his Bachelor's degree with Notre Dame. This is a volunteer position, no salary.

Elizabeth A. Russell - Coordinator of Benefits and Wellness, Human Resources, effective July 13, 2015 – June 30, 2016, annual salary of \$32,365, experiential credit given. Ms. Russell fills the position vacated by the resignation of Britt Williams.

William J. Wentz - Clinic Instructional Dentist, Dental Clinic, Health Sciences, effective August 3, 2015 – June 30, 2016, annual salary of \$70,000. Dr. Wentz fills the position vacated by the retirement of Elvira S. Chiccarelli.

Reclassification

Brian J. Baillif - From Technical Coordinator, Visual & Performing Arts, to Assistant Professor Theatre, Visual & Performing Arts, effective August 17, 2015 – May 6, 2016, annual salary of \$41,500. Mr. Baillif fills the position vacated by the reclassification of Jason Hedden.

James P. Baxley, Jr. - From Coordinator of Information and Technology, Information Technology Services/Media Services, to Director Broadcasting & Media Support, Information Technology Services/Media Services, effective July 1, 2015 – June 30, 2016, annual salary of \$84,037. This is a new position.

Wendi Garrett - From Coordinator of Recruitment, Student Affairs, to Coordinator of Occupational Program, Recruitment & Retention, Student Affairs, effective July 1, 2015 – June 30, 2016, no change in salary. This is a new position.

Jason D. Hedden - From Associate Professor Theatre, Visual & Performing Arts, to Chair, Visual & Performing Arts, effective July 1, 2015 – June 30, 2016, annual salary of \$70,000. Mr. Hedden fills the position vacated by the retirement of Rosemarie O'Bourke.

Scott A. Kirkman - From Associate Professor, Visual & Performing Arts, to Coordinator of Digital Audio/Radio, Information Technology Services/Media Services, effective July 3, 2015 – June 30, 2016, annual salary of \$63,825. This is a new position.

Kimberly A. Krutcek - From Media Services Technician (Grade CL1), Information Technology Services/Media Services, to Assistant Manager Media Services (NPL1), Information Technology Services/Media Services, effective July 3, 2015 – June 30, 2016, annual salary of \$38,603. This is a new position.

Emily R. Mifsud - From Senior Administrative Assistant (Grade 10), Health Sciences, to Assistant Coordinator, Marketing & Communications, effective July 20, 2015 – June 30, 2016, annual salary of \$29,460. Ms. Mifsud fills the position vacated by the resignation of Caitlin Lowrey.

Isioma F. Ogwude - From Recruiter, Student Affairs to Coordinator of School and Community Relations, Student Affairs, effective July 1, 2015 – June 30, 2016, annual salary of \$31,775. This is a new position.

Sharon O. Todd - From Executive Director, Enrollment Services to Dean, Enrollment Services, effective July 1, 2015 – June 30, 2016, annual salary of \$85,500. This is a new position.

Reemployment

Kyle A. Ediger-Peck - Head Volleyball Coach (Part-time), Wellness & Athletics, effective July 1, 2015 – June 30, 2016, annual salary of \$22,000.

Scott A. Jackson - Assistant Men's Basketball Coach, Wellness & Athletics, effective July 1, 2015 – June 30, 2016, annual salary of \$4,000.

Elizabeth M. Kasey - Athletic Web Manager/Photographer, Wellness & Athletics, effective July 1, 2015 – June 30, 2016, annual salary of \$8,000.

Austin B. Mefford - Assistant Women's Basketball Coach, Wellness & Athletics, effective July 1, 2015 – June 30, 2016, annual salary of \$20,000.

Akiko Nakamura - Temporary Assistant Professor Chemistry and Biology, Natural Sciences, effective August 17, 2015 – May 6, 2016, annual salary of \$41,120. This is a new temporary position.

Kristian M. Robertson - Assistant Volleyball Coach, Wellness & Athletics, effective July 1, 2015 – June 30, 2016, annual salary of \$5,000.

Brendan J. Walker - Assistant Men's Basketball Coach, Wellness & Athletics, effective July 1, 2015 – June 30, 2016, annual salary of \$16,000.

Jerico J. Weitzel - Assistant Baseball Coach, Wellness & Athletics, effective July 1, 2015 – June 30, 2016, annual salary of \$25,000.

Sarah K. Woods - Temporary Assistant Professor, Mathematics, effective August 17, 2015 – May 6, 2016, annual salary of \$40,370. Ms. Woods fills the position vacated by the resignation of Anthony Dixon.

Resignation

Anthony R. Dixon - Associate Professor, Mathematics, effective August 1, 2015.

Scot L. Kirkland - Assistant Professor Nursing, Health Sciences, effective August 1, 2015.

Roberta J. Mackey - Executive Director, Human Resources, effective July 23, 2015.

Joel T. Pummill - Operations Manager, WKGC, Marketing & Communications effective August 31, 2015.

Elizabeth Wells-Beede - Assistant Professor Nursing, Health Sciences, effective July 31, 2015.

Career Services

Employment

Resa D. Christopher - Auxiliary Worker IV (Grade 9), Bookstore, effective July 20, 2015, hourly rate of \$11.66, experiential and educational credit given. Ms. Christopher fills the position vacated by the reclassification of Jennifer Pierson.

Brandon T. Gonzales - Lifeguard (Grade 3), Wellness & Athletics, effective June 24, 2015, hourly rate of \$8.58.

Reclassification

Lori L. Bundy - From Custodian (Grade 6), Facilities Management, to Team Lead Custodian (Grade 8), Facilities Management, effective July 1, 2015, hourly rate of \$12.45. This is a new position.

Lonnie C. Freeman - From Custodian (Grade 6), Facilities Management, to Team Lead Custodian (Grade 8), Facilities Management, effective July 1, 2015, hourly rate of \$17.64. This is a new position.

Judith D. Gannaway - From Sr. Administrative Assistant (Grade 10), Enrollment Services, to Enrollment Services Assistant (Grade 12), Enrollment Services, effective July 1, 2015, hourly rate of \$15.13. Ms. Gannaway has accepted additional duties due to the retirement of Linda Cato.

James C. McDougall - From Maintenance Supervisor (Grade 14), Facilities Management to Supervisor Facilities Management (Grade 24), Facilities Management, effective July 1, 2015, hourly rate of \$26.67. This is a new position.

Mark A. Rissmann - From Maintenance Mechanic II (Grade 9), Facilities Management, to Maintenance Mechanic III (Grade 11), Facilities Management, effective July 1, 2015, hourly rate of \$18.90. Mr. Rissmann fills the position vacated by the retirement of George Takahashi.

Patty A. Stroup - From Financial Aid Assistant (Grade 10), Financial Aid, to Sr. Bookkeeper/Cashier (Grade 13), Administration & Finance, effective July 17, 2015, hourly rate of \$13.97. Ms. Stroup fills the position vacated by the resignation of Judith Bennett.

Arnold C. Varner - From Supervisor Physical Plant (Grade 14), Facilities Management, to Assistant Supervisor Facilities Management (Grade 23), Facilities Management, effective July 1, 2015, hourly rate of \$25.01. This is a new position.

Tony M. Williams - From Custodian (Grade 6), Facilities Management, to Team Lead Custodian (Grade 8), Facilities Management, effective July 1, 2015, hourly rate of \$12.92. This is a new position.

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

**Contract
Ratifications**

4.2 Trustees were asked to approve Contract Ratifications for a total of \$241,299.93. Following review of the contract ratifications, Ms. Kirvin moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin,

aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

- Summer C & June Overloads/Adjunct Pay** **4.3** Trustees were asked to approve the Summer C and June Overloads/Adjunct Pay for a total of \$176,456.60.
- Following review of the Summer C and June Overloads/Adjunct Pay recommendations, Mr. McKnight moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.
- Final Approval of Changes to Manual of Policy** **4.4** Trustees were asked to provide final approval for the following Manual of Policy revision:
- Policy 6.075, Sick Leave
This policy was updated to reference current location of sick leave forms and to clarify terminal pay formula.
- Mr. Tannehill moved to accept the recommendation as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.
- Inventoried Property** **4.5** There were no inventoried items that property custodians have requested to be written off and disposed of this month.
- 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.
- Approve Phase I Parking and Roadway Plans** **4.7** Trustees were asked to approve Phase I Campus Improvement Project Plans. A Master Plan update for the GCSC Panama City Campus is required as a condition of the settlement with the Florida Department of Transportation regarding the fly-over project along U.S. Highway 98. Due to pushing back the project date and the immediate need to address some water distribution issues on campus, the plans were revised.
- Ms. Dunn moved and Ms. Kirvin seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.
- Approval of WKGC-AM** **4.8** Trustees were asked to approve the Contract for Financial Audit Services for WKGC-AM/FM/HD (RFP #7-2014/2015). The College recently solicited Request for Proposals from interested

firms to provide financial auditing services for the College's radio station. Based on evaluated criteria, the College recommended awarding the contract to Carr, Riggs, & Ingram in the amount of \$11,500 for the 2015-16 fiscal year audit; with the option to extend for up to four additional years with a zero percent escalation factor as included in the proposal should both parties agree to continue the relationship. In response to a question, it was noted that additional points are not awarded to local companies. The College is required to take the best qualified bid.

Ms. Kirvin moved and Mr. Millaway seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

**2015-2020
GCSC Strategic
Plan**

- 4.9** Trustees were asked to tentatively approve the 2015-2020 Gulf Coast State College Strategic Plan. Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning, provided an overview of the proposed plan, including strategic directions, goals, and key performance indicators. Dr. Flax-Hyman also noted that the goals coincide with the current state performance measures.

Ms. Kirvin moved and Mr. Tannehill seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

**Campus Water
System**

- 4.10** Trustees were asked to approve the Panama City Campus Water System Improvements Project Utilizing Florida Statute 337.11(3)(a). Due to a city water main that was connected to the campus system being terminated as part of the Florida Department of Transportation (FDOT) Flyover Project, the water pressure on campus is below acceptable safe and effective firefighting levels. The proposed solution is to create a "looped" distribution system on campus to increase the water service pressure. Due to the immediacy of this project and the time required to complete the Request for Proposal process, College staff recommended utilization of Florida Statute 337.11(3)(a) allowing for exemptions from the process under certain circumstances.

Mr. Tannehill moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, 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 June 30, 2015.
- 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 June 30, 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 June 30, 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 June 30.
- 2014-15 Expenditure Update**
- 5.1.5** Trustees reviewed the Expenditure Update for fiscal year 2014-15 from June 9 – June 30.
- Siemens Presentation**
- 5.2** Representatives from Siemens Industries, Inc. provided a short overview of energy savings produced from implementing energy conservation measures. Among these improvements were installation of high-efficiency equipment in the Central Plant to achieve and maintain maximum plant efficiency, a complete upgrade of the Central Plant building automation system, energy efficient lighting upgrades, and water conservation upgrades.
- Trustees thanked Siemens Industries, Inc. for their services.
- President's Report**
- 5.3** Dr. Holdnak shared with trustees some recent activities, including student Jumpstart days, enrollment numbers, and the Unmanned Vehicles Systems 2+2 program.

6. Good of the Order **6.1** Trustees were invited to attend various College events.

7. Adjournment **7.1** The meeting was adjourned at 11:46 a.m.

Secretary

Chairman