

FINAL
MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

June 23, 2016

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Absent: Jim W. McKnight

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| 1. Call to Order | 1.1 | Mr. Crisp called the meeting to order at 10:04 a.m. |
| Invocation | 1.2 | Mr. Bennett gave the invocation. |
| Pledge of Allegiance | 1.3 | Ms. Kirvin led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Mr. Crisp welcomed Commander Douglas Huggan, U. S. Navy; Colonel Ronald Pieri, Tyndall Air Force Base; Mr. Jeff DiBenedictis, president, GCSC Foundation, Inc.; Mr. Lloyd Harris, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council; Dr. Holly Kuehner, acting vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; and Mr. John Mercer, vice president, Administration & Finance; and Ms. Mary Washburn, 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. Warriner moved and Mr. Lewis seconded approval of the minutes of the regular meeting of May 19, 2016; Ms. Patronis moved and Mr. Roberson seconded approval of the minutes of the Presidential Compensation Committee meeting of June 13, 2016; and Mr. Tannehill moved and Ms. Patronis seconded approval of the minutes of the Budget and Finance Committee meeting of June 13, 2016. The vote was recorded as follows: Kirvin, aye; Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye. |

- Special Presentations**
- 1.7.1** Dr. Holdnak invited Mr. Jeff DiBenedictis, president of the Gulf Coast State College Foundation; Mr. Dunkin McLane, assistant director of the Gulf Coast State College Foundation; Chef Paul Ashman, Culinary assistant professor; and representatives of the Chefs Club to the podium. Chef Ashman stated that the mission of the Chefs Club was to provide opportunities for travel, engagement with faculty, community, business, and government leaders, and a way to contribute time, talents, and energy back to the College. Through their fundraising efforts, the Chefs Club proudly presented a \$2,000 down payment toward a \$20,000 endowed scholarship for future culinary students.
- 1.7.2** Mr. Crisp invited Mr. Adam Boone, past president of the Student Government Association, to the podium and Dr. Holdnak presented a certificate in appreciation of Mr. Boone's outstanding service to SGA and the College. Mr. Boone thanked the trustees for their support and encouragement.
- 2. Trustee Comments**
- 2.1** Mr. Crisp called on each trustee for comments. Mr. Tannehill expressed his appreciation to College staff for rearranging the summer schedule to offer increased access to students. Mr. Tannehill and Ms. Kirvin thanked Mr. Mercer and his staff for their fiscally conservative viewpoint. Ms. Kirvin attended the LPN Pinning Ceremony at the Gulf/Franklin Campus and was amazed by the student acknowledgments of the faculty and staff in helping them reach their goals. Mr. Millaway noted the Governor's obvious commitment to the creation of jobs in Florida as evidenced by his attendance at the Jobs Summit, and suggested that more of a focus on entrepreneurs and smaller companies may affect job creation. Mr. Lewis mentioned tonight's vigil for the Orlando Shooting Victims. With the College's focus on student access, Mr. Warriner expressed concerns about adequate signage directing students while the parking lot repaving project is underway. Ms. Patronis attended the Governor's Job Summit and it is her hope that the College will continue to build on what is already being done to create jobs in our community, and she expressed her delight with the Kids College programs that her children attended. Mr. Crisp was pleased to see the Governor's participation with the Jobs Summit and stated that he wholeheartedly supports Gulf Coast and its mission.
- Attorney's Report**
- 2.2** Attorney Bennett had no report.
- GCSC Foundation, Inc. President's Update**
- 2.3** Mr. DiBenedictis reported that from May 18 through June 16, 2016, the Foundation received approximately \$40,593 in private contributions and that as of May 2016, the Foundation's assets stood at \$29.5 million, with a year-to-date decrease in net

assets of \$1 million; year-to-date investment activity ending May 2016 reported a loss of \$51,000; and year-to-date program and scholarship services expense ending May 2016 totaled \$1.7 million (\$1.3 million in scholarships and \$400,000 in program support). The Foundation staff is in the process of offering and awarding scholarships for the 2016-17 academic year and 695 scholarships have been awarded for a total amount of \$889,017 as of June 14. The Foundation's Annual Golf Tournament will be at Shark's Tooth with a pairing party on November 4 and the tournament on November 5 and the Gala has been moved to May 19, 2017, at Edgewater Beach Resort.

**Honorary
Trustee
Updates**

- 2.4.1 Commander Huggan announced that a change of command ceremony is scheduled and that NSA's Fourth of July Celebration would occur on June 30.
- 2.4.2 Colonel Pieri announced that night flights from Tyndall Air Force Base would occur for the next two weeks and that two command changes would occur soon.

Next Meeting

- 2.5 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, July 28, 2016, in the William C. Cramer, Jr. Seminar Room.

3. SGA Report

- 3.1 Ms. Washburn noted that plans are underway for fall semester activities and that a member of the Executive Board will be serving as District IV Liaison and will be participating in the July Leadership Conference.

4. Personnel

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

Professional Services

Employment

Jacqueline A. Brooks, Coordinator, Alumni Affairs & Community Events, Workforce Development, effective July 5, 2016 – June 30, 2017, annual salary of \$32,365. Ms. Brooks fills the position vacated by the resignation of Loel Davenport.

Connie M. Campbell, Assistant Professor, Mathematics, effective August 15, 2016 – May 5, 2017, salary of \$51,461. Ms. Campbell fills the position vacated by the resignation of Anthony Dixon.

Richard N. Hinton, Professional Academic Advisor, Student Affairs, effective May 20, 2016 – June 30, 2016, annual salary of \$29,397. Mr. Hinton fills the position vacated by the resignation of Jantzen Whitehead.

Pamela M. Kidwell, Director, GCSC Business Innovation Center, Workforce Development, effective May 23, 2016 – June 30, 2016, annual salary of \$51,540. This is a new position.

Jose A. Lopez-Baquero, Assistant Professor, 12 Month, Unmanned Vehicle Systems effective June 23, 2016 – June 30, 2017, annual salary of \$67,614. This is a new position.

Mark L. Olshefski, Manager, Criminal Justice Selection Center, North Bay Campus, Public Safety, effective June 1, 2016 – June 30, 2016, annual salary of \$35,176. Mr. Olshefski fills the position vacated by the termination of John M. Dwyer.

April L. Wilson-Page, Assistant Professor, Surgical Program, Health Sciences, effective August 15, 2016 – May 5, 2017, annual salary of \$53,400. Ms. Wilson-Page fills the position vacated by the resignation of Michael Bach.

Non-Renewal of Contract

Erica W. Tyler, Emerging Technologies Librarian, Library, effective June 30, 2016.

Reclassification

Mary L. Chance, From Assistant Coordinator, Financial Aid to Coordinator I, Financial Aid, effective June 3, 2016 – June 30, 2016, annual salary of \$34,883. Ms. Chance fills the position vacated by the resignation of Lauren Armstrong.

Denise N. Crider, From Culinary Operations Manager, Business & Technology, to Instructor, Culinary, Business & Technology, effective August 15, 2016 – May 5, 2017, annual salary of \$42,631. Ms. Crider fills the position vacated by the termination of Billy Redd.

Shay E. Hannon, From Assistant Coordinator, Corporate College, Workforce Development, to Coordinator I, Corporate College, Workforce Development, effective April 9, 2016 – June 30, 2016, annual salary of \$34,312. Ms. Hannon has accepted additional duties due to the retirement of Jim Barr.

Resignation

Amy P. Blackburn, Assistant Coordinator, Respiratory Therapy, Health Sciences, effective June 30, 2016.

Jennifer W. Hill, E-Learning Specialist, Student Affairs, effective May 20, 2016.

Sarah L. Tobias, Assistant Professor, Business & Technology, effective May 6, 2016.

Retirement Incentive

Candy S. Ash, Coordinator, Military Education, TAFB, Enrollment Services, effective June 30, 2016. This is a DROP-Exit.

Jimmy C. Garner, Coordinator, Music, Visual & Performing Arts, effective June 30, 2016.

Sharon A. Milner, Assistant Coordinator II, LPN Program, Health Sciences, effective June 30, 2016.

Arnold L. Wallace, Associate Professor, Language & Literature, effective June 30, 2016.

Gregory C. Wolfe, Director, Wellness & Athletics, effective June 30, 2016.

Career Services

Employment

Michel E. Bass, Media Services Technician, Media Services (CL1), Information Technology Services, effective May 23, 2016, hourly rate of \$11.96. Mr. Bass fills the position vacated by the reclassification of Thomas Hughes.

Wanda M. Boyette, Computer/Network Technician, Network Services (CLI), Information Technology Services, effective, June 1, 2016, hourly rate of \$11.94. Ms. Boyette fills the position vacated by the resignation of Sara Pirkel.

Lisha M. Estes, Lifeguard (Grade 3), Wellness & Athletics, effective June 10, 2016, hourly rate of \$8.58.

Edward J. King, Lifeguard (Grade 3), Wellness & Athletics, effective May 16, 2016, hourly rate of \$8.58.

Terri L. Thomas, Administrative Assistant, TRiO Upward Bound (Grade 9), Student Affairs, effective June 1, 2016, hourly rate of \$12.20. Ms. Thomas fills the position vacated by the resignation of Rhoda Naas.

Reclassification

Ronald D. Donar, Groundskeeper (Grade 6), Facilities Management, to Maintenance Mechanic II (Grade 9), Facilities Management, effective May 20, 2016, hourly rate of \$11.95. Mr. Donar fills the position vacated by the retirement of Jamie Long.

Retirement Incentive

James R. Long, Maintenance Mechanic II (Grade 11), Facilities Management, effective May 4, 2016. This is a DROP-Exit.

Susan D. Stanley, Human Resources Assistant (Grade 9), Human Resources, effective June 30, 2016.

Ronney L. Watson, Grounds Supervisor (Grade 14), Facilities Management, effective June 30, 2016. This is a DROP-Exit.

Eileen S. Wilkes, Executive Assistant to the President (Grade 14), Office of the President, effective June 30, 2016.

Termination

Tony M. Williams, Lead Custodian (Grade 8), Facilities Management, effective June 8, 2016.

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

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications for a total of \$41,737.26 for noncredit courses and \$9,810 for special contracts.

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

Overloads/ Adjunct Pay

4.3 Trustees were asked to approve the Summer 2016 Session A & B and May Biweekly & Monthly Overloads & Adjunct Pay for a total of \$375,454.22.

Following review of the Overloads/Adjunct Pay recommendations, Mr. Lewis moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**2016-17 College
Unrestricted
Current Fund**

4.4

Trustees were asked to approve the 2016-17 College Unrestricted Current Fund (General Operating Fund) Budget as recommended by the ad hoc Budget & Finance Committee at their meeting on June 13.

Highlights of the 2016-17 proposed budget include:

- no tuition or fee increase
- enrollment based on 2015-16 estimates
- actual state appropriations from the 2016-17 General Appropriations Act
- proposed \$1,000 increase to all non-faculty starting salaries
- proposed 2.5% pay increase for all employees (minimum \$1,000)
- elimination of nine permanent positions, and deferment of three faculty lines to be reassessed for the 2017-18 fiscal year; and the inclusion of one additional clerical position and four faculty lines
- current expenses adjusted to cover increases in utilities and health insurance will be offset by small reductions in other operating expenses
- capital expenses reduced for expenditures to be covered by student capital improvement and technology fees
- contingencies for personnel \$100,000, current expense \$100,000, and capital outlay \$100,000
- continued budget support for new initiatives in the ERP System

Several years ago, the College budgeted \$1,050,000 to fund ongoing, multi-year ERP related initiatives. Over the last four years, \$959,484 has been expended, and the remaining balance of \$90,516 is being carried forward in the 2016-17 proposed budget. Consequently, this will result in an estimated budgeted shortfall of approximately \$100,000 for the year.

Mr. Mercer reported that 11 long-term employees ranging from 14 to 33 years of service elected to participate in the College's 2016 Retirement Incentive Plan. The total 2015-16 estimated cost to the College of the incentives is \$561,882 and will result in an approximate savings of \$249,947 in 2016-17.

Trustees thanked Mr. Mercer and his staff for their efforts in the budgeting process and for ensuring that the College continues to remain fiscally conservative.

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

**Obsolete
Property**

- 4.5** Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians.

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

**Purchase
Orders Over
\$200,000**

- 4.6** There were no purchase orders that met the threshold for approval.

**Purchase
Orders
Threshold**

- 4.7** College staff recommended changing the threshold level for approval of purchase orders by the board from \$200,000 to \$100,000. Over the past year, there have been no purchase orders over \$200,000 and only seven that have been over \$100,000.

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

**Delinquent
Accounts**

- 4.8** In accordance with college and state accounting policies, trustees were asked to approve the charge-off of delinquent accounts totaling \$277,102.65, which have now been outstanding for two years. The majority of this amount, \$258,286.73 or 93 percent of the total is the result of state and federal financial assistance awards that flow through the College to students that do not complete their commitments. Staff assured trustees that the College counsels students about credit, is proactive about collections, and that, for each of the past four years, delinquent accounts have trended down.

Ms. Patronis moved and Ms. Kirvin seconded approval and the motion to approve charge-off of the delinquent accounts was passed on the following vote: Kirvin, aye; Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, 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 2015-16 as of April 30, 2016.
- 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 2015-16 as of April 30, 2016.
- Actual Year-to-Date Revenues and Expenses Compared to Total Annual Budget**
- 5.1.3** Trustees reviewed the Actual Year-to-Date Revenues and Expenses Compared to Budget Report for fiscal year 2015-16 as of April 30, 2016.
- Actual Year-to-Date Revenues and Expenses Compared to Prior Year**
- 5.1.4** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Prior Year Report for fiscal year 2015-16 as of April 30, 2016.
- 2015-16 Expenditure Update**
- 5.1.5** Trustees reviewed the Expenditure Update for fiscal year 2015-16 from May 1-31, 2016.
- President's Report**
- 5.2** Dr. Holdnak provided trustees with handouts on the changes to the Fair Labor Standards Act, 2016 Legislation of Interest to the Florida College System, the 2016 Legislative Summary Report, and the Florida College System 2016-17 Legislative Briefing Summary. He mentioned a recent letter from Governor Scott challenging colleges to reduce or eliminate distance learning fees and reported on the June Council of Presidents meeting.
- 6. Good of the Order**
- 6.1** Trustees were reminded of the Gulf Coast State College Dental Assisting Pinning Ceremony and Reception at 5 p.m. in the

Sarzin Lecture Hall, the community-wide event “**#OnePulse Pray for Orlando**” at 7:30 p.m. behind the Advanced Technology Center, and the TechFarms Open House from 4 to 7 p.m. on June 23, 2016.

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

Secretary

Chair, District Board of Trustees