

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

May 18, 2017

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present Don R. Crisp (presiding), Tom L. Lewis, Steve D. Millaway, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., Dr. John R. Holdnak, and Derrick G. Bennett

Member Absent: Elizabeth M. Kirvin, Jim W. McKnight, and David P. Warriner

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| 1. Call to Order | 1.1 | Mr. Crisp called the meeting to order at 10:02 a.m. |
| Invocation | 1.2 | Mr. Bennett gave the invocation. |
| Pledge of Allegiance | 1.3 | Col. Pieri led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Mr. Crisp welcomed Col. Ronald Pieri, U.S. Air Force; Mr. Joey Ginn, president, Gulf Coast State College Foundation, Inc.; Ms. Stephanie Kindos, president, Student Government Association; Ms. Christy Cole, chair, Faculty Senate; Ms. Bridget Collins, chair, Professional Employee Council, Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Melissa Lavender, vice president, Student Affairs; and Mr. John D. Mercer, vice president, Administration & Finance. |
| Hearing of Citizens | 1.5 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.6 | Mr. Roberson moved and Mr. Lewis seconded approval of the minutes of the regular meeting of April 13, 2017. The vote was recorded as follows: Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye. |
| Special Presentations | 1.7 | Mr. Crisp called on Dr. Holdnak to present this month's Special Presentations. |

- 1.7.1** Dr. Holdnak noted that 2017 is a special year as the College will be celebrating its 60th anniversary and the Foundation will be celebrating its 50th anniversary. He acknowledged that their shared history of success is built upon the trust and unwavering support of our community. Dr. Holdnak stated that the Foundation recently embarked on a fundraising initiative called the “Thanks A Million” Campaign created to assist military and veteran students with the goal of raising \$1 million within two years.

Dr. Holdnak invited Mr. Jason Hedden, chair, Visual & Performing Arts Division; Mr. Joey Ginn, president, GCSC Foundation, Inc.; and Ms. Margie Mazur, executive director, GCSC Foundation, Inc. to the podium. Mr. Hedden presented a check for \$2,222.10 to the College and the Foundation in support of the “Thanks A Million” Campaign. He stated that the funds were raised from the proceeds of the “Jazz for Vets” concert hosted by Mr. Chris Godber & Friends, the Hornstew Jazz Ensemble, and the GCSC Jazz Ensemble under the direction of Mr. Christopher Rochester.

- 1.7.2** Dr. Holdnak invited Mr. Tommy Currid, regional sales director of Midland Life Insurance, to the podium and thanked him for his very generous support of the Visual & Performing Arts Music program. He acknowledged Mr. Currid’s love of music and thanked him for his continued support of the College and the Foundation. Mr. Currid presented a check for \$14,000 to the College for scholarship support to the Singing Commodores. He stressed the importance of giving back to our community and especially to our children by providing them with financial assistance to enable them to further their education. Mr. Currid thanked Mr. Hedden and Ms. Carissa Hosea, assistant professor, Visual & Performing Arts Division, for their efforts in recruiting those students who might not otherwise have had an opportunity to attend Gulf Coast State College.

- 1.7.3** Dr. Holdnak invited Ms. Marie Sanders, former president, Student Government Association, to the podium. He thanked Ms. Sanders for her outstanding leadership and presented her with a plaque recognizing her service to SGA and the College.

**2. Trustee
Comments**

- 2.1** Mr. Crisp called on each trustee for comments. Mr. Lewis stated that the Foundation makes dreams come true for our students and graduation is the reason we are all at Gulf Coast. Mr. Roberson congratulated faculty and staff for completing another year and for another special commencement. He indicated that the College would be facing some budget challenges in the next year and that

Gulf Coast has always done what was necessary to survive and thanked the Foundation for their tremendous support of the College. Ms. Patronis thanked the Gulf Coast staff for their efforts in helping students become successful and mentioned one student in particular who would be attending Harvard Law School in the fall. Mr. Tannehill echoed other trustee comments about commencement being an inspirational and special event, and congratulated the College on being ranked 5 out of 28. He commended Gulf Coast for not raising tuition and for holding down costs; and for continuing to focus on the mission of student learning, access, and opportunity. Mr. Millaway acknowledged the excitement expressed by the students at graduation and thanked the staff for making it a special event. He noted that the announcement of GKN coming to the area has generated increased interest in advanced manufacturing and tour requests of the ATC.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Joey Ginn, GCSC Foundation, Inc., reported that beginning April 12, 2017, and ending May 15, 2017, the Foundation received \$82,452 in private contributions from the community; the year-to-date support funding for the College is approximately \$1.2 million (\$687,000 for scholarships and \$495,000 for program support); and ending April 2017, year-to-date investment activity reported a gain of \$2.8 million. He also reported that over 1,000 scholarship applications had been received during the 2017-18 Foundation scholarship cycle and that a scholarship scoring committee comprised of GCSC faculty and staff would review, score, and select deserving students from these applications and send award offers out later this month.

Mr. Ginn reminded trustees of the 2017 Gala occurring on May 19 at Edgewater Beach Resort. Net proceeds from the event will be allocated to the "Thanks A Million" campaign.

**Honorary
Trustee
Updates**

2.4 CDR Huggan was unable to attend today's meeting.

Colonel Pieri expressed his appreciation for the support Tyndall Air Force Base received during the recent Air Show.

**2017-18
Meeting
Schedule**

2.5 Trustees reviewed the proposed schedule of regular meetings of the District Board of Trustees during 2017-18. Mr. Lewis moved and Ms. Patronis seconded approval of the proposed schedule, and the vote was recorded as follows: Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

Next Meeting 2.6 The next regular meeting of the District Board of Trustees is set for Thursday, June 29, 2017, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

3. SGA Report 3.1 Ms. Kindos reported on various Student Government Association events including:

- Food Give Away for night students at the ATC
- Movie Ticket Give Away Night
- Pi Day
- Baseball/Softball Tailgate Party
- Easter Egg Hunts for students, staff, and children
- Exam Slam

She also mentioned various club activities including:

- Art Club Empty Bowl Project and Body Art Competition
- Green Club Earth Week Activities
- Dental Hygiene Special Olympics and Free Dental Screenings at Arnold High School

Several SGA conferences are scheduled in the fall and more information will follow.

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

Professional Services

Employment

Loretta A. Harrington, Educational Opportunity Center Resource Advisor, TRiO, effective May 22, 2017 – June 30, 2017, annual salary of \$30,497. Ms. Harrington fills the position vacated by Susan Vaughn.

Glen R. McDonald, Vice President, Strategic Initiatives & Economic Development, effective May 1, 2017 – June 30, 2017, annual salary of \$150,000. This is a new position.

Jessica L. Meyer, Educational Opportunity Center Resource Advisor, TRiO, effective May 1, 2017 – June 30, 2017, annual salary of \$27,270. Ms. Meyer fills the position vacated by the resignation of Randall M. Gordon.

David A. Russell, Librarian, Collection Strategies & Technical Services, effective June 8, 2017 – June 30, 2017, annual salary of \$41,562. Mr. Russell fills the position vacated by Sara Duff.

Nathaniel C. Schmidt, Assistant Men's Basketball Coach, Wellness & Athletics, effective May 1, 2017 – June 30, 2017, annual salary of \$20,000. Mr. Schmidt fills the position vacated by the resignation of Michael Vogler.

Austin Vanco, Librarian, Academic Resident, Library, effective June 8, 2017 – June 30, 2017, annual salary of \$41,073. Mr. Vanco fills the position vacated by the nonrenewal of Erica Tyler.

Reemployment

Jessica L. Edwards, Temporary Assistant Professor, Chemistry & Physics, Natural Sciences, effective August 14, 2017 – May 4, 2018.

Akiko Nakamura, Temporary Assistant Professor, Chemistry & Biology, Natural Sciences, effective August 14, 2017 – May 4, 2018.

Career Service

Employment

Logan D. Bush, Lifeguard (Grade 3), Wellness & Athletics, effective May 1, 2017, hourly rate of \$8.58. This is a part-time position.

Resignation

Thomas M. Smith, Custodian (Grade 6), Facilities Management, effective May 11, 2017.

Following review of the personnel recommendations, Mr. Roberson moved and Mr. Lewis seconded approval as presented. The vote was recorded as follows: Lewis, 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 \$26,317.25 for noncredit courses and \$12,501.21 for special contracts.

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

- Overloads/
Adjunct Pay** **4.3** Trustees were asked to approve the Spring 2017 and April Monthly and Biweekly Overloads/Adjunct Pay and April/May End of Session Overloads/Adjunct Pay for a total of \$40,098.03.

Following review of the overloads/adjunct pay recommendations, Mr. Tannehill moved and Ms. Millaway seconded approval as presented. The vote was recorded as follows: Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

- Purchase Order
Activity** **4.4.1** This month, there were no purchase orders of \$100,000 or greater.
- 4.4.2** Trustees reviewed the Expenditure Update for fiscal year 2016-17 for March 1-April 30, 2017. This item is for informational purposes only.

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

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

- Final Approval
to Manual of
Policy Changes** **4.6** Dr. Holdnak requested final approval of Manual of Policy changes:
- MOP 2.146, Equal Opportunity Statement
 - MOP 5.025, Procurement
 - MOP 6.001, Employment and Dismissal of the College President
 - MOP 6.010, Employment Policy
 - MOP 6.011, Minimum Personnel Qualifications
 - MOP 6.098, Non-Discrimination, Harassment, and Sexual Misconduct

Based upon the Department of Education's Office of Civil Rights Onsite Review, College policies that include the notice of non-discrimination are being updated to ensure compliance with the governing notice requirements and to ensure uniformity.

- MOP 6.082, Notification When Absent
This update documents the level of authority to approve leave in extenuating circumstances. The policy number is being changed from 6.083 to 6.082 to align data in the policy manual.
- MOP 6.100, College Employee Code of Ethics
The Code of Ethics commits applicable standards to writing to ensure they are understood and followed by

College employees. They are derived from federal and state laws and regulations, College policies, and generally accepted principles of ethical conduct.

- MOP 7.014, Awarding of Posthumous Degrees
This is a new policy to institute a process to comply with requests for awarding posthumous degrees.
- MOP 7.025, Scholarships, Grants, and Work Assistantships
Changes have streamlined the policy to reflect the actual policy, not procedural steps.

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

**Tentative
Approval of
Manual of
Policy Change**

- 4.7** Trustees were asked to provide tentative approval of a change to Manual of Policy 5.091, Textbook Affordability and Adoption. This policy has been revised to address changes in Florida laws regarding textbook affordability.

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

**Campus
Improvements
(Parking and
Roadways)
Phase 2
Construction
Documents**

- 4.8** Dr. Holdnak called on Mr. Jonathan Sklarski, Dewberry | Preble-Rish, to present the request to approve the Construction Documents and Building Specifications for Phase 2 of the Campus Improvements (Parking and Roadways) project. This phase of the project encompasses the east end of the Panama City Campus from the Human Resources Building to Collegiate Drive and includes: demolition of existing parking and roadways, new and modified underground utilities and infrastructure; modified and new storm water collection system; new and modified concrete curbs and walkways; brick pavers; asphaltic concrete paving systems; area LED pole lighting and wireless control system; landscaping and irrigation work; campus signage (as an Add Alternate); and other minor improvements. The estimated construction cost for Phase 2 of the project is \$1,985,339. If approved, College staff will immediately begin the selection process for a qualified firm for construction.

Mr. Roberson moved and Ms. Patronis seconded a motion to approve the Campus Improvements (Parking and Roadways) Phase 2 Construction Documents as presented. The vote was

recorded as follows: Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

**Campus
Improvements
(Parking and
Roadways)
Phase 3
Construction
Documents**

- 4.9** Dr. Holdnak presented the Construction Documents and Building Specifications for Phase 3 of the Campus Improvements (Parking and Roadways) project. This phase of the project encompasses the north edge of the Panama City Campus from the Central Plant around to Student Union West to complete the full project and includes: demolition of existing parking and roadways; new and modified underground utilities and infrastructure; modified and new storm water collection system; new and modified concrete curbs and walkways; brick pavers, asphaltic concrete paving systems; area LED pole lighting and wireless control system, landscaping and irrigation work; campus signage (as an Add Alternate); and other minor improvements. The estimated construction cost for Phase 3 of the project is \$1,631,639. If approved, College staff will immediately begin the selection process for a qualified firm for construction.

Mr. Lewis moved and Mr. Millaway seconded a motion to approve the Campus Improvements (Parking and Roadways) Phase 3 Construction Documents as presented. The vote was recorded as follows: Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

**Softball Field
Project
Construction
Documents**

- 4.10** Dr. Holdnak requested approval of the Construction Documents and Building Specifications for the Softball Field Project and includes construction of a new softball field in accordance with NCAA and NJCAA requirements, field lighting, home locker room, home and visitor dugouts, batting cages, bullpens, press box, and bleacher system. The project also includes all supporting infrastructure such as parking facilities, pedestrian paths, storm water collection system, landscape and irrigation, and underground utilities. The estimated construction cost for the project is \$2 million. If approved, College staff will immediately begin the selection process for a qualified firm for construction.

Mr. Lewis moved and Mr. Roberson seconded a motion to approve the Softball Field Projection Construction Documents as presented. The vote was recorded as follows: Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

Capital Improvement Program Priorities FY 2018-19 – FY 2022-23

4.11 Dr. Holdnak called on Mr. Mercer to present the Capital Improvement Program Report Priorities for 2018-19 through 2022-23. He stated that this is an annual report that reprioritizes the recommendations from the Five-Year Educational Plant Survey as conditions and needs change. The recommended priorities for 2018-19 include additional planning, design and site work for the STEM facility; land acquisition, renovation of existing buildings in priority order based on available funding, and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues. If approved, this report would be submitted to the state by the specified deadline.

Mr. Tannehill moved and Mr. Lewis seconded a motion to approve the Capital Improvement Program Priorities for FY 2018-19 through FY 2022-23. The vote was recorded as follows: Lewis, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, 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 2016-17 as of March 31, 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 2016-17 as of March 31, 2017.

President's Report

5.2 Dr. Holdnak praised the College's athletic teams for their high completion and graduation rates and provided trustees with an update of legislative and budget issues.

6. Good of the Order

6.1 Dr. Holdnak announced the following Health Sciences Pinning Ceremonies:

- Practical Nursing Pinning, 6 p.m. EDT, June 8, Gulf/Franklin Campus, Building A
- Radiography Pinning, 6 p.m., June 13, Robert L. McSpadden SUE, Room 232-A

- Dental Assisting Pinning, 5 p.m., June 22, Language & Literature, Sarzin Lecture Hall

7. Adjournment **7.1** The meeting was adjourned at 12:26 p.m.

Secretary

Chair, District Board of Trustees