

**FINAL
MINUTES**

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

May 16, 2019

10 a.m.

Summit Conference Room, Advanced Technology Center

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

Absent Elizabeth M. Kirvin, Katie Patronis, and David P. Warriner

- 1. Call to Order**
 - 1.1** Mr. McKnight called the meeting to order at 10 a.m.
 - Invocation**
 - 1.2** Mr. Bennett gave the invocation.
 - Pledge of Allegiance**
 - 1.3** Mr. Roberson led those present in the pledge of allegiance to the American flag.
 - Welcome to Guests**
 - 1.4** Mr. McKnight welcomed Mr. Joe Hamner, president, Gulf Coast State College Foundation, Inc.; Ms. Julia Merrill, president, Student Government Association; Ms. Hadley Pridgen, chair, Faculty Senate; Ms. Rebecca Ramsey, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; and Mr. John Mercer, vice president, Administration & Finance.
 - Hearing of Citizens**
 - 1.5** No citizens answered the call to appear before the board.
 - Special Presentation**
 - 1.6** Dr. Holdnak invited Mr. Johnathan Fuentes, former president, Student Government Association, to the podium. He thanked Mr. Fuentes for his outstanding leadership and presented him with a gift recognizing his service to SGA and the College.
- 2. Trustee Comments**
 - 2.1** Mr. McKnight called on each trustee for comments. Trustees were pleased with this year's graduation ceremonies and expressed their appreciation to the faculty and staff who made it possible under the difficult circumstances. Mr. Tannehill stated it was one of the more meaningful ceremonies he has attended at the college. Mr. Roberson shared the sentiments of a former student who, after many years, is still appreciative of what the college did for him. Mr. Lewis stated he was looking forward to buildings be fixed and thanked staff for holding the college together this past year. Mr. McKnight congratulated the

graduating students as well and thanked Mr. Hamner and the Foundation for providing additional support to students and staff, especially in Gulf county.

Attorney's Report

2.2 Attorney Bennett reminded trustees to return the 2018-19 annual evaluation of the president's performance. He also stated the Florida Department of Transportation (FDOT) property should close in the near future.

GCSC Foundation, Inc. President's Update

2.3 Mr. Hamner, president, GCSC Foundation, Inc., reported that beginning April 1 and ending May 14, 2019, the Foundation received \$78,500 in private contributions from the community. Total contributions to the Student and Employee Hurricane Michael Relief Fund is \$640,000. The Foundation's assets as of April 30, 2019, stand at \$33 million.

Mr. Hamner stated the Foundation has begun its strategic planning for the next three fiscal years. After obtaining data and feedback from the full board, the Executive Board worked on setting priorities and defined where the Foundation will focus its energy and resources for the next three years. There was a strong emphasis on fundraising, with the implementation of a more aggressive approach to grant development and planned giving. The Work Ready Scholarship is a new funding approach that helps to address local employers need to fill positions and help students afford certificate programs.

Honorary Trustee Updates

2.4.1 Commander Christenson was unable to attend today's meeting.

2.4.2 Colonel Beaulieu was unable to attend to today's meeting.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for Thursday, June 27, 2019, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

3. SGA Report

3.1 Ms. Julia Merrill, president, Student Government Association, noted the 2019-20 Executive Board has had their first meeting and within the next two weeks they will be conducting a training session for new board members. Plans are underway for fall semester activities.

Program Focus

3.2 Dr. Holdnak introduced Mr. Chris Westlake, Executive Director, Student Financial Services and Mr. Kristopher Hatcher, Director, Financial Aid. Mr. Westlake thanked the trustees for letting them share some of the activities that happen in the Financial Aid offices to help students achieve their educational goals. He stated Mr. Hatcher would highlight some of the programs they disperse, such as Pell Grant, Bright Futures, Federal Work Study, Student Loans, and Foundation Scholarships.

Mr. Hatcher shared the Financial Aid mission statement and stated the nine employees in the department strive to work together for student success. He shared the following from FY 2017-18:

- 12,551 students signed in for assistance
- The average lobby wait time was two minutes
- Their offices received over 3,000 emails
- Office employees attended 117 outreach events,
- They processed over 7,800 FASFA packets.

Mr. Hatcher went over the sources of financial aid received at Gulf Coast State College and gave a breakdown of the \$13,044,504 dispersed to students by the Financial Aid office. He also reviewed student loan activity at Gulf Coast and student borrowing trends in general. Recent changes in financial aid such as year round Pell and Bright Future availability has been beneficial to the student population.

Trustees thanked Mr. Westlake and Mr. Hatcher for their thorough report.

4. Consent Agenda

The items on the consent agenda are routine business, state directives, and/or compliance items. Mr. McKnight 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 April 18, 2019.

Personnel **4.2** **Professional Services**

Advancement in Academic Rank Correction

From Assistant Professor to Associate Professor beginning August 2019
Miranda G. Stewart

Employment

Kimberly L. Phillips, Director, Financial Accounting, Business Affairs, Administration & Finance, effective May 3, 2019 – June 30, 2019, annual salary of \$69,968. Ms. Phillips fills the position vacated by the retirement of Joseph L. Mills.

Reclassification

Jennifer R. Pierson, from Senior Administrative Assistant NBC (Grade S210) to Graduation Specialist, Enrollment Services, Student Affairs, effective April 19, 2019 – June 30, 2019, annual salary of \$33,757.50. Ms. Pierson fills the position vacated by the reclassification of Brandell W. Fleming.

Retirement

Stephen C. Wise, Assistant Coordinator, Health Sciences, Academic Affairs, effective June 14, 2019.

Resignation

Catherine M. Bland, Assistant Coordinator, Student Accessibility Resources, Student Affairs, effective May 3, 2019.

Wendi Garrett, Coordinator, Academic Advising, Student Affairs, effective May 16, 2019.

Scott A. Kirkman, Instructional Coordinator, Digital Audio/Media, Business & Technology, Academic Affairs, effective June 30, 2019.

Career Services

Reclassification

Rebecca L. Acton, from Administrative Assistant (Grade S190), E-Learning & Testing, Student Affairs, to Senior Administrative Assistant (Grade S210), Health Sciences, Academic Affairs, effective April 19, 2019, hourly rate of \$17.31. Ms. Acton fills the position vacated by the retirement of Pamela J. Winter.

Resignation

Scott N. Allen, Facilities Remote Campus NBC (Grade S170), Facilities Management, Administration & Finance, effective May 16, 2019.

Termination

Emily A. Batson, Senior Cashier (Grade S200), Business Affairs, Administration & Finance, effective May 16, 2019.

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| Contract Ratifications | 4.3 | Recommendation of April 2019 Contract Ratifications for a total of \$15,001.54 for noncredit courses and \$26,594.29 for special contracts. |
| Overloads/ Adjunct Pay | 4.4 | Recommendation of Spring 2019 End of Session Monthly and Biweekly Overloads/Adjunct Pay for a total of \$18,126.29. |
| Purchase Order Activity | 4.5 | The Expenditure Report for April 1-30, 2019, was provided for review. |

**Budget
Amendment to
the 2018-19
Restricted
Current Fund
(Fund 2) Budget**

4.6 Recommendation to approve budget amendment to the Restricted Current Fund (Fund 2) for 2018-19. Budget Amendment #J19001133, 2018-19 Perkins Grant Budget Amendment #2.

Mr. Crisp moved to accept the consent agenda items 4.1 through 4.6 as presented. Mr. Millaway seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and McKnight, aye.

**5. Action Items
Purchase Orders
Greater than
\$100,000**

5.1 Dr. Holdnak submitted three purchase orders over the \$100,000 threshold for approval. He stated insurance proceeds will arrive at some point to cover the costs of these replacement items, but it is imperative they be ordered now to ensure delivery and setup for the timely resumption of classes in the fall.

The first purchase order, to Patterson Dental, is to replace the dental clinic cabinetry damaged by Hurricane Michael. The cabinetry recommended for purchase is the like replacement of serialized medical equipment containing UL approved hospital grade electrical components that meet current HIPAA and OSHA standards for a clinical environment. Complete quotes were obtained from two of the three vendors contacted and college staff is recommending purchasing from the lower vendor, Patterson Dental, a vendor with which the college has done a significant amount of business in the past. The total cost of the cabinetry, including all the peripherals, is \$747,318.90.

The second purchase order, to PPX Imaging, Inc., is for the replacement of a Konica Minolta OTC DR X-ray integrated system for all conventional radiographic applications required by the Radiography program. Dr. Holdnak reported this piece of equipment suffered extensive water damage from loss of the Health Sciences building roof during Hurricane Michael. The total cost for the equipment, including shipping, from PPX Imaging, Inc., is \$141,200.

The third purchase order, to Elite Surgical Systems, is for the replacement of a GE Healthcare OEC 9900 Elite Digital Mobile C-arm for use in vascular and endovascular procedures. Dr. Holdnak stated that GE Healthcare is the sole manufacturer of the equipment and Elite Surgical Systems is the sole authorized distributor for Northwest Florida. The total cost for the equipment is \$166,574.

Dr. Holdnak provided supporting documentation and quotes where applicable, for all three proposed purchase orders. Mr. Lewis moved to approve the purchase orders to Patterson Dental in the amount of \$747,318.90; PPX Imaging, Inc. in the amount of \$141,200; and Elite Surgical Systems in the amount of \$166,574, as presented. Mr. Roberson seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and McKnight, aye.

**Tentative
Approval of
Manual of Policy
Changes**

- 5.2** Trustees were asked to provide tentative approval of changes to Manual of Policy 5.062, Identity Theft Prevention Program. Modification is being made to streamline the policy. Procedural details will be moved to the Internal Management Memorandum.

Mr. Crisp moved to approve the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and McKnight, aye.

**Academic
Program
Deletions**

- 5.3** Dr. Holdnak presented the recommendation for approval of the Academic Program Deletions. After assessment by the faculty, administration, and advisory committees involved in the program review process, it was recommended to delete two academic programs:

- Private Security Officer Certificate
- Cardiovascular Sonography Advanced Technical Certificate

These programs no longer meet a workforce need, as demonstrated by low enrollments and placements. Dr. Holdnak stated that despite repeated attempts at marketing the certificate programs, there has not been enough interest, enrollment, or completion to continue the certificate programs. No faculty will be adversely affected by the closures. The programs do not presently have students enrolled; therefore, no teach-out plan is required.

Mr. Lewis moved to accept the recommendation for approval of the Academic Program Deletions as presented. Mr. Crisp seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and McKnight, aye.

**Capital
Improvement
Program
Priorities for FY
2020-21 through
FY 2024-25**

- 5.4** Trustees were asked to approve the Capital Improvement Program for FY 2020-21 through FY 2024-25 for projects identified in the June 2017 Educational Plant Survey. Dr. Holdnak stated the Florida College System Office of Facilities Planning and Budget has requested that colleges again include only a few, defined as three to five, of their top priorities to save time for both the colleges and the office.

The recommended priorities for FY 2020-21 again include additional funding for the full buildout of the STEM facility; renovation of the Asbell Business and Rosenwald Classroom Buildings; adjacent land acquisition; and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues.

Discussion followed regarding the STEM building and the necessity to begin the groundwork foundation and continue with plans to finish the building in phases.

Mr. Tannehill moved to accept the Capital Improvement Program for FY 2020-21 through FY 2024-25 as presented. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and McKnight, aye.

Change Order #1 to the GAC Contractors, Inc. 20th Street Realignment Contract

5.5 Mr. McKnight called on Dr. Holdnak to present the College's request for Change Order #1 to the GAC Contractors, Inc., 20th Street Realignment Contract. Dr. Holdnak stated the contractor, GAC Contractors, Inc., has submitted change order #1, requesting additional days due to the impact of Hurricane Michael. Dr. Holdnak stated the total rainfall for October through December 2018 was 27 inches compared to the 7 inches that fell in October through December 2017; therefore, college staff recommends approval of the change order request. The request is for thirty additional days from the original substantial completion date of April 11, 2019. If approved, the new contract substantial date will be May 11, 2019.

Mr. Crisp moved and Mr. Lewis seconded the motion to approve change order #1 to the GAC Contractors, Inc. 20th Street Realignment Contract as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and McKnight, aye.

6. Informational Items

Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD

6.1.1 Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2018-19 as of April 30, 2019.

Actual YTD Revenues and Expenses Compared to Prior Year

6.1.2 Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2018-19 as of April 30, 2019.

President's Report

6.2 Dr. Holdnak shared that Summer 2019 enrollment compared to prior year is down 20 percent and enrollment for Fall 2019 is anticipated to be down 15 percent. Mitigating factors for low enrollment is the distressing factors of Hurricane Michael, especially housing. He reported the aggregate Spring 2019 GPA of all Commodores sport teams was 3.12, with all but two sophomores graduating by the end of the summer term.

Dr. Holdnak introduced Ms. Marti Coley Eubanks, of PinPoint Results, LLC, who has been working for Gulf Coast State College during this current legislative session.

Ms. Coley Eubanks gave an update on the 2019 Legislative Session, reviewing PECO dollars awarded and highlighting the following:

- HB 593, Postsecondary Fee Waivers, a bill requested by Gulf Coast State College, passed. This bill allows those institutions directly impacted by a hurricane, to waive out-of-state fees, for students affected by the hurricane, for a specified time-period.
- SB 190, Higher Education, passed at the end of session. This bill requires the Auditor General to verify the accuracy of unexpended amount in specified funds certified by university and Florida College System institution chief financial officers.

7. Good of the Order

7.1 Trustees were reminded of the following College events:

- Memorial Day, May 27, college will be closed
- Summer 2019 Pinning Ceremonies:
 - Radiography, June 17, 5 p.m., McSpadden Student Union East, Room 232-A
 - Dental Assisting, June 27, 5 p.m., Jules Sarzin Lecture Hall, Language & Literature
 - ADN to BSN, July 25, 6 p.m., Amelia Center Theatre

8. Adjournment

8.1 The regular meeting was adjourned 11:55 a.m.

Secretary

Chair, District Board of Trustees