

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

November 13, 2014

10 a.m. EST
Media Center
Franklin County K12 School

Members Present: Ralph C. Roberson (presiding), Don R. Crisp, Leah O. Dunn, Elizabeth M. Kirvin, Steve D. Millaway, Katie L. Patronis, Joe K. Tannehill, Jr., Dr. John Holdnak, and Derrick Bennett

Members Absent: Jim W. McKnight and David P. Warriner

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| 1. Call to Order | 1.1 | Mr. Roberson called the meeting to order at 10:10 a.m. |
| Invocation | 1.2 | Dr. Holdnak gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Tannehill led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Mr. Roberson welcomed Dr. Jim Anderson, president, GCSC Foundation, Inc.; Mr. Ben Schmidt, chair, Professional Employee Council; Mr. Douglas Wells, chair, Faculty 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 Ms. Katherine Cannon, president, Student Government Association. |
| Hearing of Citizens | 1.5 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.6.1
&
1.6.2 | Mr. Crisp moved and Mr. Tannehill seconded approval of the minutes of the board's September 11, 2014, special meeting and regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye. |
| Special Presentation | 1.7 | Ms. Wendi Garrett, president, GCSC Association of Florida Colleges (AFC) Chapter, gave a report on the 2014 Annual AFC |

Convention, including GCSC presenters, awards, and fundraising activities.

- 2. Trustee Comments**
- 2.1** Mr. Crisp and Mr. Millaway commended the efforts of the College and expressed their appreciation to be involved. Ms. Dunn noted her attendance at the 2014 Annual AFC Convention, including an informative meeting on safety, and commended Mr. Tannehill for supporting the decision to hire a Campus Safety & Security Officer for Gulf Coast. Ms. Kirvin noted that Ms. Denise Butler was attending today's meeting and thanked her for her continued support of the College. Ms. Kirvin and Mr. Tannehill noted Veteran's Day activities at the Franklin County K12 School and at MERRICK Industries, Inc.
- Attorney's Report**
- 2.2** Attorney Bennett had no report.
- GCSC Foundation, Inc. President's Update**
- 2.3** Dr. Jim Anderson updated trustees on the GCSC Foundation, Inc., including \$197,000 received in private contributions during the past month. He also stated that current assets stand at over \$30 million, and that the GCSC Foundation Gala would occur on November 21, 2014.
- Honorary Trustee Updates**
- 2.4.1** Commander Serow was unable to attend.
- 2.4.2** Colonel Holmes was unable to attend.
- Next Meeting**
- 2.5** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, December 11, 2014, in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report**
- 3.1** Ms. Katherine Cannon, president, Student Government Association, reported on various activities, including the Drive-In Movie Night, Grocery Bag Bingo, and the SGA Leadership Conference.
- 4. Personnel**
- 4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Employment

Jimmy R. Powell - Volunteer, Women's Basketball, Wellness & Athletics, effective October 11, 2014, no salary.

Jodie R. Powell - Volunteer, Women's Basketball, Wellness & Athletics, effective October 11, 2014, no salary.

Jerico J. Weitzel - Assistant Baseball Coach, Wellness & Athletics, effective October 24, 2014 – June 30, 2015, salary of \$21,153. Mr. Weitzel fills the position vacated by the resignation of Alex Kubal.

Reclassification

Miranda L. DuBois - From Graduation Specialist, Enrollment Services to Coordinator II, Enrollment Services, effective October 10, 2014 - June 30, 2015, salary of \$34,676, experiential credit given. Ms. DuBois fills the position vacated by the resignation of Alice Walls.

Carol A. Strasburger-Miller - From Remediation Laboratory, Simulation Coordinator, Health Sciences to Assistant Professor, RN-BSN Program, Health Sciences, effective January 1, 2015 – May 9, 2015, salary of \$24,418. Ms. Strasburger-Miller fills the position vacated by the resignation of Denise Brickson.

Resignation

Dr. Jeff J. Stevenson - Chief Economic Development Officer, Economic Development, effective December 4, 2014.

Career Services

Employment

Lori L. Bundy - Custodian, (Grade 6), Maintenance & Operations, effective October 24, 2014, hourly rate of \$10.62, experiential credit given. Ms. Bundy fills the position vacated by the resignation of Don Costa.

Reclassification

Patricia A. Strayer - From Part-Time Office Assistant, Gulf/Franklin Campus to Senior Administrative Assistant, Gulf/Franklin Campus, effective November 7, 2014, hourly rate of \$12.42, experiential credit given. Ms. Strayer fills the position vacated by the resignation of John Lamberson.

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

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications. Following review of the contract ratifications, Ms. Kirvin moved and

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

**October 2014
Monthly
Overloads and
Fall 2014
Session C
Overloads** **4.3** Trustees were asked to approve October 2014 and Fall 2014 Session C Monthly Exceptional Overloads. Following review of the October 2014 and Fall 2014 Session C Monthly Exceptional Overload recommendations, Ms. Patronis moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye.

**Final Approval
of Changes to
Manual of
Policy** **4.4** Trustees were asked to provide final approval for the following Manual of Policy revisions:

Policy 3.015, Committee- Type Organizational Structure
This change is recommended to amend “Faculty Council” to “Faculty Senate” to reflect official name change.

Policy 7.015, Student Records
This change is recommended to document that student photographs are only required for athletic participants.

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

**Approval of
Budget
Amendments to
the Restricted
Current Fund
(Fund 2)** **4.5** Trustees were asked to approve the following amendments:

Budget Amendment J1500141, Public Radio Stations Grant
Budget Amendment J1500171, Florida Work Experience Program
Budget Amendment J1500224, Perkins – Professional Development
Budget Amendment J1500224, Perkins – Program of Study
Budget Amendment J1500224, Perkins – Health Science
Budget Amendment J1500224, Perkins – Music Production Technology
Budget Amendment J1500224, Perkins – Fire Science
Budget Amendment J1500224, Perkins – Business and Technology
Budget Amendment J1500292, Law Enforcement Trust Fund
Budget Amendment J1500320, TRIO – Upward Bound
Budget Amendment J1500335, Miracle Strip Jr. Women’s Club
Budget Amendment J1500363, Veteran’s Business Outreach – Boots to Business
Budget Amendment J1500369, SGA Athletics – Softball
Budget Amendment J1500369, SGA Athletics – Baseball
Budget Amendment J1500369, SGA Athletics – Men’s Basketball

Budget Amendment J1500369, SGA Athletics – Women’s
Basketball

Budget Amendment J1500369, SGA Athletics – Volleyball

Mr. Mercer noted that “professional fees” is defined by the Florida State Accounting Manual as payments for legal, auditing and consultant fees, while “other services” is defined as cost of services that are not otherwise classified as professional fees. Ms. Loretta Costin explained that funds from the Perkins grant are federal funds and would be used for vocational programs, technology enhancements, and professional development.

Dr. Holdnak recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2014-15. Ms. Kirvin moved and Mr. Crisp seconded approval of the amendments as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye.

**Recommendation 4.6
to Approve
Purchase
Orders**

There were no purchase orders that met the threshold for approval or for informational purposes.

**Approval of 4.7
General
Education
Revision**

Trustees were asked to approve the final revision of the general education requirements. Dr. George Bishop advised that revisions meet all requirements of SB 1720, revising section 1007.25, Florida Statutes, as well as comply with the final recommendations of the statewide General Education Steering and Faculty Committees.

Dr. Bishop advised that the revision of GCSC’s general education curriculum has been reviewed and approved by all appropriate College governance bodies.

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

**Approval of 4.8
Date Change
for the 2015
Commencement
Ceremony**

Trustees were asked to approve the date change for the 2015 Gulf Coast State College Commencement Ceremony from May 8, 2015, to May 1, 2015.

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

- 5. 2014-15 Budget Update** **5.1.1** Trustees reviewed the Budget Update for fiscal year 2014-15 as of September 30, 2014.
- 2014-15 Revenue Update** **5.1.2** Trustees reviewed the Revenue Update for fiscal year 2014-15 as of September 30, 2014.
- 2014-15 Expenditure Update** **5.1.3** Trustees reviewed the Expenditure Update for fiscal year 2014-15 as of October 29, 2014.
- Program Review Summary** **5.2** Dr. Bishop provided a report on the Program Review Summary.
- President's Report** **5.3** Dr. Holdnak shared with trustees some information regarding the College's previous expenditures, including the following related to outstanding debt:

Series 2005-R Bonds

(Originally issued in 1997, refunded in 2005)

Purpose: Renovation of Visual & Performing Arts Building

Payment Source: Capital Outlay & Debt Services Funds (State funds from license tag fees)

Original Amount: \$1,400,000.00

Balance at 6/30/14: \$375,000.00

Series 2010-A

Purpose: Construction of Advanced Technology Center

Payment Source: Student Capital Improvement Fees

Original Amount: \$6,300,000.00

Balance at 6/30/14: \$5,375,000.00

Secured loan at Summit Bank

Purpose: Energy Performance Contract

Payment Source: Operating Budget

Original Amount: \$2,543,023

Balance at 6/30/14: \$2,283,615

Mr. Crisp expressed his concerns on the amount of money from student fees that are being used to fund projects.

Dr. Holdnak also reminded trustees of the matching program the College participated in previously with the legislature, and noted that \$175.9 million dollars is still owed to the college system, \$1.8

million to GCSC specifically. Dr. Holdnak requested permission from the trustees to focus his duties on informing the legislature on this topic. Trustees agreed unanimously.

Dr. Holdnak led discussion proposed on the realignment structure for the College and will bring back a final recommendation for approval at the December board meeting.

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| 6. Good of the Order | 6.1 | Trustees were invited to attend various College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 12:18 p.m. |

Secretary

Chairman