

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

October 20, 2016

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present Don R. Crisp (presiding), Elizabeth M. Kirvin, Tom L. Lewis, Jim W. McKnight, Steve D. Millaway, David P. Warriner, Dr. John R. Holdnak, and Derrick G. Bennett

Absent Katie L. Patronis, Ralph C. Roberson, and Joe K. Tannehill, Jr.

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 Mr. McKnight led those present in the pledge of allegiance to the American flag.

Welcome to Guests 1.4 Mr. Crisp welcomed Mr. Jeff DiBenedictis, president, Gulf Coast State College Foundation, Inc.; CDR Douglas Huggan, U.S. Navy; Mr. Lloyd Harris, chair, Faculty Senate; Ms. Bridget Collins, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; 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. McKnight moved and Ms. Kirvin seconded approval of the minutes of the regular meeting of September 15, 2016. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Warriner, aye; and Crisp, aye.

Mr. Lewis moved and Mr. McKnight seconded approval of the October 10, 2016, minutes of the Selection Committee for Engineering/Architectural Firm Presentations for Design of Softball Complex. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Warriner, aye; and Crisp, aye.

- 2. Trustee Comments** **2.1** Mr. Crisp called on each trustee for comments. Mr. Lewis noted that September and October have been busy months for him and that he is looking forward to working on the upcoming challenges at the College. Mr. Warriner stated that he is looking forward to being more involved with the College since he is back in the area full-time. Mr. McKnight expressed his excitement about the positive changes occurring at Gulf Coast. Ms. Kirvin indicated that the highlight of each meeting is the student focus portion because of the impacts the college and the employees have on improving student lives. Mr. Crisp thanked trustees for their comments and noted that each time he speaks with a student, their positive comments about their experiences at Gulf Coast continue to impress him.
- Attorney's Report** **2.2** Attorney Bennett reported that he is working on a partnership agreement that will greatly benefit the College and that he will provide further information soon.
- GCSC Foundation, Inc. President's Update** **2.3** Mr. Jeff DiBenedictis, president, GCSC Foundation, Inc., reported that beginning September 12 and ending October 17, 2016, the Foundation received approximately \$62,063 in private contributions from the community; as of September 2016, assets stand at \$30.4 million, which is a small increase from the previous month; the Foundation has a year-to-date increase of \$927,000 in net assets; year-to-date investment activity ending September 2016 reported a gain of \$1 million; and year-to-date Program and Scholarship Services expense ending September 2016 was under \$555,000 and of that, \$534,000 was scholarship expense. Mr. DiBenedictis reported that the Foundation's preliminary 2015-16 financial audit is an unqualified opinion and that there were no findings.
- The Gulf Coast State College Foundation Annual Golf Tournament will be at Shark's Tooth Golf Club with a pairing party on November 4 at 6 p.m. and golf tournament on November 5 at 8 a.m. Secured sponsorships total \$51,500 and 120 golfers will be participating in the event. The net proceeds of the tournament will benefit veterans attending Gulf Coast who face expenses not covered by other financial aid.
- Scheduled shows for the Kirby Holt Holiday Decorating Showcase will occur on Tuesday, November 15, at 10 a.m. and 6 p.m. and on Wednesday, November 16, at 10 a.m. All event proceeds will benefit the GCSC Alumni Endowed Scholarship.
- Honorary Trustee Updates** **2.4.1** Commander Huggan reported that he and Dr. Holdnak are discussing opportunities to inform Navy personnel about the financial aid and educational benefits available at Gulf Coast. He

also mentioned that trained sea lions had evacuated to the base during Hurricane Matthew.

2.4.2 Colonel Pieri was unable to attend.

Next Meeting 2.5 The next regular meeting of the District Board of Trustees is set for 10 a.m. ET, Thursday, November 17, 2016. The location will be determined at a later date.

3. SGA Report 3.1 Ms. Washburn reported on various Student Government activities including:

- FCSSGA District IV Retreat, September 3-October 1, 2016, Advanced Technology Center
- Halloween Fest, October 28, 2016
- FCSSGA Legislative Conference, November 18-19, 2016, Seminole State College

Ms. Washburn also mentioned that the Panama City Garden Club planted a vegetable garden outside the student lounge.

Program Focus 3.2 In keeping with the theme, “Unlocking Your Future,” Ms. Kim Hoyt, coordinator, Cooperative Education Program, Business & Technology Division highlighted the College’s Cooperative Education program and the benefits the partnerships between employers and the College provide for students. She shared several stories about student successes and introduced Mr. Jack Kerigan, Kerigan Marketing Associates, Inc., one of the College’s partners. Mr. Kerigan expressed his appreciation to Ms. Hoyt for her efforts in working with his company and outlined the benefits of the internship program.

Student Success Story 3.3 Mr. Daron Atkins, a student in the Software and Database Development program and an intern with Kerigan Marketing Associates, Inc., thanked Ms. Hoyt and Mr. Kerigan for the opportunity to participate in this internship and stressed the value of the program in helping him achieve his dream of becoming a web program developer.

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

Professional Services

Employment

Trendon M. Ellis, Web Programmer (PL1), Information Technology Services, effective October 10, 2016 – June 30, 2017, annual salary of \$38,846. Mr. Ellis fills the position vacated by the resignation of Dylan C. Bertram.

Victoria R. Richard, Coordinator I, News Director, WKGC, effective October 3, 2016 – June 30, 2017, annual salary of \$35,000. Ms. Richard fills the position vacated by the resignation of Emily Balazs.

Reclassification

Marjory A. Pavlov, From Math Lab Tutor, Mathematics, to Math Lab Coordinator, Mathematics, effective September 23, 2016 – May 5, 2017, nine-month contract salary of \$33,092. Ms. Pavlov fills the position vacated by the reclassification of Kristi Krutchek.

Resignation

Donna R. Newell, Admissions Application Process Specialist, Enrollment Services, effective September 23, 2016.

Career Services

Employment

Belinda S. Adams, Senior Cashier (Grade 13), Business Affairs, effective November 1, 2016, hourly rate of \$14.53.

Ms. Adams fills the position vacated by the resignation of Misty E. Walker.

Emily A. Batson, Senior Cashier (Grade 13), Business Affairs, effective October 21, 2016, hourly rate of \$14.53. Ms. Batson fills the position vacated by the reclassification of Patty L. Stroup.

Andrea P. Morgan, Senior Administrative Assistant (Grade 10), Gulf/Franklin Campus, effective October 3, 2016, hourly rate of \$13.64. Ms. Morgan fills the position vacated by the reclassification of Alisa L. Fritch.

Kimberly K. Wiedemann, Senior Administrative Assistant (Grade 10), Gulf/Franklin Campus, effective October 17, 2016, hourly rate of \$12.95. Ms. Wiedemann fills the position vacated by the resignation of Colette M. Green.

Resignations

Sharon R. Baskevic, Executive Administrative Assistant, Academic Affairs, effective November 1, 2016.

Colette M. Green, Administrative Assistant, Gulf/Franklin Campus, effective September 16, 2016.

Misty E. Walker, Senior Cashier, Business Affairs, effective October 7, 2016.

Following review of the personnel recommendations, Mr. Lewis moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Warriner, aye; and Crisp, aye.

Contract Ratifications

- 4.2** Trustees were asked to approve Contract Ratifications for a total of \$22,162.13 for noncredit courses and \$46,181.97 for special contracts.

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

**Overloads/
Adjunct Pay**

- 4.3** Trustees were asked to approve the Fall 2016 Sessions A & B and September Monthly and Biweekly Overloads/Adjunct Pay for a total of \$777,290.66.

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

Obsolete Property

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

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

Purchase Orders Over \$100,000

- 4.5** This month, there were no purchase orders that met the threshold over \$100,000.

Change Order #1 to Athletic Field Project

- 4.6** Mr. Crisp called on Dr. Holdnak to present the College's request for Change Order #1 on the Athletic Field Project to enhance erosion control around the newly constructed retention pond to ensure compliance with the conditions of the dredge and fill permit. He noted that this change order in the amount of \$9,835 would be the only one to this contract, and that if approved, the final contract amount on this project would be \$607,920.55.

Mr. Lewis moved and Mr. Millaway seconded approval of Change Order #1 as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Warriner, aye; and Crisp, aye.

Change Order #2 to Phase I Campus Improvements **4.7** Mr. Crisp called on Dr. Holdnak to present the College's request for Change Order #2 on Phase I Campus Improvements (Phase I Parking Project) to install different light poles and fixtures along the sidewalk south of the Social Sciences and Language & Literature buildings to provide appropriate lighting without the necessity of removing existing landscaping. Equipment purchased previously under the contract will be used in Phase II of the project. This change will result in an additional cost to the College of \$59,298.07 and will bring the total cost of the project to \$1,899,844.23.

Mr. Warriner moved and Mr. Lewis seconded the motion to approve the recommendation as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Warriner, aye; and Crisp, aye.

Engineering/ Architectural Firm for Design of Softball Complex **4.8** Mr. Crisp presented the recommendation by the Selection Committee for an engineering/architectural firm to design the softball athletic field complex based on the presentations of three firms on October 10.

Mr. Lewis moved to accept the recommendation as presented and Mr. McKnight seconded the motion to approve. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Warriner, aye; and Crisp, aye.

Final Approval of Manual of Policy Changes **4.9** Trustees were asked to provide final approval for the following Manual of Policy revisions:

4.9.1 Policy 4.030, Library
Changes to this policy will align the Library's Mission Statement with the College's mission and vision and address SACS criteria and the 2013 U.S.A. Patriot Act sunset provision.

4.9.2 Policy 4.032, Library Collection Department
This policy is being deleted and will be added as an Internal Management Memoranda.

4.9.3 Policy 5.010, Budgets
This policy is being updated to reflect the appropriate levels of approval authority concerning the budget and amendments.

4.9.4 Policy 5.203, Clery Act Compliance
This new policy is a result of requirements of the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act. Notification of the locations of published information is required for students and employees.

4.9.5 Policy 7.036, Student Participation in Activities

The addition of this policy will provide students the ability to petition the right to travel when not meeting the minimum educational requirements.

4.9.6 Policy 7.038, Athletics

This policy change is necessary to incorporate the institution's commitment to ensure the integrity of academic eligibility compliance, Title IX and equity compliance, and membership in the NJCAA for the College's athletics programs. Procedural items in the original Manual of Policy are being added to the complementary Internal Management Memoranda 7.038.

Ms. Kirvin moved to accept the recommendation as presented. Mr. Warriner seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Warriner, 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 August 31, 2016.

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 August 31, 2016.

2016-17 Expenditure Update

5.1.3 Trustees reviewed the Expenditure Update for fiscal year 2016-17 from September 1-30, 2016. Mr. Warriner asked that, in the future, this update be included with approval of purchase orders over \$100,000.

Siemens Presentation on Campus Energy Project Results

5.2 Mr. Matt Ridley, Siemens Industry, Inc., Building Performance Assurance Team, presented the Year Three Annual Savings Report for the Energy Savings Performance Contract, which the College entered into in April 2012. Implementation of energy conservation measures to produce energy savings to pay for improvements included 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. The College achieved a savings in utility costs of \$471,643 and added additional capacity to the existing chiller plant, eliminating the need for an additional chiller plant on the east end of campus to service the Advanced Technology Center.

President's Report

5.3 Dr. Holdnak updated trustees on various recent events occurring on the campus, specifically mentioning the well-attended Florida Banner User Group Conference. He stated that Gulf Coast and FSU PC are continuing to work together on joint activities and program opportunities.

6. Good of the Order

6.1 Trustees were reminded of the following College events:

- Halloween Variety Show, 7 to 9:30 p.m., Friday and Saturday, October 28 and 29, 2016, The Amelia Center's Black Box Theatre
- Bay County College Goal Sunday, 11 a.m. to 2 p.m., October 23, 2016, Advanced Technology Center
- Web Development Panel, 5 to 6 p.m., Monday, October 24, 2016, Advanced Technology Center
- "Finish What You Started," 6 to 8 p.m., Thursday, October 27, 2016, Advanced Technology Center

Mr. Warriner invited trustees to attend the annual "Blast on the Bay Songwriter's Festival" October 20-23, 2016, noting that he would be hosting an event on October 21 in Port St. Joe.

7. Adjournment

7.1 The meeting was adjourned at 11:37 a.m.

Secretary

Chair, District Board of Trustees