

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

September 11, 2014

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Ralph C. Roberson (presiding), Don R. Crisp, Elizabeth M. Kirvin, Jim W. McKnight, Katie L. Patronis, David P. Warriner, Dr. John Holdnak, and Derrick Bennett

Members Absent: Leah O. Dunn, Steve D. Millaway, and Joe K. Tannehill, Jr.

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| 1. Call to Order | 1.1 | Mr. Roberson called the meeting to order at 10:06 a.m. |
| Invocation | 1.2 | Dr. Holdnak gave the invocation. |
| Pledge of Allegiance | 1.3 | Colonel Holmes 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.; Colonel Christopher Holmes, Tyndall Air Force Base; Mr. Douglas Wells, chair, Faculty Council; Ms. Melissa Bois, chair-elect, Professional Employee Council; 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 | Mr. Crisp moved and Ms. Patronis seconded approval of the minutes of the board's July 24, 2014, regular meeting, and the August 26, 2014, retreat as distributed. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Warriner, aye; and Roberson, aye. |
| 2. Trustee Comments | 2.1 | Trustees commended the GCSC Foundation, Inc. for hosting the welcome reception honoring Dr. Holdnak. Mr. McKnight and Ms. Patronis noted the importance of remembering the tragic events that occurred on September 11, 2001. Mr. Roberson expressed his excitement about beginning the new academic year. |

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| 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 just under \$100,000 received in private contributions during the past month, that the Foundation Mini Grants application process is underway, and that the GCSC Foundation Gala would occur on November 21, 2014. |
| Honorary Trustee Updates | 2.4.1 | Commander Serow had no report. |
| | 2.4.2 | Colonel Holmes gave a brief overview of activities at the Tyndall Air Force Base. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, October 9, 2014, in the William C. Cramer, Jr. Seminar Room. |
| Dr. Kerley's Automobile Mileage Log | 2.6 | Consistent with provisions of his contract, Dr. Kerley's business and personal mileage from December 1, 2013, through July 14, 2014, were reported for the automobile provided by the board. |
| 3. SGA Report | 3.1 | Ms. Katherine Cannon, president, Student Government Association, reported on various activities, including events from Welcome Back Week. |
| Program Focus | 3.2 | Mr. Jason Hedden, associate professor, Visual & Performing Arts; Ms. Jennifer Jones, executive director of Bay Arts Alliance; and Mr. Scott Kirkman, associate professor, Visual & Performing Arts, gave an overview of a recent summer theatre project showcasing the book, <i>Miracle of the White Leaves</i> , written by Dr. Steve Dunnivant and his daughter, Ms. Gina Dunnivant. Dr. Dunnivant gave a brief summary of the book and noted that the play will premiere April 2015 at the Marina Civic Center. |
| Student Success Story | 3.3 | Dr. Dunnivant introduced this month's success story, Ms. Jenny Hammond, student, who spoke about her experiences as a songwriter. She expressed her appreciation for the opportunities that GCSC has given her. Mr. Hedden answered affirmatively when questioned by Mr. Warriner about the rights of the play belonging to the College. |
| 4. Personnel | 4.1 | Trustees were asked to approve professional and career personnel recommendations and advancements. |

Professional Services

Employment

Pavel G. Amromin - Temporary Assistant Professor, Art, Visual & Performing Arts, effective August 18, 2014 – May 8, 2015, salary of \$37,470. This is a new position.

Amy P. Blackburn - Temporary Assistant Coordinator, Respiratory Therapy, Health Sciences, effective August 4, 2014 – December 19, 2014, salary of \$17,142. Ms. Blackburn fills the position vacated by the reclassification of Katrina Reese.

Serita R. Brooks - Assistant Softball Coach, Wellness & Athletics, effective August 29, 2014 – June 30, 2015, salary of \$20,000. Ms. Brooks fills the position vacated by the non-renewal of contract of Ryann Ellingsworth.

Melanie S. Donnahee - Writing Lab Tutor, Language & Literature, effective August 18, 2014 – May 8, 2015, salary of \$27,084, experiential and educational credit given. This is a new position.

John R. Holdnak - President, Office of the President, Administration, effective July 1, 2014 – June 30, 2015, salary of \$205,000. Dr. Holdnak fills the position vacated by the retirement of Dr. Avery Kerley.

Carissa M. Hosea - Assistant Professor, Music, Visual & Performing Arts, effective August 18, 2014 – May 8, 2015, salary of \$37,470. Ms. Hosea fills the position vacated by the retirement of Judy Harrison.

Rebecca L. Leach - Assistant Professor, Nursing Adult III, Health Sciences, effective August 18, 2014 – May 8, 2015, salary of \$48,299. Ms. Leach fills the position vacated by the retirement of Donna Wheeler.

Riccardo V. Mensitieri - Assistant Professor, Mathematics, Mathematics, effective August 18, 2014 – May 8, 2015, salary of \$37,470. Mr. Mensitieri fills the position vacated by the resignation of Norris Harvey.

Akiko Nakamura - Temporary Assistant Professor, Chemistry, Natural Science, effective August 20, 2014 – December 19, 2014, salary of \$18,318. This is a new temporary position.

Marjory A. Pavlov - Math Lab Tutor, Mathematics, effective August 18, 2014 – May 8, 2015, salary of \$26,584, experiential credit given. This is a new position.

Melanie D. Pelton - Assistant Professor, Psychology, Social Sciences, effective August 18, 2014 – May 8, 2015, salary of \$43,402. Ms. Pelton fills the position vacated by the resignation of Jennifer Gibson.

Katherine M. Riley - Assistant Professor, Spanish, Language & Literature, effective August 18, 2014 – May 8, 2015, salary of \$38,204. Ms. Riley fills the position vacated by the resignation of Vanessa Manrique.

Kristian M. Robertson - Assistant Volleyball Coach, Wellness & Athletics, effective July 1, 2014 – June 30, 2015, salary of \$5,000. Ms. Robertson fills the position vacated by the resignation of Andrew Kussro.

Gregory J. Robinson - Assistant Professor, Biology, Natural Sciences, effective August 18, 2014 – May 8, 2015, salary of \$37,470. Mr. Robinson fills the position vacated by the resignation of Melissa Moore.

Sara L. Tobias - Assistant Professor, Business & Technology, Business & Technology, effective August 18, 2014 – May 8, 2014, salary of \$37,470. Ms. Tobias fills the position vacated by the resignation of Recer Tidwell.

Jantzen W. Whitehead - Academic Advisor, Student Affairs, effective August 25, 2014 – June 30, 2015, salary of \$27,952, experiential and educational credit given. This is a new position.

Reclassification

Katrina M. Reese - From Assistant Coordinator, Respiratory Therapy, Health Sciences to Coordinator, Respiratory Therapy, Health Sciences, effective August 1, 2014 – June 30, 2015, salary of \$61,110. Reclassification of the position from 12 month to 11 month. Ms. Reese fills the position vacated by the retirement of Bradley Killion.

Laura Justice - From 12 month Coordinator, Dental Program, Health Sciences to 11 month Coordinator, Dental Program, Health Sciences, effective August 1, 2014 – June 30, 2015.

Resignation

Denise L. Brickson - Assistant Professor, RN to BSN Program, Health Sciences, effective October 3, 2014.

Darlene Brothers-Gray - Coordinator, Crime Scene Technology, Public Safety, effective August 20, 2014.

Alex G. Kubal - Assistant Baseball Coach, Wellness & Athletics effective September 8, 2014.

Edward A. Revell - Assistant Baseball Coach, Wellness & Athletics, effective July 31, 2014.

Melissa L. Strawser - Coordinator, Business Solutions, Corporate College, effective September 5, 2014.

Alice F. Walls - Coordinator II, Enrollment Services, effective August 15, 2014.

Retirement

Parry J. Knauss - Associate Professor, Nursing, Health Sciences, effective December 19, 2014.

DROP Exit

Donna G. Wheeler - Associate Professor, Nursing, Health Sciences, effective August 18, 2014.

Career Services

Employment

Dori H. Cooper - Lifeguard, (Grade 3), Wellness & Athletics, effective August 13, 2014, hourly rate of \$8.58.

Reclassification

James D. McDougall - From Groundskeeper, (Grade 6), Maintenance & Operations, to HVAC Technician II, (Grade 13), Maintenance & Operations, effective August 4, 2014, hourly rate of \$13.31. Mr. McDougall fills the position vacated by the resignation of Chris Brannen.

Resignation

Aimee E. Roberts - Senior Administrative Assistant, (Grade 10), Development Office and Office of the President, effective July 31, 2014.

John M. Lamberson - Sr. Administrative Assistant, (Grade 10), Gulf/Franklin Center, effective September 15, 2014.

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

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications. Following review of the contract ratifications, Ms. Patronis moved and Mr. Crisp seconded approval as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

July & August 2014 Monthly Overloads

4.3 Trustees were asked to approve July & August 2014 Monthly Exceptional Overloads. Following review of the July & August 2014 Monthly Exceptional Overload recommendations, Mr. Warriner moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

Tentative Approval of Changes to Manual of Policy

4.4 Trustees were asked to provide tentative approval for the following Manual of Policy revisions:

Policy 5.056, Delinquent Accounts, Bad Checks, and Other Financial Obligations

This change is recommended to establish a threshold for utilizing collection services to pursue delinquent accounts.

Policy 5.088, Accidents

This revision supports medical personnel or injured party to decide need for additional medical attention or ambulance.

Policy 7.005, Admission of Students to the College

This change is recommended to stream-line policy for admitting students to the institution and to provide language for admitting baccalaureate degree seeking students.

Ms. Leslie Hapner, Director, Budget & Student Financial Services, noted that the student is responsible for any fees required by the collection agencies.

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

Inventoried Property

4.5 Trustees reviewed a listing of items determined to be obsolete or worthless by the property custodians, and they were asked to authorize disposal of the items.

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

**Approval of
Budget
Amendments to
the Unexpended
Plant Fund
(Fund 7)**

4.6 Trustees were asked to approve the following amendments:

Budget Amendment J1500048, Student Capital Improvement Fees
Budget Amendment J1500049, STEM and General Renovation
PECO Appropriations
Budget Amendment J1500050, Student Technology Fees

Dr. Holdnak recommended approval of the budget amendments to the Unexpended Plant Fund (Fund 7) for 2014-15. Ms. Patronis moved and Mr. McKnight seconded approval of the amendments as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Warriner, aye; and Roberson, aye.

**Approval of
Budget
Amendments to
the Restricted
Current Fund
(Fund 2)**

4.7 Trustees were asked to approve the following amendments:

Budget Amendment J1500072, CareerSouce Gulf Coast
– Dislocated Worker
Budget Amendment J1500072, CareerSouce Gulf Coast
– WIA Adult
Budget Amendment J1500072, CareerSouce Gulf Coast
– WIA Youth
Budget Amendment J1500072, CareerSouce Gulf Coast
– Unemployment Compensation
Budget Amendment J1500072, CareerSouce Gulf Coast
– Wagner-Peyser
Budget Amendment J1500072, CareerSouce Gulf Coast - DVOP
Budget Amendment J1500072, CareerSouce Gulf Coast - LVER
Budget Amendment J1500072, CareerSouce Gulf Coast
– Military Family
Budget Amendment J1500072, CareerSouce Gulf Coast - REA
Budget Amendment J1500096, College Reach Out Program

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

- Approval of Change Order #24 to GAC/H.J. High Joint Venture Contract** **4.8** Trustees were asked to approve Change Order #24 to the GAC/H. J. High Joint Venture contract for the Advanced Technology Center. This deductive change order, in the amount of \$2,256,888.48, is for the unused owner’s contingency of \$1,077,262.79, the unused construction manager’s contingency of \$846,436.17, and the unused construction manager’s profit of \$333,189.52. This results in a new contract amount of \$22,989,605.50.
- Mr. McKnight made a motion to accept the recommendation as presented. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Warriner, aye; and Roberson, aye.
- Approval of Articulation Agreements** **4.9** Articulation Agreements between GCSC and Bay, Franklin, Gulf, Holmes, and Washington District Schools were presented to trustees for approval.
- Mr. Warriner moved and Mr. Crisp seconded approval of the agreements as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Warriner, aye; and Roberson, aye.
- Florida Department of Transportation Flyover Project** **4.10** Mr. Roberson provided an overview of the Florida Department of Transportation Flyover Project, stating that negotiations are still underway and that final agreements will be brought before the board for approval. Attorney Bennett reminded that an executive session can be scheduled if needed.
- 5. 2013-14 Annual Financial Report** **5.1** Trustees were provided a brief report of the final FY 2013-14 financial results as submitted to the Department of Education as an informational item only.
- Ms. Hapner noted that all of the numbers that include “all funds” show significant changes due primarily to revenues and expenses related to the Advanced Technology Center that occurred during the 2012-13 fiscal year.
- 2014-15 Budget Update** **5.2.1** Trustees reviewed the Budget Update for fiscal year 2014-15 as of July 31, 2014. Ms. Hapner noted that additional financial reports will be brought to the board every month. Mr. Hapner answered affirmatively when questioned by Mr. Warriner about the date range being fall to fall. Discussion ensued regarding student fees, interest rates, and capital improvement fees.
- 2014-15 Revenue Update** **5.2.2** Trustees reviewed the Revenue Update for fiscal year 2014-15 as of July 31, 2014.

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| 2013 Annual Security Report | 5.3 | Mr. Dennis Storck, superintendent of Maintenance & Operations, and Lieutenant Steve Sellers, FSU Police, gave an overview of the 2013 Annual Security Report, including campus safety and security tips, campus safety walk, behavioral intervention teams, and emergency notification systems. Dr. Lavender pointed out that GCSC students are encouraged to report crimes, which in turn will be reported to FSU police. |
| President's Report | 5.4 | Dr. Holdnak shared with trustees some recent activities, including legislative topics and College Night. |
| 6. Good of the Order | 6.1 | Trustees were invited to attend various College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:59 a.m. |

Secretary

Chairman