

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

December 11, 2014

10 a.m.

William C. Cramer, Jr. Seminar Room

- Members Present:** Ralph C. Roberson (presiding), Don R. Crisp, Jim W. McKnight, Steve D. Millaway, Katie L. Patronis, Joe K. Tannehill, Jr., David P. Warriner, Dr. John Holdnak, and Derrick Bennett
- Members Absent:** Leah O. Dunn and Elizabeth M. Kirvin
- 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** Mr. Crisp 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.; Ms. Melissa Bois, chair, Professional Employee 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; and Mr. John 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. Crisp moved and Mr. Warriner seconded approval of the minutes of the board's November 13, 2014, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.
- Special Presentation** **1.7** **1.7.1** The board enjoyed Christmas songs performed by the Singing Commodores.
- 1.7.2** Mr. Roberson and Dr. Holdnak invited Ms. Rosie O'Bourke, chair, Visual & Performing Arts, and

Mr. Brian Baillif, technical coordinator, Visual & Performing Arts, to the podium and presented them with a plaque from the Florida Community College Activities Association for a Superior rating for the *Rosencrantz and Guildenstern are Dead* theatrical production. Mr. Roberson also presented a vintage Les' Miserables comic book to Ms. O'Bourke.

- 2. Trustee Comments**
- 2.1** Mr. Crisp and Mr. Warriner commended the professionalism of the College and expressed their excitement about beginning the new year. Mr. McKnight spoke of success stories from the LPN to ADN Class of 2014 Pinning Ceremony that was held at the Gulf/Franklin Campus. Ms. Patronis and Mr. Millaway praised Dr. Holdnak for his transition into the presidency and noted the positive feedback received from the community. Mr. Tannehill noted Ms. Aubri Hanson, assistant professor, Business & Technology Division, was the recipient of the 2014 FLATE Manufacturing Post-Secondary Educator-of-the-Year Award, which recognizes an educator for outstanding contributions to manufacturing and/or engineering technology education. Mr. Roberson thanked Dr. Anderson and the GCSC Foundation, Inc. for the successful Gala event.
- Attorney's Report**
- 2.2** Attorney Bennett had no report.
- GCSC Foundation, Inc. President's Update**
- 2.3** Dr. Anderson updated trustees on the GCSC Foundation, Inc., including \$108,000 received in private contributions during the past month. He also stated that current assets stand at over \$30.5 million, and that the December 5th High School Counselor Breakfast was a successful event.
- 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, January 15, 2015, at the North Bay Campus, Emergency Operations Center, Room 176.
- President's Mileage Log**
- 2.6** Consistent with provisions of his contract, Dr. Holdnak reported his business and personal mileage from September 15, 2014, through November 30, 2014, in the automobile provided by the board.
- 3. SGA Report**
- 3.1** Ms. Katherine Cannon, president, Student Government Association, was not able to attend.

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

Professional Services

Employment

Donna F. Darling - Remediator, Laboratory Simulation Coordinator, Health Sciences, effective January 5, 2015 – May 8, 2015, annual salary of \$48,299, experiential credit given. Ms. Darling fills the position vacated by the reclassification of Carol Strasburger-Miller.

Daniel P. Jones - Network Systems Specialist, (NPL1, 1), ITS, effective December 1, 2014 – June 30, 2015, annual salary of \$30,473. This is a new position.

Mark L. Rix - Director, Military and Veterans Affairs, Student Affairs, effective December 1, 2014 – June 30, 2015, annual salary of \$57,794, experiential credit given. Mr. Rix fills the position vacated by the retirement of Peggy Martin.

William L. Saltsman - Temporary Assistant Professor, Mathematics, effective October 7, 2014 – December 19, 2014, salary of \$11,241. Mr. Saltsman is filling the position vacated by the temporary absence of Novanda Adams.

Sarah K Woods - Temporary Assistant Professor, Mathematics, effective October 7, 2014 – December 19, 2014, salary of \$11,241.

Reclassification

Loretta B. Costin - From Director, Gulf/Franklin Campus to Dean, Occupational Education and Director, Gulf/Franklin Campus, effective November 13, 2014 – June 30, 2015. No change in salary.

Stephen W. Dunnivant - From Dean, Advanced Technology Center to Associate Dean, Program Development and Executive Director, The Millaway Institute, effective November 13, 2014 – June 30, 2015. No change in salary.

Leslie C. Hapner - From Director, Budget and Student Financial Services, Business Affairs to Dean, Business Affairs, effective November 13, 2014 – June 30, 2015. No change in salary.

Alfred L. McCambry - From Director, Corporate College to Dean, Workforce Development, effective November 13, 2014 – June 30, 2015. No change in salary.

Sabara M. Quinn - From Chief Development Officer, Development Office to Interim Director, Strategic Planning, Institutional Effectiveness and Strategic Planning, effective November 13, 2014 – June 30, 2015. No change in salary.

Benjamin E. Schmidt - From Coordinator, Student Financial Services, Business Affairs to Bursar, Business Affairs, effective November 13, 2014 – June 30, 2015. No change in salary.

Sharon O. Todd - From Director, Enrollment Services to Executive Director, Enrollment Services, effective November 13, 2014 – June 30, 2015. No change in salary.

Christopher J. Westlake - From Director, Financial Aid to Executive Director, Student Financial Services, effective November 13, 2014 – June 30, 2015. No change in salary.

Resignation

Robert J. Goetz - Director, SBDC/VBOC, effective November 14, 2014.

Karen D. Parham - Coordinator, Testing, Student Affairs, effective December 3, 2014.

Career Services

Employment

Ronald D. Donar - Groundskeeper, (Grade 6), Maintenance & Operations, effective November 3, 2014, hourly rate of \$9.65. This is a new position.

Cameron S. Fitzgerald - Lifeguard, (Grade 6), Wellness & Athletics, effective November 19, 2014, hourly rate of \$8.58.

Nathan W. Parens - Groundskeeper, (Grade 6), Maintenance & Operations, effective November 12, 2014, hourly rate of \$9.65. This is a new position.

Stephanas Robinson - Groundskeeper, (Grade 6), Maintenance & Operations, effective November 4, 2014, hourly rate of \$10.62, experiential credit given. Mr. Robinson fills the position vacated by the reclassification of James McDougall.

Reclassification

Terresa C. Zekas - From Receptionist (Grade 6), Business Affairs to Administrative Assistant/Receptionist (Grade 9), Public Safety, effective December 1, 2014, hourly rate \$12.19. Ms. Zekas fills the position vacated by the retirement of Jackie Vaughn.

Exit DROP

Michael McCorvey - Custodian, (Grade 6), Maintenance & Operations, effective January 19, 2015.

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

Contract Ratifications

- 4.2** Trustees were asked to approve Contract Ratifications for a total of \$110,889.99. Following review of the contract ratifications, Mr. Warriner moved and Mr. Tannehill seconded approval as presented. The vote was recorded as follows: Crisp, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

November 2014 Monthly Overloads

- 4.3** Trustees were asked to approve November 2014 Monthly Exceptional Overloads for a total of \$66,503.55. Following review of the November 2014 Monthly Exceptional Overload recommendations, Mr. McKnight moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: Crisp, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, 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 1.006, Procedure for Reviewing the Values, Vision, and Mission
 - Policy 2.060, Southern Association of Colleges and Schools (SACS) Substantive Change Process
 - Policy 3.001, Administrative Organizational Structure
 - Policy 3.015, Committee-Type Organizational Structure
 - Policy 3.028, Gulf Coast State College Foundation, Inc.
 - Policy 4.068, International Agreements/Travel
 - Policy 6.011, Minimum Personnel Qualifications
 - Policy 6.017, Instructional Requirements
 - Policy 6.062, Payroll Deductions

Policy 6.084, Sick Leave Pool
Policy 7.013, Awarding of Honorary Degrees

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

**Approval of
Date Change
for the 2015
Honors
Convocation**

- 4.5** Trustees were asked to approve the date change for the 2015 Gulf Coast State College Honors Convocation from May 1, 2015, to April 24, 2015, at 6 p.m. On behalf of the Student Government Association, Dr. Lavender requested employee award recognitions be included at Honors Convocation.

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

**Approval of
Purchase
Orders that
exceed \$200,000**

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

**5. 2014-15 Budget
Update**

- 5.1.1** Trustees reviewed the Budget Update for fiscal year 2014-15 as of October 31, 2014.

**2014-15
Revenue
Update**

- 5.1.2** Trustees reviewed the Revenue Update for fiscal year 2014-15 as of October 31, 2014. Mr. Mercer stated that revenue, particularly student fees, is being carefully monitored, and Dr. Holdnak noted that trustees may be asked to approve a budget amendment in February 2015.

**2014-15
Expenditure
Update**

- 5.1.3** Trustees reviewed the Expenditure Update for fiscal year 2014-15 as of November 24, 2014. Mr. James Baxley, coordinator, Media Services, elaborated on the maintenance agreement for ATC equipment expenditure item, stating the three-year agreement includes upgrades and programming maintenance. Dr. Holdnak also noted the purchase of metal waste receptacles for the campus parking lots.

**President's
Report**

- 5.3** Dr. Holdnak shared with trustees some recent activities, including meetings with Florida Prepaid representatives, financial aid for veterans, and the Southern Association of Colleges and Schools Annual Meeting.

**6. Good of the
Order**

- 6.1** Trustees were invited to attend various College events.

7. Adjournment **7.1** The meeting was adjourned at 11:25 a.m.

Secretary

Chairman