

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

December 10, 2015

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Katie L. Patronis (presiding), Don R. Crisp, Elizabeth M. Kirvin, Thomas Lewis, Jim W. McKnight, Ralph C. Roberson, Joe K. Tannehill, Jr., Dr. John Holdnak, and Derrick Bennett

Members Absent: Steve D. Millaway and David P. Warriner

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| 1. Call to Order | 1.1 | Ms. Patronis called the meeting to order at 10:16 a.m. |
| Invocation | 1.2 | Dr. Holdnak 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 | Ms. Patronis welcomed Mr. Frank Hall, president, GCSC Foundation, Inc.; Ms. Kelli Walsingham, chair, Faculty Senate; Ms. Bridget Collins, vice 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; Mr. John Mercer, vice president, Administration & Finance; and Mr. Adam Boone, 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. Roberson moved and Mr. Tannehill seconded approval of the minutes of the board's November 5, 2015, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Patronis, aye. |
| Special Presentations | 1.7 | 1.7.1 Ms. Patronis and Dr. Holdnak announced that Mr. Glen McDonald, Senior Vice President, Applied Research Associates, was nominated by Gulf Coast State College for the |

2015 Association of Florida Colleges LeRoy Collins Award. At the February meeting, a medallion as our nominee for the lifetime achievement award will be presented to Mr. McDonald.

1.7.2 Mr. Jason Hedden, chair, Visual & Performing Arts, gave an overview of art shows and performances held during the fall semester and promoted the Spring 2016 events, including the theatrical performance *Rent*. Mr. Hedden introduced Ms. Carissa Hosea, assistant professor, Visual & Performing Arts, who led the Singing Commodores in a variety of Christmas songs.

**2. Trustee
Comments**

2.1 After attending the annual Southern Association of Colleges and Schools (SACS) Conference, Ms. Kirvin reported gaining a better understanding of the accreditation process; Mr. Lewis expressed his condolences on the passing of longtime WJHG anchorman, Mr. Joe Moore; Mr. McKnight spoke of success stories from the LPN to ADN Class of 2015 Pinning Ceremony that was held at the Gulf/Franklin Campus; Mr. Roberson encouraged trustees to attend the December 18 Holiday Luncheon; Mr. Crisp reported receiving compliments from hospital nurses on the high quality education they received from GCSC; and Ms. Patronis thanked Mr. Hall 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 Mr. Hall reported that through December 8, 2015, the Foundation received \$97,000 in private contributions and that as of October 31, 2015, assets stand at \$30.1 million; as of October 31, 2015, \$565,000 has been awarded in scholarships and \$210,000 has been contributed to program support; the Foundation Gala netted \$80,000, with 488 guests in attendance; the Foundation Audit Report for 2014-15 will be presented to trustees at the February meeting; and Foundation scholarship applications will be accepted January 1 through April 15, 2016.

**Honorary
Trustee
Updates**

2.4.1 Commander Huggan was unable to attend.

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., Thursday, February 11, 2016, in the William C. Cramer, Jr. Seminar Room.

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| President's
Mileage Log | 2.6 | Consistent with provisions of his contract, Dr. Holdnak reported his business and personal mileage from December 1, 2014, through November 30, 2015, in the automobile provided by the board. |
| 3. SGA Report | 3.1 | Mr. Adam Boone, president, Student Government Association, reported on various activities including Study Madness and Welcome Back Week. |
| 4. Personnel | 4.1 | Trustees were asked to approve professional and career personnel recommendations and advancements. |

Professional Services

Employment

Ursula Backus - Financial Aid Specialist, Financial Aid, effective December 7, 2015 – June 30, 2016, based on annual salary of \$29,282. Ms. Backus fills the position vacated by the resignation of Ursula Backus.

Janet L. Beach - Manager II, Career Source, Workforce Development, effective November 6, 2015 – June 30, 2016, based on annual salary of \$29,726. This is a lateral move for Ms. Beach who was employed by Career Source GC Board, no change in salary.

Jessica L. Edwards - Temporary Assistant Professor, Natural Sciences, effective January 4, 2016 – May 6, 2016, a salary of \$20,560. Ms. Edwards is providing release time for Dr. Linda Fitzhugh to participate in the Sea Grass Project.

Resignation

Bryan M. Russell - Case Manager, CareerSource Gulf Coast, Workforce Development, effective November 13, 2015.

Doris I. Nielsen - Coordinator Institutional Research, Institutional Effectiveness & Strategic Planning, effective January 4, 2016. Correction from November Board, originally reported as Retirement.

Career Services

Employment

Angela J. Patterson - Testing Assistant (Grade 9), Student Affairs, effective December 7, 2015, hourly rate of \$11.12, educational credit given. Ms. Patterson fills the position vacated by the resignation of Richard Hinton.

Resignation

Rhoda J. Naas - Administrative Assistant (Grade 9), Upward Bound Grant, Student Affairs, effective November 3, 2015.

Termination

Caroline H. Rosensweig - Senior Administrative Assistant (Grade 10), Library, effective October 31, 2015. Deceased.

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

Contract Ratifications

- 4.2 Trustees were asked to approve Contract Ratifications for a total of \$48,978.90, including November 2015 Monthly Overloads/Adjunct Pay. Following review of the contract ratifications, Ms. Kirvin moved and Mr. Roberson seconded approval as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Patronis, aye.

November 2015 Monthly Overloads/Adjunct Pay

- 4.3 Trustees were asked to approve the November 2015 Monthly Overloads/Adjunct Pay for a total of \$59,806.59.

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

Tentative Approval of Change to Manual of Policy

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

Policy 4.010, Distance Education

This new policy assures student identity verification and protection procedures according to SACS requirements.

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

**Final Approval
of Changes to
Manual of
Policy**

4.5

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

Policy 5.250, Parking and Traffic Control on Campus

This change reflects new policy for distributing parking decals.

Policy 6.088, Appropriate Attire and Grooming

This change addresses the appropriate attire for diverse course offerings and indicates the need for appropriate grooming.

Policy 7.020, Student Fees

This change removes detail from policy that will be incorporated into Manual of Policy 7.022.

Policy 7.022, Financial Aid and Veteran Deferments

This change consolidates tuition deferments for veterans and potential financial aid recipients and incorporates Manual of Policy 7.020.

Revisions have been made to the following policies to address changes to Florida Statutes prohibiting discrimination on the basis of pregnancy:

Policy 2.146, Equal Opportunity Statement

Policy 5.025, Procurement

Policy 6.001, Employment and Dismissal of the College President

Policy 6.010, Employment Policy

Policy 6.011, Minimum Personnel Qualifications

Policy 6.098, Non-Discrimination, Harassment, and Sexual Misconduct

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

Recommendation 4.6 to Approve Purchase Orders Over \$200,000 There were no purchase orders that met the threshold for approval.

Dr. Holdnak noted a pending purchase of \$188,000 to be made in order to replace video projectors in classrooms. Although bid requests were not required, GCSC received seven quotes for the product and the lowest bid met all requirements.

Approval of 4.7 Disposal of Inventoried Property 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.

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

Approval of 4.8 Budget Amendments to the Restricted Current Fund (Fund 2) Trustees were asked to approve the following amendments:

Budget Amendment J1600256, Florida Public Radio Stations Grant 2015-16
Budget Amendment J1600443, Perkins Grants 2015-16
Budget Amendment J1600418, Enactus Step-Up Project Grant
Budget Amendment J1600417, Enactus Empowerment Project Grant
Budget Amendment J1600416, Enactus Veteran Empowerment Project Grant
Budget Amendment J1600426, Enactus Unilever Project Grant

Dr. Holdnak recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2015-16. Mr. Lewis moved and Mr. McKnight seconded approval of the amendments as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Patronis, aye.

Approval of 4.9 Budget Amendment to the Unrestricted Current Fund (Fund 1) Trustees were asked to approve the following amendment:

Budget Amendment J1600498, Performance Based Funding

Dr. Holdnak recommended approval of a budget amendment to the Unrestricted Current Fund (Fund 1) for 2015-16. Mr. Crisp moved and Mr. Roberson seconded approval of the amendment as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Patronis, aye.

Acknowledgement of Substantial Completion of HVAC Plant Project **4.10** Trustees acknowledged the substantial completion of the HVAC Central Plant Renovation as of November 12, 2015.

Mr. Mercer noted that only minor issues were identified in the repairs made to the HVAC Central Plant Building and would be fixed immediately.

Approval of Contract for Phase I Parking Lot Paving Project **4.11** Trustees were asked to approve the Contract for the Phase I Parking Lot Paving Project. The College recently solicited an Invitation for Bids (IFB) #2-2015-16 from interested firms to provide demolition of a portion of existing parking and roadways, installation of new and modification of existing underground utilities and infrastructure; installation of new and modification of existing storm water collection systems; installation of new and modification of existing concrete curbs and walkways; brick pavers; asphaltic concrete paving systems; area LED pole lighting and wireless control system; landscaping and irrigation work; and other minor improvements according to project plan and specifications. Upon review of the five bids received ranging from \$1,817,000 to \$2,142,900, which all met the IFB requirements, the College recommended awarding the contract to GAC Contractors, Inc. in the amount of \$1,817,000.

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

5. Year-to-Date Actual Revenues Compared to Total Annual Revenues Budget **5.1.1** Trustees reviewed the Year-to-Date Actual Revenues Compared to Budget for fiscal year 2015-16 as of October 31, 2015.

Actual Revenues Compared to Budget for Most Recent Accounting Period and Year-to-Date **5.1.2** Trustees reviewed the Month and Year-to-Date Revenues Compared to Prior Year for fiscal year 2015-16 as of October 31, 2015.

- Actual Year-to-Date Revenues and Expenses Compared to Total Annual Budget** **5.1.3** Trustees reviewed the Actual Year-to-Date compared to Budget Report for fiscal year 2015-16 as of October 31, 2015.
- Actual Year-to-Date Revenues and Expenses Compared to Prior Year** **5.1.4** Trustees reviewed the Year-to-Date Actual compared to Prior Year Report for fiscal year 2015-16 as of October 31, 2015.
- 2015-16 Expenditure Update** **5.1.5** Trustees reviewed the Expenditure Update for fiscal year 2015-16 from October 22 to November 19, 2015.
- President's Report** **5.2** Dr. Holdnak mentioned a variety of issues the College is currently working on including:
- Campus Safety
 - College Programs
 - Marketing Efforts
 - State Issues
 - Academic Advising
- 6. Good of the Order** **6.1** Trustees were invited to attend various College events.
- 7. Adjournment** **7.1** The meeting was adjourned at 12:17 p.m.

Secretary

Chair, District Board of Trustees