

**FINAL**

**MINUTES**

**REGULAR MEETING**  
**DISTRICT BOARD OF TRUSTEES**  
**GULF COAST STATE COLLEGE**

**June 25, 2015**

**10 a.m.**

**William C. Cramer, Jr. Seminar Room**

**Members Present:** Ralph C. Roberson (presiding), Don R. Crisp, Elizabeth M. Kirvin, 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

- |                             |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Call to Order</b>     | <b>1.1</b> | Mr. Roberson called the meeting to order at 10:02 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Invocation</b>           | <b>1.2</b> | Dr. Holdnak gave the invocation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Pledge of Allegiance</b> | <b>1.3</b> | Colonel Holmes led those present in the pledge of allegiance to the American flag.                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Welcome to Guests</b>    | <b>1.4</b> | Mr. Roberson welcomed Mr. Frank Hall, president, GCSC Foundation, Inc.; Colonel Christopher Holmes, Tyndall Air Force Base; Ms. Kelli Walsingham, chair-elect, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council; Dr. George Bishop, vice president, Academic Affairs & Learning Support; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Mr. John Mercer, vice president, Administration & Finance; and Mr. Taylor Smith, president, Student Government Association. |
| <b>Hearing of Citizens</b>  | <b>1.5</b> | No citizens answered the call to appear before the board.                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Approval of Minutes</b>  | <b>1.6</b> | Mr. Crisp moved and Mr. Tannehill seconded approval of the minutes of the board's May 14, 2015 regular meeting, the June 22, 2015 Budget and Finance Committee meeting and the Presidential Compensation Committee meeting as distributed. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.                                                                                                                                |

- 2. Trustee Comments**                    **2.1** Trustees were pleased with this year's budget and expressed their appreciation to the faculty and staff that made it possible. Ms. Patronis commented on the positive impact GCSC has had on her family and the community. Ms. Kirvin commended Dr. Holdnak on his accomplishments for the 2014-15 academic year. Mr. Roberson echoed compliments to the budget and compensation committees and expressed the importance of continuous improvement.
- Attorney's Report**                    **2.2** Attorney Bennett had no report.
- President's Performance Evaluation**                    **2.2.1** Attorney Bennett outlined the three categories of the President's Performance Evaluation and shared a summary with each trustee. He stated that a copy of the performance evaluation would be filed with the State of Florida.
- GCSC Foundation, Inc. President's Update**                    **2.3** Mr. Hall, president of the Foundation, updated trustees on the GCSC Foundation, Inc., including \$29,000 received in private contributions during the past month. He also stated that current assets stand at over \$32 million, and that 700 students would be receiving scholarships for the 2015-16 academic year.
- Honorary Trustee Updates**                    **2.4.1** Commander Serow was unable to attend.  
**2.4.2** Colonel Holmes gave a brief overview of activities at 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, July 23, 2015, in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report**                    **3.1** Mr. Taylor Smith, president, Student Government Association, reported on various activities that occurred over the past month and on events being planned for the 2015-16 academic year.
- 4. Personnel**                    **4.1** Trustees were asked to approve professional and career personnel recommendations.

### **Professional Services**

#### **Employment**

Debra L. Gipson - Volunteer, Wellness & Athletics, effective May 8, 2015. Ms. Gipson is working on an internship through FSU. This is a volunteer position, no salary.

Michael A. Russell - Volunteer, Student Government Association, Student Affairs, effective June 1, 2015. Mr. Russell is working on an internship through FSU. This is a volunteer position, no salary.

**Recommendation for Termination**

Billy J. Redd - Instructor Culinary, Business & Technology, recommendation for termination effective June 25, 2015.

**Resignation**

Serita R. Brooks - Assistant Women's Softball Coach, (Part-Time), Wellness & Athletics, effective May 15, 2015.

Aubri C. Hanson - Assistant Professor, Business & Technology, effective May 20, 2015.

Anne M. Helmer - Temporary, Part-Time Program Analyst, VBOC, effective May 15, 2015.

Ann A. Leonard - Director, Career & Technical Education, CareerSource Gulf Coast Board and Economic Development, effective May 29, 2015.

Caitlin A. Lowrey - Assistant Coordinator, Marketing & Communications, effective June 11, 2015.

Sharon A. Wolford - Assistant Professor, Nursing Program, Health Sciences, effective July 31, 2015.

Li Zimmerman - Web Programmer, Information Technology Services, effective June 1, 2015.

**Retirement – Incentive**

Rosemarie O'Bourke (DROP) – Chair, Visual & Performing Arts, effective June 30, 2015.

Diane M. Randall (DROP) - Assistant Coordinator, Disability Support Services, Student Affairs, effective June 30, 2015.

Dennis D. Storck - Superintendent, Facilities Management, effective June 30, 2015.

Linda B. Van Dalen (DROP) - Coordinator, Disability Support Services, Student Affairs, effective June 30, 2015.

### **Career Services**

#### **Employment**

Debra L. Gipson - Executive Administrative Assistant, (Grade 12), Wellness & Athletics, effective June 1, 2015, hourly rate of \$13.08, experiential and educational credit given. Ms. Gipson fills the position vacated by the resignation of Natalie Jones.

#### **Resignation**

Maureen P. Dennis - Groundskeeper, (Grade 6), Facilities Management, effective May 29, 2015.

#### **Retirement – Incentive**

Linda B. Cato - Administrative Assistant, (Grade 9), Enrollment Services, effective June 30, 2015.

James R. Garcia (DROP) - Supervisor Building Services, (Grade 14), Facilities Management, effective June 30, 2015.

Everett, Tyrone - Custodian, (Grade 6), Facilities Management, effective June 30, 2015.

Gale G. Jernigan (DROP) - Senior Administrative Assistant, (Grade 10), Enrollment Services, effective June 30, 2015.

Helen M. Roldan (DROP) - Senior Administrative Assistant, (Grade 10), North Bay Center, Enrollment Services, effective June 30, 2015. This is a correction from the May Board; Ms. Roldan was listed as Exit DROP.

George H. Takahashi (DROP) - Maintenance Mechanic III, (Grade 11), Facilities Management, effective June 30, 2015.

Following review of the professional and career personnel recommendations, Mr. Crisp moved and Ms. Kirvin seconded approval as presented. The vote was recorded as follows: Crisp, aye; Kirvin, 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 \$510,456.89. Following review of the contract ratifications,

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

**Summer A & B  
& May  
Overloads/  
Adjunct Pay**

**4.3** Trustees were asked to approve the Summer A & B and May Overloads/Adjunct Pay for a total of \$400,667.98.

Following review of the Summer A & B and May Overloads/Adjunct Pay recommendations, Mr. Warriner moved and Mr. Tannehill seconded approval as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, 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 6.075, Sick Leave

This policy was updated to reference current location of sick leave forms and to clarify the terminal pay formula.

Mr. McKnight moved to accept the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, 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 1.007, Conflict of Interest

This policy establishes a conflict of interest policy to encompass all College activities.

Policy 2.127, Policy Review and Approval

This policy is needed to describe the process for board approval of policy changes, and defines the threshold for board review of revisions to current policies.

Policy 3.015, Committee-Type Organizational Structure

This update documents reestablishment of Administrative Services Council.

Policy 5.088, Accidents

This update is needed to document change in the flow of accident reporting.

Policy 5.201, Trespass Notifications

This policy allows the creation of an online photo gallery of those individuals who have been issued trespass warnings.

Policy 5.202, Behavioral Intervention Team (BIT)

This policy governs the actions of the Behavioral Intervention Team, which is designed to address potential threats to students and employees of GCSC.

Policy 6.042, Work Beyond the Normal Workweek

This update authorizes the president's designee to approve overtime.

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

**Approval of Purchase Orders that exceed \$200,000**      4.6      There were no purchase orders that met the threshold for approval or for informational purposes.

**Inventoried Property**      4.7      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.

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

**Approval of Budget Amendment to the Restricted Current Fund (Fund 2)**      4.8      Trustees were asked to approve the following amendment:  
  
Budget Amendment J1501095, Embry Riddle – Unmanned Vehicles Systems

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

**Approval to Write Off Delinquent Accounts**      4.9      In accordance with College and state policies, approval was requested to write off accounts that are now two years old. Mr. Mercer explained that the majority of the delinquent accounts resulted from the Federal Government requiring GCSC to repay

the obligations of students. He noted that the College would continue collection efforts for the outstanding obligations. Mr. Mercer acknowledged that this was a budgeted expense item and that the total came under budget this year.

Mr. McKnight made a motion to approve the write-off of \$372,767.65 in delinquent accounts. Mr. Crisp seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Approval of  
FSU Police  
Department  
Contract**

- 4.10** Trustees were asked to approve the FSU Police Services contract for the Panama City Campus for the period of July 1, 2015 through June 30, 2018. The annual purchase, replacement, and repair of expendable equipment for two officers employed under the contract will increase from \$3,220 to \$3,580 per officer on July 1, 2015, and will then increase by \$120 per officer per year each year thereafter. The cost of administrative oversight will increase from 7.5 percent to 10 percent of salaries and benefits per year and FSUPC police will begin maintaining a daily crime log for GCSC that will be used to document compliance with the Clery Act. This will result in an estimated additional cost per year of \$3,875.

The total cost of these changes over the term of the contract will be \$12,825.

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

**Approval of  
2014-15 College  
Unrestricted  
Current  
(General  
Operating)  
Fund Budget**

- 4.11** On behalf of the Budget Committee, Mr. Roberson called on Dr. Holdnak to present the budget committee's recommendation. He led the review of the 2015-16 operating budget summary, which is 1.4 percent, or \$447,484, less than the 2014-15 fiscal year, after reductions. There is one item that remains budgeted from reserves, the balance of the multi-year Banner project in the amount of \$324,248, which was identified in a prior fiscal year and not fully expended. Dr. Holdnak requested approval of the following, stressing that, for the fourth consecutive year, there would be no increase in tuition or student fees:

- A reduction in state funding in the amount of \$424,805.
- A 4 percent salary increase, with a \$1,500 minimum, for all non-faculty employees in the amount of \$502,350.

- Faculty salary schedule adjustments in the amount of \$511,396.
- A 10 percent increase for the second half of the year in employee health insurance coverage in the amount of \$85,250.
- Does not include the College's yet to be determined portion of the performance based incentive funds.

Mr. Roberson complimented College staff for their efforts in recommending a fiscally sound budget to trustees and emphasized the importance of showing appreciation to staff.

Ms. Patronis moved to approve the budget as presented.

Ms. Kirvin seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Approval of  
FSU Employee  
Assistance  
Program  
Contract**

**4.12** Trustees were asked to approve the FSU Employee Assistance Program (EAP) contract. The counseling services provided by the EAP for College employees have been and continue to be extremely valuable. Compared to the Florida College System Risk Management Consortium (FCSRMC), the same services are \$522 lower with the FSU EAP.

Mr. Tannehill made a motion to accept the recommendation as presented. Ms. Patronis seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, 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 2014-15 as of May 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 2014-15 as of May 31, 2015.



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|----------------------------------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Actual Year-to-Date Revenues and Expenses Compared to Total Annual Budget</b> | <b>5.1.3</b> | Trustees reviewed the Actual Year-to-Date compared to Budget Report for fiscal year 2014-15 as of May 31, 2015.                                                                                                                                                                                                                                                                      |
| <b>Actual Year-to-Date Revenues and Expenses Compared to Prior Year</b>          | <b>5.1.4</b> | Trustees reviewed the Year-to-Date Actual compared to Prior Year Report for fiscal year 2014-15 as of May 31.                                                                                                                                                                                                                                                                        |
| <b>2014-15 Expenditure Update</b>                                                | <b>5.1.5</b> | Trustees reviewed the Expenditure Update for fiscal year 2014-15 from April 27 – June 8.                                                                                                                                                                                                                                                                                             |
| <b>Phase I Parking and Roadway Plans and Contract Update</b>                     | <b>5.2</b>   | Dr. Holdnak updated trustees on the Phase I Parking and Roadway Plans and contract, stating that bids for the project are currently closed due to a lack of available resources for vendors to complete the project by the deadline. Mr. Mercer stated that the project is being delayed by the Department of Transportation, but the College will continue to monitor its progress. |
| <b>President's Report</b>                                                        | <b>5.3</b>   | Dr. Holdnak shared with trustees some recent activities, including the Habitat for Humanity community project, FSUPC campus housing, and the Unmanned Vehicles Systems 2+2 program.                                                                                                                                                                                                  |
| <b>6. Good of the Order</b>                                                      | <b>6.1</b>   | Trustees were invited to attend various College events.                                                                                                                                                                                                                                                                                                                              |
| <b>7. Adjournment</b>                                                            | <b>7.1</b>   | The meeting was adjourned at 11:48 a.m.                                                                                                                                                                                                                                                                                                                                              |

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Secretary

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Chairman