

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

April 21, 2016

10 a.m.

William C. Cramer, Jr. Seminar Room

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

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| 1. Call to Order | 1.1 Mr. Crisp called the meeting to order at 10:05 a.m. |
| Invocation | 1.2 Dr. Holdnak gave the invocation. |
| Pledge of Allegiance | 1.3 Ms. Patronis led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 Mr. Crisp welcomed Commander Douglas Huggan, Naval Surface Warfare Center; Colonel Ronald Pieri, Tyndall Air Force Base; Mr. Jeff DiBenedictis, president, GCSC Foundation, Inc.; Ms. Kelli Walsingham, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, acting vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; 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. Tannehill moved and Mr. McKnight seconded approval of the minutes of the board's regular meeting of February 11, 2016, as distributed. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye. |
| Special Presentations | 1.7.1 Mr. Crisp called on Dr. Holdnak to introduce former trustee and community benefactor, Mr. William C. Cramer, Jr. Dr. Holdnak expressed his sincere gratitude and appreciation to Mr. Cramer for his steadfast support and leadership of the College and the Foundation. Mr. Cramer voiced his dismay that Tuition |

Assistance Benefits for our military men and women have significantly declined as a result of the Sequester, and since funding through the Military Park has been exhausted, he felt it was his moral and patriotic duty to help cover this year's deficit by replenishing the fund with a contribution of \$25,000. In appreciation of Mr. Cramer's continued generosity and support of the College, Dr. Remedies, director, Military and Veterans Services, presented him with a framed watercolor print of the Military Park.

1.7.2 Chair Crisp requested approval of a resolution honoring Ms. Leah Dunn for her many contributions while serving as a trustee. Ms. Patronis moved and Mr. Roberson seconded approval of the resolution. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**2. Trustee
Comments**

2.1 Mr. Crisp called on each trustee for comments. Mr. Millaway reported that a record turnout occurred for the third annual Start-Up Weekend; Ms. Kirvin expressed her appreciation for being part of a great institution; Mr. Tannehill acknowledged the efforts made by College staff to continually enhance the student experience at Gulf Coast; Mr. McKnight reported that the baseball and softball games played in Port St. Joe were a success, and he offered his congratulations to the Lady Commodores for winning the National Championship; Messrs. Crisp, Lewis, Roberson, and Warriner, and Ms. Patronis also commended Coach Scovel and her team and thanked Ms. Leah Dunn for her service to the board.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

**GCSC
Foundation,
Inc. President's
Update**

2.3 Mr. DiBenedictis reported that from February 9, 2016, through April 18, 2016, the Foundation received \$75,702 in private contributions and that as of March 2016, the Foundation's assets stood at \$29.3 million; year-to-date gain in revenue is \$768,000, including investment activity; year-to-date investment activity ending February 2016 reported a loss of \$411,000; \$1 million in scholarships and \$401,000 in program support have been contributed to the College; Foundation scholarship applications were accepted through April 15, 2016, and 700 applications were received; and the Foundation hosted its spring WISE program on health and fitness with 70 adults attending the event.

**Honorary
Trustee
Updates**

2.4.1 Commander Huggan had no report.

2.4.2 Colonel Pieri updated trustees on activities at Tyndall Air Force Base.

- 2016-17 Meeting Schedule** **2.5** Trustees reviewed the proposed schedule of regular meetings of the District Board of Trustees during 2016-17. Ms. Patronis moved and Mr. Lewis seconded approval of the proposed schedule, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.
- Next Meeting** **2.6** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, May 19, 2016, in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report** **3.1** Mr. Adam Boone, president, Student Government Association, reported on various activities including:
- Leadership Conference
 - Alcohol Awareness Night
 - Joint efforts with FSU PC
 - Annual Easter Egg Hunt
 - Spring Fling
 - Valentine's Dance
 - Laser Tag
 - Drive-In Movie Night, North Bay Campus
- He reported that the SGA Constitution and Bylaws have been revised and that Ms. Mary Washburn has been elected as the 2016-17 SGA President.
- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Advancement in Academic Rank

From Associate Professor to Professor

Chitwood, Randall T.

From Instructor to Assistant Professor

Womble, Lauriann

Continuing Contract beginning August 2016

Womble, Lauriann

Renewal of Annual Contract beginning August 2016

Akerlind, Nils

Matheus, Keri

Amromin, Pavel

McPherson, Stacie

Bach, Michael

Mensitieri, Riccardo

Baillif, Brian	Parker, Tabitha
Beitzel, Penni	Pelton, Melanie
Blackburn, Amy	Pugh, Sandra
Bynum, Vicki	Riley, Katherine
Collier, Jennifer	Robinson, Gregory
Darling, Donna	Robinson, Sandi
Davis, Mark	Salter, Teresa
Gibson, Nancy	Strasburger-Miller, Carol
Goodwin, Trey	Thornton, Shelly
Hernandez Agosto, Emmanuel	Tobias, Sara
Hosea, Carissa	Wallace, Pamela
Leach, Rebecca	Wenzel, Jason

Employment

Amanda L. Godsey – Part-Time Grant Coordinator, Algebra Nation, Mathematics, effective February 10, 2016, hourly rate of \$22.96. Ms. Godsey fills the position vacated by the resignation of Pamela Williams.

Reclassification

Faye H. Hardee – From Assistant Coordinator, Florida TRADE, Workforce Development, to Coordinator Special Projects, Human Resources, effective April 1, 2016 – June 30, 2016, annual salary of \$32,994.

Resignation

Loel W. Davenport – Associate Director, Alumni Relations & Special Events, Workforce Development, effective March 4, 2016.

Lisa M. Fosbender – Professor, Social Sciences, effective May 6, 2016.

Daniel P. Jones – Network Systems Specialist, Information Technology Services, effective April 29, 2016.

Jantzen W. Whitehead – Professional Academic Advisor, Student Affairs, effective March 25, 2016.

Anthony S. Williams – Coordinator, Emergency Medical Services, Public Safety, effective May 5, 2016.

Retirement

Jim L. Barr – Coordinator, Continuing Education, Corporate College, Workforce Development, effective April 6, 2016.

Career Services

Employment

Eric P. Brownson – Lifeguard (Grade 3), Wellness & Athletics, effective February 2, 2016, hourly rate of \$8.58.

Vernon M. Ferguson – Lifeguard (Grade 3), Wellness & Athletics, effective March 21, 2016, hourly rate of \$8.58.

Irma E. Harrison – Career Manager WIOA (Grade 13), CareerSource Gulf Coast, Workforce Development, effective March 30, 2016, hourly rate of \$14.36. Ms. Harrison fills the position vacated by the resignation of Diana Mirabal-Miqueo.

Robert J. Stopka – Computer/Network Technician (CL1, Step 10), Information Technology Services, effective March 9, 2016, hourly rate of \$13.44, experiential credit given. Mr. Stopka fills the position vacated by the resignation of Charlane Goldsberry.

Reclassification

Thomas M. Hughes – From Lead Media Services Technician (Grade CL2), Media Services, Information Technology Services to Lead Computer/Network Technician (Grade CL2), Network Services, Information Technology Services, effective March 30, 2016. No change in salary.

Resignation

Larry L. Cain - Facilities Maintenance, Remote Campus (Grade 7), Facilities Management, effective February 19, 2016.

Diana R. Mirabal-Miqueo – Program Associate (Grade 13), CareerSource Gulf Coast, Workforce Development, effective April 15, 2016.

Rachel F. Peeples – WKGC Marketing Associate (Grade 11), Broadcasting & Media Support, Information Technology Services, effective March 18, 2016.

Sara A. Pirkel – Computer/Network Technician (CL1, Step 3), Information Technology Services, effective April 1, 2016.

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

**Contract
Ratifications**

- 4.2** Trustees were asked to approve Contract Ratifications for a total of \$102,094.20 for noncredit courses and \$32,192.45 for special contracts.

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

**Overloads/
Adjunct Pay**

- 4.3.1** Trustees were asked to approve the Spring 2016/February Biweekly & Monthly Overloads & Adjunct Pay for a total of \$85,945.35.

- 4.3.2** Trustees were asked to approve the Spring 2016 Session C & March Biweekly Overloads & Adjunct Pay for a total of \$122,948.45.

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; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Tentative
Approval of
Changes to
Manual of
Policy**

- 4.4** Trustees were asked to tentatively approve changes to the Manual of Policies:

Manual of Policy 4.025, User Fees and Fines Waiver

This new policy authorizes the President or designee to waive user fees and fines as defined in Florida Statutes when deemed to support and enhance the mission of the College.

Manual of Policy 5.060, Official Signatures

This recommended change to existing policy resulted from audit comment to allow for use of electronic signatures on College documents.

Manual of Policy 6.046, Suspension and Dismissal

Revision of this policy clarifies policy and procedures related to suspension/dismissal of employees.

Manual of Policy 6.096, Fingerprinting/Criminal Background Checks of Employees and Applicants for Employment

This amendment to existing policy addresses Compliance Audit Finding #1 and the need for background screenings for employees in positions of special trust and responsibility defined as those having access to cash, keys, and direct contact with persons under the age of 18.

Manual of Policy 7.020, Student Fees

Revision of this policy adds statutory reference.

Manual of Policy 6.066, Voluntary Leave Donations

This policy is being eliminated because it does not have statutory authority.

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

**Final Approval
of Change to
Manual of
Policy**

4.5 Trustees were asked to provide final approval for:

Manual of Policy 6.011, Minimum Personnel Qualifications

Revision of this policy specifies that education must be from a regionally accredited institution.

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

**Purchase
Orders Over
\$200,000**

4.6 There were no purchase orders that met the threshold for approval.

**Budget
Amendments to
Restricted
Current Fund
(Fund 2) for
2015-16**

4.7 Recommendation of Approval of Budget Amendments to the Restricted Current Fund (Fund 2) for 2015-16:

4.7.1 Budget Amendment J1600926, CareerSource Gulf Coast—
Community Redevelopment Grant

4.7.2 Budget Amendment J1600953, Corporation for Public
Broadcasting Grant

Dr. Holdnak recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2015-16.

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

**Obsolete
Property**

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

Ms. Kirvin moved and Mr. Lewis seconded approval, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye;

Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

Lodging of Audits

4.9 Trustees reviewed Executive Summaries of audits for 2014-15:

- 4.9.1 Gulf Coast State College Financial Audit
- 4.9.2 Gulf Coast State College Operational Audit
- 4.9.3 WKGK AM/FM Financial Audit
- 4.9.4 Gulf Coast State College Florida Financial and Federal Single Audit

Mr. Warriner moved and Mr. Roberson seconded the lodging and acceptance of the audits as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

23rd Street Construction and Site Work Project

4.10 Dr. Holdnak recommended that trustees acknowledge substantial completion of the 23rd Street Land Clearing & Filling Project. On April 7, 2016, College staff, the contractor, and the College's engineer and architect conducted a substantial completion inspection of the project and identified only a few small issues to be addressed.

Chair Crisp appointed a committee to consider options for the repair/relocation of the college's softball field. Members include:

- Elizabeth Kirvin
- Tom Lewis
- Jim McKnight
- Ralph Roberson (Chair)

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

Annual Equity Report

4.11 Dr. Melissa Lavender presented the 2015-16 Executive Summary of the Florida Educational Equity Act Annual Update. Dr. Lavender noted that in an effort to address enrollment, completion, and retention, the College implemented Jump-Start days and the Navigator program in the high schools; new strategies and a new plan have been developed for students on academic withdrawal, academic suspension, and probation to enhance completion; and a newly instituted faculty compensation package is competitive with like institutions to attract new faculty hires.

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

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| 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 February 29, 2016. |
| 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 February 29, 2016. |
| Actual Year-to-Date Revenues and Expenses Compared to Total Annual Budget | 5.1.3 | Trustees reviewed the Actual Year-to-Date Revenues and Expenses Compared to Budget Report for fiscal year 2015-16 as of February 29, 2016. |
| Actual Year-to-Date Revenues and Expenses Compared to Prior Year | 5.1.4 | Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Prior Year Report for fiscal year 2015-16 as of February 29, 2016. |
| 2015-16 Expenditure Update | 5.1.5 | Trustees reviewed the Expenditure Update for fiscal year 2015-16 from January 26 through March 31, 2016. |
| Campus Master Plan | 5.2 | Dr. Holdnak presented revised conceptual drawings for the Panama City Campus Master Plan to include sites for future facilities. Following review of the detailed options for the STEM building and parking, trustees were asked to determine a location for the building and parking sites so that the College can complete the Campus Master Plan that is utilized to satisfy SACS requirements and complete the 2017 Educational Plant Survey and future Annual Capital Improvement Plans as required by the state. |

Trustees discussed costs for the various building/parking options and locations and the potential repair/relocation of the softball field and its impact on the future internal roadway. The Campus Master Plan will continue to evolve and will be subject to change as conditions warrant.

Mr. McKnight moved and Ms. Patronis seconded a motion to locate the STEM building adjacent to the Advanced Technology Center with a parking garage either underneath or beside the building. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

President's Report

5.3 Dr. Holdnak updated trustees on the 2016 Legislative Session and performance funding. He announced that Mr. Nathan Chaffee and Ms. Elena Monat were selected for the 2016 All-Florida Academic Team; that Coach Roonie Scovel was selected as the NJCAA Division 1 Women's Basketball Coach of the Year; that Ms. Kristina King was selected as the NJCAA Division 1 Women's Basketball Player of the Year; that the softball and baseball teams both qualified for this year's State Tournament; that the ENACTUS Club won their regional competition; that the Brain Bowl Team was ranked 13th in the country; and that the six performances of RENT were almost sold out. He invited trustees to participate in Governor Scott's Degrees to Jobs Summit May 24-26, 2016.

6. Good of the Order

6.1 Trustees were invited to attend various College events including:

- Honors Convocation, April 29, 6 p.m., The Amelia Center Theatre
- ADN Nursing Pinning Ceremony, May 5, 11 a.m., The Amelia Center Theatre
- End-of-Year Luncheon, May 6, 11 a.m., Student Union Café
- Commencement Exercises, May 6, 6 p.m., Marina Civic Center

7. Adjournment

7.1 The meeting was adjourned at 12:22 p.m.

Secretary

Chair, District Board of Trustees