

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

July 28, 2016

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Don R. Crisp (presiding), Elizabeth M. Kirvin, Tom L. Lewis, Jim W. McKnight, Steve D. Millaway, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Derrick G. 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 Mr. Bennett gave the invocation. |
| Pledge of Allegiance | 1.3 Mr. Warriner led those present in the pledge of allegiance to the American flag. |
| Election of Officers | 1.4.1 Trustee Crisp relinquished the chair to Vice Chair Patronis, who accepted nominations for board chair. Mr. Roberson nominated Mr. Crisp, commending him for his outstanding leadership for the past year. No other nominations were offered, Mr. Lewis seconded the nomination, and Mr. Crisp was reelected board chair for 2016-17 on a vote as recorded here: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

1.4.2 In response to Mr. Crisp's call for nominations for board vice chair, Mr. McKnight nominated Ms. Patronis, commending her for an exceptional job as vice chair for the past year. There being no other nominations, Ms. Kirvin seconded, and Ms. Patronis was elected board vice chair for 2016-17 on a vote as recorded here: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye. |
| Welcome to Guests | 1.5 Mr. Crisp welcomed Mr. Jeff DiBenedictis, president, GCSC Foundation, Inc.; Mr. Lloyd Harris, chair, Faculty Senate; 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; Mr. John Mercer, vice president, Administration & Finance; and Ms. Jenlee Gunn, vice president, Student Government Association.

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| Hearing of Citizens | 1.6 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.7 | Mr. Tannehill moved and Ms. Kirvin seconded approval of the minutes of the regular meeting of June 23, 2016. 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 recognized Dr. Steve Dunnivant's service to the College and wished him well in his new position at Tallahassee Community College; Ms. Kirvin thanked Mr. Crisp for his leadership over the past year and for his continued service and thanked the faculty and staff for the good work during the past academic year; Mr. Tannehill thanked Mr. Crisp and Ms. Patronis for their continued leadership and asked that the College make 2016-17 as safe as possible; Ms. Patronis thanked Mr. Crisp for his leadership as chair and for reelecting her as vice chair; Mr. Roberson congratulated Mr. Crisp and Ms. Patronis on their reelections as chair and vice chair, respectively, and expressed his excitement about the Transition Academic Advisors coming on board in Franklin and Gulf counties; Mr. McKnight announced that he recruited two nurses at the recent Nursing Pinning Ceremony; Mr. Warriner thanked the chair and vice chair for their leadership and continued service, expressed his appreciation to the board for their spirited discussion at the earlier workshop, and acknowledged his excitement about the College's role in economic development activities; and Mr. Lewis commended Mr. Crisp and Ms. Patronis for their continued service and stated that he believes the College will play a pivotal role in the creation of a brighter future for this community. |
| Attorney's Report | 2.2 | Attorney Bennett had no report. |
| GCSC Foundation, Inc. President's Update | 2.3 | Mr. DiBenedictis reported that beginning June 17 and ending July 26, 2016, the Foundation has received approximately \$47,850 in private contributions from the community; as of June 2016, unaudited assets stand at \$29.5 million with a year-to-date decrease in net assets of \$1 million; unaudited year-to-date investment activity ending June 2016 reported a gain of \$32,000; and, that ending June 2016, adjusted/unaudited year-to-date Program and Scholarship Services expense is \$1.1 million, with |

\$813,000 expenses for scholarships and \$364,000 for program support. The Foundation staff is in the process of offering and awarding scholarships for the 2016-17 academic year, and as of July 26, 2016, 725 scholarships totaling \$926,857 have been awarded.

The Gulf Coast State College Foundation Annual Golf Tournament will be at Shark's Tooth with a Pairing Party on November 4 at 6 p.m. and Golf Tournament on November 5 at 8 a.m. As of June 16, 2016, 26 teams have been sold and secured sponsorships totaling \$47,000. The date for the Gala has been changed to May 19, 2017.

- 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, September 15, 2016, in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report** **3.1** Ms. Gunn announced that the Executive Board of the Student Government Association attended the Leadership Conference in Orlando last weekend, between 700 and 900 attendees participated in the Pokémon Go! event held on campus last week, and that the Civic Engagement Conference is scheduled on October 1.
- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Employment

Kimberly S. Awls, Instructor, Dental Hygiene (Full-Time Temporary), Health Sciences, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$38,949. This is a new position.

Dr. Randall D. Haynes, Assistant Professor, Music (Full-Time Temporary), Visual & Performing Arts, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$41,120.

Dr. Haynes fills the position vacated by the retirement of Jimmy C. Garner.

Mia C. Neely, E-Advising Specialist, Advising, effective August 1, 2016 – June 30, 2017, annual salary of \$27,270. Ms. Neely fills the position vacated by the resignation of Jennifer N. Hill.

Angela L. Oliver, Coordinator I, Business Solutions, Corporate College, effective July 28, 2016, annual salary of \$30,423. Ms. Oliver fills the position vacated by the resignation of Dr. Jamiel Vadell.

LaTrika J. Quinn-Pittman, Transition Academic Advisor – Gulf County, Institutional Effectiveness & Strategic Planning, effective July 25, 2016 – June 30, 2017, annual salary of \$35,776. This is a new position.

Holly R. Reeves, Assistant Softball Coach, Wellness & Athletics, effective July 1, 2016 – June 30, 2017, annual salary of \$20,000. Ms. Reeves fills the position vacated by the resignation of Kendra D. McDaniel.

Kristian M. Robertson, Acting Head Volleyball Coach, Wellness & Athletics, effective June 22, 2016, annual salary of \$22,000. Ms. Robertson fills the position vacated by the resignation of Kyle A. Ediger-Peck.

Michelle M. Sizemore, Transition Academic Advisor – Franklin County, Institutional Effectiveness & Strategic Planning, effective July 25, 2016 – June 30, 2017, annual salary of \$36,276. This is a new position.

Karen R. Tayes, Coordinator III, EMS Programs, Health Sciences, effective July 28, 2016 – June 30, 2017, annual salary of \$73,000. Ms. Tayes fills the position vacated by the resignation of Anthony S. Williams.

Julia A. Thomas, Assistant Coordinator II (Full-Time Temporary), Respiratory Therapy, Health Sciences, effective July 1, 2016 – December 31, 2016, fall semester contract salary of \$43,032. Ms. Thomas fills the position vacated by the resignation of Amy P. Blackburn.

Kelly L. Williams, Assistant Professor and Writing & Reading Lab Supervisor (Full-Time Temporary), Language & Literature, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$40,370. Ms. Williams fills the position vacated by the retirement of Arnold L. Wallace.

Dr. Karen E. Works, Assistant Professor, Computer Sciences, Business & Technology, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$51,461. This is a new position.

Dr. Christine Yoshikawa-Powell, Assistant Professor of Music, Visual & Performing Arts, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$48,048. Dr. Yoshikawa-Powell fills the position vacated by the reclassification of Scott A. Kirkman.

Steven E. Youngblood, Chief Engineer/Coordinator, Electronic Equipment, WKGC, Information Technology Services, effective July 15, 2016 – June 30, 2017, annual salary of \$56,100. This is a reclassification of an existing position vacated by Joel T. Pummill.

Reclassification

Deborah A. Brzuska, From Assistant Coordinator II, LPN to ADN, Gulf/Franklin Campus, to Assistant Coordinator II, Nursing, Gulf/Franklin Campus, effective June 20, 2016, annual salary of \$77,076. This is a reorganization of two positions after the retirement of Sharon A. Milner.

Naisy M. Dolar, From Program Manager, Florida Trade Grant, Workforce Development, to Coordinator I, Small Business Analyst, Workforce Development, effective July 1, 2016 – June 30, 2017, annual salary of \$46,165. This is a new position.

Michael A. Kandler, From Head Baseball Coach, Wellness & Athletics, to Head Baseball Coach & Assistant Athletic Director, Wellness & Athletics, effective June 30, 2016, annual salary of \$76,259. This a reclassification of an existing position.

James C. McDougall, Jr., From Supervisor, Facilities Management (Grade 24), to Supervisor, Facilities Management (Exempt), effective July 1, 2016 – June 30, 2017, annual salary of \$64,780. This a reclassification of an existing position.

Kelly A. McQuagge, From Coordinator I, Grants & Accounting, Business Affairs, to Associate Director, Grants & Accounting, Business Affairs, effective July 1, 2016 – June 30, 2017, annual salary of \$49,493. This is a reclassification of an existing position.

Deborah H. Mikolajczyk, From Transition Academic Advisor, Institutional Effectiveness & Strategic Planning to Lead Transition Academic Advisor, Institutional Effectiveness & Strategic Planning, effective July 1, 2016 – June 30, 2017, annual salary of \$44,256. This is a reclassification of an existing position.

Theodora L. Preston, From Advisor & Verification Specialist, Financial Aid to Coordinator I, Military & Veteran Services, Enrollment Services, effective June 22, 2016, annual salary of \$32,365. Ms. Preston fills the position vacated by the retirement of Candy S. Ash.

Gretchen L. Rivera, From Institutional Research Analyst, Institutional Effectiveness & Strategic Planning to Director, Institutional Effectiveness & Strategic Planning, effective July 1, 2016 – June 30, 2017, annual salary of \$64,591. This is a reclassification of an existing position.

Mary P. Scovel, From Head Women's Basketball Coach, Wellness & Athletics, to Head Women's Basketball Coach & Athletic Director, Wellness & Athletics, effective June 1, 2016, annual salary of \$101,803. Ms. Scovel fills the position vacated by the retirement of Gregory C. Wolfe.

Arnold C. Varner, From Assistant Supervisor, Facilities Management (Grade 23), to Assistant Supervisor, Facilities Management (Exempt), effective July 1, 2016 – June 30, 2017, annual salary of \$61,138. This is a reclassification of an existing position.

Reemployment

Jessica L. Edwards, Temporary Assistant Professor, Chemistry & Physics, Natural Sciences, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$42,148.

Carrie L. Fioramonte, Temporary Assistant Professor, Chemistry & Biology, Natural Sciences, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$41,379.

Scott A. Jackson, Assistant Men's Basketball Coach (Part-Time), Wellness & Athletics, effective July 1, 2016 – June 30, 2017, annual salary of \$4,000.

Elizabeth M. Kasey, Athletic Web Designer/Photographer (Part-Time), Wellness & Athletics, effective July 1, 2016 – June 30, 2017, annual salary of \$8,000.

Austin B. Mefford, Assistant Women's Basketball Coach (Part-Time), Wellness & Athletics, effective July 1, 2016 – June 30, 2017, annual salary of \$20,000.

Akiko Nakamura, Temporary Assistant Professor, Chemistry & Biology, Natural Sciences, effective August 15, 2016 – May 5, 2017, nine-month contract salary of \$42,148.

Michael L. Vogler, Assistant Men's Basketball Coach (Part-Time), Wellness & Athletics, effective July 1, 2016 – June 30, 2017, annual salary of \$20,000.

Jerico J. Weitzel, Assistant Baseball Coach (Part-Time), Wellness & Athletics, effective July 1, 2016 – June 30, 2017, annual salary of \$26,000.

Resignations

Dr. Stephen W. Dunnivant, Associate Dean, Program Development & Executive Director, The Millaway Institute, Business & Technology, effective July 28, 2016.

Kyle A. Ediger-Peck, Head Coach, Women's Volleyball, Wellness & Athletics, effective June 30, 2016.

Kendra D. McDaniel, Assistant Coach, Women's Softball, Wellness & Athletics, effective June 16, 2016.

Pamela E. Wallace, Instructor, Health Sciences, effective July 25, 2016.

Retirement Incentive

John C. Armstrong, Librarian, Library Services, effective August 12, 2016.

Career Services

Employment

Marsha E. Jones, Administrative Assistant (Grade 9), Disability Support Services, effective July 1, 2016, hourly rate of \$12.21. This is a new position.

Holly A. Pick, Human Resources Assistant (Grade 9), Human Resources, effective July 21, 2016, hourly rate of \$13.02. Ms. Pick fills the position vacated by the retirement of Susan D. Stanley.

Leticia L. Strickland, Network Support Technician, Network Services (CL1), Information Technology Services, effective July 15, 2016, hourly rate of \$14.21. Ms. Strickland fills the position vacated by the resignation of Trendon M. Ellis.

Reclassification

Whitney A. Dallas, From Senior Administrative Assistant (Grade 10), Facilities Management to Operations Associate (Grade 11), Facilities Management, effective July 1, 2016, hourly rate of \$17.25. This is a reclassification of an existing position.

Earlie D. Dempsey, From Groundskeeper (Grade 6), Facilities Management to Lead Groundskeeper (Grade 8), Facilities Management, effective July 1, 2016, hourly rate of \$13.33. This is a reclassification of an existing position.

Stephanas Robinson, Groundskeeper (Grade 6), Facilities Management to Lead Groundskeeper (Grade 8), Facilities Management, effective July 1, 2016, hourly rate of \$13.62. This is a reclassification of an existing position.

Resignation

Jesse G. Grimes, Groundskeeper (Grade 6), Facilities Management, effective July 29, 2016.

Terminations

Michael L. Bass, II, Groundskeeper (Grade 6), Facilities Management, effective July 6, 2016.

David M. H. Rossner, Groundskeeper (Grade 6), Facilities Management, effective July 6, 2016.

Following review of the personnel recommendations, Ms. Patronis moved and Mr. Warriner 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 \$87,998.89 for noncredit courses and \$213,617.12 for special contracts.

Mr. Lewis moved and Mr. Roberson 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 Trustees were asked to approve the Summer 2016 Session C and June Biweekly & Monthly Overloads/Adjunct Pay for a total of \$164,934.25.

Following review of the Overloads/Adjunct Pay recommendations, 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.

- Budget Amendments to the Unexpended Plant Fund (Fund 7)** **4.4** Dr. Holdnak recommended approval of the budget amendments to the Unexpended Plant Fund (Fund 7) for 2016-17:
- Budget Amendment J1700001, Student Capital Improvement Fees 2016-17
 - Budget Amendment J1700002, Student Technology Fees 2016-17
 - Budget Amendment J1700003, General Renovation PECO Appropriations 2016-17
- Mr. Tannehill moved and Ms. Patronis 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** **4.5** Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians.
- Mr. Lewis moved to approve and Mr. Warriner 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 \$100,000** **4.6** There were no purchase orders that met the threshold for approval.
- 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 May 31, 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 May 31, 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 May 31, 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 May 31, 2016. Mr. Tannehill expressed his appreciation to Mr. Mercer and the College staff for their efforts and patience to ensure that the College remains fiscally sound.
- 2015-16 Expenditure Update** **5.1.5** Trustees reviewed the Expenditure Update for fiscal year 2015-16 from June 1-30, 2016.
- President’s Report** **5.2** Dr. Holdnak updated trustees on various college activities including a Small Business Workshop for Veterans and Spouses presented by Congresswoman Gwen Graham on July 20, a Pokémon Go! event hosted by Student Development and the Student Government Association on July 14, STEM camps (in a cooperative effort with Bay District Schools), and a Girls Inc. Architecture and Engineering STEM camp. He mentioned the success of the July 9 JumpStart event, the appointment of Dr. Randy Hanna as the new Interim Dean at FSU PC, and an upcoming announcement of a highly anticipated Economic Development activity.
- Workshop/Special Meeting** **5.3** Mr. McKnight moved to call a workshop/special meeting of the District Board of Trustees at 9 a.m., Friday, August 19, 2016, in the William C. Cramer, Jr. Seminar Room to determine the location and costs associated with the construction of a STEM/parking facility, the relocation of the softball field, and the completion of the College’s internal roadway. Trustees will consider the following options:
- Option 1—Building separate parking and STEM facilities
 - Option 2—Building a parking garage and first floor STEM facility
 - Option 3—Building a parking garage, first floor STEM facility, and phasing an additional floor to the STEM facility

Mr. Warriner 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.

6. Good of the Order

- 6.1** Trustees were reminded of the following College events:
- Gulf Coast State College Fire Science Graduation, 7 p.m., Thursday, July 28, 2016, Sarzin Lecture Hall
 - Gulf Coast State College Paramedic Graduation, 7 p.m., Thursday, August 4, 2016, Private Dining Room
 - Gulf Coast State College Summer Emergency Medical Technician Graduation, 7 p.m., Tuesday, August 9, 2016, Robert L. McSpadden Student Union Conference Center

7. Adjournment

- 7.1** The meeting was adjourned at 11:19 a.m.

Secretary

Chair, District Board of Trustees