

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

May 19, 2016

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Don R. Crisp (presiding), 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

Absent: Elizabeth M. Kirvin

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| 1. Call to Order | 1.1 | Mr. Crisp called the meeting to order at 10:02 a.m. |
| Invocation | 1.2 | Dr. Holdnak gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. McKnight 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.; Mr. Lloyd Harris, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council; 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 | Ms. Patronis moved and Mr. Roberson seconded approval of the minutes of the board's Self-Assessment Committee and Mr. Roberson and Mr. Tannehill seconded approval of the minutes of the regular meeting of April 21, 2016, with one addition: Mr. Roberson agreed to serve as chair of the board committee considering options for the repair/relocation of the College's softball field. The vote was recorded as follows: 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. Lewis commented on the wonderful graduation ceremony and complimented Coach Roonie Scovel on her commencement address. Mr. McKnight agreed and mentioned the clever use of technology during the ceremony. Business leaders throughout the Port St. Joe area expressed concerns to Mr. Warriner about the challenges employers are facing in hiring trained employees. Mr. Roberson noted concerns about enrollment numbers and encouraged staff to continue to impress upon middle and high school students the benefits of pursuing additional education. Ms. Patronis acknowledged the importance of reaching out and engaging young students by encouraging participation in the Kids College programs. Mr. Tannehill congratulated the graduating students and thanked the faculty and staff for their efforts. He expressed his appreciation to the Foundation for providing access and opportunity for students and noted the increased course options available for students during the summer semester. Mr. Millaway expressed his appreciation to Dr. Holdnak for his efforts with the Economic Development Alliance in bringing new business to this area.

**President's
Evaluation**

2.2 Attorney Derrick Bennett reported that the trustees had submitted anonymous evaluations of President Holdnak's performance for the 2015-16 academic year. He noted the different evaluation categories and the positive written comments.

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

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

2.3 Mr. DiBenedictis reported that from April 18 through May 17, 2016, the Foundation received approximately \$93,064.82 in private contributions and that as of April 2016, the Foundation's assets stood at \$29.6 million, with a year-to-date decrease in net assets of \$1.2 million; year-to-date investment activity ending April 2016 reported a loss of \$265,000; \$1.3 million in scholarships and \$400,000 in program support have been contributed to the College; the College's Scholarship Scoring Committee has reviewed over 800 scholarship applications; and the scholarship budget of \$974,700 will fund 722 endowed scholarships valued at \$1,350 each. On May 13, over 75 people attended the first Military Appreciation Luncheon hosted by the Foundation and the College; the Foundation's Annual Golf Tournament will be at Shark's Tooth with a pairing party on November 4 and the tournament on November 5; and the Gala has been moved to May 19, 2017.

**Honorary
Trustee
Updates**

- 2.4.1** Commander Huggan updated trustees on activities at the Naval Surface Warfare Center including:
- Dive School Change of Command on June 17
 - New LCACs
 - 100 Dive School Students Trained
 - Sealed Delivery Vehicles
 - Hurricane Preparations
 - Swim Meet at Gulf Coast State College
- 2.4.2** Colonel Pieri updated trustees on various activities at Tyndall Air Force Base:
- The jets and Airmen sent to Europe have returned, flying 211 sorties
 - Four jets participated in the Paris Air Show
 - Out and backs were flown to Romania and Lithuania

Next Meeting

- 2.5** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, June 23, 2016, in the William C. Cramer, Jr. Seminar Room.

3. SGA Report

- 3.1** Ms. Washburn was unable to attend.

**Program
Focus:
Navigator
Program**

- 3.2** Dr. Flax-Hyman updated trustees on the College's Navigator program and provided background on development of the program. In January, five of the seven navigator positions were filled and positive relationships have developed with the schools and students. Some highlights of their efforts include:
- Assisted students with the Free Application for Federal Student Aid (FAFSA) submissions and increased the number of applications by nine percent as compared to the year before
 - Initiated a one-week, no-application fee submission for high schools and received over 370 applications
 - Met with more than 500 students to assist with identifying career pathways after high school graduation
 - Awarded five Navigator scholarships per high school in collaboration with the GCSC Foundation
 - Arranged tours of the Gulf Coast campus for 60-70 students

Dr. Flax-Hyman introduced Bay District Schools Superintendent Bill Husfelt who expressed his appreciation for this program and the long-term benefits that will be derived from it.

4. Personnel

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

Professional Services

Employment

Michael L. Vogler – Part-Time Assistant Men’s Basketball Coach, Wellness & Athletics, effective May 16, 2016 – June 30, 2016, salary of \$2,391.60. Mr. Vogler fills the position vacated by the resignation of Brendan Walker.

Reclassification

Pam E. Allman – From Executive Administrative Assistant (Grade 12), Administration & Finance, to Finance and Risk Management Support Analyst, Administration & Finance, effective April 22, 2016 – June 30, 2016, annual salary of \$53,500.

Resignation

Novanda P. Adams – Associate Professor, Mathematics, effective April 30, 2016.

Lauren M. Armstrong – Coordinator, Financial Aid, effective May 27, 2016.

Michael A. Bach – Assistant Professor, ADN Program, Health Sciences, effective May 6, 2016.

Emily R. Balazs – Coordinator, WKGC, Media Services, Information Technology Services, effective May 13, 2016.

Amanda L. Godsey – Algebra Nation Part-Time Grant Coordinator, Mathematics, effective April 29, 2016.

Brendan J. Walker – Part-Time Assistant Men’s Basketball Coach, Wellness & Athletics, effective May 5, 2016.

Career Services

Employment

Megan P. Mitchum – Lifeguard (Grade 3), Wellness & Athletics, effective April 4, 2016, hourly rate of \$8.58.

Dennis E. Peters – Lifeguard (Grade 3), Wellness & Athletics, effective May 2, 2016, hourly rate of \$8.58.

Resignation

Trendon M. Ellis – Technical Support Technician (CL1), Information Technology Services, effective May 13, 2016.

According to Manual of Policy 6.110, Dr. Holdnak will report on the Retirement Incentive Plan's projected costs, level of participation, and impact of the plan on instructional and support programs at the June meeting.

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

Following review of the career personnel recommendations, Mr. Lewis moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: 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 \$35,831.89 for noncredit courses and \$2,200 for special contracts.

Mr. Roberson moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: 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 Spring 2016 April Biweekly & Monthly Overloads & Adjunct Pay for a total of \$47,488.10.

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

Final Approval of Changes to Manual of Policy

- 4.4** Trustees were asked to provide final approval to Manual of Policy changes:
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 6.066, Voluntary Leave Donations

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

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.

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

**Capital
Improvement
Program
Priorities**

- 4.5** Trustees were asked to approve the Capital Improvement Program for FY 2017-18 through FY 2021-22 for projects identified in the June 2012 Educational Plant Survey. The recommended priorities for 2017-18 include additional planning; design and site work for the STEM facility; renovation of existing buildings in priority order based on available funding; and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues.

Mr. McKnight moved to accept the recommendation as presented. Mr. Lewis seconded, and the vote was recorded as follows: 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. Dr. Holdnak advised trustees that at next month's meeting, he would report on all purchase orders expensed throughout the 2015-16 academic year. Mr. Crisp requested that the Budget & Finance Committee consider whether the level of approval for purchase orders needs to be changed.

**Obsolete
Property**

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

Ms. Patronis moved and Mr. Warriner seconded approval, and the vote was recorded as follows: Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, 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 March 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 March 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 March 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 March 31, 2016.
- 2015-16 Expenditure Update**
- 5.1.5** Trustees reviewed the Expenditure Update for fiscal year 2015-16 from April 1-30, 2016.
- President's Report**
- 5.2** Dr. Holdnak updated trustees on recent College events:
- Ride to Remember
 - Habitat for Humanity Dedication
 - Florida's Great Northwest Reception
 - Foundation's Military Appreciation Luncheon
 - Honors Day and Graduation
 - Navy Diving Conference
 - Sea Perch Program

- Office of Civil Rights Review
- Ukrainian Presidents Talk

He reported on the Project Gondola efforts and that the Commodore Baseball Team was competing in the State Tournament. He mentioned the enrollment impact of the Navigators and the new UVS program; that program reviews were currently underway; and that the Governor's Office requested a report of expenditures on new money the College has received.

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| 6. Good of the Order | 6.1 | Trustees were reminded of the Governor's Degrees to Jobs Summit occurring May 24-26 in Orlando. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:30 a.m. |

Secretary

Chair, District Board of Trustees