

**DRAFT
MINUTES**

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

October 19, 2017

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Absent Ralph C. Roberson

1. Call to Order 1.1 Ms. Patronis called the meeting to order at 10 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.

Welcome to Guests 1.4 Ms. Patronis welcomed Commander Jay Segó, Naval Support Activity Panama City; Mr. Joey Ginn, president, GCSC Foundation, Inc.; Ms. Stephanie Kindos, president, Student Government Association; Ms. Christy Cole, chair, Faculty Senate; Ms. Wendi Garrett, chair, Professional Employee Council; Dr. Holly Kuehner, vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; Mr. Glen McDonald, vice president, Strategic Projects & Economic Development; and Mr. John Mercer, vice president, Administration & Finance.

Hearing of Citizens 1.5 No citizens answered the call to appear before the board.

Special Presentations 1.6.1 Dr. Holdnak presented to the board a Gulf Coast State College video highlighting the wide range of classes and activities offered by the College. He congratulated Mr. Chris Thomes and his staff for producing the video and announced the Gulf Coast State College Marketing Department will be awarded the Exemplary Practice Award from the Association of Florida Colleges Communications and Marketing Commission at the Association of Florida Colleges Annual Convention on November 2, 2017.

1.6.2 Ms. Patronis invited Mr. Bill Cramer, representing Gulf Coast State College Foundation, to the podium. Mr. Cramer stated it was a privilege to be at the College and was pleased to announce the “Thanks A Million” Campaign, which to date, has raised \$300,000. He stated the campaign would go public at the Foundation’s upcoming 50th Anniversary Celebration. The campaign will run for two years and community members are encouraged to join the Campaign Steering Committee.

On behalf of the Foundation, Mr. Cramer requested approval from the trustees of the naming opportunities in the newly remodeled Military and Veterans Resource Center as presented in their binders. He stated the naming opportunities will serve as proper recognition to the generous benefactors, a record of history for the College on its momentous anniversary, and serve as testimony to military and veteran students that the college and community supports their educational goals.

Mr. Lewis moved and Mr. McKnight seconded approval of the naming opportunity request for the Military and Veterans Resource Center as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**2. Trustee
Comments**

2.1 Trustees Millaway, Kirvin, Tannehill, McKnight, Warriner, and Patronis expressed enthusiasm about the GCSC video commenting on the great quality and content. Mr. Tannehill extended his appreciation for the College’s 60th Anniversary celebration, commenting on the great experience it was for the community. Mr. Crisp thanked Mr. Cramer for the endless hours of service he has given to the College. Mr. McKnight stated he was impressed with the student participation at a recent volleyball game and was excited to see the asphalt down at the softball field. Mr. Lewis commented on the exciting things happening at the college and in the community, which provides opportunities, big and small, for people to get involved. Ms. Patronis reiterated appreciation for the successful 60th Anniversary Celebration, stating there was a great flow of activity and the event was very well received by members of the community.

**Attorney’s
Report**

2.2 Mr. Bennett had no report.

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

2.3 Mr. Joey Ginn, president, GCSC Foundation, Inc., reported that beginning September 14 and ending October 12, 2017, the Foundation received approximately \$62,500 in private contributions from the community; as of September 2017, the Foundation’s assets stand at \$32.3 million; and the year-to-date support funding for the

College is \$662,995. Of that total, \$599,287 has been expensed for scholarships and \$63,708 for program support. Year-to-date investment activity ending September 2017 reported a gain of approximately \$1 million.

Mr. Ginn reported that during the month of October the Foundation is holding a series of scholarship workshops that are open to the public and free of charge. The Foundation and the GCSC Navigators will host a “thank you” breakfast for high school guidance counselors and administrators on Thursday, November 1, 2017. This is an annual event to thank the counselors from Bay, Gulf, and Franklin counties for their support.

The Foundation’s 50th Anniversary Fundraising Dinner, occurring this evening, Thursday, October 19, 2017, at 6 p.m. grossed over \$25,000. All proceeds will go to the “Thanks a Million” Campaign.

Mr. Ginn asked trustees to save the date for the Gulf Coast State College Foundation Annual Pairing Party and Golf Tournament at Shark’s Tooth. The Pairings Party will be on Thursday, November 2, 2017, and the Golf Tournament will be on Friday, November 3, 2017. To date, sponsorships total \$50,000.

**Honorary
Trustee
Updates**

2.4.1 Commander Segó reported he is working with other base personnel on short- and long-term goals on what would be beneficial to the Navy and the College in regards to enhancing and enriching the lives of the military personnel.

2.4.2 Colonel Jefson was unable to attend the meeting.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for Thursday, November 16, 2017, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

3. SGA Report

3.1 Ms. Kindos, president, Student Government Association, reported on recent and up-coming activities including:

- SGA Clean Up/Camp Out was held on October 21, 2017, at Shell Island and St. Andrew State Park
- “Cupcakes for Breast Cancer Awareness” will be October 25, 2017, in the Student Union East
- Trunk or Treat Celebration will be October 27, 2017, at 4:30 p.m., with a pet parade and movie on the lawn to follow
- Lunch and Learn will be held November 8, 2017
- SGA Leadership Conference will be held February 27, 2018
- ENACTUS club is aiding efforts in Puerto Rico by collecting items and building portable generators

- SGA leaders will be attending Legislative Delegation in Tallahassee on November 30, 2017
- SGA is working with Commodore Productions on a “SGA Minute” which will run on Commodore TV
- The “Got Sneakers” event will end on October 26, 2017. In the event SGA wins, they will donate their monetary prize to United Way.

Mr. Warriner stated that while the group is in Tallahassee they should take the opportunity to visit Gulf and Franklin Representative Beshears and Senator Montford. Ms. Patronis said they may also want to visit the Chief Financial Officer, who is a graduate of Gulf Coast State College.

Program Focus 3.2 Dr. Holdnak introduced Ms. Pam Kidwell, director, Corporate College and the Business Innovation Center to present this month’s Program Focus.

Ms. Kidwell thanked the trustees for the opportunity to share with them the variety of activities provided by the Business Innovation Center and Corporate College. After introducing the staff, she highlighted services offered such as Small Business Startups Resources; Education Encore; Community and Education classes; Business and Industry classes; Healthcare Industry classes and certifications; Public Safety offerings; and online classes.

Mr. Millaway thanked Ms. Kidwell for a job well done stating that she has been instrumental working with the Northwest Florida Fast Forward initiative.

4. Consent Agenda The following recommendations were presented for approval on the Consent Agenda:

Minutes 4.1 Approval of Minutes of the Regular Meeting of September 14, 2017.

Personnel 4.2 Professional Services

Resignation
Cynthia L. Boshelle, Counselor, Student Affairs, effective October 12, 2017.

Career Services

Employment
Bryan E. Hibbard, Custodian (Grade 6), Facilities Management, effective September 29, 2017, hourly rate of \$10.16. Mr. Hibbard fills the position vacated by the resignation of Larry L. Cain.

Jarrold C. McKleroy, Custodian (Grade 6), Facilities Management, effective September 29, 2017, hourly rate of \$10.16.

Mr. McKleroy fills the position vacated by the resignation of Juan M. Gray.

Waynette C. Millett, Custodian (Grade 6), Facilities Management, effective September 29, 2017, hourly rate of \$10.72. Ms. Millett fills the position vacated by the resignation of Justin T. Luzier.

Richard G. Osman, Custodian (Grade 6), Facilities Management, effective October 16, 2017, hourly rate of \$11.16. Mr. Osman fills the position vacated by the reclassification of Lori L. Bundy.

Enter DROP

Dorothy A. Terryn, Executive Assistant to the President (Grade 14), President's Office, Administration, effective September 1, 2017.

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| Contract Ratifications | 4.3 | Recommendation of September 2017 Contract Ratifications for 28 instructors of noncredit courses totaling \$14,972.94 and for 15 special contracts totaling \$16,131.13. |
| Overloads/
Adjunct Pay | 4.4 | 4.4.1 Recommendation of Summer 2017 August Monthly and Biweekly Overloads/Adjunct Pay for 16 instructors of credit classes totaling \$19,514.13.
4.4.2 Recommendation of Fall 2017 September Monthly and Biweekly Overloads/Adjunct Pay for 27 instructors of credit classes totaling \$21,403.23.
4.4.3 Recommendation of Fall 2017 Session A & B Monthly and Biweekly Overloads/Adjunct Pay of 214 instructors for credit classes totaling \$693,907.66. |
| Purchase Order Activity | 4.5 | 4.5.1 This month there were no purchase orders that met the threshold over \$100,000.
4.5.2 The Expenditure Report for fiscal year 2017-18 for August 1 through September 30, 2017 was provided for review. This item is for informational purposes only. |
| Obsolete Property | 4.6 | Trustees reviewed a listing of equipment determined to be obsolete that no longer serve the needs of the College's students or staff. |
| Final Approval to Manual of Policy Changes | 4.7 | Recommendation of final approval of Manual of Policy changes:
4.7.1 <u>MOP 3.015, Committee-Type Organizational Structure</u>
The change updates committee member titles and deletes reference to Tri-College Committee. |

4.7.2 MOP 5.175, Use of College Facilities and Equipment

The update is required due to change in responsibility for coordinating facility use and rentals.

4.7.3 MOP 5.250, Parking and Traffic Control on Campus

Update to reference new location to pick up parking decals.

4.7.4 MOP 7.039, Broadcasting Intercollegiate Athletics by Commercial Media

Update to reflect full function of radio station.

4.7.5 MOP 7.055, Student Media

Update to reference current publications and acknowledge all College related media.

**2016-17
Program
Review**

- 4.8** Dr. Holdnak presented the 2016-17 Academic Program Review and stated the report is for informational purposes only and does not need to be voted on.

Ms. Patronis asked for a motion to approve the Consent Agenda Items 4.1 through 4.7 as presented. Mr. Warriner moved, and Mr. Crisp seconded approval of the Consent Agenda as presented and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**Military and
Veterans
Resource
Center
Schematic
Design**

- 4.9** Dr. Holdnak introduced Mr. Charles Clary, Mr. Patrick Boldrick, and Ms. LeeAnne Brown from DAG Architects and thanked Mr. Clary once again for providing their services for this project free of charge.

Mr. Clary presented the Military and Veterans Resource Center Schematic Design power point reinforcing the importance of making the Center an area for military personnel and veterans that is functional and welcoming. Mr. Boldrick stated it was an honor to work on this project, which is near and dear to the community.

Mr. McKnight made a motion to approve the Military and Veterans Resource Center Schematic Design as presented. Mr. Tannehill seconded the motion and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**5. Actual
Revenues and
Expenses
Compared to
Budget for
Most Recent
Accounting
Period & YTD**

- 5.1.1** Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2017-18 as of August 31, 2017.

- Actual YTD Revenues and Expenses Compared to Prior Year** **5.1.2** Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2017-18 as of August 31, 2017.
- Softball Field Complex Project Update** **5.2** Dr. Holdnak reported the project remains on schedule. College staff are on site daily to inspect the progress. The sod is complete and the asphalt is currently being installed. Trustees McKnight and Tannehill expressed appreciation for the dedication to finish this project on schedule, with attention to detail, and no safety issues.
- Phase 2 Campus Improvements (Roadway & Parking) Project Update** **5.3** Dr. Holdnak reported the Phase 2 Campus Improvements (Roadway & Parking) Project remains ahead of schedule with work consisting of underground preparation. He stated debris was found buried where the pond was to be installed. The debris had to be removed; therefore, a change order will be forthcoming to adjust accordingly.
- President's Report** **5.4** Dr. Holdnak updated trustees on recent events, thanking staff for a successful College Night; the College's 60th Anniversary Celebration; and Senior Night.
- Dr. Holdnak reported the student clubs ENACTUS, Ripples of Change, and SGA are teaming up with High Hopes, a local charity, to aid in the disaster relief efforts in Puerto Rico. They are building portable solar-powered generators, collecting food supplies, and monetary donations. The generators can provide power for needs such as critical medical devices and refrigeration of medicines.
- The College hosted a group of Pakistan Educational Professionals, who are studying the community college system in Florida, as part of a grant program sponsored by Florida State University. The visitors explored the possibility of implementing such a system in their country.
- Dr. Holdnak stated Governor Scott has issued an Executive Order to open avenues to help students displaced from Puerto Rico and Texas pay in-state tuition and to expedite the admissions process.
- College People and Programs** **5.4.1** Dr. Holdnak asked the trustees to view the handouts provided in their board packets highlighting the Summer 2017 President's and Dean's Honor List. He congratulated Brent Peacock for being asked to testify before Congress on how the College's Veterans and Business Outreach Center helps veterans and small businesses; Carol Miller for being awarded Coach of the Year at the Florida Special Olympics Gala; and GCSC student Candy Day, who was selected by the

Governor's Office as the Champion of Service award winner for the state of Florida. Ms. Day will represent the 28 colleges within the Florida College System at the Hispanic Heritage Month reception on October 30 at the Governor's Mansion in Tallahassee.

Community Support

5.4.2 Dr. Holdnak referred to the handouts provided indicating the GCSC Foundation received a \$1,500 donation from the First Presbyterian Church of Port St. Joe; the Foundation will be hosting the Alfred I. duPont Student Mentoring Reception at the Gulf/Franklin Campus on Tuesday, October 27, 2017; and the WISE Fall Senior Forum, held on October 7, 2017, was a success.

6. Good of the Order

6.1 Ms. Patronis invited trustees to attend the following Gulf Coast events:

- GCSC Foundation, Inc. 50th Anniversary Celebration, 6 p.m. October 19, 2017, Advanced Technology Center
- "Ubiquity," Solo Exhibit by Elyse-Krista Mische. Reception, 5-7 p.m., October 27, 2017, Amelia Center Gallery
- "One Man, Two Guvners," with shows on October 27 and 28, 2017, and November 3 and 4, 2017, at 7:30 p.m. and on October 29, 2017, and November 5, 2017, at 2:30 p.m., Amelia Center Theatre
- Commodore Athletics Fish Fry, 11 a.m.-12:15 p.m., October 27, 2017, Wellness Building
- National Veterans Small Business Roundup, 3-5 p.m., October 30, 2017, Advanced Technology Center
- Kirby Holt Decorating Showcase, November 7, 2017, at 10 a.m. and 6 p.m. and November 8, 2017 at 10 a.m., Student Union Conference Center

7. Adjournment

7.1 The regular meeting was adjourned at 11:25 a.m.

Secretary

Chair, District Board of Trustees