

**FINAL  
MINUTES**

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

**November 16, 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, Ralph C. Roberson, David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett

**Absent** Steve D. Millaway, Joe K. Tannehill, Jr.

**1. Call to Order** 1.1 Ms. Patronis called the meeting to order at 10:01 a.m.

**Invocation** 1.2 Mr. Bennett 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 Ms. Patronis welcomed Commander Jay Sego, Naval Support Activity Panama City; Colonel Matthew Jefson, Tyndall Air Force Base; Mr. Joey Ginn, president, GCSC Foundation, Inc.; Ms. Christy Cole, chair, Faculty Senate; Ms. Wendi Garrett, chair, Professional Employee Council; Ms. Stephanie Kindos, president, Student Government Association; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Strategic Projects & Economic Development.

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

**Special Presentations** 1.6 Ms. Patronis called on Dr. Holdnak to present this month's Special Presentation. Dr. Holdnak invited Ms. Candy Day to the podium. Ms. Day is the co-founder and vice president of the Ripples of Change Club at GCSC and will receive her AS degree in Civil Engineering in Spring 2018 and her AA degree in Computer Science in Summer 2018. Dr. Holdnak congratulated Ms. Day, as she was named October's Clark Maxwell Scholar Student of the Month by the Chancellor of the Florida

College System, for her spirit of volunteerism and her leadership skills. Ms. Day was also selected by the Governor as the Champion of Service recipient from all 28 colleges within the Florida College System. Dr. Holdnak thanked Ms. Day for being an excellent representative from Gulf Coast State College and presented her with a certificate, a plaque, and check from the Governor's office.

Ms. Day stated it was an honor to represent Gulf Coast State College.

**2. Trustee  
Comments**

**2.1** Ms. Patronis called on each trustee for comments. Trustees Lewis, Warriner, and Patronis congratulated Ms. Day, affirming she is a role model for all. Mr. Roberson expressed his excitement about the Economic Development opportunities available to the College and was confident the staff will support those opportunities. Mr. McKnight reported he spent an exciting day at the College on October 27, beginning with the Athletic Fish Fry, continuing to the simulated mass disaster response event at Health Sciences, and finishing with the Trunk or Treat event hosted by Student Government. He expressed appreciation to students and staff for their support in each activity he attended. Mr. Crisp stated the boys basketball team is off to a great start and he congratulated the trustees and staff for their endless efforts. Ms. Kirvin congratulated the Marketing Department and Ms. Day for the recent awards they won. She also expressed appreciation for the Alfred duPont Scholarship reception held on October 24 at the Gulf Franklin Campus. She stated these scholarships will make a huge impact on the students who received them and has a domino effect on other students who wanted to know how to get them. She thanked everyone for a job well done. Ms. Patronis appreciated the effort the College puts forth working with the community to provide workforce training; adding that Gulf and Franklin counties should be included in the training activities as well.

**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 October 13, 2017, and ending November 14, 2017, the Foundation received approximately \$58,000 in private contributions from the community; as of September 2017, the Foundation's assets stand at \$32.3 million; and year-to-date investment activity reported a gain of approximately \$1 million.

Mr. Ginn stated the community's generous support of the "Thanks a Million Campaign" has helped the Foundation reach over half of the million dollar goal. To date the Foundation has received \$573,721 in donations and pledges.

Mr. Ginn reported the Foundation's 2017 financial audit, conducted by Tipton, Marler, Garner, and Chastain is complete. The report rendered an "unqualified" opinion. The full report will be presented to the trustees at their December meeting.

Mr. Ginn indicated the 2018-19 scholarship application cycle will begin on December 1, 2017 and end on March 15, 2018.

**Honorary  
Trustee  
Updates**

- 2.4.1** Commander Segó stated the base is growing in personnel with the expansion of the Naval Experimental Dive Unit. The Saturation Fly Away Dive System is being restored in Panama City with certification set for May 2018.
- 2.4.2** Colonel Jefson stated Tyndall Air Force Base is hosting nearly 200 pilots participating in air-to-air maneuvers in an effort to improve squadron readiness through ready airmen and weapons systems. He also reported he had been meeting with local educators in an effort to ensure quality education for our future clientele.

**Next Meeting**

- 2.5** The next regular meeting of the District Board of Trustees is set for Thursday, December 14, 2017, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

**3. SGA Report**

- 3.1** Ms. Kindos, president of the Student Government Association, reported on various SGA activities including:
- Trunk or Treat Celebration was a great success
  - SGA Clean Up/Camp Out was held on October 21 at Shell Island and St. Andrew State Park
  - The Lunch and Learn on November 8 was highly attended
  - SGA Leadership Conference has been moved to March 10
  - SGA leaders are looking forward to the Legislative Delegation in Tallahassee on November 30
  - FSU and GCSC competed in a FSU Homecoming volleyball game – GCSC won.
  - Exam Slam and Study Madness activities will take place December 4 through 7
  - Planning for spring semester Welcome Back Week is underway

**Program Focus**

- 3.2** Dr. Holdnak called on Ms. Laura Justice, chair, Health Science Division, to present this month's program focus. Ms. Justice thanked the GCSC Foundation for the grant, which made it possible to purchase the needed supplies for a successful event. She also thanked SGA and Facilities Management for their assistance and donations.

Ms. Justice introduced Dr. Randall Chitwood, coordinator, BSN Program. Dr. Chitwood expressed his appreciation to the board and

administration for their support of the BSN program and introduced Ms. Carol Miller and the BSN students who were instrumental in coordinating the Inter-professional Education Simulated Mass Disaster event held October 27, 2017.

Ms. Miller shared a power point presentation highlighting the day's activities. She conveyed that this was a joint effort between all health science disciplines and it was very helpful to all involved.

**Student Focus: 3.3** BSN students Angie Tatum, Noah Adams, Monica Murray, BJ Keel, and Vanessa Miller each reported on their role in the planning and implementation of the Inter-professional Education Simulated Mass Disaster event.

**Federal Student Loan Debt Data 3.4** Mr. Chris Westlake, executive director, Student Financial Aid reviewed the national student debt compared to GCSC student debt indicating the following:

- Seventy five percent of GCSC students graduate without debt
- \$10,436 is the average GCSC student debt upon graduation
- \$4,633 is the average GCSC student yearly loan amount
- \$37,172 is the average national student debt
- \$5,460 is the average national student yearly loan amount
- Nationally, thirty percent of graduating students leave college more than \$30,000 debt

**4. Consent Agenda**

The items on the consent agenda are routine business, state directives, and/or compliance items and are not expected to require discussion before action.

Ms. Patronis asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. No requests were made; therefore the following recommendations were presented for approval on the Consent Agenda:

**Minutes 4.1.1** Approval of Minutes of the Regular Meeting of October 19, 2017.  
**4.1.2** Approval of Minutes of the Special Workshop of November 6, 2017.

**Personnel 4.2 Professional Services**

Employment

Claude A. Rhodes, Math Lab Tutor, Mathematics, effective November 6, 2017 - May 4, 2018, annual salary of \$25,168. Mr. Rhodes fills the position vacated by the resignation of Andrew J. Sharpe.

Judson T. Morgan, Associate Director, Grant Accounting, Business Affairs, effective October 17, 2017 - June 30, 2018, annual salary of \$48,286. Mr. Morgan fills the position vacated by the resignation of Kelly A. Shaffer.

Resignations

Fredrick B. Brown, Director, Procurement, Administration & Finance, Business Affairs, effective November 14, 2017.

Donna F. Darling, Assistant Professor, Health Sciences, effective December 15, 2017.

Brandi M. Powell, Career Manager, Workforce Board, effective November 13, 2017.

Nathaniel C. Schmidt, Assistant Men's Basketball Coach, Wellness & Athletics, effective October 21, 2017.

Miranda L. Dubois, Coordinator II, Enrollment Services, Student Affairs, effective November 2, 2017.

**Career Services**

Employment

Paul G. Espeland, Lifeguard (Grade 3), Wellness & Athletics, effective October 27, 2017, hourly rate of \$8.58.

Erik N. Sojdehei, Computer/Network Technician (Grade CL1), Information Technology Services, effective October 24, 2017, hourly rate of \$13.20. Mr. Sojdehei fills the position vacated by the termination of Wanda M. Boyette.

Heather C. Van Camp, Lifeguard (Grade 3), Wellness & Athletics, effective October 25, 2017, hourly rate of \$8.58.

Jon-Pierre T. Ward, Lifeguard (Grade 3), Wellness & Athletics, effective October 12, 2017, hourly rate of \$8.58.

<b>Contract Ratifications</b>	<b>4.3</b>	Recommendation of October 2017 Contract Ratifications for 64 instructors of noncredit courses totaling \$22,825.42 and for 6 special contracts totaling \$5,284.00.
<b>Overloads/ Adjunct Pay</b>	<b>4.4</b>	4.4.A Recommendation of Fall 2017 Session "C" Monthly and Biweekly Overloads/Adjunct Pay for 38 instructors of credit classes totaling \$75,976.47.  4.4.B Recommendation of Fall 2017 October Monthly and Biweekly Overloads/Adjunct Pay for 39 instructors of credit classes totaling \$36,841.45.
<b>Purchase Order Activity</b>	<b>4.5</b>	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 October 1-31, 2017 was provided for review. This item is for informational purposes only.

Ms. Patronis asked for a motion to approve the Consent Agenda Items 4.1 through 4.5 as presented. Mr. Crisp moved, and Mr. McKnight seconded approval of the Consent Agenda as presented and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Warriner, aye; and Patronis, aye.

**Tentative  
Approval of  
Manual of  
Policy Changes**

**4.6** Trustees were asked to provide tentative approval of Manual of Policy changes:

- MOP 4.068, International Agreements/Travel  
The policy updates are required per August 2017 travel procedure changes.
- MOP 5.165, Travel and Expenses  
The policy updates are required per August 2017 travel procedure changes.
- MOP 6.081, Off-Campus Duty  
The policy updates are required per August 2017 travel procedure changes.

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

**Change Order  
#1 to the C.W.  
Roberts, Inc.  
GCSC Phase 2  
Improvements  
Project**

**4.7** Dr. Holdnak presented Change Order #1 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project for approval. College staff recommends approval of Change Order #1, an additive change order, in the amount of \$15,412.50. The change order is the first for this project and is to cover the cost to run a new power feed and associated disconnects for the baseball field locker room. The existing infrastructure was determined during demolition to interfere with the new construction. This was identified as a first cost issue.

Mr. McKnight moved to approve Change Order #1 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project as presented and Mr. Roberson seconded. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Warriner, aye; and Patronis, aye.

**Nomination for  
Professor  
Emeritus**

**4.8** Trustees were asked to approve the nomination of Dr. Richard Baldwin for the status of *Professor Emeritus*. Emeritus status is assigned for retiring faculty and professional staff who have been associated with the College for at least 20 years immediately prior to retirement and

have demonstrated exemplary performance in support of the philosophy and mission of the College.

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

President Holdnak invited Ms. Patronis and Dr. Baldwin to the podium. Dr. Holdnak congratulated Dr. Baldwin and presented him a plaque recognizing his status as *Professor Emeritus*. Dr. Baldwin thanked the trustees for their support.

**Academic  
Program  
Deletions**

**4.9**

Dr. Holdnak presented the recommendation for approval of the Academic Program Deletions and the consolidation of coursework under the state curriculum framework *Architectural Design and Construction Technology A.S. Degree and Construction Aide Certificate* using existing approved courses. This change will result in the elimination of programs.

It was recommended to delete the following programs:

- AutoCAD Foundations Technology Certificate
- Building Construction Technology AS
- Civil Engineering Technology AS
- Sustainable Design Certificate
- Green Building Construction Certificate
- Central Sterile Processing Technologist Certificate
- Endoscopic Technician Certificate
- Nuclear Medicine Certificate
- Crime Scene Technician Certificate

Mr. McKnight moved to accept the recommendation for approval of the Academic Program Deletions as presented. Mr. Roberson seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Warriner, aye; and Patronis, aye.

**One-Time  
Non-Recurring  
Compensation  
Adjustment**

**4.10**

Dr. Holdnak reviewed the 2017-18 budget process reiterating that because of budgetary constraints at the college for the 2017-2018 fiscal year, the College was unable to provide for any sort of cost-of-living adjustment or salary increase for any employees. He stated the administrators have reviewed the resources available and consequently, he is requesting authority from the District Board of Trustees to make a one-time, non-recurring adjustment to be applied to all full-time employees, and if approved, will be distributed in the next payroll distribution for each employee group after Board approval.

Ms. Kirvin motioned to approve the recommendation to approve a one-time non-recurring compensation adjustment to all full-time employees. Mr. Roberson seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Roberson, aye; Warriner, aye; and Patronis, aye.

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

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

**Softball Field Complex Project Update**

**5.2** Dr. Holdnak reported the project remains on schedule. The engineer and contractor continue to push forward on the project to meet the schedule. College staff is also on site at least daily to monitor the progress. As of October 31, the irrigation system is installed, the sod has been installed and seems to be taking hold, and work continues on the dugouts, sunshades, lighting, and paving. The press box and seating system is on order and the concession trailer has arrived.

**Phase 2 Campus Improvements (Roadway & Parking) Project Update**

**5.3** Dr. Holdnak reported Phase 2 of the Campus Improvements Project continues to move along on schedule with the underground work and curbing from Collegiate Drive to the Wellness Building parking lot completed.

Change Order #1 to this project was submitted today through agenda item 4.7. This change order is a result of some existing underground utilities inadvertently overlooked during the design process that now need to be relocated. Dr. Holdnak stated another impact on the project was the discovery of buried rubble from a previous demolition project buried on campus around 30 years ago. The location of the material was found while digging for the retaining pond. The engineers are working on a solution to the problem that will result in a second change order. Despite these unexpected issues, the contractor continues to work around the impacted areas to keep the project on schedule.



- President's Report**      **5.4**      Dr. Holdnak updated trustees on his recent legislative visits to Tallahassee. He also reported United Way voted to allocate \$25,000 to the "Thanks a Million" Campaign for each of the next two years.
- He directed trustee's attention to the ornament they received from the GCSC Foundation and the commemorative/challenge coin. The coin was co-sponsored by the College and was given to first responders at their appreciation luncheon last month.
- College People and Programs**      **5.4.1**      Dr. Holdnak directed trustees attention to their binders for highlights of college and personnel accomplishments. He stated college employee contributions to United Way total \$36,050.35; the Commodores Care volunteers will host the Community Breakfast at First United Methodist Church on November 25; GCSC was ranked 5<sup>th</sup> as Most Affordable Nursing degree in Florida; and GCSC's Tyndall Air Force Base Campus was named among the nation's top military testing centers.
- Community Support**      **5.5.2**      Dr. Holdnak directed trustees to review their binders for thank you notes sent by community members over the past month.
- 6. Good of the Order**      **6.1**      Ms. Patronis invited trustees to attend the following Gulf Coast events:
- Tenth Annual Cup Show Form and Function, Opening Reception, Friday, November 17, 5-7 p.m., The Amelia Center Gallery
  - Visit Panama City Beach Thanksgiving Classic, Thursday, November 23, 5 p.m.; Friday, November 24, 2 p.m.; and Saturday, November 25, 12 p.m., Billy Harrison Field House
  - Student Directed 10-Minute Plays, Friday and Saturday, December 1 and 2, 7:30 p.m., The Amelia Center Theatre Lab
  - Gulf Coast State College Holiday Music Concert, Sunday, December 3, 2:30 p.m., The Amelia Center Theatre
  - Lady Commodores Basketball vs Central Georgia Tech, Saturday, December 9, 1 p.m., Billy Harrison Field House
- 7. Adjournment**      **7.1**      The regular meeting was adjourned at 11:30 a.m.

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Secretary

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Chair, District Board of Trustees