

**DRAFT
MINUTES**

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

February 15, 2018

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, Ralph C. Roberson, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett

Absent

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| 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. McKnight 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, Gulf Coast State College Foundation, Inc., Ms. Christy Cole, chair, Faculty Senate; Ms. Wendi Garrett, chair, Professional Employee Council; Ms. Stephanie Kindos, president, Student Government Association; 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 | 1.6.1 | Ms. Patronis and Dr. Holdnak introduced Mr. Will Cramer, Chair United Way of Northwest Florida and Chief Financial Officer and co-owner of Bill Cramer Chevrolet Cadillac Buick GMC and Mr. Brian Taylor, President and Chief Executive Officer of United Way of Northwest Florida, and acknowledged the partnership that stems from the commonality of their mission's core. |

Mr. Taylor stated the Peter Michael Bardach Fund was created as a result of a significant donation from the estate of Mr. Peter Michael Bardach and was specifically to be used by the United Way to give back to the community. Mr. Bardach founded WRBA, Bay 96 Radio, and in retirement, was an active volunteer at WKGC public radio, producing and broadcasting a variety of local radio programs.

On behalf of the United Way of Northwest Florida Board of Directors, Mr. Cramer presented a check for \$50,000 distributed from the Peter Michael Bardach Grant Fund to the Gulf Coast State College Foundation, Inc. “Thanks a Million” campaign. Ms. Patronis and Dr. Holdnak expressed their appreciation for the donation.

1.6.2 Ms. Patronis and Dr. Holdnak announced that Gulf Coast State College had nominated Mr. Bill Husfelt, superintendent of Bay District Schools, for the 2017 Association of Florida Colleges LeRoy Collins Award. Mr. Husfelt was presented with a medallion as the College’s nominee for the “Hometown Hero” award.

Mr. Husfelt thanked the trustees and stated as a family of Gulf Coast alumni; he, his wife, and three daughters were most appreciative of the outstanding education they received.

**2. Trustee
Comments**

2.1 Ms. Patronis called on each trustee for comments. The trustees were all saddened by the mass shooting which occurred in South Florida and expressed their condolences for the families of the victims. Mr. Warriner apologized for missing the January meeting in Gulf County; unfortunately, he was delayed in Tallahassee with vehicle trouble, but he used his extra time to walk the halls of the Capitol. Mr. Roberson thanked the leadership of the College and asked for prayers for the leaders in our state and country. Mr. McKnight gave an update on athletics and thanked the Gulf Coast chapter of the Association of Florida Colleges for hosting a Tailgate Party prior to the February 10th basketball games. Mr. Crisp indicated that he had been to the hyperbaric chamber numerous times recently, and was proud of the fact that all of the nurses that worked with him were graduates of Gulf Coast State College. Mr. Tannehill reiterated the importance of safety at the college and was thankful for our readiness. Ms. Kirvin thanked the Foundation, the staff, and the Navigators for their assistance in the Franklin county schools. Several of her students are excited about the upcoming Girls In Engineering Night event. Mr. Millaway stated there will be exciting things happening at the Girls in Engineering Night event, including many hands on activities.

**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 January 17, 2018, and ending February 13, 2018, the Foundation received approximately \$68,593 in private contributions from the community; as of January 2018, the Foundation’s assets stand at \$34.4 million; year-to-date investment activity ending in January 2018, reported a gain of approximately \$3.5 million; and the year-to-date program support for the college is \$870,000; which includes

scholarships awarded at \$699,000. To date the Foundation has received over \$800,000 in donations and pledges in support of the “Thanks a Million” Campaign. The Foundation will be accepting 2018-19 scholarship applications through March 15 and as of February 13, the Foundation has received over 750 applications.

The GCSC Foundation Annual Business Meeting will be held on February 26 at 12 p.m. Mr. Ginn announced this was his last District Board of Trustees meeting as the Foundation president and he thanked the trustees for their leadership over the past year.

**Honorary
Trustee
Updates**

2.4

Commander Segó stated the base is in the process of a \$2.8 million dollar electrical upgrade and the Sailor Liberty Center has had a \$300,000 dollar renovation and is now open. This center serves as a respite for transient sailors who are attending dive school or serving in other roles at the base.

Commander Segó attended the MQ-9 Ceremony and was appreciative of the community support given in effort to bring this mission to Panama City. He also thanked the College for their commitment to the military service community

Next Meeting

2.5

The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, March 15, 2018, 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, stated a group of students will be departing after today’s meeting for the Florida College System Student Government Association State Leadership Conference in Jacksonville. She also reported on a number of recent activities and upcoming events.

**Program
Focus**

3.2

Dr. Holdnak introduced Ms. Lori Eldridge, Donor Relations Coordinator of the GCSC Foundation and the Foundation liaison for the Alumni Association. The Foundation initiated the Alumni Association in 2008 and they are proud to carry on the tradition.

Ms. Eldridge gave an overview of the Alumni Association and reported on recent activities. Currently the Alumni Association is strategically collaborating with GCSC recruiters to help advocate to the community the importance of a Gulf Coast education. Ms. Eldridge stated GCSC alumni are the best and brightest in their industries and what better people to be mentors and examples to aspiring students.

Student Focus: 3.3

Ms. Eldridge introduced Joe Kerigan, an Alumni Legacy Connection Student. Mr. Kerigan is the son of alumnus Jack Kerigan, stepson of alumna, Dana Kerigan, brother of alumna Jaclyn Kerigan, and grandson of Lynn Kerigan, a retiree of the Gulf Coast nursing department.

Ms. Eldridge congratulated Mr. Kerigan for making the President's List his first semester at Gulf Coast.

Mr. Kerigan thanked the Foundation for their scholarship and thanked the faculty and staff for their never-ending support on his quest for answers and education.

**4. Consent
Agenda**

The items on the consent agenda are routine business, state directives, and/or compliance items. 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** Approval of Minutes of the Regular Meeting of January 18, 2018.

Personnel **4.2** **Professional Services**

Advancement in Academic Rank

From Assistant Professor to Associate Professor, August 2018

Penni L. Beitzel	Tabitha J. Parker
Emmanuel Hernandez Agosto	Sandra J. Pugh
Carissa M. Hosea	Katherine M. Riley
Keri J. Matheus	Shelly S. Thornton

From Associate Professor to Professor, August 2018

Melinda A. Cumbaa
Jason D. Hedden
Wes R. Keene
Scott A. Kirkman
Dee Ann Van Der Schaaf

Continuing Contract Beginning August 2018

Penni L. Beitzel	Tabitha J. Parker
Emmanuel Hernandez Agosto	Sandra J. Pugh
Carissa M. Hosea	Katherine M. Riley
Keri J. Matheus	Shelly S. Thornton

Enter DROP

Sharon O. Todd, Dean, Enrollment Services, Student Affairs, effective May 1, 2018.

Career Services

Employment

Emiko Mooney, Lifeguard (Grade 3), Wellness & Athletics, effective January 9, 2018, hourly rate of \$8.58.

Emily N. Mill, Lifeguard (Grade 3), Wellness & Athletics, effective January 9, 2018, hourly rate of \$8.58.

Resignation

Julia C. Chrencik, Senior Administrative Assistant, Language & Literature, Academic Affairs, effective February 9, 2018.

William K. Adams, Heating & Air Conditioning Technician II, Facilities Management, effective February 16, 2018.

Termination

Bridget D. Collins, Senior Administrative Assistant, Natural Sciences, Academic Affairs, effective January 24, 2018.

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| Contract Ratifications | 4.3 | Recommendation of January 2018 Contract Ratifications for 23 instructors of noncredit courses totaling \$19,704.60 and for 11 special contracts totaling \$16,612.33. |
| Overloads/ Adjunct Pay | 4.4 | Recommendation of January 2018 Session A & B Monthly and Biweekly Overloads/Adjunct Pay for 225 instructors of credit classes totaling \$681,253.72. |
| Obsolete Property | 4.5 | This month there were 58 items presented for disposal that are obsolete and no longer serve the needs of the College's students or staff. |
| Purchase Order Activity | 4.6 | 4.6.1 This month there were no purchase orders that met the threshold over \$100,000.

4.6.2 The Expenditure Report for fiscal year 2017-18 for January 1-31, 2018, 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 4.6 as presented. Mr. Lewis moved, and Mr. McKnight seconded approval of the Consent Agenda as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**5. Action Items:
2018-19 Gulf
Coast State
College
Calendar**

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| 5.1 | As required by Florida Statute, Dr. Holdnak presented the Gulf Coast State College 2018-19 Calendar for approval.

Mr. Crisp moved to accept the recommendation as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye. |
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**Acceptance of
WKGC
AM/FM
Financial
Audit for F/Y
2016-17**

5.2

Dr. Holdnak lodged the June 30, 2016 and 2017, WKGC AM/FM Audit, indicating a clean audit with no findings.

Mr. Roberson moved and Mr. Lewis seconded the motion to accept the WKGC AM/FM Audit as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**Tentative
Approval of
Manual of
Policy
Changes**

5.3

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

- MOP 4.020, Course Repeats
The recommended policy changes bring campus policy in line with Florida Statute on how to calculate the cost of course repeats.
- MOP 7.101, Advising and Counseling
The changes recommended reflect the evolution of the College's advising system in providing appropriate resources for students to move through postsecondary education in an efficient manner.

Mr. McKnight 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; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**Substantial
Completion of
Softball Field
Complex
Project**

5.4

Dr. Holdnak requested approval to accept the Softball Complex Project as substantially complete. At the June 29, 2017, District Board of Trustees meeting, the Board authorized college staff to contract with GAC Contractors, Inc. in response to Invitation for Bids #6-2016-2017 of \$2,229,852, to construct the new softball complex in accordance with plans and specifications. Dr. Holdnak was able to negotiate an additional \$41,250 off of the bid amount, leaving the negotiated contract amount at \$2,188,602,

On Friday, February 9, college staff, contractor, architect, and the engineer involved in the project conducted a substantial completion inspection of the project. The inspection identified minor issues, which the contractor will have 15 days to cure according to the contract.

Dr. Holdnak recommended the Board accept the Softball Project Complex Project as substantially complete, with final payment and retainage to be withheld, as provided in the contract, until all minor issues have been addressed.

In response to the trustees questions regarding the length of the warranty, Mr. Jonathan Sklarski, Dewberry | Preble-Rish, stated the warranty was one year and that the contractor was liable for any erosion and environmental issues up until the day of final completion.

Mr. McKnight moved to accept the recommendation to accept the Softball Project Complex Project as substantially complete with final payment and retainage to be withheld, as provided in the contract, until all minor issues have been addressed, Mr. Tannehill seconded. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

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| 6. Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD | 6.1.1 | Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2017-18 as of December 31, 2017. |
| Actual YTD Revenues and Expenses Compared to Prior Year | 6.1.2 | Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2017-18 as of December 31, 2017. |
| Softball Field Complex Project Update | 6.2 | Dr. Holdnak reported that on February 9, 2018, all parties involved in the Softball Complex Project conducted a substantial completion inspection and only minor issues were identified. According to the contract, the contractor has 15 days to rectify those issues. |
| Phase 2 Campus Improvements (Roadway & Parking) Project Update | 6.3 | <p>Dr. Holdnak reported Phase 2 Campus Improvements to the roadway and parking on the east end of campus continue to progress on schedule.</p> <p>Dr. Holdnak stated the old softball dugouts have been approved for demolition and although it appears there is still much work to do on the project, the contractor is confident the project will reach substantial completion by April 19 in accordance with Change Order #6.</p> |
| President's Report | 6.4 | <p>Dr. Holdnak briefed trustees on the following:</p> <ul style="list-style-type: none">• Chancellor's Best Practice Innovators Conference,• Chamber of Commerce Forum with Adam Putnam,• February Council of President's meeting, |

- Legislative activities,
- Economic Development activities in Bay County, and
- Florida State University-PC is implementing a transfer scholarship program for eligible Gulf Coast students.

Dr. Holdnak updated trustees on the pre-application progress of Triumph Florida and indicated the College is moving forward.

College People and Programs

6.4.1

Dr. Holdnak shared accomplishments of employees and programs at the college:

- Congratulations to the Fall 2017 President’s and Dean’s Honor List recipients,
- Career Development Center will be holding various workshops to assist students entering the workplace,
- Scholarship auditions for the Visual & Performing Arts Division will take place February 27 at 6 p.m. in the Amelia Center, and
- Congratulations to Britney Petrina and Stan Carter, EMS graduates who have been accepted into medical schools.

Community Support

6.4.2

Dr. Holdnak invited the community to “Kidz Clinic,” hosted by the GCSC Dental Hygiene Program, February 19-23. Children ages 3-12 are invited to participate in a complimentary dental hygiene appointment. To register call the Dental Clinic at 872-3833.

Dr. Holdnak invited community members to attend the “Building a Career with a Degree in Psychology” forum, February 20, at 2:30 p.m. in the Sarzin Lecture Hall, cohosted by Gulf Coast State College and Florida State University-PC.

7. Good of the Order

7.1

Trustees were reminded of the following College events:

- Free Application Week, February 12-15. High school students should meet with their GCSC Navigator.
- “She is of the South,” Opening Reception, February 16, 5 to 7 p.m., The Amelia Center Gallery. The exhibit runs through March 16.
- “Lucky You” performances, February 23, 24, and March 1, 2, and 3, at 7:30 p.m. and February 24, 25, and March 4, at 2:30 p.m. in the Amelia Center Theatre Lab.

8. Adjournment

8.1

The regular meeting was adjourned at 11:30 a.m.

Secretary

Chair, District Board of Trustees