

**FINAL
MINUTES**

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

September 12, 2019

10 a.m.

William C. Cramer, Jr. Seminar Room

- Members Present** Jim W. McKnight (presiding), Don R. Crisp, Elizabeth M. Kirvin, Tom L. Lewis, Steve D. Millaway, Ralph C. Roberson, Joe K. Tannehill Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett
- 1. Call to Order** **1.1** Mr. McKnight called the meeting to order at 10:00 a.m.
- Invocation** **1.2** Mr. Bennett gave the invocation.
- Pledge of Allegiance** **1.3** Mr. Tannehill led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Mr. McKnight welcomed Ms. Julia Merrill, president, Student Government Association; Mr. Tony Bennett, vice president, Gulf Coast State College Foundation Inc.; Ms. Hadley Pridgen, chair, Faculty Senate; Ms. Jessica Owens, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Keuhner, vice president, Academic Affairs; Dr. Melissa Lavender, vice president Student Affairs; 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.
- 2. Trustee Comments** **2.1** Mr. McKnight called on each trustee for comments. It was the consensus of all trustees that it was good to see the parking lot full and appreciation was given to faculty and staff for their commitment to excellence. Ms. Kirvin stated the Board Self-Assessment Committee had met on July 1, 2019, and that Dr. Flax-Hyman will be sending out a self-assessment survey to all trustees. The survey results will be reviewed at the next board retreat. Mr. Lewis referred to the September 11 and October 10 anniversaries, commenting that recovery is happening, just slower in some places than others. Mr. Roberson agreed, saying Gulf county is getting cleaner but still has a long way to go. Mr. McKnight congratulated the Lady Commodore volleyball team for currently being

#1 in the Suncoast Conference and #9 in the country. He was pleased to see the Pep Club and a large group of Bay High School students in attendance at the September 11 home volleyball game.

Attorney's Report

2.2 Attorney Bennett had no report.

GCSC Foundation, Inc. President's Update

2.3 Mr. Tony Bennett, vice president, GCSC Foundation, Inc., reported that beginning July 23 and ending September 9, 2019, the Foundation has received a total of \$734,500 in private contributions for the Employee and Student Hurricane Fund. The unaudited Foundation assets as of August 31, 2019, stands at \$32.8 million. August 2019 investment activity for the month ending reported a loss of \$297,000 and year-to-date investment activity reported a loss of \$320,000. This is primarily due to a downturn in the stock market. The total unaudited year-to-date program and scholarship support provided to the college is \$664,000; which includes total scholarships awarded at \$662,000 and program support at \$2,000.

Mr. Bennett stated the September Foundation Board of Directors meeting will be held Thursday, September 19 at 4 p.m. EST, in Apalachicola at the Gibson Inn. He extended an invitation and to contact the Foundation office if interested in attending. Mr. Bennett reminded everyone to save the date for the Foundation Golf Tournament, November 15, 2019, at the Shark Tooth Golf Course. The Pairing Party will be held on November 14, 2019, in the Advanced Technology Center. Currently 24 teams have registered and \$60,000 in sponsorships have been secured.

Honorary Trustee Updates

2.4.1 Commander Christenson was unable to attend today's meeting.

2.4.2 Colonel Beaulieu was unable to attend to today's meeting.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for Thursday, October 10, 2019, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

3. SGA Report

3.1 Ms. Merrill, president, Student Government Association, provided trustees with a report of recent activities including Welcome Back, Clubs and Committees, SABA, Region I Leadership Retreat, Intramurals, "Meet the Candidates", the Civic Learning Engagement and Responsibility Conference, and the Florida College System Student Government Association Conference.

4. Consent Agenda

The items on the consent agenda are routine business, state directives, and/or compliance items. Mr. McKnight 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** Minutes of the Regular Meeting of July 25, 2019

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

Employment

Mechill Coel, Career Manager II, Workforce Development, Strategic Initiatives & Economic Development, effective August 23, 2019 – June 30, 2020, annual salary of \$35,250. Ms. Coel fills the position vacated by the resignation of David A. Green.

William M. Covington, Assistant Professor, Business & Technology, Academic Affairs, effective August 19, 2019 – May 1, 2020, 9-month salary of \$47,457. Mr. Covington fills the position vacated by the resignation of Christy N. Cole.

Rebecca A. Kelly, Assistant Professor, Nursing, Health Sciences, Academic Affairs, effective August 12, 2019 – May 1, 2020, 9-month salary of \$51,259. Ms. Kelly fills the position vacated by the resignation of Jennifer K. Collier.

Katie S. McCurdy, Executive Director, Community Engagement, Institutional Effectiveness & Strategic Planning, effective August 29, 2019 – June 30, 2020, annual salary of \$83,741.52. Ms. McCurdy fills the position vacated by the resignation of Christopher P. Thomes.

Allie B. Metzler, Academic Support Specialist, Testing & E-Learning, Student Affairs, effective August 13, 2019 – June 30, 2020, annual salary of \$34,170.20. Ms. Metzler fills the position vacated by the reclassification of Rebecca Acton.

Rachel C. Robinson, Temporary Full-Time Tutor, Writing & Reading Lab, Language & Literature, Academic Affairs, effective August 12, 2019 – May 1, 2020, 9-month salary of \$22,692.60. Ms. Robinson fills the position vacated by the reclassification of Sarah C. Pilcher.

Kimberly N. Snow, Assistant Professor, Nursing, Health Sciences, Academic Affairs, effective August 12, 2019 – May 1, 2020, 9-month salary of \$40,155. Ms. Kelly fills the position vacated by the non-renewal of April Page-Wilson.

Tyrecka Steele, Educational Opportunity Center Resource Advisor, TRiO, Student Affairs, effective July 12, 2019 – June 30, 2020, annual salary of \$34,295.09. Mr. Steele fills the position vacated by the resignation of Cristina Doan.

Joseph K. Stewart, Assistant Coordinator, Testing, Student Affairs, effective August 23, 2019 – June 30, 2020, annual salary of \$32,420.60. Mr. Stewart fills the position vacated by the resignation of Shauna C. Tolbert.

Resignation

Janet L. Beach, Employment Representative II, CareerSource, Workforce Development, Strategic Initiatives & Economic Development, effective August 22, 2019.

Jennifer K. Collier, Associate Professor, Nursing, Academic Affairs, effective June 21, 2019.

David A. Green, Career Manager II, Workforce Development, Strategic Initiatives & Economic Development, effective July 19, 2019.

Teresa E. Salter, Assistant Instructional Coordinator, Educator Preparation Institute, Social Sciences, Academic Affairs, effective August 7, 2019.

Michelle Sizemore, Navigator, Institutional Effectiveness & Strategic Planning, effective August 9, 2019.

Shauna C. Tolbert, Assistant Coordinator, Testing, Student Affairs, effective August 6, 2019.

Reclassification

Paul E. Ashman, from Instructional Coordinator, Culinary, Business & Technology, Academic Affairs to Assistant Professor, Culinary, Business & Technology, Academic Affairs, effective August 12, 2019 – May 1, 2020, 9-month salary of \$59,498. Mr. Ashman returns to his previously held position.

Darby S. Brown, from Senior Administrative Assistant, Health Sciences, Academic Affairs to Administrative Specialist, Health Sciences, Academic Affairs, effective July 1, 2019 – June 30, 2020, annual salary of \$38,106. This is a newly created position.

Tawanna Hall, from Project Coordinator, TRiO/Upward Bound, Student Affairs to Project Coordinator, Educational Opportunity Center, TRiO, Student Affairs, July 26, 2019 – June 30, 2020, annual salary of \$42,590. Ms. Hall fills the position vacated by the resignation of Loretta A. Harrington.

Victoria R. Richard, from News Director, WKGC, Academic Support & Broadcasting, Academic Affairs to Manager, Radio Production & Broadcasting, Academic Support & Broadcasting, Academic Affairs effective July 1, 2019 – June 30, 2020, annual salary of \$47,600. This is a newly created position.

Brandon S. Smith, Assistant Coordinator, Production & Tech Support, Academic Support & Broadcasting, Academic Affairs to Manager, Television Production & Broadcasting, Academic Support & Broadcasting, Academic Affairs, effective July 1, 2019 – June 30, 2020, annual salary of \$41,824. This is a newly created position.

Career Services

Employment

Caleb D. Erskine, Television Production Assistant (Grade S190), Academic Support & Broadcasting, Academic Affairs, effective September 6, 2019, hourly rate of \$14.50. This is a newly created position.

Ashley N. Gary, Senior Cashier (Grade S210), Business Affairs, Administration & Finance, effective August 9, 2019, hourly rate of \$15.36. Ms. Gary fills the position vacated by the termination of Emily A. Batson.

Reclassification

Cornelius L. Thompson, From Custodian (Grade S150), Facilities Management, Administration & Finance to Lead Custodian (Grade S160), Facilities Management, Administration & Finance, effective August 5, 2019, hourly rate of \$12.88.

Resignation

Rosanna M. Wright, Custodian (Grade S150), Facilities Management, Administration & Finance, effective August 9, 2019.

Termination

Jacob T. Gonzales, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective July 31, 2019.

Enter DROP

Robin McNamara, Computer Technician (Grade S240), Information Technology Services, Administration & Finance, effective August 1, 2019.

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| Contract Ratifications | 4.3 | Recommendation of July 2019 Contract Ratifications for a total of \$39,224.90 for noncredit courses and \$40,962 for special contracts. |
| Overloads/ Adjunct Pay | 4.4 | Recommendation of Summer Sessions A/B/C End of Session Monthly and Biweekly Overloads/Adjunct Pay for a total of \$20,786. |
| Purchase Order Activity | 4.5 | The Expenditure Report for July 1 through August 31, 2019, was provided for review. |
| Final Approval of Manual of Policy Change | 4.6 | <p>Recommendation of final approval of Manual of Policy changes:</p> <p><u>Manual of Policy 3.027, Direct-Support Organizations.</u> The creation of this policy is to provide direction to the institution for the creation of Direct-Support Organizations.</p> <p><u>Manual of Policy 6.030, Personal Obligations.</u> The revision of this policy supports the existing requirement of all personnel directors' level and above to attend Commencement and to provide their own regalia. Additional updates support the new 2-Factor Authentication process, previously implemented by the college, and the requirement for new employees to utilize personal electronic devices for such process.</p> <p><u>Manual of Policy 6.042, Work Beyond the Normal Workweek.</u> The requested changes support current process for timesheet submission and routing; as well as, the clarification of overtime calculation as related to non-worked paid hours such as holiday, vacation, personal, and sick time.</p> |
| 2019-20 Restricted Current Fund (Fund 2) Budget | 4.7 | <p>The 2019-20 Restricted Current Fund (Fund 2) budget amendments for the following:</p> <ul style="list-style-type: none">• #J2000159, Student Government Association• #J2000160, Student Government Association Organizations• #J2000166, Public Radio Stations Grant |
| 2019-20 Scholarship Fund (Fund 5) Budgets | 4.8 | The 2019-20 Scholarship Fund (Fund 5) budget amendment for #J2000161, Student Government Association Scholarships. |
| Obsolete Property | 4.9 | Trustees reviewed a listing of one item deemed obsolete and no longer serve the needs of the College's students or staff. |

Mr. Millawy moved to accept the consent agenda items 4.1 through 4.9 as presented. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

5. Action Items
Approval of
Textbook
Affordability
Program Report

5.1 Dr. Holdnak requested approval of the Textbook Affordability Program Report reminding trustees that House Bill No. 7019 was passed during the 2016 regular Legislative session and signed into law by Governor Rick Scott (Chapter No. 2016-236, Laws of Florida), requiring the boards at each Florida College System institution to report various factors that influenced the textbook and instructional materials selected. Dr. Holdnak gave a brief summary of the proposed report detailing its compliance with requirements of this legislation for approval. Ms. Kirvin moved and Mr. Tannehill seconded the motion to approve the Textbook Affordability Program Report as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

Approval of
Athletic Lodging
Contract

5.2 Dr. Holdnak stated that in the summer of 2018, a local businessman and developer offered to build dorm-style houses in close proximity to the college, as a pilot program to determine future interest in housing GCSC athletes on scholarship. The pilot program was successful, housing 18 athletes in three of these units. The college wishes to expand this program, housing all scholarship athletes in additional units in the same vicinity, that being Danford Avenue, just a short distance from the Joe Tom King Softball Complex. Dr. Holdnak stated in the past the college contracted with multiples complexes throughout the area and due to the number of athletes and the amount of available housing, this required that the college contract with a number of different landlords in any given year. In addition, the college had to coordinate the connection and disconnection of all utilities and manage a number of separate contracts, all with different terms and requirements. If the proposed contract is approved, all of the 48 athletes on housing scholarship will be within walking distance to the college, with on-site supervision by staff, also housed in one of the units.

Dr. Holdnak requested approval of the proposed Athletic Lodging Contract with the 190 Danford Land Trust for the period of September 1, 2019 through August 31, 2024. As stated in the contract, Lessor can increase rent at a rate not to exceed three percent per year to account for normal increases in cost and inflation. Mr. Crisp moved and Mr. Warriner seconded the motion to accept the Athletic Lodging Contract with the 190 Danford Land Trust as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

**Disaster
Recovery
Services Contract
for FEMA
Recovery Effort**

5.3 Dr. Holdnak stated there were ongoing issues with the Letters of Recommendation from Disaster Recovery Services and he requested the board leave this item tabled until a future meeting. There were no objections and the item remained tabled.

**Acceptance of
WKGC AM/FM
Financial Audit
for Fiscal Year
Ending June 30,
2017 and 2018**

5.4 Dr. Holdnak stated due to Hurricane Michael the due date for the WKGC AM/FM Audit had been extended and that he was please to submit the WKGC AM/FM Audit for fiscal years ending June 30, 2017 and 2018. The audit was completed by Carr, Riggs & Ingram with no findings and accepted by NPR. Dr. Holdnak requested the board accept the audit as presented.

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

**Approval of
Purchase Orders
Greater than
\$100,000**

5.5 Dr. Holdnak submitted three purchase orders over the \$100,000 threshold for approval.

5.5A The first purchase order request is to provide enterprise licensing for an additional 600 concurrent users on virtual desktops. The purchase order will be issued to Dell Inc., in the amount of \$238,371.85. If approved, the purchase order will cover a five-year period and be paid in five annual installments of \$47,674.37, resulting in a cost savings of approximately \$200,000 over the life of the contract compared to contracting on an annual basis. The funding source for this purchase is Student Technology Fees.

5.1B The second purchase order request, in the amount of \$127,656.90, to Emerald Coast Office Products, is for the replacement of office furniture in the Health Science building damaged by water intrusion as a result of roof damage during and following Hurricane Michael. The funding source for the purchase will be insurance proceeds specifically designated for that purpose.

5.1C The third request is also to Emerald Coast Office Products in the amount of \$100,825.60. This proposed purchase order is to replace student space furniture in the Health Science building damaged by water intrusion as a result of roof damage during and following Hurricane Michael. The funding source for the purchase will also be insurance proceeds specifically designated for that purpose.

Dr. Holdnak provided board members supporting documentation, and quotes where applicable, for all three proposed purchases. Mr. Crisp inquired to the price checking of state contracts and Dr. Holdnak stated

Ms. Tonia Lawson, Executive Director, Procurement & Auxiliary Services, investigates all options to find the best prices available to the college.

Mr. Crisp moved to approve the purchase orders to Dell Inc., in the amount of \$238,371.85 (to be paid in five annual installments of \$47,674.37); to Emerald Coast Office Products in the amount of \$127,656.90; and to Emerald Coast Office Products in the amount of \$100,825.60, as presented. Mr. Millaway seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

6. Informational Items

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 2019-20 as of July 31, 2019.

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 2019-20 as of July 31, 2019.

Summary of College Cash Collection Points and Purposes

6.2 Dr. Holdnak provided a summary of the different cash collection points on all Gulf Coast campuses, the purpose or need for each, and current procedures for ensuring the security of college resources. It was suggested that signs should be posted at cash collection points reminding patrons that they should have received a receipt for payment.

Lodging of the GCSC Annual Financial Report for 2018-19

6.3 Dr. Holdnak presented a summary of the College's Annual Financial Report for the fiscal year 2018-19, noting that the results are unaudited at this time. Dr. Holdnak referred to the distributed 2018-19 Annual Financial Report workbook, which contained a compilation of numerous reports in format required by the Florida College System. He stated the trustees will receive the final audit once it is released by the Auditor General's Office. Mr. Roberson moved and Mr. Tannehill seconded the motion to accept the report as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and McKnight, aye.

Lodging of the 2018-19 Academic Program Reviews **6.4** Dr. Holdnak called on Dr. Kuehner to present the 2018-19 Academic Program Review and stated the report is for informational purposes only. Dr. Kuehner highlighted the process review stating the recommendation to delete the Educator Preparation Institute program was approved at the July 2019 District Board of Trustees meeting.

President’s Report **6.5** Dr. Holdnak congratulated and shared:

- Enactus Team for being named one of the three finalists in the worldwide Ford Mobility Innovation Challenge,
- Compliments to the Sonography Program,
- Summer President’s and Dean list,
- Athletic Schedules, and
- 2019 Fall Visual & Performing Arts Event Schedule

Dr. Holdnak then shared with the trustees a video that he and others at the college use when presenting “Prepare Strong: 27 Days of Lessons Learned from Hurricane Michael.”

7. Good of the Order **7.1** Trustees were reminded of the following College events:

- College Night, September 12, 6-8 p.m., Advanced Technology Center
- GCSC Faculty & Friends Music Recital, September 22, 2:30 p.m., Amelia Center Theatre Lab
- Made in Greece III, September 6 through October 4, Amelia Center Gallery
- 5th Annual Commodore Athletics Golf Tournament, September 28, Bay Point Golf Club

8. Adjournment **8.1** The regular meeting was adjourned 11:25 a.m.

Secretary

Chair, District Board of Trustees