

**FINAL
MINUTES**

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

April 19, 2018

10 a.m.

Room 176, Public Safety/EOC, North Bay Campus

Members Present Katie L. Patronis (presiding), 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 Mr. Don R. Crisp

- 1. Call to Order**
 - 1.1** Ms. Patronis called the meeting to order at 10 a.m.
 - 1.2** Mr. Bennett gave the invocation.
 - 1.3** Mr. McKnight led those present in the pledge of allegiance to the American flag.
 - 1.4** Ms. Patronis welcomed Colonel Matthew Jefson, Tyndall Air Force Base; Mr. Joe Hamner, vice-president, Gulf Coast State College Foundation, Inc.; Ms. Stephanie Kindos, president, Student Government Association; Ms. Christy Cole, chair, Faculty Senate; Ms. Wendi Garrett, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; and Mr. John Mercer, vice president, Administration & Finance.
 - 1.5** No citizens answered the call to appear before the board.
 - 1.6** Dr. Holdnak stated, as part of Gulf Coast State College's unending support for our men and women in public safety, the College will be dedicating a portion of the North Bay Campus to those whom have excelled in serving their communities. In doing so, the College has created a Public Safety Hall of Fame. The purpose of the Hall of Fame is not just for those who have made the ultimate sacrifice, but also to honor those who have gone above and beyond in their service.

The committee has dedicated individual recognition for the following public safety professions: Communications, Corrections, Fire Safety,

EMS, and Law Enforcement. Inductees will be selected by a committee of their peers and an induction ceremony will be held each April. The Inaugural Class of 2018 into the Public Safety Hall of Fame includes:

Communications: Tamathea “Tami” Pate, Airport Operations Center Manager, Northwest Florida Beaches International Airport and Mary Jo Rizzuto, Communications Manager, Panama City Police Department

Law Enforcement: Sergeant Wesley Creamer, Franklin County Sheriff’s Office; Sergeant Kevin Kight (End of Watch), Panama City Beach Police Department; and Retired Sheriff Frank McKeithen, Bay County Sheriff’s Office

Fire / Emergency Medical Services: Mr. Robert “Bob” Majka, County Manager – Bay County and Ms. Marie Drew Patterson, Retired Flight Paramedic with Sacred Heart Hospital

Mr. Tannehill moved and Ms. Kirvin seconded the motion to accept the Inaugural Class of 2018 into the Public Safety Hall of Fame as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

Dr. Holdnak stated the Public Safety Hall of Fame dedication ceremony will be held in the lobby of the Public Safety/EOC building immediately following the board meeting.

**2. Trustee
Comments**

2.1 Ms. Patronis called on each trustee for comments. The trustees thanked the North Bay Campus staff for hosting the meeting and congratulated students and staff for another successful academic year. Ms. Kirvin stated this was an exciting time of year and she was looking forward to the graduation ceremony. Mr. McKnight gave an update on athletics and reminded everyone the Softball Complex will be the location for the state tournament number 2 seed playoff games between the Lady Commodores, the Lady Pirates, and the Lady Raiders. He stated he was very proud of the fact that three of the 10 Foundation Honor Scholarships were awarded to students from Wewahitchka. Mr. Millaway said he was looking forward to the Invention Convention on April 28, 2018. Representatives from the Navy Base, Florida State University-PC, and GCSC are hosting the event. Mr. Warriner stated he had been contacted by a parent of a Foundation Honor Scholarship recipient who thanked the College; because of the scholarship his daughter decided to stay close to home and attend Gulf Coast.

**Attorney’s
Report**

2.2 Mr. Bennett reported a Demand Letter had been sent to Shands Teaching Hospital and Clinics, Inc. d/b/a ShandsCair in an effort to finalize the Lease Agreement initiated in September 2017.

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

- 2.3** Mr. Joe Hamner, vice president, GCSC Foundation, Inc., reported that beginning March 13, 2018, and ending April 16, 2018, the Foundation received approximately \$48,789 in private contributions from the community; as of March 31, 2018, the Foundation's assets stand at \$33.1 million; year-to-date investment activity ending in March 2018, reported a loss of \$356,000 with an overall year to date gain of \$2.2 million. The year-to-date program support for the college is \$906,000; which includes scholarships awarded at \$713,000. To date the Foundation has received over \$817,000 in donations and pledges in support of the "Thanks a Million" Campaign. The Foundation Scholarship Application Cycle ended March 15. The selection process and awarding of scholarships should be complete by May 1, 2018. The 2018-19 scholarship award amounts per scholarship will be \$1,400 per year, as approved by the Foundation's Board of Directors.

The Foundation Board approved five mini-grant funding requests totaling \$23,300. The departments receiving the mini-grants were Surgical Technology, Business & Technology, Health Sciences, and Dental Hygiene.

The GCSC Foundation Annual Dinner, featuring the Distinguished Alumni and Rising Alumni Awards, is May 17, 2018, at Edgewater Beach Convention Center. Mr. Hamner shared the campaign video, produced by Chris Thomes, with the board members. The Foundation has secured over \$100,000 in sponsorships for this event. All proceeds will help support the "Thanks a Million" Campaign.

**Honorary
Trustee
Updates**

- 2.4** Colonel Jefson stated "Thanks a Million"; it was nice to see his men in the video; and he was looking forward to meeting with College representatives regarding the campaign. He also stated work has begun on the environmental clearance process for the MQ-9 effort. He recently attended a Community Partnership Conference and Tyndall Air Force Base was one of five bases in the country that had military and community members in attendance, which was very impressive. He thanked the community for their continued support. Tyndall Air Force Base was selected to have a Mission Defense Team examining base cyber security levels.

Next Meeting

- 2.5** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, May 17, 2018, in the William C. Cramer, Jr. Seminar Room.

3. SGA Report

- 3.1** Ms. Stephanie Kindos, president, Student Government Association, reported that a handful of Gulf Coast students graduated from the FCSSGA Leadership Training Course and she was happy they were able to benefit from the training.

She also reported on various campus activities including:

- Student Easter Egg Hunt
- “Donut Wait” Voter Registration Drive
- Town Hall Meeting – topics included:
 - DIVE Committee Involvement
 - Student Involvement Survey
- Earth Week was celebrated with the following activities:
 - Documentary of “Chasing Coral”
 - Dog Toys made from recycled t-shirts
 - Kayak Clean-Up Trip

Mr. Johnathan Fuentes has been elected as the 2018-19 SGA President and will be at the May meeting.

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 March 15, 2018.

Personnel

4.2 Professional Services

Renewal of Annual Contract Beginning August 2018

Kimbally S. Allan	Scot L. Kirkland
Pavel G. Amromin	Rebecca L. Leach
Brian J. Baillif	Jose A. Lopez-Baquero
Jennifer G. Barber	Riccardo V. Mensitieri
Michelle L. Barber	Akiko Nakumura
Jessica L. Bennett	Melanie D. Pelton
Matthew R. Brock	Fount H. Rion, IV
Vicki A. Bynum	Gregory J. Robinson
Connie M. Campbell	Teresa E. Salter
Denise A. Crider	Carol Strasburger-Miller
Lacy M. Curl	Karen R. Tayes
Jessica L. Edwards	Julia A. Thomas
Carrie L. Fioramonti	Rhonda L. Weatherbie
Kayla E. Fouraker	Matthew C. Wells
Nancy C. Gibson	Kelly L. Williams
Melissa A. Hobbs	April L. Wilson-Page
Ryan K. Hubbard	Stephen L. Withall
Alan R. Jeffries	Karen E. Works

Employment

Laura H. McGee, Academic Coach, Student Affairs, effective April 9, 2018 – June 30, 2018, annual salary of \$27,700. Ms. McGee fills a newly created position.

Li A. Zimmerman, Programmer Analyst, Information Technology Services, effective March 9, 2018 – June 30, 2018, annual salary of \$49,861. Ms. Zimmerman fills the position vacated by the reclassification of Bruce G. Morrison.

Resignation

Jennifer L. Black, Coordinator, Student Accessibility Resources, Student Affairs, effective May 4, 2018.

Heidi A. Reynolds, Assistant Coordinator, Student Accessibility Resources, Student Affairs, effective March 30, 2018.

Carolyn M. Reed, Math Lab Tutor, Mathematics, Academic Affairs, effective March 9, 2018.

Retirement

Nils Akerlind, Assistant Professor, Chemistry, Natural Sciences, Academic Affairs, effective July 1, 2018.

Career Services

Employment

Kathy L. Bleday, Senior Administrative Assistant (Grade 10), Natural Sciences, Academic Affairs, effective April 9, 2018, hourly rate of \$13.49. Ms. Bleday fills the position vacated by the termination of Bridget D. Collins.

Joshua J. Horton, Groundskeeper (Grade 6), Facilities Management, Business Affairs, effective April 2, 2018, hourly rate of \$10.16. Mr. Horton fills the position vacated by the resignation of Jesse G. Grimes.

Mandy M. Yourick, Senior Administrative Assistant (Grade 10), Language & Literature, Academic Affairs, effective March 16, 2018, hourly rate of \$13.49. Ms. Yourick fills the position vacated by the resignation of Julia C. Chrencik.

Resignation

Catherine M. Bland, Senior Bookkeeper (Grade 13), Business Affairs, effective June 1, 2018.

Michael Merlo, Maintenance Mechanic III (Grade 11), Facilities Management, effective March 26, 2018.

Andrea P. Morgan, Senior Administrative Assistant (Grade 10),
Gulf/Franklin Campus, effective April 6, 2018.

DROP Completion

Shirley A. Walker, Custodian (Grade 6), Facilities Management,
effective April 30, 2018.

Contract Ratifications **4.3** Recommendation of March 2018 Contract Ratifications for 33 instructors of noncredit courses totaling \$11,750.97 and for 12 special contracts totaling \$29,096.68.

Overloads/ Adjunct Pay **4.4** Recommendation of Spring Session “C” and March 2018 Monthly and Biweekly Overloads/Adjunct Pay for 63 instructors of credit classes totaling \$75,934.73.

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 March 1-31, 2018, was provided for review. This item is for informational purposes only.

Obsolete Property **4.6** Recommendation of 17 items deemed obsolete and no longer serve the needs of the College’s students or staff.

Final Approval of Manual of Policy Change **4.7** Recommendation of final approval of Manual of Policy change to MOP 6.096, Fingerprinting/Criminal Background Checks of Employees and Applicants for Employment. The recommended changes allow for broader discretion on behalf of the president to add more groups to the vulnerable persons definition, allows for backgrounds checks for those positions with added job responsibility the president deems to be of “special trust and responsibility,” and removed portions of the Manual of Policy that are better suited for the upcoming Internal Management Memorandum.

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

5. Lodging and Acceptance of 2016-17 GCSC Financial Audit **5.1** Dr. Holdnak lodged the 2016-17 Gulf Coast State College Florida Financial Audit with the board.

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

Change Order #1 to the GAC Softball Complex Project

5.2

Dr. Holdnak presented Change Order #1 to the GAC Softball Complex Project. College staff recommends approval of Change Order #1, a net deductive change order for \$592,968.17, to the GAC Softball Complex Project Contract. Change Order #1 will be the only change order on this project and includes deductions for owner direct purchase of materials and the associated tax savings; additions for removal and replacement of unsuitable soils; hardware changes requested by the college; additional footings required for the press box; and changes in HVAC as recommended by the engineer. If approved today, the project will be closed out except for repairs to the parking lot. The contractor has provided written commitment to address this repair once softball season concludes, or earlier should the owner choose.

Mr. McKnight moved and Mr. Millaway seconded the motion to approve the recommendation of approval of Change Order #1, a net deduction of \$592,968.17 to the GAC Softball Complex Project Contract as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

Change Order #7 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project

5.3

Trustees were asked to approve Change Order #7 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project Contract. This change order is a request from the contractor for 25 additional days due to the discovery of asbestos in the old softball restrooms. These days for the project were necessitated by 10 days advance notice to the regulatory authorities, five days for removal of the asbestos, and 10 days to allow for regulatory approval of results. If approved, the new date of substantial completion will be May 5, 2018

Mr. Lewis moved and Mr. Warriner seconded the motion to approve the recommendation of Change Order #7 to the C.W. Roberts, Inc. GCSC Phase 2 Improvements Project as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

GCSC Military and Veterans Resource Center Construction Documents

5.4

Dr. Holdnak presented the construction documents submitted by the DAG Architects team for the GCSC Military and Veterans Resource Center for approval. Key elements of the renovation of approximately 6,000 square feet of existing building include reception area, lounge, conference room, break room, study area, patio, five offices for staff, renovated restrooms, and a mechanical/telecommunications/storage room. The projected cost estimate is \$893,145. If approved the college staff will immediately begin the selection process for a qualified contractor for the project.

Mr. Warriner moved and Mr. McKnight seconded the motion to approve the construction documents for the GCSC Military and Veterans Resource

Center in the amount of \$893,145 as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**Tentative
Approval of
Manual of
Policy Changes**

5.5 Trustees were asked to provide tentative approval for the following Manual of Policy revisions:

- MOP 1.007, Conflict of Interest and Undue Influence for Members of the District Board of Trustees and Employees of the College
The updates recommended are to align existing policy with Federal regulations.
- MOP 5.020, Financial Records and Reports
The updates recommended are to align existing policy with Federal Regulations.
- MOP 5.021, Records Retention
This is a new policy outlining guidelines used to maintain and protect all college records.
- MOP 5.025, Procurement
The changes recommended align existing policy with Federal regulations.
- MOP 5.165, Travel and Expenses
The recommended changes align existing policy with Federal regulations.
- MOP 5.300, Solicitation or Acceptance of Gifts
The updates and change to the title of the policy are recommended to align existing policy with Federal regulations.
- MOP 6.094, Fraud
The updates recommended are to align existing policy with Federal regulations.
- MOP 7.022, Financial Aid and Veteran Deferments
The recommended changes will provide the college more flexibility in determining the optimal deferment due dates.

Mr. Lewis moved to approve the tentative manual of policy changes as presented. Mr. Kirvin seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**Awarding of
Contract for
College-Wide
Access Control
System**

5.6 Dr. Holdnak presented the recommendation for awarding of contract for a College-Wide Access Control System. He stated that due to recent events at schools, colleges, and businesses around the country, he had assigned a team of college employees the task of interviewing potential firms capable of deploying a college-wide access control system (aka electronic lock system). Many of the existing locks on campus will soon need replacement and an electronic lock system will include all new hardware; therefore, this is an excellent time to consider this purchase.

Dr. Holdnak reported there are two larger electronic lock systems used throughout the country, which GCSC Media Services has been reviewing and working with over the past ten years. The team chose the Vanderbilt SMS access control system to be the one that best met the needs of the college. In response to ITN #2017-2018, the team reviewed proposals and attended presentations from three interested firms.

While all three firms proposed the same hardware and software and have excellence references, there was a significant difference in pricing among the three. The firm with the lowest bid was called back to walk through their proposal to ensure that all college requirements were accounted for in its pricing, and they were. Consequently, Dr. Holdnak recommends the contract be awarded to the lowest bidder, Pinnacle NetworX, in the not to exceed amount of \$2,397,008.85 for its wireless system.

Mr. Warriner moved to approve awarding the contract for a College-Wide Access Control System to the low bidder, Pinnacle NetworX, in the not to exceed amount of \$2,397,008.85 for its wireless system as presented. Mr. McKnight seconded the motion, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**Approval of
Annual Equity
Report**

5.7 Ms. Lisa Reed, executive director, Human Resources, presented the 2017-18 Executive Summary of the Florida Educational Equity Act Annual Update. Ms. Reed reviewed the goals and strategies of the Equity Report and mentioned that continued effort is being made to address enrollment, completion, and retention by continuing successful programs, and implanting new ones such as Transfer Day and the “Finish What You Started” initiative. The College embarked on a comprehensive compensation study; the onboarding program was revised in 2017; and the College will host a variety of training programs in 2018.

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

**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 February 28, 2018.

- 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 February 28, 2018.
- Softball Field Complex Project Update** **6.2** Dr. Holdnak reported the softball complex has been the site of a number of games since substantial completion and the coaches and players are excited about their new home.
- The project and punch list items have been completed with the exception of the parking lot issue mentioned under agenda item 5.2. The contractor has committed in writing to making the repair at the convenience of the college and the softball schedule.
- Phase 2 Campus Improvements (Roadway & Parking) Project Update** **6.3** Dr. Holdnak reported the Phase 2 Campus Improvements (Roadway & Parking) Project continues to progress on schedule. The contractor has removed the old softball field buildings and paving from the Wellness parking lot around to Human Resources is close to completion.
- The contractor is confident that the project will reach substantial completion by May 5, in accordance with change order #7 discussed in agenda item 5.3.
- President's Report** **6.4** Dr. Holdnak stated that as previously mentioned, the College is requesting bids for Continuing Contracts for Design Professionals. The Capital Planning & Facilities Committee will then meet and select a recommendation to be brought to the board for approval. Ms. Lawson, director of procurement, requested that all correspondence relating to the bid process be directed to her.
- College People and Programs** **6.4.1** Dr. Holdnak shared accomplishments of employees and programs at the college:
- Murphy Parish and Alejandro Furnells, Digital Media students, recently won the SkillsUSA regional competition for web design and will compete at the state level this month.
 - Ammy Castillo, Accounting Major, and Catherine Churchill, Liberal Arts Major, were named to the 2018 All-Florida Academic Team.
 - Shayla Bennett earned a spot on the 2017-18 Women's Basketball All-American Team
 - Model UN students from Gulf Coast and FSU -PC successfully competed at a conference in Charlotte, NC.
- Community Support** **6.4.2** Dr. Holdnak stated Mr. Wayne Lindsey, owner of local Sonny's BBQ and supporter of the "Big Deal" Program, in Bay county, will be the 2018 commencement speaker.

7. Good of the Order

7.1 Trustees were reminded of the following College events:

- Open House 2018, 6-8 p.m., April 19, Advanced Technology Center
- Honors Convocation, 6 p.m., April 27, Amelia Center Theatre
- End-of-Year Luncheon, 11 a.m., May 4, Student Union Café
- Graduation Ceremony, 6 p.m., May 4, Marina Civic Center
- Spring 2018 Ceremonies:
 - Fire Science, 7 p.m., April 24, Advanced Technology Center
 - Physical Therapy Assistant, 5 p.m., April 26, SUE Conference Center
 - Surgical First Assistant, 6 p.m., May 1, Advanced Technology Center
 - Associate Degree Nursing, 1:30 p.m., May 3, Amelia Center Theatre
 - Theatre Respiratory Therapy, 1:30 p.m., May 3, Advanced Technology Center
 - Dental Hygiene, 5 p.m., May 3, Jules Sarzin Lecture Hall
 - Associate Degree Nursing, 6 p.m. EST, May 3, Gulf/Franklin Campus
 - Emergency Medical Technician, 7 p.m., May 7, Advanced Technology Center

8. Adjournment

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

Secretary

Chair, District Board of Trustees