

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

October 9, 2014

10 a.m.

William C. Cramer, Jr. Seminar Room

- Members Present:** Ralph C. Roberson (presiding), Don R. Crisp, Leah O. Dunn, Elizabeth M. Kirvin, Jim W. McKnight, Steve D. Millaway, Katie L. Patronis, Joe K. Tannehill, Jr., David P. Warriner, Dr. John Holdnak, and Derrick Bennett
- 1. Call to Order** **1.1** Mr. Roberson called the meeting to order at 10:17 a.m.
- Invocation** **1.2** Dr. Holdnak 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** Mr. Roberson welcomed Dr. Jim Anderson, president, GCSC Foundation, Inc.; Mr. Ben Schmidt, chair, Professional Employee Council; Mr. Douglas Wells, chair, Faculty Council, Dr. George Bishop, vice president, Academic Affairs & Learning Support, Dr. Melissa Lavender, vice president, Student Affairs, Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning, and Mr. John Mercer, vice president, Administration & Finance.
- Hearing of Citizens** **1.5** No citizens answered the call to appear before the board.
- Approval of Minutes** **1.6** Ms. Patronis moved and Mr. Warriner seconded approval of the minutes of the board's September 11, 2014, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.
- 2. Trustee Comments** **2.1** Mr. Warriner made note of the AFC Conference in Jacksonville and Ms. Dunn encouraged trustees to participate in the Oct 21st FSU Annual Dinner. Ms. Patronis commended Chef Ashman and the culinary students for their cooking and service skills in the John Holley Dining Room. Mr. Millaway mentioned the Google

Start Up Weekend scheduled in February, and Mr. Tannehill mentioned the successful Engineering Technology Forum held on October 6th. Mr. Roberson expressed his excitement about moving forward in the new academic year.

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| AFC Trustee Commission Annual Meeting | 2.2 | Dr. Holdnak, Mr. Crisp, and Mr. Warriner attended the AFC Trustee Legislative Conference, which provided information about the Florida College System legislative budget and other issues being monitored by the legislature. Mr. Warriner and Mr. Crisp commended Dr. Holdnak for his knowledge of the Florida College System, as well as his history of the College. |
| Attorney's Report | 2.3 | Attorney Bennett had no report. |
| GCSC Foundation, Inc. President's Update | 2.4 | Dr. Jim Anderson updated trustees on the GCSC Foundation, Inc., including \$87,000 received in private contributions during the past month. He also stated that the Foundation Mini Grants application process is in review and that the GCSC Foundation Gala would occur on November 21, 2014. |
| Honorary Trustee Updates | 2.5.1 | Commander Serow was unable to attend. |
| | 2.5.2 | Colonel Holmes was unable to attend. |
| Next Meeting | 2.6 | The next regular meeting of the District Board of Trustees is set for 10 a.m. ET, Thursday, November 13, 2014, at the Franklin County School Media Center, 1250 Highway 98, Eastpoint. |
| 3. SGA Report | 3.1 | Ms. Katherine Cannon, president, Student Government Association, was unable to attend. |
| Program Focus | 3.2 | Chef Paul Ashman, assistant professor, Business & Technology Division, and Katrina Porter, assistant coordinator, Student Event Planning, gave a brief overview of the student trips to Boston and Italy and thanked the foundation for co-sponsoring with the SGA. |
| Student Success Story | 3.3 | Mr. Joseph Rella and Mr. Chris Sanabria, "Taste of Italy" students, spoke of their experiences with the country's culture and food and gave their appreciation for the opportunities GCSC has offered. |
| Program Focus | 3.4 | Ms. Naisy Dolar, project coordinator, Florida TRADE Grant, gave an overview of the Florida TRADE grant and events celebrating October as National Manufacturing Month. Mr. Jorge Gonzales, senior vice president of Development, St. Joe, spoke about the Northwest Florida Manufacturing Conference and noted that Trustee Joe Tannehill, Jr. serves as Treasurer. Mr. Gonzales stated that the Northwest Manufacturers Council and the Career |

Academies work together to provide manufacturing training in our area. Mr. Roberson thanked Mr. Gonzales for partnering with the College.

- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Employment

Serita R. Brooks - Weight Room Supervisor, Wellness & Athletics, effective September 10, 2014 – June 30, 2015, salary of \$6,244. Ms. Brooks fills the position vacated by the resignation of Alex Kubal.

Ashley N. Mosley - Professional Academic Advisor, Student Affairs, effective September 9, 2014 – June 30, 2015, salary of \$26,570, educational credit given. This is a new position.

Reclassification

Jamiel Vadell - From Certified Business Analyst, SBDC, Economic Development, to Coordinator Business Solutions, Corporate College, Economic Development, effective September 29, 2014 – June 30, 2015, no change in salary. Mr. Vadell fills the position vacated by the resignation of Melissa Strawser.

Career Services

Employment

Zachary R. Machuca - Lifeguard, (Grade 3), Wellness & Athletics, effective August 13, 2014, hourly rate of \$8.58.

Matthew S. Smith - Lifeguard, (Grade 3), Wellness & Athletics, effective August 28, 2014, hourly rate of \$8.58.

Patricia L. Young - Senior Administrative Assistant, (Grade 10), Records & Credentialing, Corporate College, effective September 2, 2014, hourly rate of \$12.42, experiential credit given. Ms. Young fills the position vacated by the resignation of Nancy McAfee.

Resignation

Angelia D. Green - Custodian, (Grade 6), Maintenance & Operations, effective September 4, 2014.

Following review of the professional and career personnel recommendations, Mr. Crisp moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

Contract Ratifications

- 4.2 Trustees were asked to approve Contract Ratifications. Following review of the contract ratifications, Ms. Patronis moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

September 2014 Monthly Overloads and Fall 2014 Session A & B Overloads

- 4.3 Trustees were asked to approve September 2014 and Fall 2014 Session A & B Monthly Exceptional Overloads. Following review of the September 2014 and Fall 2014 Session A & B Monthly Exceptional Overload recommendations, Ms. Dunn moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

Tentative Approval of Changes to Manual of Policy

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

Policy 3.015, Committee- Type Organizational Structure

This change is recommended to amend “Faculty Council” to “Faculty Senate” to reflect official name change.

Policy 7.015, Student Records

This change is recommended to document that student photographs are only required for athletic participants.

Mr. Tannehill moved to accept the recommendations as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

Final Approval of Changes to Manual of Policy

- 4.5 Trustees were asked to provide final approval for the following Manual of Policy revisions:

Policy 5.056, Delinquent Accounts, Bad Checks, and Other Financial Obligations

This change is recommended to establish a threshold for utilizing collection services to pursue delinquent accounts.

Policy 5.088, Accidents

This revision supports medical personnel or injured party to decide need for additional medical attention or ambulance.

Policy 7.005, Admission of Students to the College

This change is recommended to stream-line policy for admitting students to the institution and to provide language for admitting baccalaureate degree seeking students.

Mr. Warriner moved to accept the recommendations as presented. Ms. Kirvin seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Inventoried
Property**

- 4.6** Trustees reviewed a listing of items determined to be obsolete or worthless by the property custodians, and they were asked to authorize disposal of the items.

Dr. Holdnak stated that Ms. Rhonda Barker will be giving a presentation at a future meeting on the process of disposing of inventoried property.

Mr. McKnight moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Discussion and
Recommendation
to Approve
Purchase
Orders**

- 4.7** Dr. Holdnak presented an expenditure report for items that exceeded a \$100,000 threshold. The single line item on the expenditure report, in the amount of \$222,600, was for the purchase of 21 (84 inch) touch screen monitors.

Mr. James Baxley, coordinator, Media Services, stated that the monitors would be used to update the smart classrooms with higher resolution equipment required by the increased resolution course material. When questioned by Mr. Crisp, Mr. Baxley stated that the monitors come with a three-year warranty, that the chosen equipment was sent for quotes and approved by the Technology Standards Committee, and that training would be provided by the IT department as needed.

After discussion regarding equipment lifespan, student interaction, and utility costs, Mr. Warriner moved and Mr. Tannehill seconded approval of the purchase order. Mr. McKnight motioned to set the threshold for purchase orders requiring board approval at \$200,000 and up, and for an informational report listing purchase orders \$100,000 and up to be submitted at every meeting. Mr. Crisp seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Approval of
2015 Employee
Insurance
Coverage**

4.8

Dr. Holdnak noted that in an effort to improve employee benefits, he was presenting a proposal for trustee approval to change the college's employee dental/vision, and health insurance programs. All employees are required to participate in either the dental/vision plan or the health insurance plan. Currently, 92 employees participate in the dental/vision plan at no cost. As a first step in improving the employee benefit package, college staff recommends that coverage for these employees be expanded to include family coverage. If approved, the additional costs to the college for January through June 2015 would be \$40,710, and recurring expense for future fiscal years would be approximately \$81,420.

Mr. Crisp moved and Ms. Patronis seconded approval of the proposed changes to expand the dental/vision plan to include family coverage. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

In addition, Mr. Mercer, vice president of Administration & Finance, stated that the college covers 85 percent of the employee health insurance premium and recommended that the College fund 100 percent of the premium. If approved, the cost to the college would be approximately \$147,600 for January through June 2015, and recurring expense for future fiscal years would be approximately \$295,200.

Following discussion, Mr. McKnight moved and Ms. Dunn seconded approval to fund 95 percent of the employee health insurance premium. The vote was recorded as follows: Crisp, no; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

Mr. Roberson requested that an annual benefits statement be provided to employees during Open Enrollment showing the total costs and coverages provided by the college, including paid time off.

**5. 2014-15 Budget
Update**

5.1.1

Trustees reviewed the Budget Update for fiscal year 2014-15 as of August 31, 2014.

**2014-15
Revenue
Update**

5.1.2

Trustees reviewed the Revenue Update for fiscal year 2014-15 as of August 31, 2014. Mr. Mercer stated that a budget exercise will be performed to improve the budget process and adjust the expenditures budget as needed based on realized revenues.

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| 2014-15
Expenditure
Update | 5.1.3 | Trustees reviewed the Expenditure Update for fiscal year 2014-15 as of September 24, 2014. After discussion, Ms. Dunn recommended that only items listed for \$500 and up to be included in this report. |
| Program
Review
Summary | 5.2 | This item has been deferred to the November meeting. |
| President's
Report | 5.3 | Dr. Holdnak shared with trustees some recent activities, including manufacturing topics and training programs. |
| 6. Good of the
Order | 6.1 | Trustees were invited to attend various College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:59 a.m. |

Secretary

Chairman