

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

February 12, 2015

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., Dr. John Holdnak, and Derrick Bennett
- Members Absent:** David P. Warriner
- 1. Call to Order** **1.1** Mr. Roberson called the meeting to order at 9:57 a.m.
- Invocation** **1.2** Dr. Holdnak gave the invocation.
- Pledge of Allegiance** **1.3** Mr. Frank Hall led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Mr. Roberson welcomed Mr. Frank Hall, president, GCSC Foundation, Inc.; Mr. Douglas Wells, chair, Faculty Council; Ms. Melissa Bois, chair, Professional Employee Council; Dr. George Bishop, vice president, Academic Affairs & Learning Support; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Mr. John Mercer, vice president, Administration & Finance; and Ms. Christiana Mendiola, president, Student Government Association.
- Hearing of Citizens** **1.5** No citizens answered the call to appear before the board.
- Approval of Minutes** **1.6** Mr. McKnight moved and Ms. Patronis seconded approval of the minutes of the board's January 15, 2015, regular meeting and Capital Planning and Facilities Committee meeting, and the January 27, 2015, Presidential Compensation Committee meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye.

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| Special Presentation | 1.7 | 1.7.1 Mr. Roberson and Dr. Holdnak invited Panhandle Educators Federal Credit Union representatives: Mr. Herman Daniels, chairman, PEFCU Board of Directors; Mr. Willard Anderson, vice chairman, PEFCU Board of Directors; and Mr. Greg Frith, PEFCU president; as well as Mr. Frank Hall, president, GCSC Foundation, Inc.; and Ms. Margie Mazur, executive director, GCSC Foundation, Inc., to the podium. Dr. Holdnak recognized the Panhandle Educators Federal Credit Union for their unwavering scholarship support for more than 25 years, and for being a true community partner with the College. Representatives of the Panhandle Educators Federal Credit Union presented a check to the College for \$15,000 to establish The Willard Anderson Endowed Scholarship. Mr. Daniels expressed his appreciation for the good working relationship with the College and for the opportunity to help students. |
| 2. Trustee Comments | 2.1 | Mr. McKnight was pleased to announce that a high school student from Wewahitchka, Florida's recently signed for a GCSC baseball scholarship. Ms. Dunn welcomed Mr. Frank Hall as the president of the GCSC Foundation, Inc. Ms. Patronis and Ms. Kirvin commended the success of the 2015 GCSC Foundation Annual Meeting. Mr. Millaway reported that the Google Start-Up Conference will be held in the ATC February 20-22. Mr. Tannehill stated that Merrick Industries, Inc. is working with GCSC's Workforce Development in order to provide training for military spouses and support GCSC as a Military Friendly Institution. Mr. Roberson reminded trustees to be on alert for information related to the upcoming legislative session. |
| Attorney's Report | 2.2 | Attorney Bennett had no report. |
| GCSC Foundation, Inc. President's Update | 2.3 | Mr. Hall updated trustees on the GCSC Foundation, Inc., including \$40,500 received in private contributions during the past month. He also stated that current assets stand at over \$31 million, and that the Shark's Tooth Pairings Party and Golf Tournament would occur April 17-18. |
| Honorary Trustee Updates | 2.4.1 | Commander Serow was unable to attend. |
| | 2.4.2 | Colonel Holmes was unable to attend. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, March 5, 2015, in the William C. Cramer, Jr. Seminar Room. |

- 3. SGA Report** **3.1** Ms. Christiana Mendiola, president, Student Government Association, reported on various activities, including Bingo, Drive-In Movie Night, and Homecoming Week.
- Student Success Story** **3.2** Dr. Erika Goines, associate professor, Business & Technology Division, introduced Ms. Linda Page, Mr. Amon Philyaw, Mr. Brandon Smith, and Mr. Taylor Smith, as students of the Digital Media Program. Each of the students spoke of his/her experiences in the program and expressed appreciation for the opportunity that GCSC has given them.
- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Reclassification

Aline M. Trussell - From Senior Administrative Assistant (Grade 10), Business & Technology, to Graduation Specialist, Enrollment Services, effective January 26, 2015 – June 30, 2015, salary of \$28,897. Ms. Trussell fills the position vacated by the reclassification of Miranda Debois.

Career Services

Employment

Thelma D. Green - Custodian (Grade 6), Maintenance & Operations, effective January 26, 2015, hourly rate of \$10.13, experiential credit given. Ms. Green fills the position vacated by the resignation of Angelia Green.

Rachel F. Peeples - WKGC Marketing Associate (Grade 11), WKGC, Marketing & Communications, effective January 12, 2015, hourly rate of \$12.26, educational credit given. Ms. Peeples fills the position vacated by the resignation of Teresa Beaver.

DROP Completion

Randal J. Hillard - Computer Network Technician (Grade CL1), Information Technology, effective February 27, 2015.

Termination

Nathan W. Parens - Groundskeeper (Grade 6), Maintenance & Operations, effective January 20, 2015.

Following review of the professional and career personnel recommendations, 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; and Roberson, aye.

Contract Ratifications

- 4.2 Trustees were asked to approve Contract Ratifications for a total of \$837,768.30. Following review of the contract ratifications, Ms. Kirvin 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; and Roberson, aye.

Spring 2015 Session A & B Monthly Overloads

- 4.3 Trustees were asked to approve the Spring 2015 Session A & B Monthly Overloads for a total of \$811,390.64. Following review, Mr. McKnight moved and Mr. Crisp seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, 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 5.176, Instructors' Responsibilities for Facilities

This update reflects instructors' responsibility regarding current technology and food/beverage policy in classrooms.

Policy 5.285, Food and Beverages in Classroom

This policy is being deleted as food/beverage consumption in classrooms is covered in MOP 5.176.

Mr. Tannehill moved to accept the recommendations as presented. Ms. Patronis seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, 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 4.018, Grades

Policy 4.048, Corporate College

Policy 5.177, Facilities Management

Policy 5.180, College Vehicles

Policy 5.262, Environmental Conservation
Policy 5.280, Mail Services and Warehouse Receivables
Policy 5.295, Sanitation and Maintenance of College Campus
Policy 6.072, Reimbursement of Approved Educational Expenses
for Credit Courses
Policy 7.015, Student Records

Dr. Holdnak explained that these Manual of Policy revisions were a result of job title and organizational changes. He also noted that Policy 5.262, Environmental Conservation, was changed to be more environmentally friendly and enable more efficiency in recycling.

Ms. Dunn 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; and Roberson, aye.

**Approval of
Purchase
Orders that
exceed \$200,000**

- 4.6** Trustees were asked to approve the purchase and installation of carpet for the Student Union Building at the Panama City Campus and for Building A at the Gulf/Franklin Campus in the amount of \$274,600. In addition to furnishing and installing the carpet, the quote also included removing existing carpet, moving furniture, and installing new cove base. By suggestion of Dr. Holdnak, the College reviewed state and nationwide cooperatives for the project and found Pro-Floors Plus to have the most competitive offer. Mr. Mercer noted that the College will save applicable sales taxes by directly purchasing the materials.

Mr. Crisp made a motion to accept the recommendation as presented. Mr. McKnight seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye.

**Inventoried
Property**

- 4.7** 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 noted that the plasma television was removed from the College's inventory because it was purchased with Small Business Development Center grant funds and was reclaimed by the grantor when the SBDC moved off campus.

Ms. Patronis 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; and Roberson, aye.

**Approval of
Budget
Amendment to
the
Unrestricted
Current Fund
(Fund 1)**

4.8 Trustees were asked to approve a budget amendment to the Unrestricted Current Fund (Fund 1) for a 2014-15 mid-year budget reduction in the amount of \$1,447,246 for both revenues and expenses.

Dr. Holdnak outlined the process college staff followed to ensure participation from all budget managers to reduce expenditures and bring the budget back in line. He stated that this was the first step in developing the 2015-16 budget and expressed his confidence that next year's budget will not require amending. Mr. Crisp inquired about what was being eliminated from capital outlay funds and Ms. Hapner stated that computer replacements were being postponed.

Mr. Tannehill moved to accept the budget amendment to the Unrestricted Current Fund (Fund 1) for 2014-15, 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; and Roberson, aye.

**Approval of
Budget
Amendments to
the Restricted
Current Fund
(Fund 2)**

4.9 Trustees were asked to approve the following amendments:

- Budget Amendment J1500630, Enactus Club AB InBev Recycling Grant
- Budget Amendment J1500645, LEAD Coalition Grant
- Budget Amendment J1500702, Corporation for Public Broadcasting Grant

Dr. Holdnak recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2014-15. Mr. McKnight moved and Ms. Kirvin seconded approval of the amendments as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye.

**Approval of
Phase I Parking
and Roadway
Project**

4.10 Trustees were asked to approve the Phase I Parking and Roadway Project. Mr. Joe Sorci, Florida Architects, and Mr. Jonathan Sklarski, Preble-Rish Engineering, presented the College's Phase I site improvements required by changing property lines along U.S. Highway 98, loss of parking spaces, and impacted internal roadway circulation.

Phase I will include a redesigned and resurfaced parking area to maximize the number parking spaces and to reorient the roadway to ensure the safety of our students. Included will be raised curbs, drainage changes, energy conserving and low maintenance lighting and controls, and enhanced xeriscaping consistent with

current campus standards. The proposed total fees for this portion of the project are \$150,780.

Ms. Patronis asked how many parking spaces would be lost upon completion of Phase I and Mr. Sklarski stated that the parking area would be approximately 20 spaces short after reconfiguration.

The second proposal for Phase I deals with preparation of the College's 23rd Street property for relocation of the softball field. The purpose of this project is to confirm and refine the preliminary site plan for the new softball field, amenities, parking and support facilities, and implement the Phase I Softball Site Improvements including clearing, grubbing and filling the areas necessary according to the approved site plan. The proposed total fees for the project are \$59,675.

Mr. Mercer noted that both projects must be complete when the Department of Transportation finishes the Flyover in order for connections to be made to the roadway by the Department.

In response to Mr. Crisp's question about the need to move the softball field, Mr. Mercer explained the safety issue of foul balls to motorists and the impact of traffic on the players. Mr. Crisp also asked about usage of the current softball field site once it is relocated, and Mr. Sorci indicated that it would be a storm water retention pond that would be installed in Phase II. Mr. Roberson pointed out that moving the softball field could also open up land for campus expansion.

When questioned about the process of soil testing, Mr. Sorci explained that, outside of preliminary testing, a thorough soil analysis could not be done until after the beginning of construction.

Mr. Sorci agreed to "not-to-exceed" payment amounts for both proposals as the architect for the projects.

Ms. Dunn and Mr. Crisp asked about mitigation and the duration of the permit. Dr. Holdnak stated that extensive mitigation was required and as part of the original permitting process.

Mr. McKnight made a motion to accept the recommended professional fees for both the Phase I Parking and Roadway Project and the Phase I Softball Complex Site as presented. Ms. Dunn seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye.

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| President's Report | 5.4 | Dr. Holdnak stated that he would share legislative topics at the luncheon to follow. |
| 6. Good of the Order | 6.1 | Trustees were invited to attend various College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 12:16 p.m. |

Secretary

Chairman