

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

January 15, 2015

10 a.m.

Room 176, Emergency Operations Center, North Bay Campus

- Members Present:** Ralph C. Roberson (presiding), Don R. Crisp, Leah O. Dunn, Elizabeth M. Kirvin, Steve D. Millaway, Katie L. Patronis, Joe K. Tannehill, Jr., David P. Warriner, Dr. John Holdnak, and Derrick Bennett
- Members Absent:** Jim W. McKnight
- 1. Call to Order** **1.1** Mr. Roberson called the meeting to order at 9:58 a.m.
- Invocation** **1.2** Dr. Holdnak gave the invocation.
- Pledge of Allegiance** **1.3** Colonel Holmes 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.; Colonel Christopher Holmes, Tyndall Air Force Base; 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; 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** Ms. Patronis moved and Mr. Warriner seconded approval of the minutes of the board's December 11, 2014, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.
- Special Presentation** **1.7** **1.7.1** Mr. Roberson and Dr. Holdnak invited Mr. Tommy Currid, regional sales director of Midland Life Insurance;

Dr. Jim Anderson, president, GCSC Foundation, Inc.; and Ms. Margie Mazur, executive director, GCSC Foundation, Inc., to the podium. Dr. Holdnak recognized Mr. Currid for his generous support of the Visual & Performing Arts music program, and noted that his recent donation of \$10,000 will provide scholarships for the GCSC Singing Commodores students. Mr. Currid commended Ms. Carissa Hosea, assistant professor, Visual & Performing Arts, for her excellent teaching skills and expressed his appreciation to the College for the opportunity to give hope to students through music.

1.7.2 Mr. Roberson and Dr. Holdnak presented Ms. Katie Cannon, former president of the SGA, with a gift and expressed their appreciation for her hard work and dedication. Ms. Cannon explained that she will be leaving her position as SGA president to pursue the Disney College Internship Program in Orlando, Florida, and thanked trustees.

**2. Trustee
Comments**

2.1 Mr. Warriner thanked Mr. Mark Bowen, director, EOC, and Mr. Greg May, chair, Public Safety, for their hospitality at the North Bay Campus. Ms. Dunn requested that she serve on the Instructional Programs & Institutional Effectiveness DBOT Standing Committee, rather than the Fundraising Committee. Ms. Patronis and Mr. Millaway commented on the beautiful facilities of the North Bay Campus. Mr. Tannehill was pleased with the results of this year's Annual Fire and Safety Inspection report, and noted the importance of campus safety. Mr. Roberson expressed his appreciation to law enforcement for their efforts in keeping our communities safe.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Dr. Anderson noted that this was his last meeting as President of the GCSC Foundation and stated that he enjoyed his service on the board. He updated trustees on the GCSC Foundation, Inc., including \$70,000 received in private contributions during the past month. He also stated that current assets stand at over \$31 million, and that the GCSC Foundation Business Meeting would occur on February 6, 2015.

**Honorary
Trustee
Updates**

2.4.1 Commander Serow was unable to attend.

2.4.2 Colonel Holmes gave a brief overview of activities at the Tyndall Air Force Base and stated that the 2015 Gulf Coast Salute Open House and Air Show would occur April 11-12, 2015.

- Next Meeting** **2.5** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, February 12, 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.
- Program Focus** **3.2.1** Mr. Gregg Wolfe, chair, Wellness & Athletics, and the coaching staff provided brief overviews of the Athletics Division. Dr. Holdnak announced that upon approval by the board, he was appointing Ms. Rooney Scovel Head Coach of the women's basketball team. Ms. Scovel thanked trustees for their support.
- 3.2.2** Mr. Greg May, chair, Public Safety, and Mr. Mark Bowen, director, Emergency Operations Center, provided an overview of current activities and new opportunities at the North Bay Campus/Emergency Operations Center. Mr. May offered to give a tour to all attendees after the meeting.
- Student Success Story** **3.3** Mr. Scott Williams, coordinator, EMS Programs, introduced Mr. Oleh Tuzhanskiy, who spoke about his experiences as a student in the Emergency Medical Technician program. Mr. Tuzhanskiy thanked everyone for the opportunity that GCSC has given him.
- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Employment

Amy P. Blackburn - Temporary Assistant Coordinator, Respiratory Therapy, Health Sciences, effective January 2, 2015 – June 30, 2015, salary of \$17,142. Ms. Blackburn fills the position vacated by the reclassification of Katrina Reese.

Quen W. Lamb - Coordinator, Small Business Solutions, Workforce Development, effective January 5, 2015 – June 30, 2015, annual salary of \$43,192. This is a new position.

Janice L. Lucas - Lead Coalition Director, Workforce Development, effective January 5, 2015 – June 30, 2015, annual salary of \$45,000. This is a new position.

Akiko M. Nakamura - Temporary Assistant Professor, Natural Sciences, effective January 5, 2015 – May 8, 2015, salary of \$18,944.

George R. Sasser - Part-Time Clinical Manager, Health Sciences, effective January 5, 2015 – May 8, 2015, salary of \$9,206. This position has been reclassified from that of Adjunct Contract.

Sarah K. Woods - Temporary Assistant Professor, Mathematics, effective January 5, 2015 – May 8, 2015, salary of \$18,944.

End of Grant

Johnny D. Branch - Certified Business Analyst, Small Business Development Center, effective December 31, 2014.

Lynn E. Eichler - Associate Director, Small Business Development Center, effective December 31, 2014.

Anne M. Helmer - Certified Business Analyst, Small Business Development Center, effective December 31, 2014.

Quen W. Lamb - Certified Business Analyst, Small Business Development Center, effective December 31, 2014.

Reclassification

Mary P. Scovel - From Interim Head Women's Basketball Coach, Wellness & Athletics, to Head Women's Basketball Coach, Wellness & Athletics, effective January 1, 2015 – June 30, 2015. No change in salary.

James F. Smith - From Testing Assistant (Grade 9), Testing, Student Affairs to Assistant Coordinator, Testing, Student Affairs, effective January 2, 2015 – June 30, 2015, annual salary of \$28,897. Mr. Smith fills the position vacated by the resignation of Karen Parham. This position was reclassified from that of Coordinator.

Resignation

Wei Cen - Emerging Technologies Librarian, Library, effective January 8, 2015.

Elvira S. Chiccarelli - Clinic Instructional Dentist, Health Sciences, effective January 22, 2015.

Career Services

Reclassification

Michelle E. Darko - From Sr. Administrative Assistant (Grade 10), SBDC, Workforce Development to Switchboard/Receptionist (Grade 6), Business Affairs, Administration, effective January 1, 2015. No change in salary. Ms. Darko fills the position vacated by the reclassification of Terresa Zekas.

Exit DROP

Tom Krampota - Custodian (Grade 6), Maintenance & Operations, effective March 31, 2015.

Correction Exit DROP

Michael McCorvey - Custodian (Grade 6), Maintenance & Operations, effective January 20, 2015. (Date Correction)

Retirement

Brenda S. Burkett - Administrative Assistant (Grade 9), Criminal Justice, Gulf/Franklin Center, effective February 9, 2015.

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

Contract Ratifications **4.2** Trustees were asked to approve Contract Ratifications for a total of \$90,823.50. Following review of the contract ratifications, Ms. Patronis moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

December 2014 Monthly Overloads **4.3** Trustees were asked to approve the December 2014 Monthly Exceptional Overloads for a total of \$52,916.07. Following review of the December 2014 Monthly Exceptional Overload recommendations, Ms. Kirvin moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, 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 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 enable more efficient ways to recycle and include environmental concerns.

Mr. Crisp moved to accept the recommendations as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, 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 1.006, Procedure for Reviewing the Values, Vision, and
Mission
- Policy 2.060, Southern Association of Colleges and Schools
(SACS) Substantive Change Process
- Policy 3.001, Administrative Organizational Structure
- Policy 3.015, Committee-Type Organizational Structure
- Policy 3.028, Gulf Coast State College Foundation, Inc.
- Policy 4.068, International Agreements/Travel
- Policy 6.011, Minimum Personnel Qualifications
- Policy 6.017, Instructional Requirements
- Policy 6.062, Payroll Deductions
- Policy 6.084, Sick Leave Pool
- Policy 7.013, Awarding of Honorary Degrees

Dr. Holdnak noted that these Manual of Policy revisions were needed due to job titles, committee structure changes, and other organizational changes.

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

Approval of Purchase Orders that exceed \$200,000 **4.6** There were no purchase orders that met the threshold for approval or for informational purposes.

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.

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

Approval of Budget Amendments to the Restricted Current Fund (Fund 2) **4.8** Trustees were asked to approve the following amendments:

Budget Amendment J1500439, Enactus Club Step Up Grant
Budget Amendment J1500439, Enactus Club Uncap Opportunities Grant

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

Approval of Annual Fire and Safety Inspection **4.9** Trustees were asked to approve the Annual Fire and Safety Inspection Report. The annual inspection results for GCSC were zero “serious fire safety violations” and two “non-serious fire safety violations” for the Panama City Campus, Gulf/Franklin Campus, North Bay Campus, and the College’s off-campus sites, all of which have been or are currently being addressed by Facilities Management.

The State Requirements for Educational Facilities (SREF) require that the report be submitted to the board for approval and to the fire authorities having jurisdiction over these sites just for informational purposes. Corrective actions taken will be reported back to the board, the fire authorities, and the Florida Colleges Risk Management Consortium upon completion, but no later than June 30, 2015.

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

Approval of Substantial Completion of Library Roof Replacement Project

4.10 The College's project manager, several members of the Facilities Management team, and representatives of the construction manager staff conducted a substantial completion inspection of the Library Roof Replacement Project, which trustees approved at the June 2014 meeting. Based on this inspection by College staff and the construction manager, and agreement on the remaining punch list items to be corrected resulting from the inspection, trustees were asked to approve a substantial completion of the Library Roof Replacement Project.

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

Lodging and Acceptance of the WKGC-AM/FM Financial Audit

4.11 Mr. Roberson presented the WKGC-AM/AM Financial Audit for fiscal year ending June 30, 2014.

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

Approval of Collegiate High School Articulation Agreements

4.12 Collegiate High School Articulation Agreements between GCSC and Bay, Franklin, and Gulf County District Schools were presented to trustees for approval.

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

5. 2014-15 Budget Update

5.1.1 Trustees reviewed the Budget Update for fiscal year 2014-15 as of November 30, 2014. Mr. Mercer stated that although enrollments are below predicted numbers, measures have been taken to ensure that programs would not be affected by the budgets and a budget amendment addressing the enrollment decrease would be submitted for approval at the February meeting.

2014-15 Revenue Update

5.1.2 Trustees reviewed the Revenue Update for fiscal year 2014-15 as of November 30, 2014.

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| 2014-15
Expenditure
Update | 5.1.3 | Trustees reviewed the Expenditure Update for fiscal year 2014-15 from November 25, 2014 – December 31, 2014. |
| ITS Update | 5.2 | Ms. Rhonda Barker, chief information officer, Information Technology Services, gave an overview of IT committees/action teams and associated responsibilities. She explained that the College's current learning management system (LMS), Angel, will no longer be supported after October 2016. Measures will need to be taken to ensure that the College selects a strong LMS to provide quality service to students. Ms. Barker stated that the LMS Replacement Action Team would have a recommendation for the board by the end of fall 2015, training would begin spring 2016, and launching of the new LMS system would be in summer 2016. |
| Program
Accreditation
Update | 5.3 | Dr. Bishop updated trustees on program accreditation and noted the benefits including: graduation from an accredited program for a state licensure exam, higher recruitment rate for transfer students, and use of constant improvement to provide top standards in the field. |
| President's
Report | 5.4 | Dr. Holdnak shared with trustees some recent activities, including updates on enrollment, retention, and performance-based funding. |
| 6. Good of the
Order | 6.1 | Trustees were invited to attend various College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 12:13 p.m. |

Secretary

Chairman