

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

May 14, 2015

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Ralph C. Roberson (presiding), Don R. Crisp, Leah O. Dunn, Jim W. McKnight, Steve D. Millaway, Katie L. Patronis, Joe K. Tannehill, Jr., Dr. John Holdnak, and Derrick Bennett

Members Absent: Elizabeth M. Kirvin and David P. Warriner

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| 1. Call to Order | 1.1 | Mr. Roberson called the meeting to order at 10:01 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 Mr. Jeff DiBenedictis, vice president, GCSC Foundation, Inc.; Colonel Christopher Holmes, Tyndall Air Force Base; Mr. Douglas Wells, past chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee 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 Mr. Taylor Smith, 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. Tannehill moved and Ms. Dunn seconded approval of the minutes of the board's April 9, 2015, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye. |
| Special Presentation | 1.7 | Mr. Roberson and Dr. Holdnak invited Ms. Christiana Mendiola, former SGA president, to the podium and presented her with a |

plaque of appreciation for her hard work and dedication to the College. Ms. Mendiola thanked trustees for the opportunity to serve as the SGA representative to the board.

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| 2. Trustee Comments | 2.1 | Trustees were pleased with this year's graduation ceremony and expressed their appreciation to the faculty and staff who made it possible. Trustees also praised the success of the <i>Miracle of the White Leaves</i> production. Mr. Millaway encouraged trustees to attend one of the many events scheduled this summer in the Advanced Technology Center. Mr. Tannehill expressed his appreciation for being invited to the Honors Luncheon, and Mr. Roberson echoed gratitude to the College for the tremendous job at the End-of-Year Luncheon. |
| Attorney's Report | 2.2 | Attorney Bennett had no report. |
| GCSC Foundation, Inc. President's Update | 2.3 | Mr. Jeff DiBenedictis, vice president of the Foundation, updated trustees on the GCSC Foundation, Inc., including \$74,000 received in private contributions during the past month. He also stated that current assets stand at over \$31 million, and that the Pairings Party and Golf Tournament produced a net income of \$41,000. |
| Honorary Trustee Updates | 2.4.1 | Commander Serow was unable to attend. |
| | 2.4.2 | Colonel Holmes gave a brief overview of activities at Tyndall Air Force Base. After Colonel Holmes announced his reassignment, trustees thanked him for his service to the College. |
| Approval of 2015-16 DBOT Meeting Schedule | 2.5 | Dr. Holdnak requested approval of the proposed District Board of Trustees meeting schedule for 2015-16. Ms. Patronis made a motion to approve the schedule. Ms. Dunn seconded and the vote was recorded as follows: Crisp, aye; Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye. |
| Next Meeting | 2.6 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, June 25, 2015, in the William C. Cramer, Jr. Seminar Room. |
| 3. SGA Report | 3.1 | Mr. Taylor Smith, president, Student Government Association, reported on various activities that occurred over the past month and on events being planned for the 2015-16 academic year. |
| 4. Personnel | 4.1 | Trustees were asked to approve professional and career personnel recommendations. |

Professional Services

Termination

J. Michael Dwyer - Manager, Criminal Justice Selection Center, suspension without pay, effective May 14, 2015. Termination effective subject to appeal.

Career Services

Employment

Charlana R. Goldsberry - Computer Network Technician, (CL1), Information Technology Services, effective April 6, 2015, hourly rate of \$11.94, educational credit given. Ms. Goldsberry fills the position vacated by the retirement of Randy Hillard.

Monica Gray - Custodian, (Grade 6), Facilities Management, effective April 6, 2015, hourly rate of \$10.37, experiential credit given. Ms. Gray fills the position vacated by the retirement of Tom Krampota.

Jennifer A. Rollins - Lifeguard, (Grade 3), Wellness & Athletics, effective April 20, 2015, hourly rate of \$8.58.

Brenda W. Taliaferro - Custodian, (Grade 6), Facilities Management, effective April 13, 2015, hourly rate of \$9.89, experiential credit given. Ms. Taliaferro fills the position vacated by the retirement of Michael McCorvey.

Larry J. Wood - Lifeguard, (Grade 3), Wellness & Athletics, effective April 6, 2015, hourly rate of \$8.58.

Resignation

Sandra K. Allen - Custodian, (Grade 6), Facilities Management, effective May 12, 2015.

Judith M. Bennett - Senior Bookkeeper, (Grade 13), Business Affairs, effective May 13, 2015.

DROP – Completion

Janice Phillips - Senior Library Assistant, (Grade 9), Library, effective May 29, 2015.

Exit DROP

Helen M. Roldan - Senior Administrative Assistant, (Grade 10),
North Bay Center, Enrollment Services, effective
June 30, 2015.

Dr. Holdnak recommended that trustees approve his request to change Mr. J. Michael Dwyer's status to unpaid leave effective May 14, 2015, with termination effective later in the month. He explained that if Mr. Dwyer appeals the termination, a hearing officer would be appointed at the June 25 meeting of the board.

Following review of the professional and career personnel recommendations, Ms. Dunn moved and Mr. Crisp seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, 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 \$76,743.18. Following review of the contract ratifications, Mr. Crisp moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; and Roberson, aye.

Spring 2015 and April Overloads/Adjunct Pay

- 4.3** Trustees were asked to approve the Spring 2015 and April Overloads/Adjunct Pay for a total of \$50,702.47.
- Following review of the Spring 2015 and April Overloads/Adjunct Pay recommendations, Mr. Tannehill moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, 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 1.007, Conflict of Interest
This policy establishes a conflict of interest policy to encompass all College activities.
- Policy 2.127, Policy Review and Approval
This policy is needed to describe the process for board approval of policy changes, and defines the threshold for board review of revisions to current policies.

Policy 3.015, Committee-Type Organizational Structure

This update documents reestablishment of Administrative Services Council.

Policy 5.088, Accidents

This update is needed to document change in the flow of accident reporting.

Policy 5.201, Trespass Notifications

This policy allows the creation of an online photo gallery of those individuals who have been issued trespass warnings.

Policy 5.202, Behavioral Intervention Team (BIT)

This policy governs the actions of the Behavioral Intervention Team, which is designed to address potential threats to students and employees of GCSC.

Policy 6.042, Work Beyond the Normal Workweek

This update authorizes the president's designee to approve overtime.

Regarding policy 2.127, Ms. Dunn asked if there was a state statute requiring the College to pass policy changes through two reviews. Mr. Mercer explained that the College can either pass a policy through review in two different board meetings as in current practice, or the policy must be made available for public comment, such as posting to the College website or advertising in the newspaper, prior to board approval. Since the process has worked well in the past, Mr. Mercer recommended continuing the current process of policy review in two board meetings.

Mr. McKnight moved to accept the recommendations as presented. Mr. Crisp seconded, and the vote was recorded as follows: Crisp, aye; Dunn, 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 6.067, Holiday Pay Exceptions

This update is needed to ensure accountability in the use of employee leave time.

Policy 6.110, Retirement Incentive Program

This update establishes authority for implementation of a local retirement incentive program.

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

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

4.6 Dr. Holdnak reminded trustees that at last month's meeting, they approved a contract with Air Mechanical & Service Corporation in the amount of \$310,000.

Purchase order P1501037, is for renovation of the Central Plant as approved in the contract.

**Approval of
Contract for
On-Site
Athletic
Trainer
Services**

4.7 Dr. Holdnak presented a request for on-site athletic trainer services. He noted that two responses were received, but only one submitted a proposal that met the requirements of the RFP. The correctly submitted proposal is from Gulf Coast Regional Medical Center, the current provider of these services. This proposal offers to continue the same services under the same terms as previously provided. Based on the correctly submitted written response to the Request for Proposals, he requested that trustees approve a contract with Gulf Coast Regional Medical Center for a period of five years at no cost to the College for these services.

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

**Approval of
Contract for
Avaya CS1000
Telephone
System
Maintenance**

4.8 Trustees were asked to approve the contract for Avaya CS1000 Telephone System Maintenance with Carousel Industries of North America at \$25,281.99 per year, for a period of three years.

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

**Lodging of the
State of Florida
Report on
Compliance
and Internal
Control Over
Financial
Reporting and
Federal Awards**

4.9 Trustees were asked to approve the lodging of the State of Florida Report on Compliance and Internal Control Over Financial Reporting and Federal Awards for the Year Ended June 30, 2014.

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

- 5. Year-to-Date Actual Revenues Compared to Total Annual Revenues Budget**
- 5.1.1** Trustees reviewed the Year-to-Date Actual Revenues Compared to Budget for fiscal year 2014-15 as of March 31, 2015.
- Actual Revenues Compared to Budget for Most Recent Accounting Period and Year-to-Date**
- 5.1.2** Trustees reviewed the Month and Year-to-Date Revenues Compared to Prior Year for fiscal year 2014-15 as of March 31, 2015.
- Actual Year-to-Date Revenues and Expenses Compared to Total Annual Budget**
- 5.1.3** Trustees reviewed the Actual Year-to-Date compared to Budget Report for fiscal year 2014-15 as of March 31, 2015.
- Actual Year-to-Date Revenues and Expenses Compared to Prior Year**
- 5.1.4** Trustees reviewed the Year-to-Date Actual compared to Prior Year Report for fiscal year 2014-15 as of March 31, 2015. Dr. Holdnak and Mr. Mercer explained the distribution process for state funding. As some state funding begins later in the fiscal year, Mr. Mercer noted that not all funding has been collected as of the date of this report, but remaining state appropriations will be received prior to June 30, 2015 year-end.
- 2014-15 Expenditure Update**
- 5.1.5** Trustees reviewed the Expenditure Update for fiscal year 2014-15 from March 24 – April 27, 2015. When questioned about the reoccurrence for Banner expenses, Ms. Barker explained that licenses for the product require annual renewals as well as hardware to support the updates. Mr. Crisp expressed his concern over the amount of funds needed for software and hardware updates, and Ms. Barker assured that measures were being taken to not duplicate efforts and to find money-saving options of purchasing IT materials.
- President's Report**
- 5.3** Dr. Holdnak shared with trustees some recent activities, including legislative topics, student awards, and Association of Community College Trustees (ACCT) event information. He also read a letter of appreciation from the Headquarters North American Aerospace Defense Command and United States Northern Command. In the letter, Dwight Shepherd, Rear Admiral, US Navy, expresses his

appreciation to Dr. Holdnak and the Information Technology department for hosting the 5th Quarterly USNORTHCOM-Mexican Military Cybersecurity Working Group. A special thanks was noted to Mr. Guy Garrett, associate professor & program manager, Network Services Technology, and his cyber Tiger Team for their efforts and professionalism.

- 6. Good of the Order** **6.1** Trustees were invited to attend various College events.
- 7. Adjournment** **7.1** The meeting was adjourned at 11:47 a.m.

Secretary

Chairman