

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

October 8, 2015

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Phone: Elizabeth M. Kirvin

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| 1. Call to Order | 1.1 | Mr. Crisp called the meeting to order at 10:01 a.m. |
| Invocation | 1.2 | Dr. Holdnak gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Roberson led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Mr. Crisp welcomed Mr. Frank Hall, president, GCSC Foundation, Inc.; Colonel Ronald Pieri, Tyndall Air Force Base; Commander Douglas Huggan, Naval Support Activity Panama City; Ms. Kelli Walsingham, chair, Faculty Senate; Ms. Melissa Bois, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Mr. John Mercer, vice president, Administration & Finance; and Mr. Adam Boone, 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. Roberson moved and Mr. Warriner seconded approval of the minutes of the board's September 10, 2015, regular meeting as distributed. The vote was recorded as follows: Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye. |
| Special Presentation | 1.7 | Mr. Crisp and Dr. Holdnak invited Ms. Janice Lucas, LEAD Coalition Director, and Mr. Hall, president, GCSC Foundation, |

Inc., to the podium. Ms. Lucas explained that the 21st Century Community Learning Centers Grant will offer before, after, and summer school STEM-based programs during 2015-16 academic year. Ms. Lucas presented a check to the College for \$325,416, and expressed her appreciation to the board for their support and noted the importance of making a difference in the community.

**2. Trustee
Comments**

2.1 Mr. McKnight encouraged trustees to attend the GCSC basketball games, and Mr. Roberson congratulated the GCSC Women's Volleyball team for their recent victory in Port St. Joe. Ms. Dunn commended the cybersecurity presentation held at the Advanced Technology Center (ATC). Ms. Patronis thanked Ms. Loel Davenport and others for organizing the First Annual GCSC Alumni Picnic held on October 3, which included food, live music, and games. Mr. Millaway reminded trustees of the Millennials' Pitch Tournament to be held at the ATC on October 17, which will allow students to pitch their ideas for a product or service to area entrepreneurs and judges for cash prizes and training opportunities. Mr. Tannehill noted the importance of keeping campus safety a top priority and thanked Mr. David Thomasee and his team for their efforts in keeping students and employees safe.

**Attorney's
Report**

2.2 Attorney Bennett had no report. He requested that trustees let him know if they wish to serve on a specific board committee.

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

2.3 Mr. Frank Hall updated trustees on the GCSC Foundation, Inc., including \$65,000 received in private contributions during the past month. He also stated that current assets stand at over \$29 million, and that the Foundation Gala is scheduled for November 20, 2015, at Edgewater Beach Resort. Mr. Hall expressed his appreciation for the efforts of Mr. Guy Garrett and others for the cybersecurity awareness event.

**Honorary
Trustee
Updates**

2.4.1 Commander Huggan did not have a report this month.

2.4.2 Colonel Pieri gave a brief overview of activities at Tyndall Air Force Base.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for 10 a.m. EST, Thursday, November 5, 2015, at the Gulf/Franklin Campus.

3. SGA Report

3.1 Mr. Adam Boone, president, Student Government Association, reported on various activities, including a Halloween dance and flag football events.

- Program Focus** 3.2 Ms. Melissa Pinero, director, TRiO program, provided an overview of the services provided to students in the TRiO program, including tutoring, counseling, and cultural events.
- Student Success Stories** 3.3 Ms. Lacey Holmes, TRiO program graduate, was introduced and spoke about her experiences and the services provided by the GCSC TRiO program and thanked the trustees for the support she received while a student at GCSC.
- 4. Personnel** 4.1 Trustees were asked to approve professional and career personnel recommendations.

Professional Services

Employment

Dylan C. Bertram - Web Programmer (PL 1), Information Technology Services, effective July 20, 2015 – June 30, 2016, annual salary of \$38,981, educational and experiential credit given. Mr. Bertram fills the position vacated by the resignation of Li Zimmerman.

Mary P. Nicholson - Executive Director, Human Resources, effective October 12, 2015 – June 30, 2016, annual salary of \$87,000. Ms. Nicholson fills the position vacated by the resignation of Roberta Mackey.

Tamlyn D. Smith - Career Manager III, WIOA Youth, Workforce Development CareerSource, effective August 28, 2015 – June 30, 2016, annual salary of \$36,500. Ms. Smith was previously employed through CareerSource, GC Workforce Board.

Resignation

Ursula Y. Backus - Financial Aid Specialist, Financial Aid, effective September 25, 2015.

Jamiel Vadell - Coordinator II, Business Solutions, Corporate College, effective September 18, 2015.

Career Services

Employment

Trendon M. Ellis - Technical Support Technician (CL 1, Step 5), Information Technology Services, effective September 14, 2015, hourly rate of \$12.18, experiential credit given. Mr. Ellis fills the position vacated by the reclassification of Jaymar Varner.

Elizabeth N. Kennedy - Lifeguard (Grade 3), Natatorium, Wellness & Athletics, effective September 14, 2015, hourly rate of \$8.58.

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: Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications for a total of \$905,854.56. Following review of the contract ratifications, Ms. Dunn moved and Mr. Roberson seconded approval as presented. The vote was recorded as follows: Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

Fall A and B & September Overloads/Adjunct Pay

4.3 Trustees were asked to approve the Fall A and B & September Overloads/Adjunct Pay for a total of \$820,966.08.

Following review of the Fall A and B & September Overloads/Adjunct Pay recommendations, Mr. McKnight moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

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

4.4 Trustees were asked to approve the following amendments:

Budget Amendment J1600162, 21st Century Learning Centers Grant

Budget Amendment J1600179, Florida Work Experience Program Grant

Budget Amendment J1600191, Florida TRADE Services Grant

Dr. Holdnak recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2015-16. Ms. Patronis moved and Mr. McKnight seconded approval of the amendments

as presented. The vote was recorded as follows: Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Approval of
Contract for
Construction/
Site Work at
23rd Street
Property**

- 4.5** Trustees were asked to approve the contract for Construction and Site Work for the 23rd Street Property. An invitation for bids was released to provide clearing and grubbing, drainage, construction of a retention pond, installation of new soils, and property compacting according to plans and specifications. Of the six bids that were received, college staff recommended the contract be awarded to the low bidder, C Miles Construction, Inc. in the amount of \$598,085.55.

When questioned, it was noted that inspections would be conducted throughout the construction process, and that the price is a fixed sum rather than per square foot.

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

**Approval of
Change in
Contract for
Renovation of
the HVAC
Central Plant**

- 4.7** Trustees were asked to approve the Change to Contract for Renovation of the HVAC Central Plant. A production delay has been identified for sound-dampening louvres on the part of the louvre manufacturer. Due to this delay, the contractor is asking for 15 additional days only, no cost, to complete the project.

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

**Approval of
Nomination for
Division Chair
Emerita**

- 4.8** Trustees were asked to approve the nomination of Ms. Rosie O’ Bourke for the status of *Division Chair Emerita*. Emeritus status is assigned for retiring faculty and professional staff who have been associated with GCSC for at least 20 years immediately prior to retirement and have demonstrated exemplary performance.

Mr. Warriner moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, 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 2015-16 as of August 31, 2015.
 - 5.1.2** Trustees reviewed the Month and Year-to-Date Revenues Compared to Prior Year for fiscal year 2015-16 as of August 31, 2015.
 - 5.1.3** Trustees reviewed the Actual Year-to-Date compared to Budget Report for fiscal year 2015-16 as of August 31, 2015.
 - 5.1.4** Trustees reviewed the Year-to-Date Actual compared to Prior Year Report for fiscal year 2015-16 as of August 31, 2015.
 - 5.1.5** Trustees reviewed the Expenditure Update for fiscal year 2015-16 from August 18 – September 23, 2015.
- President’s Report**
 - 5.2** Dr. Holdnak shared with trustees some recent activities, including college partnerships, the Algebra Nation program, and the Habitat for Humanity Yard Sale.
- 6. Good of the Order**
 - 6.1** Trustees were invited to attend various College events.
- 7. Adjournment**
 - 7.1** The meeting was adjourned at 11:37 a.m.

Secretary

Chairman