

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

September 10, 2015

10 a.m.

William C. Cramer, Jr. Seminar Room

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

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| 1. Call to Order | 1.1 | Ms. Patronis called the meeting to order at 10:00 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 | Ms. Patronis welcomed Mr. Jeff Di Benedictis, vice 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; Dr. Melissa Lavender, vice president, Student Affairs; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; and Mr. Adam Boone, president, Student Government Association. |
| Hearing of Citizens | 1.5 | Mr. Douglas Wells, past president, Faculty Senate, presented a letter written by the Faculty Senate to the District Board of Trustees and President Holdnak expressing their appreciation for the salary increases and noting the importance of retaining and recruiting quality faculty. |
| Approval of Minutes | 1.6 | Mr. Roberson moved and Ms. Dunn seconded approval of the minutes of the board's July 23, 2015, regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye. |
| Special Presentations | 1.7.1 | Ms. Patronis and Dr. Holdnak invited Mr. William C. Cramer, Jr., Board of Director of The Florida College System Foundation, as |

well as Mr. Di Benedictis, vice president, GCSC Foundation, Inc., and Ms. Margie Mazur, executive director, GCSC Foundation, Inc. to the podium. Dr. Holdnak recognized The Florida College System Foundation for providing student scholarships to Florida's 28 colleges since 1999. Mr. Cramer presented a check to the College for \$22,335.00, and expressed his appreciation for the good working relationship with the College and for the opportunity to assist students.

1.7.2 Ms. Patronis and Dr. Holdnak invited Mr. Roberson to the podium and presented a plaque recognizing his service as chairman of the board for the past two years. Mr. Roberson stated that he was honored to serve and thanked the trustees for helping to keep the College on track.

**2. Trustee
Comments**

2.1 Trustees expressed their heartfelt condolences and deep sadness on the passing of longtime president Dr. Bob McSpadden.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Di Benedictis updated trustees on the GCSC Foundation, Inc., including \$106,300 received in private contributions during the past month. He also stated that current assets stand at over \$30 million, and that the Foundation Gala is scheduled for November 20, 2015, at Edgewater Beach Resort.

**Honorary
Trustee
Updates**

2.4.1 Commander Huggan provided trustees with a brief overview of activities at NSWC-PC.

2.4.2 Colonel Pieri did not have a report this month.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, October 8, 2015, in the William C. Cramer, Jr. Seminar Room.

3. SGA Report

3.1 Mr. Adam Boone, 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.

Program Focus

3.2 Dr. Melissa Lavender, vice president, Student Affairs, and Mr. Mark Rix, director, Military and Veterans Affairs, provided an overview of the services provided to veteran or veteran dependent students, including a service center, book loan program, and scholarships. Mr. Rix invited trustees to attend the ribbon cutting ceremony for the Veterans Service Center immediately following the meeting.

Student Success Stories 3.3

Mr. Trendon Ellis, veteran; Ms. Lauren Windholtz, veteran's dependent; and A1C Alyssa Opferbeck were introduced and spoke about their experiences and the services provided by GCSC to veterans and their dependents. They thanked the trustees for the support they received.

4. Personnel

4.1

Trustees were asked to approve professional and career personnel recommendations.

Professional Services

Employment

Michael A. Bach - Assistant Professor ADN, Health Sciences, effective August 17, 2015 – May 6, 2016, annual salary of \$46,898. Mr. Bach fills the position vacated by the resignation of Scot Kirkland.

Erica M. Burger - Technical Coordinator, Visual & Performing Arts, effective August 24, 2015 – June 30, 2016, annual salary of \$32,365, experiential credit given. Ms. Burger fills the position vacated by the reclassification of Brian Baillif.

Mark L. Davis - Assistant Professor ADN, Health Sciences, effective August 17, 2015 – May 6, 2016, annual salary of \$53,400. Mr. Davis fills the position vacated by the resignation of Elizabeth Wells-Beede.

Tassalhie DeKouche - Job Placement Specialist, CareerSource Gulf Coast, Workforce Development, effective August 10, 2015 – June 30, 2015, annual salary of \$28,500, experiential credit given. Ms. DeKouche fills the position vacated by the resignation of Melissa Jock.

Jonathan R. Hetzel - Temporary Assistant Professor History, Social Sciences, effective August 17, 2015 – December 18, 2015 salary of \$20,185. Mr. Hetzel is filling in for Richard Baldwin during his absence.

Desiree L. Klemm – Coordinator, Disability Support Services, Student Affairs, effective August 20, 2015 – June 30, 2016, annual salary of \$33,888, experiential credit given. Ms. Klemm fills the position vacated by the retirement of Linda Van Dalen.

Hector J. Quesada, Sr. – Temporary Instructor Business & Technology, effective August 17, 2015 – December 18, 2015, salary of \$19,475. Mr. Quesada is temporarily filling the position vacated by the resignation of Aubri Hanson.

Brandon S. Smith - Assistant Coordinator Production & Technical Support, Media Services, Information Technology Services, effective August 31, 2015 – June 30, 2016, annual salary of \$28,897. This is a new position.

Pamela E. Wallace – Instructor LPN, Health Sciences Gulf/Franklin, effective September 9, 2015 – May 6, 2016, annual salary of \$45,681. Ms. Wallace fills the position vacated by the resignation of Sharon Wolford.

Christine M. Yoshikawa-Powell - Temporary Assistant Professor Music, Visual & Performing Arts, effective August 17, 2015 – May 6, 2016, annual salary of \$41,120. Ms. Yoshikawa fills the position vacated by the reclassification of Scott Kirkman.

Reclassification

Jaymar T. Varner - From Computer Lab Technician (CL1), Information Technology Services, to Assistant Manager Technical Support (NPL1), Information Technology Services, effective July 30, 2015 - June 30, 2016, annual salary of \$38,603. Mr. Varner fills the position vacated by the resignation of Walter Trussell.

Resignation

Melanie S. Donnahee - Writing Lab Tutor, Language & Literature, effective August 4, 2015.

Complete DROP

Barbara Y. Gribble - Professor, Language & Literature, effective September 30, 2015.

Career Services

Employment

Chasaty C. Cain - Custodian (Grade 6), Facilities Management, effective August 24, 2015, hourly rate of \$10.62, experiential credit given. Ms. Cain fills the position vacated by the retirement of Willie White.

Alisa L. Fritch - Senior Administrative Assistant (Grade 10), Gulf/Franklin Campus, effective August 17, 2015, hourly rate of \$12.99, educational and experiential credit given. Ms. Fritch fills the position vacated by the retirement of Brenda Burkett. This position was reclassified.

Justin T. Luzier - Custodian (Grade 6), Facilities Management, effective August 24, 2015, hourly salary of \$10.62, experiential credit given. Mr. Luzier fills the position vacated by the resignation of Joseph Rusch.

Diana R. Mirabal-Miqueo - Career Program Associate (Grade 13), Workforce Development, CareerSource Gulf Coast, effective August 11, 2015, hourly rate of \$13.97, educational and experiential credit given. This is a new position.

Toshi M. Oswald - Senior Administrative Assistant (Grade 10), Nursing, Health Sciences, effective August 12, 2015, hourly rate of \$12.71, educational and experiential credit given. Ms. Oswald fills the position vacated by the reclassification of Emily Mifsud.

David Rossner - Groundskeeper (Grade 6), Facilities Management, effective September 9, 2015, hourly rate of \$10.62, experiential credit given. Mr. Rossner fills the position vacated by the resignation of Conroy Williams.

Jacob R. Smith - Senior Administrative Assistant (Grade 10), Enrollment Services, effective July 29, 2015, hourly rate of \$12.99, educational and experiential credit given. Mr. Smith fills the position vacated by the retirement of Gale Jernigan.

Barry K. Taylor - Custodian (Grade 6), Facilities Management, effective August 5, 2015, hourly salary of \$10.62, experiential credit given. Mr. Taylor fills the position vacated by the retirement of Tyrone Everett.

Carolyn Y. Thomas - Financial Aid Assistant (Grade 10), Financial Aid, effective August 18, 2015, hourly rate of \$12.42, experiential credit given. Ms. Thomas fills the position vacated by the reclassification of Patty Stroup.

Galyna Tuz - Senior Library Assistant (Grade 10), Library, effective August 5, 2015, hourly rate of \$12.71, experiential and educational credit given. Ms. Tuz fills the position vacated by the retirement of Janice Phillips.

Samantha N. Wagner - Receptionist (Grade 6), Student Activities, Student Affairs, effective August 31, 2015, hourly rate of \$10.90, educational and experiential credit given. This is a new position.

Enter DROP

James R. Long - Maintenance Mechanic II (Grade 9), Facilities Management, effective July 1, 2015.

Resignation

Grace A. Aucoin - Senior Administrative Assistant, (Grade 10), E-Learning, ATC, effective August 28, 2015.

Conroy A. Williams - Groundskeeper (Grade 6), Facilities Management, effective August 10, 2015.

Termination

Lee F. Givens - Custodian, (Grade 6), Facilities Management, effective August 4, 2015.

Mark J. Ruggieri - Facilities Maintenance Remote (Grade 7), Facilities Management, effective August 17, 2015, deceased.

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

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications for a total of \$153,734.92. Following review of the contract ratifications, Mr. Roberson moved and Ms. Kirvin seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

July & August Overloads/Adjunct Pay

4.3 Trustees were asked to approve the July and August Overloads/Adjunct Pay for a total of \$97,339.12.

Following review of the July and August Overloads/Adjunct Pay recommendations, Mr. Warriner moved and Mr. Tannehill seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

- Inventoried Property** **4.4** 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. Kirvin moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.
- Approval of Budget Amendments to the Unexpended Plant Fund (Fund 7)** **4.5** Trustees were asked to approve the following amendments:
- Budget Amendment J1600023, Student Capital Improvement Fees
Budget Amendment J1600024, Student Technology Fees
Budget Amendment J1600161, General Renovation PECO Appropriations
- Dr. Holdnak recommended approval of the budget amendments to the Unexpended Plant Fund (Fund 7) for 2015-16. Mr. McKnight moved and Mr. Roberson seconded approval of the amendments as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, 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 2014-15 Program Review Recommendations** **4.7** Dr. Flax-Hyman provided an overview of the program review recommendations, stating that the programs were taken through a year-long self-study process to ensure that programs remain current and relevant to industry needs.
- Ms. Dunn expressed her concern about the Bachelor of Science in Nursing (BSN) program exceeding the length of competitor programs. Dr. Flax-Hyman stated that a BSN fast-track option will be implemented in fall 2015.
- Ms. Dunn moved and Ms. Kirvin seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.
- Approval of Articulation Agreements** **4.8** Articulation Agreements between GCSC and Bay, Franklin, Gulf, Holmes, and Washington District Schools were presented to trustees for approval. Mr. Warriner motioned for discussion and notes were taken for grammatical corrections. Mr. Warriner asked

for the number of students served in Holmes and Washington counties, which Dr. Flax-Hyman stated were low.

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

Final Approval of 2015-2020 GCSC Strategic Plan

4.9 Trustees were asked to provide final approval for the 2015-2020 Gulf Coast State College Strategic Plan.

Mr. McKnight moved and Ms. Kirvin seconded approval as presented. The vote was recorded as follows: Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, 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 July 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 2015-16 as of July 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 2015-16 as of July 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 2015-16 as of July 31.

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| 2014-15
Expenditure
Update | 5.1.5 | Trustees reviewed the Expenditure Update for fiscal year 2015-16 from July 1 – August 18. |
| President’s
Report | 5.2 | Dr. Holdnak shared with trustees some recent activities, including the Unmanned Vehicles Systems 2+2 program.

Mr. Mike Toscano, president and CEO, Unmanned Vehicle Systems, and strategic advisor, gave a presentation on how the unmanned vehicle will revolutionize the technology industry and provide valuable educational opportunities for our students. |
| 6. Good of the
Order | 6.1 | Trustees were invited to attend various College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:46 a.m. |

Secretary

Chairman