

FINAL
MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

December 15, 2016

10 a.m.

William C. Cramer, Jr. Seminar Room

- Members Present** Don R. Crisp (presiding), Elizabeth M. Kirvin, Tom L. Lewis, Jim W. McKnight, Steve D. Millaway, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Derrick G. Bennett
- 1. Call to Order** **1.1** Mr. Crisp called the meeting to order at 10 a.m.
- Invocation** **1.2** Mr. Bennett gave the invocation.
- Pledge of Allegiance** **1.3** Mr. Warriner led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Mr. Crisp welcomed Mr. Floyd Skinner, secretary, Gulf Coast State College Foundation, Inc.; Mr. Lloyd Harris, chair, Faculty Senate; Ms. Bridget Collins, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; Dr. Melissa Lavender, vice president, Student Affairs; and Mr. John Mercer, vice president, Administration & Finance.
- 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. Patronis seconded approval of the minutes of the regular meeting of November 17, 2016. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.
- 2. Trustee Comments** **2.1** Mr. Crisp called on each trustee for comments. Mr. Lewis, Mr. Roberson, Mr. Tannehill, Mr. Warriner, and Mr. Crisp mentioned the recent passing of Mr. Joe Chapman and expressed their condolences to the Chapman family. Ms. Kirvin, Mr. McKnight, Mr. Millaway, Ms. Patronis, and Mr. Tannehill thanked the faculty and staff for keeping students first, for their

efforts in creating a marketable workforce, and for promoting this institution through the high rankings received in the Health Sciences and Culinary programs. Ms. Kirvin expressed her appreciation for the Franklin County transition academic advisor and for the difference that she is making in the lives of students. Mr. Millaway attended the Bay County Chamber's Connection event and stated that over 300 students participated. Mr. Lewis announced that today, in Pensacola, Gulf Power Company would be presenting a check to the Gulf Coast State College Foundation to be used for the emergency fund for active duty military members and veterans. Mr. Roberson expressed his excitement about the good economic news for this region of Florida and stated that the role the College has played is a tribute to the faculty and staff in promoting this institution.

Attorney's Report

2.2 Attorney Bennett had no report.

GCSC Foundation, Inc. President's Update

2.3 Mr. Floyd Skinner, secretary, GCSC Foundation, reported that beginning November 16 and ending December 13, 2016, the Foundation received approximately \$86,225 in private contributions from the community; as of November 2016, the Foundation's assets stand at \$29.9 million; the year-to-date program support for the College is \$887,273; and ending November 2016, year-to-date investment activity reported a gain of \$758,000.

Mr. Skinner also reported that the Foundation's 2017-18 scholarship application cycle would begin on January 1 and end on April 15, 2017. He mentioned that on December 7, the Foundation and the GCSC Navigators hosted a high school guidance counselor breakfast to thank the counselors for all of the hard work they do for the Foundation and the College in promoting the College to their seniors.

Honorary Trustee Updates

2.4 The Honorary Trustees were unable to attend today's meeting.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, January 19, 2017, in the William C. Cramer, Jr. Seminar Room.

President's Automobile Mileage

2.6 Consistent with provisions of his contract, Dr. Holdnak reported his business and personal mileage from December 1, 2015, through November 30, 2016, for the automobile provided by the board.

- 3. SGA Report** **3.1** Ms. Sanders was unable to attend today's meeting.
- 4. Personnel** **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Employment

David Figueroa, Associate Director, Resource Development, Institutional Effectiveness & Strategic Planning, effective January 16, 2017 – June 30, 2017, annual salary of \$53,115. Mr. Figueroa fills the position vacated by Maggie LeClair.

Alan R. Jeffries, Instructor, Engineering Technology, effective December 8, 2016 – June 30, 2017, 12-month contract salary of \$65,203. Mr. Jeffries fills the position vacated by Aubri Hanson.

Andrew J. Sharpe, Math Lab Tutor, Mathematics, effective November 14, 2016 – May 4, 2017, annual salary of \$25,168. Mr. Sharpe fills the vacancy due to the reclassification of Marjory A. Pavlov.

Reclassification

Ursula Y. Backus, from Financial Aid Specialist to Assistant Coordinator I, Financial Aid, effective July 29, 2016 – June 30, 2017, annual salary of \$34,410. Ms. Backus fills the vacancy due to the reclassification of Loraine Chance. (Correction to title, annual salary, and the employee who was replaced, reported incorrectly in the September Personnel Recommendations.)

Resignation

Randall D. Haynes, Temporary Assistant Professor, Music, Visual and Performing Arts, effective December 17, 2016.

Desiree L. Klemm, Coordinator I, Disability Support Services, Student Affairs, effective January 6, 2017.

Suspension Without Pay

Ms. Robin C. Newberry, Coordinator, Student Support Services, effective December 15, 2016.

Career Services

Resignation

Nicole D. Childree, Senior Administrative Assistant (Grade 10), Natural Sciences, effective December 16, 2016.

Enter DROP

Horace McClinton, Custodian (Grade 6), Facilities Management, effective November 1, 2016.

Following review of the Personnel Recommendations, Mr. Tannehill moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

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| Termination | 4.1.1 | Dr. Holdnak presented a Recommendation of Termination and requested board approval. Mr. McKnight moved and Mr. Lewis seconded the request as presented. The vote was recorded as follows: Kirvin, aye; Lewis, 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 \$15,443.08 for noncredit courses and \$5,050 for special contracts. Mr. Warriner moved and Ms. Patronis seconded approval of the Contract Ratifications as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye. |
| Overloads/ Adjunct Pay | 4.3 | Trustees were asked to approve the Fall 2016 November Monthly and Biweekly Overloads/Adjunct Pay for a total of \$55,027.93. Following review of the Overloads/Adjunct Pay recommendations, Ms. Patronis moved and Mr. Roberson seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye. |
| Obsolete Property | 4.4 | Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians. Mr. Lewis moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye. |
| Purchase Order Activity | 4.5.1 | This month, there were no purchase orders that met the threshold over \$100,000. |

- 4.5.2** Trustees reviewed the Expenditure Update for fiscal year 2016-17 from November 1-30, 2016. This item is for informational purposes only.

In response to specific questions related to P1700682, Dr. Holdnak indicated that he would be providing monthly reports to trustees on the progress of the projects.

**Budget
Amendment to
Unrestricted
Current Fund
(Fund 1)**

- 4.6** Dr. Holdnak recommended approval of budget amendment J1700000 to the Unrestricted Current Fund (Fund 1), transfer to the Unexpended Plant Fund (Fund 7).

Mr. Lewis moved and Mr. Warriner seconded the motion to approve budget amendment J1700000 to the Unrestricted Current Fund (Fund 1), transfer to the Unexpended Plant Fund (Fund 7) as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Budget
Amendments to
the Restricted
Fund (Fund 2)
for 2016-17**

- 4.7** Dr. Holdnak presented a recommendation to approve budget amendments to the Restricted Fund (Fund 2) for 2016-17:
- Budget Amendment J1700448, Enactus Club Women's Empowerment Project Grant
 - Budget Amendment J1700519, Enactus Club Step Up Project Grant

Ms. Patronis moved and Mr. Roberson seconded the motion to approve the budget amendments to the Restricted Current Fund (Fund 2) for 2016-17 as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Final Approval
of Manual of
Policy Changes**

- 4.8** Trustees were asked to provide final approval for the following Manual of Policy revisions:

Policy 6.063, Fringe Benefits for Temporary and Part-Time Employees

The current policy is being updated to reflect that temporary, full-time faculty is eligible to receive benefits during their contract period. It is also being updated to reflect that part-time coaches are eligible for medical insurance and that the College will provide benefits to part-time employees who qualify under the Affordable Care Act mandate.

Policy 6.064, Retirement Programs

Florida Statue allows for a CCORP participant at normal FRS Pension Plan retirement to receive distributions based on the FRS

Investment Plan structure, with 10 percent on the first of the month after 30 days of retirement and the remaining 90 percent on the first of the month after 90 days of retirement. Board approval is required in order for TSA Consulting to add this to our distribution option in our plan.

Policy 6.105, Drug-Free Campus and Workplace

This change reflects the Drug-Free Schools and Communities Amendment of the 1989 requirement to publish the College's Drug and Alcohol Abuse Prevention Program.

Policy 6.109, Vulnerable Persons Act

This policy is being updated to properly include all levels of responsible parties.

Policy 7.024, Laboratory and Special Course Fees

This policy update is to decrease the frequency of reviewing lab fee documentation to once every three years, which will improve the efficiency and accuracy of the process.

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

**Tentative
Approval of
Change to
Manual of
Policy**

- 4.9** Dr. Holdnak presented the tentative change to Manual of Policy 2.060, Southern Association of Colleges and Schools (SACS) Substantive Change Process for trustee approval. SACS institutions are required to have a policy and procedure to ensure that all substantive changes are reported to the Commission on Colleges in a timely fashion; this modification mirrors the most recent revisions to the SACS substantive change policy.

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

**Awarding of
Contract for
RFP#2-
2016/2017 SUE
Design-Build
Roof Project**

- 4.10** Trustees were asked to approve a recommendation to award the contract for RFP#2-2016/2017 Student Union East Design-Build Roof Project. Dr. Holdnak called on Mr. Mercer, and he explained that only one proposal was received for the project due to the complexity of removing the existing roof and replacing it with a new membrane roof and/or a standing seam metal roof. Responding to questions about the warranties, Mr. Mercer stated that the contractor would provide the College with a bond from a licensed insurance company and that the roof would be warranted for 20 years.

Ms. Kirvin moved to accept the recommendation to contract with Kent Construction and Roofing, Inc. and Donofro Architects in the amount of \$437,994 to replace the Student Union East roof per RFP#2-2016/17 Alternate #2, a combination of FiberTite singly-ply membrane and standing seam metal roofing materials.

Mr. McKnight seconded, and the vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

Castaldi Report and Architect's Assessment Statement for the Natural Sciences Buildings

4.11 Dr. Holdnak asked trustees to approve the Castaldi Report and Architect's Assessment Statement for the Natural Sciences buildings for submission to the Florida Department of Education. The report details the justification for state funding to replace rather than renovate the existing facilities.

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

Lodging and Acceptance of GCSC Foundation Annual Audit

4.12 Dr. Holdnak lodged the June 30, 2016, Gulf Coast State College Foundation Annual Audit and the board accepted the audit as presented. Mr. Skinner acknowledged the efforts of the Foundation's treasurer, Finance Committee, and staff that resulted in no specific audit findings or deficiencies.

Mr. Skinner announced that the Foundation Board of Directors has approved a campaign to raise \$1 million to assist active duty military members and veterans with College related expenses and recognized Mr. William C. Cramer for his contributions toward this effort.

5. Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD

5.1.1 Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2016-17 as of October 31, 2016.

Actual YTD Revenues and Expenses Compared to Prior Year

5.1.2 Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2016-17 as of October 31, 2016.

**President's
Report**

5.2

Dr. Holdnak updated trustees on various College events and activities and community partnerships including:

- Gulf Power Company Check Presentation to the GCSC Foundation
- Port St Joe Christmas Parade
- Commodore Care Project at First United Methodist Church (feeding homeless on November 26 and December 24)
- College Enrollment
- EDA Partnerships (potential training opportunities at the Panama City and Gulf/Franklin Campuses)
- FSU PC Partnership

Dr. Holdnak distributed copies of the Higher Education Appropriations Subcommittee Overview and the Florida Department of Education PECO Revenue Estimate and stated that he would continue to keep trustees updated at future meetings.

President Holdnak mentioned the University of Florida/North Carolina AT&T basketball game hosted by Gulf Coast State College on Sunday, December 11, to benefit cancer research. Approximately 700 people attended and all proceeds will benefit the Kay Yow Cancer Fund.

Dr. Holdnak called on Dr. Lavender to provide a report on recent athletic activities. She mentioned that the women's basketball team is ranked number one in the nation, the men's basketball won their last game, the softball and baseball teams are getting ready for spring training, and the volleyball team performed well during their season.

**6. Good of the
Order**

6.1

Trustees were reminded of the following College events:

- December 15, 2016 Graduation/Pinning Ceremonies
 - LPN to ADN Weekend Program Pinning Ceremony, 6 p.m. EST, Gulf/Franklin Campus, Building A
 - Sonography Programing Pinning Ceremony, 6 p.m., Advanced Technology Center, Summit Bank Conferencing Center (reception to follow)
 - Fall Emergency Medical Technician Graduation, 7 p.m., Robert L. McSpadden Student Union East, Room 232
- GCSC Holiday Luncheon, Friday, December 16, 2016, 11 a.m., Student Union Café

7. Adjournment **7.1** The meeting was adjourned at 11:55 a.m.

Secretary

Chair, District Board of Trustees