

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

November 17, 2016

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present Don R. Crisp (presiding), 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

Absent Elizabeth M. Kirvin

- 1. Call to Order** **1.1** Mr. Crisp called the meeting to order at 10:01 a.m.
- Invocation** **1.2** Mr. Bennett 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. Jeff DiBenedictis, president, Gulf Coast State College Foundation, Inc.; Mr. Keith Owens, representing 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; Mr. John Mercer, vice president, Administration & Finance; and Ms. Marie Sanders, 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. Warriner moved and Mr. McKnight seconded approval of the minutes of the regular meeting of October 20, 2016. The vote was recorded as follows: Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

- Special Presentation** **1.7** Dr. Holdnak introduced Ms. Becca Hardin, executive director, Bay Economic Development Alliance, and Mr. Clint Mizell, chair, Bay Economic Development Alliance and invited them to update trustees about recent EDA activities. Mr. Mizell expressed his appreciation to Dr. Holdnak and the College for the tremendous support and great leadership the EDA has received. Ms. Hardin presented a video outlining the benefits of the close EDA/CareerSource/GCSC/FSU PC/Port Panama City partnership, which has resulted in major manufacturing, logistics/distribution, IT, and entrepreneurial prospects considering this area. She stated that the main mission of the Bay EDA is to create jobs and to infuse capital in the community and the impact of the College has been instrumental in bringing several projects to Bay County. Dr. Holdnak noted that the College’s service district includes Bay, Gulf, and Franklin counties and that the EDA was working with Florida’s Great Northwest to improve job creation regionally.
- 2. Trustee Comments** **2.1** Mr. Crisp called on each trustee for comments. Mr. Lewis commented on the recent beautiful weather and on how grateful he was that the election season was over. Mr. Warriner welcomed the new SGA president and requested an update on the progress of the McSpadden Student Union East renovation. Mr. McKnight expressed his appreciation that the election season had ended and recommended that civics be brought back to the curriculum to educate students on the process of American government. Mr. Roberson noted the progress on the flyover project and stressed the importance it would have on improving the flow of traffic. He thanked Ms. Hardin and Mr. Mizell for their efforts in bringing new opportunities to this region of Florida and expressed his excitement about Eastern Shipbuilding locating to Gulf County and the future training opportunities the College can provide to their employees. Ms. Patronis thanked the EDA for their efforts and for the strong partnership with the College, attended the Shark’s Tooth Pairing Party and the Kirby Holt Decorating Showcase, noting the importance of community members attending these events to bring exposure to the College; and recently spoke with FSU PC Interim Dean Hanna about the continued, improving partnership between FSU PC and GCSC to provide more access for students. Mr. Tannehill wished trustees, faculty, administrators, and staff a happy Thanksgiving and thanked them for their efforts in assisting students. Mr. Millaway stated that the Bay County EDA is doing an amazing job and noted the incredible progress made in the last year in Bay County and regionally.
- Attorney’s Report** **2.2** Attorney Bennett had no report.

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

2.3 Mr. Jeff DiBenedictis, president, GCSC Foundation, reported that beginning October 18 and ending November 15, 2016, the Foundation received approximately \$81,768 in private contributions from the community; as of October 2016, the Foundation's assets stand at \$30.1 million, which is a small decrease from the previous month; the year-to-date program support of the College is \$573,300; and ending October 2016, year-to-date investment activity reported a gain of \$741,000. Mr. DiBenedictis stated that the Foundation received an unqualified opinion with no findings on their 2015-16 financial audit.

The Gulf Coast State College Foundation Annual Golf Tournament at Shark's Tooth Golf Club was a successful event, with 120 golfers participating and 46 tee signs on the course, netting \$50,000 for scholarships to benefit first generation military and veteran students.

In preparation for the 2017-18 scholarship application cycle, a series of scholarship workshops as well as the High School Counselor Breakfast would be occurring throughout the months of November and December.

**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, December 15, 2016, in the William C. Cramer, Jr. Seminar Room.

3. SGA Report

3.1 Ms. Sanders stated that six new clubs joined SGA and reported on various Student Government activities including:

- Trick or Treat Event, October 28
- Exam Slam to occur the week before and week of final exams
- Planning for the spring semester Welcome Back
- Community services projects
- FCSSGA Legislative Conference, November 18-19, 2016, Seminole State College
- Rally in Tally, February 8-9, 2017

4. Personnel

4.1 Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Reclassification

Samantha N. Wagner, From Receptionist (Grade 6), Student Activities, to Application Process Specialist, Enrollment Services, effective November 9, 2016, annual salary of \$29,997, due to the resignation of Donna R. Newell.

Reemployment

Lacy M. Curl, Temporary Assistant Coordinator II, Radiography, Health Sciences, effective January 1, 2017 – May 4, 2017, annual salary of \$43,230.

Resignation

Ricardo A. Collado, Career and Technical Education Director, CareerSource, effective November 17, 2016.

Career Services

Employment

Emily A. Batson, Senior Cashier (Grade 13), Business Affairs, effective October 25, 2016, hourly rate of \$14.53. Ms. Batson fills the position vacated by the reclassification of Patty L. Stroup. This is a correction from October, originally reported as effective October 21, 2016.

Haley N. Etheridge, Lifeguard (Grade 3), Wellness & Athletics, effective October 13, 2016, hourly rate of \$8.58.

Reclassification

Melissa L. Bois, From Senior Administrative Assistant (Grade 10), Health Sciences, to Executive Administrative Assistant (Grade 12), Academic Affairs, effective November 3, 2016, hourly rate of \$15.65, due to the resignation of Sharon R. Baskevic.

Resignation

Juan M. Gray, Custodian (Grade 6), Facilities Management, effective October 28, 2016.

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| Contract Ratifications | 4.2 | Trustees were asked to approve Contract Ratifications for a total of \$20,795.83 for noncredit courses and \$5,054 for special contracts. |
| Overloads/
Adjunct Pay | 4.3 | Trustees were asked to approve the Fall 2016 Session C and October Monthly and Biweekly Overloads/Adjunct Pay for a total of \$106,148.34. |

Following review of the Personnel Recommendations, Contract Ratifications, and Overloads/Adjunct Pay recommendations, Mr. McKnight moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: 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. Warriner moved and Mr. Roberson seconded approval as presented. The vote was recorded as follows: 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 October 1-31, 2016. This item is for informational purposes only.

Budget Amendments to Restricted Current Fund (Fund 2)

4.6 Dr. Holdnak recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2016-17 for CareerSource Gulf Coast:

- Budget Amendment J1700408, Dislocated Worker II
- Budget Amendment J1700408, Adult II
- Budget Amendment J1700408, Older Out of School Youth
- Budget Amendment J1700113, Dislocated Worker
- Budget Amendment J1700113, Adult
- Budget Amendment J1700113, Youth
- Budget Amendment J1700113, Supplemental Nutrition Assistance Program
- Budget Amendment J1700113, Welfare Transition
- Budget Amendment J1700113, Unemployment Compensation
- Budget Amendment J1700113, Wagner-Peyser
- Budget Amendment J1700113, Dislocated Veterans Outreach Program
- Budget Amendment J1700113, Local Veterans Employment Representatives
- Budget Amendment J1700113, Military Families
- Budget Amendment J1700113, Reemployment Services and Eligibility Assessment

Budget Amendments to

4.7 Dr. Holdnak presented a recommendation to approve budget amendments to the Auxiliary Fund (Fund 3) for 2016-17:

**the Auxiliary
Fund (Fund 3)
for 2016-17**

- Budget Amendment J1700318, Advanced Placement Summer Institute
- Budget Amendment J1700319, Education Encore
- Budget Amendment J1700320, Community Education
- Budget Amendment J1700321, Business and Industry
- Budget Amendment J1700322, Industry Sustainability
- Budget Amendment J1700323, Healthcare Sustainability
- Budget Amendment J1700324, Public Safety
- Budget Amendment J1700325, Kids' College

Mr. McKnight moved and Mr. Tannehill seconded the motion to approve the budget amendments to the Restricted Current Fund (Fund 2) for 2016-17 for CareerSource Gulf Coast and the budget amendments to the Auxiliary Fund (Fund 3) for 2016-17 as presented. The vote was recorded as follows: Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

**Tentative
Approval of
Manual of
Policy Changes**

- 4.8** Trustees were asked to provide tentative 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 are 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.

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

**2015-16
Program
Review**

- 4.9** Dr. Holdnak presented the 2015-16 Program Review recommendations/action plans as submitted by Dr. Holly Kuehner, vice president, Academic Affairs for trustee approval.

Dr. Kuehner reported that the following programs were reviewed during the 2015-16 academic year and presented the recommendations from the program review:

- Accounting Applications Certificate (ACTC-CCT)
- Accounting Technology (ACT1-AS)
- Digital Media (DIGM-BAS)
- Digital Media Multimedia Technology (DIG2-AS)
- Fire Science Technology (FIRE-AS)
- Pharmacy Technician (PTN-ATD)
- Surgical First Assisting (SFA-CCC, SFA2-AS)
- Surgical Technology (SURG-CCC, HS1-AS)

She mentioned that with the approval of the Pharmacy Technician Advisory Board, a recommendation to delete the Pharmacy Technician Certificate would be presented to trustees for approval at a future meeting.

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

**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 September 30, 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 September 30, 2016.

**President's
Report**

5.2 Dr. Holdnak called on Ms. Lori Cannon, coordinator, Student Leadership, Student Affairs, to address Mr. McKnight's suggestion about the College offering a civics course. She currently teaches a political science course and stated that her focus is to educate students on the meaning of civic engagement and its impacts on the community. She noted that Supervisor of Elections Mark Anderson presented at the September CLEAR Conference and that she is communicating with former Senator Bob Graham's office about speaking at the spring Leadership Conference.

Dr. Holdnak introduced Ms. Wendy Dover, AFC Chapter President. Ms. Dover reported that 190 employees are current members of the Association of Florida Colleges and that 17 employees attended the recent convention. She highlighted the awards and activities of this year's convention:

- Unsung Hero – Mr. Lloyd Harris
- Lifesaver – Ms. Melissa Pinero
- Honorary Life Membership Award Winner – Ms. Dottie Terryn
- Equity Commission Best Practice Winners – Ms. Tabitha Parker and Ms. Isi Ogwude for the GCSC Multi-Cultural Lunch and Learn Series
- Outstanding Career & Professional Employee of the Year – Ms. Lori Cannon
- Mr. Wes Keene presented “The Power of Your Inner Superhero: Discovering Your Character Strengths and Potential Pathways to Success Through Your Superhero (And Helping Others Do the Same)”
- Marketing & Communications won five Awards of Excellence this year:
 - Outdoor Advertising (Meet Gulf Coast Alumni Campaign)
 - Television Advertising (Meet Gulf Coast Alumni Campaign)
 - Website
 - Social Media (UVS Campaign)
 - Best Redesign (Campus Map)
- Ms. Laura Green has been elected to serve as the vice chair of the Communications & Marketing Commission

- GCSC donated ten boxes of hurricane supplies to the AFC Chapter at Florida State College at Jacksonville
- The Gulf Coast Chapter attained Platinum Status in the Chapter of the Year awards

Focusing on fundraising and charitable activities during the holiday season, the College's divisions and departments will support a local organization through this year's Season of Giving and Decorating Contest by decorating trees with donations collected by employees. Ms. Dover invited trustees to serve as judges for the contest the morning of December 16.

Dr. Holdnak presented a video message by Agriculture Commission Adam Putnam, which was originally broadcast at the November Council of Presidents meeting. He also shared a CBS News story that aired on November 15 concerning a biofuel project created by a Panama City company, Applied Research Associates, and provided updates related to the Council of Presidents, FSU PC, and strategic planning.

President Holdnak requested board approval to move the June 22, 2017, meeting of the District Board of Trustees back one week to June 29, 2017, to allow more time for budget preparation. Ms. Patronis moved and Mr. McKnight seconded the motion to approve the change in meeting date as presented. The vote was recorded as follows: Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

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| 6. Good of the Order | 6.1 | Trustees were reminded of the following College events: <ul style="list-style-type: none">• Tartuffe (The Imposter) by Moliere, 7:30 p.m., Friday and Saturday, November 18 and 19, 2016 and 2:30 p.m., Sunday, November 20, 2016, The Amelia Center Theatre• Miscast Show, 7:30 p.m., Friday, December 2, 2016, The Amelia Center's Black Box Theatre• Gulf Coast State College Holiday Music Concert, 2:30 p.m., Sunday, December 4, 2016, The Amelia Center Theatre |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:45 a.m. |

Secretary

Chair, District Board of Trustees