

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

April 13, 2017

10 a.m. EDT
The Apalachicola Community Center
Apalachicola, Florida

Members Present Don R. Crisp (presiding), Elizabeth M. Kirvin, Tom L. Lewis, Jim W. McKnight, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Derrick G. Bennett

Member Absent: Steve D. Millaway

- 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** Ms. Patronis led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Mr. Crisp welcomed Lt. Jason Senko, U.S. Navy; Mr. Joey Ginn, president, Gulf Coast State College Foundation, Inc.; Mr. Lloyd Harris, chair, Faculty Senate; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; and Mr. John D. 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. Lewis moved and Mr. Warriner seconded approval of the minutes of the regular meeting of February 23, 2017, the workshop of April 3, 2017, and the special meeting of April 3, 2017. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, 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. The trustees thanked the College for hosting today's meeting in beautiful Apalachicola. Mr. Lewis mentioned that Triumph Gulf Coast has been awarded \$1.5 billion in settlement funds and that a bill to disseminate the funds is moving through the Florida Legislature. Mr. Warriner complimented Dr. Holdnak for hiring a well-qualified staff to support the College and the board. Mr. McKnight thanked the board for the productive workshop and special meeting on April 3, 2017, and is looking forward to attending this year's graduation ceremony. Mr. Roberson stated that a number of educational opportunities are available for the College that could be beneficial to the Apalachicola community and noted that he was pleased to see Gulf Coast recognized as a *Best Value School*. He thanked the faculty and staff for their efforts. Ms. Patronis commented on the importance of access to the College for Franklin County residents and stated that she is serving on a committee for this year's Foundation Gala. Ms. Patronis and Ms. Kirvin congratulated the Lady Commodores for their back-to-back National Championship and for their 100 percent graduation rate. Mr. Tannehill reiterated the comments of the other trustees. Ms. Kirvin stated that the Apalachicola Bay Charter School began in the room where the board was meeting and that 375 students are currently being served, with 27 graduates attending Gulf Coast in the fall. She congratulated Gulf Coast students David Holmes and Alleah Johnson as the 2017 All-Florida Academic Team winners.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. Joey Ginn, GCSC Foundation, Inc., reported that beginning February 22, 2017, and ending April 11, 2017, the Foundation received \$91,341.88 in private contributions from the community; as of February 2017, the Foundation's assets stand at \$30.9 million; the year-to-date program support for the College is approximately \$1 million; and ending January 2017, year-to-date investment activity reported a gain of \$2.2 million. He also reported that the Foundation scholarship cycle for the 2017-18 academic year will end on April 15 and that 864 applications have already been received.

Mr. Ginn reminded trustees about the Foundation's upcoming 2017 Gala that will feature entertainer, Mr. Rick Springfield, and will occur on May 19 at Edgewater Beach Resort.

Honorary Trustee Updates **2.4** Representing CDR Huggan, Lt. Jason Senko reported that the Naval Support Activity would be undergoing drills and inspections May 1-5, 2017, that a change of command ceremony would occur in mid-July, and that an expo showcasing new gadget designs would occur in August.

Colonel Pieri was unable to attend today's meeting.

Next Meeting **2.5** The next regular meeting of the District Board of Trustees is set for Thursday, May 18, 2017, in the William C. Cramer, Jr. Seminar Room at 10 a.m.

3. SGA Report **3.1** Ms. Sanders was unable to attend today's meeting.

Program Focus **3.2** Dr. Holdnak introduced Ms. Loretta Costin, dean, Occupational Education; director, Gulf/Franklin Campus, to present this month's Program Focus on the Gulf/Franklin Campus Nursing Program. Ms. Costin stated that a variety of nursing programs are offered so students can start and finish at the Gulf/Franklin Campus and that the success of these programs has made an incredible difference in the lives of local students and the community.

Ms. Costin introduced Ms. Debbie Brzuska, assistant coordinator, LPN to RN, and associate professor, Gulf/Franklin Campus. Ms. Brzuska thanked trustees for the support she has received over the past 11 years and commented on the progress that has been made at the campus and in the community. She noted that six seats (36 total) have been added to the LPN to AND program and that there are 95 active students in nursing programs at Gulf/Franklin. Further, the licensure pass rate for the Weekend program now stands at 97 percent; the A. I. duPont Foundation has provided needed resources and guidance; and \$5,000 has been received from the GCSC Mini Grant program, enacting electronic charting to give students charting experience. Other recent improvements include the addition of lab and computerized testing and the incorporation of adaptive quizzing techniques that have helped pass rates soar. She expressed her appreciation for the continued partnerships and support with local agencies.

Ms. Brzuska introduced Ms. Brittnee Peak a third semester student in the LPN to RN Weekend program. Ms. Peak stated that she is a local resident, graduating from Port St. Joe High School and from Gulf Coast's LPN program. She expressed her appreciation for the support of her professors and expects to graduate from the Weekend RN program in December with tuition completely

covered by scholarships from the Foundation and awards from Florida's Bright Futures program.

Ms. Brzuska introduced Ms. Monica Varnes, a student in the Transition program. She has completed the CNA and LPN programs and has two semesters left in the Transition program. She expressed her gratitude for the help she has received from all of her professors and stated that their support has made it easier for students to succeed in a difficult program.

4. Personnel

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

Professional Services

Advancement in Academic Rank

From Assistant Professor to Associate Professor August 2017

Jennifer K. Collier
Kelli S. Walsingham
Jason B. Wenzel

From Associate Professor to Professor 2017

| | |
|--------------------|---------------------|
| Antonio Adessi | Laura L. Justice |
| Melanie A. Boyd | Jerrie L. Kirksey |
| Matthew B. Herndon | Hadley W. Pridgen |
| Sharon S. Hudson | Patricia A. Schenck |

Renewal of Annual Contract beginning August 2017

| | |
|---------------------------|----------------------------|
| Nils Akerlind | Jose A. Lopez-Baquero |
| Kim S. Allan | Keri J. Matheus |
| Pavel G. Amromin | Riccardo V. Mensitieri |
| Brian J. Baillif | Tabitha J. Parker |
| Michelle L. Barber | Melanie D. Pelton |
| Penni L. Beitzel | Sandra J. Pugh |
| Vicki A. Bynum | Katherine M. Riley |
| Connie M. Campbell | Gregory J. Robinson |
| Denise A. Crider | Teresa E. alter |
| Lacy M. Curl | Carol Strasburger-Miller |
| Donna Darling | Karen R. Tayes |
| Carrie L. Fioramonti | Julia A. Thomas |
| Nancy C. Gibson | Shelly S. Thornton |
| Emmanuel Hernandez Agosto | April L. Wilson-Page |
| Melissa A. Hobbs | Steve L. Withall |
| Carissa M. Hosea | Karen E. Works |
| Alan R. Jeffries | Christine Yoshikawa-Powell |
| Rebecca L. Leach | |

Employment

Aaron D. Adams, Assistant Coordinator, Caption & Electronic Services, Academic Support, effective March 27, 2017 – June 30, 2017, annual salary of \$27,270. This is a new position.

Jennifer L. Black, Coordinator II, Disability Support Services, Student Affairs, effective February 27, 2017 – June 30, 2017, annual salary of \$32,524. Ms. Black fills the position vacated by the resignation of Desiree L. Klemm.

Tawanna A. Hall, Upward Bound/Student Support Specialist Coordinator, TRiO, Student Affairs, effective April 3, 2017 – June 30, 2017, annual salary of \$34,465.30. Dr. Hall fills the position vacated by the resignation of Robin C. Newberry.

Ryan K. Hubbard, Assistant Professor, Philosophy, effective August 14, 2017 – May 4, 2018, nine-month contract salary of \$48,066. Mr. Hubbard fills the position vacated by the resignation of Tara M. VanNette.

Reclassification

Lacy M. Curl, from Temporary Assistant Coordinator II, Radiography to Assistant Coordinator II, Radiography, Health Sciences, effective April 7, 2017 – June 30, 2017, annual salary of \$44,645.70. Ms. Curl fills the position vacated by the resignation of Stacie L. McPherson.

Carrie Fioramonti, from Temporary Assistant Professor to Assistant Professor, Natural Sciences, effective August 14, 2017 – May 4, 2018, nine-month contract salary of \$50,711. Ms. Fioramonti fills the position vacated by the nonrenewal of John M. Foster.

Resignation

Sara E. Duff, Librarian, Library, Academic Affairs, effective April 3, 2017.

Tara M. VanNette, Associate Professor, Philosophy and Religion, Social Sciences, effective May 4, 2017.

Susan E. Vaughn, Educational Opportunity Center Coordinator, TRiO, Student Services, effective April 10, 2017.

Michael L. Vogler, Men's Assistant Basketball Coach, Wellness & Athletics, Student Affairs, effective April 4, 2017.

Retirement

Richard B. Baldwin, Professor, Social Sciences, Academic Affairs, effective August 4, 2017.

Patti Woodham, Professor, Language & Literature, Academic Affairs, effective May 4, 2017.

DROP Completion

Faye H. Hardee, Coordinator I, Human Resources, effective March 31, 2017.

Career Services

Employment

Mandy S. Carter, Senior Administrative Assistant (Grade 10), Wellness & Athletics, effective April 3, 2017, hourly rate of \$13.24. Ms. Carter fills the position vacated by the resignation of Debra Gipson Lewis.

Darren Cockerham, Custodian (Grade 6), Facilities Management, effective February 20, 2017, hourly rate of \$10.67. Mr. Cockerham fills the position vacated by the resignation of Larry L. Cain. Correction from February originally reported as new employment, but rescinded acceptance of position.

NyShia Parker, Human Resources Assistant (Grade 9), Human Resources, effective April 3, 2017, hourly rate of \$12.65. Ms. Parker fills the position vacated by the reclassification of Bridget D. Collins.

Danielle A. Pierce, Educational Opportunity Center Program Assistant (Grade 7), TRiO, Student Affairs, effective April 3, 2017, hourly rate of \$10.55. This is a new position.

Amanda L. Walker, Senior Administrative Assistant (Grade 10), Health Sciences, effective April 13, 2017, hourly rate of \$12.39. Ms. Walker fills the position vacated by the reclassification of Melissa L. Bois.

Reclassification

Lonnie C. Freeman, from Lead Custodian (Grade 8) to Custodian (Grade 6), Facilities Management, effective March 24, 2017, hourly rate of \$17.03. Mr. Freeman voluntarily accepted a demotion to position vacated by the reclassification of Thelma D. Green.

Thelma D. Green, from Custodian (Grade 6) to Lead Custodian (Grade 8), Facilities Management, effective March 24, 2017, hourly rate of \$13.11. Ms. Green fills the position vacated by the reclassification of Lonnie C. Freeman.

Barry K. Taylor, from Lead Custodian (Grade 8) to Custodial Foreman (Grade 10), Facilities Management, effective March 24, 2017, hourly rate of \$13.97. Mr. Taylor fills a previously inactive position.

Resignation

Natalie R. Harvey, Lifeguard (Grade 3), Wellness & Athletics, effective March 13, 2017.

Justin T. Luzier, Custodian (Grade 6), Facilities Management, effective March 10, 2017.

Kimberly K. Wiedemann, Senior Administrative Assistant (Grade 10), Gulf/Franklin Campus, effective March 27, 2017.

Following review of the Personnel Recommendations, Mr. Lewis moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, 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 \$33,642.87 for noncredit courses and \$5,855.30 for special contracts.

Mr. McKnight moved and Ms. Kirvin seconded approval of the Contract Ratifications as presented. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Crisp, aye.

Overloads/ Adjunct Pay

4.3 Trustees were asked to approve the Spring 2017 February & Session C/March Monthly and Biweekly Overloads/Adjunct Pay for a total of \$182,575.69.

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

Purchase Order Activity 4.4.1 This month, there were no purchase orders of \$100,000 or greater.

4.4.2 Trustees reviewed the Expenditure Update for fiscal year 2016-17 for February 1-28, 2017. This item is for informational purposes only.

Final Approval to Manual of Policy Changes 4.5 Dr. Holdnak requested final approval of Manual of Policy changes:

- MOP 5.063, Information Security
This is a new policy created to support Federal and Florida laws on information security.
- MOP 7.015, Student Records
This update reflects that student's permanent files are stored in an electronic format and student Directory Information allows release of previous schools attended.

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

Tentative Approval of Manual of Policy Changes 4.6 Trustees were asked to provide tentative approval of Manual of Policy changes:

- MOP 2.146, Equal Opportunity Statement
- MOP 5.025, Procurement
- MOP 6.001, Employment and Dismissal of the College President
- MOP 6.010, Employment Policy
- MOP 6.011, Minimum Personnel Qualifications
- MOP 6.098, Non-Discrimination, Harassment, and Sexual Misconduct

Based upon the Department of Education's Office of Civil Rights Onsite Review, College policies that include the notice of non-discrimination are being updated to ensure compliance with the governing notice requirements and to ensure uniformity.

- MOP 6.082, Notification When Absent
This update documents the level of authority to approve leave in extenuating circumstances. The policy number is being changed from 6.083 to 6.082 to align data in the policy manual.
- MOP 6.100, College Employee Code of Ethics
The code of Ethics commits applicable standards to writing to ensure they are understood and followed by College employees. They are derived from federal and state laws

and regulations, College policies, and generally accepted principles of ethical conduct.

- MOP 7.014, Awarding of Posthumous Degrees
This is a new policy to institute a process to comply with requests for awarding posthumous degrees.
- MOP 7.025, Scholarships, Grants, and Work Assistantships
Changes have streamlined the policy to reflect the actual policy, not procedural steps.

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

**Temporary
Services
Contract
(RFP#3-
2016/17)**

- 4.7** In response to RFP#3 2016/17, Dr. Holdnak requested approval of the recommendation to award the Temporary Services Contract to Landrum HR for a period of three years. The Landrum HR proposal includes:
- Award amount of 39.43 percent markup on hourly rate.
 - Contract is for three years from date of Notice to Proceed.
 - Level II criminal backgrounds will be performed on all employees.
 - Employment verifications, reference checks, and drug screenings will be performed, if necessary, based on position or requested by the College.
 - Vendor agrees that College reserves the right to hire temporary service worker as a full-time College employee at no additional cost to Gulf Coast State College.
 - Vendor agrees there is no required amount of hours of work before College can hire an employee permanently.

Mr. Warriner recused himself from the discussion and vote due to a conflict of interest.

Mr. McKnight moved and Mr. Lewis seconded the motion as to approve a three-year contract with Landrum HR. The vote was recorded as follows: Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Crisp, aye.

**Annual Equity
Report**

- 4.8** Ms. Mary Nicholson, executive director, Human Resources, presented the 2016-17 Executive Summary of the Florida Educational Equity Act Annual Update. Ms. Nicholson mentioned that in an effort to address enrollment, completion, and retention, the College implemented new strategies, including the Jump Start

program, the Navigator program, and the TRiO Educational Opportunity Center. New strategies and a new plan have been developed for students on academic withdrawal, academic suspension, and probation to enhance completion; and a newly instituted faculty compensation package competitive with like institutions to attract new faculty hires.

Mr. Warriner moved and Mr. Lewis seconded a motion to approve the 2016-17 Annual Equity Report 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.

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 February 28, 2017.

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 February 28, 2017.

President's Report

5.2 Dr. Holdnak provided trustees with an update of legislative and budget issues and mentioned the following College events:

- Florida Constitutional Revision Commission, 4 to 7 p.m., May 3, Amelia Center Theater
- Gulf Coast State College 60th Anniversary Celebration, Fall 2017

6. Good of the Order

6.1 Trustees were reminded of the following College events:

- Honors Convocation, 6 p.m., April 28, The Amelia Center
- Health Sciences Pinning Ceremonies
 - Physical Therapist, 5:30 p.m., April 27, McSpadden SUE, Room 232-A
 - Associate Degree Nursing, 11 a.m., May 4, The Amelia Center
 - Respiratory Therapy, 1:30 p.m., May 4, Jules Sarzin Lecture Hall, Language & Literature

- Dental Hygiene, 5 p.m., May 4, Jules Sarzin Lecture Hall, Language &
- Surgical First Assistant, 6:30 p.m., May 4, Summit Bank Conference Center, ATC
- Associate Degree Nursing, 6 p.m., EDT, May 4, Gulf/Franklin Campus, Building A
- End-of-the-Year Luncheon, 11 a.m., May 5, Student Union Café
- Commencement Exercises, 6 p.m., May 5, Marina Civic Center
- Practical Nursing Pinning, 6 p.m. EDT, June 8, Gulf/Franklin Campus, Building A
- End-of-the Year Luncheon, 11 a.m., May 5, Student Union Café
- Commencement Exercises, 6 p.m., May 5, Marina Civic Center

7. Adjournment **7.1** The meeting was adjourned at 12:07 p.m.

Secretary

Chair, District Board of Trustees