

**FINAL  
MINUTES**

**REGULAR MEETING  
DISTRICT BOARD OF TRUSTEES  
GULF COAST STATE COLLEGE**

**December 14, 2017**

10 a.m.

William C. Cramer, Jr. Seminar Room

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

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| <b>1. Call to Order</b>      | <b>1.1</b> | Ms. Patronis called the meeting to order at 10:02 a.m.  |
| <b>Invocation</b>            | <b>1.2</b> | Mr. Bennett gave the invocation.  |
| <b>Pledge of Allegiance</b>  | <b>1.3</b> | Mr. McKnight led those present in the pledge of allegiance to the American flag.  |
| <b>Welcome to Guests</b>     | <b>1.4</b> | Ms. Patronis welcomed Mr. Joey Ginn, president, GCSC Foundation, Inc.; Ms. Christy Cole, chair, Faculty Senate; Ms. Wendi Garrett, chair, Professional Employee Council; Ms. Stephanie Kindos, president, Student Government Association; 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 Mr. Glen McDonald, vice president, Strategic Projects & Economic Development. |
| <b>Hearing of Citizens</b>   | <b>1.5</b> | No citizens answered the call to appear before the board.   |
| <b>Special Presentations</b> | <b>1.6</b> | Ms. Patronis called on Dr. Holdnak to present this month's Special Presentation.<br><br>Ms. Patronis and Dr. Holdnak invited Mr. Jorge Gonzalez, President and Chief Executive Officer of the St. Joe Company; Janet Piepel, Executive Director of the St. Joe Community Foundation; and April Wilkes, Manager of Regulatory and Public Affairs, as well as Mr. Joey Ginn, president, GCSC Foundation, Inc.; and Ms. Margie Mazur, executive director, GCSC Foundation, Inc. to the podium.   |

Dr. Holdnak stated the St. Joe Community Foundation is a 501(c) (3) private foundation dedicated to improving the quality of life for people who live, work, and play in Northwest Florida.

Mr. Gonzalez stated it was a privilege to be able to support the college and the “Thanks A Million” Campaign and on behalf of the St. Joe Community Foundation, he presented a check for \$100,000.

Ms. Patronis expressed her appreciation for the donation and stated it will help our military personnel feel welcomed in the community.

**2. Trustee  
Comments**

**2.1**

Ms. Patronis called on each trustee for comments. All of the trustees thanked Mr. Gonzalez and the St. Joe Community Foundation for the generous donation and wished everyone a happy holiday season. Trustees Kirvin, Patronis, Roberson, and Tannehill expressed their appreciation to the faculty and staff for their efforts throughout the year. Mr. McKnight gave an update on the men’s and women’s basketball teams and urged everyone to attend a game in the future. Mr. McKnight also invited everyone to the LPN to ADN Pinning Ceremony at the Gulf/Franklin Campus tonight. Mr. Millaway thanked Dr. Holdnak and Mr. McDonald for their efforts on working to bring new businesses to the area.

**Attorney’s  
Report**

**2.2**

Mr. Bennett had no report.

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

**2.3.1**

Mr. Joey Ginn, president, GCSC Foundation, Inc., reported that beginning November 15, 2017, and ending December 12, 2017, the Foundation received approximately \$82,900 in private contributions from the community; as of October 2017, the Foundation’s assets stand at \$32.7 million; the year-to-date program support for the College is \$689,000; and year-to-date investment activity reported a gain of approximately \$1.5 million.

Mr. Ginn stated the community’s generous support of the “Thanks a Million Campaign” has helped the Foundation reach over half of the million-dollar goal. To date the Foundation has received \$644,921 in donations and pledges.

**2.3.2**

Mr. Ginn lodged the June 30, 2017, Gulf Coast State College Foundation 2017 financial audit, conducted by Tipton, Marler, Garner, and Chastain, and the board accepted the audit as presented. Mr. Ginn pointed out the audit resulted in an unqualified opinion with no material weaknesses noted in internal controls.

**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. EST, Thursday, January 18, 2018, at the Gulf/Franklin Campus.
- President's Mileage Log**      **2.6**      Consistent with provisions of his contract, Dr. Holdnak reported his business and personal mileage from December 1, 2016, through November 30, 2017, in the automobile provided by the board. Dr. Holdnak stated the logbook is available for their review.
- 3. SGA Report**      **3.1**      Ms. Kindos, president of the Student Government Association, wished the trustees a Merry Christmas and reported on various SGA activities including:
- Humane Society Drive
  - Welcome Back Week activities
  - Club Rush will take place January 10 and 11
  - Activity at the Legislative Delegation on November 30
  - Forum on Opioid Addiction will be held in April
  - SGA would like to hold a Legislation Delegation Meeting on campus in April
- Dr. Holdnak complimented Ms. Kindos and all the Gulf Coast students who attended the Legislative Delegation on November 30. He was very proud of their actions and participation.
- Program Focus**      **3.2**      Dr. Holdnak called on Dr. David Fistein, Associate Professor of Political Science, to present this month's program focus.
- Model United Nations, also known as Model UN is an educational simulation and/or academic activity in which students can learn about diplomacy, international relations, and the United Nations. Students typically roleplay delegates to the United Nations and simulate UN committees. Dr. Fistein and his students have been participating in Model UN for seven years. Last month at the Southern Regional Model UN Conference in Atlanta, his students brought home some prestigious awards.
- Dr. Fistein stated Model UN teaches students diplomacy, dress code, professionalism, debating, and technical writing technics. He reported over 90 colleges were represented at the Southern Regional Model UN and he was very proud of our delegation.
- Student Focus:**      **3.3**      Dr. Fistein introduced Emily Keen, a journalism major and Nathan Paige, a computer science major, participants in the Southern Regional Model UN. They shared a power-point presentation highlighting the people they encountered and activities they participated in on their most recent trip to Atlanta.

**4. Consent  
Agenda**

The items on the consent agenda are routine business, state directives, and/or compliance items and are not expected to require discussion before action. Ms. Patronis asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. No requests were made; therefore, the following recommendations were presented for approval on the Consent Agenda.

**Minutes**            **4.1**            Approval of Minutes of the Regular Meeting of November 16, 2017.

**Personnel**        **4.2**            **Professional Services**

Employment

Claude A. Rhodes, Math Lab Tutor, Mathematics, effective November 6, 2017 - May 4, 2018, annual salary of \$28,184.80. Mr. Rhodes fills the position vacated by the resignation of Andrew J. Sharpe.

Reclassifications

Jennifer G. Barber, from Temporary Assistant Coordinator II, Respiratory Therapy to Assistant Coordinator II, Respiratory Therapy, Health Sciences, effective November 17, 2017 – June 30, 2018, annual salary of \$44,914.65. Ms. Barber fills the position vacated by the promotion of Julia A. Thomas.

Merissa E. Hudson, from Coordinator II, Enrollment Services, to Associate Director, Enrollment Services, Student Affairs, effective November 7, 2017 – June 30, 2018, annual salary of \$53,114. Ms. Hudson accepted additional duties due to the resignation of Miranda L. Dubois.

Aline M. Trussell, from Graduation Specialist, Enrollment Services, to Coordinator I, Enrollment Services, Student Affairs, effective November 7, 2017–June 30, 2018, annual salary of \$33,465. Ms. Trussell fills the position vacated by the reclassification of Merissa E. Hudson.

Resignation

Kristian M. Robertson, Women’s Volleyball Coach, Athletics, Student Affairs, effective November 2, 2017.

**Career Services**

Employment

Christopher M. Greenwood, part-time Office Assistant, Gulf/Franklin Campus (Grade 8), effective October 31, 2017, hourly rate of \$11.58. Mr. Greenwood fills the position vacated by the reclassification of Patricia Strayer.

Reduction in Force

NyShia D. Parker, Human Resources Assistant (Grade 9), Human Resources, effective November 16, 2017.

Enter DROP

Lonnie C. Freeman, Custodian (Grade 6), Facilities Management, effective December 1, 2017.

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| <b>Contract Ratifications</b>                     | <b>4.3</b> | Recommendation of November 2017 Contract Ratifications for 32 instructors of noncredit courses totaling \$10,850.77 and for 4 special contracts totaling \$41,650.01.  |
| <b>Overloads/ Adjunct Pay</b>                     | <b>4.4</b> | Recommendation of November 2017 Monthly and Biweekly Overloads/Adjunct Pay for 45 instructors of credit classes totaling \$36,881.89.  |
| <b>Obsolete Property</b>                          | <b>4.5</b> | Recommendation of 24 items determined to be obsolete that no longer serve the needs of the College's students or staff.  |
| <b>Final Approval of Manual of Policy Changes</b> | <b>4.6</b> | Recommendation for final approval of Manual of Policy changes: <ul style="list-style-type: none"><li>• <u>MOP 4.068, International Agreements/Travel</u></li><li>• <u>MOP 5.165, Travel and Expenses</u></li><li>• <u>MOP 6.081, Off-Campus Duty</u></li></ul> |

The policy updates are necessary per August 2017 travel procedure changes.

Ms. Patronis asked for a motion to approve the Consent Agenda Items 4.1 through 4.6 as presented. Mr. Tannehill moved, and Mr. McKnight seconded approval of the Consent Agenda as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

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| <b>Purchase Order Activity</b> | <b>4.7.1</b> | Trustees were asked to approve a purchase order to Software House International, Inc. totaling \$101,998.30 to purchase a storage area network (SAN) at the North Bay Campus Public Safety/Emergency Operations Building to provide redundancy for all of the college data. |
|--------------------------------|--------------|---|

The original quote was for \$137,166.40, but if purchased by December 31, 2017, the vendor has extended a quote of \$101,998.30, a savings \$35,168.10, and includes 24/7 support for 36 months.

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

- 4.7.2** Trustees reviewed the Expenditure Update for fiscal year 2017-18 from November 1-30, 2017. This item is for informational purposes only.
- Budget Amendment to Unrestricted Current Fund (Fund 1)** **4.8** Dr. Holdnak recommended approval of budget amendment J1800510, Performance Based Incentive Funding, to the Unrestricted Current Fund (Fund 1).
- Ms. Kirvin moved and Mr. Roberson seconded the motion to approve budget amendment J1800510, Performance Based Incentive Funding, to the Unrestricted Current Fund (Fund 1). The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; McKnight, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.
- Budget Amendments to the Restricted Fund (Fund 2) for 2016-17** **4.9** Dr. Holdnak presented a recommendation to approve the budget amendments to the Restricted Fund (Fund 2) for 2017-18:
- Budget Amendment J1800401, 21<sup>st</sup> Center Grant
  - Budget Amendment J1800500, Bay Defense Alliance Grant
  - Budget Amendment J1800504, Student Activity Fee Club Allocations
  - Budget Amendment J1800506, Student Activity Fee SGA Budget
  - Budget Amendment J1800514, Student Activity Fee Student Organization Allocations
  - Budget Amendment J1800519, Student Activity Fee Athletic Allocations
- Mr. McKnight moved and Mr. Lewis seconded the motion to approve the budget amendments to the Restricted Current Fund (Fund 2) for 2017-18 as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; McKnight, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.
- Tentative Approval of Manual of Policy Change** **4.10** Dr. Holdnak presented the tentative change to Manual of Policy 7.085, Student Travel for trustee approval. The policy update is necessary per August 2017 travel procedure changes.
- Mr. Warriner moved to accept the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; McKnight, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.
- Academic Program Deletions** **4.11** Dr. Holdnak presented the recommendation for approval of the academic program deletion of the Drafting and Design Technology Associate Degree. This program was inadvertently left off the program deletion request at the November 2017 meeting.

The program is included in the consolidation of coursework under the state curriculum framework *Architectural Design and Construction Technology A.S. Degree and Construction Aide Certificate* using existing approved courses.

Mr. Warriner moved to accept the recommendation as presented.

Mr. Tannehill seconded, and the vote was recorded as follows:

Crisp, aye; Kirvin, aye; Lewis, aye; Millaway, aye; McKnight, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

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| <b>5. Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD</b> | <b>5.1.1</b> | Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2017-18 as of October 31, 2017.  |
| <b>Actual YTD Revenues and Expenses Compared to Prior Year</b>                                      | <b>5.1.2</b> | Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2017-18 as of October 31, 2017.   |
| <b>Softball Field Complex Project Update</b>  | <b>5.2</b>   | Dr. Holdnak reported the Softball Field Complex project remains on schedule. The architects report the complex is coming along well. The dugout structures have been built, the bleachers are in place, the locker room metal frames are in place, and the fencing has been installed.  |
| <b>Phase 2 Campus Improvements (Roadway &amp; Parking) Project Update</b>                           | <b>5.3</b>   | <p>Dr. Holdnak reported Phase 2 of the Campus Improvements Project remains on schedule. The contractor still indicates project is on track time-wise. He informed trustees to anticipate a change order for work involving the retention pond and “discovered” conditions.</p> <p>Dr. Holdnak stated pictures were in their binders for review.</p>   |
| <b>President’s Report</b>   | <b>5.4</b>   | <p>Dr. Holdnak shared several thank you notes from employees and councils for the one-time pay-adjustment approved at the November meeting and gave a brief legislative update, directing attention to the following handouts:</p> <ul style="list-style-type: none"><li>• Comparative Summary Analysis &amp; Notes on SB 540 &amp; SB374</li><li>• The Florida College System COP’s statement on SB 540</li><li>• The 2018-19 Fixed Capital Outlay</li></ul> |

He also directed trustee's attention to commemorative box each received as a token of appreciation to each of them, from the College and the Foundation, for their continued support and encouragement.

**College People and Programs**

**5.4.1**

Dr. Holdnak shared accomplishments of the employees and programs at the college:

- Surgical Technologist Program received the Annual Merit Award from the NBSTSA
- The "Gulf Coast College Navigator Program" was selected as one of the four finalist for the 2018 Student Development Commission Exemplary Practice Award
- Five baseball players have signed with NCAA four-year schools
- Congratulations to another success Children's Swim

**Community Support**

**5.5.2**

Dr. Holdnak shared activities of community support:

- Commodore Cares sponsored the Community Breakfast at First United Methodist Church
- Thank you note from Representative Dunn
- Thank you letters to Mr. Glen McDonald from the St. Joe Foundation and the Bay Defense Alliance

**6. Good of the Order**

**6.1**

Ms. Patronis invited trustees to attend the following Gulf Coast events:

- ADN Pinning Ceremony, Thursday, December 14, 1:30 p.m., The Amelia Center Theatre
- LPN to ADN Weekend Pinning Ceremony, Thursday, December 14, 6 p.m., EST, Gulf/Franklin Campus, Building A
- GCSC Holiday Luncheon, Friday, December 14, 11 a.m., Student Union Conference Center
- Fall Emergency Medical Technician Graduation, Tuesday, December 19, 7 p.m., Advanced Technology Center, Room 302

**7. Adjournment**

**7.1**

The regular meeting was adjourned at 11:15 a.m.

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Secretary

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Chair, District Board of Trustees