

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

July 27, 2017

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present Katie L. Patronis (presiding), Don R. Crisp, Tom L. Lewis, Jim W. McKnight, Steve D. Millaway, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Nevin Zimmerman

Members Absent: Elizabeth M. Kirvin and Ralph C. Roberson

1. Call to Order **1.1** Mr. Crisp called the meeting to order at 10 a.m.

Invocation **1.2** Mr. Zimmerman gave the invocation.

Pledge of Allegiance **1.3** Mr. McKnight led those present in the pledge of allegiance to the American flag.

Election of Officers **1.4.1** Chair Crisp called for nominations for board chair for 2017-18. Mr. Lewis nominated Ms. Patronis, and Mr. Crisp asked for additional nominations. There being none, Ms. Patronis was elected board chair by acclamation.

1.4.2 Chair Patronis called for nominations for board vice chair for 2017-18. Mr. Millaway nominated Mr. McKnight and asked for additional nominations. There being none, Ms. Patronis called for a vote and Mr. McKnight was elected board vice chair. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

Welcome to Guests **1.5** Ms. Patronis welcomed CDR Jay Sego, Naval Support Activity; Col. Matthew Jefson, Tyndall Air Force Base; Mr. Joey Ginn, President, GCSC Foundation, Inc.; Ms. Stephanie Kindos, president, Student Government Association; Mr. Lloyd Harris, past chair, Faculty Senate; Ms. Wendi Garrett, 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 D. Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Strategic Projects & Economic Development.

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| Hearing of
Citizens | 1.6 | No citizens answered the call to appear before the board. |
| Approval of
Minutes | 1.7 | Mr. Lewis moved and Mr. McKnight seconded approval of the minutes of the regular meeting of June 29, 2017. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye. |
| Special
Presentations | 1.8.1 | Dr. Holdnak and Ms. Patronis expressed their appreciation to Mr. Crisp for his leadership on the board and presented him with a plaque recognizing his service as chair of the District Board of Trustees for the past two years. Mr. Crisp acknowledged the trustees, the president, and the College staff for the assistance they provided during his tenure as chair. |
| | 1.8.2 | Ms. Patronis and Dr. Holdnak invited Mr. Edward Lewis, director of American Legion Post Riders Post 375; Dr. Suzanne Remedies, director, Military and Veterans Services; Mr. Joey Ginn, president, Gulf Coast State College Foundation, Inc.; and Ms. Margie Mazur, executive director, GCSC Foundation, Inc. to join them at the podium. Mr. Lewis presented a check for \$8,000 to the College and Foundation from proceeds of the Annual Ride to Remember concert hosted by L.E. "Tommy" Thomas American Legion Post 375 in support of the Foundation's "Thanks A Million" campaign. Dr. Holdnak thanked Mr. Lewis and the American Legion for their continued support of the College and the Foundation. |
| 2. Trustee
Comments | 2.1 | Ms. Patronis called on each trustee for comments. Mr. Tannehill thanked Mr. Crisp and Ms. Patronis for their service as chair and vice chair and offered well wishes to Ms. Patronis in her new role as chair of the District Board of Trustees. He thanked the Foundation for what they do to provide financial assistance to students and to the faculty and staff as they continue the College's mission of access and opportunity. Mr. Crisp expressed his appreciation to the staff for the recent accomplishments achieved by the College. Mr. McKnight acknowledged his appreciation to the trustees, faculty, and staff for their efforts in keeping the cost of tuition and fees low. Mr. Warriner thanked Mr. Crisp for his old-fashioned leadership as chair of the board; congratulated Ms. Patronis on her election as chair; and welcomed Honorary Trustees CDR Segó and Col. Jefson, acknowledging the |

importance of the relationships the College has with the military. Mr. Lewis thanked Mr. Crisp for his leadership and reminded trustees of the Baccalaureate Nursing graduation this evening, mentioning that four other state colleges in Florida have requested approval to offer this program.

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| Attorney's Report | 2.2 | Representing Mr. Bennett, Attorney Nevin Zimmerman had no report. |
| GCSC Foundation, Inc. President's Update | 2.3 | <p>Mr. Ginn provided trustees with an update on Foundation activity, reporting that from June 27 to July 24, 2017, the Foundation received approximately \$32,700 in private contributions from the community; Foundation unaudited assets currently stand at \$31.6 million; year-to-date support funding for the College is approximately \$1.7 million, with \$845,000 being expensed for scholarships and \$900,000 for program support; and year-to-date investment activity gained \$3.3 million ending June 2017. The Foundation's annual financial audit will be conducted by the accounting firm Tipton, Marler, Garner, & Chastain in August.</p> <p>In addition, Mr. Ginn announced that the Foundation's Annual Pairings Party and Golf Tournament would be at Shark's Tooth Golf Club with the Pairings Party on Thursday, November 2, 2017, and the Golf Tournament on Friday, November 3, 2017.</p> |
| Honorary Trustee Updates | 2.4.1 | CDR Segó thanked Dr. Holdnak and his team for the opportunity to collaborate with the College and expressed his excitement about his assignment in Panama City. |
| | 2.4.2 | Col. Matthew Jefson thanked Dr. Holdnak for the warm welcome and the opportunity to continue to build on the great partnership that exists between the College and Tyndall Air Force Base. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for Thursday, September 14, 2017, in the William C. Cramer, Jr. Seminar Room at 10 a.m. |
| 3. SGA Report | 3.1 | Ms. Kindos reminded trustees of the Student Government Association Sneaker Drive to raise money for breast cancer awareness and reported that SGA is currently planning activities for the next academic year. |
| 4. Personnel | 4.1 | Trustees were asked to approve professional and career personnel recommendations. |

Professional Services

Employment

Fount H. Rion IV, Assistant Professor, Theatre, Visual & Performing Arts, effective August 10, 2017 – May 4, 2018, nine-month contract salary of \$50,823. Mr. Rion fills the position vacated by the retirement of Jimmy R. Garner.

Roderick L. Robinson Jr., Director, Gulf/Franklin Campus, effective July 24, 2017 – June 30, 2018, annual salary of \$59,394. Mr. Robinson fills the position vacated by the retirement of Loretta B. Costin.

Resignation

Katrina M. Reese, Program Director/Coordinator, Respiratory Therapy, Health Sciences, effective June 13, 2017.

Enter DROP

Mary P. Scovel, Director, Athletics & Head Coach, Women's Basketball, Wellness & Athletics, effective July 1, 2017.

Marko L. Phelps, NPL III Manager of Network Services, Information Technology/Network Services, effective July 1, 2017.

James P. Baxley, Director, Broadcasting & Media Support, Information Technology/Media Services, effective July 1, 2017.

Career Service

Employment

Jessica M. Owens, Information Desk Receptionist (Grade 6), Student Government, effective July 10, 2017, hourly rate of \$11.18. Ms. Owens fills a newly created position.

Amy L. Hinton, Lifeguard (Grade 3), Wellness & Athletics, effective July 10, 2017, hourly rate of \$8.58.

Resignation

Brian C. Brown, Groundskeeper (Grade 6), Facilities Management, effective July 7, 2017.

Termination

Wanda M. Boyette, Computer Lab Technician (Grade CL1), Information Technology Services, effective July 11, 2017.

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

Contract Ratifications

- 4.2** Trustees were asked to approve Contract Ratifications for a total of \$35,922.66 for noncredit courses and \$137,555 for special contracts.

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

**Overloads/
Adjunct Pay**

- 4.3** Dr. Holdnak requested trustee approval of the Summer 2017 June Monthly and Biweekly Overloads/Adjunct Pay for a total of \$63,514.58.

Mr. Warriner moved and Mr. McKnight seconded approval of the overloads/adjunct pay recommendations. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

Obsolete Property

- 4.4** Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians.

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

Purchase Order Activity

- 4.5.1** Dr. Holdnak recommended approval of two purchase orders greater than \$100,000. The first to Ellucian, the College's enterprise resource system provider, for renewal of maintenance on the Banner Finance, Financial Aid, HR, and Student modules in the amount of \$111,300 according to the contract.

The second to Absolute Business Solutions for copier services for 2017-18 for the lease of 35 copiers under a multi-year contract approved by the board in 2014 that expires May 2019. The total amount of this purchase order is \$121,059.20.

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

4.5.2 Trustees reviewed the Expenditure Update for fiscal year 2016-17 for June 1-30, 2017. This item is for informational purposes only.

**Final Approval
of Manual of
Policy Change**

4.6 Dr. Holdnak presented a change to Manual of Policy 7.096, Animals on Campus – Use of Service Animals. This policy is being changed to reflect the accommodation of service animals on campus and additional language to prevent feeding of stray and feral animals.

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

**2017-18
Restricted
Current Fund
Budgets**

4.7 The Restricted Current Fund (Fund 2) budget for the 2017-18 Federal College Work Study Program Grant was presented for approval.

**2017-18
Auxiliary Fund
Budgets**

4.8 Dr. Holdnak requested trustee approval of the 2017-18 Auxiliary Fund (Fund 3) budgets.

**2017-18 Loan
and
Endowment
Fund Budgets**

4.9 The 2017-18 Loan and Endowment Fund (Fund 4) budget was presented for approval.

**2017-18
Scholarship
Fund Budgets**

4.10 The Scholarship Fund (Fund 5) 2017-18 budgets were presented for approval.

**Fiscal Agent for
CareerSource
and Federal
Stafford Loan
Program**

4.11 Dr. Holdnak presented a recommendation for Gulf Coast State College to serve as the fiscal agent for programs/entities supporting the College's Mission (Agency Fund 6) such as CareerSource and Federal Stafford (Direct) Loan Program. The College would not budget revenues and expenses for these funds, but would hold them in individual accounts designated as Deposits Held in Custody for Others for these organizations and would disburse them as instructed by the owner.

- 2017-18 Unexpended Plant Fund Budgets** **4.12** The 2017-18 Unexpended Plant Fund (Fund 7) budgets were presented for approval.
- Following discussion, Mr. Lewis moved and Mr. McKnight seconded approval of the 2017-18 Restricted Current Fund, Auxiliary Fund, Loan and Endowment Fund, Scholarship Fund, and Unexpended Plant Fund Budgets and approval for the College to serve as the fiscal agent for programs/entities such as CareerSource and Federal Stafford (Direct) Loan Program. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.
- 2017-18 Debt Service Plant Fund Budgets** **4.13** Trustee approval was requested for the Debt Service Plant Fund budgets for 2017-18. Mr. Crisp moved and Mr. Warriner seconded approval of the request as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.
- Articulation Agreements** **4.14** Dr. Holdnak called on Dr. Flax-Hyman to present the articulation agreements between the College and the Bay, Franklin, Gulf, Holmes, and Washington district school boards. She explained that the renewal agreements responded to recent changes in state law or State Board Rule. Mr. Lewis moved and Mr. McKnight seconded approval of the articulation agreements as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, 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 June 30, 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 June 30, 2017.

- Delinquent Account Write-off History** **5.1.3** President Holdnak provided trustees with a history of delinquent account write-offs explaining that beginning in 2011, the Federal Awards rules changed requiring colleges and universities to return funds to the program for students that did not complete their obligations. Colleges and universities then attempt to recover the funds from the students. In 2014, the College began utilizing the Banner program to send targeted and more frequent notifications to students reminding them of the debt, which may have encouraged some to pay the debt, and as enrollments decreased, the number of Pell grant eligible students decreased, reducing the number of delinquent accounts.
- WKGC Redesign** **5.2** Dr. Holdnak reminded trustees that as part of the Digital Media program, the WKGC Radio Station relocated to the Advanced Technology Center freeing up the former radio station. He explained that enrollment by veterans and active duty military members is increasing, and that trend is expected to continue. In order to provide an adequate facility for veterans and active duty military, Dr. Holdnak proposed that the facility be repurposed as a Military and Veterans Resource Center.
- As a veteran, the president of DAG Architects, Inc. approached the College about providing architectural services at no cost, and Mr. Owen Gipson, a Gulf Coast graduate, presented the proposed renderings for trustee review. Dr. Holdnak expressed his appreciation to Mr. Gipson and DAG Architects, Inc.
- County Fire/Ambulance Station** **5.3** As an informational item, Dr. Holdnak notified trustees that the Bay County Commission is considering the addition of a Fire/Ambulance Station in northern Bay County and a possible site at the Emergency Operations Center has been identified. If further discussions result in any action, trustees would be informed at a subsequent board meeting.
- President's Report** **5.4** Dr. Holdnak referred trustees to a letter from the Southern Association of Colleges and Schools Commission on Colleges accepting the College's Fifth-Year Interim Report at their December 2016 meeting and to the memorandum from the Florida Department of Education regarding 2017 Legislation of Interest to the Florida College System.
- 6. Good of the Order** **6.1** Dr. Holdnak invited trustees to attend the following Gulf Coast events:
- Pharmacy Technician Pinning Ceremony, 7 p.m., Wednesday, August 2, 2017, Summit Bank Conferencing Center, Advanced Technology Center

- Paramedic Class Pinning and Summer Emergency Medical Technician Class Certification Ceremony, 7 p.m., Monday, August 7, 2017, Bay County Government Center, 840 West 11th Street, Panama City, Florida

7. Adjournment **7.1** The regular meeting was adjourned at 11:25 a.m.

Secretary

Chair, District Board of Trustees