

**DRAFT****MINUTES**

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

**September 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
- 1. Call to Order**      **1.1**      Ms. Patronis called the meeting to order at 10 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**      Ms. Patronis welcomed Mr. John Skaggs, Naval Support Activity Panama City; Mr. Joey Ginn, president, GCSC Foundation, Inc.; Ms. Stephanie Kindos, president, Student Government Association; Ms. Christy Cole, 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 Mercer, vice president, Administration & Finance.
- Hearing of Citizens**            **1.5**      No citizens answered the call to appear before the board.
- Special Presentations**            **1.6.1**      Ms. Patronis and Dr. Holdnak invited Mr. William C. Cramer, Jr., Board of Director of The Florida College System Foundation, along with Mr. Joey Ginn, president, GCSC Foundation, Inc.; and Ms. Margie Mazur, executive director, GCSC Foundation, Inc. to join them at the podium.

On behalf of The Florida College System Foundation, Mr. Cramer presented a check for \$22,755 (\$6,040 from the Helios Education Foundation, for first generation college students who are preparing

for a career in education; \$5,191 from the Foundation for Bank of America Dream Makers Scholarships, for first generation college students; and \$11,524 from Florida Blue, for students enrolled in allied health professions).

- 1.6.2** Ms. Patronis and Dr. Holdnak invited Officer Duane Gorey to the podium. Dr. Holdnak thanked Officer Gorey for his 14 years of service to the Florida State University-PC police force. Dr. Holdnak read a resolution recognizing him for his dedication and service to the College and the community. Officer Gorey expressed appreciation for the award. Dr. Holdnak requested board approval.

Mr. Crisp made a motion to approve the resolution as presented. Mr. McKnight seconded and 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.

**2. Trustee  
Comments**

- 2.1** Trustees Lewis, Roberson, Kirvin, and Warriner expressed enthusiasm about the new academic semester and expressed concern for those affected by Hurricane Irma. Trustees Warriner and Crisp thanked the College and the staff for their dedication and public service in times of need. Mr. Warriner stated he felt the College was in good hands during the threat of Hurricane Irma. Mr. Roberson stated the “Start Here Go Anywhere” campaign continues to be successful, referring to Mr. Jimmy Patronis who was a student in the Culinary Program and is now serving as the State’s Chief Financial Officer. Mr. McKnight stated he recently attended a volleyball game on campus and encouraged others to attend as well. He was pleased to see the construction of the softball field is on target. Mr. Tannehill recounted a positive comment he received from a student who complimented the College on the dissemination of information during the threat of Hurricane Irma. Ms. Kirvin regretted missing the July meeting and thanked Mr. Crisp, Ms. Patronis, and Mr. McKnight for their leadership on the board. Mr. Millaway stated that he had received several calls last week inquiring about whether the College would serve as a shelter in the event of a hurricane. Dr. Holdnak stated the geographic location and low elevation of the College prohibited the designation of any buildings be used as public shelters by state and county officials.

**Attorney’s  
Report**

- 2.2** Mr. Bennett had no report.

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

- 2.3** Mr. Joey Ginn, president, GCSC Foundation, Inc., reported that beginning July 25, 2017, and ending September 13, 2017, the Foundation received approximately \$74,365 in private contributions from the community; as of July 2017, the Foundation’s assets stand

at \$31.7 million; ending July 2017, year-to-date investment activity reported a gain of \$456,139; and the year-to-date program support for the College is \$45,000. He stated the Foundation would like to thank the faculty and staff for their support noting that from August 14, 2017 to September 13, 2017, on-campus contributions to the Foundation totaled \$7,082, which will support scholarships, the Alumni Association, and the “Thanks a Million” Campaign.

Mr. Ginn also reported the Foundation would be celebrating the College’s 60<sup>th</sup> and the Foundation’s 50<sup>th</sup> Anniversaries by having a fundraising dinner on Thursday, October 19, 2017, at 6 p.m. in the Advanced Technology Center. The keynote speaker will Mr. Jorge Gonzalez, president and chief executive officer, St. Joe Company, and the dinner will be catered by the students in the Culinary Management Program. All proceeds will benefit the “Thanks a Million” Campaign.

The Gulf Coast State College Foundation Annual Golf Tournament will be at Shark’s Tooth with a Pairing Party on Thursday, November 2, and the Golf Tournament on Friday, November 3. Currently, sponsorships total \$40,000.

**Honorary  
Trustee  
Updates**

- 2.4.1 Mr. John Skaggs, representing CDR Seago, expressed enthusiasm about the partnership and potential opportunities between the College and the Naval Support Activity Panama City.
- 2.4.2 Col. Jefson was unable to attend the meeting.

**Next Meeting**

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

**3. SGA Report**

- 3.1 Ms. Kindos, president of the Student Government Association, reported on the following recent activities including:
  - Coffee and smoothies were provided to students during Welcome Back Week activities
  - A “Treat and Meet Your E-Board” event was held
  - Club Week is currently in progress
  - FSU-PC and GCSC are planning joint activity events this fall
  - SGA representatives visited Franklin County High School and provided ID badges to dual-enrolled students
  - SGA will be attending College Night on September 14

Ms. Kindos also reported the board is focusing on documenting student participation at events held throughout the year so they can track how engaged students are with student life on campus.

**Program Focus 3.2** Dr. Holdnak introduced Dr. Melissa Lavender, vice president, Student Affairs, to present this month's Program Focus on the Student Accessibility Resources program.

Dr. Lavender introduced Ms. Jennifer Black, coordinator, Student Accessibility Resources. She thanked the trustees for the opportunity to highlight the program and stressed the focus of the Student Accessibility Resources program was to provide access to students despite their disabilities, whether it be a physical or a hidden disability. Ms. Black presented a short video on the program.

**Student Focus 3.3** Dr. Lavender emphasized that not only do College employees have an impact on students, but the students impact employees. She introduced Ms. Macey Sullivan, indicating that she is one of those students, and asked her to say a few words about her experiences in the Student Accessibility Resources program.

Ms. Sullivan explained that she has a very rare health problem that she has been battling since elementary school. She said her disability is a hidden disability and stated she is extremely happy the program name of Disability Support Services was changed to Student Accessibility Resources because of the stigma the word disability puts on people. She thanked the board for having her today and stated she would be forever grateful to the employees of the Student Accessibility Resources program.

**4. Consent Agenda**

The following recommendations were presented for approval on the Consent Agenda:

**4.1** Approval of Minutes of the Regular Meeting of July 27, 2017

**4.2** Personnel Recommendations:

**Professional Services**

**Employment**

Doreen B. Allen, Database Administrator, Information Technology Services, effective September 11, 2017 – June 30, 2018, annual salary of \$70,000. Ms. Allen fills the position vacated by the retirement of Ricky L. Peltz.

Katrina G. Andrews, Program Developer, Customized Training/Course Programming Industry, Corporate College, effective August 11, 2017 – June 30, 2018, annual salary of \$50,802.40. This is a newly created position.

Kayla E. Fouraker, Instructor, Nursing, Health Sciences, effective August 14, 2017 – May 4, 2018, nine-month contract, salary of \$41,539. Ms. Fouraker fills the position vacated by the resignation of Pamela Wallace.

Lara M. Herter, Program Developer, Community & Education, Corporate College, effective August 11, 2017 – June 30, 2018, annual salary of \$51,302.40. This is a newly created position.

Sarah C. Pilcher, Writing and Reading Lab Supervisor, Language and Literature, effective August 14, 2017 – May 4, 2018, nine month contract, salary of \$28,184.80. Ms. Pilcher fills the position vacated by the reclassification of Kelly L. Williams.

Lisa G. Reed, Executive Director, Human Resources, Administration & Finance, effective September 7, 2017 – June 30, 2018, annual salary of \$85,000. Ms. Reed fills the position vacated by the resignation of Mary P. Nicholson.

Rhonda L. Weatherbie, Instructor, Dental Hygiene, Health Sciences, effective August 28, 2017 – May 4, 2018, nine-month contract, salary of \$44,466. Ms. Weatherbie fills the position vacated by the reclassification of Miranda G. Stewart.

### **Reclassification**

Kimberly S. Awls, from Temporary Instructor to Instructor, Dental Hygiene, Health Sciences, effective August 14, 2017 – May 4, 2018, nine month contract salary of \$39,949. This is a reclassification of an existing position.

Suzanna M. Deaton, from Temporary Assistant Professor to Instructor, Dental Hygiene, Health Sciences, effective August 14, 2017 – May 4, 2018, nine-month contract salary of \$38,699. Ms. Deaton fills the position vacated by the resignation of Sandi Robinson.

Julia A. Thomas, from Temporary Instructional Coordinator III to Instructional Coordinator III, Respiratory Therapy, Health Sciences, effective August 18, 2017 – May 4, 2018, nine-month contract salary of \$61,641. Ms. Thomas fills the position vacated by the resignation of Katrina M. Reese.

### **Resignation**

Douglas E. Boortz, Assistant Coordinator Public Safety, Gulf Franklin Center-Occupational Education, Public Safety, effective August 11, 2017.

Quen W. Lamb, Business Consultant, Veterans Business Outreach Center, Workforce Development, effective August 3, 2017.

Kelly A. Shaffer, Associate Director, Grant Accounting, Business Affairs, Administration & Finance, effective August 29, 2017.

Andrew J. Sharpe, Math Lab Tutor, Mathematics, Academic Affairs & Learning Support, effective August 3, 2017.

**Enter DROP**

John R. Holdnak, President, Administration, effective August 1, 2017.

- 4.3 Contract Ratifications – Recommendation of \$35,328.96 for noncredit courses and \$28,290.90 for special contracts.
- 4.4 Overloads/Adjunct Pay – Recommendation of August 2017 Monthly and Biweekly Overloads/Adjunct Pay for a total of \$19,514.13.
- 4.5 Recommendation of approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2017-18:
  - 4.5.1 Budget Amendment J1800016, CareerSource Gulf Coast
    - Dislocated Worker II
    - Adult II
    - Older Out of School Youth
    - Dislocated Worker
    - Adult
    - Supplemental Nutrition Assistance Program
    - Welfare Transition
    - Unemployment Compensation
    - Wagner-Peyser
    - Wagner-Peyser II
    - Dislocated Veterans Outreach Program
    - Local Veterans Employment Representatives
    - Military Family
    - Reemployment Service & Eligibility Assessment
    - Reemployment Services & Eligibility Assessment II
  - 4.5.2 Budget Amendment J1800080, Perkins Vocational & Technical Education
    - Professional Development
    - Health Sciences Programs
    - Business & Technology Programs
    - Public Safety Programs
    - Entertainment Technology Program

4.5.3 Budget Amendment J1800115, Veterans Business Outreach Center

4.6 Purchase Order Activity

4.6.1 This month there were no purchase orders that met the threshold over \$100,000.

4.6.2 The Expenditure Report for fiscal year 2017-18 for July 1-31, 2017 was provided for review. This item is for informational purposes only.

4.7 Recommendation of Tentative Approval of Changes to Manual of Policy:

- MOP 3.015, Committee-Type Organizational Structure
- MOP 5.175, Use of College Facilities and Equipment
- MOP 5.250, Parking and Traffic Control on Campus
- MOP 7.039, Broadcasting Intercollegiate Athletics by Commercial Media
- MOP 7.055, Student Media

Ms. Patronis asked if there were any items trustees would like pulled from the Consent Agenda for further discussion. Dr. Holdnak stated that after conversations with trustees individually, it was suggested the first reading of Manual of Policy changes be listed under Action Items; therefore, 4.7 would be moved to the Action Items.

Ms. Patronis asked for a motion to approve the Consent Agenda as amended. Mr. Lewis moved, and Mr. McKnight seconded approval of the Consent Agenda items 4.1 through 4.6 as amended and 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.

**Tentative  
Approval of  
Manual of  
Policy Changes**

4.7 Trustees were asked to provide tentative approval of Manual of Policy changes:

- MOP 3.015, Committee-Type Organizational Structure  
The change updates committee member titles and deletes reference to Tri-College Committee.
- MOP 5.175, Use of College Facilities and Equipment  
The update is required due to change in responsibility for coordinating facility use and rentals.
- MOP 5.250, Parking and Traffic Control on Campus  
The update is to reference the new location to pick up parking decals.
- MOP 7.039, Broadcasting Intercollegiate Athletics by Commercial Media  
The update is to reflect full function of the radio station.

- MOP 7.055, Student Media

The updates are to reference current publications and acknowledge all College related media.

Mr. Roberson inquired about the rental of facilities. Mr. Mercer stated the College rents its facilities for educational purposes and to non-profit organizations. The cost charged is to cover custodial and maintenance services.

There was an inquiry about how potential users accessed the policy and procedures related to college facility usage. Dr. Holdnak stated the College has procedures incorporated into the Internal Management Memorandum (IMM), which implement the policy decision made by the District Board of Trustees as documented in the Manual of Policy. Ms. Patronis requested the IMM be available to all trustees. Dr. Holdnak responded that the current IMM is available online and that an electronic and/or paper copy would be sent to trustees upon request.

Mr. Lewis questioned sections of MOP 7.039, Broadcasting Intercollegiate Athletics by Commercial Media. Dr. Holdnak responded he would do a thorough review of the policy and bring back additional changes for the trustees to approve at a later meeting.

Ms. Kirvin moved to accept the recommendation as presented and Mr. Warriner seconded. 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.

**Approval of  
Lease  
Agreement  
between GCSC  
and Shands  
Teaching  
Hospital  
Clinics, Inc.  
d/b/a  
ShandsCair**

**4.8**

Attorney Bennett reported that he and Mr. Mercer have been coordinating with Shands Teaching Hospital Clinics, Inc. d/b/a ShandsCair regarding a property lease at the North Bay Campus for the operation of an aeromedical program including medical patient transportation.

Mr. Bennett reviewed the Lease Agreement that states Shands Teaching Hospital Clinics, Inc. d/b/a ShandsCair will locate a modular building at the North Bay Campus that is consistent with existing facilities and will construct a helipad that meets all FAA requirements. There will be no rent paid to the college, but the agreement will accommodate much needed medical air transport to the region.

Discussion followed regarding cost of utilities, landscaping, indemnity clause, construction, permitting, use of the helipad by others, and rental fees.



Mr. McKnight made a motion to approve the lease agreement between GCSC and Shands Teaching Hospital Clinics, Inc. d/b/a ShandsCair as presented. Mr. Crisp seconded the motion and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; Warriner, nay; and Patronis, aye.

**Approval for  
Consent to  
Sublease with  
ShandsCair  
and Med-Trans  
Corporation**

**4.9** Mr. Tannehill made a motion to table item 4.9 and Ms. Kirvin seconded the motion. 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.

**Approval of  
Textbook  
Affordability  
Program  
Report**

**4.10** Mr. Mercer requested approval of the Textbook Affordability Program Report. He stated that to House Bill 7019, amended section 1004.085, (F.S.), Textbook and Instructional Materials Affordability, requires the district board of trustees of each Florida College System institution to report various factors that influenced the textbook and instructional materials selected.

The statute requires that at least 95 percent of all required textbooks and instructional materials be posted on the College website no later than 45 days prior to the first day of class. Mr. Mercer pointed out that during the 2016-17 year, the College had 13 sections posted after that date, representing less than 62 percent of all sections and potentially affecting 75 students in these sections. While the College's 99.38 percent posting rate clearly meets the 95 percent requirement, the College will continue to strive to reach 100 percent. Mr. Mercer noted the College is continuing to develop cost-effective alternatives to textbooks such as the use of technology and supplemental materials, and that students are being encouraged to find the most economical ways to purchase textbooks. He stated while the cost of textbook savings is good for students, it will result in a reduction of revenues in the bookstore.

Mr. Crisp moved and Ms. Kirvin seconded the motion to approve the Textbook Affordability Program Report 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.

**Approval to  
Begin Process  
of Selecting  
Continuing  
Contract  
Professionals**

**4.11** Dr. Holdnak requested approval to begin the process of selecting new continuing contract professionals for civil, mechanical, electrical, and plumbing engineering services and architectural services. In accordance with 297.055 Florida Statutes. He recommended that two contract professionals be selected for each

area. Contracts would be limited to \$2 million and professional fees would be limited to \$200,000.

Mr. Crisp moved and Ms. Kirvin seconded the motion and at next month's meeting, the chair will appoint a committee to begin the process of selecting continuing contract professionals. 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.

- 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 2017-18 as of July 31, 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 2017-18 as of July 31, 2017.
- Fee Exemption and Waivers 2016-17**
- 5.1.3** Trustees reviewed the summary of fee exemptions and waivers granted during the fiscal year ending 2016-17.
- Lodging of 2016-17 Annual Financial Report**
- 5.1.4** Mr. Mercer presented the College's Annual Financial Report for the fiscal year 2016-17, noting that the results are unaudited at this time. Trustees will receive the final audit once it is released by the Auditor General's Office.
- Siemen's Industry, Inc. Energy Savings Project Update**
- 5.2** Mr. Matt Ridley, Siemens Industry, Inc., Building Performance Assurance Team, presented the Year Four Annual Savings Report for the Energy Savings Performance Contract, which the College entered into in April 2012. Mr. Ridley reported that the College:
- achieved a savings in utility costs of \$476,867
  - increased capacity in the HVAC building
  - increased comfort levels, and
  - improved parking lot lighting

He added that the Colleges is in the process of converting to LED lighting.

**Softball Field Complex Project Update**      **5.3**      Dr. Holdnak reported engineers and the contractor on the project state the project is moving along on schedule. College staff is also on site at least daily to inspect the progress. Field rough grade is finished and the irrigation system is being installed this week. In addition, block work for the backstop and dugouts is underway and the fencing, warning tracks, foul polls, and sod is scheduled to be installed shortly.

**Phase 2 Campus Improvements (Roadway & Parking) Project Update**      **5.4**      Dr. Holdnak reported as of August 31, 2017 the project is ahead of schedule. Survey crews were on site the first week of September to lay out storm drain and new curb locations.

**President's Report**      **5.5**      Dr. Holdnak updated trustees on various recent events occurring on the campus, specifically mentioning:

- Enrollment had finally stabilized with a fall to fall term comparison that show no decline.
- The Unmanned Aircraft Systems Program faculty and staff were invited to the Naval Support Activity Panama City where the GCSC team provided support for the ANTX military exercises.
- The College pre-station Unmanned Vehicle Aircrafts at the EOC were requested to be available for post-damage assessment in the event Hurricane Irma impacted this area.

Dr. Holdnak shared a list of damage reported by the other 27 schools in the Florida College System. He also reported the College has an existing Memo of Understanding with Gulf Power to use the College as a staging area in the event it is needed, and that Duke Energy had reached out to the College for the same but moved operations east to be closer to areas of significant damage.

Senator Gainer visited the campus on Wednesday and toured the Advanced Technology Center. Senator Gainer is a graduate of Gulf Coast Junior College and is very supportive of our mission.

**College People and Programs**      **5.5.1**      Dr. Holdnak asked the trustees to view the handouts provided in their board packets and informed them that he would be including worthy news regarding college personnel and programs at each month's meeting.

**Community Support**      **5.5.2**      Dr. Holdnak noted the letter from The U.S. Charitable Gift Trust, which indicated a grant donation of \$22,801 from the Jean and John Torregrossa Foundation, a Donor Advised Fund of The U.S. Charitable Gift Trust. The donation is to be used for low-income scholarships.

**6. Good of the Order**

- 6.1** Ms. Patronis invited trustees to attend the following Gulf Coast events:
- College Night, 6 to 8 p.m., September 14, Advanced Technology Center
  - GCSC 60<sup>th</sup> Anniversary Community Celebration, 4 to 8 p.m., September 16, between the Natural Sciences Building and the Wellness Complex
  - “Made in Greece IV” Ceramics and Photography Exhibit of the Athens/Skopelos Study Abroad Program, Amelia Center Main Gallery, through September 29
  - GCSC Foundation, Inc. 50<sup>th</sup> Anniversary Celebration, 6 p.m., October 19, Advanced Technology Center

**7. Adjournment**

- 7.1** The regular meeting was adjourned at 12:08 p.m.

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Secretary

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Chair, District Board of Trustees