

**FINAL
MINUTES**

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

July 26, 2018

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Absent Joe K. Tannehill, Jr.

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. McKnight led those present in the pledge of allegiance to the American flag.

Election of Officers 1.4.1 Trustee Patronis relinquished the chair to Vice Chair McKnight, who accepted nominations for board chair. Mr. Lewis nominated Ms. Patronis, commending her for her outstanding leadership for the past year. No other nominations were offered, Ms. Kirvin seconded the nomination, and Ms. Patronis was reelected board chair for 2018-19 on a vote as recorded here: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Patronis, aye.

1.4.2 Chair Patronis called for nominations for board vice chair for 2018-19. Mr. Millaway nominated Mr. McKnight. There being no other nominations, Ms. Kirvin seconded, and Mr. McKnight was elected board vice chair for 2018-19 on a vote as recorded here: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Patronis, aye.

Welcome to Guests 1.5 Ms. Patronis welcomed CDR Jay Segó, Naval Support Activity-PC; Col. Matthew Jefson, Tyndall Air Force Base; Mr. Floyd Skinner, president, Gulf Coast State College Foundation, Inc.; Mr. Johnathan Fuentes, president, Student Government Association; Ms. Kelli Walsingham, chair, Faculty Senate; Ms. Rebecca Ramsey, 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 Mr. Glen McDonald, vice president, Economic Development & Strategic Strategies

- Hearing of Citizens** 1.6 No citizens answered the call to appear before the board.
- Special Presentation** 1.7 Ms. Patronis and Dr. Holdnak invited Mr. Jorge Gonzalez, president and chief executive officer of the St Joe Company, Inc.; Mr. Floyd Skinner, president, GCSC Foundation, Inc.; Ms. April Wilkes, Executive Director, St. Joe Community Foundation, Inc.; and Ms. Margie Mazur, executive director, GCSC Foundation, Inc. to the podium.
- Dr. Holdnak thanked the St. Joe Community Foundation for the matching grant in support of the new Advanced Manufacturing Innovation Institute at Gulf Coast State College. The approved matching grant totals \$100,000 and is to be used for instructional purposes and student scholarships. Dr. Holdnak expressed appreciation on behalf of the College and the GCSC Foundation, of the continued support of the St. Joe Community Foundation, and look forward to working with them in the future.
- 2. Trustee Comments** 2.1 Ms. Patronis called on each trustee for comments. Trustees expressed appreciation for being part of a great institution; Mr. McKnight congratulated Mr. Millaway regarding the various articles about him in the News Herald; Ms. Kirvin was excited to see the youth on campus being exposed to the College, and thanked all those involved with the organization of the programs offered. Mr. Lewis stated he was stopped on the way into the meeting and was thanked by an employee for the raise he had received. Mr. Lewis then thanked all the employees for what they do to make the College successful.
- Attorney's Report** 2.2 Attorney Bennett had no report.
- GCSC Foundation, Inc. President's Update** 2.3 Mr. Floyd Skinner, president, GCSC Foundation, Inc., reported that beginning June 20, 2018, and ending July 24, 2018, the Foundation received \$129,958.28 in private contributions from the community and to date the Foundation has received \$1,030,332.31 in donations and pledges in support of the Thanks a Million Campaign. The Foundation's year-end close was June 30, 2018, and the financial report given is "unaudited"; assets stand at \$33.3 million; year-to-date program support for the college is \$1.1 million; which includes scholarships awarded at \$867,000.
- The investment valuations are not complete as of this report, as they were waiting for the June 30, 2018, private capital valuations from Commonfund. The Foundation's Board of Directors approved a recommendation from the Finance Committee to change investment managers from Commonfund to J.P. Morgan Chase. The move is effective upon review and approval of the investment agreements from J.P. Morgan Chase. The Foundation will not incur any closing costs from Commonfund nor any set up costs from J.P. Morgan Chase.

Mr. Skinner stated The Foundation's Annual Pairing Party will be on Thursday, November 1, 2018, in the Advanced Technology Center and the Golf Tournament will be at Shark's Tooth on Friday, November 2, 2018. The Foundation has secured \$23,200 in sponsorships and 10.5 teams have registered. Various levels of sponsorships and opportunities to support the event are available. All the proceeds are in support of the Thanks a Million Campaign. If you need any additional information, please contact Margie Mazur in the Foundation office.

**Honorary
Trustee
Updates**

2.4.1 CDR Sego reported the NSA-PC base has partnered with the Bay District Schools and a private donar to award two \$2,500 scholarships to high school graduates. He was pleased to announce one of the recipients will be attending Gulf Coast State College. The NSA-PC base received \$94,000 from the Florida Defense Taskforce to develop an expeditionary rapid innovation center outside the NSA-PC base, which will collaborate with local colleges and businesses. This partnership will address the Navy's critical need for a quick response innovative solution to address emerging mission requirements.

2.4.2 Col. Jefson gave praise on behalf of Tyndall Air Force Base for the joint efforts between Tyndall and Bay District Schools, stating the Bay Area Education Alliance is once again being recognized for their excellent work with the students in Bay county. He stated Tammy Turnmeyer, 325th Fighter Wing school liaison officer, is currently in Washington, DC, receiving an award for the recognition of this program.

Col. Jefson stated the summer has been busy with multiple change-of-command ceremonies and thanked Mr. Bennett for remembering the overseas servicemen in his invocation.

Next Meeting

2.6 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, September 20, 2018, in the William C. Cramer, Jr. Seminar Room. A board retreat has been scheduled for 9 a.m. ET, Tuesday, August 14, 2018, at the Port Inn in Port St. Joe, Florida.

3. SGA Report

3.1 Mr. Johnathan Fuentes, president, Student Government Association, stated the summer has been busy and they are currently making plans for Welcome Back activities.

Program Focus

3.2 Dr. Holdnak introduced Ms. Loretta Costin, dean, Occupational Education and Organizational Support, to present this month's Program Focus on the Summer Student Enrichment Programs. Ms. Costin stated that over 1,000 students, ranging in age from 6-17, have had the opportunity to engage in a camp this summer on the GCSC campus. She stated the goal of the program is to provide an opportunity for K-12 students to be exposed to STEM opportunities on the GCSC Campus throughout the school year.

Ms. Costin introduced Ms. Katie McCurdy, Bay District Schools and GCSC STEM administrator. Ms. McCurdy thanked trustees for the support given to the STEM educational pathways, highlighting some of the activities held this past year, including:

- Summer STEM Camps
 - Offered three 1-week sessions
 - 240 4-6th grade students impacted
 - 62 scholarships provided to low socioeconomic students (funded by Tyndall Air Force Base and Bay Education Foundation)
 - Topics: Rockin’ Robotics Challenge; Survival of the Fittest; Mystery Positions; What’s Up With the Weather
- Physics Day
 - May 12, 2018; 90 middle school students attended
- Girl’s Engineering Night
 - February 21, 2018; 130 middle school students attended
- Middle School Career Exploration
 - October 5, 2018; 200 middle school students explored career fields based on their Career Shines assessment that they did with the GCSC Navigators
- High School STEM Seminars
 - January 31, 2018; 30 high school female students invited
- First Lego League Championship
 - March 3, 2018; 20 teams had to design a solution around a scientific question or problem using lego robotics they programmed themselves
- SeaPerch Regional Competition
 - March 9, 2018; 40 teams remotely navigated underwater vehicles through a series of rings and mazes
- Lego League Jr. Expo
 - May 10, 2018; 13 teams of elementary school students participated to the theme of “Aqua Adventure”

Ms. McCurdy stated the partnership formed between the Navy Base, Bay District Schools, the GCSC professors, and the GCSC Navigators has been instrumental in providing the K-12 students with a variety of STEM educational opportunities on the GCSC campus.

**4. Consent
Agenda**

The items on the consent agenda are routine business, state directives, and/or compliance items. 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 June 28, 2018.

Personnel 4.2 Professional Services

Employment

Catherine M. Bland, Assistant Coordinator I, Student Accessibility Resources, Student Affairs, effective May 18, 2018 – June 30, 2018, annual salary of \$35,029. Ms. Bland fills the position vacated by the resignation of Heidi Reynolds.

Loretta B. Costin, Dean, Occupational Education and Organizational Support, effective July 11, 2018 – June 30, 2019, annual salary of \$92,913. Ms. Costin fills an expanded position.

Reclassification

Lori A. Cannon, from Coordinator I, Student Leadership to Director of Student Leadership, Student Affairs, effective July 1, 2018, annual salary of \$54,684.

Arifa Garman, from Director, E-Learning & Testing to Executive Director, E-Learning & Testing, Student Affairs, effective June 29, 2018, annual salary of \$80,112.

Michael A. Kandler, from Head Baseball Coach & Assistant Athletic Director to Head Baseball Coach & Athletic Director, Wellness & Athletics, Student Affairs, effective July 1, 2018, annual salary of \$89,190.

Katrina M. Porter, from Assistant Coordinator I, Campus Events to Coordinator I, Campus Events, Business Affairs, effective July 1, 2018, annual salary of \$37,051.

Mary P. Scovel, from Head Women's Basketball Coach & Athletic Director to Head Women's Basketball Coach & Associate Athletic Director, Wellness & Athletics, Student Affairs, effective July 1, 2018, no change in salary.

Resignation

Andrew W. Kussro, part-time Assistant Women's Volleyball Coach, Wellness & Athletics, Student Affairs, effective July 11, 2018.

Amon A. Philyaw, Recruiter I, Enrollment Services, Student Affairs, effective July 10, 2018.

James F. Smith, Assistant Coordinator, Testing, Student Affairs, effective June 28, 2018.

Karen R. Tayes, Coordinator, EMS Programs, Public Safety, Academic Affairs, effective June 30, 2018.

Career Services

Employment

Shelton Franklin, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective July 2, 2018, hourly rate of \$11.31. Mr. Franklin fills the position vacated by the resignation of Brian C. Brown.

- | | | |
|--|------------|--|
| Contract Ratifications | 4.3 | Recommendation of June 2018 Contract Ratifications for 85 instructors of noncredit courses totaling \$43,445.49 and for 33 special contracts totaling \$189,018.50. |
| Overloads/
Adjunct Pay | 4.4 | <p>4.4.1 Recommendation of June 2018 Monthly and Biweekly Overloads/Adjunct Pay for 38 instructors of credit classes totaling \$36,364.40.</p> <p>4.4.2 Recommendation of June 2018 Summer “C” Monthly and Biweekly Overloads/Adjunct Pay for 41 instructors of credit classes totaling \$86,194.30.</p> |
| Purchase Order Activity | 4.5 | <p>4.5.1 This month there were no purchase orders that met the threshold over \$100,000.</p> <p>4.5.2 The Expenditure Report for fiscal year 2017-18 for June 1-30, 2018, was provided for review. This item is for informational purposes only.</p> |
| Final Approval of Manual of Policy Change | 4.6 | <p>Recommendation of final approval of Manual of Policy changes:</p> <ul style="list-style-type: none">• <u>MOP 7.118, Campus Free Expression</u>
The proposed modifications are reflective of the Florida Legislative action and provides the opportunity to enjoin two separate policies into one more efficient documentation of processes. Revisions also include a title change from <i>Public Address Area</i> to <i>Campus Free Expression</i>.• <u>MOP 7.120, Distribution of Literature</u>
This is elimination of separate policy; content will be address in the <i>Campus Free Expression</i> policy. |
| 2018-19 Restricted Current Fund Budgets | 4.7 | The Restricted Current Fund (Fund 2) budget for the 2018-19 Federal College Work Study Program Grant was presented for approval. |
| 2018-19 Loan and Endowment Fund Budgets | 4.8 | The 2018-19 Loan and Endowment Fund (Fund 4) budget was presented for approval. |

**2018-19
Scholarship
Fund Budgets**

4.9 The Scholarship Fund (Fund 5) 2018-19 budgets were presented for approval.

**2018-19
Agency Fund
Budgets**

4.10 The 2018-19 Federal Stafford Loan Program (Fund 6) was presented for approval. Gulf Coast State College serves as the fiscal agent for programs/entities supporting the College's Mission (Agency Fund 6) such as the Federal Stafford (Direct) Loan Program. The College does not budget revenues and expenses for these funds, but does hold them in individual accounts, designated as Deposits Held in Custody for Others, and would disburse them as instructed by the owner.

**2018-19
Unexpended
Plant Fund
Budgets**

4.11 The 2018-19 Unexpended Plant Fund (Fund 7) budgets were presented for approval.

**2018-19 Debt
Service Plant
Fund Budgets**

4.12 The 2018-19 Debt Service Plant Fund (Fund 8) Budget was presented for approval.

Mr. McKnight moved to accept the consent agenda items as presented. Mr. Crisp seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Patronis, aye.

5. Action Items

**Lease
Agreement
with Bay
County Board
of County
Commissioners**

5.1 Attorney Bennett presented the Lease Agreement between Gulf Coast State College and the Bay County Board of County Commissioners for the lease of land use at the Colleges North Bay Campus for the construction and operation of a fire station to serve the surrounding area and provide educational opportunities for the College's First Responder Programs.

Mr. Lewis moved and Mr. Warriner seconded the motion to approve the Lease Agreement between Gulf Coast State College and the Bay County Board of County Commissioners for the lease of land use at the Colleges North Bay Campus, as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Patronis, aye.

**Food Service
Contract with
Valley
Services, Inc.**

5.2 Trustees were asked to approve the recommendation of approval of the food service contract between Gulf Coast State College and Valley Services, Inc.

Dr. Holdnak stated that on April 24, 2018, college staff opened sealed bids received in response to RFP #1-2017/2018 for College-Wide Food Service Dining. In the opinion of the review committee, one of the proposals had the appropriate experience and resources to meet the needs of the college.

Since that date, college staff, the vendor, and Attorney Bennett have been working on an agreement that is fair and equitable to all parties.

The following are the key components of the Valley Services, Inc. proposal:

- Term: 3 years, with a possible renewal for a like period if desired by both parties.
- Valley Services (Company) will oversee food services at the college Monday through Thursday 7:00 am to 2:00 pm.
- Company and GCSC will share responsibility for housekeeping and sanitation as outlined in the agreement.
- Company will hire employees, and may hire existing employees if they are interested.
- GCSC will allow Company to use all existing equipment, utilities, and smallwares.
- Company will credit to GCSC all sales proceeds, and GCSC will reimburse Company for all reimbursable charges including product, labor, technology, etc.
- GCSC will pay to Company a Fixed Management Fee of \$30,000, and a Variable Management Fee of 2% for improvement in net income per contract year.

Mr. Roberson expressed concern about the lack of mention of any type of Gross Profit Margin Report. Discussion followed. Upon the advice of the board attorney, Mr. Lewis motioned to approve the lease presented with the board giving authority to Dr. Holdnak to approve an addendum, which specifies an expected Gross Profit Margin by Valley Services, Inc. Mr. McKnight seconded approval and the vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Warriner, aye; and Patronis, aye.

6. Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD

6.1.1 Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2017-18 as of June 30, 2018.

Actual YTD Revenues and Expenses Compared to Prior Year

6.1.2 Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2017-18 as of June 30, 2018.

**Phase 3
Campus
Improvements
(Roadway &
Parking)
Project Update**

6.2 Dr. Holdnak stated the parking lot on the north side of campus is in use as of July 10. The pavers, sidewalks, and landscaping are complete behind the library.

The contractor has also begun with the demolition on the parking area between the Student Union West and the Visual and Performing Arts buildings. Mr. Fuentes requested the construction cones be moved closer to the beginning of the construction zone.

C.W. Roberts, the contractor on the project, is confident that the project is on schedule and continues to make efforts to minimize the impact to students, faculty, and staff during construction.

**President's
Report**

6.3 Dr. Holdnak provided trustees with an FTE update for summer 2018, stating enrollment is up six percent. He also congratulated Mr. Millaway for the various articles in the News Herald that not only mentioned him, but the College as well.

Dr. Holdnak provided trustees with an e-mail from Chancellor Pumariega and a handout on the 2018-19 Performance Based Funding Model and reviewed both in detail. Chancellor Pumariega stated the data does not always reflect the hard work the staff engages in everyday ensuring student success.

Dr. Holdnak briefed trustees on the recent trip he and Mr. McDonald took to England along with members of the Bay Economic Development Alliance. They met with several companies and manufacturers who are interested in locating to Bay county and partnering with the GCSC AMI² initiative.

**7. Good of the
Order**

7.1 Trustees were reminded of the following College events:

- RN to BSN Pinning Ceremony, Thursday, July 26, 2018, at 6 p.m., Amelia Center Theatre.
- Gulf Coast State College Triple Graduation Ceremony which includes Fire Science, Paramedic, and Emergency Medical Technician Programs, 7 p.m., Monday, August 6, 2018, Robert L. McSpadden Student Union Conference Center

8. Adjournment

8.1 The regular meeting was adjourned at 11:50 a.m.

Secretary

Chair, District Board of Trustees