

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

**March 15, 2018**

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, Ralph C. Roberson, Joe K. Tannehill, Jr., Dr. John R. Holdnak, and Mr. Derrick Bennett

**Absent** Elizabeth M. Kirvin, David P. Warriner

- 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.
  - Welcome to Guests** **1.4** Ms. Patronis welcomed Commander Jay Sego, Naval Support Activity Panama City; Mr. Joe Hamner, vice-president, Gulf Coast State College 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; and Mr. Glen McDonald, vice president, Strategic Projects & Economic Development.
  - Hearing of Citizens** **1.5** No citizens answered the call to appear before the board.
- 2. Trustee Comments**
  - 2.1** Ms. Patronis called on each trustee for comments. Trustees Lewis, McKnight, Millaway, and Roberson commented on the successful ribbon cutting at the softball field and the excellent wins that followed. Trustees Roberson, McKnight, and Tannehill congratulated the Lady Commodore basketball team for a successful run at the Region 8 State Tournament and wished them well at the National Tournament. Mr. Crisp stated it was a privilege to be involved with a well-rounded institution such as Gulf Coast State College. Mr. Tannehill expressed

his well wishes for a safe Spring Break and applauded the Pi Day activities resulting in raising money for local charities. Mr. Millaway attended the Sea Perch Innovations event at the Natatorium and commented that it was a successful venture for the College and the Navy base.

**Attorney's Report**

2.2 Mr. Bennett had no report.

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

2.3 Mr. Joe Hamner, vice president, GCSC Foundation, Inc., reported that beginning February 14, 2018, and ending March 12, 2018, the Foundation received approximately \$60,385 in private contributions from the community; as of January 2018, the Foundation's assets stand at \$33.6 million; year-to-date investment activity ending in February 2018, reported a loss of \$852,000 with an overall year to date gain of \$2.6 million. The year-to-date program support for the college is \$875,000; which includes scholarships awarded at \$704,000. To date the Foundation has received over \$811,000 in donations and pledges in support of the "Thanks a Million" Campaign. The Foundation Scholarship Application Cycle will end on March 15 and as of March 14, the Foundation has received over 900 applications.

The GCSC Foundation Annual Dinner, featuring Distinguished Alumni and Rising Alumni Awards, is May 17, 2018, at Edgewater Beach Convention Center. The fundraising event will be an evening of student entertainment and recognition of GCSC Foundation benefactors. All proceeds will help support the "Thanks a Million" Campaign.

**Honorary Trustee Updates**

2.4 Commander Segó stated he was impressed with the recent Sea Perch Innovations Event held at the college Natatorium. The event drew 72 teams, consisting of junior high and high schools students from as far away as Tallahassee and Pensacola. The teams had to navigate their robots through an underwater obstacle course.

**Next Meeting**

2.5 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, April 19, 2018, in Room 176 of the Public Safety/EOC Building at the North Bay Campus.

**3. SGA Report**

3.1 Ms. Kindos, president of the Student Government Association, stated the Leadership Conference held on March 10 was a great success. Student Government is working with Oakland Terrace planning mentoring sessions and STEM projects for their students.

Additional upcoming activities include:

- Feminine Hygiene Drive for homeless shelters, March 1-31
- Student Easter Egg Hunt, March 26-29
- Voter registration drive throughout April
- Town Hall Meeting, April 11
- SGA officer elections will take place the last week of April.

**Program Focus 3.2** Dr. Holdnak congratulated Coach Roonie Scovel and the Lady Commodores for winning the Region 8 State Basketball Tournament. He stated after completing the 2017-18 season, Coach Scovel's career record at Gulf Coast is a sterling 570 - 75. She has lead her teams to 17 Conference, 12 Regional, and 5 National Championships. Dr. Holdnak wished the Lady Commodores well on their upcoming trip to the National Tournament in Lubbock, TX. The Lady Commodores are the number two seed and will play their first game on Tuesday, March 20 at 6 p.m.

Dr. Holdnak invited Coach Scovel to the podium where she thanked trustee members for their continued support of GCSC athletic and wellness programs.

**Student Focus 3.3** Coach Scovel introduced Lady Commodore guard Shayla Bennett and stated Ms. Bennett has been named the Panhandle Conference Player of the Year, the Region 8 Player of the Year, the Region 8 Tournament MVP, and culminating with being named the Women's Basketball Coaches Association Two-Year College Player of the Year. Ms. Bennet will be graduating in May and has received a scholarship to the University of North Carolina. Ms. Bennet thanked the board for giving her the opportunity to be involved in such a great sports program.

**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 February 15, 2018.

**Personnel 4.2 Professional Services**

Employment

Scott M. Allen, Head Women's Volleyball Coach, Wellness & Athletics, Student Affairs, effective February 15, 2018 – May 4, 2018, annual salary of \$24,000. Mr. Allen fills the position vacated by the resignation of Kristian M. Robertson.

Christina Doan, TRiO Educational Opportunity Center Educational Resource Advisor, Student Affairs, effective March 5, 2018 – June 30, 2018, annual salary of \$29,815. Ms. Doan fills the position by the reclassification of Brandell W. Fleming.

Tonia E. Lawson, Executive Director of Procurement & Auxiliary Services, Business Affairs, effective March 12, 2018 – June 30, 2018, annual salary of \$85,000. Ms. Lawson fills the position vacated by the resignation of Fredrick B. Brown.

Amon A. Philyaw, College Recruiter I, Enrollment Services, Student Affairs, effective February 26, 2018 – June 30, 2018, annual salary of \$27,270. This is a newly created position.

Dennis M. Smith, Temporary Assistant Professor, Natural Sciences, Academic Affairs, effective January 2, 2018 – May 4, 2018, pro-rated salary of \$20,574 for remainder of nine-month contract period. Mr. Smith fills the position vacated by the retirement of Lee G. Gonshor.

Li A. Zimmerman, Temporary Program Analyst, Information Technology Services, effective February 9, 2018 – June 30, 2018, annual salary of \$46,702. This is a newly created position.

#### Reclassification

Bruce G. Morrison, from Programmer Analyst to ERP Business Analyst, Information Technology Services, effective February 23, 2018 – June 30, 2018, annual salary of \$60,653. This is a newly created position.

#### Resignation

Adrienne N. Parker, Coordinator II, Auxiliary Services, Business Affairs, effective April 27, 2018.

Nancy A. Schlagheck, Coordinator II, Workforce Board, Career Source, Workforce Board, effective March 2, 2018.

#### Retirement

Lee G. Gonshor, Assistant Professor, Natural Sciences, Academic Affairs, effective March 27, 2018.

### **Career Services**

#### Employment

Collin C. Burchins, Lifeguard (Grade 3), Wellness & Athletics, Student Affairs, effective February 2, 2018, hourly rate of \$8.58.

Cornelius L. Thompson, Custodian (Grade 6), Facilities Management, Business Affairs, effective February 5, 2018, hourly rate of \$10.46. Mr. Thompson fills the position vacated by the resignation of Justin T. Luzier.

Resignation Cancellation

William K. Adams, Heating & Air Conditioning Technician II, Facilities Management, Business Affairs. Correction to resignation reported in the February 15, 2018, Personnel Recommendations. Mr. Adams rescinded his resignation and remains employed.

Reclassification

Michael Merlo, from Maintenance Mechanic II (Grade 9) to Maintenance Mechanic III (Grade 11), Facilities Management, Business Affairs, effective February 23, 2018, hourly rate of \$15.30. Mr. Merlo fills the position vacated by the retirement of Roy B. Striplin.

Stephanas Robinson, from Lead Groundskeeper (Grade 8) to Grounds Supervisor (Grade 14), Facilities Management, Business Affairs, effective February 23, 2018, hourly rate of \$19.94. Mr. Robinson fills the position vacated by the retirement of Ronney L. Watson.

- |   |            |   |
|---|------------|---|
| <b>Contract Ratifications</b>                     | <b>4.3</b> | Recommendation of February 2018 Contract Ratifications for 86 instructors of noncredit courses totaling \$26,264.01 and for 7 special contracts totaling \$15,831.80.   |
| <b>Overloads/ Adjunct Pay</b>                     | <b>4.4</b> | Recommendation of February 2018 Monthly and Biweekly Overloads/Adjunct Pay for 59 instructors of credit classes totaling \$74,287.28.   |
| <b>Purchase Order Activity</b>                    | <b>4.5</b> | 4.5.1 This month there were no purchase orders that met the threshold over \$100,000.<br><br>4.5.2 The Expenditure Report for fiscal year 2017-18 for February 1-28, 2018, was provided for review. This item is for informational purposes only.   |
| <b>Final Approval of Manual of Policy Changes</b> | <b>4.6</b> | Recommendation of final approval of Manual of Policy changes: <ul style="list-style-type: none"><li>• <u>MOP 4.020, Course Repeats</u><br/>The recommended policy changes bring campus policy in line with Florida Statute on how to calculate the cost of course repeats.</li><li>• <u>MOP 7.101, Advising and Counseling</u><br/>The changes recommended reflect the evolution of the College's advising system in providing appropriate resources for students to move through postsecondary education in an efficient manner.</li></ul> |

**Approval of the GCSC Foundation Use of College Facilities 4.7**

In preparation for the 2017-18 audit, college staff reviewed its compliance with auditor opinions on issues that have been included in recent operational audits around the state. Although GCSC MOP 3.028, Gulf Coast State College Foundation, Incorporated, details the relationship between the College and the GCSC Foundation, one aspect of this relationship is not specifically addressed in the policy, that being the value of College facilities used by the GCSC Foundation. The GCSC Foundation currently uses a small suite of offices on the third floor of the Student Union West. An estimate of the annual value of the use of these facilities is approximately \$7,654. It is recommended that the board approve such use in anticipation of the upcoming audit.

Ms. Patronis asked for a motion to approve the Consent Agenda Items 4.1 through 4.7 as presented. Mr. Tannehill moved, and Mr. McKnight seconded approval of the Consent Agenda as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and Patronis, aye.

**5. Annual Fire and Safety Inspection 5.1**

Dr. Holdnak presented the recommendation to approve the report on the 2017 Annual Fire and Safety Inspection of the College as required by State Requirements for Educational Facilities (SREF). The inspection at all College sites was conducted by an inspector licensed by the State Fire Marshall and coordinated through the Florida College Risk Management Consortium. The report yielded zero fire/safety or casualty/sanitation deficiencies for the third consecutive year. Dr. Holdnak commended Mr. Jim McDougal, supervisor, Facilities Management, and his staff for their exceptional efforts.

Mr. Crisp moved to approve the report as presented. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and Patronis, aye.

**Lodging and Acceptance of 2016-17 GCSC Financial and Federal Single Audit 5.2**

Dr. Holdnak lodged the 2016-17 Gulf Coast State College Florida Financial and Federal Single Audit with the board.

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

**Awarding of Contract for Phase 2 Campus Improvements 5.3**

Trustees were asked to approve the Contract for Campus Improvements (Parking and Roadways) Phase 3 Project. The College recently solicited an Invitation for Bids (IFB) #8-2016/2017 from interested firms to provide for demolition of a portion of existing parking and roadways; installation of new and modification of existing underground utilities

**(Roadway & Parking) Project**

and infrastructure; installation of new and modification of existing storm water collection systems; installation of new and modification of existing concrete curbs and walkways; brick pavers; asphaltic concrete paving systems; area LED pole lighting and wireless control system; landscaping and irrigation work; and other minor improvements according to project plans and specifications. Phase 3 of the project encompasses roadway and parking on the north side of the Panama City Campus from the HVAC Central Plant west until it connects to Phase 1 just south of Student Union West. Upon review of the three bids received, ranging from \$1,885,751.10 to \$2,044,530, which all met the IFB requirements, the College recommended awarding the contract to the low bidder, C.W. Roberts Contracting, in the amount of \$1,885,751.10, which includes Additive Alternate #1, which deals with monument signs per the plans.

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

**Tentative Approval of Manual of Policy Change**

5.4

Dr. Holdnak presented the tentative change to Manual of Policy 6.096, Fingerprinting/Criminal Background Checks of Employees and Applicants for Employment for trustee approval. The recommended changes allow for broader discretion on behalf of the president to add more groups to the vulnerable persons definition, allows for background checks for those positions with added job responsibilities the president deems to be of “special trust and responsibility,” and removed portions of the Manual of Policy that are better suited for the upcoming Internal Management Memoranda.

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

**Approval of Academic Program Deletions**

5.5

Dr. Holdnak presented the recommendation for approval of the Academic Program Deletion of the Associate of Science Degree in Entrepreneurship, the Certificate in Entrepreneurship Operations, and the Associate of Science Degree in Legal Assisting.

In an effort to streamline these programs and increase efficiency, three entrepreneurship courses will be added to the choice of electives under the Business Administration and Management Associate of Science degree program. Through a choice of electives, students may earn a 12-credit-hour college credit certificate in entrepreneurship while pursuing their Associate of Science degree in Business Administration and Management. Legal Assisting no longer meets a workforce need, as demonstrated by consistently low completers and placements.

Mr. McKnight moved to accept the recommendation for approval of the Academic Program Deletions as presented. Mr. Lewis seconded, and the vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Roberson, aye; Tannehill, aye; and Patronis, aye.

- |   |              |  |
|---|--------------|--|
| <b>6. Actual Revenues and Expenses Compared to Budget for Most Recent Accounting Period and YTD</b> | <b>6.1.1</b> | Trustees reviewed the Year-to-Date Actual Revenues and Expenses Compared to Budget for fiscal year 2017-18 as of January 31, 2018.   |
| <b>Actual YTD Revenues and Expenses Compared to Prior Year</b>                                      | <b>6.1.2</b> | Trustees reviewed the Month and Year-to-Date Revenues and Expenses Compared to Prior Year for fiscal year 2017-18 as of January 31, 2017.  |
| <b>Softball Field Complex Project Update</b>  | <b>6.2</b>   | Dr. Holdnak reported the contractor, design team, and college staff have been working well together to complete the punch list items determined on February 9. Subsequent to that date, some nonacceptable materials were found in the infield mixture when the coaching staff began dragging the field in preparation for practice. Representatives of the contractor responded immediately and upon examination agreed that it would be best to dig out all of the unsuitable clay mixture and replace it. The following day, GAC brought in suitable mixture and began replacement, completing the task the following day. The field was used March 2 and 3 for the Visit Panama City Beach Round Robin and on March 12 by the Lady Commodores opening their conference play. |
| <b>Phase 2 Campus Improvements (Roadway &amp; Parking) Project Update</b>                           | <b>6.3</b>   | Dr. Holdnak reported Phase 2 Campus Improvements to the roadway and parking on the east end of campus continue to progress on schedule. The contractor has removed the old softball field buildings and paving from the Wellness parking lot around to Human Resources is underway. The contractor on the project is confident the project will reach substantially completion by April 9, 2018 in accordance with Change Order #6.  |
| <b>President's Report</b>   | <b>6.4</b>   | Dr. Holdnak reviewed the legislative information packet given to each trustee and discussed the bill relating to Free Speech on campuses. He also gave an update on the March Council of Presidents meeting and campus safety and security projects in progress.   |



**College People  
and Programs**

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

- Corporate College will once again collaborate with Bay County to offer a series of classes about the services provided by the Bay County Board of County Commissioners, classes begin April 2.
- The Gulf Coast Chapter of the Association of Florida College will be hosting a viewing party for the Women's Basketball National Tournament games. All games will be televised in the Advanced Technology Center, room 302, and refreshments will be sold during the games. Proceeds will benefit the AFC Scholarship Fund.

**Community  
Support**

**6.4.2** Dr. Holdnak complimented Ms. Katie McKurdy on the successful FIRST® LEGO® League Northwest Florida Regional Championship. On March 3, children and young adults from ages nine to fourteen descended on GCSC for the FIRST® LEGO® League, which immersed students in real-world science and technology challenges.

Teams of six designed a solution around a scientific question or problem and built autonomous LEGO® robots, which performed a series of missions based on an annual theme.

**7. Good of the  
Order**

**7.1** Trustees were reminded of the following College events:

- "25<sup>th</sup> Annual Putnam County Spelling Bee," March 6, 7, 13, and 14 at 7:30 p.m. and on March 8 and 15 at 2:30 p.m., Amelia Center Theater.
- The college will be closed for Spring Break. March 17 through 25.
- "Identity," an exhibit of ceramic sculpture and wares exploring the questions of identity, April 13-15, 5-7 p.m., Amelia Center Gallery.

**8. Adjournment**

**8.1** The regular meeting was adjourned at 11:30 a.m.

---

Secretary

---

Chair, District Board of Trustees