

**FINAL
MINUTES**

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

May 17, 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, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett

Absent Elizabeth M. Kirvin, Ralph C. Roberson

- 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 Mr. Bill Cramer, board advisor, Gulf Coast State College Foundation, Inc.; Mr. Johnathan Fuentes, president, Student Government Association; Ms. Kelli Walsingham, chair, Faculty Senate; Ms. Rebecca Ramsey, chair-elect, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; and Dr. Melissa Lavender, vice president, Student Affairs.
- Hearing of Citizens** 1.5 No citizens answered the call to appear before the board.
- Special Presentation** 1.6.1 Ms. Patronis and Dr. Holdnak invited Commander Rocky Bradford, 2nd Commander Mike Lozon, Adjutant Sonny Parsons, and Mrs. Marge Parsons, representing AMVETS Post 2298; Mr. Bill Cramer, board advisor, Gulf Coast State College Foundation, and Ms. Margie Mazur, executive director, Gulf Coast State College Foundation to join them at the podium. Dr. Holdnak stated the College has been honored by having the AMVETS Post 2298 as a benefactor and friend of the college since 2009 and congratulated the Post for being recognized, for the fifth time, as the Outstanding Large Post at their annual statewide AMVETS convention. Commander Rocky Bradford presented a contribution of \$25,000 for an endowed scholarship in the name of Danny Sommers and Sonny Parsons, AMVET members who have been very active in Post 2298. Dr. Holdnak

stated he was grateful that AMVETS Post 2298 selected the College to help with their mission of supporting veterans in their educational endeavors and thanked them for their support of the College and the community. Commander Bradford stated they are veterans helping veterans and thanked the College for setting up the “Thanks a Million” Campaign.

1.6.2 Ms. Patronis invited Ms. Stephanie Kindos, past president of the Student Government Association, to the podium and Dr. Holdnak presented a plaque in appreciation of Ms. Kindos’ outstanding service to SGA and the College. Ms. Kindos thanked the trustees for their support and encouragement.

**2. Trustee
Comments**

2.1 Ms. Patronis called on each trustee for comments. Trustees Patronis, Tannehill, McKnight, and Millaway commented on the wonderful graduation ceremony. Mr. Millaway stated the Invention Convention held on Saturday, May 15, was a huge success with 700-800 people in attendance. Mr. Tannehill congratulated the graduating students and was inspired by the packed house at the ceremony. Mr. Crisp thanked the faculty and staff for making Gulf Coast the best, stating that community members often tell him what a difference the College has made in the lives of their children, grandchildren, and such. He also commended Dr. Holdnak for putting students and employees first by planning for the future. Mr. McKnight commented on the LPN to RN Pinning Ceremony at the Gulf Franklin Center, stating how instrumental the program is to the graduating students. Mr. Warriner welcomed Mr. Cramer and thanked him for his unending service to the College. He also welcomed new members Johnathan Fudges and Rebecca Ramsey to the Board; and thanked the AMVETS Post 2298 for what their service in the community. Mr. Lewis commented on the Armed Forces Day Celebration activities taking place on campus today and thanked the military members for all they do.

**Attorney’s
Report**

2.2 Mr. Bennett had no report.

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

2.3 Mr. Bill Cramer, board advisor, GCSC Foundation, Inc., stated this was a truly historic day for the College, seeing that Governor Scott will be attending the Military and Veterans Resource Center Groundbreaking and the Foundation Distinguished Alumni and Rising Star Award Dinner. He thanked CFO Patronis for his help and knowing the Governor is mindful of what our veterans and active military do and give on a daily basis.

Mr. Cramer reported that beginning April 17, 2018, and ending May 14, 2018, the Foundation received \$130,774 in private contributions from the community; as of April 30, 2018, the Foundation’s assets stand at \$32.2 million; year-to-date investment activity ending in April 2018, reported a gain of \$53,000 with an overall year to date gain of \$2.2 million. The year-to-date program support for the college is \$1,000,000, which includes scholarships awarded at \$813,000. To date the Foundation has received

\$852,433 in donations and pledges in support of the “Thanks a Million” Campaign.

Mr. Cramer thanked Melissa Pinero, executive director, TRiO Programs, and the entire Scholarship Committee for their processing of over 1,000 online scholarship applications.

The GCSC Foundation Distinguished Alumni and Rising Star Award Dinner, has grossed \$160,000 in contributions. Mr. Cramer urged the community to attend the Military and Veterans Resource Center Groundbreaking event this evening in celebration of Armed Forces Day.

Ms. Patronis thanked Mr. Cramer for his unending service to the college and the Foundation.

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| Honorary Trustee Updates | 2.4 | Honorary trustees were not able to attend the meeting. |
| 2018-19 Meeting Schedule | 2.5 | Trustees reviewed the proposed schedule of regular meetings of the District Board of Trustees for 2018-19. Mr. Warriner stated he would like to see an activity at the Gulf Franklin Center during the year if possible. Mr. Crisp moved and Mr. Warriner seconded approval of the proposed schedule, and the vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye. |
| Next Meeting | 2.6 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, June 28, 2018, in the William C. Cramer, Jr. Seminar Room. |
| 3. SGA Report | 3.1 | Mr. Johnathan Fuentes, president, Student Government Association, reported that “Study Madness” week was successful and that the students enjoyed the tropical smoothies and treats provided to them. |
| Program Focus | 3.2 | Dr. Holdnak stated Gulf Coast State College has a history of committing volunteer time in our service district of Bay, Gulf, and Franklin Counties. In August 2016, the College introduced the Commodores Care campaign to expand our volunteerism efforts. Gulf Coast is committed to linking our employees and students to meaningful volunteer opportunities that support community-driven change with the added benefit of personal and professional development. |
- Dr. Holdnak introduced the 2017-18 co-chairs of the Commodores Care Committee, Laura Green, coordinator, Marketing & Communications and Nancy Gibson, assistant professor of Nursing, to present this month’s Program Focus. They thanked the trustees for the opportunity to highlight the efforts and volunteerism of our students and employees.

Ms. Gibson expressed her gratitude for the support of the college, especially for the Community Breakfast involvement. She stated her volunteering at this event has made an impact on her and her student volunteers, which could number four or up to 20 on any given Saturday. Ms. Gibson also stated that she has worked in education for 17 years and she has never worked anywhere that gives so much back to their community.

Ms. Green stated Commodores Care has logged over 9,000 hours this year, which is equivalent to \$224,000 in charitable donations. She indicated volunteer efforts include working at the Humane Society, partaking in walking for various organizations, mentoring students, and helping at the Community Breakfast each Saturday. Ms. Green introduced Ms. Christy Armistead, a nursing student at Gulf Coast, and Mr. Bryan Long, vice principal at Oakland Terrace Elementary School. Ms. Armistead shared what volunteering meant to her, especially working with the homeless at the Community Breakfast. She stated talking with the patrons has increased her mentoring skills and increased her empathy. Mr. Long indicated that Oakland Terrace is a Title I school with 100 percent of their students on free lunch. He expressed appreciation for the support of the Commodores Care in the way of providing mentors, coordinating the Easter Egg Hunt, and supplying much needed food for the students while they were on Spring Break.

Mr. Tannehill thanked the committee for their support of such an endeavor and thanked the College for supporting this service, stating it was giving students access and opportunity to learn outside the classroom.

**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 April 19, 2018.

Personnel

4.2 Professional Services

Employment

Robert T. Bacon, Coordinator, Bookstore & Auxiliary Services, Business Affairs, effective May 21, 2018 – June 30, 2018, annual salary of \$35,776.40. Mr. Bacon fills the position vacated by the resignation of Adrienne Parker.

Kristen F. Cottrell, College Recruiter II, Enrollment Services, effective May 21, 2018 – June 30, 2018, annual salary of \$30,871.96. Ms. Cottrell fills a newly created position.

Resignation

Austin B. Mefford, Assistant Women's Basketball Coach, Wellness & Athletics, effective May 2, 2018.

Career Services

Employment

Jenna B. Brabham, Senior Bookkeeper, Travel (Grade 13), Business Affairs, effective May 7, 2018, hourly rate of \$14.79. Ms. Brabham fills the position vacated by the resignation of Catherine M. Bland.

Katrina M. Nichols, Lifeguard (Grade 3), Wellness & Athletics, effective April 16, 2018, hourly rate of \$8.58. Part time position.

Barry D. Shelley, HVAC Technician I (Grade 12), Facilities Management, effective April 23, 2018, hourly rate of \$15.61. Mr. Shelley fills the position vacated by the resignation of Jimmy D. McDougall.

Resignation

Jimmy Horne, III, Groundskeeper (Grade 6), Facilities Management, effective May 4, 2018.

Termination

Chasaty C. Cain, Custodian (Grade 6), Facilities Management, effective May 7, 2018.

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| Contract Ratifications | 4.3 | Recommendation of April 2018 Contract Ratifications for 25 instructors of noncredit courses totaling \$17,928.87 and for 2 special contracts totaling \$2,340.00. |
| Overloads/ Adjunct Pay | 4.4 | 4.4.1 Recommendation of April 2018 Monthly and Biweekly Overloads/Adjunct Pay for 42 instructors of credit classes totaling \$30,620.60.
4.4.2 Recommendation of May 2018 End of Session Monthly and Biweekly Overloads/Adjunct Pay for one instructor of credit classes and one instructor with deducted hours for a zero balance. |
| Purchase Order Activity | 4.5 | 4.5.1 This month there was one purchase order over \$100,000 or greater for board approval. In an effort to keep college technology current, board approval is requested to continue the college's refresh program by purchasing 30 high-end desktops, 70 standard desktops, and 300 thin-client desktop terminals and monitors.
4.5.2 The Expenditure Report for fiscal year 2017-18 for April 1-30, 2018, was provided for review. This item is for informational purposes only. |

**Budget
Amendments
to the
Restricted
Current Fund
(Fund 2)**

- 4.6** Recommendation of approval of budget amendments to the Restricted Current Funds (Fund 2) Budgets:
- Budget Amendment #J1801110, WIOA Dislocated Worker Advanced Manufacturing Grant, 2017-18.
 - Budget Amendment #J1801155, 21st Century Learning Centers Grant, Amendment One, 2017-18.
 - Budget Amendment #J1801165, Veterans Business Outreach Center Florida Grant, 2018-19
 - Budget Amendment #J1801179/#J1801181, Perkins, 2017-18
 - Business & Technology Programs, 2017-18
 - Early Childhood Development Program, 2017-18
 - Public Safety Programs, 2017-18
 - Health Sciences Programs, 2017-18
 - Professional Development, 2017-18

**Final
Approval of
Manual of
Policy Change**

- 4.7** Recommendation of final approval of Manual of Policy changes:
- MOP 1.007, Conflict of Interest and Undue Influence for Members of the District Board of Trustees and Employees of the College
The updates recommended are to align existing policy with Federal regulations.
 - MOP 5.020, Financial Records and Reports
The updates recommended are to align existing policy with Federal regulations.
 - MOP 5.021, Records Retention
This is a new policy outlining guidelines used to maintain and protect all college records.
 - MOP 5.025, Procurement
The updates recommended are to align existing policy with Federal regulations.
 - MOP 5.165, Travel and Expenses
The updates recommended are to align existing policy with Federal regulations.
 - MOP 5.300, Solicitation or Acceptance of Gifts
The updates and change to the title of the policy are recommended to align existing policy with Federal regulations.
 - MOP 6.094, Fraud
The updates recommended are to align existing policy with Federal regulations.
 - MOP 7.022, Financial Aid and Veteran Deferments
The recommended changes will provide the college more flexibility in determining the optimal deferment due dates.

Obsolete Property

- 4.8** Recommendation of one item deemed obsolete and no longer serve the needs of the College's students or staff.

Ms. Patronis asked for a motion to approve the Consent Agenda Items 4.1 through 4.8 as presented. Mr. McKnight moved, and Mr. Tannehill seconded approval of the Consent Agenda as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

5. Capital Improvement Priorities for 2019-20

- 5.1** Dr. Holdnak presented the Capital Improvement Program Report Priorities for 2019-20 through 2023-24 for approval.

In the past, colleges have submitted all recommendations included in the Educational Plant Survey in prioritized order, although only a small number of projects are funded each year. The Florida College System Office of Facilities Planning and Budget has requested that effective 2017-18 colleges are to submit only three to five of their top priorities each year to save time for both the colleges and the office.

The recommended projects identified in the college's June 2017 Educational Plant Survey and identified as the top priorities by college staff for inclusion in the Capital Improvement Program for FY 2019-20 include additional funding for the full buildout of the STEM facility; renovation of the J.R. Asbell Business and Rosenwald Classroom Buildings; land acquisition; and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues.

Mr. Warriner moved and Mr. McKnight seconded the motion to approve the recommendation of the top priority projects identified in the college's June 2017 Education Plant Survey as presented. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

Tentative Approval of Manual of Policy Changes

- 5.2** Trustees were asked to provide tentative approval of Manual of Policy changes:

- MOP 2.065, Institutional Review Board (IRB)
This is a new policy to establish an Institutional Review Board to oversee the protection of human subjects involved in any research at the college.
- MOP 5.251, Access Control – Keys and Electronic Keycards
This is a new policy to document the key access process administered by Campus Safety and Security.

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

Substantial Completion of GCSC Phase 2 Campus Improvements (Roadways and Parking) Project

5.3 Dr. Holdnak requested approval to accept the GCSC Phase 2 Campus Improvements (Roadways and Parking) Project as substantially complete. College staff, architects, engineers, and the contractor recently conducted a substantial completion walkthrough and the team is recommending acceptance of the Phase 2 Campus Improvements Project as substantially complete as of May 5, 2018. Submitted is the Certificate of Substantial Completion signed by the architect, a Warranty Guarantee form awaiting execution by the contractor, and the architect's field report, dated May 3, 2018, that includes a list and photos of the punch list items, which the contractor is already addressing.

As the contractor has met the requirements of the contract, Dr. Holdnak requested the Board to accept the project as substantially complete as of May 5, 2018, with final payment and retainage to be withheld, as provided in the contract, until all minor issues have been addressed.

Mr. Lewis moved and Mr. McKnight seconded the motion to approve the recommendation of GCSC Phase 2 Campus Improvements (Roadways and Parking) Project as substantially complete. The vote was recorded as follows: Crisp, aye; Lewis, aye; McKnight, aye; Millaway, aye; Tannehill, 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 March 31, 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 March 31, 2018.

President's Report

6.2 Dr. Holdnak stated the 2018 Legislative Summary Report, prepared by the Association of Florida Colleges Legislative Committee, has been provided to the Board for their review.

College People and Programs

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

- The Gulf Coast State College Enactus team was recently named regional champions at the Enactus United States Virtual Regional

Competition. They will travel to Kansas City, Missouri, to compete against more than 100 other regional champions at the Enactus United States National Exposition, from May 20-22, 2018.

- The GCSC theatre production of *Lucky You* recently received a Superior ranking through the Florida College System Activities Association Theatre Division Respondent Program.
- The GCSC theatre production of *25th Annual Putnam County Spelling Bee* also recently received a Superior ranking, as well as, the Community Service Award, through the Florida College System Activities Association Theatre Division Respondent Program.
- Congratulations to the Sector 512 Cybersecurity Training Lab and Corps Tigres for hosting the United States Northern Command's 2017 quarterly Cybersecurity Subject Matter Expert Exchange (SMEE) with Mexico and the Bahamas.

Community Support

6.2.2 Dr. Holdnak shared activities and programs the college has been involved with in the community:

- The college is teaming up with the City of Panama City and the City of Panama City Beach for the 5th Annual Ride to Remember Memorial Park Recognition on May 19, 2018. There will be a "laying of a wreath" in honor of those who have served, at both the college's Military Park and the Bay County Veterans Memorial located in Pier Park.
- Governor Scott declared April National Community College Month
- Dr. Holdnak shared letters from Bay District Schools thanking the College for their support in academic competitions this past year and in support of the Sonny's Big Deal Award Banquet.

7. Good of the Order

7.1 Trustees were reminded of the following College events:

- Practical Nursing Pinning Ceremony, June 7, 6 p.m. ET, Gulf Franklin Campus, Building A
- Radiography Pinning Ceremony, June 19, 5 p.m., McSpadden Student Union East Conference Room
- Dental Assisting Pinning Ceremony, June 28, 5 p.m., Jules Sarzin Lecture Hall, Language & Literature Building

8. Adjournment

8.1 The regular meeting was adjourned at 11:05 a.m.

Secretary

Chair, District Board of Trustees