

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST STATE COLLEGE

November 15, 2018

10 a.m.
Gardner Seminar Room

Members Present Katie L. Patronis (presiding), Don R. Crisp (via telephone), Tom L. Lewis, Elizabeth M. Kirvin, Jim W. McKnight, Joe K. Tannehill, Jr., David P. Warriner, Dr. John R. Holdnak, and Mr. Derrick Bennett

Absent Steve D. Millaway and 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 Commander Jay Segó, Naval Support Activity Panama City; Colonel Brian Laidlaw and Colonel Matthew Jefson, Tyndall Air Force Base; Mr. William C. Cramer, Jr., board advisor, Gulf Coast State College Foundation, Inc.; Mr. Johnathan Fuentes, president, Student Government Association; Ms. Rebecca Ramsey, chair, Professional Employee Council; Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning; Dr. Holly Kuehner, vice president, Academic Affairs; Mr. John Mercer, vice president, Administration & Finance; and Mr. Glen McDonald, vice president, Economic Development & Strategic Projects.
- Hearing of Citizens**
 - 1.5 No citizens answered the call to appear before the board.

Dr. Holdnak asked the crew of WKGC 90.7 FM to stand and be recognized. He then read a proclamation given by the Bay County Board of County Commissioners, which honored WKGC 90.7 FM, for its service during Hurricane Michael, in working to ensure Bay County residents, businesses, and visitors remain informed and knowledgeable throughout the recovery process. Dr. Holdnak thanked the team, James Baxley, Erika Goines, Scott Kirkman, Tori Shay, Brandon Smith, and Steve Youngblood for going the extra mile to save lives. Mr. Tannehill reiterated those sentiments and stated he was very proud of the College.
2. **Trustee Comments**
 - 2.1 Ms. Patronis called on each trustee for comments.

Mr. Lewis stated Hurricane Michael was a life changing experience for all those living in the Panhandle. The area has been devastated; however, he sees this as an opportunity to rebuild the community better and stronger. He urged those in the position to make decisions, to do so with the community interests at the forefront. He thanked the college staff for their unending support.

Mr. Warriner thanked Dr. Holdnak and staff for getting the college up and running so quickly. He stated it was good to come to the college and see a beacon of hope. He urged everyone to remember the rebuild will be tough, and to please do it with compassion, patience, and love.

Mr. McKnight stated on October 1 he began working as the director of the Gulf County Economic Development Alliance and on October 10 his life changed dramatically. He thanked the College for the use of the Gulf/Franklin Campus, as Gulf County EDA was able to use the facilities to assist businesses in the area; because of this their recovery is weeks ahead of schedule.

He reported that he attended the all employee meeting on October 23rd and was happy to see the positive attitudes. He stated the region is better off thanks to Dr. Holdnak and staff.

Mr. Tannehill reiterated the sentiments of thanks and stated the staff and faculty have done a fantastic job of providing hope to the students. He appreciates the extra effort. He also reminded everyone the campus is an active construction zone and to remember that safety comes first.

Ms. Kirvin thanked Dr. Holdnak and his leadership team for their recovery efforts. She also commended the team for continuing to recruit businesses to the area.

Ms. Patronis thanked Mr. McKnight for his service at the September meeting and thanked the staff for their dedication.

**Attorney's
Report**

2.2 Attorney Bennett had no report.

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

2.3 Mr. William Cramer, board advisor, GCSC Foundation, Inc., reiterated the sentiments of the trustees stating it is time to seize the opportunity to rebuild the community better and stronger. He reported the Foundation Executive Committee held an emergency meeting on November 8 to discuss the obstacles facing students during this critical time. The Executive Committee approved the Foundation to provide \$1.5 million in Hurricane Relief Funding for students and employees. These funds will help replace school supplies; offset costs of car and home repairs; and assist with essentials like food and clothing.

The Foundation will also provide short-term, no interest loans to college employees, and assist the College with providing food on campus for employees and students for the remainder of the Fall semester.

Mr. Cramer noted that this magnitude of giving is coming from unencumbered assets, which we will have a responsibility to replenish through a Hurricane Relief Campaign. With this in mind, he called Ms. April Wilkes, Executive Director of the St Joe Community Foundation, to the podium where she presented a check for \$25,000 towards the Hurricane Relief Campaign. Mr. Cramer then presented the Foundation with a \$25,000 check towards the Hurricane Relief Campaign. Ms. Patronis thanked both for their generous donations and for being an excellent example for others in the community.

Foundation report submitted states that beginning September 20, 2018, and ending November 14, 2018, the Foundation received \$87,235 in private contributions from the community and to date the Foundation has received \$1,042,511.39 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 as of October 31, 2018 stand at \$33 million; overall year-to-date and investments have a loss of \$1.6 million; primarily due to a drop in the stock market. Total year-to-date program and scholarship support for served to the College is \$691,000; which includes total scholarships awarded at \$657,000.

**Honorary
Trustee Updates**

- 2.4.1** CDR Segó stated he was grateful to be part of this community. He reported there was damage to some buildings on base and to the housing area, but as of today the base is open and repairs are in process. He stated the "silver lining" is that they will be able to rebuild the base to better assist the needs of their mission and he is thankful for that.
- 2.4.2** Col. Laidlaw shared Mr. Lewis sentiments about community. He stated the base is better today than yesterday, but not as good as it will be tomorrow. He stated the repairs are happening faster than he expected. He was impressed that Mr. Husfelt opened the schools as quickly as he did, which helped students return to some sort of normalcy. He reported Vice President Pense announced that the base would reopen and initial assessments of buildings have been completed. Air Force engineers are on hand to help them design the base they need for their future missions. He thanked the College for their continued support of the Air Force community.

Next Meeting

- 2.6** The next regular meeting of the District Board of Trustees is set for 10 a.m., EST, Thursday, January 17, 2019, at the Gulf/Franklin Campus.

- 3. SGA Report** **3.1** Mr. Johnathan Fuentes, president, Student Government Association thanked the Foundation for providing free meals to the students for the remainder of the semester. He thanked the College for Michael’s Pantry and making students feel at home. He reported concerns he has heard from fellow students include transportation, the length of the free meals, and childcare. Activities are resuming next week with Grocery Bag Bingo and with additional holiday activities planned for early December.

- ARMC Report** **3.2** Dr. Holdnak stated this past summer Mr. McDonald and he, along with officers of the Bay Economic Development Alliance, traveled to England and one of their stops was at the Advanced Manufacturing Research Centre (AMRC) located at the University of Sheffield.

The AMRC is a high value manufacturing catapult centre, with technology focus areas in advanced machining and materials research, design and prototyping, and hybrid and metallic composites. Operating out of a number of world-class centres, The University of Sheffield AMRC is an industry-focused hub for the research and development of innovative technologies. AMRC is a critical research partner for a number of companies and a member of strategic research partnerships with the likes of Boeing, Airbus, Rolls-Royce, and BAE Systems.

Dr. Holdnak introduced Mr. Colin Sirett, Chief Executive Officer of the University of Sheffield Advanced Manufacturing Research Centre and invited him to say a few words.

Mr. Sirett introduced his colleagues Adrien Allen, Executive Director of the AMRC Group and Matthew Farnsworth, Head of The Machining Group. He then gave a brief overview of the program and an update on the economic impact the AMRC has had on Sheffield. He stated Bay county reminds him of their area 18 years ago and he looks forward to working with the college.

- 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 September 20, 2018.

- Personnel** **4.2** **Professional Services**

Employment

Maria B. Deckert, Coordinator II, Student Accessibility Resources, Student Affairs, effective October 5, 2018 – June 30, 2019, annual salary of \$44,579. Ms. Deckert fills the position vacated by the resignation of Jennifer Black.

Brandell W. Fleming, Academic Advisor, Student Affairs, effective October 8, 2018 – June 30, 2019, annual salary of \$38,919. Mr. Fleming fills the position vacated by the resignation of Ashley Mosely.

Charity J. Newton, Navigator, Institutional Effectiveness & Strategic Planning, effective October 5, 2018 – June 30, 2019, annual salary of \$39,887. Ms. Newton fills the position vacated by the resignation of Brandy Schaffer.

Douglas R. Ream, Recruiter I, Recruitment, Student Affairs, effective September 28, 2018 – June 30, 2019, annual salary of \$31,357. Mr. Ream fills the position vacated by the resignation Amon Philyaw.

Resignation

Christy N. Cole, Associate Professor, Business & Technology, Academic Affairs, effective December 14, 2018.

Naisy M. Dolar, Small Business Analyst, Corporate College, effective November 12, 2018.

Dainen L. Kelly, Network Systems Specialist, Information Technology Services, Administration & Finance, effective November 9, 2018.

James J. Riley, Manager III, Veterans Business Outreach Center, Strategic Initiatives & Economic Development, effective September 28, 2018.

Johanna L. White, Special Projects Manager, Workforce Board, Economic Development & Strategic Initiatives, effective September 28, 2018.

Career Services

Employment

Nathan E. Bader, Head Lifeguard (Grade Unassigned), Natatorium, Wellness & Athletics, Student Affairs, effective October 1, 2018, hourly rate of \$10.16.

Candace J. Fountain, Network Support Technician (Grade S220), Information Technology Services, Administration & Finance, effective October 3, 2018, hourly rate of \$18.30. Ms. Fountain fills the position vacated by the resignation of Letitia L. Strickland.

Julie S. Lusk, Senior Administrative Assistant (Grade S210), Information Effectiveness & Strategic Planning, effective October 5, 2018, hourly rate of \$17.31. Ms. Lusk fills the position vacated by the resignation of Carol A. Brewer.

Shayna R. Luzier, Custodian, (Grade S150), Facilities Management, Administration & Finance, effective September 28, 2018, hourly rate of \$10.89. Ms. Luzier fills the position vacated by the resignation of Jarrod C. McKleroy.

Andrew T. St. Amant, Lifeguard (Grade Unassigned), Natatorium, Wellness & Athletics, Student Affairs, effective October 3, 2018, hourly rate of \$8.58.

Donna H. Waynick, Custodian, (Grade S150), Facilities Management, Administration & Finance, effective October 3, 2018, hourly rate of \$10.89. Ms. Waynick fills the position vacated by the retirement of Linda G. Packard.

Victoria L. West, Custodian, (Grade S150), Facilities Management, Administration & Finance, effective September 14, 2018, hourly rate of \$10.89. Ms. West fills the position vacated by the separation of Chasaty C. Cain.

Rosanna M. Wright, Custodian, (Grade S150), Facilities Management, Administration & Finance, effective September 14, 2018, hourly rate of \$10.89. Ms. Wright fills the position vacated by the retirement of Horace McClinton (Shirley A. Walker*).

**Correction – previously reported on June 28, 2018:*

Charles R. Justice, Custodian, (Grade S150), Facilities Management, Administration & Finance, effective June 4, 2018, hourly rate of \$11.08. Mr. Justice fills the position vacated by the retirement of Christine Sherfield.

Resignation

Jonathan M. Pike, Groundskeeper (Grade S170), Facilities Management, Administration & Finance, effective October 19, 2018.

Termination

Jacob R. Smith, Senior Administrative Assistant (Grade S120), Enrollment Services, Student Affairs, effective October 4, 2018.

Robert J. Stopka, Computer Lab Technician (Grade S220), Information Technology Services, Administration & Finance, effective September 28, 2018.

Contract Ratifications

- 4.3** Recommendation of September 2018 Contract Ratifications for 53 instructors of noncredit courses totaling \$21,469.62 and for 12 special contracts totaling \$53,734.66.

MOP 7.021, Refunds
MOP 7.022, Financial Aid and Veteran Deferments
MOP 7.080, Class Attendance

Mr. Lewis moved and Mr. Tannehill seconded the motion to approve the Request for Presidential Authority during the Hurricane Michael Emergency as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**Approval of
Recommendation
to Postpone
Action on the
Contract for
Remodel and
Construction
Services of the
Military and
Veteran Resource
Center, ITB
#3-2018-2019**

5.2 Due to the damage of the WKGC –FM/AM Studios caused by Hurricane Michael, the scope of work indicated in ITB #3-2018/2019, Contract for Remodel and Construction Services of the Military and Veteran Resource Center has radically changed. Dr. Holdnak has requested to postpone action on the Contract for Remodel and Construction Services of the Military and Veteran Resource Center, ITB #3-2018-2019, until Belfor has completed hurricane restoration.

Mr. McKnight moved and Mr. Lewis seconded the motion to approve the Recommendation to Postpone Action on ITB #3-2018-2019, the Contract for Remodel and Construction Services of the Military and Veteran Resource Center, as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; Lewis, aye; McKnight, aye; Tannehill, aye; Warriner, aye; and Patronis, aye.

**6. Informational
Items**

**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 2018-19 as of August 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 2018-19 as of August 31, 2018.

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

6.2 Dr. Holdnak reported Phase 3 Campus Improvements to the roadway and parking on the north side of campus is approximately 50 percent complete.

Due to Hurricane Michael, the length of the project will need to be extended and a change order will be submitted at a later board meeting.

The contractor, C.W. Roberts, will continue to make efforts to minimize the impact to students, faculty, and staff during remaining construction.

**Lodging of
2017-18 Annual
Financial Report**

- 6.3** Mr. Mercer presented the College’s Annual Financial Report for the fiscal year 2017-18, 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.

**President’s
Report**

- 6.4** Dr. Holdnak thanked the staff of the College for their support during the Hurricane Michael crisis, especially at the Emergency Operations Center. He stated without the unending assistance of GCSC employees the college would not be up and running as quickly as it is. He presented a video produced by Brandon Smith, (title), which reflected the widespread damage caused by the hurricane.

Dr. Holdnak reported that approximately 86 percent of students returned to classes on November 5. Faculty have been asked to work with students for the remainder of the term. He commended Dr. Kuehner and Division Chairs for compiling an amended schedule as quickly as they did.

Dr. Holdnak shared with trustees other support activities occurring on campus, specifically mentioning:

- Michael’s Pantry, a donation room staffed by employees with free supplies to students and employees,
- Free lunches, Monday-Friday, for students and employees, provided by The GCSC Foundation,
- An Amazon Hurricane Michael Recovery wish list website specifically set up for GCSC student needs,
- The library is open 24/7 to assist student needs, and
- Ms. Lawson and Mr. Bacon have been working with Office Depot and book publishers to obtain donated items.

**7. Good of the
Order**

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

- “10/10: What’s Past is Prologue,” an evening of theatre, music, poetry, and dance. Created and performed by the remaining cast and crew of the previously planned production of Shakespear’s *Much Ado about Nothing*. Performances will be November 17, 7:30 p.m. and November 18, 2:30 p.m. in the Amelia Center. This is a free event, open to the community, cash and supplies will be accepted for local hurricane relief.
- Men’s Basketball Games, November 16 & 17, 3 p.m., Niceville, FL
- Women’s Basketball Games, November 16 & 17, Vincennes, IN

- Beginning November 27 basketball teams will be returning to their home court. Lady Commodores game begins at 5 p.m. and the men's game follows at 7 p.m. Free admission.

8. Adjournment **8.1** The regular meeting was adjourned at 12:10 p.m.

Secretary

Chair, District Board of Trustees