

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

November 3, 2011

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler, Karen L. Durden, Dan A. Estes, Shirley J. Jenkins, Katie L. Patronis, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Linda R. Wood, Joe K. Tannehill, Jr.

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| 1. Call to Order | 1.1 | Ms. Butler called the meeting to order at 10:04 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Commander Anglin led those present in the pledge of allegiance to the American flag. |
| GCSC Alma Mater | 1.4 | Ms. Brandi Tagirs performed the GCSC Alma Mater. |
| Welcome to Guests | 1.5 | Ms. Butler welcomed Dr. Linda Fitzhugh, chair of the Faculty Council; Ms. Melissa Pinero, chair of the Professional Employee Council; Mr. Clint Mayo, president of the GCCC Foundation, Inc.; and Commander Anthony Anglin, Naval Support Activity Panama City. |
| Hearing of Citizens | 1.6 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.7 | Mr. Estes moved and Ms. Jenkins seconded approval of the minutes of the board's October 6, 2011, regular meeting as distributed. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye. |
| Lighthouse Progress Report | 1.8 | Mr. Herman Daniels provided trustees with an update on the Lighthouse Project and noted the following: online student application and payments have been launched, program errors have been identified and corrected, and over 10,000 training hours have been used. |

- Strategic Planning Update** **1.9** Ms. Butler called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles gave examples on each of the four core initiatives of the Strategic Plan which included: the possibility of obtaining electronic textbooks, professional development opportunities at the Annual Administrative Assistants' Retreat, success of the Annual Sizzlin' Science event, and the partnership with Cubic Global Tracking Systems. Dr. Nettles also commended academic divisions and departments for entering enrollment projections and forecasts for the Strategic Plan.
- 2. Attorney's Report Second Amendment to TowerCom Ground Lease Agreement** **2.1.1** Mr. Bennett reminded trustees of the amendment with TowerCom approved during the October DBOT meeting, which added specific details of legal easements. Mr. Bennett explained that the second amendment better defines the non-Cell Carrier Lease Agreement, which includes revenue sharing for the addition of each non-Cell Carrier lease in an amount equal to 15 percent of the non-Cell Carrier monthly rental amount.
- Ms. Patronis moved and Ms. Durden seconded approval of a motion to approve the amendment. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.
- Memorandum of Understanding Between Cubic Global Tracking Solutions and GCSC** **2.1.2** Mr. Bennett outlined the memo stating that Cubic Global Tracking Solutions would be used by GCSC for their tracking systems, and also pointed out that this is not a final agreement. The agreement would be for the company to implement the system on the campus for one year, and if successful results are achieved, an agreement can be written for compensation. Mr. Bennett explained that this MOU maintains confidentiality and the Sunshine Law. Mr. Estes asked if this MOU was the same that was presented at the October DBOT meeting. Mr. Bennett answered affirmatively, stating that statutes for Sunshine Law have been included to the process for government, cities and schools to correctly handle confidential documents.
- Ms. Durden moved and Ms. Jenkins seconded approval of the MOU between Cubic Global Tracking Solutions and GCSC. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.
- GCCC Foundation, Inc. President's Update** **2.2** Mr. Mayo gave an update for the GCCC Foundation, Inc., including the announcement of over \$36,000 in private contributions received from October 4 through November 2. He also noted the success of the Shark's Tooth Golf Tournament which boasted the largest attendance yet with 150 party guests and 50 community supporters. Mr. Mayo thanked Mr. and Mrs. Joe Sorci for their support as the sponsor for the event.

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| Honorary Trustee Updates | 2.3 | Commander Anglin gave a short overview of activities on NSA-PC. |
| Next Meeting | 2.4 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, December 8, 2011, William C. Cramer, Jr. Seminar Room, Student Union West. |
| 2011 ACCT Leadership Congress Report | 2.5 | Ms. Butler stated that several of the GCSC trustees attended the 2011 ACCT Leadership Conference, and announced Ms. Durden as the recipient of the 2011 ACCT Trustee of the Year award. Ms. Durden was grateful for the recognition and emphasized the numerous opportunities held there for foundations and colleges to network and gain professional development. Both Ms. Butler and Ms. Patronis agreed that it was a successful conference and the sessions were very beneficial. |
| 3. SGA Report | 3.1 | Mr. Chaz Mullinax was unable to attend today's meeting. |
| Program Focus | 3.2 | Ms. Wendy Payne, chair, Business & Technology, and Ms. Melanie Boyd, assistant professor, Business & Technology, provided an overview of the technology and entrepreneurship programs. Mr. Estes commended the implementation of the technology programs, emphasizing the opportunity for economic growth in our community. |
| Student Focus | 3.3 | Ms. Payne introduced Ms. Emily Burch, who spoke about her experiences in the GCSC Bachelor of Technology Management program. Ms. Burch thanked everyone for the opportunity that GCSC has given her. |
| 4. Personnel | 4.1 | Following review of the professional and career personnel, contract ratifications, and fall 2011/October Monthly/Exception |
| Contract Ratifications | 4.2 | overload recommendations, Ms. Jenkins moved and Mr. Estes seconded approval as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye. |
| Overloads | 4.3 | Professional Services Employment Emily T. Burch - Volunteer, Business & Technology Division, effective September 28, 2011 – May 4, 2012. No salary. Timothy P. Robinson - Instructional Technologist, Health Sciences, salary of \$16,857 (based on annual salary of |

\$52,378), effective October 21, 2011 – February 15, 2012. Mr. Robinson fills the position vacated by the resignation of Marc A. LaTourette.

Resignation

Marc A. LaTourette - Instructional Technologist, Health Sciences, effective October 14, 2011.

Exit DROP

Herman R. Martin - Coordinator, Financial Aid, Budget & Student Financial Services, effective January 12, 2012.

Career Services

Employment

Zachary A. Cogburn - Part – time, Production Assistant, Media Services, effective October 24, 2011, hourly rate of \$9.71.

Teresa C. Zekas - Switchboard Operator, Business Affairs, Budget & Student Financial Services, effective November 1, 2011, hourly rate of \$8.94, experiential given. Ms. Zekas fills the position vacated by the retirement of Carol P. Caruso.

Approval of Budget Amendments

4.4 Final approval was given for the following budget amendments:

Refer to 4.4.1, Student Organization Activities

Refer to 4.4.2, Small Business Development Center Outreach Program

Refer to 4.4.3, Veterans Business Outreach Center

Mr. Estes made a motion to accept the recommendations as presented. Ms. Durden seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.

Manual of Policy Revision – Final Approval

4.5 Final approval was requested for the following Manual of Policy Revision :

Policy 7.114, Lost or Abandoned Property

Although a procedure for handling lost and found items has been in place for many years, the College is now required by statute to institute a formal policy.

Ms. Durden moved and Ms. Patronis seconded a motion for final approval of the policy as presented. The vote was recorded as

follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.

**Approval of
Data Center
Generator
Project
Change Order
#2**

4.6 It was recommended to approve Change Order #2 to the Jerry Pybus Electric, Inc. Data Center Generator contract, an additive change order in the amount of \$960 for required changes to the circuit feeding the data center, and to repair insulation damage. This change will result in a new contract amount of \$129,060.

Mr. Estes moved and Ms. Durden seconded approval. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.

**Approval of
Food Court
Renovation
Contract**

4.7 Trustees were asked to approve a proposal by Anderson & Associates to complete renovations to the GCSC cafeteria, since the College had previously agreed in June 2011 to partner with Cabin Creek in sharing costs for the renovation for the existing café area to make it more attractive and convenient for our students and staff. Mr. Mercer stated that it is a one-time cost and once approved, construction should begin immediately. Ms. Patronis asked if students had been giving feedback about the coming food court, and Dr. Lavender responded that students have been positive about the changes and that they are working with Cabin Creek on negotiating prices for events. When asked for a completion date by Ms. Patronis, Mr. Mercer stated that the construction project should be done by mid-January.

Mr. Estes made a motion to accept the recommendation as presented. Ms. Jenkins seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.

**Approval of
Signage
Project
Change
Orders**

4.8 Agenda items **4.8.1** and **4.8.2** were bundled for approval.

Approval was given to the following change orders:

Refer to 4.8.1 Signage Project Change Order #3

Trustees were asked to approve Change Order #3 to the Advanced Electrical Signs contract for change of signage at the North Bay and Gulf/Franklin facilities from centers to campuses. This will be an additive change in the amount of \$1,835 and will bring the current amount of the contract to \$127,785. Ms. Butler stated that while it seems small, the change speaks volumes.

Refer to 4.8.2 Signage Project Change Order #4

Trustees were asked to approved Change Order #4 to the Advanced Electrical Signs contract to add textured coating to the curved wall and sign cabinet located at the corner of 23rd Street and Highway 98. This is an additive change order in the amount of \$2,500 and will result in a current contract amount of \$130,285.

Dr. Kerley thanked Mr. Dennis Stork for all of the hard work being put into the aesthetics of the signs, and mentioned that according to a recent survey, 65 percent of students choose a campus by appearance.

Ms. Durden made a motion to accept the recommendation as presented. Mr. Estes seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.

**Approval of
Bachelor of
Science in
Nursing
Program**

4.9 Dr. Kerley stated that a Bachelor of Science in Nursing will provide a much-needed opportunity within our existing nursing program offerings. Dr. Bishop echoed Dr. Kerley saying that the program has tremendous support from the community. Since FSU PC no longer offers an online bachelor's degree in nursing, there is no concern regarding competition. Mr. Mayo commented that student costs appear to be fairly low for the program, compared with the usual university costs. Once approved by the board, a proposal would be submitted to the Florida Department of Education for approval.

Ms. Durden made a motion to accept the recommendation as presented. Mr. Estes seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.

**Approval of
Submission of
Letter of
Intent to FL
DOE**

4.10 Trustees were asked to approve a letter of intent for submission to the Florida Department of Education to implement a Bachelor of Applied Science in Organizational Management program. This letter will serve to begin the process, not to approve the program. Dr. Bishop explained that the program is currently made to have two concentrations, Nursing and Emergency Services, but can easily expand to many other concentrations in the future. When Ms. Patronis asked what bachelor's programs would be available to students once this program is approved, Dr. Bishop stated that Technology Management, Nursing, and Organizational Management will be the available options. Ms. Butler and Ms. Durden agreed that scholarship options will be needed and asked to keep the GCSC Foundation informed of the program process.

Mr. Estes made a motion to accept the letter as presented. Ms. Jenkins seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.

- Inventoried Property** **4.11** Approval was requested to dispose of equipment that the property custodians had determined no longer serves the needs of the College's students or staff.

Mr. Daniels explained that the server listed for \$14,080 is nine years old and is no longer needed.

Ms. Durden made a motion to approve the list. Mr. Estes seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; and Butler, aye.

- 5. President's Report** **5.1.1** Dr. Kerley informed the trustees of various celebrations and highlights from across the College, including the \$35,000 that was raised for the United Way, continued program development with the A. D. Harris Learning Village project, and the approaching SACS visit in January.

- Global Issues** **5.1.2** Dr. Kerley provided trustees with information on global issues and events.

- Administrative Updates** **5.2** Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area.

- Discussion of 2011-12 College Budget** **5.3** The Financial Activity Report for FY 2011-12 as of September 30, 2011, was provided for trustee review.

- 6. Good of the Order** **6.1** Trustees were invited and encouraged to attend "Alice in Wonderland," November 12-19, Fridays and Saturdays at 7:30 p.m. and Sundays at 2:30 p.m. in the Amelia Center Theatre, as well as other College events.

- 7. Adjournment** **7.1** The meeting was suspended at 11:45 a.m.

Secretary

Chairman