

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

October 6, 2011

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler, Karen L. Durden, Dan A. Estes, Shirley J. Jenkins, Joe K. Tannehill, Jr., Dr. Jim Kerley, and Derrick Bennett

Members Absent: Katie L. Patronis, Linda R. Wood

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| 1. Call to Order | 1.1 | Ms. Butler called the meeting to order at 10:05 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Dan Estes led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Ms. Butler welcomed Ms. Melissa Pinero, chair of the Professional Employee Council; Mr. Clint Mayo, president of the GCCC Foundation, Inc.; and Mr. Chaz Mullinax, president of the Student Government Association. |
| Hearing of Citizens | 1.5 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.6 | Ms. Durden moved and Mr. Tannehill seconded approval of the minutes of the board's September 15, 2011 regular meeting as distributed. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Tannehill, aye; and Butler, aye. |
| Special Presentations | 1.7 | Dr. Kerley introduced Mr. Chris Thomes, executive director of Marketing & Communications, and congratulated he and his team on winning the AFC Exemplary Practice Award. Mr. Thomes introduced Ms. Laura Green, coordinator, and Ms. Erin Ossewaarde, assistant coordinator, and said without their extensive team effort with the College name change process, they would not have received this prestigious award. The Marketing & Communications office will be presenting their project at the AFC Annual Conference in Naples, FL on October 26. |

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| Lighthouse Progress Report | 1.8 | Mr. Herman Daniels provided trustees with an update on the Lighthouse Project and noted the following: training with Accounting and Human Resources is ongoing this week, Human Resources is on track to go live on January 1, 2012, and the online student application for fall 2012 is scheduled to launch on October 17, 2011. |
| 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 Annual Banned Books week that ran from September 25-30, curriculum designs currently in development, March of Dimes Blue Jeans for Babies fundraiser, and a recent meeting with Congressman Southerland. Ms. Butler commented that Congressman Southerland has a specific focus on grants and is adamant about working to improve opportunities for education. Ms. Durden inquired about the College's top funding priorities. Dr. Kerley stated that the GCCC Foundation gives generously for scholarships, and that the Pell grants are a top priority. In response to Mr. Estes question about changes to the Student Loan Program, Dr. Kerley answered no. |
| 2. Attorney's Report Amendment to TowerCom Lease Agreement and MOL | 2.1.1 | <p>Mr. Bennett requested to amend the agreement to TowerCom in order to add specifics of legal easements. Many details were not included on the original agreement, including the final surveys that would have affected the location of the service tower. Ms. Butler asked why the tower was constructed in a different location than specified in the original documents. Mr. Daniels explained that the power lines posed a problem with the original planned location, and also added that the HVAC system took needed space behind the WKGC building. Ms. Durden questioned safety precautions around the construction site. Mr. Daniels assured that safety code has been met and fencing has been installed around the perimeter.</p> <p>Mr. Bennett explained that the Memorandum of Lease was for recording purposes.</p> <p>Ms. Durden moved and Mr. Estes seconded approval of a motion to approve the amendment. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Tannehill, aye; and Butler, aye.</p> |
| Andrews Institute Bid Protest | 2.1.2 | Mr. Bennett reminded board members that at the May meeting, trustees approved a contract with Gulf Coast Medical Center for on-site athletic trainer services and indicated that the Andrews Institute had filed a bid protest. Under Florida law, the awarding of this bid must be put on hold until it is resolved or taken to an administrative hearing. Mr. Bennett suggested restarting the |

process to ensure it is done correctly and explained that a selection committee would make a recommendation to the trustees. Ms. Durden asked if the board will be able to choose from the candidates, which Mr. Bennett recommended giving high consideration to the candidate chosen by the committee since extensive research and analysis is done during the selection. In response to questions asked by Mr. Chaz Mullinax, Mr. Bennett stated that the new trainer would most likely replace the current one since the current contract has expired. Mr. Estes expressed his wishes for the board to be included in the selection process, and asked about the difference in the second bid process. Mr. Bennett assured the trustees that there would be nothing for the candidates to object to, and informed that Mr. Gregg Wolfe, chair, Wellness & Athletics, would be choosing the members of the committee. It was recommended to have Andrews Institute remain as the athletic trainer until May 31, 2012, then begin the new three year agreement with the chosen candidate.

Mr. Estes moved and Ms. Durden seconded approval of the re-posting of bids and allowing Andrews Institute to continue to provide athletic trainer services until May 31, 2012. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Tannehill, aye; and Butler, aye.

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| GCCC Foundation, Inc. President's Update | 2.2 | Mr. Mayo gave an update for the GCCC Foundation, Inc., including the announcement of over \$78,000 in private contributions received during September through October 3. He also noted that seven STARS workshops would be conducted in January and February 2012, the Shark's Tooth Pairing Party and Golf Tournament would occur October 28-29, and the Foundation Annual Meeting would be on February 3, 2012. |
| Honorary Trustee Updates | 2.3 | The Honorary Trustees were unable to attend today's meeting. |
| Next Meeting | 2.4 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, November 3, 2011, William C. Cramer, Jr. Seminar Room, Student Union West. |
| 3. SGA Report | 3.1 | Mr. Chaz Mullinax gave an SGA update including the Leadership Conference that was held in Washington, D.C., the Annual Retreat, and Humans vs. Zombies which is scheduled to occur at GCSC on Oct 17-21. Mr. Mullinax gave more detail for the Humans vs. Zombies when questioned by Ms. Durden. Ms. Butler expressed her full support of the SGA and commended Mr. Mullinax for his involvement. |

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| Program Focus | 3.2 | Ms. Christine Bottkol, coordinator of Nursing, Health Sciences Division, provided an overview of the nursing program. |
| Student Focus | 3.3 | Ms. Bottkol introduced Ms. Amanda Atchison, who spoke about her experiences in the GCSC nursing program. Ms. Atchison 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/September Monthly/Exception |
| Contract Ratifications | 4.2 | overload recommendations, Mr. Estes moved and Ms. Jenkins seconded approval as presented. The vote was recorded as |
| | & | follows: Durden, aye; Estes, aye; Jenkins, aye; Tannehill, aye; and Butler, aye. |
| Overloads | | Professional Services |
| | 4.3 | Employment |
| | | Barbara A. Austin - Director, Academic Advising & Success, Student Affairs, effective October 31, 2011 – June 30, 2012, salary of \$36,877 (based on annual salary of \$55,000), experiential credit given. |
| | | Melissa M. Maggiore - Assistant Volleyball Coach, Wellness & Athletics, salary of \$5,000, effective August 23, 2011 – June 30, 2012. |
| | | Retirement |
| | | Saundra K. Ciccarelli - Professor, Social Sciences, effective May 4, 2012. |
| | | Ronald A. Penton, Sr. - Associate Professor, Social Sciences, effective May 4, 2012. |
| | | Career Services |
| | | Resignation |
| | | Jamie Gupton - Part – time, Senior Administrative Assistant (Grade 10), Community Based Job Training Grant, Health Sciences Division, effective August 12, 2011. |
| Manual of Policy Revisions – Tentative Approval | 4.4 | Tentative approval was requested for the following Manual of Policy Revision : |
| | 4.4.1 | <u>Policy 7.114, Lost or Abandoned Property</u>
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 Mr. Tannehill seconded a motion for tentative approval of the policies as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Tannehill, aye; and Butler, aye.

**Manual of
Policy
Revisions –
Final
Approval**

4.5 Final approval was requested for the following policies:

Additions to the following five policies are necessary to add the genetic information to our EEO policy statement and nondiscrimination statements to comply with the Genetic Information Nondiscrimination Act (GINA) of 2008. Title II of this Act, basically prohibits genetic information discrimination in employment and against students in higher education.

4.5.1 Policy 2.146, Equal Opportunity Statement

4.5.2 Policy 6.001, Employment and Dismissal of the President

4.5.3 Policy 6.010, Employment Policy

4.5.4 Policy 6.011, Minimum Personnel Qualifications

4.5.5 Policy 6.098, Discrimination, Harassment, and Sexual Misconduct

Changes to the following policies are intended to shorten the name of the Center for Business, Continuing & Community Education and its director to Continuing Education.

4.5.6 Policy 4.048, Center for Business, Continuing & Community Education

4.5.7 Policy 5.175, Use of College Facilities and Equipment

4.5.8 Policy 6.011, Minimum Personnel Qualifications

4.5.9 Policy 6.096, Fingerprinting/Criminal Background Checks of Employees and Applicants for Employment

4.5.10 Policy 4.050, Evening College

This policy is being deleted because the Evening College concept has been subsumed by the broader “College Your Way” initiative.

4.5.11 Policy 5.025, Procurement

Changes to this policy increases the amount of petty cash that will be available to an employee for reimbursement of incidental expenses and raises the value amount of tangible property accounted for on the College’s inventory system from \$750 to \$1,000.

4.5.12 Policy 6.014, Academic Rank and Recognition

The reference describing the method of obtaining the Performance Evaluation Portfolio (PEP) guidelines on the Internet is being deleted, as the PEP is an internal process available only on the Intranet.

Ms. Durden moved and Mr. Estes seconded final approval of the policies as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Tannehill, aye; and Butler, aye.

**Approval of
Data Center
Generator
Project
Change Order
#1**

- 4.6** It was recommended to approve the Change Order #1 to the Jerry Pybus Electric, Inc. Data Center Generator contract, a deductive change order in the amount of \$5,500 for changes suggested by the contractor and the engineer to reduce the cost of the project. If approved, the change will result in a new contract amount of \$128,100. When questioned by Ms. Durden, Mr. Daniels affirmed that the generator sits directly on the concrete.

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

**Approval of
Budget
Amendment**

- 4.7** Final approval was given for the following budget amendment:
Refer to 4.7.1, Restricted Current Fund (Fund 2)

Ms. Jenkins 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; Tannehill, aye; and Butler, aye.

**Inventoried
Property**

- 4.8** 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. Herman explained that the computers listed are not needed by the College, and will be given to charter schools.

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; Tannehill, 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 anticipation of approval for the Bachelor of Science in Nursing expected during the November DBOT meeting, a letter of intent being drafted for submittal to the FLDOE, and the continued construction of the ATC. Mr. Thomes announced that \$13,500 was raised to help fund

the WKGC Radio Station, and stated that the money was raised as a certified non-profit organization when questioned by Ms. Durden. Ms. Durden expressed her concern that people may only be allowed to give donations to certain organizations.

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| 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 | Trustees were provided a brief report of the final FY 2010-11 financial results as submitted to the Department of Education as an informational item only. |
| 6. Good of the Order | 6.1 | Trustees were invited and encouraged to attend “Amadeus,” October 7-16, 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 11:43 a.m. |

Secretary

Chairman