

**FINAL
MINUTES**

**WORKSHOP
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE**

March 24, 2012

8 a.m.

Ambassador Room, The Consulate Suites

Members Present: Denise D. Butler, Leah O. Dunn, Karen L. Durden, Dan A. Estes, Shirley J. Jenkins, Jim W. McKnight, Katie L. Patronis, Ralph C. Roberson, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Joe K. Tannehill, Jr.

Call to Order: Ms. Butler called the meeting to order at 8 a.m.

Discussion: Ms. Butler called upon Dr. Kerley to introduce the guest speaker and to outline the agenda.

Dr. Kerley introduced Dr. Narcisa Polonio, from the Association of Community College Trustees (ACCT), who was invited to the board retreat to provide training and facilitate discussions of relevant topics. The agenda for the day was as follows:

- Orientation of New Trustees
- Roles and Responsibilities of the Board
- Creating an Exceptional Board/President Relationship
- Role of the Chair, Unity and Board Procedures
- Strategic Planning and Goal Setting

A question and answer sheet was distributed and all members participated.

Discussion of relevant topical issues ensued. Dr. Polonio explained the duties and responsibilities of trustees as advocates of the College and community. Questions from board members regarding all topics on the agenda.

Dr. Polonio explained about the public aspect of the job of a trustee and how a board is a corporate body and trustees have to consider what is best for the institution and respect decisions made by the board. She shared how important it is for trustees to ask questions so they have the information they need to make decisions.

Dr. Polonio explained there are important partnerships board should develop with K-12, the Governor's staff, and the legislative body. She stated that the most critical relationship is with the president and how this is a contractual relationship. She explained that a board should know the authority it has been given through statutes, the state, and through college policies or bylaws and how they should define how they operate as a corporate body.

Attorney Derrick Bennett next provided a general outline of Florida law as it relates to the legal duties and responsibilities of the board of trustees and of the president.

Chief Development Officer Melissa Hagan then gave the trustees a general update on the status of the military park and ATC fundraising efforts.

Adjourned for Lunch

Reconvened the meeting with contractor Richard Dodd, GAC, and architect Joe Sorci who presented a PowerPoint presentation of the status of the ATC. Board members asked several questions regarding the status of the ATC.

Thereafter, Dr. Polonio discussed committee structure and that the purpose of a committee structure was not learning but presentation, analysis and preparing a recommendation for the board. She discussed study sessions on topics such as the annual budget, which would provide an opportunity for staff to answer questions.

Dr. Polonio explained presidential assessments and its procedure and benefits. Dr. Polonio asked the Board to develop goals for the short- and long-term objectives of the College.

Dr. Polonio felt an important first step for the Board would be to review policies, rules, and guidelines. She shared that the Board has an incredible College, with much to be proud of and build on, and that there is a trustee legacy.

The Board thanked Dr. Polonio for facilitating the retreat and for sharing her expertise.

Adjournment: The meeting was adjourned at approximately 2 p.m.

Secretary

Chairman