

**FINAL**

**MINUTES**

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

**July 19, 2012**

10 a.m.

William C. Cramer, Jr. Seminar Room

**Members Present:** Denise D. Butler (presiding), Leah O. Dunn, Jim W. McKnight, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., Dr. Jim Kerley, and Derrick Bennett

**Members Absent:** Karen L. Durden, Dan A. Estes

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| <b>1. Call to Order</b>           | <b>1.1</b> | Ms. Butler called the meeting to order at 10:02 a.m.  |
| <b>Invocation</b>                 | <b>1.2</b> | Dr. Kerley gave the invocation.   |
| <b>Pledge of Allegiance</b>       | <b>1.3</b> | Mr. Tannehill led those present in the pledge of allegiance to the American flag.   |
| <b>Election of Board Officers</b> | <b>1.4</b> | <p><b>1.4.1</b> Trustee Butler relinquished the chair to Trustee Patronis, who called for nominations for board chair for 2012-13. Ms. Dunn nominated Ms. Butler, and Mr. Roberson seconded. No other nominations were offered, and Ms. Butler was reelected board chair on the vote recorded here: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.</p> <p><b>1.4.2</b> Ms. Butler called for nominations for board vice chair for 2012-13. Ms. Patronis moved to nominate Mr. Estes, and Mr. Roberson seconded. No other nominations were offered, and Mr. Estes was elected board vice chair on the vote recorded here: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.</p> |
| <b>GCSC Alma Mater</b>            | <b>1.5</b> | Mr. Scott Kirkman, assistant professor, Visual & Performing Arts, performed the GCSC Alma Mater.  |
| <b>Welcome to Guests</b>          | <b>1.6</b> | Mr. Butler welcomed Ms. DeeAnn VanDerSchaaf in the absence of Ms. Libby McNaron, chair of the Faculty Council; Ms. Lori Cannon in the absence of Ms. Katrina Porter, chair of the Professional Employee Council; Mr. Justin Lassiter, president, SGA; and Mr. Clint Mayo, president, GCSC Foundation, Inc.  |

- Hearing of Citizens**            1.7    No citizens answered the call to appear before the board.
- Approval of Minutes**       1.8    Mr. Tannehill moved and Mr. McKnight seconded approval of the minutes of the board's regular meeting of June 21, 2012 as distributed. The vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.
- Special Presentation**       1.9    Ms. Butler read a resolution recognizing Ms. Roonie Scovel, coordinator, Orientation & Advising, for her outstanding leadership and support to the College and the community. Dr. Kerley presented her with the Soaring Eagle Award and a certificate of appreciation.
- Mr. McKnight made a motion to approve the resolution as presented. Ms. Dunn seconded and the vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.
- Ms. Butler and Mr. Gregg Wolfe presented a shadowbox containing memorabilia from Ms. Scovel's coaching career at GCSC. Ms. Scovel expressed her appreciation and encouraged trustees to welcome the new women's head basketball coach, Ms. Vernetta Skeete. Dr. Kerley invited trustees to attend the celebration being held in Ms. Scovel's honor at the GCSC gym on Saturday, July 21, at 2 p.m. Mr. Mayo announced the endowment of a GCSC Foundation scholarship that was made in honor of Ms. Roonie Scovel.
- Ms. Butler introduced Ms. Melissa Hagan, chief development officer, Development Office. Ms. Hagan acknowledged a gift of \$50,000 for in-kind services on the ATC project from the Schmidt Consulting Group and expressed the College's appreciation for their support.
- Ms. Butler read a resolution honoring the Americans with Disabilities Act Awareness Day on July 12, 2012. Ms. Patronis made a motion to approve the resolution as presented. Ms. Dunn seconded and the vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye. Dr. Kerley entrusted the resolution to Ms. Linda Van Dalen.
- 2. Trustee Comments**       2.1    Ms. Butler opened the floor for trustee comments. Mr. Roberson and Ms. Dunn commented on the recent opportunity the trustees had to meet with the Foundation Executive Board and expressed

appreciation for what the community does for the College and its students. Mr. Tannehill and Mr. McKnight were complementary of the 100 percent placement rate for students graduating from the Practical Nursing program at the Gulf/Franklin Campus. Ms. Patronis thanked Ms. Scovel for her many successful years as coach of the GCSC women's basketball team and congratulated new coach, Ms. Skeete.

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| <b>Attorney's Report</b>                        | <b>2.2</b> | Attorney Bennett had no report.  |
| <b>GCSC Foundation, Inc. President's Update</b> | <b>2.3</b> | Mr. Clint Mayo updated trustees on the GCSC Foundation, Inc., including \$50,000 received in private contributions over the past month. He also stated that current unaudited assets stand at over \$25 million, 750 scholarships will be awarded to GCSC students, and the Shark's Tooth reception and golf tournament will be held November 2-3. |
| <b>Honorary Trustee Updates</b>                 | <b>2.4</b> | Commander Anglin gave a short overview of activities on NSA-PC.<br><br>Colonel Grund was unable to attend today's meeting.   |
| <b>Next Meeting</b>                             | <b>2.5</b> | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, September 6, 2012, in the William C. Cramer, Jr. Seminar Room, Student Union West.  |
| <b>3. SGA Report</b>                            | <b>3.1</b> | Mr. Justin Lassiter provided an SGA update including an upcoming New York conference, the Iron Man Triathlon, and planning for Welcome Back week.  |
| <b>4. Personnel Recommendations</b>             | <b>4.1</b> | Agenda items <b>4.1</b> , <b>4.2</b> , and <b>4.3</b> were bundled for approval.<br><br>Trustees were asked to approve professional and career personnel recommendations.  |

#### **Professional Services**

#### **Employment**

Amanda Baker - Intern, Marketing & Communications, effective August 27, 2012 – December 19, 2012. No salary.

Michelle L. Barber - Temporary full – time, Assistant Coordinator, Surgical Technology, Health Sciences, effective July 1, 2012 – June 30, 2013, annual salary of \$40,800. Ms. Barber fills the position vacated by the resignation of Shannon E. Smith.

Stephanie K. Kindt - Athletic Trainer, Wellness & Athletics, effective July 1, 2012 – June 30, 2013. No salary. Ms. Kindt fills the position vacated by Jenny Hogg, due to the change in contract with Gulf Coast Hospital.

Mary C. Shaw - Temporary full – time, Assistant Professor, Natural Sciences, effective August 13, 2012 – May 3, 2013, annual salary of \$36,371. Ms. Shaw fills the position vacated by the resignation of Jennifer L. Trusty.

### **Reclassification**

Lori A. Cannon - From Assistant Coordinator, Student Leadership, to Coordinator, Student Leadership, effective July 1, 2012 – June 30, 2013, annual salary of \$30,800.

Donna R. Newell - From Senior Admissions Representative (Grade 9), Enrollment Services, Student Affairs, to Application Process Specialist, Enrollment Services, Student Affairs, effective July 1, 2012, - June 30, 2013, annual salary of \$27,300.

### **Reemployment**

Kim Allan - Project Coordinator, Business & Technology, effective July 1, 2012 – November 15, 2012, salary of \$12,519 (based on annual salary of \$32,878). Position funded by Department of Labor Grant.

Judith B. Bailey - Learning Manager TRIO, Student Affairs, effective August 13, 2012 – May 3, 2013, annual salary of \$28,790. Position funded by Student Support Service Program Grant.

Emily R. Balazs - Coordinator, News Director, WKGC, Marketing & Communications, effective July 1, 2012 – June 30, 2013, annual salary of \$32,263. Position funded by Corporation for Public Broadcasting Grant.

Johnny D. Branch - Certified Business Analyst, SBDC, Economic Development, effective July 1, 2012 – June 30, 2013, annual salary of \$35,953. Position funded by Small Business Development Center.

Glenda Chisolm - Learning Manager, TRIO, Student Affairs, effective July 1, 2012 – June 30, 2013, annual salary of \$28,060. Position funded by Student Support Service Program Grant.

Lynn E. Eichler - Certified Business Analyst, VBOC, Economic Development, effective July 1, 2012 – June 30, 2013, annual salary of \$34,825. Position funded by Veterans Business Outreach Center Program.

Wilson L. Hair - Coordinator, Workforce Center, Economic Development, effective July 1, 2012 – June 30, 2013, annual salary of \$56,481. Position funded by Workforce Investment Act Grant.

Michelle G. Jamison - Career Manager, Workforce Center, Economic Development, effective July 1, 2012 – June 30, 2013, annual salary of \$29,994. Position funded by Workforce Investment Act Grant.

Kendra B. Kizziah - Counselor, TRIO, Student Affairs, effective July 1, 2012 – June 30, 2013, annual salary of \$39,979. Position funded by Student Support Service Program Grant.

Denise C. Murks - Coordinator, Displaced Homemaker Program, Student Affairs, Workforce Grant, effective July 1, 2012 – June 30, 2013, annual salary of \$48,484. Position funded by Displaced Homemaker Grant.

Robin C. Newberry - Specialist, TRIO, Student Affairs, effective July 1, 2012 – June 30, 2012, annual salary of \$15,358. Position funded 50% by Student Support Service Program Grant, 50% institutional dollars.

Brenton E. Peacock - Associate Director, VBOC, Economic Development, effective July 1, 2012 – June 30, 2013, annual salary of \$44,050. Position funded by Veterans Outreach Center Program.

Anthony M. Pilot - Coordinator, College Reach Out Program (CROP), Student Affairs, effective July 1, 2012 – June 30, 2013, annual salary of \$32,570. Position funded by College Reach-Out Program Grant.

Melissa S. Pinero - Coordinator, Student Support Service Program, Student Affairs, effective July 1, 2012 – June 30, 2013, annual salary of \$35,953. Position funded by Student Support Service Grant.

Jamie C. Shepard - Project Coordinator, Community Based Job Training Grant, Health Sciences, effective July 1, 2012 – August 15, 2012, salary of \$8,294, based on annual salary of \$65,331. Position funded by Community Based Job Training Grant.

Valerie C. Simmons - Associate Director, SBDC, Economic Development, effective July 1, 2012 – June 30, 2013, annual salary of \$45,178. Position funded by Small Business Development Center Grant.

Christopher P. Thomes - Manager of WKGC, Marketing & Communications, July 1, 2012 – June 30, 2012, annual salary of \$10,000. Position funded by Corporation for Public Broadcasting.

Glenda M. Wood - Learning Manager, TRIO, Student Affairs, effective July 1, 2012 – June 30, 2013, annual salary of \$24,678. Position funded by Student Support Service Program Grant.

### **Resignation**

Christine A. Bottkol - Coordinator III, Associate Degree in Nursing Program, Health Sciences, Gulf/Franklin Campus, effective July 9, 2012.

Alison J. Green - Assistant Professor, Business & Technology, effective July 31, 2012.

### **Exit DROP**

Judith D. Harrison - Associate Professor, Visual & Performing Arts, effective July 31, 2012.

## **Career Services**

### **Employment**

Dolores N. Murphy - Temporary full – time, Executive Administrative Assistant (Grade 12), Academic Affairs & Learning Support, effective July 5, 2012, hourly rate of \$12.99, experiential credit given. Ms. Murphy temporarily fills the position vacated by the resignation of Jeanette M. Joerger.

### **Reclassification**

Ronald W. Rice - From Maintenance Mechanic I (Grade 7), to Maintenance Mechanic II (Grade 9), Maintenance & Operations, effective July 1, 2012, hourly rate of \$14.25 experiential credit given.

## **Reemployment**

Ayrin R. Balilo - Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective July 1, 2012 – June 30, 2013, hourly rate of \$12.28. Position funded by Workforce Investment Grant.

Teresa S. Beaver - Member Associate, (Grade 11), WKGC Marketing & Communications, effective July 1, 2012 – June 30, 2013, hourly rate of \$13.00. Position funded 50% by Corporation for Public Broadcasting Grant & 50% by WKGC Fundraising Grant.

Lisa L. Brady - Senior Employment Representative (Grade 14), Workforce Center, Economic Development, effective July 1, 2012 – June 30, 2013, hourly rate of \$13.97. Position funded by Workforce Investment Grant.

Curtis J. Carter - Producer, (Grade 10), WKGC, Marketing & Communications, effective July 1, 2012 – June 30, 2013, hourly rate of \$18.33. Position funded by Corporation for Public Broadcasting Grant.

Geraldine Chappelle - Administrative Assistant (Grade 9), Workforce Center, Economic Development, effective July 1, 2012 – June 30, 2013, hourly rate of \$15.95. Position funded by Workforce Investment Grant.

Wallace M. Crawford - Program Associate WKGC (Grade 13), Marketing & Communications, effective July 1, 2012 – July 31, 2012, hourly rate of \$29.24. Position funded 50 percent Corporation for Public Broadcasting Grant.

Marissa L. Hunt - Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective July 1, 2012 – June 30, 2013, hourly rate of \$12.86. Position funded by Workforce Investment Grant.

Melanie F. Lewis - Senior Bookkeeper (Grade 13), Workforce Center, economic Development, effective July 1, 2012 – June 30, 2013, hourly rate of \$14.41. Position funded by Workforce Investment Grant.

Kelley R. Long - Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective July 1, 2012 – June 30, 2013, hourly rate of \$14.78. Position funded by Workforce Investment Grant.

John H. Miller, III - Part – time, Administrative Assistant (Grade 10), VBOC, Economic Development, effective July 1, 2012 – June 30, 2013, hourly rate of \$11.87. Position funded by Veterans Business Outreach Center Program Grant.

Janice D. Smith – Part – time, Administrative Assistant, Community Based Job Training Grant, Health Sciences, effective July 1, 2012 – August 15, 2012, hourly rate of \$12.21.

**Contract Ratifications**

**4.2** Trustees were asked to approve Contract Ratifications.

**Overloads**

**4.3** Trustees were asked to approve Summer 2012/June Monthly/ Exceptional Overload Recommendations.

Following review of the Professional and Career Personnel, Contract Ratifications, and Summer 2012/June Monthly/ Exceptional Overload Recommendations, Mr. Tannehill moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of Change Order #12 to the ATC Contract**

**4.4** Agenda items **4.4** and **4.5** were bundled for approval.

Trustees were asked to approve Change Order #12 to the GAC/ H. J. High Joint Venture contract for the Advanced Technology Center. This is a deductive change order in the amount of \$1,730,610.48, for the direct purchase of materials, resulting in a new contract amount of \$28,490,834.20.

**Approval of Budget Amendment to the Restricted Current Fund (Fund 2) for 2012-13**

**4.5** Approval was given for the budget amendment to the Restricted Current Fund (Fund 2) for 2012-13, Developmental Education Redesign and Modularization Mini-Grant 2013.

Ms. Patronis made a motion to accept the recommendations as presented. Mr. McKnight seconded, and the vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Manual of Policy Revision – Final Approval**

**4.6** Trustees were asked to provide final approval for the following Manual of Policy Revisions:

**4.6.1** Policy 6.064, Retirement Programs

Changes to this policy is in keeping with the change regarding the terminal annual payout for those individuals on grants and the changes made effective under FRS on July 1, 2011.

**4.6.2 Policy 6.076, Family and Medical Leave**

Changes to this policy are necessary to comply with the new Family and Medical Leave Act (FMLA) regulations as implemented by the Department of Labor and in keeping with Federal Guidelines.

Ms. Dunn made a motion to accept the recommendations as presented. Mr. McKnight seconded, and the vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Disposal of Inventory**

- 4.7** 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. McKnight made a motion to approve the list as presented. Ms. Dunn seconded, and the vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of WKGC Audit Services Firm**

- 4.8** The College solicited Request for Proposals/Qualifications from interested firms to provide financial auditing services for the College's radio station.

Trustees were asked to approve the contract with CliftonLarsonAllen LLP in the amount of \$12,500 for the 2011-12 fiscal year audit. The option to extend for up to four additional years with a 2 percent escalation factor was included in the proposal should both parties agree to continue the relationship.

Mr. Roberson and Mr. Tannehill agreed that the proposed fee appeared high for the services outlined. Mr. Roberson asked if there was anything in the RFP/Q that could have discouraged companies from making an offer, and Mr. Mercer suggested that an unavoidable time constraint was a possible deterrent. Ms. Dunn questioned the number of firms that viewed the RFP/Q, and a number could not be given due to the public advertising used to request the proposals/qualifications. Mr. Roberson asked if there was an opportunity to negotiate, and Mr. Bennett stated that was not an option. Dr. Kerley gave his suggestion to approve this agreement for a year and to improve the RFP/Q process for choosing a future firm for the following year.

Mr. McKnight moved to approve the agreement for one year at the rate submitted. Ms. Dunn seconded, and the vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of Agreement with the Florida Fish and Wildlife Conservation Commission for Public Use of the North Bay Campus Firing Range**

**4.9** The Florida Fish and Wildlife Conservation Commission has approached the College asking for a partnership to provide limited public access to the North Bay Campus Firing Range where the public can safely participate in the shooting sports. The proposed agreement, prepared by the College attorney, clearly delineates the duties of the Commission and of GCSC, includes a termination clause, and addresses ownership of any liabilities arising from the Commission’s use of the facility.

As the agreement has not been finalized, Mr. Bennett suggested deferring this agenda item until further notice.

Ms. Butler agreed to defer the item and encouraged trustees to review the binder materials prior to the next meeting.

Mr. Roberson asked if fees would be charged, and Mr. Bennett answered affirmatively, but stated that the fees are not currently outlined in the agreement.

**Approval of Change Order #14 to the ATC Contract**

**4.10** Trustees were asked to approve Change Order #14 to the GAC/H. J. High Joint Venture contract for the Advanced Technology Center. This is a deductive change order in the amount of \$584,414.01, for the direct purchase of materials, resulting in a new contract amount of \$27,906,420.19.

Mr. McKnight made a motion to approve the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Manual of Policy Revision – Tentative Approval**

**4.11** Trustees were asked to provide tentative approval for the following Manual of Policy Revisions:

**4.11.1** Policy 2.125, DBOT Organization and Operations  
Changes to this policy clarify procedural options for convening special meetings of the District Board of Trustees.

**4.11.2** Policy 2.126, DBOT Standing Committees  
This is a new policy formalizing the establishment of standing committees for the District Board of Trustees.

For policy 2.125, DBOT Organization and Operations, Ms. Butler asked that at least one meeting rotate between Franklin or Gulf Counties each year and that the November 2012 meeting to be held in Franklin County. Ms. Butler also asked that the word “consecutive” be added so that if a trustee wished to serve as chair multiple times, he/she would be able to do so. Ms. Butler and Mr. Roberson also asked to add a right for the board to extend a board

member as chairman greater than the two consecutive annual terms upon supermajority vote of the board.

Ms. Patronis made a motion to accept the recommendations as presented. Mr. Roberson seconded, and the vote was recorded as follows: Dunn, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

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| <b>5. Discussion of 2011-12 College Budget</b> | <b>5.1</b>   | The Financial Activity Report for FY 2011-12 as of May 31, 2012, was provided for trustee review.  |
| <b>Lighthouse Progress Report</b>              | <b>5.2.1</b> | Mr. Herman Daniels provided trustees with an update on the Lighthouse Project, including results of successful student registration.   |
| <b>Strategic Planning Update</b>               | <b>5.2.2</b> | Ms. Butler called on Dr. Kerley to provide an update on the Strategic Plan in Dr. Steve Nettles's absence. Dr. Kerley outlined GCSC values to national medians on the National Community College Benchmark Project (NCCBP).        |
| <b>Advanced Technology Center Update</b>       | <b>5.2.3</b> | Dr. Steve Dunnivant and Mr. Richard Dodd updated trustees on the Advanced Technology Center, outlining sales tax savings and safety.   |
| <b>Development Update</b>                      | <b>5.2.4</b> | Ms. Melissa Hagan gave a brief development update, including grants received through Resource Development and sponsorships for the military park. A ribbon cutting is scheduled for the GCSC Military Park at 9 a.m. on August 14. |
| <b>President's Report</b>                      | <b>5.3.1</b> | Dr. Kerley informed the trustees of various celebrations and highlights from across the College, including Kids College, budget discussions, and the Math/Science building plans.  |
| <b>Global Issues</b>                           | <b>5.3.2</b> | Dr. Kerley provided trustees with information on global issues and events.   |
| <b>Administrative Updates</b>                  | <b>5.4</b>   | Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area.   |
| <b>6. Good of the Order</b>                    | <b>6.1</b>   | Trustees were invited and encouraged to attend the Military Park ribbon cutting ceremony, August 14 at 9 a.m., as well as other College events.  |
| <b>7. Adjournment</b>                          | <b>7.1</b>   | The meeting was adjourned at 11:36 a.m.  |

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Secretary

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Chairman