

**FINAL**

**MINUTES**

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

**March 8, 2012**

10 a.m.

William C. Cramer, Jr. Seminar Room

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

**Members Absent:** Katie L. Patronis, Joe K. Tannehill Jr.

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|-----------------------------|------------------------|--|
| <b>1. Call to Order</b>     | <b>1.1</b>             | Ms. Butler called the meeting to order at 10:07 a.m.   |
| <b>Invocation</b>           | <b>1.2</b>             | Dr. Kerley gave the invocation.  |
| <b>Pledge of Allegiance</b> | <b>1.3</b>             | Mr. Estes led those present in the pledge of allegiance to the American flag.  |
| <b>GCSC Alma Mater</b>      | <b>1.4</b>             | Mr. Wade St. Laurent, Visual & Performing Arts student, performed the GCSC Alma Mater.   |
| <b>Welcome to Guests</b>    | <b>1.5</b>             | Ms. Butler welcomed Ms. Libby McNaron, coordinator of Surgical Technology (who sat in the absence of Dr. Linda Fitzhugh, chair of the Faculty Council); Ms. Katrina Porter, chair-elect of the Professional Employee Council; Mr. Chaz Mullinax, president, SGA; and Mr. Clint Mayo, president, GCSC Foundation, Inc.                              |
| <b>Hearing of Citizens</b>  | <b>1.6</b>             | No citizens answered the call to appear before the board.  |
| <b>Approval of Minutes</b>  | <b>1.7.1 and 1.7.2</b> | Ms. Durden moved and Ms. Jenkins seconded approval of the minutes of the board's February 9, 2012, regular meeting, and minutes of the board's Building Committee meeting of February 29, 2012, as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Roberson, aye; and Butler, aye. |

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| <b>Lighthouse Progress Report</b>        | <b>1.8</b>  | This item was deferred to agenda item <b>4.10</b> .  |
| <b>Strategic Planning Update</b>         | <b>1.9</b>  | Ms. Butler called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles gave a presentation outlining several of the key performance indicators of the Collaborating with the Community initiative. He assured trustees that locations and specific hours of community service would be reported in the future.   |
| <b>Advanced Technology Center Update</b> | <b>1.10</b> | Dr. Kerley assured trustees that construction on the Advanced Technology Center is on target. Classes are scheduled to be opened by fall 2013. Dr. Dunnivant reported that efforts are continuing to seek corporate partnerships for the ATC. Mr. Joe Sorci reported no safety issues and gave an update on construction, stating that a debrief tour after the April DBOT meeting will explain the construction process. Ms. Durden asked if all of the materials needed in relation to the Energy Efficiency Performance contract were already in the construction plan, which Mr. Sorci answered affirmatively. |
| <b>Special Presentation</b>              | <b>1.11</b> | Mr. Clint Mayo announced \$30,000 to be deposited to the Gulf Coast State College scholarship fund. The Jonathan Logan Educational Foundation raised money through bake sales, car washes, yard/estate sales, and donations after the passing of Jonathan McCoy and Logan Mitchell from a tragic automobile accident. Ms. Butler, Mr. Estes, Dr. Kerley, and Mr. Mayo expressed their appreciation to the family for their support of the Foundation.  |
| <b>2. Trustee Comments</b>               | <b>2.1</b>  | Ms. Butler opened the floor for trustee comments. Several trustees complemented the well-attended open house held at the Gulf/Franklin Campus and the announcement of the nursing bridge program in which a total of 36 students are now enrolled. The dropping workforce typically seen in August in the Gulf and Franklin counties was discussed and the issue of high school students starting school due to many dual-enrollment courses. Ms. Dunn thanked Mr. Derrick Bennett for reviewing the Energy Efficiency Performance contract that will be discussed later in the meeting.                           |
| <b>Attorney's Report</b>                 | <b>2.2</b>  | The board attorney had no report.  |

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| <b>GCSC Foundation, Inc. President's Update</b> | <b>2.3</b> | Mr. Clint Mayo updated trustees on the GCSC Foundation, Inc., including the announcement of \$65,000 in private contributions received in the past month. He also noted that over 1,200 scholarship applications have been received, which the scholarship scoring team will be reviewing soon. |
| <b>Honorary Trustee Updates</b>                 | <b>2.4</b> | Col. Grund was unable to attend today's meeting. Commander Anglin gave a short overview of activities on NSA-PC.  |
| <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, April 12, 2012, William C. Cramer, Jr. Seminar Room, Student Union West.   |
| <b>3. SGA Report</b>                            | <b>3.1</b> | Mr. Chaz Mullinax provided an SGA update including the completion of the 2012-2013 elections, upcoming conference in St. Petersburg, and other events. Mr. Mullinax also presented a video overviewing the student events held during the 2011-12 academic year.                                |
| <b>Program Focus</b>                            | <b>3.2</b> | Ms. Tonitta Sauls, associate professor, Business & Technology, provided a short overview of the Software & Database Development program.  |
| <b>Student Success Story</b>                    | <b>3.3</b> | Ms. Sauls introduced Mr. Ian McGuire, who spoke about his experiences in the Software & Database Development program. Mr. McGuire thanked everyone for the opportunity that GCSC has given him.   |
| <b>4. Personnel Recs</b>                        | <b>4.1</b> | Trustees were asked to approve professional and career personnel recommendations.   |

## **Professional Services**

### **Employment**

Katherine E. Hooks - Coordinator II, Business Marketing, Continuing Education, effective February 13, 2012 – June 30, 2012, annual salary of \$33,000, experiential credit given. Ms. Hooks fills the position vacated by the resignation of Pamela G. Cooley.

### **Reclassification**

Lorraine H. Chance - From Financial Aid Specialist, Financial Aid, to Assistant Coordinator, Financial Aid, effective February 17, 2012 – June 30, 2012, annual salary of \$27,500, experiential

credit given. Ms. Chance fills the position vacated by the promotion of Lauren M. Armstrong.

Glenda J. Hannah - From temporary part - time Assistant Professor, Health Sciences, to Assistant Professor, Health Sciences, effective February 1, 2012 – May 4, 2012, annual salary of \$37,822. Ms. Hannah fills the position vacated by the retirement of Michele Azzatti.

Joel T. Pummill - From Executive Producer/Coordinator WKGC, Marketing & Communications, to Operations Manager, WKGC, Marketing & Communications, effective February 9, 2012 – June 30, 2012, annual salary of \$38,000.

### **Resignation**

James A. Lane - Clinic Dentist/Instructor, Health Sciences, effective February 16, 2012.

### **Enter DROP**

Donna G. Wheeler - Associate Professor, Health Sciences, effective May 1, 2012.

### **Retirement**

Felecia A. Edwards - Counselor, Student Affairs, effective April 11, 2012.

## **Career Services**

### **Employment**

Robert E. Steward - Part – time Student Assistant, Technology Based Computer Automation & Robotics Grant, Business & Technology, effective February 22, 2012, hourly rate of \$7.67.

### **Contract Ratifications**

**4.2**

Trustees were asked to approve Contract Ratifications.

### **Overloads**

**4.3**

Trustees were asked to approve spring 2012/February Monthly/Exceptional Overload Recommendations.

Following review of the Professional and Career Personnel, Contract Ratifications, and spring 2012/February Monthly/Exceptional Overload Recommendations, Mr. McKnight moved and Ms. Durden seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Roberson, aye; and Butler, aye.

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| <b>Approval of Budget Amendment to Restricted Current Fund</b> | <b>4.4</b> | <p>Trustees were asked to approve budget amendment J0000662, Corporation for Public Broadcasting 2012 Grant to the Restricted Current Fund (Fund 2) for 2011-2012.</p> <p>Mr. Estes made a motion to accept the recommendations as presented. Ms. Durden seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Roberson, aye; and Butler, aye.</p>  |
| <b>Inventoried Property</b>                                    | <b>4.5</b> | <p>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.</p> <p>Ms. Durden made a motion to approve the list. Ms. Jenkins seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Roberson, aye; and Butler, aye.</p>   |
| <b>Approval of ATC Change Order #9</b>                         | <b>4.6</b> | <p>Trustees were asked to approve Change Order #9 to GAC/H.J. High Joint Venture Contract for the Advanced Technology Center. This will be a deductive change order in the amount of \$689,074.65, for the direct purchase of materials, and will bring a new contract amount of \$28,626,209.33.</p> <p>Ms. Durden moved and Ms. Dunn seconded approval to accept the recommendation as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Roberson, aye; and Butler, aye.</p> |
| <b>Approval of Commodore Café Renovation Change Order #1</b>   | <b>4.7</b> | <p>This item has been deferred to the April meeting.</p>   |
| <b>Manual of Policy Revision – Final Approval</b>              | <b>4.8</b> | <p>Final approval was given for the following Manual of Policy Revision:</p> <p>Policy 7.099, <u>Academic Achievement</u> – To clarify Academic Achievement Recognition, it was necessary to distinguish between “graduation recognition” and “term or semester recognition.” Also, the need for clarifying the semester recognition is in order to reflect the actual enrollment status indicated by each academic achievement category.</p>  |

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

**Approval of  
Energy  
Efficiency  
Performance  
Contract**

**4.9**

The trustees discussed the specifics of the Energy Efficiency Performance contract with Siemens. Mr. Derrick Bennett explained that a review of state statutes was conducted regarding the process of selecting vendors for performance contracts. One statute, specifically pertaining to colleges and universities, requires the College to conduct a bidding process to select a vendor. However, another that pertains to counties states that state institutions can choose from an approved vendors list compiled through a statewide RFQ process by the Florida Department of Management Services. Mr. Bennett told trustees that other Florida colleges have used this list for performance contracting without going through a bidding process. He further stated that he has been unable to receive clarification from DMS on the conflicting state statutes. He also reminded trustees that it would take months to go through a full bidding process and that substantial delays could cause logistical problems. Mr. Bennett explained that writing an RFQ may not be beneficial to other companies from a cost standpoint due to the cost of replacing the many Siemens systems throughout the College.

Mr. Matt Ridley, account executive, Siemens, outlined how Siemens equipment is already on campus and previous years of working with GCSC has established a strong relationship. Mr. Joe Mills, comptroller, Business Affairs, gave his support to use the state approved company list. Ms. Dunn asked how long it would take to conduct an RFQ process, which Mr. Ridley responded that it would take approximately three months to compile the criteria, and additional time would be required for companies to review and respond. Mr. Ridley also stated that Siemens is DMS accredited. Following a question from Ms. Durden, it was stated that ATC construction would be delayed if an RFQ process was conducted.

Mr. Roberson expressed his concern that the College could face negative repercussions from making the wrong choice regarding the bidding process. Mr. Bennett pointed out two modifications that are needed on the current contract. First, a list advantages and disadvantages need to be added. Second, qualification issues should be clarified. Mr. Bennett further told trustees that he would clarify that Siemens is on the state list of pre-qualified vendors, which would make a bidding process unnecessary. Mr. Bennett stated that the trustees would be approving the presented terms in order for him to complete the legal and business sections of the

contract.

After commending the staff for the extensive research and reminding trustees of the time-sensitive aspect of this project, Mr. Estes moved to approve the contract business terms and allow Dr. Kerley final approval once Mr. Bennett and staff makes the final financial and legal arrangements. Ms. Durden seconded the motion. Following additional discussion on the topic, Mr. Bennett commented that a circumstance like this would be rarely challenged when following state statute.

Mr. Estes restated the motion to adopt the financing arrangements offering the best terms. Mr. McKnight seconded and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Roberson, aye; and Butler, aye.

Ms. Butler requested the authorization to execute the financial arrangement to be brought back in the April meeting. Mr. Mills assured that staff could bring a competitive financial arrangement back to the board for approval in April.

**Approval of  
Contract  
Extension for  
Campus  
Works, Inc.**

**4.10** Dr. Kerley reminded trustees of the two-year contract the College has with CampusWorks, Inc. to provide technical support and consulting related to the Lighthouse (Banner) Implementation Project. Since that time, four of the five major milestones have been accomplished with the fifth scheduled to commence in April/May 2012. However, there are many functions to which GCSC staff have not yet been exposed, which brings the request of an extension of the contract to last through February 28, 2013 so that GCSC personnel will have a chance to complete at least one full cycle with each administrative system. This request will not require additional funds since the College will be staying within the DBOT approved budget for Phase I of the Lighthouse Project. Ms. Todd and Mr. Herman Daniels gave an overview of the Lighthouse project. Ms. Liz Murphy, CEO, CampusWorks, provided information regarding the project and thanked the board for the opportunity to work with GCSC. Mr. Daniels explained that the end-of-year close out for finance still needed to be implemented into banner, as well as grades and W-2s. Mr. Mayo asked if there are any Foundation aspects to the program that he needs to be aware of. Mr. Daniels stated that there is a foundation module that can be added separately. Mr. McKnight stated that the customers are our students, and this project provides an improved customer service. Mr. Roberson echoed Mr. McKnight's support and expressed his concern for having a technologically advanced ATC building and an antiquated operating system. Mr. Estes moved to extend the contract with CampusWorks, Inc. through February 28, 2013. Ms. Dunn seconded, and the vote was recorded

as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Roberson, 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. He announced that he will be attending meetings regarding legislative issues, stating that many colleges may be increasing their tuition rates.

Dr. Kerley also announced that the military park is currently under construction and Ms. Melissa Hagan echoed his enthusiasm for all of the honorable characteristics of the project.

Ms. Butler expressed her appreciation for all of the information provided in the administrative updates and reminded the other trustees that the updates were already stapled together for easy removal.

**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 January 31, 2012, was provided for trustee review.

**6. Good of the Order**

**6.1** Trustees were invited and encouraged to attend Renee Audette: You Can't Fix This art gallery on March 2 – April 6, gallery hours Monday – Friday from 10 a.m. – 4 p.m. in the Amelia Center Main Gallery, as well as other College events.

**7. Adjournment**

**7.1** The meeting was adjourned at 12:15 p.m.

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Secretary

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Chairman