

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

October 4, 2012

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler (presiding), Karen L. Durden, Dan A. Estes, Jim W. McKnight, Katie L. Patronis, Ralph C. Roberson, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Leah O. Dunn and Joe K. Tannehill, Jr.

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| 1. Call to Order | 1.1 | Ms. Butler called the meeting to order at 10:02 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Estes led those present in the pledge of allegiance to the American flag. |
| GCSC Alma Mater | 1.4 | Ms. Emily Noland, student, performed the GCSC Alma Mater. |
| Welcome to Guests | 1.5 | Ms. Butler welcomed Ms. Libby McNaron, chair of the Faculty Council; Ms. Katrina Porter, chair of the Professional Employee Council; Mr. Aaron Wagner, vice president, SGA; and Mr. Clint Mayo, president, GCSC Foundation, Inc. |
| Hearing of Citizens | 1.6 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.7 | Ms. Durden moved and Mr. McKnight seconded approval of the minutes of the board's regular meeting of September 6, 2012, as distributed. The vote was recorded as follows: Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; and Butler, aye. |
| Special Presentations – Durden Foundation ATC Contribution | 1.8.1 | Ms. Karen Durden and Mr. Michael Durden presented the College with a check for \$125,000 to go toward the ATC on behalf of the Durden Foundation. Mr. Durden commented that the ATC will be an asset to the community, and he is proud to aid in it's development through the foundation created by his father. |

Dr. Kerley and Mr. Mayo thanked Mr. Durden for his support of the ATC.

**Electric Car
Donation**

- 1.8.2** Associate Professor, Tom Hoots, gave an overview of the Alternative Energy Program and announced his sister's donation of a 2007 ZENN electric car to GCSC. The College will host a contest to design the exterior of the vehicle to use as a STEM and Media & Communications showpiece to attract middle school and high school students.

**ATC
Contribution**

- 1.8.3** Mr. Joe Hamner presented the College with a check for \$2,000 for the Joe L. Hamner Community Conference Room in the ATC. Mr. Hamner expressed his desire to play a role in a building that will change the community. Dr. Kerley and Mr. Mayo thanked Mr. Hamner for his contribution.

**2. Trustee
Comments**

- 2.1** Ms. Butler opened the floor for trustee comments. Mr. McKnight stated that GCSC is well positioned to provide workforce opportunities for its graduates and wants to ensure that job placement is a top priority. Ms. Patronis expressed her appreciation to those supporting the ATC and thanked the GCSC Foundation for partnering with the College in its fundraising efforts. Ms. Patronis listed off several programs that will be available in the ATC upon its completion. Mr. Estes thanked the board for representing the College during his absence, and also commended the staff for advising his daughter during her first semester of college at GCSC. Mr. Roberson stated that revenue increased 15 percent in Gulf County, marking an upward trend in the tourism industry. He also commented on the various programs available to students at the GCSC campuses and hopes that it will give graduates an array of job opportunities. Ms. Durden commented on the successful open house that Florida State Panama City recently hosted, and emphasized the importance of maintaining a partnership with them. Ms. Butler noted that an ATC workshop would be held soon.

**Attorney's
Report**

- 2.2** Attorney Bennett had no report.

**GCSC
Foundation,
Inc.
President's
Update**

- 2.3** Mr. Clint Mayo updated trustees on the GCSC Foundation, Inc., including \$93,000 received in private contributions over the past month. He also stated that current unaudited assets stand at over \$25 million, and the Shark's Tooth reception and golf tournament would occur November 2-3. In addition to other events, Mr. Mayo announced a Decorating Showcase to be held at the GCSC on October 8 – 9, with ticket proceeds benefitting Foundation scholarships and the Women's Civic Club of Panama City Beach.

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| Honorary
Trustee
Updates | 2.4 | Commander Anglin and Colonel Grund were unable to attend today's meeting. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for 10 a.m. ET, Thursday, November 8, 2012, at the Franklin County K-12 School. |
| 3. SGA Report | 3.1 | Mr. Aaron Wagner provided an SGA update including the New York Leadership Conference and club fairs. Dr. Lavender stated that the Veterans Club has been established and the Military/Veterans Affairs Liaison, Ms. Pamela Hiller, recently began work at the College and will provide services to veteran students. |
| Program
Focus | 3.2 | Chef Paul Ashman, assistant professor, Culinary Management, provided a short overview of the GCSC Culinary Program. |
| Student
Success Story | 3.3 | Chef Ashman introduced Ms. Stephanie Trossen, who spoke about her experiences as a student in the Culinary Program. Ms. Trossen thanked everyone for the opportunity that GCSC has given her. |
| 4. Personnel
Recommendations | 4.1 | Agenda items 4.1 , 4.2 , and 4.3 were bundled for approval.

Trustees were asked to approve professional and career personnel recommendations. |

Professional Services

Employment

Dawne E. Hendrix - Part-time English Learning Manager, Disability Support Services, Student Affairs, effective September 10, 2012 – May 4, 2013, hourly rate of \$17.39. Ms. Hendrix fills the position vacated by the resignation of Philip Joiner.

Pamela S. Hiller - Military/Veterans Affairs Liaison, Student Affairs, effective October 1, 2012 – June 30, 2012, annual salary of \$28,050.

Resignation

Michelle Jamison - Military Family Career Manager, Workforce Center, Economic Development, effective September 27, 2012.

Brittney E. Simmons - Assistant Coordinator, Recruitment, Student Affairs, effective September 28, 2012.

Marie Providence - Williams - Assistant Professor, Health Sciences, Gulf/Franklin Campus, Health Sciences, effective September 23, 2012.

Career Services

Employment

Nancy I. Berdanier - Senior Administrative Assistant (Grade 10), Business & Technology, effective September 24, 2012, hourly rate of \$12.01, experiential credit given. Ms. Berdanier fills the position vacated by the resignation of Kristine F. Quick.

Laura L. Kearns - Lifeguard, Wellness & Athletics, (Grade 3), effective September 24, 2012, hourly rate of \$8.30.

Glenn A. Pepper - Computer/Network Support Technician (Grade CL1), Information & Technology Services, effective September 24, 2012, hourly rate of \$13.05, experiential and educational credit given. Mr. Pepper fills the position vacated by the reclassification of Alice J. Horton.

Daniel J. Reyes - Lifeguard, Wellness & Athletics (Grade 3), effective August 24, 2012, hourly rate of \$8.30.

Justin R. Walding - Senior Administrative Assistant (Grade 10), Health Sciences, Gulf/Franklin Campus, effective October 8, 2012, hourly rate of \$11.33. Mr. Walding fills the position vacated by the resignation of Patricia Wagner.

Reclassification

Don A. Costa - From Facilities Maintenance Remote (Grade 7), Maintenance & Operations, to Custodian (Grade 6), Maintenance & Operations, effective August 31, 2012, hourly rate of \$14.59. Mr. Costa fills the position vacated by the reclassification of Mark J. Ruggieri.

Sharon D. McBride - From Testing Assistant (Grade 9), Testing, Student Affairs, to Senior Administrative Assistant (Grade 10), Health Sciences, effective October 8, 2012, hourly rate of \$13.29. Ms. McBride fills the position vacated by the resignation of Brandi M. Powell.

Mark J. Ruggieri - From Custodian (Grade 6), Maintenance & Operations to Facilities Maintenance Remote (Grade 7), Maintenance & Operations, effective August 31, 2012, hourly rate of \$11.26. Mr. Ruggieri fills the position vacated by the reclassification of Don A. Costa

Resignation

Dolores N. Murphy - Temporary Executive Administrative Assistant (Grade 12), Academic Affairs & Learning Support, effective August 31, 2012.

Brandi Powell - Senior Administrative Assistant (Grade 10), Health Sciences, effective August 30, 2012.

Kristine F. Quick - Senior Administrative Assistant (Grade 10), Business & Technology, effective September 5, 2012.

Contract Ratifications

4.2

Trustees were asked to approve Contract Ratifications.

Overloads

4.3

Trustees were asked to approve Fall 2012 and September Monthly/ Exceptional Overload Recommendations.

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

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

4.4

Approval was given for the budget amendment J1300165 to the Restricted Current Fund (Fund 2) for 2012-13, Upward Bound Grant.

The Upward Bound Program provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families, as well as high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

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

**Manual of
Policy
Revision –
Final
Approval**

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

4.5.1 Policy 1.006, Procedure for Reviewing the Vision and Mission

Changes are needed to add the word “values” to title and content in order to synchronize to MOP policy 1.001.

4.5.2 Policy 6.070, Vacation Leave for Personnel Employed on 12-Month Basis

Revision to vacation leave for Non-Grant funded personnel.

4.5.3 Policy 7.080, Class Attendance

This was made necessary by changes in the attendance policy due to changes in Financial Aid regulations last year (2011).

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

**5. Discussion of
2012-13
College Budget**

5.1 The Financial Activity Report for FY 2011-12 as of August 31, 2012, was provided for trustee review.

**Lighthouse
Progress
Report**

5.2.1 Mr. Herman Daniels provided trustees with an update on the Lighthouse Project, including the securement of a license to use the Legacy system software for an additional year.

**Strategic
Planning
Update**

5.2.2 Ms. Butler called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles gave a presentation outlining several key performance indicators of the Expanding Learning Opportunities initiative. Mr. Mayo asked which of the three campuses holds the highest e-learning population. Dr. Nettles stated that the Panama City main campus would have the highest number based on the student population, but assured that he would provide specific data on e-learning students in the near future.

**Advanced
Technology
Center Update**

5.2.3 Dr. Steve Dunnivant and Mr. Richard Dodd updated trustees on the Advanced Technology Center, outlining economic impact and safety reports.

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| Development Update | 5.2.4 | Ms. Melissa Hagan gave a brief development update, including grants received through Resource Development, sponsorships for the military park, and ATC donations. |
| President's Report | 5.3.1 | Dr. Kerley informed the trustees of various celebrations and highlights from across the College, including sending RFQs for the construction of the new Math/Science building, and installation of a campus walking trail. Ms. Durden asked if it was still planned to build a bridge connecting GCSC and the FSU Panama City campus, which Dr. Kerley answered affirmatively. Ms. Patronis encouraged trustees to join the GCSC Alumni Association and stated that nominations for the Rising Star and Distinguished Alumni are now open. |
| Global Issues | 5.3.2 | Dr. Kerley provided trustees with information on global issues and events. |
| Administrative Updates | 5.4 | Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area. |
| 6. Good of the Order | 6.1 | Trustees were invited and encouraged to attend the Art of Politics art gallery October 5 – November 1, gallery hours Monday – Thursday 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 11:29 a.m. |

Secretary

Chairman