

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

September 6, 2012

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Members Absent: Dan A. Estes

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| 1. Call to Order | 1.1 | Ms. Butler called the meeting to order at 10:03 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. McKnight led those present in the pledge of allegiance to the American flag. |
| GCSC Alma Mater | 1.4 | Mr. Scott Kirkman, assistant professor, Visual & Performing Arts, 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 | Mr. McKnight moved and Ms. Durden seconded approval of the minutes of the board's regular meeting of July 19, 2012 as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye. |
| Special Presentations - The Florida College System | 1.8.1 | Mr. Randy Hanna, chancellor of the Florida College System, and Mr. Liam McClay, director of External Affairs, Division of Florida Colleges, presented the College with a check for \$19,329, from combined endowments of the Bank of America and Florida Blue. The funds will go toward FTIC and nursing students. Dr. |

Kerley thanked Mr. Hanna for his support and leadership as chancellor. Mr. Hanna gave an overview of the coming legislative session, including budgets, retention, success measures, job placements, performance funding, developmental education, dual enrollment, and the focus on higher education and jobs. Ms. Durden expressed her concern over the delayed response in trustee appointments and the commitment for state board members to only serve for 8 years. Mr. Hanna declined to answer on behalf of the Governor's office, but stated that both issues are being closely watched.

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| Soaring Eagle Awards | 1.8.2 | Dr. Kerley presented Soaring Eagle Awards and certificates of appreciation to Ms. Diane Randall, assistant coordinator, Disability Support Services, and Ms. Latece Bowen, student, for their heroic actions in saving an employee's life. |
| Florida College System Activities Association Theatre Awards | 1.8.3 | Dr. Kerley presented the Florida College System Activities Association Theatre Awards to Ms. Rosie O'Bourke, chair, Visual & Performing Arts, and Mr. Rusty Garner, associate professor, Visual & Performing Arts, for the Annie and Amadeus theatrical productions. |
| 2. Trustee Comments | 2.1 | Ms. Butler opened the floor for trustee comments. Mr. Roberson and Mr. McKnight reported successful enrollment at the Gulf/Franklin campus and commended Ms. Loretta Costin, director, Gulf/Franklin campus, for her outreach efforts to increase the student headcount. Ms. Dunn reported an exciting tour of the ATC provided to her by Dr. Steve Dunnivant and Mr. Richard Dodd. Several trustees commented on recent meetings with the Foundation and expressed appreciation for what the community does for the College and its students. Regretfully, Ms. Butler announced the resignation of Ms. Shirley Jenkins. |
| 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 \$68,000 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 on November 2-3. Mr. Mayo indicated that the GCSC Foundation pledged to raise 3 million for the ATC over the next five years. |

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| Honorary
Trustee
Updates | 2.4 | Commander Anglin gave a short overview of activities on NSA-PC.

Colonel Grund was 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., Thursday, October 4, 2012, in the William C. Cramer, Jr. Seminar Room, Student Union West. |
| 3. SGA Report | 3.1 | Mr. Aaron Wagner provided an SGA update including results of the Welcome Back week and dates for the upcoming New York leadership conference. |
| Program
Focus | 3.2 | Ms. Betty McKinnie, assistant professor, and Ms. Kelly Williams, academic lab supervisor, Language & Literature, provided a short overview of the Language & Literature Division. |
| Student
Success Story | 3.3 | Due to the absence of Ms. Kayla Miliam, student, Ms. Betty McKinnie read her letter of appreciation to the College. |
| 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

Justin Z. Barker - Assistant Volleyball Coach, Wellness & Athletics, effective August 31, 2012 – June 30, 2013, annual salary of \$4,000, Mr. Barker fills the position vacated by the resignation of Melissa Maggiore.

Fredrick B. Brown - Director Procurement, Administration & Finance, effective September 4, 2012 – June 30, 2013, annual salary of \$51,000. Mr. Brown fills the position vacated by the nonrenewal of contract for Tonia E. Lawson.

Elvira S. Chiccarelli - Clinic Instructional Dentist, Health Sciences, effective August 7, 2012 – June 30, 2013 (11 month position), annual salary of \$70,000. Dr. Chiccarelli fills the position vacated by the resignation of Dr. James A. Lane.

Jennifer N. Gibson - Assistant Professor, Social Sciences, effective August 13, 2012 – May 4, 2013, annual salary of \$37,166. Ms. Gibson fills the position vacated by the retirement of Sandra K. Ciccarelli.

Aubri C. Hanson - Assistant Professor, Business & Technology, effective August 13, 2012 – May 4, 2013, annual salary of \$44,500. Ms. Hanson fills the position vacated by the retirement of Richard D. Eavey.

Sara K. Hubbard - Temporary Mathematics Learning Manager, Disability & Support Services, Student Affairs, effective August 22, 2012 – May 4, 2013, annual salary of \$21,420, experiential credit given. Ms. Hubbard fills the position vacated by the reclassification of Kristi A. Kruthek.

Tristan A. McGee - Temporary Technical Specialist, Visual & Performing Arts, effective August 27, 2012 – June 30, 2013, annual salary of \$23,460. Mr. McGee fills the position vacated by the resignation of Laura A. Prim.

Stacie L. McPherson - Assistant Coordinator, Radiography, Health Sciences, effective July 16, 2012 – June 30, 2013, annual salary of \$48,000. Ms. McPherson fills the position vacated by the resignation of Keegan W. Pigott.

Terrence Jai Royals - Weight Room Supervisor, Wellness & Athletics, August 3, 2012 – May 4, 2013, annual salary of \$8,000.

Mark Steven Swartz - Temporary Instructor, Business & Technology, effective August 13, 2012 – December 14, 2012, salary of \$15,476. Mr. Swartz fills the position vacated by the resignation of Alison J. Green.

Kevin A. Tolar - Assistant Baseball Coach, Wellness & Athletics, effective August 1, 2012 – June 30, 2013, annual salary of \$5,000.

Jason B. Wenzel - Assistant Professor, Social Sciences, effective August 13, 2012 – May 4, 2013, annual salary of \$38,506. Mr. Wenzel fills the position vacated by the retirement of Ronald A. Penton.

Marie Providence-Williams - Assistant Professor, Health Sciences, effective August 13, 2012 – May 4, 2013, annual salary of \$46,883, experiential credit given. Ms. Providence-Williams fills the position vacated by the resignation of Mary R. Rhodes.

Kelly L. Williams - Academic Support Lab Supervisor, Language & Literature, effective August 13, 2012 – May 4, 2013, annual salary of \$25,245.

Reclassification

Deborah A. Brzuska - From Assistant Professor, Health Sciences, to Assistant Coordinator II Nursing, Health Sciences, Gulf/Franklin Campus, effective August 17, 2012 – June 30, 2013, annual salary of \$62,776.

Kristi A. Kruthek - From Learning Manager, Disability Support Services, Student Affairs, to Academic Support Lab Supervisor, Mathematics, effective August 13, 2012 – May 4, 2013, annual salary of \$25,245.

Resignation

Julia E. Erben - Associate Professor, Language & Literature, effective December 14, 2012.

Laura A. Prim - Technical Specialist, Visual & Performing Arts, effective August 2, 2012.

Enter DROP

John M. Dwyer - Manager, Criminal Justice Selection Center, Public Safety, effective August 1, 2012.

Career Services

Employment

Deloris J. McClain - Custodian (Grade 6), Maintenance & Operations, effective August 20, 2012, hourly rate of \$10.26 (experiential credit given). Ms. McClain fills the position vacated by the retirement of Thomas L. Gillespie.

Garrett R. Nelson - Lifeguard, Wellness & Athletics, effective August 24, 2012 –hourly rate of \$8.30.

Kristine F. Quick - Senior Administrative Assistant (Grade 10), Business & Technology, effective August 20, 2012, hourly rate of \$12.01 (experiential credit given). Ms. Quick fills the position vacated by the reclassification of Sharon M. Baskevic.

Mark J. Ruggieri - Custodian (Grade 6), Maintenance & Operations, effective August 13, 2012, hourly rate of \$10.26 (experiential credit given). Mr. Ruggieri fills the position vacated by the retirement of Willie J. Stephens.

Reclassification

Sharon M. Baskevic - From Senior Administrative Assistant (Grade 10), Business & Technology, to Executive Administrative Assistant (Grade 12), Academic Affairs & Learning Support, effective August 27, 2012 hourly rate of \$13.82 experiential credit given. Ms. Baskevic fills the position vacated by the resignation of Jeanette Joerger.

Alice J. Horton - From Network Support Technician to Computer Lab Tech (CL1) effective August 1, 2012. No change in salary. Ms. Horton fills the position vacated by the resignation of Daniel W. Duhon.

Resignation

Christopher S. Boswell - Heating & Air Conditioning Tech I (Grade 12), Maintenance & Operations, effective October 12, 2012.

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

Leah Z. Roper - Senior Library Assistant (Grade 9), Library, effective August 2, 2012.

Patricia M. Wagner - Administrative Assistant (Grade 9), Health Sciences, Gulf/Franklin Campus, effective August 3, 2012.

Contract Ratifications

4.2

Retirement

Overloads

4.3

Barbara Thomasson - Senior Administrative Assistant (Grade 10), Social Sciences, effective October 31, 2012.

Trustees were asked to approve Contract Ratifications.

Trustees were asked to approve Summer 2012 and July/August Monthly/ Exceptional Overload Recommendations.

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

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

4.4

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

Trustees were asked to approve Change Order #15 to the GAC/H. J. High Joint Venture contract for the Advanced Technology Center. This is a deductive change order in the amount of \$740,491.06, for the direct purchase of materials, resulting in a new contract amount of \$27,165,929.13.

**Approval of
Addendum #1
to the ATC
Contract**

4.5

Trustees were asked to approve changes to the Advanced Technology Center agreement with GAC/H. J. High. Mr. Bennett requested the changes in order to clarify language dealing with the authority of GAC to execute all documents on behalf of the joint venture. Also included in the addendum are several other minor changes related to the completion of change orders.

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

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

4.6

Final approval was given for the following budget amendments:

4.6.1 Budget Amendment J1300028
HRS Displaced Homemakers Grant

4.6.2 Budget Amendment J1300054
Veterans Business Outreach Center Grant

4.6.3 Budget Amendment J1300055
Student Activity Fees Athletics

4.6.4 Budget Amendment J1300093
Florida Teacher Quality Grant

4.6.5 Budget Amendment J1300094
Florida Teacher Quality Grant – PAEC

4.6.6 Budget Amendment J1300100
Perkins Grants

**4.6.7 Budget Amendment J1300136
Perkins Grants**

Ms. Butler requested that trustees be provided a brief description to accompany future budget amendments.

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

**Manual of
Policy
Revision –
Final
Approval**

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

4.7.1 Policy 2.125, District Board of Trustees – Organization and Operations

Changes to this policy clarify procedural options for convening special meetings of the District Board of Trustees.

4.7.2 Policy 2.126, District Board of Trustees Standing Committees

This is a new policy formalizing the establishment of standing committees for the District Board of Trustees.

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

**Approval of
DBOT
Standing
Committees
for 2012-13**

4.8 Trustees were asked to approve the DBOT standing committee recommendations for 2012-13.

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

Ms. Durden asked if two trustees would be serving on the Foundation, which Mr. Mayo stated would be voted on during a meeting in October.

**Manual of
Policy
Revision –
Tentative
Approval**

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

4.9.1 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.

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

Revision to vacation leave for Non-Grant funded personnel.

4.9.3 Policy 7.080, Class Attendance

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

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

Disposal of Inventory

- 4.10** 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.

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

Approval of Articulation Agreements

- 4.11** Articulation Agreements between GCSC and Bay, Franklin, and Gulf District Schools were presented for board approval.

Mr. McKnight moved and Ms. Durden seconded approval of the agreements as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

5. Discussion of 2011-12 Annual Financial Report

- 5.1** Trustees were provided a brief report of the final FY 2011-12 financial results as submitted to the Department of Education as an informational item only.

Lighthouse Progress Report

- 5.2.1** Mr. Herman Daniels provided trustees with an update on the Lighthouse Project.

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 results of GCSC 2011-12 priority goals in the Strategic Planning Online system.

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| 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. |
| 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 student orientation, presidents' coalition meetings, and the ACCT conference. |
| 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 ATC Topping Off Ceremony, September 11 at 12 p.m., as well as other College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:45 a.m. |

Secretary

Chairman