

FINAL
MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

January 17, 2013

10 a.m.

Emergency Operations Center, Room 176

Members Present: Denise D. Butler, Leah O. Dunn, Karen L. Durden, Dan A. Estes, Jim W. McKnight, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., Dr. Jim Kerley, and Nevin Zimmerman

Member Absent: Derrick Bennett

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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. |
| Welcome to Guests | 1.4 | Ms. Butler welcomed Mr. Clint Mayo, president, GCSC Foundation, Inc.; Ms. Libby McNaron, chair, Faculty Council; Ms. Katrina Porter, chair, Professional Employee Council; and Mr. Aaron Wagner, president, Student Government Association. |
| Hearing of Citizens | 1.5 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.6 | Mr. Estes moved and Ms. Durden seconded approval of the minutes of the board's December 13, 2012, regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye. |
| 2. Trustee Comments | 2.1 | Mr. Roberson commended the college for the success of the encore programs and suggested marketing online classes to people visiting the area during the winter. Ms. Dunn recalled the impressive campus tour she received in January 2012 at the North Bay Campus and thanked Ms. Gloria Crawford for hosting the DBOT meeting again this year. Mr. Tannehill announced that this |

would be the last meeting Mr. Clint Mayo would serve as president of the GCSC Foundation. He thanked Mr. Mayo for his service and wished him well in future endeavors. Mr. Mayo thanked the trustees and staff for their support. Ms. Patronis and Ms. Durden reflected on previous board meetings held at the North Bay Campus and predicted a promising future for students. Mr. Estes and Ms. Butler said the community was excited about activities happening at all the campuses and encouraged trustees to participate. Ms. Butler added that safety was a top priority and suggested that student advisory groups increase awareness of people in distress. She requested that trustees be updated on safety issues.

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| Attorney's Report | 2.2 | Attorney Zimmerman attended the meeting in the absence of Attorney Bennett, and had no report. |
| GCSC Foundation, Inc. President's Update | 2.3 | Mr. Clint Mayo updated trustees on the GCSC Foundation, Inc., including \$76,000 received in private contributions over the past month. He also stated that current unaudited assets stand at over \$25.3 million and that the Annual Foundation Meeting would occur February 8. He announced that Mr. Les Brackett would be serving as the Foundation representative on the board beginning in February. |
| Honorary Trustee Updates | 2.4 | The Honorary Trustees 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., Thursday, February 14, 2013, in the William C. Cramer, Jr. Seminar Room. |
| 3. SGA Report | 3.1 | Mr. Aaron Wagner, president, Student Government Association, reported on various homecoming events that have been scheduled for the week of January 21, 2013. |
| Workforce Partnerships | 3.2 | Ms. Kim Bodine, executive director, Workforce Development Board, gave a presentation on recent developments, including the number of students that have benefitted from programs offered at all of their locations, the career academy schools created to supply graduates ready for the workforce, summer youth programs, and veteran student success rates. Ms. Bodine thanked Dr. Kerley for GCSC's continued partnership with the Workforce Development Board. |
| Program Focus | 3.3 | Ms. Gloria Crawford, chair of Public Safety, Mr. Mark Bowen, EOC director, and Mr. Steve Brumm, coordinator, Public Safety, |

provided an overview of current activities at the North Bay Campus.

**Student
Success Story**

- 3.4** Mr. Steve Brumm introduced Ms. Miranda Mellon, who spoke about her experiences as a student in the Crime Scene Technology program. Ms. Crawford thanked Ms. Mellon for attending the meeting and offered to give a tour to all attendees after the meeting.

**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

Kim S. Allan - Temporary Full – Time Assistant Professor, Business & Technology Division, effective January 2, 2013 – May 4, 2013, salary of \$18,084. Ms. Allan fills the position vacated by the promotion of Rhonda Barker.

Keri J. Matheus - Assistant Professor, Health Sciences Division, effective January 2, 2013 – May 4, 2013, annual salary of \$46,883, experiential credit given. Ms. Matheus fills the position vacated by the resignation of Casey D. Moebius.

Sharon A. Mohr - Assistant Professor, Health Sciences Division, Gulf/Franklin Campus, effective January 2, 2013 – May 4, 2013, annual salary of \$44,405, experiential credit given. Ms. Mohr fills the position vacated by the resignation of Marie Providence-Williams.

Shelly S. Thornton - Assistant Professor, Health Sciences Division, effective January 2, 2013 – May 4, 2013, annual salary of \$46,883, experiential credit given.

Resignation

Lori L. Luppino - Director, Continuing Education, effective February 4, 2013.

Mikki A. Pazman - Financial Aid Specialist, Financial Aid, effective January 16, 2013.

Leah Rising - Assistant Professor, Health Sciences, effective May 3, 2013.

Completed DROP

Steven H. Brumm - Coordinator, Public Safety, January 31, 2013.

Enter DROP

Herman G. Daniels - Chief Information Officer, effective February 1, 2013.

Career Services

Employment

DeAnna L. Black - Testing Assistant (Grade 9), Student Affairs, effective January 2, 2013, hourly rate of \$12.07, experiential and educational credit given. Ms. Black fills the position vacated by the promotion of Sharon McBride.

Amanda M. Carter - Administrative Assistant (Grade 9), Upward Bound Grant, Student Affairs, effective December 10, 2012, hourly rate of \$11.29, experiential credit given.

Judith D. Gannaway - Senior Administrative Assistant (Grade 10), Enrollment Services, effective January 2, 2013, hourly rate of \$12.27, experiential and educational credit given. Ms. Gannaway fills the position vacated by the retirement of Jacqueline Kuczienski.

Reynaldo Que - Computer Network Technician (CL1, Level 10), Information Technology Services, effective January 7, 2013, hourly rate of \$13.05, experiential credit given. Mr. Que fills the position vacated by the resignation of Glynn B. Hall.

Correction

Ryan R. Walding - Correction of October 4, 2012, Board Item, From Senior Administrative Assistant (Grade 10), Health Sciences, Gulf/Franklin Campus to Administrative Assistant (Grade 9), 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.

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications.

**December
2012
Overloads**

4.3 Trustees were asked to approve December 2012 Monthly Exceptional Overloads.

Following review of the professional and career personnel, contract ratifications, and December 2012 Monthly Exceptional Overload recommendations, Ms. Durden moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of
Annual Fire &
Safety
Inspection**

4.4 Trustees were asked to approve the Annual Fire and Safety Inspection Report. The annual inspection results for GCSC were zero “serious fire safety violations” and 19 “non-serious fire safety violations” for the Panama City Campus, Gulf/Franklin Campus, North Bay Campus, and the College’s off-campus sites, all of which have been or are currently being addressed by the Maintenance & Operations staff.

The State Requirements for Educational Facilities (SREF) does require that the report be submitted to the board for approval and to the fire authorities having jurisdiction over these sites just for informational purposes. Corrective actions taken will be reported back to the board, the fire authorities, and the Florida Colleges Risk Management Consortium upon completion, but no later than June 30, 2013.

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

**Approval of
Budget
Amendments**

4.5 Trustees were asked to approve the following budget amendments:

4.5.1 Budget Amendment J1300488, Federal, State, and Private Grants

VBOC – Wells Fargo Award 2012 – 2013 Budget
Private grant from Wells Fargo to support the services provided to veterans by the Veterans Business Outreach Center at Gulf Coast State College.

Florida TRADE 2012-2016 Budget
Under the Florida TRADE grant, twelve Florida colleges have joined together to improve upon Florida’s existing training and education system in advanced manufacturing by aligning its resources and partnerships, and offering wide access to training that will help address the growing critical skilled workforce shortage faced by the state’s manufacturing industry and related industry clusters.

4.5.2 Budget Amendment J1300507, Student Activity Fee 2012-2013 Budgets

Student Activity Fees are allocated by the Student Government Association and approved by the President to fund campus clubs and student organizations. Budget amendment J1300507 records these 2012-13 budgets totaling \$619,222.

4.5.3 Budget Amendment J1300267, Foundation Kaizen 2012-2013 Grants

The Gulf Coast State College Foundation awards Kaizen grants to college departments annually for innovative and enhancement projects. Projects are approved by the college president prior to submittal to the Foundation, and then submitted to the Foundation Board for consideration. The total of grants funded and included in this amendment J1300267 is \$20,134.76.

Dr. Kerley recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2012-13. Ms. Durden moved and Ms. Dunn seconded approval of the amendments as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Final
Approval of
Changes to
Manual of
Policy**

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

4.6.1 Policy 6.016, Contracts—Pay Period

These changes amend existing policy for consistency with current practices and new pay cycles implemented during the conversion to the new Banner software.

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

**Approval to
Purchase ATC
Data
Networking
Equipment**

4.7 Trustees were asked to approve the purchase of ATC data networking equipment by utilizing the IT exclusion rule.

Florida Statute and State Board of Education Rule allow exceptions to the requirement to solicit competitive offers for information technology resources which are defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide

direct information technology support consistent with each individual college's information technology plan.

To ensure competitive costs, the College IT staff has received proposals from four firms to provide data networking equipment for the ATC and recommends purchasing the equipment from Inacomp which is the lowest price, as well as, a local business. Use of the IT exclusion 6A-14.07342(g) in lieu of issuing a formal bid will better enable the College to negotiate the proper solution for the complexities of this design.

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

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| Inventoried Property | 4.8 | Trustees reviewed a listing of items determined to be obsolete or worthless by the property custodians, and they were asked to authorize disposal of the items. Mr. Estes moved and Ms. Durden seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye. |
| Lodging of WKGC-AM/FM Financial Audit for FY 2011-12 | 4.9 | The lodging of WKGC-AM/AM Financial Audit for fiscal year 2011-12 was noted by Ms. Butler. |
| Lodging of the GCSC Financial Audit for FY 2011-12 | 4.10 | Trustees acknowledged the lodging of the Gulf Coast State College Financial Audit for the Fiscal Year ended June 30, 2012. |
| Approval Development of New Industrial Technology Certifications | 4.11 | Trustees were asked to approve development of the following workforce certificate programs: <ul style="list-style-type: none">• Cybersecurity/Information Assurance• Engineering Technology (including Rapid Prototyping and Digital Manufacturing)• Medical Language Specialist• Emergency Administration and Management |

Full program approval by the board in each instance will come later, following review by the GCSC standing curriculum review processes

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

**Approval of
Awarding of a
\$10,000
Baccalaureate
Degree**

4.12 Trustees were asked to approve the awarding of a \$10,000 Baccalaureate Degree in Organizational Management. In order to curb the historical trend of escalating costs of higher education, GCSC is accepting Governor Scott's challenge to design a means for students to earn a baccalaureate degree for a total cost of \$10,000. Mr. McKnight and Mr. Roberson agreed that Organizational Management is a good fit for the program. Mr. Tannehill stated that marketing should be used to attract students from all areas.

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

**5. 2012-13
College
Operating
Budget**

5.1 Trustees reviewed the Budget/Financial Activity Report for fiscal year 2012-13 as of November 30, 2012.

**Lighthouse
Progress
Report**

5.2.1 Mr. Herman Daniels provided trustees with an update on the Lighthouse Project, and noted increased student utilization.

**Strategic
Planning
Update**

5.2.2 Dr. Kerley called on Dr. Flax-Hyman to provide the Strategic Planning Update. She reported that the department is reviewing mid-year status updates and is working on the transition period of the College's strategic plan.

**Advanced
Technology
Center Update**

5.2.3 Ms. Butler called on Dr. Kerley to update trustees on the Advanced Technology Center progress. He stated that the ATC is receiving statewide and national attention; completion is expected to be on time; and a major celebration would occur in October 2013.

**Development
Update**

5.2.4 Ms. Melissa Hagan, chief development officer, provided trustees with an update on recent activities in the Development Office, including pledges, grants, in-kind services, and donations received over the past month. She also mentioned that contributions will continue to be accepted for the Military Park.

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| President's Report | 5.3.1 | Dr. Kerley shared with trustees some recent activities occurring at the college, including the production of the East Side Story and coming basketball tournaments. |
| 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 to attend the faculty recital by guitarist, Gonzalo Gallardo, 7:30 p.m., January 26, Amelia Center Theatre, as well as other College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:56 a.m. |

Secretary

Chairman