

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

July 25, 2013

9 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler, Leah O. Dunn, Karen L. Durden, Dan A. Estes, Jim W. McKnight, Katie L. Patronis, Joe K. Tannehill, Jr., David P. Warriner, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Ralph C. Roberson

1. Call to Order **1.1** Ms. Butler called the meeting to order at 9:12 a.m. and a roll call was taken. Ms. Butler then called on Attorney Bennett.

At 9:14 a.m., Attorney Bennett stated that he desired advice from the Board concerning the pending litigation GCSC v. McClure, Case Number 2011-1548-CA in relation to a proposed settlement. Chairperson Denise D. Butler announced that the Board would now proceed to an attorney client executive session that would take an estimated 15 minutes and would include herself and Trustees Leah O. Dunn, Karen L. Durden, Dan A. Estes, Jim W. McKnight, Katie L. Patronis, Joe K. Tannehill, Jr., David P. Warriner, President Dr. Jim Kerley, Attorney Derrick Bennett, and a court reporter. The Chairperson then closed the open board meeting and proceeded with the executive session.

At 9:25 a.m., the executive session concluded. Following an additional roll call, the public meeting was reopened.

Chairperson Denise D. Butler asked if there were any motions from the Board. Trustee McKnight made a motion to accept the settlement proposal from the defendants as recommended by President Kerley and Attorney Bennett concerning the lawsuit GCSC v. McClure, Case Number 2011-1548-CA. Mr. Tannehill seconded and the vote was recorded as follows: Butler, aye; Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Warriner, aye.

Following the trustee vote, the public meeting was suspended at 9:26 a.m. and reconvened at 10 a.m.

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| 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. |
| Alma Mater | 1.4 | Mr. Scott Kirkman, assistant professor, Visual & Performing Arts, performed the GCSC Alma Mater. |
| Election of Board Officers | 1.5 | <p>1.5.1 Chair Butler relinquished the chair to Trustee Patronis, who called for nominations for board chair for 2013-14. Ms. Patronis nominated Mr. Roberson, and Mr. Warriner seconded. No other nominations were offered, and Mr. Roberson was elected board chair on the vote recorded here: Butler, aye; Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Warriner, aye.</p> <p>1.5.2 Ms. Patronis called for nominations for board vice chair for 2013-14. Mr. Estes moved to nominate Ms. Dunn, and Ms. Durden seconded. No other nominations were offered, and Ms. Dunn was elected board vice chair on the vote recorded here: Butler, aye; Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Warriner, aye.</p> |
| Welcome to Guests | 1.6 | Ms. Butler welcomed Mr. Ben Schmidt, chair-elect, Professional Employee Council and Commander Anthony Anglin, Naval Support Activity Panama City. |
| Hearing of Citizens | 1.7 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.8 | Ms. Durden moved and Ms. Dunn seconded approval of the minutes of the board's June 20, 2013 regular meeting, given the error notation from Ms. Butler to remove her name. The vote was recorded as follows: Butler, aye; Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Warriner, aye. |
| 2. Trustee Comments | 2.1 | Ms. Durden noted that this would be her last meeting and expressed her gratitude for the experience she received from serving as a trustee. Mr. Warriner gave his thanks to Ms. Butler for her service as chair of the board and also commended Mr. Tannehill for his work as trustee liaison to the GCSC Foundation, Inc. Mr. McKnight noted the basketball showcase the College recently hosted where 31 division coaches came for recruiting purposes. Ms. Patronis spoke of the ATC in creating jobs and noted the importance of being able to measure the |

success of the new building. Ms. Dunn thanked Ms. Butler, Mr. Estes, and Ms. Durden for their leadership and working together to make the ATC building a reality. Ms. Butler thanked the trustees for their well-wishes and noted the importance of keeping the College focused on students.

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| Attorney's Report | 2.2 | Attorney Bennett had no report. |
| President's Evaluation | 2.2.1 | Attorney Bennett shared the results of the annual evaluation of the president's performance indicating that responses reflected excellent ratings overall. Ms. Durden congratulated Dr. Kerley for another excellent year. Ms. Durden made a motion to approve the evaluation. Mr. McKnight seconded and the vote was recorded as follows: Butler, aye; Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Warriner, aye. |
| GCSC Foundation, Inc. President's Update | 2.3 | Mr. Tannehill updated trustees on the GCSC Foundation, Inc., including \$76,000 that has been received in private contributions over the past month. He also stated that current assets stand at over \$26 million, 707 scholarships will be awarded to GCSC students, and the Shark's Tooth Reception and Golf Tournament will occur this fall. Mr. Tannehill noted that Mr. Warriner will serve as trustee liaison for the GCSC Foundation, Inc. |
| Honorary Trustee Updates | 2.4 | Commander Anglin gave a brief overview of activities on NSA-PC and introduced Commander Chris Serow, who will be assuming command of the Naval Support Activity and attending trustee meetings beginning in September.

Ms. Butler thanked Commander Anglin for his service to the College and presented him with a gift on behalf of the trustees and the College. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, September 5, 2013, in the William C. Cramer, Jr. Seminar Room. |
| 3. SGA Report | 3.1 | Ms. Samantha Arlt, president, was unable to attend today's meeting. |
| 4. Personnel | 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 and advancements. |

Professional Services

Employment

Alex G. Kubal - Part-time Weight Room Supervisor, Wellness & Athletics, effective May 24, 2013 – June 30, 2013, salary of \$667. Mr. Kubal fills the position vacated by the resignation of Terrance J. Royals.

Brian J. Baillif - Technical Coordinator, Visual & Performing Arts, effective July 1, 2013, annual salary of \$34,160, experiential and educational credit given. Mr. Baillif fills the position vacated by the non-renewal of the contract of Tristan McGee.

Reemployment

Emily R. Balazs - Coordinator, News Director, WKGC, Marketing & Communications, effective July 1, 2013 – June 30, 2014, annual salary of \$33,458. Position funded by Corporation for Public Broadcasting Grant.

Justin Z. Barker - Part-Time Assistant Volleyball Coach, Wellness & Athletics, effective July 1, 2013 – June 30, 2014, annual salary of \$4,000.

Alyson S. Barnes - Career Manager, Military Family Employment Specialist, Workforce Center, Economic Development, effective July 1, 2013 – June 30, 2014, annual salary of \$29,671. Position funded by Workforce Investment Grant.

Johnny D. Branch - Certified Business Analyst, SBDC, Economic Development, effective July 1, 2013 – June 30, 2014, annual salary of \$37,222. Position funded by Small Business Development Center.

Jordan C. Carter - Part-Time Assistant Men's Basketball Coach, Wellness & Athletics, and part-time Web Manager, Wellness & Athletics, effective July 1, 2013 – June 30, 2014, combined annual salary of \$22,996.

Glenda Chisolm - Learning Manager, TRIO, Student Affairs, effective July 1, 2013 – June 30, 2014, annual salary of \$29,171. Position funded by Student Support Service Program Grant.

Naisy M. Dolar - Project Coordinator, Florida TRADE Grant, Economic Development, effective July 1, 2013 – June 30, 2014, annual salary of \$35,393. Position funded by Florida TRADE Grant.

Kyle A. Ediger-Peck - Part-time Head Volleyball Coach, Wellness & Athletics, effective July 1, 2013 – June 30, 2014, annual salary of \$22,000.

Faye H. Hardee - Assistant Coordinator, Florida TRADE Grant, Economic Development, effective July 1, 2013 – June 30, 2014, annual salary of \$42,356. Position funded by Florida TRADE Grant and institutional dollars.

Melissa M. Jock - Job Developer, Workforce Center/Career Center, Economic Development, effective July 1, 2013 – June 30, 2014, annual salary of \$29,161. Position funded by Workforce Investment Act Grant.

Kendra B. Kizziah - Counselor, TRIO, Student Affairs, effective July 1, 2013 – June 30, 2014, annual salary of \$41,329. Position funded by Student Support Service Program Grant.

Alex G. Kubal - Part-time Assistant Baseball Coach, Wellness & Athletics, and part-time Weight Room Supervisor, Wellness & Athletics, effective July 1, 2013 – June 30, 2014, combined annual salary of \$30,000.

Quen W. Lamb - Part-time Certified Business Analyst, effective July 1, 2013 – June 30, 2014, hourly rate of \$20.59. Position funded by Veterans Business Outreach Center.

Austin B. Mefford - Part-time Assistant Women's Basketball Coach, Wellness & Athletics, effective July 1, 2013 – June 30, 2014, annual salary of \$20,000.

Robin C. Newberry - Specialist, TRIO, Student Affairs, effective July 1, 2013 – June 30, 2014, annual salary of \$31,880. Position funded by Student Support Service Program Grant and institutional dollars.

Anthony M. Pilot - Academic Coordinator, Upward Bound Program, Student Affairs, effective July 1, 2013 – June 30, 2014, annual salary of \$31,762. Position funded Upward Bound Program Grant.

Brenton E. Peacock - Associate Director, VBOC, Economic Development, effective July 1, 2012 – June 30, 2013, annual salary of \$45,481. Position funded by Veterans Outreach Center Program.

Kevin A. Tolar - Part-time Assistant Baseball Coach, Wellness & Athletics, effective July 1, 2013 – June 30, 2014, annual salary of \$5,000.

Sharon E. Watley - Coordinator, Workforce Center, Economic Development, effective July 1 2013 – June 30, 2014, annual salary of \$41,350. Position funded by Workforce Investment Grant.

Reclassification

Charlotte V. Blue - From Human Resource Assistant, Human Resources, to Coordinator I, Human Resources, effective July 1, 2013 – June 30, 2014, annual salary of \$32,045.

Stephen W. Dunnivant - From Interim Dean, Advanced Technology Center, to Dean, Advanced Technology Center, effective July 1, 2013 – June 30, 2014, salary of \$98,165.

Cheryl Flax-Hyman - From Associate Vice President, Academic Affairs to Vice President, Institutional Effectiveness and Strategic Planning, effective July 1, 2013 – June 30, 2014, annual salary of \$102,293.

Arifa Garman - From Interim Director, E-Learning, Student Affairs, to Director, E-Learning, Student Affairs, effective July 1, 2013 – June 30, 2014, annual salary of \$66,038.

Melissa S. Pinero - From Coordinator , TRIO Programs, Student Support Services Program , Student Affairs to Director, TRIO Programs, Student Support Services Program, Student Affairs, effective July 1, 2013 – June 30, 2014, annual salary of \$57,222. Position funded by Student Support Service Grant and Upward Bound Grant.

Resignation

Jennifer N. Edewaard - E-Learning Specialist, Student Affairs, effective June 26, 2013.

Sara K. Hubbard - Math Learning Manager, Disability Support Services, effective June 18, 2013.

Retirement

Susan N. Blue - Assistant Professor, Social Sciences Division, effective July 31, 2013.

Termination

Loretta Gouraige - Project Coordinator, Upward Bound Grant, Student Affairs, effective June 14, 2013.

Career Services

Employment

Scott N. Allen - Custodian (Grade 6), Maintenance & Operations, effective July 1, 2013, hourly rate of \$10.94, experiential and educational credit given.

Reemployment

Ayrin R. Balilo - Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective July 1, 2013 – 2014, hourly rate of \$12.81. Position funded by Workforce Investment Grant.

Lisa L. Brady - Senior Employment Representative (Grade 14), Workforce Center, Economic Development, effective July 1, 2013 – June 30, 2014, hourly rate of \$16.30. Position funded by Workforce Investment Grant.

Amanda M. Carter - Administrative Assistant (Grade 9), Upward Bound Program, Student Affairs, effective July 1, 2013 – June 30, 2014, hourly rate of \$11.80. Position funded by Upward Bound Program Grant.

Curtis J. Carter - Producer (Grade 10), WKGC, Marketing & Communications, effective July 1, 2013 – June 30, 2014, hourly rate of \$18.98. Position funded by Corporation for Public Broadcasting Grant.

Geraldine Chappelle - Administrative Assistant (Grade 9), Workforce Center, Economic Development, effective July 1, 2013 – June 30, 2014, hourly rate of \$16.55. Position funded by Workforce Investment Grant

Marissa L. Hunt - Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective July 1, 2013 – June 30, 2014, hourly rate of \$13.39. Position funded by Workforce Investment Grant.

Melanie F. Lewis - Senior Bookkeeper (Grade 13), Workforce Center, Economic Development, effective July 1, 2013 – June 30, 2014, hourly rate of \$16.72. Position funded by Workforce Investment Grant.

Kelley R. Long - Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective July 1, 2013 – June 30, 2014, hourly rate of \$15.36. Position funded by Workforce Investment Grant.

John H. Miller - Part – time Administrative Assistant (Grade 10), VBOC, Economic Development, effective July 1, 2013 – June 30, 2014, hourly rate of \$20.00. Position funded by Veterans Business Outreach Center Program Grant.

Reclassification

Rebecca L. Acton - From part-time Selection Center Assistant (Grade 9), Public Safety Division, to full-time Selection Center Assistant (Grade 9), Public Safety Division, effective July 1, 2013, hourly rate of \$10.99.

Judith M. Bennett - From Senior Cashier (Grade 10), Administration & Finance, to Senior Bookkeeper, Scholarship Assistant (Grade 13), Administration & Finance, effective July 1, 2013, hourly rate \$13.19.

Catherine M. Bland - From Senior Administrative Assistant (Grade 10), Administration & Finance, to Senior Bookkeeper (Grade 13), Administration & Finance, effective July 1, 2013, hourly rate of \$13.51.

Misty E. Walker - From Part-time Banner Assistant, Administration & Finance, to Sr. Cashier (Grade 13), Administration & Finance, effective July 1, 2013, hourly rate of \$12.72, educational credit given.

Resignation

Glenda P. Broxson - Sr. Administrative Assistant (Grade 9),
Health Sciences Division, effective May 14, 2013.

Wing X. Cheung - Sr. Library Assistant (Grade 10), Library,
effective May 15, 2013. Sharon D. McBride - Sr.
Administrative Assistant (Grade 10), Health Sciences
Division, effective July 25, 2013.

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| Contract Ratifications | 4.2 | Trustees were asked to approve Contract Ratifications. |
| June 2013 and Summer 2013 Overloads | 4.3 | <p>Trustees were asked to approve June 2013 and Summer 2013 Monthly Exceptional Overloads.</p> <p>Following review of the professional and career personnel, contract ratifications, and June 2013 and Summer 2013 Monthly Exceptional Overload recommendations, Mr. Estes moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Butler, aye; Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Warriner, aye.</p> |
| Inventoried Property | 4.4 | <p>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.</p> <p>Mr. McKnight moved and Ms. Durden seconded approval as presented. The vote was recorded as follows: Butler, aye; Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Warriner, aye.</p> |
| Approval of Budget Amendment to the Restricted Current Fund (Fund 2) | 4.5 | <p>Approval was given for the budget amendment J1400001 to the Restricted Current Fund (Fund 2) to record the budget for fiscal year 2013-14 for the Criminal Justice Selection Center in the amount of \$148,426.</p> <p>Ms. Durden made a motion to accept the recommendation as presented. Ms. Patronis seconded, and the vote was recorded as follows: Butler, aye; Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Warriner, aye.</p> |

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| Tentative Approval of Change to Manual of Policy | 4.7 | <p>Trustees were asked to provide tentative approval for the following Manual of Policy revision:</p> <p><u>Policy 5.280, Mail Services and Warehouse Receivables</u></p> <p>This policy change is necessary in order to expand and clarify regarding the use of College resources for the receipt of personal items.</p> <p>Ms. Durden moved to accept the recommendation as presented. Mr. McKnight seconded, and the vote was recorded as follows: Butler, aye; Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Warriner, aye.</p> |
| 5. 2012-13 College Operating Budget | 5.1 | <p>Trustees reviewed the Budget/Financial Activity Report for fiscal year 2012-13 as of May 31, 2013.</p> |
| Advanced Technology Center Update | 5.2.1 | <p>Dr. Dunnivant summarized the ATC construction project including the relocation of existing equipment and staff, as well as various guest visitations and donations.</p> |
| Development Update | 5.2.2 | <p>Ms. Melissa Hagan, chief development officer, provided trustees with an update on recent activities in the Development Office and announced her resignation from the College in order to run for public office. Trustees thanked Ms. Hagan for her services to the College and wished her well in future endeavors.</p> |
| President's Report | 5.3.1 | <p>Dr. Kerley shared with trustees some recent activities occurring at the College including school visits, STEM meetings, and flyover preparations. Responding to Ms. Patronis' question about when changes to developmental education would occur, Dr. Kerley stated that the College's Developmental Education Plan is to be submitted to the Florida College System by March 1, 2014, for implementation by fall 2014.</p> |
| Global Issues | 5.3.2 | <p>Dr. Kerley provided trustees with information on global issues and events.</p> |
| Administrative Updates | 5.4 | <p>Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area.</p> |
| 6. Good of the Order | 6.1 | <p>Trustees were invited to attend various College events.</p> |

7. Adjournment 7.1 The meeting was adjourned at 10:58 a.m.

Secretary

Chairman