

**FINAL**

**MINUTES**

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

**February 9, 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, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill Jr., Dr. Jim Kerley, and Derrick Bennett

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|-----------------------------------|------------|---|
| <b>1. Call to Order</b>           | <b>1.1</b> | Ms. Butler called the meeting to order 10:05 at a.m.  |
| <b>Invocation</b>                 | <b>1.2</b> | Dr. Kerley gave the invocation.   |
| <b>Pledge of Allegiance</b>       | <b>1.3</b> | Ms. Jenkins led those present in the pledge of allegiance to the American flag.   |
| <b>GCSC Alma Mater</b>            | <b>1.4</b> | Ms. Karlenna Owsiany, Visual & Performing Arts student, performed the GCSC Alma Mater.  |
| <b>Welcome to Guests</b>          | <b>1.5</b> | Ms. Butler welcomed 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</b> | Ms. Durden moved and Mr. McKnight seconded approval of the minutes of the board's January 12, 2012, regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.   |
| <b>Lighthouse Progress Report</b> | <b>1.8</b> | Mr. Herman Daniels provided trustees with an update on the Lighthouse Project and noted the following: Financial Aid successfully launched on February 6 and that the student system will be phased in during the spring. He also mentioned that a proposed extension to the CampusWorks contract would be presented to trustees for their approval at the March meeting. |

- Advanced Technology Center Update**      **1.9**      Dr. Kerley assured trustees that construction on the Advanced Technology Center is on target. Structural steel is scheduled to be completed by July 20, 2012. Mr. Joe Sorci stated that weekly construction meetings are held to ensure costs are contained on the project and Mr. Dalton Parker, GAC Construction, summarized the construction outlook over the next month. Mr. Tannehill questioned the safety record and Mr. Parker assured trustees that safety is a top priority and that no reportable safety incidents have occurred. As part of the ATC Update each month, Mr. Tannehill requested that a safety report be provided to trustees. Dr. Dunnivant gave a brief overview of the classes to be offered at the ATC and stated that the ATC building website will be available soon.
- Strategic Planning Update**      **1.10**      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 Fostering Success of Our Students initiative. Mr. Mayo asked for the retention rate of Associate in Science degree students. Dr. Nettles reported a high retention rate for A.S. degree majors and promised specific numbers at a later date.
- 2. Trustee Comments**      **2.1**      Ms. Butler opened the floor for trustee comments. Several trustees reported on the events at the AFC Trustee Orientation and noted that GCSC is a highly regarded institution in this area. Mr. Roberson noted that 67 percent of high school graduates go into the Florida College System; that 78 percent of those require some type of remediation; and that legislation is pending that will align high schools with college readiness standards. Ms. Dunn also expressed an interest in national trends relating to distance learning, baccalaureate degrees, enrollment by non-traditional students, collaboration with the business community, 2+2 articulation, and expanded hours. Mr. McKnight stated that we are well positioned with Workforce and encouraged more sharing of space. Mr. Tannehill thanked the GCSC Foundation, Inc. for the successful Annual Foundation Meeting. Ms. Durden stated that because funding is down, the national trend is for colleges to work closely with their communities and foundations and stressed the importance of a strategic plan. Ms. Jenkins welcomed the new board members. Mr. Estes stated that the College's staff provides exceptional customer service to students. Mr. Butler reported that the highlight of the AFC Orientation was the special presentation recognizing the Magnificent 12.
- Attorney's Report**      **2.2**      Board attorney had no report.

- GCSC Foundation, Inc. President's Update**      **2.3**      Mr. Clint Mayo updated trustees on the GCSC Foundation, Inc., including the announcement of a year-to-date income of \$157,000 and the March deadline for scholarships. He also noted that three scholarship application workshops will occur on campus in February. Mr. Mayo mentioned the Annual Foundation Meeting that was held on February 3, and noted that 330 guests attended.
- Honorary Trustee Updates**      **2.4**      Col. Grund was unable to attend today's meeting. Commander Anglin gave a short overview of activities on NSA-PC.
- Next Meeting**      **2.5**      The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, March 8, 2012, William C. Cramer, Jr. Seminar Room, Student Union West.
- 3. SGA Report**      **3.1**      Mr. Chaz Mullinax provided an SGA update including the introduction of the new SGA officers, event planning of the 2012 Spring Luau, and other events.
- Program Focus**      **3.2**      Ms. Linda Van Dalen, coordinator, Disability Support Services, and Ms. Leigh Bailey, counselor, Counseling, provided a short overview of the Disability Support Services' Annual Children's Christmas Swim.
- 4. Personnel Recs**      **4.1**      Trustees were asked to approve professional and career personnel recommendations.

### **Professional Services**

#### **Employment**

Casey M. Sempsrott - Part - Time Technical Specialist,  
Department of Labor Technology Based Learning Computer  
Automation & Robotics Grant, Business & Technology,  
effective January 3, 2012 – May 19, 2012.

Pamela S. Kidwell - Intern, Marketing & Communications,  
effective January 9, 2012 – April 27, 2012. No salary.

#### **Resignation**

Marcus S. Broxton - Range Manager, Public Safety, effective  
March 19, 2012.

Erin N. Chaffin - Assistant Coordinator, Marketing &  
Communications, effective January 26, 2012.

Timothy P. Robinson - Instructional Technologist, Health Sciences, effective February 15, 2012.

**Retirement**

Lorne L. Brooks - Assistant Coordinator, Public Safety, effective February 10, 2012.

**Revision of Retirement**

Sandra Ciccarelli - Correction to September 2011, Board Minutes, Professor, Social Sciences, effective August 1, 2012.

**Enter DROP**

Faye H. Hardee - Assistant Benefits Coordinator, Human Resources, effective April 1, 2012.

**Career Services**

**Employment**

Jarred M. Kinder - Note Taker, Disability Support Services, Student Affairs, effective January 9, 2012, hourly rate of \$7.67.

James D. McDougall - Groundskeeper (Grade 6), Maintenance & Operations, effective January 20, 2012, hourly rate \$9.16, experiential credit given. Mr. McDougall fills the position vacated by the resignation of Markee D. Crenshaw.

**Resignation**

Pamela S. Keesler - Senior Clerk Typist (Grade 9), Public Safety, effective March 19, 2012.

**Contract Ratifications**

**4.2**

Trustees were asked to approve Contract Ratifications.

**Overloads**

**4.3**

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

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

**Approval of  
Budget  
Amendments  
to Restricted  
Current Fund**

- 4.4** Final approval was given for the following budget amendments:
- 4.4.1** Budget Amendment J0000548  
Small Business Development Center Grant 2012
  - 4.4.2** Budget Amendment J0000583  
Small Business Development Center College Match 2012

Mr. McKnight 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; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of  
Budget  
Amendments  
to Unrestricted  
Current Fund**

- 4.5** Final approval was given for the following budget amendments:
- 4.5.1** Budget Amendment J0000608  
LPN to RN Program Budget Increase
  - 4.5.2** Budget Amendment J0000609  
Marketing & Communications Budget Increase
  - 4.5.3** Budget Amendment J0000615  
LPN to RN Program Budget Increase

Ms. Dunn 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; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of  
Bid for Used  
Dental  
Equipment**

- 4.6** Trustees were asked to approve the only bid received for the surplus sale of used dental equipment, Bid #5-2011/12 – Used Dental Equipment, which was no longer needed or usable in the instructional program.

Mr. Estes moved and Ms. Durden seconded to approve the bid received from Universal Dental Service of Panama City Beach. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Inventoried  
Property**

- 4.7** 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. Jenkins made a motion to approve the list. Mr. Estes seconded, and the vote was recorded as follows: Dunn, aye;

Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of  
ATC Change  
Order #8**

- 4.8** Trustees were asked to approve Change Order #8 to GAC/H.J. High Joint Venture contract. This deductive change order in the amount of \$1,092,247.94 for the direct purchase of materials for the Advanced Technology Center will revise the contract amount to \$29,315,283.98.

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; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of  
Substantial  
Completion of  
Commodore  
Café  
Renovation**

- 4.9** Trustees were asked to approve the substantial completion of the Commodore Café renovation. The College staff, the construction manager, and the architect will conduct a substantial completion walk-through of the Café to identify any remaining issues.

Dr. Kerley announced the ribbon cutting of the renovated Commodore Café to be schedule prior to the next board meeting.

Provided no significant issues are identified, Ms. Durden made a motion to accept the substantial completion of the Commodore Cafe. Mr. Tannehill seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of  
Write Off  
Delinquent  
Accounts**

- 4.10** In accordance with college policy, approval was requested to write off accounts that are now two years old. Dr. Melissa Lavender stated that the accounts consisted of Pell grants, Stafford loans, Bright Future scholarships, and direct loans. Mr. John Mercer explained that 94 percent of the delinquent accounts resulted from the federal government requiring GCSC to repay the obligations of students, and the College will continue collection efforts for the outstanding obligations. Responding to Mr. Roberson's question about the percentage of the College's operating budget used for repayment of delinquent accounts, Mr. Mercer stated that it was less than 1 percent.

Ms. Durden made a motion to approve writing off \$319,694.24 in delinquent accounts. Mr. Estes seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Manual of  
Policy  
Revision –  
Tentative  
Approval**

**4.11** Tentative approval was given for the following Manual of Policy Revision:

Refer to 4.11.1 Policy 7.099, Academic Achievement

Ms. Durden 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; Jenkins, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of  
Energy  
Efficiency  
Performance  
Contract**

**4.12** Trustees were asked to approve the Energy Efficiency Performance contract with Siemens Industry, Inc. Mr. Matt Ridley, account executive, Siemens, outlined how an upgrade to the College's infrastructure by Siemens Industry would improve energy efficiency and reduce energy consumption. The estimated cost of completing the project is \$2,635,480 with annual average savings guaranteed by Siemens of \$360,328, which would cover any debt service over the payback period of 12 years. The College recommended financing this project in light of the unpredictability of available PECO funding.

In response to Mr. Roberson's question about the duration of the guarantee, it was stated that it could be extended and in the event that results are not satisfactory, Siemens would buy out the guarantee. Mr. Roberson inquired about a guarantee of comfort, and Mr. Ridley stated that the comfort level would be maintained or increased. Responding to Mr. McKnight, Mr. Mercer stated that three other colleges have received these services with great results. Mr. Tannehill expressed his concern about the accuracy of the numbers presented and his hesitancy in approving a project that was presented on short notice. He stated that he liked the concept, but was concerned about the life of the hardware upgrades.

Mr. Estes emphasized the importance of ensuring that there are no separate benchmarks.

Mr. Mercer explained that the trustees were being asked for approval to contract with Siemens and to authorize the College to work on financing for the project.

Mr. Estes asked about the type contract and Mr. Mercer indicated that it would be a state contract approved by the Florida Department of Management Services and utilized under state contracting guidelines. Mr. McKnight asked if a bidding process was required to which Mr. Bennett stated he would research. Ms. Durden asked about whether a decision to wait until the next board meeting would affect the construction timeline and

Mr. Sorci stated that it could be brought back next month for approval.

Mr. McKnight moved that the College move forward on financing options and directed staff to bring the contract to the board at the next meeting. Mr. Estes seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, no; and Butler, aye.

**Approval of  
College  
Buildings  
Evaluation  
and Report**

**4.13** Trustees were asked to approve the College Buildings and Evaluation Report contract with Florida Architects, in order to evaluate and report on architectural, structural, plumbing, and electrical conditions at the Panama City, Gulf/Franklin, and North Bay Campuses.

The scope-of-work includes preparation of a written report for each building, providing a priority list of facility needs with a descriptive executive summary that estimates remodeling, renovation and replacement costs, with a recommended schedule, and discussion of any reasonable cost-saving strategies that may extend the schedule for projected cost expenditures. Life-cycle analysis shall include a recommended annual reserve for scheduled facility work and projected associated operating savings resulting from such recommendations.

This information will also be beneficial in the development of the college's five-year Educational Plant Survey and annual Capital Improvement Program Reports, information that is used by the State of Florida to allocate facilities funding. Total estimated cost of the assessment at all three sites, including a \$24,320 contingency, is not to exceed \$125,830.

Mr. Tannehill asked whether the college had a preventive maintenance plan to which Dr. Kerley responded no.

Ms. Dunn moved to approve the contract with Florida Architects. Ms. Durden seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of  
Military Park  
Guarantees  
Maximum  
Price**

**4.14** Trustees were asked to approve the GCSC Military Park Guaranteed Maximum Price. Preconstruction services for the project total \$6,540.29 and the Guaranteed Maximum Price for the construction of the park is \$396,072.71, bringing to the total contract for services by Anderson and Associates on the project to \$402,613.



Dr. Kerley expressed his wishes to honor all of the branches of the military and his eagerness to move forward with the project. He announced that \$42,000 in donations have been received. When questioned by Ms. Durden, Ms. Melissa Hagan stated that more money will be requested. Mr. Tannehill asked why the project is happening during a time of tuition increases and budget cuts, and Ms. Durden and Ms. Butler agreed that a considerable amount of effort has been invested in this effort and that the College would be fulfilling a long time Commitment.

Ms. Durden moved to approve the Guaranteed Maximum Price with Anderson and Associates. Mr. Estes seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; Jenkins, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

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|--|--------------|---|
| <b>Lodging of the GCSC Foundation Financial Audit for FY 2010-11</b> | <b>4.15</b>  | Mr. Dunkin McLane, coordinator, Finance & Administration of GCSC Foundation, Inc., reported no findings on the financial audit for fiscal year 2010-11.   |
| <b>5. President's Report</b>   | <b>5.1.1</b> | <p>Dr. Kerley informed the trustees of various celebrations and highlights from across the College. He commended Mr. Chris Thomes, executive director, Marketing &amp; Communications, and his team for a job well done in making gold and silver in the American Advertising Federation ADDY awards.</p> <p>Dr. Kerley also mentioned possible budget cuts and tuition increases in the future. Ms. Hagan spoke of her diligence to find donations both regionally and nationally.</p> <p>Ms. Butler expressed her appreciation for all of the information provided in the administrative updates and requested that updates to be stapled together in future meetings for easy removal.</p> |
| <b>Global Issues</b>   | <b>5.1.2</b> | Dr. Kerley provided trustees with information on global issues and events.  |
| <b>Administrative Updates</b>  | <b>5.2</b>   | Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area.  |
| <b>Discussion of 2011-12 College Budget</b>                          | <b>5.3</b>   | The Financial Activity Report for FY 2011-12 as of December 31, 2011, was provided for trustee review.  |

**6. Good of the Order**      **6.1**      Trustees were invited and encouraged to attend the Big Goodbye theatrical event on February 17, 18, 24, & 25 at 7:30 p.m., and February 18, 19, 25, & 26 at 2:30 p.m. in the Amelia Center Theatre Lab, as well as other College events.

**7. Adjournment**      **7.1**      The meeting was adjourned at 12:55 p.m.

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Secretary

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Chairman