

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST STATE COLLEGE

November 8, 2012

10 a.m. EST

Franklin County K-12 School Library

Members Present: Denise D. Butler, Leah O. Dunn, Karen L. Durden, Dan A. Estes, Jim W. McKnight, Ralph C. Roberson, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Katie L. Patronis and Joe K. Tannehill, Jr.

- 1. Call to Order**
 - 1.1** Ms. Butler called the meeting to order at 10:10 a.m. EST.
- 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.
- Welcome to Guests**
 - 1.4** Ms. Butler welcomed Ms. Katrina Porter, chair of the Professional Employee Council; and Ms. Stephanie Trossen, representing the Student Government Association.
- Hearing of Citizens**
 - 1.5** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.6** Mr. McKnight moved and Mr. Roberson seconded approval of the minutes of the board's October 4, 2012, regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye.
- Special Presentations**
 - 1.7.1** Ms. Butler and Dr. Kerley announced that at the Association of Florida Colleges Annual Convention, Ms. Karen Durden was named the 2012 Association of Florida Colleges Trustee of the Year and that a special presentation would be made to her at the December meeting of the District Board of Trustees.

- 1.7.2** Mr. Ralph Roberson presented the college with a donation of \$5,000 to the ATC Technology Excellence Fund in support of the Pathways to the Future Campaign. Ms. Butler and Dr. Kerley thanked Mr. Roberson for his generous support of Gulf Coast State College.
- 2. Trustee Comments**
- 2.1** Ms. Butler invited trustee comments. Mr. Roberson praised Ms. Loretta Costin, director of the Gulf/Franklin Campus, for her efforts in responding to a community need by developing a welding program to assist a local employer. Ms. Dunn commended the college for partnering with the University of West Florida and for the continued partnership with FSU PC. She expressed her appreciation for the opportunity to participate in the Association of Community College Trustee Leadership Conference and noted the benefits of attending. Mr. McKnight echoed Mr. Roberson's remarks concerning Ms. Costin. He stated that Mr. Norton was reelected as Gulf County School Superintendent and requested that the college reach out to newly-elected Representative Halsey Beshears. He also commended Gulf Coast for their exceptional nursing program. Mr. Estes acknowledged the outstanding learning opportunities presented at the ACCT Leadership Conference and noted the interest of colleges across the country in our Advanced Technology Center. Ms. Butler remarked on her positive experience at the ACCT Leadership Conference and stated how it reiterated to her the many things the college is doing right and mentioned the national focus on developmental studies and economic development. In an effort to increase community involvement with the ATC, she requested that Visitor Days be set up as the building nears completion.
- Retaining Attorney Warner**
- 2.2.1** Attorney Bennett announced that litigation would be discussed in an executive session following the regular meeting and requested trustee approval to retain local attorney, Mr. Tim Warner, to provide guidance in the event of a challenge. Mr. McKnight moved and Ms. Dunn seconded approval to retain counsel contingent on our counsel's need. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye.
- GCSC Foundation, Inc. President's Update**
- 2.3** Mr. Mayo was unable to attend today's meeting. Dr. Kerley saluted the Foundation for another successful Shark's Tooth Golf Tournament. He thanked Mr. Joe Sorci for his sponsorship of the event and Ms. Melissa Hagan and the college athletes for the support they provided at the tournament.

- 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, December 13, 2012, in the William C. Cramer, Jr. Seminar Room.
- State Board of Education Meeting** **2.6** In the absence of Ms. Patronis, Ms. Butler called on Dr. Kerley to provide an update from the State Board of Education meeting October 8-9. Dr. Kerley reported that the SBOE will be focusing on developmental education, the success of students, accountability, and presidential contracts.
- ACCT Leadership Conference** **2.7** Ms. Butler updated trustees on the Association of Community College Trustees Leadership Conference October 10-13.
- AACC Convention** **2.8** Dr. Kerley provided a report from the Association of Florida Colleges Annual Convention October 31-November 2 and Ms. Katrina Porter shared that 13 employees attended and that this year’s convention was one of the best, offering many more professional opportunities than in the past. Dr. Kerley stated that GCSC earned 13 Marketing Awards of Excellence and that, for the second year in a row, Gulf Coast received the most awards of our 28 Florida colleges. Ms. Durden requested that acknowledgement of this honor be marked by a group photo of the marketing team and a press release.
- 3. SGA Report** **3.1** Ms. Stephanie Trossen, representing the Student Government Association, announced that SGA was actively involved with several activities including Toys for Tots, a toy drive, and a canned food drive. She also indicated that planning for the spring semester is underway. Responding to Ms. Butler’s request regarding whether collections are occurring at the Gulf/Franklin Campus, Ms. Trossen will check and report back.
- Program Focus** **3.2** Mr. George Oehlert, principal, Franklin County K-12 School, welcomed trustees to Franklin County and provided a brief overview of the school.
- Ms. Loretta Costin, director, Gulf/Franklin Campus presented an update on Strategic Planning efforts at the Gulf/Franklin Campus. She noted the importance of having a campus in Gulf County as an economic development tool and stated that her goal is to continue to grow the campus and expand responsiveness to the community’s needs. She also stated that as the Strategic Plan is

developed, implementation is occurring and that the first draft is being finalized and will be taken back to the community for feedback.

**4. Personnel
Contract
Ratifications**

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

Pamela N. Hutto—Upward Bound Grant Project Coordinator, Upward Bound Project Grant, Student Affairs, effective October 12, 2012 – June 30, 2012, annual salary of \$36,720. Position funded by Upward Bound Grant.

Reclassification

Kimberly D. Harrison—From Coordinator II, Industry & Sustainability, Continuing Education to Coordinator II, Registration Coordinator, Continuing Education, effective September 28, 2012 – June 30, 2013, no change in salary.

Anthony M. Pilot – From Assistant Coordinator, CROP, Student Affairs, to Upward Bound Grant Academic Coordinator, Upward Bound Project Grant, Student Affairs, effective October 1, 2012 – June 30, 2013, annual salary of \$30,600. Position funded by Upward Bound Grant.

Sean T. Walls – From Executive Administrative Assistant (Grade 12), Continuing Education, to Coordinator II, Industry & Sustainability, Continuing Education, effective September 28, 2012 – June 30, 2013, annual salary of \$30,600. Mr. Walls fills the position vacated by the reclassification of Ms. Kimberly Harrison.

Resignation

Agnes M. Yeakel – E-Learning Advisor, Student Affairs, effective November 14, 2012.

Blythe A. Golden – Assistant Softball Coach & Web and Promotions Manager, Wellness & Athletics, effective October 17, 2012.

Stephen M. Nettles – Executive Director, Institutional Effectiveness, Institutional Effectiveness, effective November 2, 2012.

Career Services

Reclassification of Employment

James C. McDougall – From Facility Maintenance Remote Campus (Grade 7), Maintenance & Operations, to Supervisor, Maintenance & Repair (Grade 22), Maintenance & Operations, effective October 22, 2012, hourly rate of \$19.23.
Mr. McDougall fills the position vacated by the retirement of Carlos V. Whitehead.

Theresa A. Studebaker – From Part - Time Test Administrator TAFB, Enrollment Services, Academic Affairs, to Senior Administrative Assistant, (Grade 12), Social Sciences, effective October 24, 2012, hourly rate of \$11.95.
Ms. Studebaker fills the position vacated by the retirement of Barbara Thomasson.

Arnold R. Varner – From Air Conditioning Tech II (Grade 13), Maintenance & Operations, to Supervisor, Physical Plant (Grade 14) Maintenance & Operations, effective October 12, 2012, hourly rate of \$20.10.

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| Contract Ratifications | 4.2 | Trustees were asked to approve Contract Ratifications. |
| Fall Session C Overloads | 4.3 | Trustees were asked to approve Fall Session C Overloads.

Following review of the professional and career personnel, contract ratifications, and Fall Session C Overloads recommendations, Ms. Durden moved and Mr. Roberson seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye. |
| ATC Contract Change Order #16 | 4.4 | Trustees were asked to approve Change Order #16, a net deductive change order in the amount of \$55, 210.57 to the GAC/H.J. High Joint Venture Guaranteed Maximum Price for the direct purchase of materials by the College totaling \$399,960.57 and the addition of culinary kitchen equipment totaling \$344,750. Mr. McKnight moved and Ms. Durden seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye. |
| ATC Furniture Dealer/Project Manager | 4.5 | Trustees were asked to approve a recommendation to retain a furniture dealer/project manager for the Advanced Technology Center. Proposals were presented to the College Evaluation Team and Business Interiors/Contact Resources was selected for |

recommendation to the full board. Mr. Roberson moved and Ms. Durden seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye.

**Approval of
Budget
Amendments**

4.6.1 Budget Amendment J1300202, VBOC 2012-13 Additional Federal Award

The VBOC provides entrepreneurial development services such as training through workshops and the internet, counseling, technical assistance, and resource utilization to Veterans, Reservists, National Guard members, and Active Duty business owners in the Southeast region of the U.S. (Florida, Georgia, Alabama, Mississippi, South Carolina, North Carolina, Tennessee, and Kentucky). This program is funded by the U.S. Small Business Administration to serve as a clearinghouse of business and technical assistance for those veterans interested in starting or expanding a business.

4.6.2 Budget Amendment J1300308, Student Support Services TRiO 2012-13 Grant Budget

TRiO Student Support Services, a federally funded grant program, is designed to give all students an equal chance for a quality education. Evolving from the Higher Education Act of 1965, Student Support Services provides personal, academic, and career counseling; academic instruction and individualized tutoring; assistance in applying for financial aid; and encouragement and support for students who have academic potential and the desire to succeed in college.

4.6.3 Budget Amendment J1300223, State College Reach-Out Program (CROP) 2012-13 Grant Budget

The College Reach-Out Program (CROP) is a state-funded program designed to motivate middle school students to complete high school and continue on to postsecondary education. Gulf Coast State College's CROP serves Bay, Gulf, and Franklin counties.

4.6.4 Budget Amendment J1300164, Student Activity Fee Fitness Room 2012-13 Budget

Student Activity Fees are allocated by the Student Government Association and approved by the president to fund staffing of the Fitness Center by student assistants to expand the open hours and improve student access.

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

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| Approval of Budget Amendment to the Agency Fund (Fund 6) | 4.7 | Agenda items 4.7, 4.8, and 4.9 were bundled for approval.

Dr. Kerley recommended approval of Amendment J1300257 to the Agency Fund (Fund 6) for 2012-13, noting that this amendment records budgets for student clubs and other campus organizations funded by Student Activity Fees and fundraising efforts. |
| 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. |
| Rosenwald Classroom Building Roof Replacement, Change Order #1 | 4.9 | Trustees were asked to approve Change Order #1 to the Rosenwald Classroom Building Roof Replacement Project Contract. This is a deductive change order in the amount of \$17,181.62 to replace the roof of the Rosenwald Classroom Building due to modifications to the design and changes in construction.

Mr. McKnight moved and Mr. Estes seconded approval of Budget Amendment J1300257 to the Agency Fund (Fund 6) for 2012-13, Disposal of Inventoried Property, and approval of Change Order #1 to the Rosenwald Classroom Building Roof Replacement Project Contract. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, 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 September 30, 2012. |
| Lighthouse Progress Report | 5.2.1 | Mr. Herman Daniels provided trustees with an update on implementation of the Lighthouse Project and stated that an end-of-year report would be provided at next month's meeting of the board. He also noted that the following reports were produced for the first time through Lighthouse: Annual Financial Aid, Annual Personnel, and Fall Preliminary Student Databases. |
| Strategic Planning Update | 5.2.2 | Ms. Butler called on Dr. Kerley to provide the Strategic Planning Update. He informed trustees that Dr. Steve Nettles had accepted a position with Ashford University and introduced Dr. Cheryl |

Flax-Hyman who has agreed to serve as Interim Executive Director of Institutional Effectiveness. Dr. Flax-Hyman reported that General Education Assessment and Banner Implementation will be the focus over the next couple of months and reviewed the Strategic Planning Dashboard regarding education enrichment activities for K-12 students.

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| Advanced Technology Center Update | 5.2.3 | Ms. Butler called on Dr. Kerley to update trustees on the Advanced Technology Center. Dr. Kerley stated that the building would be complete in June of 2013 and that a community celebration would occur in conjunction with the National Coalition of Advanced Technology Centers national meeting at Gulf Coast in October of 2013. Mr. Joe Sorci, architect, reported on the building's progress and noted that the brick is complete on the north side and is going up on the east and west sides; the glass and glazing is done, the drywall is complete on the west side and is starting on the east side, and the outside metal panels are being installed. Mr. John Mercer added that this month's safety report was included for trustee review. |
| 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. |
| President's Report | 5.3.1 | Dr. Kerley shared with trustees some recent activities occurring at the college, including a meeting of the Northwest Florida President's Council, a press conference to announce the GCSC2UWF MOU, and a meeting of the Bay Defense Contractors. He also announced that the BAS degree in Organizational Management was approved by the State Board of Education at their November 8 meeting. |
| 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 Reading of the Fallen, 9 a.m., Friday, November 9, Military Park and Grills Gone Wild, 6 p.m., Saturday, November 17, as well as other college events. |

Closed Session

At the conclusion of the regular meeting (Noon EST) Attorney Bennett requested a closed attorney/client session to discuss litigation involving Susan Hernandez and Gulf Coast State College. Attending were Denise Butler, Leah Dunn, Karen Durden, Dan Estes, Jim McKnight, Ralph Roberson, President Jim Kerley, Attorney Derrick Bennett, and a court reporter.

7.

Adjournment

7.1

Following the closed session, the public meeting was reopened.

The meeting was adjourned at 12:25 p.m.

Secretary

Chairman