

**FINAL**

**MINUTES**

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

**December 12, 2013**

**10 a.m.**

**William C. Cramer, Jr. Seminar Room**

**Members Present:** Ralph C. Roberson (presiding), Leah O. Dunn, Dan A. Estes, Jim W. McKnight, Katie L. Patronis, Joe K. Tannehill, Jr., David P. Warriner, Dr. Jim Kerley, and Derrick Bennett

**Members Absent:** Denise D. Butler

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|-----------------------------|--------------|--|
| <b>1. Call to Order</b>     | <b>1.1</b>   | Mr. Roberson called the meeting to order at 10:07 a.m.   |
| <b>Invocation</b>           | <b>1.2</b>   | Dr. Kerley gave the invocation.  |
| <b>Pledge of Allegiance</b> | <b>1.3</b>   | Colonel Holmes led those present in the pledge of allegiance to the American flag.   |
| <b>Alma Mater</b>           | <b>1.4</b>   | The Singing Commodores performed the GCSC Alma Mater.  |
| <b>Welcome to Guests</b>    | <b>1.5</b>   | Mr. Roberson welcomed Mr. Les Brackett, president, GCSC Foundation, Inc.; Colonel Christopher Holmes, Tyndall Air Force Base; Commander Christopher Serow, Naval Support Activity Panama City, Ms. Lori Cannon, chair, Professional Employee Council; and Ms. Samantha Arlt, president, Student Government Association. Mr. Roberson also welcomed Dr. Donna Kerley and her mother, Ms. Alice Hassoun.<br><br>The Singing Commodores sang Happy Birthday to Ms. Alice Hassoun. |
| <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>1.7.1</b> | Agenda items <b>1.7.1</b> , <b>1.7.2</b> , and <b>1.7.3</b> were bundled for approval.<br><br>Ms. Patronis moved and Ms. Dunn seconded approval of the minutes of the board's November 7, 2013 regular meeting, the November 18, 2013 Gulf and Franklin Counties Town Hall Forum for Presidential Search, and the November 19, 2013 Panama City Town Hall Forum for Presidential Search meetings as distributed.   |

The vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Special Presentations**

**1.8 1.8.1** Ms. Rosie O’Burke introduced several members from the GCSC production of Les Miserables, including Ms. Charis Sellick, who performed the song “On My Own.”

**1.8.2** The board enjoyed Christmas songs performed by the Singing Commodores.

**1.8.3** Mr. Gregg Wolfe and Mr. Kyle Peck of the Wellness & Athletics Division recognized several of the volleyball players, including Ms. Nikki McDaniel, 14<sup>th</sup> ranked outside hitter in the nation; Ms. Kelsey Williams, 12<sup>th</sup> ranked setter in the nation; Ms. Katherine O’Meara, first in hitting percentage in the nation; and Ms. Nicole Holton, named to the All American Team, following up her place on the All-State Team and 2013 Panhandle Conference Player of the Year.

**1.8.4** Dr. Kerley presented Soaring Eagle Awards to Ms. Barbara Cline, assistant coordinator, E-Learning, and Ms. Loel Davenport, coordinator, Alumni & Annual Giving, for their outstanding guidance and support during the ATC grand opening.

**1.8.5** Dr. Kerley introduced Dr. David Fistein, assistant professor, Social Sciences Division, who spoke about the Model U.N. Conference held in Atlanta, Georgia, in November. Dr. Fistein and 11 students presented to over 700 students attending the conference from colleges throughout the Southeast.

**1.8.6** Dr. Kerley introduced Mr. James Durham, student, who spoke about his life-changing experience and the opportunities that GCSC has given him.

Mr. McKnight made a motion to approve the presentation of an Associate in Arts degree to Mr. Durham. Mr. Warriner seconded and the vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**2. Trustee Comments**

**2.1** Mr. Tannehill commended the arts and athletic departments for their accomplishments and thanked Mr. Roberson and Dr. Cheryl Flax-Hyman for her leadership at the Presidential Search Town Hall meetings. Mr. Estes thanked Mr. Jimmy Durham for sharing his story and encouraged him to speak at other events. Mr. Warriner observed the end of his first year as a member of the board and noted the recent successes of

the GCSC Foundation, Inc. Mr. McKnight reported on the various athletic activities and reminded trustees of the LPN to ADN Class of 2013 Pinning Ceremony to be held at the Gulf/Franklin Campus. Ms. Patronis commended the GCSC Les Miserables production and thanked Mr. Durham for his inspiring remarks. Ms. Dunn thanked those responsible for drafting the Developmental Education Plan.

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| <b>Attorney's Report</b>                        | <b>2.2</b>   | Attorney Bennett had no report.   |
| <b>GCSC Foundation, Inc. President's Update</b> | <b>2.3</b>   | Mr. Brackett updated trustees on the GCSC Foundation, Inc., including \$104,000 received in private contributions over the past month. He also stated that current assets stand at over \$28 million, and the GCSC Foundation Annual dinner will occur November 14, 2014. |
| <b>Honorary Trustee Updates</b>                 | <b>2.4.1</b> | Colonel Holmes gave a brief overview of activities at the Tyndall Air Force Base.   |
|   | <b>2.4.2</b> | Commander Serow gave a brief overview of activities on NSA-PC.  |
| <b>Next Meeting</b>                             | <b>2.6</b>   | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, January 16, 2014, at the North Bay Campus Emergency Operations Center.   |
| <b>President's Mileage Log</b>                  | <b>2.7</b>   | Consistent with provisions of his contract, Dr. Kerley reported his business and personal mileage from December 1, 2012, through November 30, 2013, in the automobile provided by the board.  |
| <b>3. SGA Report</b>                            | <b>3.1</b>   | Ms. Samantha Arlt, president, Student Government Association, reported on various activities, including the Toys for Tots fundraiser, Grocery Bag Bingo, and the Study Madness library events.  |
| <b>4. Personnel</b>                             | <b>4.1</b>   | Trustees were asked to approve professional and career personnel recommendations and advancements.  |

### **Professional Services**

#### **Retirement**

Avery J. Kerley - President, Office of the President, effective  
July 31, 2014.

## Career Services

### Employment

Emily T. Mifsud - Senior Administrative Assistant (grade 10), Health Sciences Division, effective November 8, 2013, hourly rate of \$12.71, experiential and educational credit given. Ms. Mifsud fills the position vacated by the resignation of Ms. Sharon McBride.

### Retirement

Marcia J. Mitchell - Executive Administrative Assistant, (grade 12), Business & Technology, effective January 3, 2014.

Following review of the professional and career personnel recommendations and advancements, Ms. Patronis moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

Agenda items **4.2** and **4.3** were bundled for approval.

### Contract Ratifications & Overloads

**4.2, 4.3** Trustees were asked to approve Contract Ratifications and overloads:

Following review of the professional and career personnel contract ratifications, as well as the November 2013 Overload recommendations, Mr. Warriner moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

### Inventoried Property

**4.4** 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.

Ms. Dunn requested that charter schools be added as possible recipients on property that the College disposes of.

Mr. Estes moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Final Approval of Change to Manual of Policy** 4.5

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

Policy 5.090, Auxiliary Enterprises

This policy change is recommended to clarify management of the College's food service provider.

Mr. McKnight moved to accept the recommendation as presented. Ms. Patronis seconded, and the vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Approval of Change Order #22 to GAC/H.J. High Joint Venture Contract** 4.6

Trustees were asked to approve Change Order #22 to the GAC/H. J. High Joint Venture contract for the Advanced Technology Center. This deductive change order, in the amount of \$749.07 for the direct purchase of materials, resulting in a new contract amount of \$25,245,852.93.

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

**Approval of Developmental Education Implementation Plan** 4.7

Trustees were asked to approve the Developmental Education Implemental Plan, which meets requirements of Florida Statutes Section 1008.30 regarding development of an implementation plan with respect to revised developmental education delivery strategies and student advisement protocols.

Dr. Bishop and Dr. Lavender provided an overview of the Developmental Education Implementation Plan and requested board approval.

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

Mr. Roberson requested that an annual update be provided to the board on the progress of the Developmental Education Plan.

**Presidential Search** 4.8

**4.8.1 Presidential Profile and 4.8.2 Presidential Advertisement**

Trustees were asked to approve the Presidential Profile, which describes the type of individual the College is seeking as its next president. The profile includes three main components – credentials, experience, and skills – and will be used as the criterion for screening applications to eliminate any candidates who do not fit the profile.

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

#### 4.8.3 Presentation by Hockaday-Hartford Consulting

Dr. Jeff Hockaday with Hockaday-Hartford Consulting introduced partners, Dr. George A. Hartford, Jr. and Dr. Maureen A. Hartford and noted that he has served as a consultant on 17 other presidential searches in the state of Florida. Dr. Hockaday outlined the presidential search process and timeline and reviewed the Florida Sunshine Law and the responsibilities of the Search Committee.

Following the presentation provided by Dr. Hockaday, Attorney Bennett pointed out that the Manual of Policy currently states that “the minimum basic qualification is an earned doctorate or the equivalent.” Mr. Roberson noted that a doctorate level requirement may prevent highly qualified candidates from applying and suggested changing the policy to “a master’s degree from a regionally accredited institution is required; an earned doctorate from a regionally accredited institution is preferred.”

Mr. Estes made a motion to change policy 6.001, Employment and Dismissal of the President as suggested by Mr. Roberson. Mr. McKnight seconded, and the vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

#### **Approval of Florida College System Risk Management Consortium Member Agreement**

**4.9** Trustees were asked to approval the Florida College System Risk Management Consortium (FCSRMC) Member Agreement as proposed by the FCSRMC to be dated March 1, 2014. The intent of the updated agreement is to acknowledge any respective entity name changes to the FCSRMC and some of our member colleges.

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

#### **5. 2013-14 College Operating Budget**

**5.1** Trustees reviewed the Budget/Financial Activity Report for fiscal year 2013-14 as of October 31, 2013.

**ATC Update**

**5.2.1** Dr. Dunnivant provided a short presentation on the ATC dashboard, which included community engagement, business development, and academic programs.

**Development Update**

**5.2.2** Ms. Sabara Quinn stated that the campaign is moving forward and a celebration to close the campaign will occur on May 1, 2014.

**President's Report**

**5.3** Dr. Kerley shared with trustees some recent activities occurring at the College, including Five-Year Strategic Plan Review and the 2012-13 Annual Report.

Mr. Roberson announced that Dr. Kerley received the Association of Florida Colleges Honorary Lifetime Achievement Award at their annual conference in November.

**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 various College events, including the GCSC Holiday Luncheon, 11 a.m., Friday, December 13.

**7. Adjournment**

**7.1** The meeting was adjourned at 12:32 p.m.

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Secretary

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Chairman