

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

October 3, 2013

10 a.m.

Summit Bank Conferencing Center (Room 302)
Advanced Technology Center

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

Members Absent: Denise D. Butler

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| 1. Call to Order | 1.1 | Mr. Roberson called the meeting to order at 10:03 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Tannehill led those present in the pledge of allegiance to the American flag. |
| Alma Mater | 1.4 | Ms. Katie Parry, student, performed the GCSC Alma Mater. |
| Welcome to Guests | 1.5 | Mr. Roberson welcomed Mr. Les Brackett, president, GCSC Foundation, Inc.; Dr. Patrick Brennan, chair, Faculty Council; Ms. Lori Cannon, chair, Professional Employee Council; and Ms. Samantha Arlt, president, Student Government Association. |
| Hearing of Citizens | 1.6 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.7 | Ms. Patronis moved and Ms. Dunn seconded approval of the minutes of the board's September 5, 2013 regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye. |

Agenda items **1.7.2** and **1.7.3** were bundled for approval.

Ms. Patronis moved and Ms. Dunn seconded approval of the minutes of the board's September 18, 2013 and September 27, 2013 Search Consultant Steering Committee meetings as distributed. 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. McKnight reported on the various athletic activities and commended the GCSC Women's Volleyball Team for this season's victories. Ms. Patronis commended on an article about student success and expressed her interest on how changes in developmental education will impact students. Ms. Dunn voiced her excitement about the completion of the ATC and mentioned several awards received by the College. Mr. Estes commended the efforts of faculty and staff at the North Bay Campus and noted his interest in the FTE at that campus location. Mr. Tannehill spoke about the October 4th National Manufacturing Day events to be held at the ATC, including the attendance of more than 200 students who have been invited to attend. Mr. Warriner reported on his first meeting with the GCSC Foundation, Inc. as the board liaison and the importance of providing scholarships for students. Mr. Roberson noted the praise received from Governor Scott about the newly-opened ATC.

**Presidential
Search**

2.2 Mr. Roberson reported that it is the recommendation of the Search Consultant Steering Committee to select Hockaday-Hartford Consulting as the consulting firm for the presidential search. Following discussion, Mr. Roberson entertained a motion to approve the recommendation as presented. Mr. Estes 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 explained that the next step would be to appoint a Presidential Search Committee comprised of 10 to 12 major stakeholders and asked that trustees notify Dr. Flax-Hyman if they have an interest in serving. Following appointment of the committee on November 7, a formal meeting will be set with Hockaday-Hartford Consulting.

**Attorney's
Report**

2.3 Attorney Bennett had no report.

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| GCSC Foundation, Inc. President's Update | 2.4 | Mr. Brackett updated trustees on the GCSC Foundation, Inc., including \$101,000 received in private contributions over the past month. He also stated that current assets stand at over \$27 million, the culinary fundraising efforts at the Captain Anderson's dinner totaled \$13,500, and the Shark's Tooth Pairings Party and Golf Tournament will occur November 7-8. |
| Honorary Trustee Updates | 2.5 | Colonel Holmes and Commander Serow were unable to attend. |
| Next Meeting | 2.6 | The next regular meeting of the District Board of Trustees is set for 10 a.m. (EST), Thursday, November 7, 2013, at the Gulf/Franklin Campus. |
| 3. SGA Report | 3.1 | Ms. Samantha Arlt, president, Student Government Association, reported on various activities, including the drive-in movie to be held on October 25 th . |
| Program Focus | 3.2 | Mr. Jason Hedden, associate professor, Visual & Performing Arts, gave an overview of the GCSC Summer Theatre Project: Exploring Post Traumatic Stress Disorder (PTSD) through the Arts. |
| Student Success Story | 3.3 | Mr. Hedden introduced Mr. William Zentgraf, Psychology student, who spoke about his experiences in the PTSD summer theatre project. Mr. Zentgraf thanked everyone for the opportunity that GCSC has given him. |
| 4. Personnel | 4.1 | Trustees were asked to approve professional and career personnel recommendations and advancements. |

Professional Services

Employment

Kim S. Allan - Temporary Assistant Professor, Business & Technology, effective August 12, 2013 – May 9, 2014, annual salary \$37,099. Ms. Allan fills the position vacated by the retirement of Recer Tidwell.

Timothy B. Cox - Instructional Biology Lab Coordinator, Natural Sciences, effective September 3, 2013 – June 30, 2014 annual salary of \$45,777, experiential credit given. Mr. Cox fills the position vacated by the reclassification of Penni Beitzel.

Denise N. Crider - Assistant Coordinator, Special Projects, ATC, effective September 3, 2013 – June 30, 2014, annual salary of \$27,961, experiential credit given. This is a new position.

Sabara M. Quinn - Chief Development Officer, Development Office, effective October 21, 2013 – June 30, 2014, annual salary of \$67,730, experiential credit given. Ms. Quinn fills the position vacated by the resignation of Melissa Hagan.

Gretchen L. Rivera - Institutional Research Analyst, Institutional Effectiveness & Strategic Planning, effective August 19, 2013 – June 30, 2014, annual salary of \$51,863, experiential and educational credit given. This is a new position.

David A. Thomasee - Public Safety Officer, Administration, effective September 9, 2013 – June 30, 2014, annual salary of \$49,159, experiential credit given. This is a new position.

Reclassification

Gregory S. May - From Coordinator II, Corporate College, Economic Development, to Chair, Public Safety, effective September 16, 2013 – June 30, 2014, annual salary of \$65,000. Mr. May fills the position vacated by the retirement of Gloria Crawford.

Wes R. Keene - From Associate Professor, Social Sciences, to Interim Chair, Social Sciences, effective October 1, 2013 – June 30, 2014, annual salary of \$67,874. Mr. Keene fills the position vacated by the resignation of Dr. Susan Butler.

Resignation

Dr. Susan M. Butler - Chair, Social Sciences, effective September 30, 2013.

Retirement

Gloria J. Crawford - Chair, Public Safety, effective September 26, 2013.

Career Services

Employment

Bridget D. Collins - Human Resource Assistant (grade 9), Human Resources, effective August 26, 2013, hourly rate of \$11.97, experiential and educational credit given. Ms. Collins fills the position vacated by the resignation of Christina Kight.

Hillary A. Hutchins - Reporter/Videographer (grade CL1, step 3), Marketing & Communications, effective August 19, 2013, hourly rate of \$11.59, experiential credit given. Ms. Hutchins fills the position vacated by the resignation of Zachary Cogburn.

Maria C. Zea - Testing Assistant (grade 9), Student Affairs, effective August 12, 2013, hourly rate of \$11.45, experiential and educational credit given. Ms. Zea fills the position vacated by the resignation of Latangela Lowder.

Enter DROP

James R. Garcia - Supervisor, Building Services (grade 14), Maintenance & Operations, effective September 1, 2013.

Following review of the professional and career personnel recommendations and advancements, Mr. Tannehill 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.

Trustees were asked to approve Contract Ratifications.

Contract Ratifications

4.2 Following review of the professional and career personnel contract ratifications, Mr. Estes 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.

- Fall 2013 Session A & B and September 2013 Overloads** **4.3** Trustees were asked to approve Fall 2013 Session A & B and September 2013 Monthly Exceptional Overloads.
- Following review of the Fall 2013 Session A & B and September 2013 Monthly Exceptional Overload recommendations, 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.
- 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.
- Following review of the inventoried property list, Mr. McKnight 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.
- Approval of Budget Amendments to the Restricted Current Fund (Fund 2)** **4.5** Trustees were asked to approve the following amendments:
- Budget Amendment J1400160, Veteran’s Business Outreach Center
- Budget Amendment J1400183, Florida Teacher Quality Grant – Panhandle Area Education Consortium
- Budget Amendment J1400220, Social Sciences Kettering Mini-Grant
- Dr. Kerley recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2013-14. Ms. Patronis moved and Mr. Tannehill seconded approval of the amendments as presented. The vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.
- Tentative Approval of Changes to Manual of Policy** **4.6** Trustees were asked to provide tentative approval for the following Manual of Policy revisions:
- Policy 5.056, Delinquent Accounts, Bad Checks, and Other Financial Obligations
This policy change is recommended to make the policy consistent with current practice.
- Policy 7.040, Student Identification
This policy update documents the requirement that every student have a GCSC identification card.

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

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

- 4.7** Trustees were asked to provide final approval for the following Manual of Policy revisions:

Policy 5.061, Electronic Funds Transfer

This policy is adopted pursuant to the requirements of Section 1010.11, Florida Statutes, and sets forth the College's written policies prescribing the accounting and control procedures under which any funds under its control are allowed to be moved by electronic transaction for any purpose, including direct deposit, wire transfer, withdrawal, or investment.

Policy 5.062, Identity Theft Prevention Program Policy

This policy is to establish the College's written policies intended to reduce the risk of identity theft related to the collection and storage of personal information needed for the College to conduct business and to comply with the Federal Trade Commission (FTC) Red Flags Rule.

Policy 6.019, Vulnerable Persons Act

This policy is to establish the College's written policies concerning reporting and documenting acts of child abuse, abandonment, or neglect.

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

**Review of
General
Education
Statewide
Course
Recommendations**

- 4.8** Trustees were asked to approve the final recommendations of the statewide General Education Steering Committee regarding core course options. Dr. George Bishop advised that the revision of GCSC's general education curriculum will build upon this list and that the statewide list of course options has been reviewed and approved by all appropriate College governance bodies.

Ms. Dunn moved to accept the recommendation as presented. 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 Culinary Arts Certificates** **4.9** Trustees were asked to approve the following certificates:

 Refer to 4.9.1 Culinary Arts College Credit Certificate
 Refer to 4.9.2 Chef's Apprentice College Credit Certificate

 Mr. Warriner moved and Mr. Estes seconded approval to accept the programs as presented. 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 August 31, 2013.
- Advanced Technology Center Update** **5.2.1** Dr. Kerley and Dr. Dunnivant noted the various events and tours scheduled in the ATC and spoke of the impact the building will have on the community.
- Development Update** **5.2.2** Dr. Kerley announced that the Chief Development Officer position has been filled and will begin on October 21st.
- Strategic Planning Update/ Completion Agenda** **5.2.3** Dr. Cheryl Flax-Hyman gave a fall 2013 enrollment update specified by degree, gender, ethnicity, and age. She also reported that the 2008-13 Strategic Plan Executive Summary will be completed soon and will include a publication and press conference.
- President's Report** **5.3** Dr. Kerley shared with trustees some recent activities occurring at the College including College Night, development in expanding network capacity, and the GCSC Marketing & Communications department receiving the Exemplary Practice Award from the Association of Florida Colleges (AFC). Ms. Laura Green, coordinator, Marketing & Communications, provided handouts and an overview of the various materials used to win the award, including pamphlets, billboard designs, and television commercials.
- 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 ATC Open House scheduled for October 11.

7. Adjournment 7.1 The meeting was adjourned at 11:39 a.m.

Secretary

Chairman