

**FINAL**

**MINUTES**

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

**February 13, 2014**

**10 a.m.**

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

**Members Present:** Ralph C. Roberson (presiding), Don Crisp, Leah O. Dunn, Elizabeth Kirvin, Jim W. McKnight, Steve Millaway, Katie L. Patronis, Joe K. Tannehill, Jr., David P. Warriner, Dr. Jim Kerley, and Derrick Bennett

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|------------------------------|------------|--|
| <b>1. Call to Order</b>      | <b>1.1</b> | Mr. Roberson called the meeting to order at 10:01 a.m.   |
| <b>Invocation</b>            | <b>1.2</b> | Dr. Kerley gave the invocation.  |
| <b>Pledge of Allegiance</b>  | <b>1.3</b> | Mr. Warriner led those present in the pledge of allegiance to the American flag.   |
| <b>Alma Mater</b>            | <b>1.4</b> | Mr. Scott Kirkman, assistant professor, Visual & Performing Arts, performed the GCSC Alma Mater.   |
| <b>Welcome to Guests</b>     | <b>1.5</b> | Mr. Roberson welcomed Mr. Jim Anderson, president, GCSC Foundation, Inc.; Ms. Lori Cannon, chair, Professional Employee Council; and Ms. Samantha Arlt, president, Student Government Association. Mr. Roberson also welcomed the three newly appointed trustees: Mr. Don Crisp, Ms. Elizabeth Kirvin, and Mr. Steve Millaway. |
| <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. Patronis moved and Ms. Dunn seconded approval of the minutes of the board's January 16, 2014, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.                         |
| <b>Special Presentations</b> | <b>1.8</b> | <b>1.8.1</b> Mr. Roberson and Dr. Kerley recognized Harrison Sale McCloy for its contribution of \$25,000 to the ATC Technology Excellence Fund as a Venture Partner and sponsor of the Prototyping & Fabrication Lab. Mr. Nick Beninate and Mr. Doug Sale expressed their gratitude for the opportunity to be                 |

part of a building that will make a difference in the growth of our local economy.

**1.8.2** Mr. Roberson and Dr. Kerley presented the Florida College System Superior Award to Ms. Rosie O’ Bourke, chair, Visual & Performing Arts, for the *Les Miserables* theatrical production.

**1.8.3** Mr. Roberson and Dr. Kerley acknowledged Adjunct Professor, Mr. Tom Hoots, for the many hours he has volunteered at Radio Station WKGC, for his efforts in bringing students back into WKGC through the digital media program, and for his generous donation of an electric vehicle, valued at approximately \$10,000. Mr. Hoots stated that WKGC provided an excellent opportunity for students to learn responsibility and gain confidence.

**2. Trustee  
Comments**

**2.1** Mr. Warriner, as well as other trustees, welcomed the new board members and noted his opportunity to visit Tallahassee to represent GCSC. Mr. McKnight reported on various athletic activities and spoke of his attendance at the Bay County Job Fair, which offered many employment and educational opportunities for the community. Ms. Patronis and Ms. Dunn also spoke of their opportunity to meet with legislators in Tallahassee and noted the possibility of performance-based funding for Florida colleges. Ms. Patronis gave the website smart-college-choices.com for information on potential degrees and salaries. Mr. Millaway spoke of his interest in the ATC and commended its already impressive results. Ms. Kirvin thanked trustees for welcoming her to the board and noted her educational background from GCSC. With the available programs at the ATC, Mr. Tannehill noted the importance of getting students interested in developing a marketable skill. Mr. Roberson informed Mr. Crisp, Ms. Kirvin, and Mr. Millaway of three major issues that the board is currently facing: the presidential search, the DOT flyover, and the STEM Education Center.

**Presidential  
Search**

**2.2** Mr. Roberson provided an update and reviewed the timeline for the presidential search, stating that the next meeting of the Search Committee would occur on Thursday, February 27.

**Attorney’s  
Report**

**2.3** Attorney Bennett had no report.

**GCSC  
Foundation,  
Inc. President’s  
Update**

**2.4** Mr. Anderson updated trustees on the GCSC Foundation, Inc., including \$62,000 received in private contributions over the past month. He also stated that current assets stand at over \$28.5 million, scholarship applications are currently being accepted, and that a recently acquired grant will allow for a stronger academic support system at the Gulf/Franklin Campus.

- Honorary Trustee Updates**      **2.5.1** Colonel Holmes was unable to attend.
- 2.5.2** Commander Serow was unable to attend.
- Next Meeting**      **2.6** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, March 13, 2014, in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report**      **3.1** Ms. Samantha Arlt, president, Student Government Association, reported on various activities, including Black History Month activities and Darwin Day.
- Program Focus**      **3.2** Dr. Carrie Baker, director, Retention & Diversity, provided an overview of the Rosenwald Center for Social Change and Inclusion, and noted the importance of preserving its history by creating a space for social dialog as well as an active, educational environment for students and community members. Dr. Kerley reminded everyone of the press conference to be held at 12:30 p.m. The College plans to celebrate the 50<sup>th</sup> anniversary of the merging of the two colleges with the completion of the Center in 2016. Mr. Matthew Shack, former Rosenwald Junior College graduate, noted the significant opportunities the Rosenwald Junior College provided the African American community when it was established in 1958, and expressed the importance of keeping its legacy alive.
- 4. Personnel**      **4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

**Professional Services**

**Employment**

Emario L. Colston - Volunteer, Assistant Softball Coach, Wellness & Athletics, effective January 23, 2014 – June 30, 2014.

**Career Services**

**Employment**

Joseph V. Rusch - Custodian (grade 6), Maintenance and Operations, effective January 13, 2014, hourly rate of \$9.47. Mr. Rusch fills the position vacated by the resignation of Delores McClain.

Cierra V. Dorado - Lifeguard (grade 3), Wellness & Athletics, effective January 6, 2014, hourly rate of \$8.30.

Nicklas V. Dorado - Lifeguard (grade 3), Wellness & Athletics, effective January 6, 2014, hourly rate of \$8.30.

**Reclassification**

Ernest R. Todd - From Groundskeeper (grade 6), Maintenance & Operations, to Lead Groundskeeper (grade 8), Maintenance & Operations, effective January 17, 2014, hourly rate of \$12.33. Mr. Todd fills the position vacated by the retirement of Edgar Pittman.

**Resignation**

DeAnna Black - Testing Assistant (grade 9), Student Affairs, effective January 28, 2014.

**Enter DROP**

Gale G. Hansen - Administrative Assistant (grade 9), Enrollment Services, effective February 1, 2014.

**Exit DROP**

Edgar L. Pittman - Groundskeeper (grade 8), Maintenance & Operations, effective January 2, 2014.

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

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|-------------------------------|------------|---|
| <b>Contract Ratifications</b> | <b>4.2</b> | Following review of the professional and career personnel contract ratifications, Ms. Patronis moved and Mr. Tannehill seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye. |
| <b>Overloads</b>              | <b>4.3</b> | Following review of the Spring 2014 Session A & B Overload recommendations, Ms. Dunn moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.            |
| <b>Inventoried Property</b>   | <b>4.4</b> | 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. Patronis moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Lodging of the  
WKGC-  
AM/FM  
Financial Audit**

**4.5** The lodging of WKGC-AM/AM Financial Audit for fiscal year ending June 30, 2013, was noted by Mr. Roberson.

**Approval of  
New Program**

**4.6** Trustees were asked to approve the College Credit Certificate program in Mechatronics, which been approved by the College's Business & Technology Division, the Academic Council, and the Curriculum Review Committee.

Mr. Warriner asked Mr. Tannehill whether he could utilize this program at his company. Mr. Tannehill stated that a field service technician position would benefit from this program.

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

**Approval of  
Budget  
Amendment to  
the Restricted  
Current Fund  
(Fund 2)**

**4.7** Trustees were asked to approve amendment J1400663 to the Restricted Current Fund (Fund 2) in the amount of \$13,991 for Perkins grant roll over funding.

Ms. Patronis recommended approval of the budget amendment to the Restricted Current Fund (Fund 2) for 2013-14. Mr. Tannehill seconded approval of the amendment as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Approval of  
Substantial  
Completion for  
Change Order  
#13**

**4.8** Agenda items **4.8** and **4.9** were bundled for approval.

Trustees were asked to approve the remainder of the Advanced Technology Center Project as Substantially Complete. Since its occupation in August 2013, the construction manager has corrected identified punch list items that were not included in the previous Certificate of Substantial Completion, and has completed the Donor Wall.

Trustees were also asked to accept the Advanced Technology Center Project. Florida Architects certifies that they have inspected the project and the work required by the contract for this project has been completed in accordance with approved contract

documents required by Chapters 553 and 1013, Florida Statutes, Rule 6A-2.0010 of the Florida Administrative Code, and the Florida Building Code.

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

**Approval of  
Acceptance of  
the Advanced  
Technology  
Center Project**

- 4.10** Trustees were asked to approve the Contract for Copier Services. College staff researched available options for copier services and found an existing contract between a copier vendor and a governmental entity that allows other public organizations to “piggyback” on that contract, which provides the products and services desired by the College.

Mr. Warriner made a motion to accept the recommendations as presented. Ms. Patronis seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Millaway, 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 December 31, 2013.

**Advanced  
Technology  
Center Update**

- 5.2.1** Dr. Steve Dunnivant, dean, Advanced Technology Center, presented a dashboard on recent student information and activities occurring at the ATC, including job fairs, Critical Academic Literacy (CAL) activities, and elementary student visits.

**Development  
Update**

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

**President’s  
Report**

- 5.3** Dr. Kerley shared with trustees some recent activities occurring at the College, including possible performance-based funding, textbook affordability, and in-state tuition for veterans.

**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.

**7. Adjournment**     **7.1**     The meeting was adjourned at 11:42 a.m.

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Secretary

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Chairman