

**FINAL**

**MINUTES**

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

**January 16, 2014**

**10 a.m.**

**Emergency Operations Center, Room 176**

**Members Present:** Ralph C. Roberson (presiding), Denise D. Butler, 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:**

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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>                   | Colonel Holmes led those present in the pledge of allegiance to the American flag.  |
| <b>Welcome to Guests</b>    | <b>1.4</b>                   | Mr. Roberson welcomed 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.   |
| <b>Hearing of Citizens</b>  | <b>1.5</b>                   | No citizens answered the call to appear before the board.   |
| <b>Approval of Minutes</b>  | <b>1.6.1</b><br><b>1.6.2</b> | Agenda items <b>1.6.1</b> and <b>1.6.2</b> were bundled for approval.<br>Mr. Warriner moved and Mr. Tannehill seconded approval of the minutes of the board's December 12, 2013 regular meeting and Presidential Search Committee meeting as distributed. The vote was recorded as follows: Butler, aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye. |

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| <b>Special Presentations</b>                    | <b>1.7</b>   | <p><b>1.7.1</b> Mr. Roberson and Dr. Kerley presented the Soaring Eagle Award to Dr. Lyles Adair, volunteer, for his outstanding guidance and tutoring support for students in the Athletics Division, and introduced Mr. Gregg Wolfe who praised Dr. Adair for his efforts with our student athletes. Mr. Wolfe noted that for the past five years, the graduation rate of our athletes is 79 percent.</p> <p><b>1.7.2</b> Mr. Roberson and Dr. Kerley recognized Mr. Kenny Strange of Strange Electric for his generous donation of \$2,500 to the ATC Technology Excellence Fund as an Innovation Partner. Mr. Strange expressed his appreciation for the good working relationship with the College and for the opportunity to assist with this effort.</p> |
| <b>2. Trustee Comments</b>                      | <b>2.1</b>   | <p>Mr. McKnight reported on the various athletic activities and spoke of success stories from the LPN to ADN Class of 2013 Pinning Ceremony that was held at the Gulf/Franklin Campus. Ms. Patronis and Mr. Tannehill noted the importance of training our workforce and providing better employment opportunities. Ms. Patronis also expressed an interest in January enrollment numbers. Ms. Butler and Mr. Estes spoke of the great support GCSC students receive from faculty and staff. Ms. Dunn commended staff for the successful implementation of the Banner system and GCSC mobile app.</p>   |
| <b>Presidential Search</b>                      | <b>2.2</b>   | <p>Mr. Roberson provided an update on the presidential search, stating that the next meeting of the Search Committee would be on Thursday, February 27.</p>   |
| <b>Attorney's Report</b>                        | <b>2.3</b>   | <p>Attorney Bennett had no report.</p>  |
| <b>GCSC Foundation, Inc. President's Update</b> | <b>2.4</b>   | <p>Mr. Warriner updated trustees on the GCSC Foundation, Inc., including \$118,000 received in private contributions over the past month. He also stated that current assets stand at over \$28 million, and the GCSC Foundation Annual meeting and reception would occur February 7, 2014.</p>   |
| <b>Honorary Trustee Updates</b>                 | <b>2.5.1</b> | <p>Colonel Holmes gave a brief overview of activities at Tyndall Air Force Base.</p>  |
|   | <b>2.5.2</b> | <p>Commander Serow gave a brief overview of activities at NSA-PC.</p>   |
| <b>Next Meeting</b>                             | <b>2.6</b>   | <p>The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, February 13, 2014, in the William C. Cramer, Jr. Seminar Room.</p>  |

- 3. SGA Report**      **3.1**      Ms. Samantha Arlt, president, Student Government Association, reported on various activities, including Spirit Week, Drive-In Movie Night, and the Leadership Conference.
- Program Focus**      **3.2**      Mr. Greg May, chair of Public Safety, and Mr. Brad Monroe, deputy chief, provided an overview of current activities and new opportunities at the North Bay Campus/Emergency Operations Center. Mr. May offered to give a tour to all attendees after the meeting.
- Student Success Story**      **3.3**      Mr. Dan Estes spoke about his experiences as a student in the Law Enforcement program and thanked everyone for the opportunity that GCSC has given him, not only as a board member, but as a student as well.
- 4. Personnel**      **4.1**      Trustees were asked to approve professional and career personnel recommendations and advancements.

### **Professional Services**

#### **Reclassification**

Kimberly D. Harrison - From Coordinator II, Corporate College, Economic Development, to Enterprise Systems Manager, Information Technology Services, effective January 17, 2014 – June 30, 2014, annual salary of \$62,000. Ms. Harrison fills the position vacated by the reclassification of Rhonda Barker.

Nick Rivera - From Assistant Coordinator I, Public Safety Division, to Coordinator II, Advanced Public Safety Training, Public Safety Division, effective November 22, 2013 – June 30, 2014, annual salary of \$34,333. This is a new position.

### **Career Services**

#### **Employment**

Grace A. Aucoin - Senior Administrative Assistant (grade 10), Advanced Technology Center, effective January 6, 2014, hourly rate of \$12.45, experiential and educational credit given. Ms. Aucoin fills the position vacated by the reclassification of Barbara Cline.

Michael Merlo - Groundskeeper (grade 6), Maintenance & Operations, effective December 9, 2013 hourly rate of \$9.47. Mr. Merlo fills the position vacated by the termination of Somboon Poomarat.

Patty L. Stroup - Financial Aid Assistant (grade 9), Financial Aid,

effective December 16, 2013, hourly rate of \$12.18, experiential credit given. Ms. Stroup fills the position vacated by the reclassification of Theodora Preston.

### **Resignation**

Amanda M. Carter - Administrative Assistant (grade 9), TRIO Upward Bound Program, Student Affairs, effective December 13, 2013.

Camille G. Smith - Sr. Administrative Assistant (grade 10), Office of the President, effective January 17, 2014.

Daniel P. Tuma - Reporter/Videographer (grade 9), Marketing & Communications, effective January 16, 2014.

### **Exit DROP**

Willie White - Custodian (grade 6), Maintenance & Operations, effective January 30, 2014.

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

**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: Butler, aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Overloads**      **4.3**      Following review of the December 2013 Overload recommendations, Ms. Patronis moved and Mr. Tannehill seconded approval as presented. The vote was recorded as follows: Butler, aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Final Approval of Change to Manual of Policy**      **4.4**      Trustees were asked to provide final approval for the following Manual of Policy revision:  
  
Policy 6.001, Employment and Dismissal of the College President  
This change reflects updated education requirements for College President candidates.

Ms. Butler expressed her personal opinion that the president should hold a doctorate degree unless there are special

circumstances that would merit a different qualification. Chair Roberson thanked Ms. Butler for her comments and noted that the presidential profile was the result of input received from a survey and two public forums. Discussion ensued over the tight timeline and the posting of the presidential profile.

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

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

**4.5** Trustees were asked to approve Change Order #23 to the GAC/H. J. High Joint Venture contract for the Advanced Technology Center. This is a net additive change order in the amount of \$614.05 for the direct purchase of materials, resulting in a new contract amount of \$25,246,493.98.

Ms. Patronis made a motion to accept the recommendation as presented. Mr. McKnight seconded, and the vote was recorded as follows: Butler, aye; 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)**

**4.6** Trustees were asked to approve the following amendments:

Budget Amendment J1400449, College Reach Out Program Grant

Budget Amendment J1400467, Law Enforcement Trust Fund Grant

Budget Amendment J1400546, Florida TRADE Scaled Models Grant

Budget Amendment J1400556, Corporation of Public Broadcasting Grant (WKGC)

Budget Amendment J1400417, Public Radio Stations (WKGC) Grant

Budget Amendment J1400000, Enactus Sam's Club Step Up Partnership Grant

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

**Approval of  
Annual Fire  
and Safety  
Inspection**

- 4.7** Trustees were asked to approve the Annual Fire and Safety Inspection Report. The annual inspection results for GCSC were zero “serious fire safety violations” and 10 “non-serious fire safety violations” for the Panama City Campus, Gulf/Franklin Campus, North Bay Campus, and the College’s off-campus sites, all of which have been or are currently being addressed by the Maintenance & Operations staff.

The State Requirements for Educational Facilities (SREF) require that the report be submitted to the board for approval and to the fire authorities having jurisdiction over these sites just for informational purposes. Corrective actions taken will be reported back to the board, the fire authorities, and the Florida Colleges Risk Management Consortium upon completion, but no later than June 30, 2014.

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

Chair Roberson and Mr. Warriner suggested utilizing in-house training services to conduct an internal audit.

**Lodging and  
Acceptance of  
the GCSC  
Foundation,  
Inc. Annual  
Audit**

- 4.8** Mr. Warriner reported zero exceptions on the GCSC Foundation, Inc. Annual Audit.

Trustees acknowledged the lodging of the Gulf Coast State College Foundation, Inc. audit for the fiscal year ended October 23, 2013. Ms. Butler made a motion to accept the audit as presented. Ms. Patronis seconded, and the vote was recorded as follows: Butler, aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Board Action  
on RFP #1-  
2013/14 Copiers**

- 4.9** Due to a formal protest being filed by a contesting vendor, trustees were asked to reject all bids submitted in response to the Request for Proposal (RFP) #1-2013/14 for college-wide copier placement. This will allow the College staff time to re-evaluate the process and options available.

Ms. Dunn made a motion to accept the recommendation as presented. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; 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 November 30, 2013.

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| <b>STEM<br/>Education<br/>Center<br/>Presentation</b>               | <b>5.2</b>   | Mr. Joe Sorci, Florida Architects, outlined construction plans for the STEM Education Center, emphasizing that this facility would have to take the College through the next 40 years. |
| <b>Strategic<br/>Planning<br/>Update/<br/>Completion<br/>Agenda</b> | <b>5.3.1</b> | Dr. Cheryl Flax-Hyman presented live dashboards which can be used to identify trends and outliers in order help the College define how resources are used.                             |
| <b>Development<br/>Update</b>                                       | <b>5.3.2</b> | 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.   |
| <b>President's<br/>Report</b>                                       | <b>5.4</b>   | Dr. Kerley shared with trustees some recent activities occurring at the College, including the completion of the Five-Year Strategic Plan Review and 2012-13 Annual Report.            |
| <b>Administrative<br/>Updates</b>                                   | <b>5.5</b>   | Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area.                             |
| <b>6. Good of the<br/>Order</b>                                     | <b>6.1</b>   | Trustees were invited to attend various College events.  |
| <b>7. Adjournment</b>   | <b>7.1</b>   | The meeting was adjourned at 12:22 p.m.  |

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Secretary

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Chairman