

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

**June 19, 2014**

**10 a.m.**

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

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

- |                              |            |  |
|------------------------------|------------|--|
| <b>1. Call to Order</b>      | <b>1.1</b> | Mr. Roberson called the meeting to order at 10:08 a.m.   |
| <b>Invocation</b>            | <b>1.2</b> | Dr. Kerley gave the invocation.  |
| <b>Pledge of Allegiance</b>  | <b>1.3</b> | Colonel Christopher Holmes 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.; Colonel Christopher Holmes, Tyndall Air Force Base; Mr. Douglas Wells, chair, Faculty Council; and Mr. Ben Schmidt, chair, Professional Employee Council.  |
| <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. Dunn moved and Ms. Patronis seconded approval of the minutes of the board's May 8, 2014, regular and special meetings, and the June 2, 2014, Budget and Finance Committee 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 Ms. Naisy Dolar, project coordinator, Florida TRADE Grant, and announced that the Florida TRADE Team was awarded the Sterling STEM Best Practice Award in recognition of the partnerships developed to establish the foundation for training in  |

manufacturing. Ms. Dolar gave a short presentation on the development of manufacturing programs and Mr. Tannehill thanked her for increasing awareness in the field.

**1.8.2** Mr. Roberson and Dr. Kerley introduced Ms. Samantha Smith, student, who spoke about her experiences while attending GCSC. Ms. Smith thanked everyone for the opportunity that GCSC has given her, specifically from Mr. Lloyd Harris, Mr. Lynn Wallace, and Ms. Kelly Williams.

**1.8.3** Mr. Roberson read a resolution recognizing Dr. Jim Kerley, president, Gulf Coast State College, for his outstanding leadership and support to the College and the community.

Ms. Patronis made a motion to approve the resolution as presented. Ms. Dunn 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.

Mr. Roberson presented the Legacy of Leaders photo to Dr. Kerley, as well as the Soaring Eagle Award and a certificate of appreciation. Mr. Roberson noted highlights of Dr. Kerley's career at Gulf Coast State College including the College name change and construction of the Advanced Technology Center. Dr. Kerley stated that GCSC was the highlight of his career in education and expressed his appreciation to trustees for the opportunity to serve as president.

**2. Trustee  
Comments**

**2.1** Trustees thanked Dr. Kerley for his services to the College and wished him well in his retirement. Mr. McKnight reported on the various athletic activities and spoke of success stories from the Practical Nursing Class of 2014 Pinning Ceremony that was held at the Gulf/Franklin Campus. Ms. Patronis mentioned the importance of delivering industry certifications and expressed her anticipation that the STEM building will be constructed in the near future.

**Attorney's  
Report**

**2.2** Attorney Zimmerman attended the meeting in the absence of Attorney Bennett, and had no report. Attorney Zimmerman reminded trustees to submit their annual evaluations of the president's performance.

**Approval of the  
President's  
Contract**

**2.3** Mr. Roberson gave a brief overview of the Memorandum of Understanding written for Dr. John Holdnak, noting that Attorney Bennett ensured that the MOU was in line with Florida statutes. A presidential compensation committee will be appointed to review the Memorandum of Understanding on an annual basis.

Mr. McKnight and Mr. Tannehill commented on the competitive pay included in the MOU and expressed their appreciation for ensuring the document is current on state standards.

Ms. Patronis moved 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.

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|---|--------------|--|
| <b>GCSC Foundation, Inc. President's Update</b> | <b>2.4</b>   | Mr. Jim Anderson updated trustees on the GCSC Foundation, Inc., including \$151,000 received in private contributions during the past month. He also stated that current assets stand just under \$30 million, and that the GCSC Foundation Gala would occur in November 2014. |
| <b>Honorary Trustee Updates</b>                 | <b>2.5.1</b> | Commander Serow was unable to attend.  |
|   | <b>2.5.2</b> | Colonel Holmes gave a brief overview of activities at the Tyndall Air Force Base, and presented Dr. Kerley with a Commander's Coin for his compassionate leadership at GCSC.   |
| <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, July 24, 2014, in the William C. Cramer, Jr. Seminar Room.  |
| <b>3. SGA Report</b>                            | <b>3.1</b>   | Ms. Katherine Cannon, president, Student Government Association, was unable to attend.   |
| <b>4. Personnel</b>                             | <b>4.1</b>   | Agenda items <b>4.1</b> , <b>4.2</b> , and <b>4.3</b> were bundled for approval.   |

Trustees were asked to approve professional and career personnel recommendations and advancements.

### **Professional Services**

#### **Employment**

Charity N. Butler - Temporary Interim Head Softball Coach, Wellness & Athletics, effective April 11, 2014 – May 9, 2014, salary of \$1,000.

Grover Hicks, Jr. - Volunteer Interim Assistant Women's Basketball Coach, Wellness & Athletics, effective June 4, 2014 – June 30, 2014. No salary.

David D. Jantzen - Coordinator Veteran Services, Financial Aid, effective June 2, 2014 – June 30, 2014, salary of \$2,629, (based on annual salary of \$32,544), experiential and educational credit given. Mr. Jantzen fills the position vacated by the resignation of Melanie Godfrey.

Carrie J. Lewis - Coordinator Library Services, Library, effective May 12, 2014 – June 30, 2014, salary of \$4,235, (based on annual salary of \$30,588), experiential credit given. Ms. Lewis fills the position vacated by the resignation of Anne M. Fogarty. This position was reclassified.

Mary P. Scovel - Interim Head Women's Basketball Coach, Wellness & Athletics, effective June 4, 2014 – June 30, 2014, salary of \$4,182, (based on annual salary of \$57,222). Ms. Scovel fills the position vacated by the resignation of Vernetta Skeete.

### **Reclassification**

Paul E. Ashman - From Assistant Professor, Business & Technology to Instructional Coordinator, Culinary, Business & Technology, effective May 12, 2014 – June 30, 2014, salary of \$7,577, (based on annual salary of \$54,721).

Denise N. Crider - From Assistant Coordinator, Special Projects, ATC, to Culinary Operations Manager, Business & Technology, effective June 16, 2014 – June 30, 2014, salary of \$2,153, (based on annual salary of \$50,897). Ms. Crider fills the position vacated by the resignation of Mark Swartz.

Erika K. Goines - From Assistant Professor, Business & Technology to Instructional Coordinator, Digital Media, Business & Technology, effective May 12, 2014 – June 30, 2014, salary of \$8,123, (based on annual salary of \$58,667).

Emmanuel Hernandez Agosto - From Assistant Professor, Business & Technology to Instructional Coordinator, Organizational Management, Business & Technology, effective May 12, 2014 – June 30, 2014, salary of \$8,449, (based on annual salary of \$61,019).

Wendy L. Payne - From Associate Professor, Business & Technology to Instructional Coordinator, Technology Management, Business & Technology, effective May 12, 2014 – June 30, 2014, salary of \$10,409, (based on annual salary of \$75,176).

James J. Riley - From Manager IV, Small Business Development Center, to Manager III, Small Business Development Center, effective February 17, 2014 – June 30, 2014, salary of \$15,631, (based on annual salary of \$42,344).

### **Non-Renewal of Contract**

Jonathan C. Joyner - Assistant Coordinator, Public Safety, effective June 30, 2014.

### **Resignation**

Jordan C. Carter - Part-Time Men's Assistant Basketball Coach, Wellness & Athletics, effective May 22, 2014.

Vernette D. Skeete - Head Women's Basketball Coach, Wellness & Athletics, effective June 19, 2014.

### **Retirement**

Marianne C. LeClair - Associate Director Resource Development, Grants, Development Office, effective June 30, 2014.

## **Career Services**

### **Employment**

Ronald C. Carter - Computer Support Network Technician, (Grade CL 1, Step 9), Information Technology, effective June 2, 2014, at an hourly rate of \$13.05, experiential and educational credit given. Mr. Carter fills the position vacated by the resignation of Reynaldo Que.

Natalie S. Jones - Executive Administrative Assistant, (Grade 12), Wellness & Athletics, effective May 23, 2014, hourly rate of \$13.70, educational and experiential credit given. Ms. Jones fills the position vacated by the retirement of Barbara Gilbert.

### **Reclassification**

Michael Merlo - From Groundskeeper (Grade 6), Maintenance & Operations, to Maintenance Mechanic II, (Grade 9), Maintenance & Operations, effective May 23, 2014, hourly rate of \$11.72. Mr. Merlo fills the position vacated by the promotion of Roy Striplin.

Joseph Rozier - From Part-Time Testing Assistant, Testing, Student Affairs to Full-Time Testing Assistant (Grade 9), Testing, Student Affairs, effective May 5, 2014, hourly rate of \$11.75.

### **Resignation**

Chris Brannen - HVAC Technician, (Grade 12), Maintenance & Operations, effective May 30, 2014.

Towanda Z. Garner - Receptionist (Grade 6), ATC, effective May 20, 2014.

Nancy K. McAfee - Records and Credentialing Assistant, (Grade 10), Corporate College, effective May 30, 2014.

### **Contract Ratifications**

**4.2** Trustees were asked to approve Contract Ratifications.

### **May 2014 Monthly Overloads & Summer 2014 Session A & B Overloads**

**4.3** Trustees were asked to approve May 2014 and Summer 2014 Session A & B Monthly Exceptional Overloads.

Following review of the professional and career personnel, contract ratifications, and May 2014 and Summer 2014 Session A & B Monthly Exceptional Overload recommendations, Mr. Warriner moved and Ms. Kirvin 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.

### **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.

Mr. Warriner 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.

### **Tentative Approval of Changes to Manual of Policy**

**4.5** Trustees were asked to provide tentative approval for the following Manual of Policy revisions:

#### Policy 5.305, Firearms and Weapons Usage

This policy was created to address changes in Florida laws in regards to the possession of firearms/weapons on college campuses and the allowed exceptions.

Policy 6.047, Workplace Violence

This policy is being edited to remove the weapons reference that is now part of MOP 5.305.

Attorney Zimmerman and Mr. David Thomasee assured trustees that these policy revisions are current with Florida state laws. Mr. Crisp moved to accept the recommendations as presented. Ms. Dunn 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  
Amendments to  
the Restricted  
Current Fund  
(Fund 2)**

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

Budget Amendment J1401055, Corporation for Public  
Broadcasting Grant, Amendment #1

Budget Amendment J1401166, Discovery Robotics Innovators  
Grant

Dr. Kerley recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2013-14. Mr. McKnight moved and Ms. Patronis seconded approval of the amendments 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  
2014-15 College  
Unrestricted  
Current  
(General  
Operating)  
Fund Budget**

**4.7** On behalf of the Budget Committee, Mr. Roberson called on Dr. Kerley to present the budget committee's recommendation. He led the review of the 2014-15 operating budget summary, which projected revenues of \$33,147,358 and expenses of \$32,380,345 and requested approval of the following, stressing that, for the third consecutive year, there would be no increase in tuition or student fees:

- A 2 percent pool, or approximately \$420,040 for employee salary increases.
- A 10 percent increase in employee health insurance coverage in the amount of \$164,000.
- A network systems specialist position in the amount of \$36,206.
- Two academic advisor positions in the amount of \$62,400.
- A goal oriented compensation pool in the amount of \$50,000.

Mr. Roberson complimented College staff for their efforts in recommending a fiscally sound budget to trustees and emphasized the importance of showing appreciation to staff.

Mr. Roberson moved to approve the budget as presented.  
Ms. Durden 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  
Banking  
Services  
Provider**

**4.8** Trustees were asked to approve the recommendation of Summit Bank as the banking service provider for the College. Ms. Dunn recused herself from the discussion due to a conflict of interest.

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

**Approval of  
Library Roof  
Replacement**

**4.9** Trustees were asked to approve the replacement of the College Library roof. Utilizing the College's continuing contract construction manager (CM) arrangement with Anderson and Associates, the roof would be replaced with a combination of standing-seam metal roof consistent with other metal roofs on campus and Fibertite single-ply membrane system to resolve this ongoing issue and protect the College's investment in the facility. The College will contract in an amount not to exceed \$425,000 for the project, which includes a provision for the CM's fee and a contingency of 10 percent.

Mr. Crisp expressed his concern for using funds to pay a third party on construction projects. Mr. Mercer assured trustees that Anderson and Associates are knowledgeable in handling these types of projects and would be held accountable.

Mr. Crisp made a motion to accept the recommendation as presented. Ms. Dunn 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 April 30, 2014.

**Siemens  
Presentation on  
Campus  
Energy Project  
Results**

**5.2** Mr. Matt Ridley, account executive, Siemens, gave a short presentation on campus energy project results, including energy efficient lighting updates and water conservation upgrades. Mr. Tannehill noted that adjustments would need to be made to the data as other changes occur, including utility pricing, added square footage, and the weather. Mr. Crisp expressed his concern that equipment costs would become expensive over time. Mr. Warriner asked if the chiller system would work with the STEM building, which Mr. Mercer answered affirmatively.



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|-------------------------------|------------|--|
| <b>President's Report</b>     | <b>5.3</b> | Dr. Kerley shared with trustees an annual report and encouraged them to become involved in the next strategic plan and refocus on developmental education. |
| <b>Administrative Updates</b> | <b>5.4</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 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 12:09 p.m.  |

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Secretary

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Chairman

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME unn, Leah O.	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Gulf Coast State College District Board of Trustees
MAILING ADDRESS 340 Bunkers Cove Road	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input checked="" type="checkbox"/> OTHER LOCAL AGENCY
CITY Panama City	COUNTY Bay
DATE ON WHICH VOTE OCCURRED June 19, 2014	NAME OF POLITICAL SUBDIVISION: Gulf Coast State College
	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, Leah O. Dunn, hereby disclose that on June 19, 20 14 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_ ;
- inured to the special gain or loss of my relative, Dr. Neal P. Dunn, husband ;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Even though I would have no financial gain as a result of this matter, I am abstaining from voting on the RFP for Banking Services Provider (Agenda Item 4.8) to avoid even the appearance of an impropriety.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

June 19, 2014  
Date Filed

Leah O. Dunn  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.