

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

March 13, 2014

10 a.m.

William C. Cramer, Jr. Seminar Room

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

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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 | Commander Serow led those present in the pledge of allegiance to the American flag. |
| Alma Mater | 1.4 | Ms. Emily Nolan, student, performed the GCSC Alma Mater. |
| Welcome to Guests | 1.5 | Mr. Roberson welcomed Mr. Jim Anderson, president, GCSC Foundation, Inc.; Commander Christopher Serow, Naval Support Activity Panama City; 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 | Upon correction of an employee position, Ms. Patronis moved and Mr. McKnight seconded approval of the minutes of the board's February 13, 2014, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; McKnight, aye; Millaway, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye. |
| Special Presentations | 1.8 | 1.8.1 Mr. Roberson and Dr. Kerley presented Soaring Eagle Awards to Mr. Leon Miller and Mr. Ivie Burch, Gulf Coast State College retirees, for their commitment and contributions to the history of GCSC. |

1.8.2 Mr. Roberson and Dr. Kerley invited Ms. Sabara Quinn, chief development officer, and Ms. Loel Davenport, coordinator of Annual Giving & Special Events, to the podium and recognized the Alumni Association for its contribution of \$5,000 to the ATC Technology Excellence Fund as a Milestone Partner and sponsor of the GCSC Alumni Association Community Room.

Mr. Leon Miller, Mr. Johnny Branch, Ms. Rebecca Hall-Cary, and Ms. Pamela Kidwell expressed their gratitude for the opportunity to be part of a building that will make a difference in the growth of our local economy.

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| 2. Trustee Comments | 2.1 | Mr. Millaway reported various upcoming events for the ATC, including the Google Start-Up Conference and the SBDC Entrepreneur of the Year Dinner. Mr. Tannehill commended those who contributed to management of the College budget and delivery of a successful audit. Mr. Crisp praised the work of our nursing graduates and noted the impact GCSC has on the community. Mr. Warriner and Ms. Dunn commented on their opportunity to meet with legislators in Tallahassee to express support for the STEM Education Center. Mr. McKnight reported on various athletic activities. Ms. Patronis spoke of the Alumni Association Fourth Annual Distinguished and Rising Star Awards Dinner and noted the impact it has on the community. |
| 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, March 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 \$74,000 received in private contributions during the past month. He also stated that current assets stand at over \$28 million, and that an event honoring high school seniors as scholarship award recipients will occur on April 11 at the ATC. |
| Honorary Trustee Updates | 2.5.1 | Colonel Holmes was unable to attend. |
| | 2.5.2 | Commander Serow gave a brief overview of activities on NSA-PC. |
| Next Meeting | 2.6 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, April 10, 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 Drive-In Movie Night, SGA Leadership Conference, and the Spinnaker spring event. |

- Program Focus 3.2** Ms. Pam Hiller, military/veterans affairs liaison, Student Affairs, provided a short overview of the Veterans' Book Borrow Program.
- Student Success Story 3.3** Ms. Hiller introduced Ms. Linda Howell, who spoke about her experiences with the Veterans' Book Borrow Program. Ms. Howell expressed her appreciation for the opportunities GCSC has given her.
- 4. Personnel 4.1** Agenda Items **4.1, 4.2,** and **4.3** were bundled for approval.
- Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Advancement in Academic Rank

From Instructor to Assistant Professor Beginning August 2014

Miranda G. Stewart

From Assistant Professor to Associate Professor Beginning August 2014

Novanda P. Adams
Amber L. Clark
David Fistein
Guy W. Garrett
Erika K. Goines
Daniel W. Hudson
Gene K. Owens
Carol F. Schilling
Tracy R. Sewell

From Associate Professor to Professor Beginning August 2014

Dana D. Dye
Fledia P. Ellis
Joseph L. Harris
Mary E. McNaron
Wendy L. Payne
Angelia S. Reynolds
Martha C. Ruder
Jamieson D. Webb
Douglas A. Wells

Continuing Contract Beginning August 2014

Amber L. Clark
David Fistein
Guy W. Garrett
Erika K. Goines

Daniel W. Hudson
Gene K. Owens
Carol F. Schilling
Tracy R. Sewell
Miranda G. Stewart

Employment

Jamiel Vadell - Certified Business Analyst, Small Business Development Center, Economic Development, effective February 17, 2014 – June 30, 2014, annual salary of \$42,845, educational and experiential credit given. This is a new position.

Hilary Wallace - Volunteer, Student Government Association, Student Affairs, effective February 6, 2014 – May 4, 2014. No salary.

Reclassification

Anne M. Helmer - From Human Resources Assistant (grade 9), Human Resources, to Certified Business Analyst, Small Business Development Center, Economic Development, effective March 24, 2014 – June 30, 2014, annual salary of \$38,495. This is a new position.

Quen W. Lamb - From Part-time Certified Business Analyst, Veterans Business Outreach Center, to Full-time Certified Business Analyst, Small Business Development Center and Veterans Business Outreach Center, Economic Development, effective February 14, 2014 – June 30, 2014, annual salary of \$42,345, experiential credit given. This is a new position.

Resignation

Angela Smitherman - Coordinator, Wellness & Benefits, Human Resources, effective April 21, 2014.

Career Services

Employment

Sandra K. Allen - Custodian (grade 6), Maintenance and Operations, effective January 13, 2014, hourly rate of \$9.47. Ms. Allen fills the position vacated by the resignation of Delores McClain.

Joseph Rozier - Part-time Testing Proctor (grade 9), Student Affairs, effective February 17, 2014, hourly rate of \$11.72, includes experiential credit. Upon the resignation of Maria Zea, this position was reclassified from one full-time position to two part-time positions.

Aline M. Trussell - Sr. Administrative Assistant (grade 10), Business & Technology, effective February 17, 2014, hourly rate of \$12.45, experiential and educational credit given. Ms. Trussell fills the position vacated by the retirement of Marcia Mitchell.

Jennifer L. Whitesides - Part-time Testing Proctor (grade 9), Student Affairs, effective February 24, 2014, hourly rate of \$11.72, includes experiential credit. Upon the resignation of Maria Zea, this position was reclassified from one full-time position to two part-time positions.

Reclassification

Gale G. Hansen - From Administrative Assistant (grade 9), Enrollment Services, to Sr. Administrative Assistant (grade 10), Enrollment Services, effective February 14, 2014, hourly rate of \$13.98.

Enter DROP

Candy S. Ash - Sr. Administrative Assistant (grade 10), Military Education, effective May 1, 2014.

Exit DROP

Barbara A. Gilbert - Sr. Administrative Assistant (grade 10), Wellness & Athletics, effective May 22, 2014.

Contract Ratifications

Trustees were asked to approve Contract Ratifications.

February 2014 Overloads

Trustees were asked to approve February 2014 Monthly Exceptional Overloads.

Following review of the professional and career personnel, contract ratifications, and February 2014 Monthly Exceptional Overload recommendations, Ms. Dunn moved and Mr. Tannehill seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, 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 asked the reasoning for the disposal of the listed technology which Mr. Mercer explained was being replaced with new equipment.

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

STEM Education Center Schematic Design **4.5** Mr. Joe Sorci, Florida Architects, gave a presentation outlining the general scope, conceptual design, and scale of the STEM Education Center project. Although the project plans have been scaled down to two stories due to expected funding available for construction, Mr. Sorci explained the how rooms would be utilized for multiple purposes. Ms. Patronis asked if anything has been done to address the parking that will be needed for this building. Mr. Sorci stated that plans for parking are pending negotiations from the DOT Flyover Project. Mr. Roberson thanked Mr. Sorci for addressing concerns, and encouraged trustees to review the information and ask questions.

Approval of Budget Amendments to the Restricted Current Fund (Fund 2) **4.6** Trustees were asked to approve the following amendments:

Budget Amendment J1400752, Bay County Health Department Affordable Care Act Symposium Grant

Budget Amendment J1400789, Small Business Development Center State Performance Grant

Budget Amentment J1400790, Small Business Development Center Federal Grant

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

Tentative Approval of Change to Manual of Policy 6.098 **4.7** This agenda item has been deferred to the April board meeting.

- 5. 2013-14 College Operating Budget**
- 5.1** Trustees reviewed the Budget/Financial Activity Report for fiscal year 2013-14 as of January 31, 2014.
- Advanced Technology Center Update**
- 5.2.1** Dr. Steve Dunnivant, dean, Advanced Technology Center, reported on recent activities occurring at the ATC and noted the coming NOAA Conference that will bring in attendees from around the world.
- Development Update**
- 5.2.2** Ms. Sabara Quinn, chief development officer, gave an update on the Development Office, including the April 12th Ride to Remember event which will benefit veteran and active duty students at GCSC.
- Florida LambdaRail Update**
- 5.2.3** Ms. Barker gave an overview of the Florida LambdaRail, which will be seven times faster than the current internet bandwidth. The Florida LambdaRail is scheduled to be live by August 2014.
- President's Report**
- 5.3** Dr. Kerley shared with trustees some recent activities occurring at the College, including Addy Awards won by the GCSC Marketing & Communications Department, the iSirona Leadership Program, and Gulf Coast State College and the Gulf/Franklin Campus (GFC) being named the 2013 Business Partner of the Year at the Gulf County Chamber of Commerce Annual Dinner.
- 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 11:47 a.m.

Secretary

Chairman