

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

May 8, 2014

9 a.m.

William C. Cramer, Jr. Seminar Room

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

Members Absent: Leah O. Dunn

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| 1. Call to Order | 1.1 | Mr. Roberson called the meeting to order at 9:09 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Warriner led those present in the pledge of allegiance to the American flag. |
| Alma Mater | 1.4 | Mr. Scott Kirkman, assistant professor, Visual & Performing Arts, performed the GCSC Alma Mater. |
| Welcome to Guests | 1.5 | Mr. Roberson welcomed Ms. Mary Jo Myers, vice president, GCSC Foundation, Inc.; Colonel Christopher Holmes, Tyndall Air Force Base; Mr. Douglas Wells, chair, Faculty Council; Ms. Lori Cannon, chair, Professional Employee Council; and Ms. Katherine Cannon, 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 Mr. Tannehill seconded approval of the minutes of the board's April 10, 2014, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Roberson, aye. |
| Special Presentations | 1.8 | 1.8.1 Mr. Roberson and Dr. Kerley presented the Florida College System Activities Association Award of a "Superior" rating to |

Mr. Rusty Garner, coordinator, Technical Services & Support, Visual & Performing Arts, for the *Taking Sides* theatrical production.

1.8.2 Mr. Roberson and Dr. Kerley presented a Soaring Eagle Award to Ms. Maggi LeClair, associate director, Development Office, for her efforts in obtaining grant funding for the College. To honor her service, Dr. Kerley also presented Ms. LeClair with a Resolution to the Northwest Florida Presidents Coalition.

1.8.3 Mr. Roberson and Dr. Kerley recognized Mr. Brent Peacock, director, Business Consultant, VBOC, and announced that the VBOC has been recognized as the 2014 National VBOC of the Year. Mr. Peacock will accept the award during the National Small Business Week Celebration in Washington, D.C. on May 16.

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| 2. Trustee Comments | 2.1 | Trustees commended Dr. Cheryl Flax-Hyman for her efforts in the Presidential Search and noted the smooth process of selecting the final candidates. Mr. McKnight gave information regarding the projected demand for nursing positions and reported on various athletic activities. Ms. Patronis and Ms. Kirvin voiced their excitement to attend the student graduation. Mr. Millaway reported successful results for the Google Start-Up Conference with over 50 people in attendance. Mr. Tannehill made note of the ATC Excellence Campaign celebration and commended those who contributed. |
| Attorney's Report | 2.2 | Attorney Bennett had no report. |
| GCSC Foundation, Inc. President's Update | 2.3 | Ms. Mary Joe Myers updated trustees on the GCSC Foundation, Inc., including \$162,000 received in private contributions during the past month. She also stated that current assets stand at over \$29 million, and that the GCSC Foundation Gala would occur in November 2014. |
| Honorary Trustee Updates | 2.4.1 | Commander Serow was unable to attend. |
| | 2.4.2 | Colonel Holmes gave a brief overview of activities at the Tyndall Air Force Base. |
| Approval of 2014-15 DBOT Meeting Schedule | 2.5 | Dr. Kerley requested approval of the proposed District Board of Trustees meeting schedule for 2014-15. Ms. Patronis made a motion to approve the schedule. Mr. Crisp seconded and the vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Roberson, aye. |

- Next Meeting 2.6** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, June 19, 2014, in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report 3.1** Ms. Katherine Cannon, president, Student Government Association, reported on various activities and stated that events for the 2014-15 academic year are being planned.
- 4. Personnel 4.1** Trustees were asked to approve professional and career personnel recommendations and advancements.

Professional Services

Employment

Shay H. Harrison - Assistant Coordinator, Corporate College, effective April 21, 2014 – June 30, 2014, annual salary of \$29,111, educational and experiential credit given.

Kathleen E. Laster - Volunteer Interim Assistant Softball Coach, Wellness and Athletics, effective April 18, 2014 – May 30, 2014. This is a volunteer position.

Britt L. Williams - Coordinator, Benefits and Wellness, Human Resources, effective April 28, 2014 – June 30, 2014, annual salary of \$32,544, educational and experiential credit given. Ms. Williams fills the position vacated by the resignation of Angela Smitherman.

Reclassification

Loel W. Davenport - From Coordinator, Annual Giving and Special Events to Associate Director, Alumni Relations and Special Events, effective July 1, 2014 – June 30, 2015, annual salary of \$54,745.

Wes R. Keene - From Interim Chair, Social Sciences, to Chair, Social Sciences, effective July 1, 2014 – June 30, 2015, annual salary of \$67,874.

David A. Thomasee - From Public Safety Officer, Office of the President, to Director, Campus Safety and Security, Office of the President, effective July 1, 2014 – June 30, 2015, annual salary of \$52,020.

Non-Renewal of Contract

Susan M. Painter - Head Softball Coach, Wellness and Athletics, effective June 30, 2014.

Ryann Ellingsworth - Assistant Softball Coach, Wellness and Athletics, effective June 30, 2014.

Resignation

Morrissa A. Adams - Transcript Evaluation Specialist, Enrollment Services, effective April 30, 2014.

Resignation - Revision

Angela Smitherman - Correction to April 2014 Board Items, Coordinator, Wellness and Benefits, Human Resources, effective April 24, 2014.

DROP - Completion

Peggy P. Martin - Director Military Education, TAFB, effective July 31, 2014.

DROP - Exit

Bradley E. Killion - Coordinator, Respiratory Therapy, Health Sciences, effective August 29, 2014.

Career Services

Employment

Lori J. Quarles - Human Resources Assistant – Data Entry (Grade 9), Human Resources, effective April 14, 2014, hourly rate of \$11.98, educational and experiential credit given. Ms. Quarles fills the position vacated by the reclassification of Ann Helmer.

Galyna Tuz - Temporary Part-Time Library Assistant, Library, effective March 24, 2014 – May 30, 2014, hourly rate of \$9.85.

Resignation

Marilyn L. Bowen - Senior Administrative Assistant (Grade 10), Natural Sciences, effective May 6, 2014.

Following review of the professional and career personnel recommendations, Mr. McKnight moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows:

Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications.

Following review of the contract ratifications, Ms. Patronis moved and Ms. Kirvin seconded approval as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

April 2014 Monthly Overloads

4.3 Trustees were asked to approve the April 2014 Monthly Exceptional Overloads.

Following review of the April 2014 Monthly Exceptional Overload recommendations, Mr. Warriner moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Millaway, 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.

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

Final Approval of Change to Manual of Policy 6.098

4.5 Trustees were asked to provide final approval for the following Manual of Policy revision:

Policy 6.098, Non-Discrimination, Harassment, and Sexual Misconduct

This policy update reflects changes in the Florida Statute.

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

Approval to Extend Architectural Services Continuing Contract

4.6 Trustees were asked to approve the extension of the current contract for minor project architectural services for another three-year term as provided for in Article 1, paragraph 1.1, of the current agreement. Mr. Crisp expressed his concern for not posting RFPs and Attorney Bennett assured that projects would still need board approval. Mr. Mercer noted the termination section in the contract and explained the limitations on projects.

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

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| Approval of Banking Services Provider | 4.7 | Trustees were asked to approve the continuation of the existing banking relationship with First National Bank Northwest Florida for the next five years. Mr. Roberson expressed his concern regarding how the received proposals were compared and evaluated. Mr. Crisp moved to table the request for further review. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Millaway, aye; Tannehill, aye; Warriner, aye; and Roberson, aye. |
| Discussion/ Approval of Capital Improvement Program Priorities for FY 2015-16 through FY 2019-20 | 4.8 | Trustees were asked to approve the Capital Improvement Program for FY 2015-16 through FY 2019-20 for projects identified in the June 2012 Educational Plant Survey. The recommended priorities for 2015-16 are for additional planning, design and site work for the Math/Science Building, renovations of existing buildings in priority order based on available funding, and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues.

Mr. McKnight made a motion to accept the recommendation as presented. Ms. Patronis seconded, and the vote was recorded as follows: Crisp, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Millaway, 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 March 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 success of the Google Start-Up Conference. |
| Development Update | 5.2.2 | Ms. Sabara Quinn, chief development officer, gave an update on the Development Office, including efforts for funding the Rosenwald Junior College Center For Social Change and Inclusion. |
| President's Report | 5.3 | Dr. Kerley shared with trustees some recent activities occurring at the College, including recent legislative topics, graduation, and the End-of-Year Luncheon. |
| 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 10:06 a.m.

Secretary

Chairman