

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

April 11, 2013

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler, Leah O. Dunn, Karen L. Durden, Katie L. Patronis, Ralph C. Roberson, Joe K. Tannehill, Jr., David Warriner, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Dan A. Estes, Jim W. McKnight

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| 1. Call to Order | 1.1 | Ms. Butler called the meeting to order at 10:02 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Aaron Wagner 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 | Ms. Butler welcomed Mr. Les Brackett, president, GCSC Foundation, Inc.; Ms. Libby McNaron, chair, Faculty Council; Ms. Katrina Porter, chair, Professional Employee Council; and Mr. Aaron Wagner, 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. Durden moved and Ms. Patronis seconded approval of the minutes of the board's February 14, 2013, regular meeting, and the February 20, 2013, special meeting and workshop as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Butler, aye. |
| Special Presentations | 1.8 | Chair Butler and President Kerley congratulated Coach Vernetta Skeete, Assistant Coach T. J. Royals and the Women's Basketball team for winning the State Championship. |

Coach Skeete was also recognized as the Region 8 Coach of the Year.

Ms. Butler and Dr. Kerley acknowledged recent gifts to the College for the Advanced Technology Center and expressed their sincere appreciation to the following donors:

- Mr. John Ed McDanal, district manager, and Mr. Bernard Jacobs, vice president, Gulf Power Company, for their donation of a Solar Canopy EV Recharging Station totaling \$73,777. Mr. Jacobs expressed his desire to promote STEM programs and learning research opportunities throughout the area.
- Mr. Dan Gardner, vice president, Business Development, Compass Solar Energy, for support, donation, and installation of an EV link-charging station, totaling \$3,459. He pointed out the importance of preparing students for jobs of the future.
- Mr. and Mrs. Steve Millaway for their gift of \$25,000 to the ATC Technology Excellence Fund-Millaway Institute for Entrepreneurship. Mr. Millaway shared the story of his own success and his excitement at how the ATC will provide educational opportunities that will translate into jobs in this area.
- Mr. Dan Copsy, president and chief executive officer, and Ms. Mary Dobson, account manager, represented TestEquity, LLC for their contribution of \$37,821 in peripheral devices for the electronics and engineering technology program.
- Mr. James Walker, U.S. channel manager, and Mr. Larry Shemetulskis, field account manager, Tektronix, Inc., with a generous contribution in the amount of \$24,940. In recognition of and to honor Tektronix for the gift, the second floor engineering lab in the Advanced Technology Center will be named the Tektronix Engineering Lab.
- Mr. Rod Jaeger, regional sales manager, Amatrol, for their gift of \$23,541 which will support mechatronic trainers for the robotics and advanced manufacturing programs.
- Dr. James T. Cook, III presented the College with a generous contribution in the amount of \$10,000 to go toward the Technology Excellence Fund. In recognition of the contribution, a computer lab in the Advanced

Technology Center will be named the Dr. and Mrs. James T. Cook, III Computer Laboratory.

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| 2. Trustee Comments | 2.1 | Mr. Roberson and Ms. Patronis welcomed Trustee David Warriner to the board and noted his longtime relationship with the College and the Foundation. Ms. Dunn congratulated the Lady Commodore Basketball team for winning the State Championship and mentioned the great support from our legislative delegation. Mr. Tannehill mentioned that he and Dr. Kerley are serving on the Northwest Florida Skilled Technician Task Force charged with the task of creating a skilled technician talent supply to attract new employers to the region. Ms. Durden commended Mr. Herman Daniels for the many ways he has served the College and wished him well in his retirement. Mr. Warriner thanked trustees for their warm welcome and acknowledged that he is humbled to serve as a trustee. Ms. Butler thanked Dr. Kerley for his vision of the Advanced Technology Center and stated that today's special presentations were a testament to his vision. |
| Attorney's Report | 2.2 | Attorney Bennett had no report. |
| GCSC Foundation, Inc. President's Update | 2.3 | Mr. Les Brackett updated trustees on the GCSC Foundation, Inc., including \$82,000 received in private contributions over the past month. He also stated that current unaudited assets stand at over \$26 million, that the GCSC Foundation dinner and Kenny Loggins concert would be held at the Edgewater Beach Resort on May 10 th , that the Scholarship Awards Ceremony was held last week, and that over 900 scholarship applications are being reviewed. |
| Honorary Trustee Updates | 2.4 | The Honorary Trustees were unable to attend today's meeting. |
| Next Meeting | 2.5 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, May 9, 2013, in the William C. Cramer, Jr. Seminar Room. |
| 3. SGA Report | 3.1 | Mr. Aaron Wagner, president, Student Government Association, reported on various events, including the Spring Luau scheduled for April 20, 2013. Since this will be his last meeting, trustees thanked Mr. Wagner for his hard work and dedication. |
| Program Focus | 3.2 | Dr. Holly Gunning, chair, Health Sciences Division; Ms. Laura Justice, coordinator, Dental Programs; and Ms. Martha Ruder, coordinator, Associate Degree Nursing Program, provided an overview of the College's Health Sciences programs, noting that all programs are limited access, applications |

are available online, and all requirements and deadlines are listed in the application packet. To maintain fairness, consistency, and accuracy in the admissions process, each program has a selection committee that scores and ranks the applications using objective criteria. Each program also has an advisory committee made up of health care professionals and community members to provide input in the program. In order for students to demonstrate clinical competencies and standards of safe practice, exit testing is a requirement for program completion. Beginning fall semester 2013, students will undergo additional testing experiences after the first and third semesters to better acquaint them with the testing process and thus better ensure their success on the exit and certification exams. Trustees indicated that this appears to be a thorough and fair process.

4. Personnel

4.1 Agenda Items **4.1** and **4.2** were bundled for approval.

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

Professional Services

Advancement in Academic Rank

From Assistant Professor to Associate Professor, Beginning August 2013

Melinda A. Cumbaa
Kimbally R. Guilford
Deicy G. Jimenez-Orozco
Scott A. Kirkman
Betty E. McKinnie
Sharon A. Milner
James H. Sheetz
DeeAnn VanDerSchaaf

Continuing Contract Beginning August 2013

Melinda A Cumbaa
Deicy G. Jimenez-Orozco
Scott A Kirkman
James H. Sheetz

Employment

Darlene Brothers-Gray - Coordinator, Crime Scene Technology, Public Safety, effective March 18, 2013 – June 30, 2013, annual salary of \$33,660, experiential credit given. Ms. Brothers-Gray fills the position vacated by the retirement of Steven H. Brumm.

Charity N. Butler - Volunteer, Assistant Softball Coach, Wellness & Athletics, effective February 28, 2013 – June 30, 2013.

Miranda L. Duboi - Graduation Specialist, Enrollment Services, Student Affairs, effective March 4, 2013 – June 30, 2013, annual salary of \$26,306, experiential and educational credit given.

Jennifer N. Edewaard - E-Advising Specialist, Student Affairs, effective February 12, 2013 – June 30, 2013, annual salary of \$26,306, experiential credit given. Ms. Edewaard fills the position vacated by the resignation of Agnes Yeakel.

Elizabeth R. Wells-Beede - Temporary full – time, Assistant Professor, Health Sciences, effective February 21, 2013 – May 4, 2013, salary of \$10,930. Ms. Wells-Beede fills the position vacated by the resignation of Donna R. Fowler.

Reclassification

Rhonda Sanford-Murphy Barker - From Interim Director, Lighthouse Administrative Systems, to Chief Information Officer, effective April 1, 2013 – June 30, 2013, annual salary of \$96,000. Ms. Barker fills the position vacated by the retirement of Herman Daniels.

Lynn Eichler - From Manager IV SBDC Business Analyst, to Interim Director, SBDC/VBOC, effective February 18, 2013 – June 30, 2013, annual salary of \$51,000. Mr. Eichler fills the position due to the non-renewal of Jose L. Chavarria's contract.

Faye H. Hardee - From Assistant Coordinator, Benefits, Human Resources, to Assistant Coordinator, Florida TRADE Grant, Continuing Education, effective July 1, 2013, no change in salary.

Angela Smitherman - From Coordinator, Human Resources to Coordinator, Benefits and Wellness, Human Resources, effective July 1, 2013, no change in salary.

Resignation

Leah W. Rising - Assistant Professor, Health Sciences, effective May 3, 2013.

Nicoleila Winther - Coordinator, Career Center, Student Affairs, effective April 11, 2013.

Nonrenewal of Contract

Jose L. Chavarria - Director, SBDC/VBOC, Economic Development, effective June 30, 2013.

Career Services

Employment

Kendall D. Engman - Lifeguard (Grade 3), Wellness & Athletics, effective March 4, 2013, hourly rate of \$8.30.

Theodora L. Preston - Financial Aid Assistant (Grade 9), Financial Aid, effective March 25, 2013, hourly rate of \$12.07, educational and experiential credit given. Ms. Preston fills the position vacated by the promotion of Ursula Y. Backus.

Reclassification

Larry D. McCullough - From Custodian (Grade 7) to Lead Custodian (Grade 8), Maintenance & Operations, effective March 29, 2013, hourly rate of \$11.69. Mr. McCullough fills the position vacated by the promotion of James Garcia.

Resignation

Teresa S. Beaver - Member Associate (Grade 11), WKGC, Marketing & Communications, effective March 20, 2013.

Enter DROP

Barbara A. Gilbert - Senior Administrative Assistant (Grade 10), Wellness & Athletics, effective April 1, 2013.

Willie H. White - Custodian (Grade 6), Maintenance & Operations, effective September 1, 2013.

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications.

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

- February and March 2013 Overloads** **4.3** Trustees were asked to approve February and March 2013 Monthly Exceptional Overloads.
- Following review of the February and March 2013 Monthly Exceptional Overload recommendations, Ms. Patronis moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Butler, 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. Durden moved and Mr. Warriner seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Butler, aye.
- Tentative Approval of Changes to Manual of Policy** **4.5** Agenda items **4.5.1, 4.5.2, 4.6.1, 4.6.2, and 4.6.3** were bundled for approval.
- Trustees were asked to provide tentative approval for the following Manual of Policy revisions:
- 4.5.1** Policy 4.018, Grades
Policy change makes students responsible for initiating course withdrawals up to an established deadline date, with defined consequences.
- 4.5.2** Policy 7.080, Class Attendance
Changes spell out current policy provisions in greater detail than is currently documented.
- Final Approval of Changes to Manual of Policy** **4.6** Trustees were asked to provide final approval for the following Manual of Policy revisions:
- 4.6.1** Policy 6.045, Resignations – Breach of Contract
Changes are needed to ensure continuity of operations of the college.
- 4.6.2** Policy 6.070, Vacation Leave for Personnel Employed on 12-Month Basis
Changes are needed to ensure continuity of operations of the college when a staff member in a Director level or above position resigns or retires from the college.
- 4.6.3** Policy 7.011, Graduation
Changes are needed to update the graduation application process and the awarding of baccalaureate degrees.

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

**Approval of
Change Order
#1 to the
Siemens
Energy
Performance
Contract**

4.7

Trustees were asked to approve Change Order #1 to the Siemens Energy Performance contract. This is a deductive change order in the amount of \$410,036.49 for the direct purchase of materials, resulting in a new contract amount of \$2,243,443.51.

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

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

4.8

Trustees were asked to approve the following amendments:

Budget Amendment J1300698, Small Business Development Center Grant

A Small Business Development Center grant from the Panama City Community Development Agency in the amount of \$13,640.

Budget Amendment J1300753, GCSC Foundation Kaizen Grants

Six Gulf Coast State College Foundation Kaizen grants to instructional areas totaling \$12,890.

Budget Amendment J1300853, Corporation for Public Broadcasting Grant

Corporation for Public Broadcasting 2012-13 grant for WKGC in the amount of \$147,661.

Dr. Kerley recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2012-13. Ms. Dunn moved and Mr. Tannehill seconded approval of the amendments as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Butler, aye.

**Approval of
Gulf Power
Solar for
Schools
Photovoltaic
Solar Panel**

4.9

Trustees were asked to approve the Gulf Power Solar for Schools Photovoltaic Solar Panel Array agreement.

Under Gulf Power's Solar for Schools program, the company's contribution of a solar powered generator and canopy for electric vehicle recharging to the Advanced Technology Center (ATC) project will provide three parking spaces for electric and hybrid-

Array Agreement

electric vehicles to recharge directly from sunlight. Gulf Power's support totals over \$70,000, in addition to the \$3,000 contribution from Compass Solar.

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

Approval of Change Order #20 to the ATC Contract

4.10 Trustees were asked to approve Change Order #20 to the GAC/H. J. High Joint Venture contract for the Advanced Technology Center. This is a deductive change order in the amount of \$736,322.03 for the direct purchase of materials, resulting in a new contract amount of \$25,450,987.96.

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

Approval of Annual Equity Report

4.11 Dr. Carrie Baker referred the trustees to the GCSC Annual Equity Report to the Division of Florida Colleges. Dr. Baker noted the strategies used to increase student retention including the implementation of mini-mesters, mandatory student orientation, and student follow-ups. Efforts for recruitment of a diverse employee population are being increased by advertising job opportunities nationally and locally through trade journals, minority publications, and the GCSC webpage.

Ms. Durden moved to approve the report. Ms. Patronis seconded and the vote was recorded as follows: Dunn, aye; Durden, aye; Patronis, aye; Roberson, aye; Tannehill, aye; Warriner, aye; and Butler, aye.

5. 2012-13 College Operating Budget

5.1 Trustees reviewed the Budget/Financial Activity Report for fiscal year 2012-13 as of February 28, 2013.

Lighthouse Progress Report

5.2.1 Dr. Kerley mentioned Mr. Herman Daniels's retirement and the promotion of Ms. Rhonda Barker as Chief Information Officer, effective April 1, 2013.

Strategic Planning Update

5.2.2 Dr. Kerley stated that the College would soon be in a transitional period to create a new strategic plan.

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| Advanced Technology Center Update | 5.2.3 | Dr. Kerley stated that completion of the ATC is expected to be on time and requested that tours be scheduled for the trustees after the May meeting. |
| Development Update | 5.2.4 | Ms. Melissa Hagan, chief development officer, provided trustees with an update on recent activities in the Development Office, including fundraising projects and the GCSC Distinguished Alumni Dinner. |
| President's Report | 5.3.1 | Dr. Kerley shared with trustees some recent activities occurring at the College including meetings with state officials and ATC presentations. |
| Global Issues | 5.3.2 | Dr. Kerley provided trustees with information on global issues and events. |
| 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 the All Night Strut, Musical Revue, April 12 – 21, Amelia Center Theatre, as well as other College events. |
| 7. Adjournment | 7.1 | The meeting was suspended at 12:20 p.m. then adjourned at 12:50 p.m. |

Secretary

Chairman