

**FINAL**

**MINUTES**

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

**December 8, 2011**

10 a.m.

William C. Cramer, Jr. Seminar Room

**Members Present:** Denise D. Butler, Karen L. Durden, Dan A. Estes, Shirley J. Jenkins, Katie L. Patronis, Joe K. Tannehill, Jr., Dr. Jim Kerley, and Derrick Bennett

**Members Absent:**

- |                             |            |   |
|-----------------------------|------------|---|
| <b>1. Call to Order</b>     | <b>1.1</b> | Ms. Butler called the meeting to order at 10:04 a.m.  |
| <b>Invocation</b>           | <b>1.2</b> | Dr. Kerley gave the invocation.   |
| <b>Pledge of Allegiance</b> | <b>1.3</b> | Mr. Estes led those present in the pledge of allegiance to the American flag.   |
| <b>GCSC Alma Mater</b>      | <b>1.4</b> | Ms. Brandi Tagirs, student, performed the GCSC Alma Mater.  |
| <b>Welcome to Guests</b>    | <b>1.5</b> | Ms. Butler welcomed Dr. Linda Fitzhugh, chair of the Faculty Council; Ms. Melissa Pinero, chair of the Professional Employee Council; Mr. Jean Douyon, secretary, SGA; Mr. Joe Hamner, vice president, GCSC Foundation, Inc.; and Commander Anthony Anglin, Naval Support Activity Panama City. |
| <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. Durden moved and Mr. Estes seconded approval of the minutes of the board's November 3, 2011, regular meeting as distributed. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.                                       |

Ms. Butler appointed Mr. Estes to serve as the board liaison on the Athletic Council and Ms. Patronis to serve as board liaison on the Alumni Council.

**Special  
Presentation –  
Singing  
Commodores**

**1.8** The board enjoyed Christmas songs performed by the Singing Commodores.

**Lighthouse  
Progress  
Report**

**1.9** Ms. Durden asked Dr. Kerley to address the current situation with military plane located at the front of the main campus. Dr. Kerley explained that the plane is not owned by the College and that it is in a state of serious disrepair and would be expensive to refurbish. Last week, the College was notified by the Florida Department of Transportation that due to road construction/changes, the plane would need to be relocated. USAF is no longer allowed to support static displays due to budget concerns. The College is in contact with the U.S. Air Force Museum - Dayton, OH, and they are looking for a new location. He reiterated that we are a pro military College and that construction on a new Military Park, representing all military branches, would begin soon. Ms. Patronis requested that a press release be sent out to update the community on the Military Park.

Ms. Butler asked those recording the meeting to ensure that a place for trustee comments be put on the agenda from this point forward.

Mr. Herman Daniels provided trustees with an update on the Lighthouse Project and noted the following: HR/Payroll are currently reviewing data recently moved to Banner in anticipation of the January 1, 2012, launch, fall 2012 registration in Banner should be ready by April, and faculty/staff payroll tests were run successfully.

**Strategic  
Planning  
Update**

**1.10** Ms. Butler called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles gave examples on each of the four core initiatives of the Strategic Plan which included: daytime performances of Alice's Adventure in Wonderland to elementary school children, the beginnings of the approval process for Bachelor's in Applied Science programs in Hospitality Management and Digital Media, partnerships with various companies who submitted a five-year plan to redesign high schools, and the Bay County Manufacturer's Roundtable discussions. Dr. Kerley commended Ms. Melissa Hagan for her work with the company partnerships, which will aid our technical programs.

- 2. Attorney’s Report – Approval of Estoppel Certificate – TowerCom Lease**
- 2.1.1** Mr. Bennett requested approval of the Ground Lessor’s Estoppel Certificate, explaining that the attorney from the current tenant, TowerCom, has requested to sign a lease.
- Ms. Patronis moved and Ms. Durden seconded approval of a motion to approve the certificate. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.
- Board Protocol**
- 2.1.2** Mr. Bennett gave a review on the protocol regarding comments from non-voting members and guests during DBOT meetings. Mr. Bennett explained that comments can be made during the “Hearing of Citizens” agenda item, and remaining agenda items are limited to voting trustees.
- GCSC Foundation, Inc. President’s Update**
- 2.2** Mr. Joe Hamner (in the absence of Foundation President, Mr. Clint Mayo), gave an update for the GCSC Foundation, Inc., including the announcement of over \$37,000 in private contributions received in November, and a year-to-date income of 192,000. He also noted the seven scholarship application workshops will be available on campus in January and February. Mr. Hamner read an inspirational student scholarship application essay, and noted the impact the College has on student lives.
- Honorary Trustee Updates**
- 2.3** Commander Anglin gave a short overview of activities on NSA-PC.
- Next Meeting**
- 2.4** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, January 12, 2012, at the Emergency Operations Center, Room 105.
- Annual Automobile Mileage Log**
- 2.5** The President’s Annual Automobile Mileage Log report was lodged with the District Board of Trustees.
- 3. SGA Report**
- 3.1** Mr. Jean Douyon, representing the Student Government Association, provided an update, including the development of a program to help students who have household needs. Ms. Durden asked if there was a way for the community to contribute, which Mr. Douyon stated that the community will be notified once plans have been finalized. The Toys for Tots program will be held at Rock It’ Lanes on December 15, and the SGA office is a current drop-off location.
- 4. Personnel Recs**
- 4.1** Trustees were asked to approve professional and career personnel recommendations.

## **Professional Services**

### **Reclassification**

Arifa Garman - From Project Manager, E-Learning, to Interim Director, E-Learning, effective November 1, 2011 – June 30, 2012, salary of \$38,458.00 (based on annual salary of \$57,687).

Alison J. Green - From Temporary full - time, Assistant Professor, Business & Technology, to Assistant Professor, Business & Technology, effective January 3, 2012 – May 4, 2012, salary of \$20,422 (based on annual salary of \$41,304).

### **Resignation**

Michele G. Azzati - Associate Professor, Health Sciences, effective January 3, 2012.

Pam H. Cooley - Coordinator, Business, Training & Marketing, Continuing Education, effective November 23, 2011.

## **Career Services**

### **Employment**

Ursula Y. Backus - Financial Aid Assistant I (Grade 9), Financial Aid, Budget & Student Financial Services, effective December 5, 2011, hourly rate of \$11.64, experiential and educational credit given. Ms. Backus fills the position vacated by the promotion of Rebecca Ramsey.

Teressa C. Zekas - Switchboard Operator (Grade 6), Budget & Student Financial Services, Business Affairs, effective November 1, 2011, hourly rate of \$9.83, experiential credit given. Ms. Zekas fills the position vacated by the resignation of Carol P. Caruso.

### **Resignation**

Markee D. Crenshaw - Groundskeeper (Grade 6), Maintenance & Operations, effective November 14, 2011.

### **Retirement**

Thomas L. Gillespie - Custodian, (Grade 6), Maintenance & Operations, effective January 3, 2012.

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

**Overloads**      **4.3**      Trustees were asked to approve fall 2011/November Monthly/Exception overload recommendations.

Following review of the professional and career personnel, contract ratifications, and fall 2011/November Monthly/Exception overload recommendations, Ms. Jenkins moved and Mr. Estes seconded approval as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

**Approval of Budget Amendments to Restricted Current Fund**      **4.4**      Final approval was given for the following budget amendments:

**4.4.1**      Budget Amendment J0000206  
                 Workforce Board Programs

**4.4.2**      Budget Amendment J0000209  
                 Veterans Business Outreach Center

**4.4.3**      Budget Amendment J0000255  
                 Jesse DuPont Tutorial Bridge Grant

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

**Approval of Budget Amendments to Agency Fund**      **4.5**      Final approval was given for the following budget amendments:

**4.5.1**      Budget Amendment J0000231  
                 Campus Student Organizations

**4.5.2**      Budget Amendment J0000322  
                 Respiratory Club

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

**Approval of Public Safety/EOC Change Order #18**      **4.6**      It was recommended to approve Change Order #18 to the Public Safety/Emergency Operations Center, a deductive change order in the amount of 473,281.07 for the direct purchase of materials. This change will result in a new contract amount of \$7,197,713.70.

Ms. Durden moved and Ms. Jenkins seconded approval. The vote

was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

**Approval of  
Data Center  
Change  
Orders**

**4.7** Approval was given to the following change orders:

**4.7.1** Data Center Project Change Order #3

Trustees were asked to approve Change Order #3 to the Jerry Pybus Electric, Inc. Data Center Generator contract. This will be a deductive change order in the amount of \$39,919.60 for the direct purchase of materials, and will bring a new contract amount of \$89,140.40.

**4.7.2** Data Center Project Change Order #4

Trustees were asked to approve Change Order #4 to the Jerry Pybus Electric, Inc. Data Center Generator contract. This will be a deductive change order in the amount of \$15,142.10 for the direct purchase of materials, and will bring a new contract amount of \$73,998.30.

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

**Approval of  
Submission of  
Letters of  
Intent to  
FLDOE**

**4.8** Trustees were asked to approve two letters of intent to submit proposals to the Florida Department of Education for Bachelor of Applied Science degree programs in Hospitality Management and Digital Media. These letters serve to begin the process of program development, and do not constitute program approval. Dr. Bishop explained that there is a workforce need for these programs and expects the programs to be successful in filling anticipated positions in these fields. Dr. Bishop also reported that the Bachelor of Science in Nursing program is expected to be available in fall 2012, subsequent to approval by the Florida State Board of Education. Ms. Patronis expressed her appreciation to Dr. Kerley for his meetings with FSU-PC in order to avoid duplicating programs.

Mr. Estes made a motion to accept the letter as presented. Ms. Durden seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

**Inventoried  
Property**

**4.9** Approval was requested to dispose of equipment that the property custodians had determined no longer serves the needs of the College's students or staff.

Ms. Patronis made a motion to approve the list. Ms. Jenkins seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

**5. President's Report**

**5.1.1** Dr. Kerley informed the trustees of various celebrations and highlights from across the College, including the newly released 2010-11 GCSC Annual Report, retention reports ranking GCSC number one in the nation in raising enrollment from 2009 to 2010, and the approaching SACS visit in January. Ms. Durden asked if trustees would be required to join the SACS visitors for lunch. Dr. Bishop assured that details will be planned and the trustees will be notified if needed. Dr. Kerley announced Ms. Wood's resignation and commended her dedication to the board. He also expressed his anticipation that the Governor will soon be selecting three new board members to fill the vacant positions. Ms. Melissa Hagan announced a \$5,000 dollar donation from Wells Fargo to be used for the Advanced Technology Center. Ms. Durden asked what programs will be available in the ATC. Dr. Kerley stated that it is intended for the culinary program to be included in the ATC, but it is depending on equipment.

Mr. Estes requested that students who are featured in the 2010-11 GCSC Annual Report be highlighted at the DBOT meetings as well.

Ms. Butler expressed her appreciation for all of the information provided in the administrative updates and assured that the trustees take time to read the board materials.

**Global Issues**

**5.1.2** Dr. Kerley provided trustees with information on global issues and events.

**Administrative Updates**

**5.2** Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area.

**Discussion of 2011-12 College Budget**

**5.3** The Financial Activity Report for FY 2011-12 as of October 31, 2011, was provided for trustee review.

**6. Good of the Order**

**6.1** Trustees were invited and encouraged to attend the GCSC Holiday Luncheon on December 16, at 11 a.m. in the Commodore Cafe, as well as other College events.

**7. Adjournment**

**7.1** The meeting was suspended at 11:38 a.m.

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Secretary

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Chairman