

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

September 15, 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: Linda R. Wood

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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. Joe Tannehill led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Ms. Butler welcomed Dr. Linda Fitzhugh, chair of the Faculty Council; Ms. Melissa Pinero, chair of the Professional Employee Council; Mr. Clint Mayo, president of the GCCC Foundation, Inc.; and Mr. Chaz Mullinax, president of the Student Government Association. |
| Hearing of Citizens | 1.5 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.6.1 and 1.6.2 | Ms. Durden moved and Ms. Jenkins seconded approval of the minutes of the board's July 21, 2011 regular meeting, and minutes of the board's Construction Committee meeting of August 25, 2011, as distributed. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye. |
| Special Presentations | 1.7.1 | The Concert Chorale performed the new Gulf Coast State College Alma Mater directed by Mr. Scott Kirkman. Following the performance, Mr. Estes moved and Ms. Durden seconded approval to adopt as the official Gulf Coast State College alma mater. The |

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

1.7.2 Ms. Butler and Dr. Kerley presented the following Florida College System Activities Association Awards to Ms. Rosemarie O’ Bourke, chair, Visual & Performing Arts:

- Community Service Award for “*Ramona Quimby*” for the Fall of 2010
- “*Ramona Quimby*” Superior Rating, Fall 2010
- “*A Doll’s House*” Superior Rating, Fall 2010
- “*Picasso at the Lapin Agile*” Excellent Rating, Spring 2011

1.7.3 Ms. Leah Roper, senior library assistant, Library, and Mr. Lonnie Freeman, custodian, Maintenance & Operations, received Soaring Eagle Awards for their lifesaving actions. Ms. Butler read from letters provided FSU Police Officer Brian Eckel describing how each one went out of their way to help someone in need of emergency medical care. Dr. Kerley presented each with a certificate of appreciation.

1.7.4

Mr. Clint Mayo and Mr. Dunkin McLane representing the Gulf Coast Community College Foundation, Inc. presented the College with a check for \$646,000, which will provide scholarships for 750 students. Ms. Butler and Dr. Kerley expressed their appreciation for the continued support of the Foundation.

**Lighthouse
Progress
Report**

1.8 Mr. Herman Daniels provided trustees with an update on the Lighthouse Project and noted the following: 107 employees received budget query training, the online student administration system will go live on October 1, and Human Resources will go live on January 1, 2012.

**Strategic
Planning
Update**

1.9 Dr. Kerley reaffirmed his commitment to the five-year Strategic Plan and stated that in an effort to meet the goals of expanding learning opportunities, GCSC would be hosting a Constitution Day event, Student Affairs has restructured its functional areas to improve services to students, the College is participating in the Democracy Commitment focusing on promotion community engagement and service, and Continuing Education is conducting an environmental scan of our service area to redirect focus on the changing training services that can be provided by the College.

**2. Attorney's
Report
McClure
Waiver**

2.1.1 To avoid a potential conflict of interest concerning the McClure litigation, Attorney Bennett requested that trustees approve a waiver to use his law firm despite a prior history with the bonding company. Ms. Durden moved and Mr. Estes seconded approval of a motion to approve the waiver. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

**Non-
Disclosure
Agreement**

2.1.2 Attorney Bennett presented a non-disclosure agreement between Cubic Global Tracking Solutions, Inc. (CGTS) and Gulf Coast State College for board approval. He explained that CGTS provides GPS type technology and asked the College to serve as a test area for software technology. He reviewed the agreement and added an amendment stating that all documents provided the College be labeled "trade secret," and that the College would not be the guarantor of the trademark agreement. Dr. Kerley mentioned that CGTS would be providing the College with \$250,000 worth of equipment and would be an anchor partner for the Advanced Technology Center. In response to Mr. Tannehill's question about whether this agreement would sunset, Attorney Bennett responded that it would terminate in two years. Mr. Estes moved and Mr. Tannehill seconded approved of the non-disclosure agreement as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

**GCCC
Foundation,
Inc.
President's
Update**

2.2 Mr. Mayo thanked the board for appointing Mr. Joe Tannehill as the Foundation Liaison and for providing office space, IT, and phone support for the Foundation. He stated that even in these difficult economic times, the Foundation received \$95,000 in contributions from mid-July through September. He also noted that unaudited net assets totaled \$24,962,400 as of August 2011, seven STARS workshops would be conducted in January and February 2012, the Shark's Tooth Pairing Party and Golf Tournament would occur October 28-29, the Sun Run would be January 14, 2012, and the Foundation Annual Meeting would be on February 3, 2012. Mr. Mayo thanked Mr. Sorci and Florida Architects for agreeing to be the title sponsor for the Shark's Tooth Golf Tournament.

**Honorary
Trustee
Updates**

2.3 The Honorary Trustees were unable to attend today's meeting.

Next Meeting

2.4 The next regular meeting of the District Board of Trustees is set for 10 a.m. ET, Thursday, October 6, 2011, at the Gulf/Franklin

Campus.

- 3. SGA Report** **3.1** Mr. Chaz Mullinax introduced the E-Board members and advisors to trustees and presented a video of the Welcome Back activities. He mentioned that SGA is restructuring committees and rewriting their constitution and noted that several activities being planned.
- 4. Personnel** **4.1** Following review of the professional and career personnel, contract ratifications, and June, July, and August
- Contract Ratifications** **4.2** Monthly/Exception overload recommendations, Ms. Durden moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.
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Overloads **4.3** **Professional Services**

Employment

John M. Foster—Assistant Professor, Natural Sciences, effective August 15, 2011 – May 4, 2012, annual salary of \$37,166. Mr. Foster fills the position vacated by the reclassification of Rosemary Davenport.

Alison J. Green—Temporary, full time, Assistant Professor, Business & Technology, effective August 16, 2011 – December 22, 2011, semester salary of \$15,208 (based on semester salary of \$15,375). Ms. Green fills the position vacated by the resignation of Melinda H. McDaniel.

Emily Klins—Internship Position, Marketing & Communications, effective August 29, 2011 – December 16, 2011. Unpaid position.

Alex G. Kubal—Assistant Baseball Coach, Wellness & Athletics, effective August 1, 2011 – June 30, 2012, annual salary of \$24,917. Mr. Kubal fills the position vacated by the resignation of Michael Murphree.

Mary R. Rhodes—Assistant Professor, Nursing, Health Sciences, effective August 19, 2011 – May 4, 2012, annual salary of \$44,942 (based on annual salary of \$45,964). Ms. Rhodes fills the position vacated by the resignation of CarolAnn Kendrick.

Tonitta W. Sauls—Assistant Professor, Business & Technology, effective August 15, 2011 – May 4, 2012, annual salary of \$43,627. Ms. Sauls fills the position vacated by the resignation of Adria Peaden.

Jamie C. Shepard—Project Director, Community Based Job Training Grant, Health Sciences Division, effective September 6, 2011 – February 29, 2012. Salary of \$24,329 (based on annual salary of \$50,000). Ms. Shepard fills the position vacated by the reclassification of Melissa R. Hagan.

Kevin A. Tolar—Assistant Baseball Coach, Wellness & Athletics, effective August 15, 2011 – June 30, 2012, salary of \$5,000.

Vanessa E. Vale Feliciano—Assistant Professor, Language & Literature, effective August 15, 2011 – May 4, 2012, annual salary of \$35,658. Ms. Vale Feliciano fills the position vacated by the resignation of Alicia Campbell.

Reclassification

Lori A. Cannon—From Senior Administrative Assistant, Student Affairs, to Student Leadership Assistant Coordinator, Student Affairs, effective August 1, 2011 – June 30, 2012, salary of \$22,988 (based on annual salary of \$25,000).

Wendi Garrett—From Bachelor's Degree Program Recruiter, part – time, Student Affairs, to Assistant Coordinator, Recruitment, Student Affairs, effective August 1, 2011 – June 30, 2012, annual salary of \$22,988 (based on annual salary of \$25,000).

Melissa R. Hagan—From Project Director CBJT Grant, Health Sciences, to Chief Development Officer, Resource Development Office, effective August 15, 2011 – June 30, 2012, salary of \$57,278 (based on annual salary of \$65,000).

Katrina M. Porter—From Financial Aid Assistant II (Grade 10), Financial Aid, Budget & Student Financial Services, to Student Events Planner, Student Affairs, effective August 1, 2011 – June 30, 2012, salary of \$22,988 (based on annual salary of \$25,000).

Brittney E. Simmons—From Community Recruiter, Student Affairs, to Assistant Coordinator, Recruitment, Student Affairs, effective July 1, 2011 – June 30, 2012, annual salary of \$25,000.

Resignation

John C. Brinsfield—Assistant Coordinator, Surgical Technology, Health Sciences Division, effective October 1, 2011.

Dunkin C. McLane—Coordinator, Finance & Administration, Gulf Coast Community College Foundation, Inc., effective August 31, 2011.

Michael Murphree—Assistant Baseball Coach, Wellness & Athletics, effective July 15, 2011.

Heather N. Ricketts—Assistant Coordinator, Donor Relations & Special Events, Gulf Coast Community College Foundation, Inc., effective August 12, 2011.

Enter DROP

Bradley E. Killion—Coordinator, Respiratory Therapy, effective September 1, 2011.

Career Services

Employment

Christopher S. Boswell—Heating/Air Conditioning Technician I (Grade 12), Maintenance & Operations, effective September 1, 2011, hourly rate of \$12.44, experiential credit given. Mr. Boswell fills the position vacated by the resignation of Bradley S. Ballard.

Latangela F. Lowder—Testing Assistant (Grade 9), Student Affairs, effective August 1, 2011, hourly rate of \$10.25. Ms. Lowder fills the position vacated by the reclassification of Marilyn N. Bowen.

Zane R. Turnipseed—Lifeguard, Wellness & Athletics, effective August 17, 2011, hourly rate of \$7.94.

Reclassification of Employment

Rebecca L. Ramsey—From Financial Aid Assistant I (Grade 9), to Financial Assistant II (Grade 10), Financial Aid, Budget & Student Financial Services, effective September 12, 2011, hourly rate of \$12.07, experiential credit given. Ms. Ramsey fills the position vacated by the reclassification of Katrina M. Porter.

Reemployment

Reikia R. Blakely—Lifeguard, Wellness & Athletics, effective August 22, 2011, hourly rate of \$7.94.

Resignation

Krystal N. Altigieri—Senior Cashier (Grade 10), Administration & Finance, effective September 9, 2011.

Erica E. Lester—Executive Administrative Assistant (Grade 12). Gulf Coast Community College Foundation, Inc., effective August 31, 2011.

Retirement

Carol P. Caruso—Switchboard Operator (Grade 6), Administration & Finance, effective September 30, 2011.

ATC Guaranteed Maximum Price

4.4 Dr. Kerley acknowledged that the ATC project has been a team effort and thanked Mr. Joe Sorci and Florida Architects, Mr. Richard Dodd and GAC, and Mr. John Mercer for their efforts. He called on Mr. Sorci to lead the discussion on the Guaranteed Maximum Price (GMP). The GMP requested is \$31,370,065 and includes Campus Master Plan Site Related Work, \$2,520,000 to address campus environmental concerns; Building Related Site Work, \$870,533; Building Cost, \$27,249,666 to include an 82,265 square foot building, deep foundation and post tensioned first-level slab with suspended under slab utilities, enhanced building hurricane resistance envelope including a campus backup network Operations Center located on the second level with emergency power and emergency cooled space to serve as a College Emergency Operations Center; programs as requested by the College and USGBC-LEED minimum goals of Silver Certification; and Insurance and Bonds, \$729,866. Dr. Kerley stated that the College has \$35,128,212 in PECO funds on hand for construction of the ATC. Mr. Tannehill asked about what was not included in the GMP, what would happen in the event building is not completed on time, and whether the building would be warrantied. Mr. Sorci stated that a culinary area was not included, liquidated damages could be assessed if substantial completion and full completion were not met on time, and includes a standard one-year warranty. Dr. Kerley indicated that completion would occur prior to fall 2013. Ms. Butler acknowledged that this project is a team effort and construction of this building will show the College's determination to serve as a leader in our community during the current economic downturn. Ms. Durden moved and Mr. Estes seconded a motion to approve the Total Guaranteed Maximum Price of \$31,370,065. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

- ATC Change Order #6** **4.5** A deductive change order to the GAC/H.J. High Joint Venture Contract for the Advanced Technology Center in the amount of \$32,885.00 for the direct purchase of lighting materials for the Health Sciences parking lot was presented to trustees for approval. Ms. Jenkins moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.
- RFP #1-2011-2012 Construction Management Services Continuing Contract** **4.6** Trustees were asked to approve a recommendation to retain construction manager continuing contract services for projects under \$2 million. Proposals were presented to the District Board of Trustees Construction Committee and College staff on August 25 and Anderson & Associates was selected for recommendation to the full board. Mr. Tannehill inquired about how the College would be protected. Attorney Bennett explained that amendments would be brought to trustees for approval. Mr. Anderson indicated that all jobs would be bid out and that Mr. Sorci would oversee all projects. Ms. Durden stated that this process would be much more efficient for the College and moved to approve employing Anderson & Associates to provide construction manager services under continuing contract for “minor” projects totaling less than \$2 million. Mr. Estes seconded and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.
- Approval of Budget Amendment** **4.7** Dr. Kerley requested approval of a Budget Amendment to the Restricted Current Fund (Fund 2) of the September 2011 budget, which would establish budgets for the HECE Challenge Grant 2011-12 and the Criminal Justice Selection Center 2011-12. Mr. Estes 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.
- Inventoried Property** **4.8** No items were submitted for approval.
- Signage Replacement Project Change Order #2** **4.9** Trustees were asked to approve Change Order #2 to the Advanced Electrical Signs Contract for the replacement of signage in the college bookstore to reflect the new name and logo. Mr. Estes 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.
- Manual of Policy Revisions – Final Approval** **4.10** Final approval was requested for the following Manual of Policy Revisions :

4.10.1 Policy 5.180, College Vehicles

Changes amend existing policy for consistency with current procedures.

4.10.2 Policy 5.215, Solicitation on Campus

Changes provide a formal appeals process for those wishing to solicit students and employees on GCSC campuses.

4.10.3 Policy 5.270, Printing and Reproduction Services

Deletes existing policy due to the outsourcing of the campus print shop.

4.10.4 Policy 5.290, Smoking and Use of Tobacco Products

Changes amend existing policy to reflect the College's adoption of a tobacco-free environment effective January 1, 2012.

Ms. Durden moved and Ms. Patronis seconded a motion for final approval of the policies as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

**Manual of
Policy
Revisions—
Tentative
Approval**

4.11 Tentative approval was requested for the following policies:

Additions to the following five policies are necessary to add the genetic information to our EEO policy statement and nondiscrimination statements to comply with the Genetic Information Nondiscrimination Act (GINA) of 2008. Title II of this Act, basically prohibits genetic information discrimination in employment and against students in higher education.

4.11.1 Policy 2.146, Equal Opportunity Statement

4.11.2 Policy 6.001, Employment and Dismissal of the President

4.11.3 Policy 6.010, Employment Policy

4.11.4 Policy 6.011, Minimum Personnel Qualifications

4.11.5 Policy 6.098, Discrimination, Harassment, and Sexual
Misconduct

Changes to the following policies are intended to shorten the name of the Center for Business, Continuing & Community Education and its director to Continuing Education.

4.11.6 Policy 4.048, Center for Business, Continuing &
Community Education

4.11.7 Policy 5.175, Use of College Facilities and Equipment

4.11.8 Policy 6.011, Minimum Personnel Qualifications

4.11.9 Policy 6.096, Fingerprinting/Criminal Background Checks of Employees and Applicants for Employment

4.11.10 Policy 4.050, Evening College

This policy is being deleted because the Evening College concept has been subsumed by the broader “College Your Way” initiative.

4.11.11 Policy 5.025, Procurement

Changes to this policy increases the amount of petty cash that will be available to an employee for reimbursement of incidental expenses and raises the value amount of tangible property accounted for on the College’s inventory system from \$750 to \$1,000.

4.11.12 Policy 6.014, Academic Rank and Recognition

The reference describing the method of obtaining the Performance Evaluation Portfolio (PEP) guidelines on the Internet is being deleted, as the PEP is an internal process available only on the Intranet.

Mr. Estes moved and Ms. Jenkins seconded tentative approval of the policies as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

Articulation Agreements

4.12 Articulation Agreements between GCSC and Bay, Franklin, and Gulf District Schools were presented for board approval. Dr. Cheryl Flax-Hyman, associate vice president, academic affairs, indicated the agreements established provisions by which GCSC offers dual enrollment courses in service district high schools. Ms. Durden moved and Mr. Estes seconded approval of the agreements as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Tannehill, aye; and Butler, aye.

B.S. Nursing Program Proposal

4.13 This item was deferred to a future meeting.

5. President’s Report

5.1.1 Dr. Kerley informed the trustees of various celebrations and from across the College. In particular, he highlighted the 89 percent 2010-11 graduation rate of the combined athletics programs.

Global Issues

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

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| 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. |
| 2010-11 Annual Financial Report | 5.3 | Trustees were provided a brief report of the final FY 2010-11 financial results as submitted to the Department of Education as an informational item only. |
| 6. Good of the Order | 6.1 | Trustees were invited and encouraged to attend “Amadeus,” October 7-16, Fridays and Saturdays at 7:30 p.m. and Sundays at 2:30 p.m. in the Amelia Center Theatre as well as other College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned 11:57 a.m. |

Secretary

Chairman