

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

April 12, 2012

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Leah O. Dunn, Karen L. Durden, Dan A. Estes (presiding), Jim W. McKnight, Ralph C. Roberson, Joe K. Tannehill, Jr., Dr. Jim Kerley, and Derrick Bennett

Members Absent: Denise D. Butler, Shirley J. Jenkins, and Katie L. Patronis

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| 1. Call to Order | 1.1 | Mr. Estes called the meeting to order at 10:02 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. McKnight led those present in the pledge of allegiance to the American flag. |
| GCSC Alma Mater | 1.4 | Mr. Wade St. Laurent, Visual & Performing Arts student, performed the GCSC Alma Mater. |
| Welcome to Guests | 1.5 | Mr. Estes welcomed Dr. Linda Fitzhugh, chair of the Faculty Council; Ms. Melissa Pinero, chair of the Professional Employee Council; Mr. Chaz Mullinax, president, SGA; and Mr. Clint Mayo, president, GCSC Foundation, Inc. |
| Hearing of Citizens | 1.6 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.7.1 | Ms. Durden moved and Ms. Dunn seconded approval of the minutes of the March 8, 2012 regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye. |
| Special Presentations | 1.8 | Vice Chair Estes read a resolution recognizing Dr. Saundra Ciccarelli, professor, Social Sciences Division, for her outstanding leadership and support to the College and the community. Dr. Kerley presented her with the Soaring Eagle Award and a certificate of appreciation. |

Ms. Durden made a motion to approve the resolution of Dr. Saundra Ciccarelli as presented. Mr. McKnight seconded and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye. Mr. Mayo thanked Dr. Ciccarelli for her contributions to the GCSC Foundation.

Ms. Gloria Crawford, chair, Public Safety Division, introduced Chief Jerry Prater, Panama City Fire Department. She thanked him for the equipment donations from the Panama City Fire Department to the Fire Science program and for his many years of exceptional support of the program.

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| 2. Trustee Comments | 2.1 | Mr. Estes opened the floor for trustee comments. Several trustees were very complementary about the informative board retreat. Ms. Durden suggested that the board think of a permanent way to honor and recognize Coach Scovel for her dedication to the College. Mr. Tannehill expressed his anticipation of the ATC tour scheduled to occur after the meeting. Mr. McKnight spoke of area eighth graders from Gulf and Franklin counties coming to tour the campus and the importance of creating that first connection with the College. |
| Attorney's Report | 2.2 | The board attorney had no report. |
| GCSC Foundation, Inc. President's Update | 2.3 | Mr. Clint Mayo updated trustees on the GCSC Foundation, Inc., including the announcement of \$27,500 in private contributions received in the past month and current assets standing at \$26,298,849. He also announced that 22 high school graduates will be awarded Honors scholarships. The scholarship scoring team will review 1,150 scholarship applications and should be completed by the end of April. The Shark's Tooth reception and golf tournament will be held November 2-3. |
| Honorary Trustee Updates | 2.4 | Col. Grund and Commander Anglin were unable to attend today's meeting. |
| ACCT Community College Leadership Congress | 2.5 | Dr. Kerley encouraged trustees to attend the 2012 ACCT Community College Leadership Congress to be held in Boston, Massachusetts, October 10-13. Both Ms. Durden and Mr. Estes commented on the professional development opportunity and the benefit to new board members that the conference would offer. |

- Next Meeting** **2.6** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, May 10, 2012, in the William C. Cramer, Jr. Seminar Room, Student Union West.
- 3. SGA Report** **3.1** Mr. Chaz Mullinax provided an SGA update including the beach clean-up efforts, the Humans vs. Zombies game, and the Spring Luau scheduled for Saturday, April 21. Mr. McKnight requested that Mr. Mullinax speak to area eighth graders during their tour of our campus on Friday, April 20. Since this will be his last meeting, trustees gave their thanks to Mr. Mullinax for his hard work and dedication.
- Program Focus** **3.2** Ms. Lori Luppino, director, Continuing Education, provided a short overview of the Continuing Education program.
- Student Success Story** **3.3** Ms. Luppino introduced Ms. Debbie Youngberg, who spoke about her experiences in the Continuing Education program. Ms. Youngberg thanked everyone for the opportunity that GCSC has given her.

4. Personnel Recs **4.1**

Professional Services

Advancement in Academic Rank

From Associate Professor to Professor, Beginning August 2012

Elizabeth A. Trentanelli

From Assistant Professor to Associate Professor, Beginning August 2012

Antonio Adessi
Melanie A. Boyd
Jason D. Hedden
Matthew B. Herndon
Laura L. Justice
Jerrie L. Kirksey
Hadley W. Pridgen
Patricia A. Schenck

From Instructor to Assistant Professor, Beginning August 2012

Keegan W. Pigott
Katrina B. Reese
Kelli S. Walsingham

Continuing Contract, Beginning August 2012

Antonio Adessi
Melanie A. Boyd

Jason D. Hedden
Matthew B. Herndon
Laura L. Justice
Jerrie L. Kirksey
Keegan W. Pigott
Hadley W. Pridgen
Katrina B. Reese
Patricia A. Schenck
Kelli S. Walsingham

Renewal of Annual Contract, Beginning August 2012

Amber L. Clark
Christy N. Cole
Melinda A. Cumbaa
Anthony R. Dixon
David Fistein
John Foster
Guy W. Garrett
Erika A. Goines
Alison J. Green
Glenda J. Hannah
Daniel W. Hudson
Deicy G. Jiminez-Orozco
Scott A. Kirkman
Carol A. Miller
Gene K. Owens
Mary R. Rhodes
Leah L. Rising
Tonitta W. Sauls
Carol F. Schilling
Tracy R. Sewell
James H. Sheet
Miranda G. Stewart
Jennifer L. Trusty
Vanessa E. Vale Feliciano

Personal Leave Without Pay

Lisa M. Fosbender - Professor, Social Sciences, effective May 5, 2012, academic year 2012-2013.

Resignation

Brenda M. Galloway - Director, Gulf Franklin Center Campus, effective June 30, 2012.

Casey D. Moebius - Assistant Professor, Health Sciences,
effective May 5, 2012.

Career Services

Employment

Janice D. Smith - Temporary part – time, clerical position, Health Sciences Division, Department of Labor, CBJT Grant, effective March 19, 2012 – August 15, 2012 hourly rate of \$11.97.

Resignation

Shae N. Luster - Media Services Technician (Grade ITC 1), Media Services, Information Technology Services, effective April 6, 2012.

Exit DROP

Dorrie E. Bennett - Executive Administrative Assistant (Grade 12), Office of Administration & Finance, effective May 31, 2012.

Trustees were asked to approve professional and career personnel recommendations and advancements. Ms. Durden moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications. Ms. Durden moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

Overloads

4.3 Trustees were asked to approve spring 2012 and March Monthly/ Exceptional Overload Recommendations. Mr. Tannehill moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

Approval of Bid #2-2011-12

4.4 Trustees were asked to approve RFP #2-2011/2012 for the Onsite Athletic Trainer Services Provider. Ms. Durden, Ms. Dunn, and Dr. Kerley recused themselves from the discussion due to conflicts of interest.

Mr. Estes reminded board members that at the May 2011 meeting, trustees approved a contract with Gulf Coast Medical Center for

onsite athletic trainer services, resulting in the Andrews Institute filing a bid protest. At that time, Mr. Bennett suggested restarting the process to ensure it followed process requirements and explained that an evaluation committee would make a recommendation to the trustees.

In December 2011, GCSC solicited proposals for onsite athletic trainer services and received proposals from Gulf Coast Medical Center and the Andrews Institute. The evaluation committee assessed both organizations on technical proposals, interviews/presentations, and fee proposals. After scoring each organization, the evaluation committee recommended awarding the three-year contract for onsite athletic trainer services to the Andrews Institute at no cost to the College.

Mr. McKnight commended the scoring process, but suggested that Gulf Coast Medical Center would be a better choice because of the benefits of contracting with a local business. Mr. Estes explained that location was considered in the selection process and pointed out that the Andrews Institute would soon have a facility located on Panama City Beach. Mr. McKnight commented that even then, the Andrews Institute would not have a local physician group. Mr. Tannehill asked if there was discussion of using both organizations, to which Mr. Estes stated that the board previously rejected. Mr. Roberson echoed Mr. McKnight's support of using a local business.

Mr. Estes noted that he and Dr. Bishop had met with GCSC coaches to receive feedback on each organization. In that meeting, the coaches unanimously recommended the Andrews Institute. Dr. Bishop commended the Andrews Institute for their expertise and exceptional credentials.

Mr. McKnight moved to reject the evaluation committee's recommendation of the Andrew's Institute and award the 3-year contract for onsite athletic trainer services to Gulf Coast Medical Center. Mr. Roberson seconded, and the vote was recorded as follows: Estes, nay; McKnight, aye; Roberson, aye; and Tannehill, aye. Mr. Brian Baumgardner, president/CEO, Gulf Coast Medical Center, gave a short overview of the hospital's past relationship with GCSC and thanked the board for their selection of Gulf Coast Medical Center for onsite athletic trainer services.

**Approval of
Bid #3-2011-12**

4.5

Trustees were asked to approve Bid #3-2011/2012 for Avaya CS 1000 phone system maintenance. The College recently solicited bids from interested firms to provide a three-year maintenance contract for the College's Avaya CS 1000 phone system. After review of written bids and reference checks, the evaluation

committee recommended awarding the contract to Carousel Industries of North America, Inc. as the lowest bidder.

Ms. Durden made a motion to approve the recommendation as presented. Mr. Roberson seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

**Approval of
Energy
Efficiency
Performance
Contract
Financing**

4.6

Trustees were asked to approve the Energy Efficiency Performance Contract Financing. College staff requested input from five local financial institutions to ensure the College received the best interest rate and terms possible for the financing of the Energy Efficiency Performance Contract. Ms. Dunn recused herself due to a conflict of interest. Based on the information received, College staff recommended approval of financing the project through Summit Bank NA and to secure the loan with College funds in an account with Summit Bank NA.

Mr. Roberson made a motion to approve the recommendation as presented. Ms. Durden seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

**Approval of
Budget
Amendment to
Unrestricted
Current Fund**

4.7

Trustees were asked to approve budget amendment J0000815 to the Unrestricted Current Fund (Fund 1) for 2011-12 for College-wide diversity training.

Ms. Durden made a motion to approve the recommendation as presented. Mr. McKnight seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

**Disposal of
Inventory**

4.8

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. Dunn made a motion to approve the list as presented. Mr. Roberson seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

**Approval of
ATC Change
Orders**

4.9

Approval was given to the following change orders:

4.9.1 ATC Change Order #10

Trustees were asked to approve Change Order #10 to GAC/H.J. High Joint Venture Contract for the Advanced Technology Center. This will be a deductive change order in the amount of

\$517,525.94, for the direct purchase of materials, resulting in a new contract amount of \$28,108,683.39.

4.9.2 ATC Change Order #11

Trustees were asked to approve Change Order #11 to GAC/H.J. High Joint Venture Contract for the Advanced Technology Center. This will be a deductive change order in the amount of \$605,775.71, for the direct purchase of materials, resulting in a new contract amount of \$27,502,907.68.

Ms. Durden moved and Mr. McKnight seconded approval to accept the recommendations as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

**Approval of
Commodore
Café
Renovation
Change Order
#1**

4.10 Trustees were asked to approve Change Order #1 to the Anderson & Associates Contract for renovation to the Commodore Café. This will be a deductive change order in the amount of \$51,214.60, due primarily for the direct purchase of materials, resulting in a new contract amount of \$137,331.77.

Mr. McKnight moved and Mr. Tannehill seconded approval to accept the recommendation as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

**Lodging of the
GCSC
Financial
Audit**

4.11 Trustees acknowledged the lodging of the Gulf Coast State College Financial Audit for the Fiscal Year ended June 30, 2011.

**Lodging of the
Florida
Statewide
Federal
Awards Audit**

4.12 Trustees acknowledged the lodging of the Florida Statewide Federal Awards Audit for the Fiscal Year ended June 30, 2011.

**Approval of
Academic
Programs**

4.13 Agenda items **4.13.1, 4.13.2, 4.13.3, and 4.13.4** were bundled for approval.

Trustees were asked to approve the following academic programs:

4.13.1 Associate in Applied Science Degree in Health Sciences

4.13.2 College Credit Certificate in Surgical Technology

4.13.3 College Credit Certificate in Endoscopy

4.13.4 College Credit Certificate in Central Services Technician

Mr. McKnight moved and Ms. Durden seconded approval to accept the programs as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

**Approval of
Annual Equity
Report**

4.14 Ms. Angela Smitherman referred the trustees to the GCSC Annual Equity Report to the Division of Florida Colleges. This year, the focus lays on increasing diversity. GSCS programs such as College Reach Out Program (CROP), Yes I Can Go to College, and Brother2Brother are currently being implemented to increase the minority student population. 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 requested a more frequent update on equity and commented that efforts to increase minorities is a national trend. Ms. Dunn suggested a mandatory orientation to help students navigate the College system. Ms. Smitherman stated that orientation would be mandatory in the near future.

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

**Professor
Emeritus/
Emerita**

4.15 Dr. Kerley recommended that a list of recently retired faculty be awarded the title *Professor Emeritus/Emerita*. He stated that they are well deserving professionals and should be recognized. Mr. Tannehill made a motion to approve the list as presented. Mr. McKnight seconded and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.

**Manual of
Policy
Revision –
Tentative
Approval**

4.16 Tentative approval was given for the following Manual of Policy Revision:

Policy 7.013, Awarding of Honorary Degrees – To revise existing policy for the inclusion of honorary baccalaureate degrees and remove procedural information.

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

- Approval to Award an Honorary Bachelor of Applied Science Degree** **4.17** Trustees were asked to approve the presentation of an honorary Bachelor of Applied Science degree to Senator Don Gaetz for his outstanding achievements and support of the College.
- Ms. Dunn made a motion to accept the recommendation as presented. Ms. Durden seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Tannehill, aye.
- 5. Discussion of 2011-12 College Budget**
- Lighthouse Progress Report** **5.2.1** Mr. Herman Daniels reported that the Lighthouse project is moving forward as scheduled.
- Strategic Planning Update** **5.2.2** Mr. Estes called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles gave a presentation outlining several of the key performance indicators of the Advancing Economic Development of Our Region initiative.
- Advanced Technology Center Update** **5.2.3** Mr. Richard Dodd, GAC, gave a powerpoint presentation on the construction progress of the ATC to date. The project completion date is scheduled for June 19, 2013. Mr. Dodd explained the incorporation of the Multivista construction documentation, which takes pictures to record construction from beginning to end. Ms. Durden pointed out that the value can already be seen in the construction. Mr. Dodd invited trustees to attend the ATC tour and lunch following the meeting.
- Development Update** **5.2.4** Ms. Melissa Hagan gave a brief development update, including grants received through Resource Development, the solar-power generator donated by Gulf Power that will become part of the ATC, and an update on the press conference held for the military park.
- President's Report** **5.1.1** Dr. Kerley informed the trustees of various celebrations and highlights from across the College, including meetings on economic development, new academic programs that are currently in review, and graduation which is scheduled for May 4th.
- 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.
- 6. Good of the Order** **6.1** Trustees were invited and encouraged to attend Annie: The Broadway Musical, April 13, 14, 20 & 21 at 7:30 p.m., April 15 & 22 at 2:30 p.m. at the Amelia Center Theatre, as well as other College events.
- 7. Adjournment** **7.1** The meeting was adjourned at 12:23 p.m.

Secretary

Chairman