

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

December 13, 2012

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Member Absent: Katie L. Patronis

- | | | |
|-----------------------------|--|--|
| 1. Call to Order | 1.1 | Ms. Butler called the meeting to order at 10:05 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Estes led those present in the pledge of allegiance to the American flag. |
| GCSC Alma Mater | 1.4 | Mr. Scott Kirkman, assistant professor, Visual & Performing Arts, performed the GCSC Alma Mater. Mr. Kirkman and two of his talented students, Mr. Stephen Devillers and Ms. Leeah Taunton, performed a selection of holiday songs for trustees and their guests. Mr. Kirkman acknowledged Ms. Butler's birthday by singing Happy Birthday to her. |
| Welcome to Guests | 1.5 | Ms. Butler welcomed Mr. Clint Mayo, president, GCSC Foundation, Inc.; Ms. Libby McNaron, chair, Faculty Council; Ms. Katrina Porter, chair of the 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 | 1.7.1
1.7.2
&
1.7.3 | Ms. Durden moved and Mr. McKnight seconded approval of the minutes of the board's November 8, 2012, regular meeting and the Capital Planning and Facilities committee meetings of November 19, 2012, and December 4, 2012, as distributed. The vote was |

recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

Special Presentations

- 1.8.1** Mr. David Harless, Wells Fargo, presented the college with a generous contribution in the amount of \$10,000 to benefit two of our programs--\$5,000 was awarded in support of the Veterans Business Outreach Center to increase our outreach efforts at Yellow Ribbon Reintegration Program events and \$5,000 was awarded to start the Clean Economy Career Pathways Project that will provide mobile training units and career awareness about our alternative energy and sustainable design programs at local area schools and community events.
- 1.8.2** Ms. Butler presented Ms. Karen Durden with a plaque recognizing her for being named the 2012 Association of Florida Colleges Trustee of the Year. Ms. Durden expressed her appreciation for the honor and stated that Gulf Coast is truly a special place and that her service as a trustee has been the most meaningful of her life.
- 1.8.3** Ms. Butler presented Mr. Jason Hedden, associate professor, Visual and Performing Arts, the Florida College System Activities Association plaque for a Superior Rating for *A Midsummer Night's Dream*. Dr. Kerley praised Mr. Hedden and the entire division for showcasing the college in a positive way.

2. Trustee Comments

- 2.1** Ms. Butler invited trustee comments. Mr. Roberson commended the college for its LPN to ADN weekend program at the Gulf/Franklin Campus and noted that Sacred Heart Hospital expects future opportunities for employment growth. Ms. Dunn conveyed her gratitude for the opportunity to be a part of an exceptional place like Gulf Coast. Mr. Tannehill acknowledged the great starts of our basketball teams and stated that our students excel from performing arts to athletics. Ms. Durden called on the community to join the college, through the Foundation or the Development Office, to assist with the ATC Pathways to the Future Campaign. Mr. Estes stated that he is pleased with the work the college is doing to assist potential military students as they transition back to civilian life. Ms. Butler stated that the presence of Gulf Coast in Franklin County has been very important to that area.

Attorney's Report

- 2.2** Attorney Bennett had no report.

- GCSC Foundation, Inc. President's Update** **2.3** Mr. Mayo reported that between September 13 and December 12, the Foundation received \$320,530.00 in private contributions and of that amount, \$71,225.00 was specified for the ATC; as of October 31, net assets of the Foundation net assets stand at \$26,282,994.00; Mr. Kirby Holt donated \$3,800.00 in net proceeds from the Fall and Holiday Decorating Showcase; a portion of the proceeds from the Hall and Oats and Pat Benatar concerts would be donated by Hess Entertainment; general endowed scholarship applications would be accepted January 1 through March 1, 2013; and high school honors applications would be accepted through January 31, 2013. He also mentioned that the Shark's Tooth Golf Tournament raised \$70,000 and that the Foundation Annual Meeting would occur on February 8, 2013.
- 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, January 17, 2013, at the Emergency Operations Center, Room 176, North Bay Campus.
- President's Mileage Log** **2.6** Consistent with provisions of his contract, Dr. Kerley reported his business and personal mileage from December 1, 2011, through November 30, 2012, in the automobile provided by the board.
- 3. SGA Report** **3.1** Mr. Aaron Wagner, president, Student Government Association, reported that a total of 175 toys had been donated for Toys for Tots and Homecoming events have been scheduled for January 26, 2013. Dr. Kerley commended Mr. Wagner and the SGA for their active role in the college and in the community.
- 4. Personnel Contract Ratifications** **4.1** Agenda Items **4.1**, **4.2**, and **4.3** were bundled for approval.
Trustees were asked to approve professional and career personnel recommendations.

Professional Services

Employment

Alyson S. Barnes—Manager II, Military Family Employment Specialist, Workforce Center, Economic Development, effective November 1, 2012 – June 30, 2013, annual salary of \$28,550. Ms. Barnes fills the position vacated by the resignation of Michelle Jamison.

Ryann A. Ellingsworth—Women’s Assistant Softball Coach, Wellness & Athletics, effective November 9, 2012 – June 30, 2013, annual salary of \$22,200. Ms. Ellingsworth fills the position vacated by the resignation of Blythe Golden.

Melissa A. Jock—Manager II, Job Developer, Workforce Center, Economic Development, effective November 5, 2012 – June 30, 2013, annual salary of \$28,050. Ms. Jock fills the position vacated by the resignation of Meghan Byrem.

Katrina D. Saunders—Assistant Coordinator, E-Learning Technology, E-Learning, effective November 13, 2012 – June 30, 2013, annual salary of \$28,500, educational experience given.

Mark S. Swartz—Temporary Part – Time, Instructor, Business & Technology, effective January 2, 2013 – May 3, 2013, salary of \$15,306.

Reclassification

Wendi Garrett—From Assistant Coordinator, Recruitment, Student Affairs to Coordinator, Recruitment, Student Affairs, effective November 9, 2012 – June 30, 2013, annual salary of \$28,560.

Resignation

Kim S. Allan—Project Coordinator Technology Grant, Business & Technology, Florida’s Great Northwest Wired Grant ended effective November 15, 2012.

Valerie C. Simmons—Associate Director, SBDC, Economic Development, effective November 19, 2012.

Elizabeth Smith—Aquatics Specialist, Wellness & Athletics, effective January 2, 2013.

Retirement

Recer J. Tidwell—Associate Professor, Business & Technology, completed DROP, last date of employment December 14, 2012.

Exit DROP

Wilson L. Hair—Coordinator, Workforce Center, Economic Development, effective April 27, 2013.

Career Services

Employment

Charlotte V. Blue--Human Resource Assistant (Grade 9), Human Resources, effective November 6, 2012, hourly rate of \$12.07, experiential and educational credit given.

Christopher J. Brannen—Heating/Air Conditioning Technician I (Grade 12), Maintenance & Operations, effective December 3, 2012, hourly rate of \$12.99, experiential credit given.

Wing X. Cheung—Senior Library Technical Assistant (Grade 10), Library, effective November 26, 2012, hourly rate of \$12.53, experiential and educational credit given.
Ms. Cheung fills the position vacated by the resignation of Leah Roper.

Leah R. Marks—Lifeguard (Grade 3), Wellness & Athletics, effective December 5, 2012, hourly rate of \$8.30.

Donald J. Moniz—Facilities Maintenance Remote Campus (Grade 7), Maintenance & Operations, effective November 26, 2012, hourly rate of \$10.67, experiential credit given. Mr. Moniz fills the position vacated by the promotion of James C. McDougall.

Adrianos C. Polous—Part – time Test Administrator, Military Education, Academic Affairs (Grade 10), effective November 27, 2012, hourly rate of \$12.53, experiential and educational credit given. Mr. Polous fills the position vacated by the reclassification of Theresa A. Studebaker.

Reclassification

Natasha I. Weaver— From Lifeguard (Grade 3), Wellness & Athletics, to Head Lifeguard (Grade 6), Wellness & Athletics, effective December 7, 2012, hourly rate of \$9.33.

Resignation

Glynn B. Hall—Computer Lab Technician (CL 1), Information & Technology, effective December 7, 2012.

Retirement

Jacqueline L. Kuczenski—Senior Administrative Assistant (Grade 10), Enrollment Services, Student Affairs, effective January 31, 2013.

Completed DROP

Carlos V. Whitehead—Supervisor, Facilities Maintenance, Maintenance & Operations, completed DROP, last date of employment October 31, 2012.

Enter DROP

Roy B. Striplin—Mechanic II, Maintenance & Operations, effective February 1, 2013.

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications.

November 2012 Overloads

4.3 Trustees were asked to approve November 2012 Monthly Exceptional Overloads.

Following review of the professional and career personnel, contract ratifications, and November 2012 Monthly Exceptional Overload recommendations, 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; Tannehill, aye; and Butler, aye.

ATC Contract Change Order #17

4.4 Trustees were asked to approve Change Order #17, a net deductive change order in the amount of \$329,144 to the GAC/H.J. High Joint Venture Guaranteed Maximum Price for the direct purchase of materials by the college. The revised contract amount totals \$26,781,574.56. Mr. McKnight moved and Mr. Tannehill seconded approval of the request as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

Military Park Contract Change Order #2

4.5 Trustees were asked to approve a recommendation to approve Change Order #2 to Anderson and Associates contract for construction of the Gulf Coast State College Military Park. The net amount of the change order is a decrease of \$32,742.21,

bringing the total contract amount after the change order on the project to \$442,635.33. Mr. Estes moved and Ms. Durden seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of
STEM
Education
Center
Architectural
Services
Provider**

- 4.6.** Dr. Kerley requested board approval to contract with Florida Architects for design of the STEM Educational Center. Ms. Butler asked that each member of the board's Capital Planning and Facilities Committee provide input concerning architectural services selection. Mr. Estes mentioned that although any one of the firms qualified, Florida Architects was local, active in the community, and took a risk by accepting currently allotted funds for design services. Mr. McKnight acknowledged Florida Architects' work history, credentials, and ability to connect the ATC and STEM Center. Mr. Tannehill echoed Mr. Estes and added that current funding for design services was only a fraction of what Florida Architects could have charged. Mr. Roberson stated that Florida Architects is local and would hire local subcontractors that would achieve quality and efficiency.

Mr. McKnight and Ms. Durden approved the request as presented in accordance with the following negotiated terms:

- Six percent of Department of Management Services Fee Curve at complexity B for project construction cost.
- GCSC will pay for civil services up to 50 percent of the Preble-Rish proposal (\$78,040.00) as required for design documents approved by regulatory authorities.
- GCSC and Florida Architects agree that \$350,000.00 received by the college for the STEM Education Center will be paid to Florida Architects upon completion of design document services, with the balance contingent upon Legislative funding of the project.

The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; Tannehill; and Butler, aye.

**Inventoried
Property**

- 4.7** 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. Mr. Estes moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Tentative
Approval of
Changes to
Manual of
Policy**

4.8 Trustees were asked to tentatively approve the following Manual of Policy revisions:

4.8.1 Policy 6.016, Contracts—Pay Period

These changes amend existing policy for consistency with current practices and new pay cycles implemented during the conversion to the new Banner software.

4.8.2 Policy 6.045, Resignations—Breach of Contract

Changes are needed to ensure continuity of operations of the college.

4.8.3 Policy 6.070, Vacation Leave for Personnel Employed on a 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.

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

**ATC
Audio/Visual
Integration
Services**

4.9 Dr. Kerley recommended approval to contract with Stage Front Presentation Systems for the remaining Advanced Technology Center audio/visual procurement, integration, and installation. In January of 2011, the board approved awarding the design phase of the project to Stage Front Presentation Systems in the amount of \$50,000, with the intent to award this same firm the balance of the project upon successful completion of the first phase.

Ms. Durden moved and Mr. McKnight seconded approval to contract with Stage Front Presentation Systems in the amount of \$484,900 for services in accordance with their proposal #10445 dated November 7, 2012. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; Tannehill, 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 October 31, 2012.

**Lighthouse
Progress
Report**

5.2.1 Mr. Herman Daniels provided trustees with an end-of-year report on the Lighthouse Project. He indicated that Phase I is nearing completion after only 18 months, and that one of the reasons for this success has been the team effort with CampusWorks. Mr. Daniels introduced Ms. Liz Murphy, CampusWorks CEO, and she acknowledged that, through our partnership, the college has

progressed to a web service production in record time. The next step will be to move to mobile services, which will provide more usable services to every constituency. Mr. Daniels introduced Ms. Rhonda Barker, interim director of Lighthouse Systems, who updated trustees on Phase I of the project. Following Ms. Barker's update, Mr. Daniels noted that implementation of the ERP system is on time and on budget, a distinction enjoyed by only 10 percent of the ERP implementations in the country. Planning for Phase II will begin in early 2013.

- | | | |
|--|--------------|--|
| Strategic Planning Update | 5.2.2 | Dr. Kerley called on Dr. Flax-Hyman to provide the Strategic Planning Update. She reported that this month's Dashboard focused on collaborating with our community, and she reviewed the Key Performance Indicators related to dual enrolled students, military partnerships, and outreach efforts. |
| Advanced Technology Center Update | 5.2.3 | Ms. Butler called on Dr. Kerley to update trustees on the Advanced Technology Center progress. He stated that the ATC is receiving statewide and national attention; completion is expected to be on time; and a major celebration would occur in October 2013. Mr. John Mercer added that this month's safety report was included for trustee review. |
| Development Update | 5.2.4 | Ms. Melissa Hagan, chief development officer, provided trustees with an update on recent activities in the Development Office, including pledges, grants, in-kind services, and donations received over the past month. She also mentioned that contributions will continue to be accepted for the Military Park. |
| President's Report | 5.3.1 | Dr. Kerley shared with trustees some recent activities occurring at the college, including Reading of the Fallen and the Second Annual Government Day. |
| 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 Holiday Luncheon tomorrow at 11 a.m. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 11:56 a.m. |

Secretary

Chairman