

**FINAL**

**MINUTES**

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

**May 10, 2012**

10 a.m.

William C. Cramer, Jr. Seminar Room

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

**Members Absent:** Shirley J. Jenkins

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|-----------------------------|------------------------|---|
| <b>1. Call to Order</b>     | <b>1.1</b>             | Ms. Butler called the meeting to order at 10:02 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>             | Mr. Scott Kirkman, assistant professor, Visual & Performing Arts, performed the GCSC Alma Mater.  |
| <b>Welcome to Guests</b>    | <b>1.5</b>             | Mr. Butler welcomed Ms. Libby McNaron, chair of the Faculty Council; Ms. Melissa Pinero, chair of the Professional Employee Council; Mr. Justin Lassiter, president, SGA; and Mr. Clint Mayo, president, GCSC Foundation, Inc.  |
| <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>1.7.1 and 1.7.2</b> | Ms. Durden moved and Mr. Estes seconded approval of the minutes of the board's workshop meeting of March 24, 2012 and minutes of the board's regular meeting of April 12, 2012, as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye. |
| <b>2. Trustee Comments</b>  | <b>2.1</b>             | Ms. Butler opened the floor for trustee comments. Several trustees were complimentary about the graduation event. Mr. McKnight expressed his anticipation for the future graduates of the Bachelor's in Nursing program and Ms. Patronis spoke of the   |

positive feedback she had been receiving from the community regarding the GCSC dental clinic.

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| <b>Attorney's Report</b>                        | <b>2.2.1</b> | Mr. Bennett thanked everyone for the support received following his mother's death. Mr. Bennett requested to retain Law Specialist, Karen Walter, for her services at \$375 per hour. Ms. Durden made a motion to approve the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye. |
| <b>GCSC Foundation, Inc. President's Update</b> | <b>2.3</b>   | Mr. Clint Mayo updated trustees on the GCSC Foundation, Inc., including the announcement of \$49,500 in private contributions received in the past month and current assets standing at over \$26 million. He also announced that over 800 scholarships are in the process of approval for funding in various programs.  |
| <b>Honorary Trustee Updates</b>                 | <b>2.4</b>   | Colonel Grund and Commander Anglin were unable to attend today's meeting. Ms. Butler clarified the roles honorary trustees have at the DBOT meetings.  |
| <b>2012-2013 DBOT Meeting Schedule</b>          | <b>2.5</b>   | Dr. Kerley requested approval for the proposed District Board of Trustees meeting schedule for 2012-13. Ms. Patronis made a motion to approve the schedule as presented. Ms. Dunn seconded and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.   |
| <b>Next Meeting</b>                             | <b>2.6</b>   | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, June 21, 2012, in the William C. Cramer, Jr. Seminar Room, Student Union West.  |
| <b>3. SGA Report</b>                            | <b>3.1</b>   | Mr. Justin Lassiter provided an SGA update including the Honors Convocation, the New York teambuilding conference, and SGA goals for community service hours.  |
| <b>Program Focus</b>                            | <b>3.2</b>   | Ms. Melissa Pinero, coordinator, TRiO, provided a short overview of the TRiO program.  |
| <b>Student Success Story</b>                    | <b>3.3</b>   | Ms. Pinero introduced Ms. Kathy Morgan who spoke about her experiences in the TRiO program. Ms. Morgan thanked everyone for the opportunity that GCSC has given her. Dr. Kerley presented Ms. Morgan with a GCSC tassel and commended her hard work while enrolled at the College.   |
| <b>4. Personnel Recs</b>                        | <b>4.1</b>   | Trustees were asked to approve professional and career personnel recommendations.  |

## **Professional Services**

### **Renewal of Annual Faculty Contract Beginning August 2012-2013**

Michael A. Gattis

### **Employment**

Karon P. Goodman - Assistant Coordinator, Marketing & Communications, effective April 27, 2012 – June 30, 2012, annual salary of \$4,865 (based on annual salary of \$27,500). Ms. Goodman fills the position vacated by the resignation of Erin Chaffin.

Jonathan C. Joyner - Assistant Coordinator, Corrections, Public Safety, effective April 27, 2012 – June 30, 2012, annual salary of \$8,462 (based on annual salary of \$34,378). Mr. Joyner fills the position vacated by the retirement of Lorne L. Brooks.

Mikki A. Pazman - Financial Aid Advisor & Verification Specialist, Financial Aid, effective April 13, 2012 – June 30, 2012, annual salary of \$5,449 (based on annual salary of \$25,300), experiential credit given. Ms. Pazman fills the position vacated by the promotion of Loraine H. Chance.

Vernette D. Skeete - Head Coach, Women's Basketball, Wellness & Athletics, effective April 27, 2012 – June 30, 2012, annual salary of \$9,731 (based on annual salary of \$55,000). Ms. Skeete fills the position vacated by the reclassification of Mary R. Scovel.

### **Reclassification**

Mary R. Scovel - From Coordinator II Women's Basketball, to Coordinator II, Orientation & Advising, effective July 1, 2012 – June 30, 2013, annual salary of \$38,000.

Mary E. Wall - From Assistant Coordinator, Public Safety, to Driving/Firing Range Manager, Public Safety, effective April 27-2012-June 30, 2012, annual salary of \$9,202 (based on annual salary of \$52,014), experiential credit given. Ms. Wall fills the position vacated by the resignation of Marcus S. Broxton.

## Career Services

### Resignation

Robin A. Merritt - Senior Employment Representative (Grade 14), Workforce Training Center, Workforce Development, effective April 26, 2012.

### Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications.

### Overloads

4.3 Trustees were asked to approve spring 2012/April Monthly/Exceptional Overload Recommendations.

Following review of the Professional and Career Personnel, Contract Ratifications, and spring 2012/April Monthly/Exceptional Overload Recommendations, Mr. McKnight moved and Ms. Durden seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

### Approval of Budget Amendment

4.4 Trustees were asked to approve budget amendment J0000917 to the Restricted Current Fund (Fund 2) for the 2011-12 Wireless One Grant.

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

### Manual of Policy Revision – Tentative Approval

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

#### Refer to 4.5.1 Policy 7.021, Refunds

This revision is recommended to clarify circumstances and deadlines for applying for refunds of tuition and fees by credit and continuing education students.

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; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

- Manual of Policy Revision – Final Approval**      **4.6**      Final approval was given for the following Manual of Policy Revision:
- Refer to 4.6.1 Policy 7.013, Awarding of Honorary Degrees – This revision is necessary to allow for the inclusion of honorary baccalaureate degrees, thus the removal of the word “associate” in the first sentence. Also, procedural information has been removed and will be included in the Internal Management Memoranda section.
- Mr. Estes 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; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.
- Approval of Data Center Air Conditioner**      **4.7**      After reviewing bids for the replacement of the College Data Center’s air conditioning unit, College staff and Schmidt Consulting recommended awarding of the base bid for a 15-ton replacement unit. This request also includes Add Alternate #2, a clean-agent fire suppression system, to the low qualified bidder, Peaden Hobbs Mechanical, LLC of Panama City in the amount of \$111,600.
- Mr. Estes made a motion to approve the recommendation as presented. Ms. Durden seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, 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. Estes seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.
- Creation of Direct Support Organization**      **4.9**      Dr. Kerley and Ms. Melissa Hagan explained that an additional Direct Support Organization (DSO) could focus on programs and would not be in competition with the current scholarship-focused GCSC Foundation. Ms. Hagan added that most corporate foundations require a 501c3 to fund specific areas in order to donate or create a sponsorship. Mr. Bennett provided an outline for creating a DSO and stated that an additional DSO could exist in the current framework of the College.
- Mr. Roberson shared his eagerness to raise money for the ATC, but pointed out the opportunity to use the current GCSC

Foundation to collect and distribute funds. Mr. Roberson stated his concern for undermining the current Foundation by adding another DSO, and suggested meeting with the GCSC Foundation to explore possible alternatives. Mr. Tannehill agreed with Mr. Roberson regarding the expense of creating a new DSO and the competition it could create. Ms. Butler gave her support for allowing the current Foundation to focus on student scholarships, while ATC donors could give funds to a new DSO. Ms. Patronis echoed Ms. Butler, stating that a new DSO would meet the College's needs. Mr. McKnight stated that the College currently does not have a way to accept grants for the ATC and adding a DSO would be an opportunity to raise money for facilities and programs. Ms. Durden and Ms. Dunn agreed that adding a new DSO would be a positive move for the College. Mr. Estes reminded the trustees how important it is to open every avenue available for funding, especially since the government is providing decreasing funding.

Mr. Mayo stated that Executive Director of the GCSC Foundation, Margie Mazur, meets with Dr. Kerley on a monthly basis and has proposed the idea for the GCSC Foundation to have a workshop with the trustees to discuss funding opportunities. Mr. McKnight moved to begin the process of creating a new DSO. Ms. Durden seconded.

Ms. Patronis asked the opinion of Mr. Tannehill as trustee liaison to the Foundation. Mr. Tannehill recommended scheduling the proposed workshop to discuss different ways the current Foundation could raise funds for the ATC and other programs. Mr. Roberson agreed with Mr. Tannehill, stating the importance of process. Ms. Durden suggested voting to begin the process of adding a new DSO, while also scheduling a workshop with the current Foundation to discuss funding issues. Ms. Butler asked Mr. Bennett for a timeframe on creating a new DSO, which Mr. Bennett stated would take several months. The process could not officially begin until a formal name is approved and three board members have been appointed to represent the new DSO.

Mr. McKnight amended his motion to create a new DSO to also include a workshop with the GCSC Foundation. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, nay; Tannehill, nay; and Butler, aye.

**Rejection of  
All  
Bids/Proposals  
for Athletic**

- 4.10** Ms. Dunn, Ms. Durden, and Dr. Kerley recused themselves from the discussion due to conflicts of interest.
- Mr. Bennett reminded board members of previous meetings when

**Trainer  
Services**

trustees approved contracts with Gulf Coast Medical Center for on-site athletic trainer services and the issues that followed. After previously restarting the process to review the bids, Mr. Bennett suggested rejecting the request for proposals to give him time to bring more options to the board. Ms. Patronis spoke of her concern on the time taken to make a final decision.

Mr. Roberson moved to accept the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Estes, aye; McKnight, nay; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye.

**Approval of  
Additional  
Services  
Request #6  
with Florida  
Architects**

**4.11** Trustees were asked to approve the Additional Services Request #6 with Florida Architects to provide professional interior design services regarding the furniture and accessories for the ATC project. The target quantities and budget amount for furniture for the project of \$2,272,100, including the culinary area, will result in a proposed fee of \$79,525 and an allowance not-to-exceed \$15,000 for reimbursable expenses.

Mr. Tannehill questioned the appropriateness of the 3.5 percent fee calculation. Mr. Mercer assured that the architect, Mr. Joe Sorci, was researching vendors for the best possible options. Mr. Sorci stated that he would be going to a furniture expo in June to work with manufactures and sponsors.

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

**5. Discussion of  
2011-12  
College Budget**

**5.1** The Financial Activity Report for FY 2011-12 as of March 31, 2012, was provided for trustee review.

**Lighthouse  
Progress  
Report**

**5.2.1** Mr. Herman Daniels provided trustees with an update on the Lighthouse Project, including the successful launch of the student system on May 10. Both positive and negative feedback has been received from students about the new system.

**Strategic  
Planning  
Update**

**5.2.2** Ms. Butler called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles gave a presentation outlining the 2011-12 (preliminary) graduation rates.

**Advanced  
Technology  
Center Update**

**5.2.3** Dr. Steve Dunnivant gave an update on the Advanced Technology Center, reminding of the goal to open by fall 2013.

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| <b>Development Update</b>     | <b>5.2.4</b> | Ms. Melissa Hagan gave a brief development update, including grants received through Resource Development and available sponsorships at the military park.  |
| <b>President's Report</b>     | <b>5.3.1</b> | Dr. Kerley informed the trustees of various celebrations and highlights from across the College, including articles stating the need for graduates of technical degrees, the GCSC Veteran's Club to start fall 2012, and theatrical performance, Annie, receiving a superior rating from the state. |
| <b>Global Issues</b>          | <b>5.3.2</b> | Dr. Kerley provided trustees with information on global issues and events.  |
| <b>Administrative Updates</b> | <b>5.4</b>   | Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area.  |
| <b>6. Good of the Order</b>   | <b>6.1</b>   | Trustees were invited and encouraged to attend one of the many pinning ceremonies of the Health Science division.   |
| <b>7. Adjournment</b>         | <b>7.1</b>   | The meeting was adjourned at 12:02 p.m.   |

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Secretary

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Chairman