

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

**June 20, 2013**

**10 a.m.**

**William C. Cramer, Jr. Seminar Room**

- Members Present:** Leah O. Dunn, Karen L. Durden, Dan A. Estes, Jim W. McKnight, Katie L. Patronis, Ralph C. Roberson, David P. Warriner, Dr. Jim Kerley, and Derrick Bennett
- Members Absent:** Denise D. Butler and Joe K. Tannehill, Jr.
- 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.
- Alma Mater**      **1.4**      Mr. Scott Kirkman, assistant professor, Visual & Performing Arts, performed the GCSC Alma Mater.
- Welcome to Guests**      **1.5**      Mr. Estes welcomed Mr. Les Brackett, president, GCSC Foundation, Inc.; Ms. Katrina Porter, chair, Professional Employee Council; Commander Anthony Anglin, Naval Support Activity Panama City; and Ms. Samantha Arlt, president, Student Government Association.
- Hearing of Citizens**      **1.6**      No citizens answered the call to appear before the board.
- Approval of Minutes**      **1.7**      Ms. Durden moved and Mr. McKnight seconded approval of the minutes of the board's regular meeting of May 9, 2013, the minutes of the board's retreat of May 18, 2013, and the minutes of the board's budget committee meeting of June 12, 2013, as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; and Warriner, aye.
- Special Presentations**      **1.8**      Mr. Estes and Dr. Kerley acknowledged recent gifts to the College for the Advanced Technology Center and expressed their sincere

appreciation to the following donors:

- 1.8.1** Mr. and Mrs. Larry and Nancy Dantzler for their gift of \$3,000 to the ATC Technology Excellence Fund as an Innovation partner and sponsor of the Larry & Nancy Dantzler Design Model Shop. Mr. Dantzler spoke of his long time support of the College and noted the importance of focusing on the students.
- 1.8.2** Mr. Mark Stevens, IRBY-Rockwell, for their donation of \$93,866 toward equipment in the Advanced Technology Center and sponsorship of the Rockwell-Irby Engineering Technology Laboratory. Mr. Stevens commended the College for its success and gave thanks for the opportunity to be part of this new building.

Dr. Kerley announced that, with the addition of these gifts, the ATC Pathways to the Future Campaign now stands at over \$2.9 million dollars to address equipment and program needs as well as endowments to sustain programs in the ATC and provide financial assistance to students for years to come.

- 1.8.3** In a special presentation honoring Ms. Karen Durden, Mr. Estes, vice chair, read a resolution recognizing her leadership and service to the College and the community and requested board approval.

Mr. McKnight made a motion to approve the resolution of Ms. Karen L. Durden as presented. Ms. Dunn seconded and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; and Warriner, aye.

**2. Trustee  
Comments**

- 2.1** Mr. Roberson noted the valued path of technology that the College is now on. Ms. Dunn thanked the GCSC Foundation for their fundraising efforts of the ATC Culinary program. Mr. Warriner commended the RN program at GCSC and mentioned the growing opportunities the program offers. Mr. McKnight commented on the appreciation expressed by students to faculty and family members at the program pinning ceremonies and noted the life-changing aspect of education. Ms. Patronis thanked those involved in preparing the 2013-14 budget.

**Attorney's  
Report**

- 2.2** Attorney Bennett had no report.

**President's  
Evaluation**

- 2.2.1** Attorney Bennett reported that although he received several evaluations of the President from trustees, his report would be deferred to the next meeting to give all trustees time to complete the president's evaluation form.

- Consideration of Proposed Order of Taking with the DOE**      **2.2.2**      Attorney Bennett presented trustees with the Order of Taking for the property that the Department of Transportation will need for the overpass construction and requested trustee approval. The Order of Taking has been reviewed and approved by Attorneys Kent Hipp and William Harrison.
- Ms. Patronis moved to accept the recommendation as presented. Ms. Dunn seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; and Warriner, aye.
- Consideration of Proposed Lease Agreement with the DOE**      **2.2.3**      Attorney Bennett presented trustees with the Lease Agreement with the Department of Transportation which will allow the College to use the transferred property rent-free until October 2014. He noted that the Lease Agreement has been reviewed and approved by Attorneys Kent Hipp and William Harrison and requested board approval.
- Ms. Durden moved 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; and Warriner, aye.
- GCSC Foundation, Inc. President's Update**      **2.3**      Mr. Les Brackett updated trustees on the GCSC Foundation, Inc., including \$427,000 received in private contributions over the past month. He stated that the GCSC Foundation dinner and Kenny Loggins concert was a great success and added that a total of \$848,000 in scholarships have been approved for the 2013-14 academic year.
- Honorary Trustee Updates**      **2.4**      Commander Anglin gave a brief overview of activities on NSA-PC.
- Next Meeting**      **2.5**      The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, July 25, 2013, in the William C. Cramer, Jr. Seminar Room.
- 3. SGA Report**      **3.1**      Ms. Samantha Arlt, president, Student Government Association, reported on various activities, including the New York leadership conference and a possible food bank opening in September.
- 4. Personnel**      **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 and advancements.

## **Professional Services**

### **Employment**

Loretta J. Gouraige - Project Coordinator, Upward Bound Grant, Student Affairs, effective June 3, 2013 – June 30, 2013, annual salary of \$35,000, experiential credit given. Ms. Gouraige fills the position vacated by the resignation of Pamela N. Hutto.

Austin B. Mefford - Part-time Assistant Coach, Women's Basketball, Wellness & Athletics, effective June 1, 2013 – June 30, 2013, salary of \$1,666. Mr. Mefford fills the position vacated by the resignation of Terrence J. Royals.

James J. Riley - Certified Business Analyst (Manager IV), Veterans Business Outreach Center, Economic Development, effective May 28, 2013 – June 30, 2013, annual salary of \$33,660, experiential credit given. Mr. Riley fills the position vacated by the reclassification of Lynn E. Eichler.

Sharon L. Yarbrough - Aquatics Specialist, Wellness & Athletics, effective June 3, 2013 – June 30, 2013, annual salary of \$26,306. Ms. Yarbrough fills the position vacated by the resignation of Elizabeth A. Smith.

### **Reclassification**

Mark S. Swartz - From Temporary Part-Time Instructor, Business & Technology Division to Culinary Program Operations Manager, Business & Technology Division, effective May 6, 2013, annual salary of \$51,000.

### **Resignation**

Karon P. Goodman - Assistant Coordinator, Marketing & Communications, effective May 17, 2013.

Terrence J. Royals - Women's Assistant Basketball Coach, Wellness & Athletics, effective May 24, 2013.

Katrina D. Saunders - Assistant Coordinator Instructional Technology, ELearning, effective June 14, 2013.

### **Nonrenewal of Contract**

Michael A. Gattis - Assistant Professor, Social Sciences Division, effective May 4, 2013.

Tristan A. McGee - Technical Specialist, Visual & Performing Arts Division, effective June 30, 2013.

### **Exit DROP**

Herman Daniels - Chief Information Officer, Information Technology Services, effective June 30, 2013.

### **Career Services**

#### **Employment**

Zachary A. Cogburn - Media Services Technician (CL1), Information & Technology, effective May 28, 2013, hourly rate of \$11.36, experiential credit given. Mr. Cogburn fills the position vacated by the reclassification of Thomas M. Hughes.

Linda W. Cooper - Lifeguard (Grade 3), Wellness & Athletics, hourly rate of \$8.30, effective June 1, 2013.

Mary G. West - Custodian (Grade 6), Maintenance & Operations, hourly rate of \$9.79, experiential credit given, effective June 3, 2013. Ms. West fills the position vacated by the retirement of George J. Collins.

#### **Reclassification**

Brenda L. Good - From Bookkeeper (Grade 10), Administration & Finance to Senior Bookkeeper (Grade 13), Administration & Finance, hourly rate of \$19.61, effective May 10, 2013. Ms. Good fills the position vacated by the retirement of Margaret Soderquist.

#### **Resignation**

Zachary A. Cogburn - Part-time Production Assistant Media Services, Marketing and Communications, effective May 27, 2013.

Christina L. Kight - Human Resource Assistant (Grade 9), Human Resources, effective Monday, May 20, 2013.

Latangela F. Lowder - Testing Assistant (Grade 9), ELearning,  
Student Affairs, effective June 4, 2013.

Glenn A. Pepper - Lead Network Support Technician (CL1),  
Information & Technology, effective May 17, 2013.

Laura A. Planey - Construction Bookkeeper (Grade 10),  
Administration & Finance, effective June 11, 2013.

Trustees were asked to approve Contract Ratifications.

**Contract Ratifications** 4.2

**May 2013 and Summer 2013 Overloads** 4.3

Trustees were asked to approve May 2013 and Summer 2013 Monthly Exceptional Overloads.

Following review of the professional and career personnel, contract ratifications, and May 2013 and Summer 2013 Monthly Exceptional Overload recommendations, Ms. Durden moved and Mr. Roberson seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; and Warriner, aye.

**Approval of 2013-14 College Unrestricted Current (General Operating) Fund Budget** 4.4

On behalf of the Budget Committee, Mr. Estes called on Dr. Kerley to present the committee's recommendation. He led review of the 2013-14 operating budget summary, which projected revenues of \$33,334,838 and expenses of \$33,332,653 and requested approval of the following, stressing that, for the second consecutive year, there would be no increase in tuition or student fees:

- A three percent pool, or approximately \$600,000 for employee salary increases.
- A new chief safety officer position.
- One additional financial aid staff position to assist with significant increases in the number of students requiring financial assistance.
- Continuation of planning for the proposed Math/Science building from recurring state-appropriated funds for that purpose.

Mr. Roberson and Mr. Estes complimented College staff for their efforts in recommending a fiscally sound budget to trustees and emphasized the importance of showing appreciation to staff.

Mr. Roberson moved to approve the budget as presented. Ms. Durden seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; and Warriner, aye.

**Approval of Capital Improvement Program Priorities for FY 2014-15 through FY 2018-19**      **4.5**      Trustees were asked to approve the Capital Improvement Program for FY 2014-15 through FY 2018-19 for projects identified in the June 2012 Educational Plant Survey. The recommended priorities for 2014-15 are for additional planning, design and site work for the Math/Science Building, renovations of existing buildings in priority order based on available funding, and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues.

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

**Inventoried Property**      **4.6**      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.

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

**Final Approval of Changes to Manual of Policy**      **4.7**      Agenda Items **4.7.1** and **4.7.2** were bundled for approval.  
  
Trustees were asked to provide final approval for the following Manual of Policy revisions:

**4.7.1**      Policy 6.014, Tenure and Academic Rank  
This policy change is necessary due to the recent Florida State Board of Education revision of Rule 6A-14.0411 which requires all colleges to adopt the policy and implement by the fall 2013 semester.

**4.7.2**      Policy 6.048, Probation  
This policy change is necessary due to the recent Florida State Board of Education revision of Rule 6A-14.0411.

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

**Approval of Change Order #21 to the ATC**      **4.8**      Trustees were asked to approve Change Order #21 to the GAC/H. J. High Joint Venture contract for the Advanced Technology Center. This deductive change order, in the amount of

\$204,385.96 for the direct purchase of materials, resulted in a new contract amount of \$25,246,602.00.

Mr. McKnight 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; Patronis, aye; Roberson, aye; and Warriner, aye.

**Approval of  
Substantial  
Completion of  
ATC**

- 4.9** Trustees were asked to approve the Substantial Completion of the Advanced Technology Center as of June 19, 2013. Mr. Richard Dodd, GAC Contractors, Inc., and Mr. Joe Sorci, Florida Architects, briefly outlined the overall ATC project, highlighting the significant savings on the project through the direct purchase of materials. Mr. Sorci underscored the benefits of hiring a construction manager for the project.

Ms. Dunn 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; and Warriner, aye.

**Approval of  
Change  
Orders #2 and  
#3 to the  
Anderson &  
Associates  
Contract**

- 4.10** Agenda Items **4.10.1** and **4.10.2** were bundled for approval.
- 4.10.1**  
Trustees were asked to approve Change Order #2 to the Anderson & Associates contract for the repairs to the Wellness Building roof. This deductive change order, in the amount of \$63,666.14 for the direct purchase of materials, resulted in a new contract amount of \$191,896.01.

**4.10.2**  
Trustees were also asked to approve Change Order #3 to the Anderson & Associates contract for the repairs to the Wellness Building roof. This deductive change order, in the amount of \$3,904.64 for the direct purchase of materials, resulted in a new contract amount of \$187,991.37.

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

**Approval to  
Write Off  
Delinquent  
Accounts**

- 4.11** In accordance with College policy, approval was requested to write off accounts that are now two years old. Mr. John Mercer explained that the majority of the delinquent accounts resulted from the Federal Government requiring GCSC to repay the obligations of students. He noted that the College will continue collection efforts for the outstanding obligations. Responding to



Mr. McKnight's question about the percentage of the College's operating budget used for repayment of delinquent accounts, Mr. Mercer stated that this information would be sent to trustees.

Mr. Roberson made a motion to approve the writing off of \$373,083.00 in delinquent accounts. Ms. Dunn seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; and Warriner, aye.

- |  |              |   |
|--|--------------|---|
| <b>5. 2012-13<br/>College<br/>Operating<br/>Budget</b> | <b>5.1</b>   | Trustees reviewed the Budget/Financial Activity Report for fiscal year 2012-13 as of April 30, 2013.  |
| <b>Strategic<br/>Planning<br/>Update</b>               | <b>5.2.1</b> | Dr. Kerley called on Dr. Flax-Hyman to provide the Strategic Planning Update. She reported that this month's Dashboard focused on the structure of the new strategic plan that is currently in development, as well as the 2013-14 Planning Priorities. |
| <b>Advanced<br/>Technology<br/>Center Update</b>       | <b>5.2.2</b> | Mr. Dalton Parker, GAC Construction, summarized the ATC construction project. Dr. Dunnivant stated that he is continuing to secure ATC partnerships.  |
| <b>Development<br/>Update</b>                          | <b>5.2.3</b> | Ms. Melissa Hagan, chief development officer, provided trustees with an update on recent activities in the Development Office, including fundraising projects.  |
| <b>President's<br/>Report</b>                          | <b>5.3.1</b> | Dr. Kerley shared with trustees some recent activities occurring at the College including pinning ceremonies, school visits, and summer events.   |
| <b>Global Issues</b>                                   | <b>5.3.2</b> | Dr. Kerley provided trustees with information on global issues and events.  |
| <b>Administrative<br/>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<br/>Order</b>                        | <b>6.1</b>   | Trustees were invited to attend various College events.   |
| <b>7. Adjournment</b>                                  | <b>7.1</b>   | The meeting was adjourned at 11:42 a.m.   |

---

Secretary

---

Chairman