

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

May 9, 2013

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Members Absent: Karen L. Durden and David P. Warriner

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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. Estes 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 | Ms. Butler welcomed Mr. Patrick Brennan, chair, Faculty Council; Ms. Katrina Porter, chair, Professional Employee Council; Commander Anthony Anglin, Naval Support Activity Panama City; and Mr. Aaron Wagner, past 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. Dunn moved and Ms. Patronis seconded approval of the minutes of the board's April 11, 2013 regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye. |
| Special Presentations | 1.8 | Ms. Butler 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. Don Crisp for their gift of \$5,000 to the ATC Technology Excellence Fund and sponsorship of the Don & Tyrene Crisp Families Café Bar. Mr. Crisp spoke of his numerous family generations who have or are currently attending GCSC, and gave his thanks for all the College does for the community.
- 1.8.2** Mr. Andy Stein, chief executive officer, Mr. Frank Hall, chief operating officer, Ms. Barbara Haag, chief financial officer, and Mr. Jim Looker, chief financial officer, Summit Bank, for their contribution of \$50,000 to the ATC Technology Excellence Fund and sponsorship of the Summit Bank Conferencing Center. Representatives gave their thanks for the opportunity to be part of a building that will make a difference in our local economy.
- 1.8.3** Dr. Kerley presented the Florida College System Activities Association Risk Award and Superior Award to Mr. Jason Hedden, associate professor, Visual & Performing Arts, for the *How I Learned to Drive* theatrical production.
- 1.8.4** In a special presentation honoring Mr. Dan Estes, Ms. Butler, chair, read a resolution recognizing his leadership and service to the College and the community and requested board approval.

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

**2. Trustee
Comments**

- 2.1** Mr. McKnight expressed his excitement for the Advanced Technology Center and noted the job market need for technology graduates. Ms. Patronis mentioned the immediate need for the Math/Science Building and encouraged everyone to fax a letter to Governor Rick Scott (850-488-4155), giving support for funding of the new facility. Mr. Roberson echoed Ms. Patronis on the importance of a STEM facility, and also gave thanks to Mr. Herman Daniels for the many ways he has served the College. Ms. Dunn spoke of her experience at the spring 2013 student graduation ceremony, and thanked the GCSC Visual & Performing Arts students for the mural painted at the Science and Discovery Center. Mr. Tannehill encouraged trustees to attend the Foundation's Kenny Loggins concert to be held at the Edgewater Beach Resort on May 10. Ms. Butler reiterated her thanks to Mr. Herman Daniels and noted the pleasure of attending the Graduation Ceremony. Ms. Butler also noted that Mr. Estes will be chairing the June meeting in her absence.

Attorney's

- 2.2** Attorney Bennett had no report.

Report

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| GCSC Foundation, Inc. President's Update | 2.3 | Mr. Les Brackett, GCSC Foundation Inc. president, was unable to attend today's meeting. |
| Honorary Trustee Updates | 2.4 | Commander Anglin gave a brief overview of activities on NSA-PC. |
| Approval of 2013-14 DBOT Meeting Schedule | 2.5 | Dr. Kerley requested approval for the proposed District Board of Trustees meeting schedule for 2013-14. Ms. Butler requested that a notation for the annual election of board chair and vice chair be added to the schedule for the July 25 board meeting. Ms. Patronis made a motion to approve the schedule. Mr. McKnight seconded and the vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Roberson, aye; Tannehill, aye; and Butler, aye. |
| Next Meeting | 2.6 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, June 20, 2013, in the William C. Cramer, Jr. Seminar Room. |
| 3. SGA Report | 3.1 | Mr. Aaron Wagner, past president, Student Government Association, reported on various activities, including budget review for purchasing additional picnic tables for outdoor eating areas. |
| Program Focus | 3.2 | <p>Dr. Sandra Etheridge, executive director, QEP/CAL, provided an overview of the College's Critical Academic Literacy program, including a presentation outlining the various ways that GCSC faculty are engaging students in and out of the classroom.</p> <p>Dr. Etheridge introduced Ms. Emily Schmidt, former student, who spoke about her experiences in the GCSC Physical Therapy Assistant program. Ms. Schmidt thanked everyone for the opportunity that GCSC has given her.</p> |
| 4. Personnel | 4.1 | <p>Agenda Items 4.1, 4.2, and 4.3 were bundled for approval.</p> <p>Trustees were asked to approve professional and career personnel recommendations and advancements.</p> |

Professional Services

Employment

Alfred L. McCambry, Jr. - Director, Continuing Education, Economic Development, effective April 8, 2013 – June 30, 2013, annual salary of \$65,000. Mr. McCambry fills the position vacated by the resignation of Lori L. Luppino.

Resignation

Vanessa E. Vale Feliciano - Assistant Professor, Language & Literature, effective May 4, 2013.

Career Services

Employment

Kurt R. Morris - Engineering Technician (Grade 14), Advanced Technology Center, effective April 22, 2013, hourly rate of \$13.35, experiential and educational credit given.

Reclassification

Thomas N. Hughes - From Media Services Technician (CL1, Step 3), Information & Technology Services to Lead Media Services Technician (CL2, Step 10), Information & Technology Services, effective April 26, 2013, hourly rate of \$14.35, experiential and educational credit given.

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications.

April 2013 Overloads

4.3 Trustees were asked to approve April 2013 Monthly Exceptional Overloads.

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

Inventoried Property

4.4 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. McKnight moved and Mr. Roberson seconded approval as presented. The vote was

recorded as follows: Dunn, aye; Estes, aye; McKnight, aye;

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

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

4.5 Trustees were asked to provide tentative approval for the following Manual of Policy revisions:

4.5.1 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.

4.5.2 Policy 6.048, Probation

This policy change is necessary due to the recent Florida State Board of Education revision of Rule 6A-14.0411.

Regarding policy 6.014, Tenure and Academic Rank, Mr. Brennan and Dr. Bishop noted the clear structure of how to proceed with tenure. Mr. Roberson agreed that the GCSC tenure process is fair to taxpayers.

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

**Final
Approval of
Changes to
Manual of
Policy**

4.6 Trustees were asked to provide final approval for the following Manual of Policy revisions:

4.6.1 Policy 4.018, Grades

This policy change makes students responsible for initiating course withdrawals up to an established deadline date, with defined consequences.

4.6.2 Policy 7.080, Class Attendance

Changes spell out current policy provisions in greater detail than is currently documented.

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

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

4.7 Trustees were asked to approve the Florida Statewide Federal Awards Audit for the Fiscal Year ended June 30, 2012.

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

Roberson, aye; Tannehill, aye; and Butler, aye.

Approval of Academic Programs

4.8 Trustees were asked to approve the Engineering Technology and Network Systems Technology Associate in Science programs.

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

Deletion of Academic Programs

4.9 Trustees were asked to approve the deletion of the Computer Integrated Manufacturing Associate in Science program and the Office Administration Associate in Applied Science program and associated certificates.

Ms. Patronis asked if industry certifications were being incorporated into the academic programs. Dr. Bishop and Ms. Melanie Boyd, chair, Business & Technology Division, stated that the College is waiting for information from the Department of Education and that plans are being made to track completion, provide financial assistance, and include industry certifications in final exams.

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

Approval to Award an Honorary Associate of Science Degree

4.10 Trustees were asked to approve the presentation of an honorary Associate of Science Degree in Nursing to Ms. Cassandra Scribner for her commitment to her fellow students and the educational journey she provided to the ADN Class of 2013.

Mr. McKnight made a motion to accept the recommendation as presented. Ms. Dunn seconded, and the vote was recorded as follows: Dunn, aye; Estes, aye; McKnight, aye; Patronis, 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 March 31, 2013.

Discussion of Capital Improvement Program Priorities for

5.2 Trustees reviewed the Capital Improvement Program for FY 2014-15 through FY 2018-19 for projects identified in the June 2013 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

- FY 2014-15 through FY 2018-19** priority order based on available funding, and continued emphasis on addressing licensure, life safety, handicapped accessibility, and environmental issues.
- Strategic Planning Update** 5.3.1 We did not have a strategic planning update this month.
- Advanced Technology Center Update** 5.3.2 Dr. Kerley stated that completion of the ATC is expected to be on time and the furniture is scheduled to arrive on June 1. Mr. Dalton Parker, GAC Construction, summarized the construction outlook over the next month. He assured trustees that safety has been a top priority throughout construction of this project, with only four minor safety incidents. Dr. Dunnivant stated that he is continuing to secure ATC partnerships are still being secured.
- Development Update** 5.3.3 Ms. Melissa Hagan, chief development officer, provided trustees with an update on recent activities in the Development Office, including fundraising projects and the GCSC Foundation dinner and Kenny Loggins Concert.
- President's Report** 5.4.1 Dr. Kerley shared with trustees some recent activities occurring at the College including pinning ceremonies, scheduled retreats, legislative changes in developmental education, and recent marketing methods. Mr. Estes commended the marketing team on their newest advertising campaign.
- Global Issues** 5.4.2 Dr. Kerley provided trustees with information on global issues and events.
- Administrative Updates** 5.5 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 GCSC First Annual Military Park Celebration, May 9, 3 p.m. at the Military Park, as well as other College events.
- 7. Adjournment** 7.1 The meeting was adjourned at 11:42 a.m.

Secretary

Chairman