

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

November 7, 2013

10 a.m. (EST)
Gulf/Franklin Campus

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

Members Absent: David P. Warriner

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| 1. Call to Order | 1.1 | Mr. Roberson called the meeting to order at 10:07 a.m. (EST) |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Colonel Holmes led those present in the pledge of allegiance to the American flag. |
| Welcome to Guests | 1.4 | Mr. Roberson welcomed Mr. Jim Anderson, vice-president, GCSC Foundation, Inc.; Colonel Christopher Holmes, Tyndall Air Force Base; Ms. Lori Cannon, chair, Professional Employee Council; and Ms. Samantha Arlt, president, Student Government Association. |
| Hearing of Citizens | 1.5 | No citizens answered the call to appear before the board. |
| Approval of Minutes | 1.6 | Mr. Estes moved and Mr. McKnight seconded approval of the minutes of the board's October 3, 2013, regular meeting as distributed. The vote was recorded as follows: Butler, aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Roberson, aye. |
| Special Presentation | 1.7 | Ms. Loretta Costin, director, Gulf/Franklin Campus, gave an annual report on the strategic plan of the Gulf/Franklin Campus, including graduation rates in the nursing programs, testing options, and tutoring services. Ms. Costin also noted their commitment to expanding technical certification programs for credit and non-credit students, improving marketing efforts, and connecting with the community. |

- 2. Trustee Comments** **2.1** Mr. McKnight reported on the various athletic activities and commended the GCSC Women’s Volleyball Team for placing in the State Tournament. Ms. Patronis encouraged trustees to nominate outstanding GCSC alumni for the Distinguished and Rising Star Alumni Awards. Ms. Butler expressed her excitement to see a showing of the GCSC theatre production of Les Miserables. Ms. Dunn and Mr. Estes expressed their appreciation for student testimonials and for the responsiveness GCSC faculty and staff give to improve student success. Mr. Tannehill pointed out the great relationship the College has with the community, and Mr. Roberson emphasized the importance of publicizing the College during community events.
- Presidential Search** **2.2** Mr. Roberson announced that public meetings have been scheduled for 5:30 p.m. on November 18, at the Gulf/Franklin Campus, and for 5:30 p.m. on November 19, at the Panama City Campus. The purpose of these meetings is to collect input from the community to draft the Presidential Profile, which will be used when advertising for the position. The search committee will be meeting with the consulting group following the December 12 board meeting.
- Members of the Presidential Search Committee:
Chair
Ralph Roberson, Trustee/Business/Community
- Committee Members**
Dr. Jim Anderson, Foundation
Samantha Arlt, Student
Dr. Patrick Brennan, Faculty
Lori Cannon, Professional Employee
Loretta Costin, Admin/Off-Campus Sites
Karen Durden, Community
Lloyd Harris, Faculty
Scott Kirkman, Faculty
Elizabeth Kirvin, Educator/K-12
Alfred McCambry, Admin/Non-Credit Programs
Loretha Miller, Professional Employee
Katie Patronis, Trustee/Business/Community
Dr. Ken Shaw, FSU/Community
David Warriner, Trustee/Business/Community
- Attorney’s Report** **2.3** Attorney Bennett had no report.
- GCSC Foundation, Inc. President’s Update** **2.4** Mr. Jim Anderson updated trustees on the GCSC Foundation, Inc., including \$71,000 received in private contributions over the past month. He also stated that current assets stand at over \$28 million, a culinary dinner scheduled for this winter is being planned, and

the Shark's Tooth Pairings Party and Golf Tournament will occur November 7-8.

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| Honorary
Trustee
Updates | 2.5 | Colonel Holmes gave a brief overview of activities at the Tyndall Air Force Base.

Commander Serow was unable to attend. |
| Next Meeting | 2.6 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, December 12, 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 Toys for Tots fundraiser, the Veterans Day cookout, and the civil rights field trip to Alabama. |
| Program
Focus | 3.2 | Dr. Arifa Garman, director, E-Learning, gave an overview of E-Learning at GCSC. |
| Student
Success Story | 3.3 | Dr. Garman introduced Ms. Jackie Blue, student, who spoke about her tutoring services for E-Learning courses. Dr. Garman answered affirmatively when questioned by Ms. Patronis about whether the online tutoring services were available for only E-Learning courses. |
| 4. Personnel | 4.1 | Trustees were asked to approve professional and career personnel recommendations and advancements. |

Professional Services

Employment

Jane E. Anslow - Coordinator II, Orientation & Advising, Student Affairs, effective September 30, 2013 – June 30, 2014, annual salary of \$34,333, experiential credit given.
Ms. Anslow fills the position vacated by the resignation of Mary Scovel.

Sunjoo Pettis - Part-time Mathematics Learning Manager, Disability Support Services, Student Affairs, effective October 1, 2013, hourly rate of \$18.99, experiential credit given. Ms. Pettis fills the position vacated by the resignation of Holli Mast.

Andrew L. Rohan - Mathematics Learning Manager, Disability Support Services, Student Affairs, effective September 27, 2013 – May 9, 2014, annual salary of \$25,125, experiential credit given. Mr. Rohan fills the position vacated by the resignation of Sarah Hubbard.

Reclassification

John J. Ammons - From Coordinator II, Law Enforcement Training, Public Safety, to Associate Director, Criminal Justice & Law Enforcement, Public Safety Division, effective September 27, 2013 – June 30, 2014, annual salary of \$54,337, educational credit given. This is a new position.

Theodora L. Preston - From Financial Aid Assistant I, Financial Aid to Financial Aid Advisor and Verification Specialist, Financial Aid, effective September 27, 2013 – June 30, 2014, annual salary of \$26,010. This is a new position.

Career Services

Employment

Towanda Z. Garner - Receptionist (grade 6), Advanced Technology Center, effective September 23, 2013, hourly rate of \$10.68, experiential and educational credit given. This is a new position.

Resignation

Maria C. Zea - Testing Assistant (grade 9), Student Affairs, effective October 10, 2013.

Termination

Somboon T. Poomarat - Groundskeeper (grade 6), Maintenance & Operations, effective October 8, 2013.

Enter DROP

James R. Garcia - Supervisor, Building Services (grade 14), Maintenance & Operations, effective October 1, 2013 (Revised: Originally reported as entering DROP September 1, 2013.)

Following review of the professional and career personnel recommendations and advancements, Mr. McKnight moved and

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

Contract Ratifications

4.2 Trustees were asked to approve Contract Ratifications.

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

Overloads

4.3 Trustees were asked to approve the following overloads:

4.3.1 Session C & October 201308 Exceptional Overloads/Adjunct Pay Monthly & Biweekly

4.3.2 August 201308 Exceptional Overloads/Adjunct Pay Biweekly

4.3.3 September 201308 Exceptional Overloads/Adjunct Pay Biweekly

Following review of the Session C & October Monthly Exceptional Overload recommendations, as well as the August and September Exceptional Overloads recommendations, Mr. Tannehill moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Butler, aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Roberson, 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.

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

Tentative Approval of Change to Manual of Policy

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

Policy 5.090, Auxiliary Enterprises

This policy change is recommended to clarify management of the College's food service provider.

Mr. McKnight moved to accept the recommendation as presented. Mr. Estes seconded, and the vote was recorded as follows: Butler,

aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Roberson, 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:

Policy 5.056, Delinquent Accounts, Bad Checks, and Other Financial Obligations

This policy change is recommended to make the policy consistent with current practice.

Policy 7.040, Student Identification

This policy documents the requirement that every student have a GCSC identification card.

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

**Approval of
Budget
Amendment to
the Restricted
Current Fund
(Fund 2)**

4.7 Approval was given for the budget amendment J1400357 to the Restricted Current Fund (Fund 2) to record the grant increase for fiscal year 2013-14 for the Veteran's Business Outreach Center.

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

**Approval of
Resolution
Authorizing
Demolition of
the Existing
Technology
Building**

4.8 Trustees were asked to approve the resolution authorizing the demolition of the Technology Building. All students, faculty, and staff have been relocated to the new Advanced Technology Center.

If approved, the resolution and an amendment to the June 2012 Educational Plant Survey will be submitted immediately in an effort to coordinate the demolition with the College's continuing contract construction management firm during the Christmas break to minimize the impact on instructional activities.

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

**5. 2013-14
College
Operating
Budget**

5.1 Trustees reviewed the Budget/Financial Activity Report for fiscal year 2013-14 as of September 30, 2013.

Secretary

Chairman