

**FINAL**

**MINUTES**

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

**April 10, 2014**

**10 a.m.**

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

- Members Present:** Ralph C. Roberson (presiding), Don R. Crisp, Leah O. Dunn, Elizabeth M. Kirvin, Jim W. McKnight, Katie L. Patronis, Joe K. Tannehill, Jr., David P. Warriner, Dr. Jim Kerley, and Derrick Bennett
- Members Absent:** Steve D. Millaway
- 1. Call to Order**      **1.1**      Mr. Roberson called the meeting to order at 10:05 a.m.
- 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.
- Alma Mater**      **1.4**      Mr. Scott Kirkman, assistant professor, Visual & Performing Arts, performed the GCSC Alma Mater.
- Welcome to Guests**      **1.5**      Mr. Roberson welcomed Mr. Jim Anderson, 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**      **1.6**      No citizens answered the call to appear before the board.
- Approval of Minutes**      **1.7**      Mr. Tannehill moved and Mr. McKnight seconded approval of the minutes of the board's March 13, 2014, regular meeting as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

- Special Presentations**
- 1.8** **1.8.1** Mr. Roberson and Dr. Kerley presented the Florida College System Activities Association Award of a “Superior” rating for The All Night Strut to Ms. Rosie O’Bourke, chair, Visual & Performing Arts, for *The All Night Strut* theatrical production.
- 1.8.2** Mr. Roberson and Dr. Kerley invited Dr. Emmanuel Hernandez, assistant professor, Business & Technology, to the podium and recognized students of the Gulf Coast State College Enactus Team for earning Rookie of the Year Team at the Enactus USA National Exposition. Students from the GCSC Enactus Team noted the importance of entrepreneurial action in the community and thanked the College for the opportunity given to them.
- 2. Trustee Comments**
- 2.1** Mr. Warriner noted the effective process used by the Presidential Search Committee and thanked Dr. Cheryl Flax-Hyman for her support. Mr. McKnight reported on various athletic activities and thanked Dr. Dunnivant and Dr. Kerley for their assistance in the recruitment of a new student. Ms. Patronis mentioned the opportunity to meet with legislators in Tallahassee to express support for the STEM Education Center and noted the importance of proving current utilization of the campus facilities in order to secure future funding. Ms. Dunn expressed an interest in future entrepreneur endeavors. Ms. Kirvin commended Gulf Coast State College and the Gulf/Franklin Campus (GFC) for being named the 2013 Business Partner of the Year at the Gulf County Chamber of Commerce Annual Dinner. Mr. Tannehill praised Mr. David Thomasee, public safety officer, for his efforts in keeping staff and students safe on our campus.
- Presidential Search**
- 2.2** Ms. Patronis moved and Ms. Kirvin seconded approval of the minutes of the Presidential Search Committee’s February 27, 2014, and March 27, 2014, meetings as distributed. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.
- Mr. Roberson provided trustees with an update on the presidential search and outlined the next steps in the process. He thanked the members of the Search Committee for their efforts in bringing forth the slate of presidential candidates and stated that their work is now complete. He requested that trustees formally accept the finalists as recommended by the Search Committee. In response to Mr. Tannehill’s inquiry about the possibility of a good candidate being overlooked by the consultants during the first cut, Mr. Roberson stated that Trustee Patronis revisited each application to ensure that qualified candidates were not eliminated during the initial screening. Responding to Mr. Crisp’s questions, Mr. Roberson stated that the candidates were not ranked and that

all six meet the required qualifications. Mr. Crisp suggested that the slate of finalists be reduced to four instead of six.

Mr. McKnight moved to accept the slate of six candidates as presented, and Mr. Tannehill seconded. The vote was recorded as follows: Crisp, no; Dunn, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

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| <b>Attorney's Report</b>                        | <b>2.3</b>   | Attorney Bennett had no report.  |
| <b>GCSC Foundation, Inc. President's Update</b> | <b>2.4</b>   | Mr. Anderson updated trustees on the GCSC Foundation, Inc., including \$128,000 received in private contributions during the past month. He also stated that current assets stand at over \$29 million, and that an event honoring high school seniors as scholarship award recipients will occur on April 11 at the ATC.  |
| <b>Honorary Trustee Updates</b>                 | <b>2.5.1</b> | Commander Serow was unable to attend.  |
|   | <b>2.5.2</b> | Colonel Holmes gave a brief overview of activities at the Tyndall Air Force Base.  |
| <b>Next Meeting</b>                             | <b>2.6</b>   | The next regular meeting of the District Board of Trustees is set for 9 a.m., Thursday, May 8, 2014, in the William C. Cramer, Jr. Seminar Room.   |
| <b>3. SGA Report</b>                            | <b>3.1</b>   | Ms. Samantha Arlt, president, Student Government Association, reported on various activities and gave a short presentation on the SGA Leadership Conference. Since this will be her last meeting, trustees thanked Ms. Arlt for her hard work and dedication.  |
| <b>Program Focus</b>                            | <b>3.2</b>   | Dr. Jeff Stevenson, chief economic development officer, Economic Development, provided a short overview of the upcoming Entrepreneur of the Year Dinner and introduced Mr. Robert Goetz, director, Small Business Development Center, and Dr. Emmanuel Hernandez, assistant professor, Business & Technology Division, who emphasized importance of supporting entrepreneurship. |
| <b>4. Personnel</b>                             | <b>4.1</b>   | Agenda Items <b>4.1</b> and <b>4.2</b> were bundled for approval.<br><br>Trustees were asked to approve professional and career personnel recommendations and advancements.  |

## **Professional Services**

### **Resignation**

Melanie J. Godfrey - Assistant Coordinator, Veterans Affairs, Financial Aid, effective March 28, 2014.

Mark S. Swartz, Sr. - Culinary Operations Manager, Business & Technology, effective April 4, 2014.

## **Career Services**

### **Employment**

Earlie D. Dempsey - Groundskeeper (Grade 6), Maintenance & Operations, effective March 24, 2014, hourly rate of \$10.18, experiential credit given. Mr. Dempsey fills the position vacated by the reclassification of Ernest Todd.

Rhoda J. Naas - Administrative Assistant (Grade 9), Upward Bound Grant, Student Affairs, effective March 6, 2014, hourly rate of \$12.24, experiential and educational credit given. Ms. Naas fills the position vacated by the resignation of Amanda Carter.

Aimee E. Roberts - Senior Administrative Assistant (Grade 10), Office of the President, Administration and Development Office, effective March 24, 2014, hourly rate of \$12.71, experiential and educational credit given. Ms. Roberts fills the position vacated by the resignation of Camille Smith.

### **Reclassification**

Roy B. Striplin - From Maintenance Mechanic II (Grade 9), Maintenance & Operations, to Maintenance Mechanic III (Grade 11), Maintenance & Operations, effective March 24, 2014, hourly rate of \$17.25. Mr. Striplin fills the position vacated by the retirement of Hilary Jenkins.

### **Resignation**

Ann Marie Fogarty - Senior Library Assistant (Grade 10), Library, effective March 28, 2014.

Hillary A. Hutchins - Reporter/Videographer (Grade 9), Marketing & Communications, effective March 27, 2014.

Reynaldo Que - Computer/Network Technician (CL1, Level 10),  
Information Technology, effective April 11, 2014.

**Retirement**

Hilary A. Jenkins - Maintenance Mechanic III (Grade 11),  
Maintenance & Operations, effective March 24, 2014.

Jackie A. Vaughn - Administrative Assistant (Grade 9), Public  
Safety, effective June 30, 2014.

**Enter DROP**

Tom Krampota - Custodian (Grade 6), Maintenance & Operations,  
effective April 1, 2014.

**Contract  
Ratifications**

**4.2** Trustees were asked to approve Contract Ratifications.

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

**Spring 2014  
Session C  
Overloads**

**4.3** Trustees were asked to approve the Spring 2014 Session C Overloads.

Following review of the Spring 2014 Session C Overload recommendations, Mr. McKnight moved and Ms. Patronis seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, 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. Patronis moved and Ms. Dunn seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**STEM  
Education  
Center  
Schematic  
Design**

**4.5** Trustees were asked to provide final approval on the STEM Education Center Schematic Design.

Mr. Joe Sorci, Florida Architects, gave a short presentation on the STEM Education Center project. In response to Mr. Warriner's inquiry about the ratio of rooms between the Natural Science Building and the STEM Education Center, Mr. Sorci stated that

the new building would have fewer labs, but emphasized how rooms would be utilized for multiple purposes. Mr. Roberson pointed out that this approval is only for the planning done thus far for the project, and requested that no other work be done until further instruction. Mr. McKnight asked if it were possible to add an additional floor to the building, which Mr. Sorci answered affirmatively. Mr. Crisp requested the estimated cost of the building, which Mr. Sorci stated would be approximately \$25 million. Mr. Roberson emphasized the importance of being cost-effective. Ms. Dunn moved and Mr. Tannehill seconded approval as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Approval to  
Write Off  
Delinquent  
Accounts**

- 4.6** In accordance with College and state policies, 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 would continue collection efforts for the outstanding obligations. Mr. Mercer answered affirmatively when asked if this was a budgeted expense item.

Mr. McKnight made a motion to approve the writing off of \$448,372.91 in delinquent accounts. Mr. Warriner seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Tentative  
Approval of  
Change to  
Manual of  
Policy 6.098**

- 4.7** Trustees were asked to provide tentative approval for the following Manual of Policy revision:

Policy 6.098, Non-Discrimination, Harassment, and Sexual  
Misconduct

This policy update reflects changes in the Florida Statute.

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

**Approval of  
Annual Equity  
Report**

- 4.8** Dr. Carrie Baker referred trustees to the GCSC Annual Equity Report to the Division of Florida Colleges. Dr. Baker noted the strategies used to increase student retention including the implementation of mini-mesters, mandatory student orientation, and student follow-ups. Efforts for recruitment of a diverse employee population are being increased by advertising job

opportunities nationally and locally through trade journals, minority publications, and the GCSC webpage.

Mr. McKnight expressed his concern over the trending decline in minority males, and Dr. Lavender assured him that efforts are being made through the Pathfinder program to increase retention and completion rates for those students.

Mr. McKnight moved to approve the report. Ms. Dunn seconded and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Approval of  
Articulation  
Agreement**

**4.9** The Articulation Agreement between GCSC and Washington County District Schools was presented to trustees for approval.

Mr. Estes moved and Mr. McKnight seconded approval of the agreement as presented. The vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, aye; McKnight, aye; Patronis, aye; Tannehill, aye; and Roberson, aye.

**Lodging of the  
GCSC  
Financial Audit  
for FY 2012-13**

**4.10** Agenda items **4.10** and **4.11** were bundled for approval.

Trustees were asked to approve the lodging of the GCSC Financial Audit for fiscal years 2012-2013.

**Lodging of the  
Administration  
of the Florida  
Bright Futures  
Scholarship  
Program for  
Fiscal Years  
Ended  
June 30, 2012  
and 2013**

**4.11** Trustees were asked to approve the lodging of the Administration of the Florida Bright Futures Scholarship Program by Florida's Public Universities and Colleges Operational Audit for Fiscal Years Ended June 30, 2012 and 2013.

Mr. Tannehill moved to accept the recommendations as presented. Mr. McKnight seconded, and the vote was recorded as follows: Crisp, aye; Dunn, aye; Kirvin, 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 February 28, 2014.

**Advanced  
Technology  
Center Update**

**5.2.1** Dr. Steve Dunnivant, dean, Advanced Technology Center, reported on recent activities occurring at the ATC and noted the coming Senior Day scheduled for April 22<sup>nd</sup>.

**Development  
Update**

**5.2.2** Ms. Sabara Quinn, chief development officer, gave an update on the Development Office, including the April 12<sup>th</sup> Ride to Remember event, which will benefit veteran and active duty students at GCSC.

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|-------------------------------|------------|---|
| <b>President's Report</b>     | <b>5.3</b> | Dr. Kerley shared with trustees some recent activities occurring at the College, including recent legislative topics, graduation, and the student Spring Break Boston trip. |
| <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 to attend various College events.   |
| <b>7. Adjournment</b>         | <b>7.1</b> | The meeting was adjourned at 12:10 p.m.   |

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Secretary

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Chairman