

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST STATE COLLEGE

January 12, 2012

10 a.m.

Emergency Operations Center, Room 105

Members Present: Denise D. Butler, Leah O. Dunn, Karen L. Durden, Dan A. Estes, James W. McKnight, Ralph C. Roberson, and Derrick Bennett

Members Absent: Shirley J. Jenkins, Katie L. Patronis, Joe K. Tannehill Jr., and Dr. Jim Kerley

- | | | |
|-----------------------------------|------------|---|
| 1. Call to Order | 1.1 | Ms. Butler called the meeting to order at 10:01 a.m. |
| Invocation | 1.2 | Mr. Herman Daniels gave the invocation. |
| Pledge of Allegiance | 1.3 | Col. Grund led those present in the pledge of allegiance to the American flag. |
| GCSC Alma Mater | 1.4 | Ms. Brandi Tagirs was not available to perform the GCSC Alma Mater. |
| Welcome to Guests | 1.5 | Ms. Butler welcomed Dr. Linda Fitzhugh, chair of the Faculty Council; Ms. Katrina Porter, chair-elect of the Professional Employee Council; Mr. Chaz Mullinax, president, SGA; and Mr. Joe Hamner, vice president, GCSC Foundation, Inc. |
| 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. Estes seconded approval of the minutes of the board's December 8, 2011, regular meeting as distributed. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye. |
| Lighthouse Progress Report | 1.8 | Mr. Herman Daniels provided trustees with an update on the Lighthouse Project and noted the following: the employee payroll loaded without error through the new banner system, Financial |

Aid information is expected to be added to banner in February, and student registration is expected to be available in banner by April.

- Strategic Planning Update** **1.9** Ms. Butler called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles gave a presentation outlining several of the key performance indicators of the Expanding Learning Opportunities initiative. He also reported that GCSC had the highest penetration rate in the state, meaning that more people that graduate high school continue their education at GCSC. Mr. McKnight encouraged even more participation with high schools and Ms. Dunn agreed, suggesting middle schools to be included in preparation for college as well.
- 2. Welcome to New Trustees** **2.1** Ms. Butler welcomed new trustees: Ms. Leah Dunn, Mr. Jim McKnight, and Mr. Ralph Roberson. Ms. Butler stated that GCSC is a wonderful college to be associated with.
- Trustee Comments** **2.2** Ms. Butler opened the floor for trustee comments. Mr. Roberson indicated that he was honored to serve on the board again. Ms. Dunn said that she was pleased with what has already been accomplished by the College. Mr. McKnight also shared his excitement of being part of the board and praised the great work on the new signage and the coming ATC building. Ms. Durden and Mr. Estes welcomed all of the new trustees and encouraged them to attend meetings outside of the DBOT, in order to increase awareness and to learn from colleagues. Ms. Butler explained that Dr. Kerley was absent from the meeting due to a family emergency, but noted that he is normally available for questions and likes to hear what the trustees have to say.
- Attorney's Report – Approval of Employment Contract with Board Attorney** **2.3.1** Mr. Bennett provided a copy of his employment contract to the trustees for review. Apart from referencing automatic renewal each year unless changed, he stated that it is the same agreement that was approved previously. Mr. Bennett briefly commented on trustee roles related to communication and Florida's Sunshine laws. Ms. Durden moved and Ms. Dunn seconded approval of the employment contract for professional services with Mr. Derrick Bennett. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye.
- GCSC Foundation, Inc. President's Update** **2.4** Mr. Joe Hamner (in the absence of Foundation President, Mr. Clint Mayo), gave an update for the GCSC Foundation, Inc., including the announcement of over \$121,000 in private contributions received in December, and a year-to-date income of 350,000. He noted the seven scholarship application workshops that will be available on campus in January and February.

Mr. Hamner invited trustees to the Annual Foundation Meeting to be held on February 3 at 6 p.m. at the Edgewater Beach Resort Conference Center.

- | | | |
|---|------------|--|
| Honorary
Trustee
Updates | 2.5 | Commander Anglin was unable to attend today's meeting. Col. Grund updated trustees on activities at the Tyndall AFB and thanked trustees for the opportunity to serve as an Honorary Trustee. |
| Next Meeting | 2.6 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, February 9, 2012, William C. Cramer, Jr. Seminar Room, Student Union West. |
| 3. SGA Report | 3.1 | Mr. Chaz Mullinax gave an SGA update including a downloadable phone application that will provide details of SGA events, a presentation of the new SGA hierarchy, and a new reach-out program aimed at disadvantaged students. |
| Program
Focus | 3.2 | Ms. Gloria Crawford, chair of Public Safety, Mr. Mark Bowen, EOC director, and Ms. Beth Wall, assistant coordinator, Corrections, provided a short overview of current activities at the Emergency Operations Center. |
| Student
Success Story | 3.3 | Ms. Crawford introduced Mr. Derrick Williams, Sr., who spoke about his experiences as a student in the Law Enforcement program. Ms. Crawford thanked Mr. Williams for attending the meeting and offered to give a tour to all attendees after the meeting. |
| 4. Personnel Recs | 4.1 | Trustees were asked to approve professional and career personnel recommendations. |

Professional Services

Employment

Sandra E. Barkley - Temporary full – time Chair, Natural Sciences, effective January 1, 2012 – June 30, 2012, salary of \$36,360.15 (based on annual salary of \$73,000). Dr. Barkley fills the position vacated by the retirement of Rosemary L. Davenport.

Glenda J. Hannah - Temporary full-time, Assistant Professor, Health Sciences, effective January 1, 2012 – May 4, 2012, salary of \$15,834. Ms. Hannah fills the position vacated by the resignation of Michele G. Azzati.

Reclassification

Lauren M. Armstrong - From Assistant Coordinator , Financial Aid, to Coordinator, Financial Aid, effective January 1, 2012 – June 30, 2012, salary of \$20,274 (based on annual salary of \$40,703). Ms. Armstrong fills the position vacated by the retirement of Herman R. Martin.

Resignation

Casey M. Sempsrott - Project Coordinator, Technology Based Learning DOL Grant, Business & Technology, effective December 31, 2011.

Revision of Resignation

Michele G. Azzati - Correction to December Board Minutes, Associate Professor, Health Sciences, effective December 16, 2011.

Career Services

Employment

Jenny C. Freed - Lifeguard, Wellness & Athletics, effective January 3, 2012, hourly rate of \$7.94.

Contract Ratifications

4.2 Trustees were asked to approve contract ratifications.

Overloads

4.3 Trustees were asked to approve fall 2011/December Monthly/Exception overload recommendations.

Following review of the professional and career personnel, contract ratifications, and fall 2011/December Monthly/Exceptional overload recommendations, Ms. Durden moved and Mr. McKnight seconded approval as presented. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye.

Approval of Budget Amendments to Restricted Current Fund

4.4 Final approval was given for the following budget amendments:

4.4.1 Budget Amendment J0000489
State College Reach-Out Program

4.4.2 Budget Amendment J0000492
Florida Law Enforcement Trust Fund

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

**Rejection of
Bid for Used
Cafeteria
Equipment –
Bid #4-2011/12**

4.5 It was recommended to reject the only bid received for the surplus sale of food service equipment, bid #4-2011/12 – Used Cafeteria Equipment, due to the lack of interest from bidders.

Ms. Durden moved and Mr. Roberson seconded to reject the bid. The vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye.

**Inventoried
Property**

4.6 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.

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

**Approval of
Advanced
Technology
Center Change
Order #7**

4.7 Trustees were asked to approve Change Order #7 to GAC/H.J. High Joint Venture contract. This will be a deductive change order in the amount of \$962,533.07 for the direct purchase of materials, and will bring a new contract amount of \$30,407,531.92.

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

**Approval of
Annual Fire &
Safety
Inspection
Report**

4.8 Trustees were asked to approve the Annual Fire and Safety Inspection Report. The annual inspection results for GCSC were zero “serious fire safety violations” and 41 “non-serious fire safety violations” for the Panama City campus, Gulf/Franklin Center, North Bay Center, and the Small Business Development Center, all of which have been or are currently being addressed by the Maintenance & Operations staff.

The State Requirements for Educational Facilities (SREF) does require that the report be submitted to the board for approval and to the fire authorities having jurisdiction over these sites just for informational purposes. Corrective actions taken will be reported back to the board, the fire authorities and the Florida Colleges Risk Management Consortium upon completion but no later than June 30, 2012.

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

**Approval of
Rosenwald
Classroom
Building Roof
Repair/
Replacement**

4.9 Trustees were asked to approve the replacement of the Rosenwald Classroom Building roof.

Mr. Mercer explained that the building was built in 1965, and the roof has been repaired multiple times. The leak problem has resulted in relocated classes, carpet cleaning expenses, and loss of equipment. When Ms. Dunn asked if the repairs would still result in a flat roof, Mr. Mercer stated that research would be done and brought back to the trustees for review. Ms. Durden asked if spoiled material will be removed upon repair, which Mr. Mercer answered affirmatively. He explained that the replacement of the existing roof would utilize the College's continuing contract construction manager (CM) arrangement with Anderson and Associates, with a standing-seam metal roof. The contract would not exceed an amount over \$604,000 for this project, which includes a provision for the CM's fee of 6 percent.

Mr. McKnight made a motion to replace the current roof with a standing-seam metal roof. Ms. Durden seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye.

**Approval of
Wellness
Building Roof
Repair**

4.10 Trustees were asked to approve the repair of the Wellness Building roof.

Mr. Mercer explained that the building was built in 2003, and has been experiencing a significant leak in a main corridor connecting the gym area to the pool since the building was completed. Although the contractor made numerous attempts to correct the problem, it has been identified to be a design issue as the cause of the leak. Mr. Mercer explained that the repair of the existing roof would utilize the College's continuing contract construction manager (CM) arrangement with Anderson and Associates. The contract would not exceed an amount over \$375,000 for this project, which includes a provision for the CM's fee of 6 percent.

Ms. Durden asked for legal remedies to the roof, which Mr. Mercer explained that the original architect has long since retired and pursuing any remedies for the College may be a lengthy undertaking. Mr. McKnight suggested purchasing insurance for the roof upon repair. Mr. Roberson asked about safety issues discovered with the fire inspection, of which the building was said to not fall under the inspection. Mr. Estes

emphasized the need to take measures to keep this from happening again. To find a variety of opinions, Mr. Bennett suggested taking pictures of the damage to show construction experts. Ms. Durden asked Mr. Sorci for his expert opinion on the roof repair, which Mr. Sorci stated that he did a scan on both buildings and agrees that repairs need to be done as soon as possible.

Mr. Estes made a motion to repair the current roof of the Wellness Building. Ms. Durden seconded, and the vote was recorded as follows: Dunn, aye; Durden, aye; Estes, aye; McKnight, aye; Roberson, aye; and Butler, aye.

**Lodging of
WKGC-
AM/FM
Financial
Audit for FY
2010-11**

4.11 The lodging of WKGC-AM/AM Financial Audit for fiscal year 2010-11 was noted by Ms. Butler.

**5. President's
Report**

5.1.1 Dr. Bishop informed the trustees of various celebrations and highlights from across the College. Mr. Chris Thomes, executive director, Marketing & Communications, stated that new view books, complimentary to the billboards and television commercials, will be handed out to all the high schools. Mr. Estes commended the Marketing team for their advertising design. Mr. Mercer gave thanks to Ms. Beth Bennett, executive administrative assistant, Administration & Finance, for the updates made to the Manual of Policy.

Ms. Butler expressed her appreciation for all of the information provided in the administrative updates and assured that the trustees take time to read the board materials.

Upon Ms. Durden's request, Mr. Sorci gave an overview of the ATC project and reported recent updates to the construction site. Ms. Durden suggested an ATC update at every meeting.

Ms. Butler asked for an update on the airplane currently on campus. Mr. Mercer stated that the City of Panama City has taken ownership of the plane. Ms. Durden said that the family who previously owned the plane would like to make another attempt at raising money for repairs, but the College was notified in December by the Florida Department of Transportation that due to road construction/changes, the plane would need to be relocated.

Ms. Butler asked Dr. Bishop to give an update about the coming SACS visit. Dr. Bishop stated that the purpose of the visit is related to our request for a level change, and reported that several

bachelor degrees are currently in the approval process: Nursing, Organizational Management, Hospitality, and Digital Media. Approval of the Bachelor's in Nursing degree is expected in time for fall 2012 enrollment.

Col. Grund invited trustees and staff to play at Tyndall's golf course, stating that it is open to the public, but a background check is required.

- | | | |
|---|--------------|--|
| Global Issues | 5.1.2 | Dr. Bishop provided trustees with information on global issues and events. |
| Administrative Updates | 5.2 | Trustees were referred to the written updates provided by staff responsible for various administrative areas, highlighting major activities for each area. |
| Discussion of 2011-12 College Budget | 5.3 | The Financial Activity Report for FY 2011-12 as of November 30, 2011, was provided for trustee review. |
| 6. Good of the Order | 6.1 | Trustees were invited and encouraged to attend the Guitar Concert by Andrew Stroud on January 27 at 7:30 p.m. in the Amelia Center Theatre, as well as other College events. |
| 7. Adjournment | 7.1 | The meeting was adjourned at 12:09 p.m. |

Secretary

Chairman