

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

**September 5, 2013**

**9 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 (presiding), Joe K. Tannehill, Jr., David P. Warriner, Dr. Jim Kerley, and Derrick Bennett

**Members Absent:**

- |                             |            |  |
|-----------------------------|------------|--|
| <b>1. Call to Order</b>     | <b>1.1</b> | Mr. Roberson called the meeting to order at 10:02 a.m.   |
| <b>Invocation</b>           | <b>1.2</b> | Dr. Kerley gave the invocation.  |
| <b>Pledge of Allegiance</b> | <b>1.3</b> | Mr. McKnight led those present in the pledge of allegiance to the American flag.   |
| <b>Alma Mater</b>           | <b>1.4</b> | Ms. Emily Nolan, student, performed the GCSC Alma Mater.   |
| <b>Welcome to Guests</b>    | <b>1.5</b> | Mr. Roberson welcomed Mr. Clint Mayo, past president, GCSC Foundation, Inc. in the absence of Mr. Les Brackett, president; Ms. Lori Cannon, chair, Professional Employee Council; Commander Christopher Holmes, Tyndall Air Force Base, Commander Christopher Serow, Naval Support Activity Panama City, and Ms. Samantha Arlt, president, Student Government Association. |
| <b>Hearing of Citizens</b>  | <b>1.6</b> | No citizens answered the call to appear before the board.  |
| <b>Approval of Minutes</b>  | <b>1.7</b> | Ms. Patronis moved and Ms. Dunn seconded approval of the minutes of the board's July 25, 2013 regular meeting as distributed. The vote was recorded as follows: Butler, aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.  |
| <b>Special Presentation</b> | <b>1.8</b> | Chair Roberson requested trustee approval for a resolution recognizing Ms. Denise Butler, former chair, for her outstanding leadership and service to the College and the community. Mr. Tannehill made a motion to approve the resolution as  |

presented. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

Dr. Kerley presented Ms. Butler with an engraved gavel and plaque, commemorating the years she served as chair to the District Board of Trustees.

Chair Roberson requested board approval of a resolution honoring the legislative delegation for their selfless dedication, genuine commitment, and steadfast support of Gulf Coast State College.

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

**2. Trustee  
Comments**

**2.1** Mr. Warriner was the first of several trustees acknowledging Ms. Butler for her service to the board. Ms. Patronis welcomed Mr. Roberson as chair and congratulated the GCSC Emergency Medical Technician program for ranking 33<sup>rd</sup> out of 1,100 EMT programs in the United States. Ms. Butler expressed her appreciation to trustees for the well wishes and noted Dr. Kerley's retirement, emphasizing the importance of the presidential search. Mr. Tannehill thanked the community and the College benefactors for giving the GCSC Foundation the opportunity to increase the scholarship award amount. Mr. Roberson thanked trustees for the opportunity to serve as chair.

**Presidential  
Transition  
Plan**

**2.2** Mr. Roberson presented a draft schedule of the proposed timeline for trustee review. He noted that Dr. Kerley provided the College with ample time to make the right decision and allow for a smooth transition. He added that, a consulting firm is typically engaged to assist with the presidential search process and invited trustee comments. Following discussion, Mr. Warriner made a motion to approve employing a consultant. Ms. Dunn seconded and the vote was recorded as follows:

Chair Roberson appointed Ms. Dunn, Ms. Patronis, Mr. Tannehill, and Mr. Warriner to serve on the Search Consultant Steering Committee and charged the committee with selecting a search consultant, negotiating a fee, and providing a recommendation at the next meeting on October 3, 2013.

**Attorney's  
Report**

**2.3** Attorney Bennett had no report.

- GCSC Foundation, Inc. President's Update**      **2.4**      Mr. Mayo updated trustees on the GCSC Foundation, Inc., including \$98,000 received in private contributions over the past month. He also stated that current assets stand at over \$26.5 million, 700 scholarships will be awarded to GCSC students, and the Shark's Tooth Pairing Party and Golf Tournament will occur on November 7-8.
- Honorary Trustee Updates**      **2.5**      Commander Holmes gave a brief overview of activities at the Tyndall Air Force Base.  
  
Commander Serow gave a brief overview of activities on NSA-PC.
- Next Meeting**      **2.6**      The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, October 3, 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 events from the Welcome Back Week.
- Program Focus**      **3.2**      Dr. Cheryl Flax-Hyman, vice president, Institutional Effectiveness & Strategic Planning, gave an overview of GCSC's results from the 2012 National Community College Benchmark Project (NCCBP).
- 4. Personnel**      **4.1**      Agenda Items **4.1**, **4.2**, **4.3**, and **4.4** were bundled for approval.  
  
Trustees were asked to approve professional and career personnel recommendations and advancements.

### **Professional Services**

#### **Employment**

Denise L. Brickson - Assistant Professor, Health Sciences, effective August 12, 2013 – May 9, 2014, annual salary of \$60,000. Ms. Brickson fills the new position RN to BSN program.

Arthur R. Chapman - Temporary Assistant Professor, Social Sciences, effective August 12, 2013 – May 9, 2014, annual salary of \$37,099. Mr. Chapman fills the position created by the resignation of Jennifer Gibson.

- Robert J. Goetz - Director, SBDC/VBOC, Economic Development, effective July 22, 2013 – June 30, 2014, annual salary of \$60,000, experiential and education credit given. Mr. Goetz fills the position vacated by Jose Chavarria.
- Grady M. Goodwin - Instructional Assistant Coordinator, Business & Technology, effective July 15, 2013 – June 30, 2014, annual salary of \$42,116, education credit given. Mr. Goodwin fills the position vacated by the reclassification of Mark Swartz.
- Kevin B. Granberg - Coordinator, Fire Science, Public Safety, effective August 12, 2013 – June 30, 2014, annual salary of \$34,333 experiential credit given. Mr. Granberg fills the position vacated by the retirement of Raymond Jackson.
- Carissa M. Hosea - Temporary Assistant Professor, Visual & Performing Arts, effective August 12, 2013 – May 9, 2014, annual salary of \$32,686. Ms. Hosea fills the position vacated by the retirement of Judy Harrison.
- Caitlin A. Lowrey - Assistant Coordinator, Marketing & Communications, effective July 15, 2013 – June 30, 2014, annual salary of \$26,010. Ms. Lowrey fills the position vacated by the resignation of Karon (Phillips) Goodman.
- Tabitha J. Parker - Assistant Professor, Language & Literature, effective August 12, 2013 – May 9, 2014, annual salary of \$37,099. Ms. Parker fills the position vacated by the retirement of Susan Blue.
- Sandra J. Pugh - Assistant Professor, Language & Literature, effective August 12, 2013 – May 9, 2014, annual salary of \$37,099. Ms. Pugh fills the position vacated by the resignation of Julia Erben.
- Katherine M. Riley - Temporary Assistant Professor, Language & Literature, effective August 12, 2013 – May 9, 2014, annual salary of \$37,099. Ms. Riley fills the position vacated by the resignation of Vanessa Valle Feliciano.
- Sandi A. Robinson - Assistant Professor, Health Sciences, effective August 12, 2013 – May 9, 2014, annual salary of \$45,390. Ms. Robinson fills the position vacated by the resignation of Miranda Stewart.
- Erin E. Stockslager - E-Learning Specialist, Student Affairs, effective August 6, 2013 – June 30, 2014, annual salary of

\$29,161. Ms. Stockslager fills the position vacated by the resignation of Jennifer Edewaard.

Diane E. Suchan - Temporary Assistant Professor, Mathematics, effective August 12, 2013 – May 9, 2014, annual salary of \$37,099. Ms. Suchan fills the position vacated by the resignation of Norris Harvey.

### **Reemployment**

Judith B. Bailey - Learning Manager, TRIO, Student Support Services, Student Affairs, effective August 12, 2013 – May 9, 2014, annual salary of \$29,916. Position funded by Student Support Service Program Grant.

Ryann A. Ellingsworth - Part-time Assistant Softball Coach, Wellness & Athletics, effective July 1, 2013 – June 30, 2014, annual salary of \$25,000.

Barbara M. Stylianou - Full-time temporary Assistant Professor, Mathematics, effective August 12, 2013 – May 9, 2014, annual salary of \$37,099.

Glenda M. Wood - Learning Manager, TRIO, Student Support Services, Student Affairs, effective August 12, 2013 – May 9, 2014, annual salary of \$25,722. Position funded by Student Support Service Program Grant.

### **Reclassification**

Penni L. Beitzel - From Biology Lab Manager, Natural Sciences to Assistant Professor, Natural Sciences, effective August 12, 2013 – May 9, 2014, annual salary of \$41,228.

Barbara A. Cline - From Sr. Administrative Assistant, E-Learning & ATC to Assistant Coordinator, E-Learning, effective August 5, 2013 – June 30, 2014, annual salary of \$30,620.

Lynn E. Eichler - From Interim Director, SBDC/VBOC, Economic Development, to Associate Director, SBDC, Economic Development, effective July 22, 2013 – June 30, 2013, annual salary of \$51,500.

Denise C. Murks - From Coordinator, Returning Student Program, Student Affairs to Coordinator, Career Development, Student Affairs, effective September 2, 2013 – June 30, 2014, no change in annual salary. Ms. Murks fills the position vacated by the resignation of Leila Winther.

Robin C. Newberry - From Specialist, TRIO, Student Support Services, Student Affairs, to Project Coordinator, TRIO, Student Support Services/TRIO, Upward Bound, Student Affairs, effective July 1, 2013 – June 30, 2014, annual salary of \$35,068. Position funded by Student Support Service Grant and Upward Bound Grant.

Teresa E. Salter - From Assistant Academic Program Coordinator, EPI, Social Sciences, 12 month position, to Assistant Academic Program Coordinator, EPI, Social Sciences, 10 month position, effective August 12, 2013 – June 12, 2013, annual salary of \$47,749.

Angela Smitherman - From Coordinator, Human Resources to Coordinator, Benefits & Wellness, Human Resources, effective July 1, 2013 – June 30, 2014, no change in salary.

Elizabeth R. Wells-Beede - From Temporary Assistant Professor, Health Sciences, to Assistant Professor, Health Sciences, effective August 12, 2013 – May 9, 2014, annual salary of \$47,821. Ms. Wells-Beede fills the position vacated by the resignation of Donna Fowler.

### **Resignation**

Jennifer N. Gibson - Assistant Professor, Social Sciences, effective July 31, 2013.

Melissa R. Hagan - Chief Development Officer, Institutional Advancement & Special Projects, effective July 25, 2013.

Norris O. Harvey - Associate Professor, Mathematics, effective July 31, 2013.

Melissa Moore - Assistant Professor, Natural Sciences, effective July 31, 2013.

Mary P. Scovel - Coordinator, Orientation & Advising, Student Affairs, effective July 31, 2013.

### **Career Services**

#### **Employment**

Melissa L. Bois - Sr. Administrative Assistant (grade 10), Health Sciences, effective July 15, 2013, hourly rate of \$12.19, experiential credit given. Ms. Bois fills the position vacated by the resignation of Glenda Broxson.

Ann Marie Fogarty - Sr. Library Technical Assistant II (grade 10), Library, effective July 15, 2013, hourly rate of \$11.89, experiential and education credit given. Ms. Fogarty fills the position vacated by the resignation of Wing Cheung.

John C. Gillespie - Custodian (grade 6), Maintenance & Operations, effective July 29, 2013, hourly rate of \$10.42, experiential credit given.

Juan M. Gray - Custodial (grade 6), Maintenance & Operations, effective July 29, 2013, hourly rate of \$9.71, experiential credit given.

Anne M. Helmer - Human Resources Assistant (grade 9), Human Resources, effective August 5, 2013, hourly rate of \$12.23, experiential and education credit given. Ms. Helmer fills the position vacated by the reclassification of Charlotte Blue.

### **Reclassification**

Justin R. Walding - From Administrative Assistant (grade 9), Health Sciences, to Sr. Administrative Assistant, (grade 10), Health Sciences, effective July 5, 2013, hourly rate of \$13.02.

Pamela J. Winter - From Administrative Assistant (grade 9), Health Sciences, to Sr. Administrative Assistant, (grade 10), Health Sciences, effective July 5, 2013, hourly rate of \$13.48.

### **Resignation**

Delores J. McClain - Custodian (grade 6), Maintenance & Operations, effective July 25, 2013.

### **Enter DROP**

Willie H. White - Custodian (grade 6), Maintenance & Operations, effective September 1, 2013.

### **Contract Ratifications**

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

### **July and August 2013 Overload**

**4.3** Trustees were asked to approve July and August 2013 Monthly Exceptional Overloads.

**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.

Following review of the professional and career personnel contract ratifications, July and August 2013 Monthly Exceptional Overload recommendations, and the inventoried property list, Ms. Butler 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; Warriner, aye; and Roberson, aye.

**Approval of  
Budget  
Amendments  
to the  
Restricted  
Current Fund  
(Fund 2)**      **4.5**

Trustees were asked to approve the following amendments:

Budget Amendment J1400064, Workforce Center  
– Dislocated Worker 2013-14

Budget Amendment J1400065, Workforce Center  
– WIA Adult 2013-14

Budget Amentment J1400066, Workforce Center  
– WIA Youth 2013-14

Budget Amendment J1400067, Workforce Center  
– Unemployment Compensation 2013-14

Budget Amendment J1400068, Workforce Center  
– Wagner Peyser 2013-14

Budget Amendment J1400069, Workforce Center  
– FSET 2013-14

Budget Amendment J1400070, Workforce Center  
– DVOP 2013-14

Budget Amendment J1400071, Workforce Center  
– LVER 2013-14

Budget Amendment J1400072, Workforce Center  
– Military 2013-14

Budget Amendment J1400073, Workforce Center  
– REA 2013-14

Budget Amendment J1400073, Workforce Center  
– EUC – RES 2013-14

Budget Amendment J1400000, Perkins  
– Professional Development 2013-14

Budget Amendment J1400000, Perkins  
– Programs of Study 2013-14

Budget Amendment J1400000, Perkins  
– Health Sciences 2013-14



Budget Amendment J1400000, Perkins  
– Music Production Technology 2013-14

Budget Amendment J1400000, Perkins  
– Business and Technology 2013-14

Budget Amendment J1400000, Perkins  
– Fire Science 2013-14

Dr. Kerley recommended approval of the budget amendments to the Restricted Current Fund (Fund 2) for 2013-14. Mr. Tannehill moved and Ms. Patronis seconded approval of the amendments as presented. The vote was recorded as follows: Butler, aye; Dunn, aye; Estes, aye; McKnight, aye; Patronis, aye; Tannehill, aye; Warriner, aye; and Roberson, aye.

**Final  
Approval of  
Change to  
Manual of  
Policy**

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

Policy 5.280, Mail Services and Warehouse Receivables

This policy change is necessary in order to expand and clarify the use of College resources for the receipt of personal items.

Ms. Patronis moved 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; Warriner, aye; and Roberson, aye.

**Sale of Jointly-  
Owned  
Property in  
Vernon, FL**

**4.7** Mr. Roberson called on Mr. Bennett to present a resolution for board approval to sell property located in Washington County and co-owned by the United Methodist Children's Home and Southern Wesleyan University of South Carolina to Gary Haddock for \$18,000 (appraised at \$12,000). Since the property is not in the service district and the co-owners have expressed a desire to sell, the College recommends approval.

Ms. Patronis 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; Warriner, aye; and Roberson, aye.

**Professor  
Emeritus/  
Emerita**

**4.8** Dr. Kerley recommended approval to award Ms. Susan Blue, a recently retired professor, the status of Professor Emerita, noting her dedication and passion for teaching. Mr. Tannehill made a motion to approve the nomination as presented.

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

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

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

Policy 5.061, Electronic Funds Transfer

This policy is adopted pursuant to the requirements of Section 1010.11, Florida Statutes, and sets forth the College's written policies prescribing the accounting and control procedures under which any funds under its control are allowed to be moved by electronic transaction for any purpose, including direct deposit, wire transfer, withdrawal, or investment.

Policy 5.062, Identity Theft Prevention Program Policy

This policy is to establish the College's written policies intended to reduce the risk of identity theft related to the collection and storage of personal information needed for the College to conduct business and to comply with the Federal Trade Commission (FTC) Red Flags Rule.

Policy 6.019, Vulnerable Persons Act

This policy is to establish the College's written policies concerning reporting and documenting acts of child abuse, abandonment, or neglect.

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

**Approval of  
Articulation  
Agreements**

**4.10** Articulation Agreements between GCSC and Bay, Franklin, and Gulf District Schools were presented to trustees for approval.

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

**5. 2012-13  
Annual  
Financial  
Report**

**5.1** Trustees were provided a brief report of the final FY 2012-13 financial results as submitted to the Department of Education as an informational item only.

**Advanced  
Technology  
Center Update**

**5.2.1** Dr. Kerley summarized the ATC construction project including the relocation of existing equipment and staff, as well as various guest visitations and donations.

**Development  
Update**

**5.2.2** Dr. Kerley provided trustees with an update on recent activities in the Development Office and stated that the College is currently advertising the Chief Development Officer position.

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|-------------------------------|--------------|---|
| <b>President's Report</b>     | <b>5.3.1</b> | Dr. Kerley shared with trustees some recent activities occurring at the College including preparations for the legislative session, a possible ATC partnership with Panasonic, and the American Heart Association walk scheduled to take place on campus. |
| <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 11:20 a.m.   |

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Secretary

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Chairman