

# MINUTES

## REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

February 12, 2009

10:00 a.m.  
Student Union West 306

**Members Present:** William C. Cramer, Jr. (presiding), Denise D. Butler, Allen Cox, Karen L. Durden, Dan Estes, William Sumner, Linda R. Wood, Dr. Jim Kerley, and Derrick G. Bennett.

- 1. Call to Order**      **1.1**      Chair Cramer called the meeting to order at 10:00 a.m.
  
- Invocation**            **1.2**      Dr. Kerley gave the invocation.
  
- Pledge of Allegiance**      **1.3**      Honorary Trustee Commander Jessica Pfefferkorn led those present in the Pledge of Allegiance to the American flag.
  
- Welcome to Guests**            **1.4**      Chair Cramer welcomed Commander Jessica Pfefferkorn, USN; Dr. Amal Sidani-Tabbaa, president of the GCCC Foundation; Ms. Dana Dye, chair of the Faculty Council; Mr. Bobby Hughes, chair of the Career Council; Ms. Alice Walls, chair of the Coordinating Council; and Ms. Alaa Kabuka, executive secretary of the Student Activities Board.
  
- Hearing of Citizens**            **1.5**      No citizens answered the call to appear before the board.
  
- Approval of Minutes**            **1.6**      Ms. Durden made a motion to approve the minutes of the board's regular meeting of January 15, 2009, as distributed. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.
  - Ms. Durden made a motion to approve the minutes of the Banking Committee meeting of January 6, 2009, as distributed. Mr. Sumner seconded and the vote was recorded as follows:

Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

- Mr. Estes made a motion to approve the minutes of the Advanced Technology Center Architectural and Campus Master Plan Selection Committee meeting of February 2, 2009, as distributed. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

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|-------------------------------------|------------|--|
| <b>Career Employee of the Month</b> | <b>1.7</b> | Dr. Kerley called on Mr. Bobby Hughes, chair of Career Council, to recognize the Career Employee of the Month, Mr. Jamie Long, custodian, Maintenance & Operations. Mr. Long was recognized for his outstanding work ethic and his attention to detail.  |
| <b>2. Attorney's Report</b>         | <b>2.1</b> | Attorney Bennett had nothing to report.  |
| <b>Next Meeting</b>                 | <b>2.2</b> | The next regular meeting of the District Board of Trustees was set for 10:00 a.m. on Thursday, March 12, 2009, Student Union West 306.   |
| <b>3. SAB Report</b>                | <b>3.1</b> | Ms. Alaa Kabuka, executive secretary of the Student Activities Board (SAB) reported that a breakfast for students was being held in the cafeteria that morning. Free Valentine candy was being offered there as well by the Leadership Committee, promoting the Drunk Driving Awareness Campaign. Ms. Kabuka announced that the Florida Junior Community College Student Government Association (FJCCSGA) meeting was held in Niceville, Florida on January 23. The SAB community service committee is currently working on the upcoming Relay for Life event.   |
| <b>Student Success Story</b>        | <b>3.2</b> | Ms. Rosie O'Bourke, chair of Visual and Performing Arts (VPA), reviewed upcoming events, including those listed on the VPA spring 2009 calendar. Ms. O'Bourke introduced Mr. David Stringer to the board and attendees and gave a presentation on his success as a music major in the Visual and Performing Arts Program. Mr. Stringer then performed a guitar solo for the Trustees' enjoyment and expressed afterwards how Gulf Coast Community College had been key to his personal growth and success. He recently won the Artist Competition in guitar at the Winter Music Symposium held at the University of North Florida and has been awarded a \$2,000.00 scholarship. He has been accepted at Stetson University. |

- 4. Action Items**      **4.1**      After review of the following listed personnel recommendations, Ms. Wood made a motion to accept all recommendations. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Professional Services**

**Employment**

Allredge, Eric A. --- Intern, Media & Community Relations, effective January 21, 2009 – May 1, 2009, no salary

**Reclassification**

Bidwell, Martin E. --- From Coordinator II, ESOL, Off-Campus & Community Development, to English Learning Manager, Developmental Studies, Off-Campus & Community Development, effective January 20, 2009 – May 8, 2009, salary of \$9,167, includes educational credit

**Enter DROP**

Hair, Wilson L. --- Coordinator, Workforce Development, Economic Development, effective February 1, 2009

**Career Services**

**Employment**

Chapman, Mandy M. --- Test Administrator, part-time (Grade 10), Military Education, Student Support & Enrollment Management, effective January 13, 2009, hourly rate of \$11.27, includes experiential credit

Davis, Charlenia M. --- Lifeguard (Grade 3), Wellness & Athletics, effective January 28, 2009, hourly rate of \$7.90

Hashimoto, Nancy J. --- Membership & Resource Development Associate (Grade 11), WKGCC, Media & Community Relations, effective January 23, 2009, hourly rate of \$12.41, includes experiential and educational experience

Hillard, Kara M. --- Testing Assistant (Grade 9), Testing, Student Support & Enrollment Management, effective February 2, 2009, hourly rate of \$10.50, includes experiential and educational experience

Turner, Andrea J. --- Testing Assistant (Grade 9), E-Learning, effective February 2, 2009, hourly rate of \$10.49, includes experiential credit

Yousef, Elsagga Sofia --- ESOL Operations Associate, part-time (Grade 11), ESOL, Off Campus & Community Development, effective February 3, 2009, hourly rate \$10.13

### **Reclassification**

Lloyd, Evelyne M. --- From Senior Administrative Assistant (Grade 10), Health Sciences, to Executive Administrative Assistant, (Grade 12), Media & Community Relations & Institutional Effectiveness, effective February 18, 2009, hourly rate of \$12.62, includes experiential & educational credit

### **Resignation**

Doherty, Daniel L. --- Custodial Supervisor (Grade 14), Maintenance & Operations, effective February 13, 2009

### **Retirement**

Vista, Tito N. --- Maintenance Mechanic II (Grade 9), Maintenance & Operations, effective February 27, 2009

### **Exit Drop**

Jones, Carin H. --- Senior Administrative Assistant (Grade 9), Business & Technology, Cooperative Education, effective February 27, 2009

Ware, Jessie L. --- Print Shop Manager (Grade 11), Procurement, effective February 20, 2009

### **Contract Ratifications**

**4.2** Trustees reviewed a list of contracts signed by 31 instructors of non-credit courses, and 10 special contracts, named on the spring 2009 Credit Overload Addendum list, totaling \$733,511.52. Mr. Estes made a motion to approve ratification of the contracts. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

### **Budget Amendments**

**4.3.1** Dr. Kerley recommended approval of Amendment 15 to the Auxiliary Fund (Fund 3), which will increase the college operating budgets and allow for any carryover from the previous year for the bookstore, food service, and other auxiliary operations. Mr. Estes

made a motion to approve Amendment 15 as requested.

Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**4.3.2** Dr. Kerley recommended approval of Amendment 16 to the Restricted Current Fund (Fund 2), which establishes the budgets for the new fiscal year grants. Ms. Butler made a motion to approve Amendment 16 as requested. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**4.3.3** Dr. Kerley recommended approval of Amendment 17 to the Agency Fund (Fund 6), which establishes the budget for the new campus organization. Mr. Sumner made a motion to approve Amendment 17 as requested. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Inventoried  
Property  
Disposal**

**4.4** After reviewing a list of two Adult Mannequins, two Resuscitation Annes, three Breathing Apparatus, two MSA Ultralite II SDBA, two MSA Mask Mounted, 18 Air Packs, and three MSA Breathing Apparatus, trustees were asked to authorize the removal of items from inventory records. Ms. Durden made a motion to approve this request. Mr. Cox seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Health  
Sciences  
Project**

**4.5** Dr. Kerley presented Change Order #11 to the Health Sciences Renovation Project. This change order was initially approved at the January 2009 Board meeting in the amount of \$64,924.00, but had to be increased by \$1,644.00 for a new total of \$66,568.00. Ms. Durden made a motion to accept this change order. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Public  
Safety/EOC  
Project**

**4.6** Dr. Kerley presented Change Order #5 to the Public Safety/ Emergency Operations Center Project and recommended approval of the net deductive change order in the amount of \$264,368.02. This amount is comprised of a deduction of \$289,295.02 for the direct purchase of materials and an addition in the amount of \$24,927.00 resulting from geotechnical changes recommended by the contractor and approved by the architects and college staff. Ms. Durden made a motion to accept the change order. Mr. Cox seconded and the vote was recorded as follows: Butler, aye; Cox,

aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Gulf/Franklin Center Lighting**      **4.7**      Dr. Kerley presented Change Order #1 to the Gulf/Franklin Center Lighting Project and recommended approval of the deductive change order in the amount of \$42,184.75 resulting from the direct purchase of materials by the college. Ms. Wood made a motion to approve the change order. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Electrical Infrastructure Upgrade Project**      **4.8**      Dr. Kerley presented Change Order #5 to the Electrical Infrastructure Upgrades Project and recommended approval of an increase in the current contract to relocate a transformer located between the Administration Building and the Administration Annex, currently under renovation to become the Student One-Stop Center. At the moment the transformer is located in the center of the complex making access and maintenance an issue. Mr. Estes made a motion to approve the change order. Mr. Cox seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Administration Annex Renovation Project**      **4.9**      Dr. Kerley presented Change Order #8 to the Administration Annex Project and recommended approval of a deductive change order in the amount of \$155,611.58 resulting from the direct purchase of materials by the College. Mr. Sumner made a motion to approve the change order. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**5. Financial Report**      **5.1**      Mr. Mosell Washington, director of Human Resources, presented the board with the findings of the GCCC Compensation Study prepared by Evergreen Solutions, LLC for their review.

**5.2.1** Dr. Kerley's presentation of college celebrations and highlights included mention of the following:

- This month's celebration of Black History Month events
- Newly awarded grants
- Foundation's annual meeting & events
- Athletic Council meeting
- Student enrollment update
- Academics & Brain Bowl events
- Advanced Technology Center update
- Recruitment

**5.2.2** Dr. Kerley's presentation of Global Issues included mention of the following:

- Press Conference of newly awarded grants
- President's meeting
- Budgets and state deficit
- Budget cuts
- Relationships with School Superintendants
- New task force for Career & Technical Education
- Communication with the St. Joe Company & Bay County Airport
- E-Learning programs
- Technology programs
- Advanced Technology Center & Press Conference
- Annual Legislative meeting
- SACS accreditation & Florida's Great Northwest/Press Conference
- Health Sciences Building renovation

**5.3** Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas highlighting major activities for each area.

**5.4** Dr. Kerley referred to the Budget/Financial Activity Report as of January 31, 2009 and encouraged trustees to review it.

**6. Good of The Order**

**6.1** Dr. Kerley extended an invitation to trustees for the following college events:

- The Rimers of Eldritch, February 20-22, 27-28, and March 1, 2009, Fridays and Saturdays at 7:30 p.m. and Sundays at 2:30 p.m., Amelia Center Theatre
- Harlem Ambassadors Basketball Show, February 13, 2009, 7:00-9:00 p.m., Wellness & Athletics Building

**7. Adjournment**

**7.1** The meeting was adjourned at 11:55 a.m.

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Secretary

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Chairman