

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

January 15, 2009

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, Karen L. Durden, Charles S. Isler, 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 10:01 a.m.
- Invocation** **1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance** **1.3** Trustee Durden led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Chair Cramer welcomed Colonel David Zeh, commander, 325th Mission Support Group at Tyndall AFB; Ms. Dana Dye, chair of the Faculty Council; Mr. Bobby Hughes, chair of the Career Council; Ms. Alice Walls, chair of the Coordinating Council; Ms. Jillian Walsh, president of SAB; and Dr. Amal Sidani-Tabbaa, vice president, GCCC Foundation Board.
- Hearing Of Citizens** **1.5** Mr. Stacy Hughes, Hughes Construction Company, appeared before the board and presented a summary and graph depicting the work record, including deadlines, on the Business/Social Sciences Stairwell Replacement Project. Mr. Hughes asked for the board's consideration for the \$29,000 in liquidated damages based upon the circumstances as stated in his summary. Chair Cramer consulted Board Attorney Bennett and Mr. David Dowling, lead architect, on the appropriateness of the previous board action seeking liquidated damages. Each stated that the previous action was justified and appropriate. Chair Cramer asked if there were any motions to reconsider the assessment of liquidated damages in the amount of \$29,000 to Hughes Construction. After no motion to reconsider, Chair Cramer reiterated that \$29,000 in liquidated damages will be assessed Hughes Construction for the Business/Social Sciences Stairwell Replacement Project.

- Approval of Minutes** **1.6** Ms. Durden moved and Mr. Isler seconded approval of the minutes of the board’s regular meeting of December 11, 2008, as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; and Cramer, aye.
- Career Employee of the Month** **1.7** Dr. Kerley announced that there no nominations had been Received.
- Alfred I. duPont Foundation Check Presentation** **1.8** Mr. Robert Nedley, president of the Alfred I. duPont Foundation, presented the amount of \$100,000.00 for GCCC scholarships. Mr. Cramer acknowledged the generosity and offered thanks in support of opportunities given to Gulf Coast Community College students, through the Alfred I. duPont Foundation.
- 2. Attorney’s Report** **2.1** Attorney Bennett had no report.
- Next Meeting** **2.2** The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, February 12, 2009, Student Union West 306.
- 3. SAB Report** **3.1** Ms. Jillian Walsh, president of the Student Activities Board, reported that free massages were offered to students as a stress reliever during exam week. The SAB held a fundraiser in December to collect donations and toys for kids. The SAB is currently working on a new calendar for upcoming spring events. Ms. Walsh also announced that the FJCCSGA meeting will be held in Niceville, Florida on January 23.
- Student Success Story** **3.2** Ms. Allison Riggle, coordinator of Student Support Services, made a presentation highlighting services offered to students. Ms. Riggle introduced student, Jaymar Varner to the board. The board and attendees listened to Mr. Varner’s success story presentation focusing on the services offered by Student Support and how this experience was key to his growth and personal success.
- 4. Action Items** **4.1** After review of the following listed personnel recommendations, Ms. Durden moved and Ms. Wood seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

Professional Services

Employment

Anderson, Lee M. --- Associate Professor, full time, temporary, Business & Technology Division, effective January 5, 2009 – May 7, 2009, salary of \$15,000

Nelson, Julie A. --- Instructor, full time, temporary, Health Sciences Division, effective January 5, 2009 – May 29, 2009, salary of \$20,000

Rising, Leah W. --- Instructor, full-time, temporary, Health Sciences Division, effective January 5, 2009 – May 29, 2009, salary of \$20,000

Hogg, Jennifer A. --- Athletic Trainer, Wellness & Athletics Division, Effective December 8, 2008 – June 30, 2009, no salary

Reclassification

Wood, Glenda M. --- From Learning Manager, Student Support Services, part-time, to Learning Manager, Student support Services, full-time, effective January 5, 2009 – May 20, 2009, salary of \$10,449, includes experiential experience

Resignation

Riggle, Allison M. --- Coordinator, Student Support Services, Developmental Studies, effective January 30, 2009

Termination

Stephens, Theresa D. --- Assistant Professor, effective December 10, 2008

Career Service

Employment

Pierson, Jennifer R. --- Auxiliary Service Worker III (Grade 5), Food Service, Business Affairs, effective January 2, 2009, hourly rate of \$8.94, includes experiential credit

Entering DROP

Willbanks, Charlotte M. --- Senior Purchasing Assistant (Grade 11),
Procurement, effective February 1, 2009

Contract Ratifications

4.2 Trustees reviewed a list of contracts signed by 16 instructors of noncredit courses and 5 special contracts, named on the fall 2008 Credit Overload Addendum list, totaling \$10,580.04. Ms. Butler moved and Mr. Sumner seconded ratification of the contracts. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; and Cramer, aye.

Budget Amendments Fund

4.3.1 Dr. Kerley recommended approval of Amendment 13 to the Unrestricted Current Fund (Fund 3), which transfers funds from Auxiliary (Fund 3), to Unrestricted Current Fund (Fund 1), for President's Business Hospitality and Public Relations. Ms. Durden moved and Ms. Wood seconded approval of Amendment 13 as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

4.3.2 Dr. Kerley recommended approval of Amendment 14 to the Restricted Current Fund (Fund 2), which establishes programs and supplies through GCCC Grants. Mr. Sumner moved and Ms. Butler seconded approval of Amendment 14 as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

Inventoried Property Disposal

4.4 After reviewing a list of 28 Dell computers, one Dell Server, one HP printer, one Acoustical Panel System, one Screen, Da-Lite, one Airless Sprayer, one Level III Language System, and one Truck lift, trustees were asked to authorize removal of the items from inventory records. Ms. Wood moved and Mr. Isler seconded the motion. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

Health Sciences Renovation Project

4.5.1 Dr. Kerley presented Change Order 10 on the Health Sciences Renovation Project and recommended approval of a deductive change of \$54,601.84 to the contract amount due to a deduction for the direct purchase of materials, totaling \$70,687.84, and an increase of \$16,086.00 due to changes requested by the college. Mr. Isler moved and Ms. Durden seconded approval of the change. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; and Cramer, aye.

4.5.2 Dr. Kerley presented a recommendation of approval to replace the elevator, controller, and all worn parts which will be the equivalent of a new elevator at a cost of \$59,198.00. Dr. Kerley also recommended approval to revise the storm system on the north side of the building to divert water from the building downspouts to a new water system at a cost of \$5,726.00. Ms. Durden moved and Mr. Sumner seconded approval of the Recommendation of additional change order items. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**North Bay
Firing Range
Rehabilitation
Project**

4.6.1 Dr. Kerley presented Change Order 5 on the North Bay Center Firing Range Rehabilitation Project and recommended approval at a cost of \$1,828.63 to provide and install additional bracing in the pavilion structure and an additional two days to complete the installation. Mr. Isler moved and Ms. Wood seconded approval of the change. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

4.6.2 Dr. Kerley presented Change Order 6 on the North Bay Center Firing Range Rehabilitation Project and recommended approval of a change of \$6,211.38 to provide and install additional lighting requested by college staff for FDLE certification and an additional 15 days to complete the installation. Ms. Butler moved and Mr. Sumner seconded approval of the change. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Administration
Annex
Renovation
Project**

4.7.1 Dr. Kerley presented Change Order 5 on the Administration Annex Renovation Project and recommended approval of a deductive change of \$103,120.00 for the direct purchase of materials by the college. Mr. Isler moved and Ms. Wood seconded approval of the change. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; and Cramer, aye.

4.7.2 Dr. Kerley presented Change Order 6 on the Administration Annex Renovation Project and recommended approval of a change of \$1,499.53 for the change of lighting fixtures requested by college staff. Ms. Durden moved and Ms. Butler seconded approval of the change.

The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; and Cramer, aye.

4.7.3 Dr. Kerley presented Change Order 7 on the Administration Annex

Renovation Project and recommended approval of the change of \$2,010.49 for the modification of nine column bases to fit the existing conditions of the building and revision of signage. Ms. Wood moved and Ms. Durden seconded approval of the change. The vote was recorded as follows: Butler, aye; Durden, aye; Isler, aye; Sumner, aye; Wood, aye; and Cramer, aye.

Lodging of Audits

4.8. Mr. Mercer lodged the following audits for review by the trustees:

4.8.1 Gulf Coast Community College Audit

4.8.2 WKGK-AM/FM Radio Station Financial Audit

4.8.3 Gulf Coast Community College Foundation Financial Audit

5. President's Report

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

- Strategic planning and out-reach programs
- Student services consolidation
- Grants awarded
- GCCC/FSU Connect! program
- Military connections
- Alumni events
- Foundation annual meeting
- Athletic fund raisers
- Student enrollment percentages
- Nursing pinning ceremonies
- Athletic events
- Architect proposals for the Advanced Technology Center

5.1.2 Dr. Kerley's presentation of global issues included mention of the following:

- President's meeting
- Budgets, and state deficit
- Marketing/FSU/Connect! program
- Health Sciences building progress
- Advanced Technology Center progress
- Human Resources/performance evaluations
- Florida State College Pilot Program

- SACS accreditation

Administrative Updates

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

Financial Report

5.3 Dr. Kerley referred to the Budget/Financial Activity Report as of December 31, 2008, and encouraged trustees to review.

6. Good of The Order

6.1 Ms. Wood extended an invitation to trustees to attend the signing of the Constitution at the Centennial Building in Port St. Joe commemorating the 170th Anniversary Celebration. Dr. Tabbaa extended an invitation to trustees to attend the Foundation Annual Meeting on February 6, 2009, at the Edgewater Convention Center. Dr. Kerley extended an invitation to trustees for the following college events:

- Dr. Martin Luther King, Jr. Commemoration Program, January 15, 2009, 6:00 – 8:00 p.m. in the Amelia Center Theatre
- Community Arts Project, January 16, 2009, 5:00 – 7:30 p.m. in the Amelia Center Gallery
- District Board Of Trustees 2009 Legislative Breakfast, January 20, 2009, 8:00 a.m., Private Dining Room, Student Union East

7. Adjournment

The meeting was adjourned at 12:10 p.m.