

FINAL
MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

February 11, 2010

10:00 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Charles S. Isler, III (presiding), Denise D. Butler, Dan A. Estes, Dr. Stephen C. Myers, William C. Sumner, Linda R. Wood, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Shirley J. Jenkins, Karen L. Durden

- 1. Call to Order**
 - 1.1** Chair Isler called the meeting to order at 10:00 a.m.
- Invocation**
 - 1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance**
 - 1.3** Ms. Butler led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Isler welcomed Commander Jessica Pfefferkorn, United States Navy; Deputy Commander Randy Jones representing Colonel Michael Fleck, commander, 325th Mission Support Group at Tyndall Air Force Base; Mr. Jim Warren, new president of the GCCC Foundation; Ms. DeeAnn VanDerSchaaf, chair of the Faculty Council; Ms. Lisa Keeton, chair of the Professional Employee Council; and Ms. Jamilla Pasha, president 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. Butler made a motion to approve the minutes of the board's regular meeting of January 14, 2010, as distributed. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.
- Presentation GCCC Foundation Audit**
 - 1.7** Mr. Jerry Sowell presented the GCCC Foundation Audit and gave a quick overview of the different sections. Mr. Sowell stated that credit for the clean opinion goes to Ms. Margie Mazur, chief development officer &

Executive Director, and Mr. Dunkin McLane, coordinator, Finance and administration, GCCC Foundation, Inc., for their excellent recordkeeping.

Professional Employee of the Month

1.8 Dr. Kerley called on Ms. Lisa Keeton, chair of the Professional Employee Council, to introduce the Professional Employee of the Month for January. Ms. Keeton introduced Ms. Lisa Lindman, executive administrative assistant, Off-Campus & Community Development; assistant to Dr. Cheryl Flax-Hyman. Ms. Lindman was recognized for her service and involvement with SACS accreditation and her tireless efforts in handling all required dual enrollment paperwork for three school districts all the while keeping a wonderful attitude.

Recognition Coach Scovel

1.9 Dr. Kerley, Chair Isler, and Mr. Gregg Wolfe, division chair of Wellness and Athletics, presented Coach Roonie Scovel with an award in honor of her 400th win for the Lady Commodores Basketball team on December 19, 2009. Currently, the Lady Commodores are number one in the state and number one in the country. Mr. Wolfe praised Coach Roonie for the other titles she had helped win during 13 seasons at the college and pointed out that over 84 percent of the students Coach Scovel has taught, have graduated from the college.

2. Attorney's Report

2.1 Attorney Bennett had nothing to report.

Foundation Liaison Report

2.2 Mr. Warren shared details of a successful Foundation Annual Meeting, with over 345 guests in attendance.

United States Navy Representative Report

2.3 Commander Jessica Pfefferkorn stated that they had enjoyed having students from the college's science and technology class and, that later this month, Education Encore students would tour their facilities. She also pointed out that, this afternoon, a joint drill would take place in cooperation with the Bay County Sheriff's Office, the U.S. Coast Guard, and the SWAT Team.

United States Air Force Representative Report

2.4 Deputy Commander Randy Jones represented the 325th Mission Support Group at Tyndall Air Force Base in lieu of Colonel Fleck and gave a brief update on the current developments on base. Mr. Jones stated that Tyndall Air Force Base currently has 290 GCCC students enrolled in classes. He also reminded retirees to go by the Visitors Center on base to renew their base identification cards.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, March 11, 2010, William C. Cramer, Jr. Seminar Room.

3. SAB Report

3.1 Ms. Jamilla Pasha, president of the Student Activities Board (SAB), reported on current and upcoming activities organized by the Student Activities Board, such as the Drinking and Driving Awareness Campaign

before their spring break trip. Students will be supporting athletics during the basketball games and assisting with the upcoming March of Dimes.

**Program
Highlight**

3.2 Chair Isler introduced Mr. Antonio Adessi, assistant professor, Business & Technology Division, who gave a presentation about the Alternative Energy Engineering Technology program. The program is running its first two courses. Due to popular demand, an extra session was added to the solar energy class. Five percent of the students are coming back from other industries. Through this program the college is redefining a whole branch of the workforce, i.e. green construction jobs.

**Student
Success Story**

3.3 Dr. Kerley introduced alumni Dr. Tammy Anderson, a 1979 graduate of GCCC and founder of JUDOS (Juveniles Understanding Discipline, Order and Service). Dr. Anderson shared her story of overcoming many obstacles in her personal life and pursuing education. She has worked as a guidance counselor for Bay District Schools and founded JUDOS five years ago to train young students in the areas of discipline, order and service. She stressed the importance of training children holistically in order to increase retention and graduation rates.

**4. Action Items
Personnel**

4.1 After review of the following listed personnel, Mr. Sumner made a motion to accept the recommendations as presented. Ms. Woods seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

Professional Services

Employment

Keely R. Holder---Learning Manager, part-time, Disability Support Services, effective February 9, 2010, hourly rate of \$15.00.

Reemployment

Kim S. Allan---Project Coordinator, Business & Technology Division, original contract dated July 1, 2009 – December 31, 2009, has been extended to March 31, 2010. Annual salary of \$30,000.

Lee M. Anderson---Associate Professor, full-time temporary, Business & Technology Division, effective January 4, 2010 – May 10, 2010, salary of \$15,000 per semester.

Scott A. Kirkman---Instructor, full-time temporary, Visual & Performing Arts, effective January 4, 2010 – May 10, 2010, salary of \$14,417 (based on annual salary of \$30,000)

Julie M. Nelson---Dental Instructor, full-time temporary, Health Sciences Division, effective January 4, 2010 – May 10, 2010, salary of \$20,000 per semester.

Leah W. Rising---Dental Instructor, full-time temporary, Health Sciences Division, effective January 4, 2010 – May 10, 2010, salary of \$20,000 per semester.

Resignation

Kara L. Gray---Financial Aid Specialist, Financial Aid, Business Affairs, effective February 18, 2010.

Anita M. Orrill---Programmer Analyst, Information Technology Services, effective February 17, 2010.

Mary R. Rhodes---Instructor, Health Sciences Division, effective February 12, 2010.

Enter DROP

Raymond Jackson, Jr.--- Coordinator, Fire Sciences & Fire Fighting, Public Safety Division. Effective April 1, 2010.

Career Services

Employment

Marissa L. Hunt---Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective February 1, 2010, hourly rate of \$11.43, includes experiential credit. Position funded by Workforce Investment Grant.

Loretha M. Miller---Senior Administrative Assistant, (Grade 9), temporary full-time, Fire Sciences & Fire Fighting, Public Safety, effective February 1, 2010, hourly rate of \$9.99. Ms. Miller fills the position vacated by the reclassification of LaShavia D. Williams.

Resignation

Mary H. D'Aoust---Senior Administrative Assistant (Grade 10), Center for Business, Continuing & Community Education, Economic Development, effective February 5, 2010.

Contract Ratifications

4.2 Trustees reviewed a list of contracts signed by 24 instructors of non credit courses, and 19 special contracts and overload contracts, named on the spring 2010 overload addenda through January 25, for the total amount of \$848,514.04. Mr. Estes made a motion to accept the contract ratifications as presented. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

- Inventoried Property Disposal** **4.3** Approval was requested to dispose of equipment that the property custodians had determined no longer served the needs to the college's students or staff. Mr. Estes made a motion to approve the list. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.
- Budget Amendments** **4.4** Dr. Kerley recommended approval of Budget Amendment 14 to the Restricted Current Fund (Fund 2), which records new federal, matching, and program income budgets for the Small Business Development Center for 2010. Mr. Estes made a motion to approve the request as presented. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.
- Scholarship Fund** **4.5** Dr. Kerley recommended approval of Budget Amendment 13 to the Scholarship Fund (Fund 5), which establishes the budget for the 2009-10 First Generation in College Matching Grant Program, half of which is funded by the Foundation and the other half by the State. Ms. Wood made a motion to approve the request as presented. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.
- Administrative Annex Renovation** **4.6** Dr. Kerley recommended approval of Change Order #13 to the Administration Annex Renovation Project, which is now called the Enrollment Services Building. The change order is for a net decrease of \$39,908.94 and is expected to be the final change order on the project. College Placement Testing and Financial Aid have relocated into the college's student "one-stop" center, which was officially reopened earlier this morning prior to the District Board of Trustees Meeting. Mr. Sumner made a motion to approve the request as presented. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.
- Camp Helen Recreational Path Project** **4.7** Dr. Kerley recommended approval of Change Order #2 to the Camp Helen Recreational Path Project, which is a net deductive change order through direct purchase of materials, a college process that allows sales tax savings to be used to enhance construction projects, and is expected to be the final change order on the Camp Helen project. The project will be completed on schedule and under budget, and has met with great reviews from those that have seen it. In coordination with park officials, college staff is preparing a ribbon cutting event at the park on March 30, 2010. Ms. Woods made a motion to approve the change. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.
- Public Safety/EOC Project** **4.8** Dr. Kerley recommended approval of Change Order #13 to the Public Safety/Emergency Operations Center project for a net increase of \$4,488. 9-1-1 Services have started moving in and a ribbon cutting event has been scheduled for April 22 at the site. Ms. Butler made a motion to approve the change. Mr. Sumner seconded and the vote was recorded as

follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

Construction Manager at Risk Contract 4.9 Request for approval of the Construction Manager at Risk (CMAR) contract for the Advanced Technology Center was deferred until next month's meeting.

RFP#3-2009/10 Geotechnical Services 4.10 Dr. Kerley recommended approval to award RFP #3-2009/10 Geotechnical Services for the Advanced Technology Center Project to Southern Earth Sciences. This company was not the lowest bidder, but proposed more extensive testing than the other responsive firms, and has a large base of information on the campus from previous projects. Ms. Woods made a motion to award the RFP as presented. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

WKGC Tower Replacement 4.11 Request for approval to replace the on-campus WKGC Tower was deferred until next month's meeting.

Dr. Benjamin Matching Program 4.12 Dr. Kerley recommended approval for submission of the Dr. Philip Benjamin Matching Program 2010-11 Private Contributions. Mr. Estes made a motion to approve the request as presented. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

5. President's Report 5.1.1 Dr. Kerley's presentation of college highlights included mention of the following:

- Martin Luther King Day speech and volunteering events
- Successful Annual Foundation Meeting
- New Fastpacks grant through GCCC and FSU PC partnership
- Grant opportunity to bring Florida Lambda Rail fiber communications backbone to college and community
- Scholarships for upcoming trip to Europe
- Gulf/Franklin Center enrollment up 10 percent

5.1.2 Dr. Kerley provided trustees with information on global issues and events, which included mention of the following:

- Productive annual legislative conference meeting in Tallahassee, also attended by Mr. Isler and Ms. Butler.
- Good meetings with Representatives Jimmy Patronis and Marty Coley
- State branding campaign by Council of Presidents

- Upcoming Economic summit with area chambers of commerce and a joint dinner on April 2
- \$400,000 for major celebration for new airport
- Productive meeting with Gulf County Superintendent

Administrative Updates **5.2** Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas highlighting major activities for each area and encouraged everyone to read them.

SACS **5.3** Dr. Bishop pointed trustees to a flashdrive containing final draft of Compliance Audit and asked the trustees to review the document and comment back to Dr. Bishop or Dr. Flax-Hyman.

Financial Indicators Report **5.5** Trustees were provided information located in the Financial Indicators Report as of December 31, 2009. The college continues to budget conservatively and is in good shape with regard to its reserves.

6. Good of The Order **6.1** Dr. Kerley referred to upcoming GCCC Events as listed on the agenda:

- *All I Want To Do – An Exhibition of Drawing and Prints*, now through February 12, 2010; Monday through Friday from 10 a.m. – 4 p.m., Amelia G. Tapper Center Main Gallery
- Lifeguard Training Classes, February 4 through April 26, 2010; Natatorium
- *Tom Jones*, 7:30 p.m., February 12, 13, 19, and 20, 2010; 2:30 p.m., February 14 and February 21, 2010; Amelia Center Theatre
- *Mu Alpha Theta* Regional Competition, 8 a.m., February 13, 2010; Student Union East Conference Center
- Theatre Artist Workshop, 4 p.m., February 18, 2010; Amelia G. Tapper Center, Room 115
- Cancer Diagnosis & Treatment 2010, 7:30 a.m., February 27, 2010; Student Union East Conference Center
- Boundless Sounds' CD Release Party, 7:30 p.m., February 27, 2010; Amelia Center Theatre
- Lady Commodores Basketball Pink Zone Game, 5:30 p.m., February 17, 2010
- Lady Commodores Softball, 12 p.m /2 p.m., February 20, 2010; 2 p.m./ 4 p.m., February 25, 2010
- Commodore Men's Basketball, 7:30 p.m., February 17, 2010
- Commodore Men's Baseball, 4 p.m., February 16, 2010; 3 p.m., February 18, 2010; 1 p.m., February 19, 2010; 10 a.m. and 4 p.m., February 20, 2010

Dr. Kerley reminded trustees of the luncheon at La Friandise and stated that Dr. Baker would be speaking to them about retention and diversity.

7. Adjournment **7.1** The meeting was adjourned at 11:48 a.m.