

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

January 14, 2010

10:00 a.m.

William C. Cramer, Jr. Seminar Room

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

Members Absent: None

- 1. Call to Order** **1.1** Chair Isler called the meeting to order at 10:02 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 Col. Fleck, commander, 325th Mission Support Group at Tyndall Air Force Base; Dr. Amal Sidani-Tabbaa, 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. Durden made a motion to approve the minutes of the board's regular meeting of December 10, 2009, as distributed. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Special
Presentation
Mr. Ron Reid,
The Bridge at
Bay St. Joe**

1.7 Mayor Clemons was scheduled to speak about the college's involvement in the community, but unable to attend the meeting. Dr. Stevenson introduced Mr. Ron Reid, Administrator for Signature Healthcare at The Bridge at Bay St. Joe in Port St. Joe. The Bridge is a skilled nursing facility with in-house rehabilitation program that specializes in customized dementia. With 150 employees, The Bridge is the largest privately owned employer in Gulf County. Ms. Emily Gortemoller, graduate of the college's PTA program, is the rehab coordinator at The Bridge and stated the facility is excited to partner with GCCC nursing and PTA students. Dr. Stevenson also introduced Ms. Debbie Mikolajczyk and Ms. Sherrie Lock with the Business, Continuing and Community Education Division at the college. Ms. Mikolajczyk praised the partnerships with local agencies and highlighted some successful cosponsored events. Ms. Lock invited everyone to two upcoming events: The Bay Green Expo on April 17 and the 2010 Cancer Diagnosis & Treatment Conference with free screenings and workshops by local healthcare professionals. The purpose of the conference is to educate the community about local treatment options in Bay County. Dr. Stevenson also pointed out that the college serves about 20,000 people each year with their continued education needs. Ms. Wood expressed her appreciation for all The Bridge has done for Port St. Joe.

**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 December. Ms. Keeton introduced Ms. Donna Peterson, executive administrative assistant, Student Support and Enrollment Management. Ms. Peterson was recognized for her exemplary work, her team spirit and her support for the students she serves. She was also commended for organizing a college-wide administrative assistants' workshop.

**2. Attorney's
Report**

2.1 Chair Isler moved item 4.15 *GCCC Foundation, Inc. MOU* forward on the agenda to be addressed during Attorney Bennett's update. The GCCC Foundation MOU was drafted to satisfy a SACS requirement. Attorney Bennett explained that the section on staffing had been taken out and that the MOU had been accepted by the Foundation's Executive Committee and was now before the board for approval. The MOU, together with articles and bylaws, should fulfill the SACS requirement. Ms. Durden made a motion to accept the MOU as presented. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Foundation
Liaison
Report**

2.2 Dr. Sidani-Tabbaa shared details of the recent work of the Foundation. Foundation assets are at \$23.3 million and \$52,000 was received from the community between November 7, 2009, and January 13, 2010. She also provided an update on the GCCC Alumni Association and the trustees were reminded of the Foundation's Annual Dinner which will be held on February 5, 2010, at Edgewater Beach Resort. This year, students will be the focus and the business meeting will occur prior to the

dinner. Dr. Sidani-Tabbaa announced this would be her last meeting with the District Board of Trustees and stated that it had been a great learning experience for her. Chair Isler thanked her for her contributions.

**United States
Navy
Representative
Report**

2.3 Commander Jessica Pfefferkorn stated that 28 GCCC technology students would tour the Naval Air Station later this month and mentioned that today naval personnel would assist Bay District Schools in a Deployment Readiness Training for several of its teachers.

**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 Col. Fleck and gave a brief update on the current developments on base.

Next Meeting

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

3. SAB Report

3.1 Ms. Pasha, president of the Student Activities Board (SAB), reported that the SAB had elected a new vice president, Ms. Abigail Stokes. The Student Activities spring trip destination has been changed to St. Augustine and Orlando. A maximum of 12 students can attend and an informational meeting has been scheduled on January 25 at 12:45 p.m. in the SAB board room. SAB is also promoting a roundtable event to discuss current legislative issues affecting students, such as residency for tuition purposes, tuition books costs, and Bright Futures budget cuts.

**Program
Highlight**

3.2 Chair Isler introduced Ms. Lisa Keeton, coordinator, Academic Support/Tutorial Services. Ms. Keeton oversees the Success Center and the GED Passport Program. The Success Center provides learning support to students through degreed math and English tutors and has a wide array of online resources. The Success Center strives to see students all the way through from preparatory through college level classes.

**Student
Success Story**

3.3 Ms. Keeton introduced Ms. Ruth Berry, a returning, non-traditional student in the Pre-Engineering A.A. track, who stated that she owes a lot of her academic success to the support of the Success Center. In return, Ms. Berry currently tutors students in the Success Center herself.

**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. Durden seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

Professional Services

Employment

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

Sara E. Duff---Weekend Reference Librarian, temporary part-time, Library, effective January 8, 2010, hourly rate of \$14.81. Ms. Duff fills the position vacated by the resignation of Nicole Shinskie.

Jonathan C. Joyner---Assistant Coordinator, Gulf Franklin Center, temporary part-time, Public Safety, effective December 16, 2009, hourly rate of \$16.86. Mr. Joyner fills the position vacated by the retirement of Sharon M. Burdeshaw.

Elizabeth M. Kasey---Volunteer Statistician, Wellness & Athletics, effective November 20, 2009 – June 30, 2010. No salary.

Casey D. Moebius---Remediator/Lab Coordinator, temporary full-time, Health Sciences, effective January 4, 2010 – May 7, 2010. Salary of \$20,000 per semester. Ms. Moebius fills the position vacated by the reclassification of Ms. Jerrie Kirksey.

Career Services

Reclassification

LaShavia D. Williams--- From Administrative Assistant (Grade 9), Public Safety, to temporary full-time Senior Administrative Assistant (Grade 10), Public Safety, effective December 7, 2009. No salary change. Ms. Williams fills the position vacated by the DROP exit of Ms. Kathryn L. Hewitt.

Retirement

Josephine M. Riley---Custodian (Grade 6), Maintenance & Operations, effective January 4, 2010.

Exit Drop

Kathryn R. Hewitt---Senior Administrative Assistant (Grade 10), Public Safety, effective January 4, 2010.

Contract Ratifications

4.2 Trustees reviewed a list of contracts signed by six instructors of non credit courses, and two special contracts and overload contracts, named on the fall 2009 overload addenda through December 18, for the total amount of \$28,030.82. Ms. Butler made a motion to accept the contract ratifications as presented. Dr. Myers seconded, and the vote was recorded as

follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, 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. Ms. Durden made a motion to approve the list. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Budget
Amendments**

4.4 Dr. Kerley recommended approval of Budget Amendment 10 to the Unrestricted Current Fund (Fund 1). Amendment 10 to the Unrestricted Current Fund (Fund 1) amends the existing budget due primarily to an increase in e-learning fees resulting from increased enrollments. E-learning enrollment is up 19 percent this spring. Ms. Butler made a motion to approve the request as presented. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

4.5 Dr. Kerley recommended approval of Budget Amendment 11 to the Restricted Current Fund (Fund 2). Amendment 11 to the Restricted Current Fund (Fund 2) amends the budgets for the Gulf Coast Workforce Training Center resulting from Workforce Board Contract Modification 1 for 2009-10. Ms. Wood made a motion to approve the request as presented. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

4.6 Dr. Kerley recommended approval of Budget Amendment 12 to the Auxiliary Fund (Fund 3). Amendment 12 to the Auxiliary Fund (Fund 3) establishes the auxiliary services budgets for the current year and any prior year budget carryover. Ms. Jenkins made a motion to approve the request as presented. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Proposed
Changes to
Manual of
Policy**

4.7 Final approval was requested for the following Manual of Policy change:

- Policy 3.015, Committee-type Organizational Structure. Dr. Kerley explained this policy is being updated to reflect the recent merger of the Career and Coordinating Councils under the name Professional Employee Council.

Ms. Durden made a motion to approve the change. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

- Administrative Annex Project** **4.8** A vote on Change Order #13 to the Administration Annex Project was deferred until the February 11 District Board of Trustees meeting.
- Construction Manager at Risk** **4.9** A vote on the Construction Manager at Risk (CMAR) contract for the Advanced Technology Center project was also deferred until the February 11 District Board of Trustees meeting. Attorney Bennett announced that a draft agreement would be finalized within a week and presented at the February meeting.
- ATC Design Documents** **4.10** Dr. Kerley thanked faculty, staff and community groups for their input in the Advanced Technology Center and stated it would be among the top three in the country and would benefit this area by bringing in new industries. Mr. Joe Sorci with Florida Architects, Inc. announced they were still on track with the LEED program and on schedule for completion in August 2012. He gave a detailed presentation of the schematic designs, of both the full build-out version as well as an alternate design. The campus master plan will be refined later this year by Florida Architects. Mr. Sorci pointed out that the trustees had received a new facilities list in their package reflecting minor technical revisions as required by the Department of Energy, which required board approval as well. Mr. Estes made a motion to approve the schematic designs as presented. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.
- WKGC Tower Replacement** **4.11** Chair Isler stated that the request for approval of the WKGC tower replacement on campus would be deferred until the February District Board of Trustees meeting. Dr. Kerley stated more details would be provided at that time.
- Supplemental Educational Plant Survey** **4.12** Dr. Kerley recommended approval of the Supplemental Educational Plant Survey to amend the Gulf Coast Educational Plant Survey approved by the District Board of Trustees on June 21, 2007. The Advanced Technology Center construction project was not included in the prior survey as the project funding had already been identified. Department of Education Office of Educational Facilities staff has asked that it be added back due to funding extended into later years as a result of the delay in PECO funding. This amendment will serve to protect funding and does not affect any existing survey recommendations. Mr. Sumner made a motion to approve the Supplemental Educational Plant Survey. Ms. Woods seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.
- Issuance of Capital Improvement Revenue Bonds** **4.13** Dr. Kerley explained that due to budget shortfalls, the college was running \$5 million short on funds to complete the Advanced Technology Center (ATC) facility. The ATC Planning Committee has recommended full build-out and in order to do so the college will need bonding for up to \$6.3 million of capital improvement fees. Those fees are purposed to buy

equipment or sustain buildings. Four other colleges have already bonded their capital improvement and others are planning on doing so. Mr. Estes made a motion to approve the issuance of Capital Improvement Revenue Bonds. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Proposed
Logistics
Center**

4.14 Dr. Kerley explained that the college had been approached by the Bay County Health Department and the Bay County Sheriff's Office with a request to enter into discussion about the design and construction of a logistics center at the North Bay Center, which would house several emergency services that might complement college instructional programs. Discussion to date has been purely theoretical in nature and college staff will keep the District Board of Trustees informed as the parties investigate this opportunity.

**GCCC
Foundation
MOU**

4.15 GCCC Foundation, Inc. MOU was approved under agenda item 2.1.

**5. President's
Report**

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

- December Nursing and Surgical Technology pinning ceremonies
- EOC dedication rescheduled for April 22 at 10 a.m.
- Awaiting approval from Division of Four Year Colleges for Bachelor degree program in March or May
- Strategic Planning process working very well
- Highest enrollment ever
- Friday only classes very well received

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

- Council of Presidents (COP) in Florida college system planning new state branding campaign
- GCCC hosted Great Northwest Board of Directors meeting
- Northwest Florida Legislative Delegation Meeting on January 29 at 8:30 a.m. in Private Dining Room
- Annual legislative conference in Tallahassee on February 2 and 3
- American Association of Community Colleges Annual Convention in Seattle, Washington, on April 16-20; excellent conference to attend for trustees, administrators, faculty and staff
- COP is considering possible tuition increase
- Dr. Kerley planning to spend more time in Tallahassee to advocate for the Florida College System

- Administrative Updates** **5.2** Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas highlighting major activities for each area.
- SACS** **5.3** Dr. Bishop and Dr. Flax-Hyman gave an update on the SACS process. Dr. Flax-Hyman pointed out that the college is working on its Quality Enhancement Plan (QEP), an institutional wide focus that directly impacts student learning. Initially the QEP was a Core Requirement, but in December 2009, SACS determined that the QEP would fall under the Comprehensive Standards. Dr. Bishop explained that the selected topic for QEP is “Enhancing students’ critical academic literacy through changes in classroom pedagogy.” Students need to be able to analyze, synthesize, and evaluate textual materials and evaluate its accuracy. This will be a college-wide, faculty driven process. Dr. Bishop and Dr. Flax-Hyman will be showing the District Board of Trustees in next few months how they intend to make this happen.
- Financial Indicators Report** **5.5** Trustees were provided information located in the Financial Indicators Report as of November 30, 2009
- 6. Good of The Order** **6.1** Dr. Kerley referred to upcoming GCCC Events as listed on the agenda:
- Lady Commodore Basketball, January 16, January 27, February 6, and February 10, 2010; 5:30 p.m.
 - Commodore Men’s Basketball, January 16, January 27, February 6, and February 10, 2010; 7:30 p.m.
 - Visiting Artist Lecture and Printmaking Demo with Artist Brooke Steiger, January 22, 2010; 1 – 4 p.m., Amelia G. Tapper Center, Room 128
 - *All I Want To Do – An Exhibition of Drawing and Prints*, January 22, 2010; 6 – 8 p.m. Art Show Opening/Reception; Gallery Hours are Monday through Friday from 10 a.m. – 4 p.m., Amelia G. Tapper Center Main Gallery
 - *Love Letters*, a Pulitzer Prize nominated play, 7:30 p.m., January 22 and 23, 2010; Amelia G. Tapper Center Theatre Lab
 - Commodore Men’s Baseball, 3 p.m., January 29, 2010; time TBA for January 30 and January 31, 2010; 12 noon, February 5, 2010; 2 p.m., February 6, 2010; and 1 p.m., February 7, 2010
 - Faculty Council members invited to lunch following today’s District Board of Trustees meeting
- 7. Adjournment** **7.1** The meeting was adjourned at 12:04 p.m.

Following the adjournment Ms. Wood made an announcement that the Gulf County School District had been rated one of the best in the nation and the best in the state with regard to graduation rates. Gulf County ranks number one in Florida with regard to minority graduation rates. Ms. Woods

expressed appreciation for the partnership with the college who aided Gulf County Schools through dual enrollment and the Gulf/Franklin Center.

Secretary

Chairman