

FINAL

MINUTES

REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

July 15, 2010

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Members Absent: William C. Sumner, Shirley J. Jenkins

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| 1. Call to Order | 1.1 | Chair Isler called the meeting to order at 10:04 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. |
| Election of Board Officers | 1.4 | Ms. Durden makes nomination of Mr. Chuck Isler for Chair, Ms. Denise Butler as Vice Chair – commended their previous services – Ms. Durden, Ms. Wood – Dr. Myers suggested that two year minimum service is preferable to maintaining continuity – Ms. Durden cited best practice from other organizations that reinforced that idea. Dr. Kerley commended each of their service in the past year. |
| Approval of Minutes | 1.7 | Ms. Durden made a motion to approve the minutes of the board’s regular meeting of June 24, 2010, with revisions suggested by Mr. Bennett. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Wood, aye; and Isler, aye. |
| Special Presentation | 1.8 | Dr. Kerley presented Mr. Harold Brown with the Soaring with the Eagles award for his work with first responders to assist a diabetic woman in need of medical attention. |

- SACS Review** **1.9** Dr. Flax-Hyman presented a new Quality Enhancement Plan video developed to communicate the importance of Critical Academic Literacy.
- 2. Attorney's Report** **2.1** Agenda item **4.10** was added to the attorney's report.
- President's Evaluation** **2.1.1** Mr. Bennett explained the evaluation result in which Dr. Kerley received the highest rating in all categories. Mr. Isler commended Dr. Kerley on the evaluation. Dr. Kerley thanked staff and Cabinet for their support. Mr. Estes made a motion to approve the evaluation. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Wood, aye; and Isler, aye.
- Software Services Contract** **4.10** Mr. Bennett provided background information on two service agreements associated with the college change from its current administrative software to Sun Guard – Banner, with implementation services provided by CampusWorks, Inc. The agreement with Sun Guard – Banner was approved in the June 2010 meeting, and details of the CampusWorks agreement were presented to the board in the July meeting. He explained that the agreements are being purchased using the IT Exclusion (Florida Administrative Code (Section 6A-12.0734 FAC; Procurement Requirements Subsection (g)).
- Mr. Herman Daniels provided additional detail on project costs, including:
- Licensed Software (\$760,000)
 - Fixed Service (\$31,000)
 - Materials (\$918,000) – Mr. Daniels explained that this amount is held in reserve and returned if not used.
 - Maintenance (\$123,000 annually)
- Ms. Durden made a motion to approve the CampusWorks agreement. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Wood, aye; and Isler, aye.
- United States Navy Representative Report** **2.2** Commander Jessica Pfefferkorn was unable to attend the meeting.

- United States Air Force Representative Report** **2.3** Colonel Michael Fleck was unable to attend the meeting.
- Next Meeting** **2.4** The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, September 2, 2010, at Naval Support Activity – Panama City. The regular meeting will be followed by a Board Retreat.
- 3. SAB Report** **3.1** Ms. Abby Stokes was not able to attend.
- Program Highlight** **3.2** Ms. Kelli Ferns provided an overview of the Kid’s College summer program.
- Dr. Myers commended Ms. Ferns on her television presentation related to the program.
- Student Success Story** **3.3** Ms. Sophia Timm and Ms. Taylor Hurtt spoke of their experiences at Kid’s College.
- 4. Personnel** **4.1** Trustees approved a list of personnel actions for June. Mr. Estes made a motion to approve the actions. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Wood, aye; and Isler, aye.
- Contract Ratifications** **4.2** Trustees approved a list of personnel contracts. After review of the contract ratifications listed under item **4.2**, Ms. Durden made a motion to accept the recommendations as presented. Ms. Wood seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Wood, aye; and Isler, aye.
- Manual of Policy Revisions** **4.3** Agenda items **4.3.1** and **4.3.2** were bundled for approval. Final approval was given for the following Manual of Policy Revisions:
- Refer to 4.3.1 Policy 5.262, Environmental Conservation
This new policy is being established to affirm institutional commitment to support conservation consistent with efforts that enhance the quality of education while preserving the environment.
- Refer to 4.3.2 Policy 7.025, Institutional Scholarships and Work Assistantships
Changes to this policy were recommended following discussions with the college’s legal counsel.

Ms. Durden made a motion to accept the recommendations as presented. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Wood, aye; and Isler, aye.

**Manual of
Policy
Revisions**

4.4 Tentative approval was given for the following Manual of Policy Revisions:

Refer to 4.4.1 Policy 6.011, [Minimum Personnel Qualifications](#)
Dr. Kerley explained that the new language clarifies and updates current college practice.

Ms. Butler 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; Myers, aye; Wood, aye; and Isler, aye.

**Inventoried
Property
Disposal**

4.5 Approval was requested to dispose of equipment that the property custodians had determined no longer served the needs of 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; Myers, aye; Wood, aye; and Isler, aye.

**ATC Site
Work**

4.6 Mr. Isler explained that this bid was for basic site preparations for the Advanced Technology Center. Dr. Kerley added that this portion of the project is not increasing the overall project budget and was the lowest bid. Since GAC Construction is also the college's Construction Manager on the ATC project, the college accepted four bids for site work, with GAC being the lowest bid. College staff recommended that GAC be given the contract.

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

**Guaranteed
Maximum
Price
Amendment**

4.7 After discussion, Mr. Estes made a motion to approve the amendment. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Wood, aye; and Isler, aye.

**ATC Building
Code
Inspection
Services Bid**

4.8 This agenda item was split into items **4.8.1** and **4.8.2** for voting purposes.

- 4.8.1** Mr. Estes explained that the Construction Committee recommended rejecting all bids that were submitted in the second bid process, and that the college move forward with allowable direct negotiations with Bay County for these services.

After discussion, which included comments from Mr. Bo Creel of Code South and Mr. Richard Dodd of GAC, Mr. Estes made a motion to approve to reject all submitted bids. Dr. Myers asked for clarification on the issue. Ms. Durden then seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Wood, aye; and Isler, aye.

**Approval of
ATC Building
Code
Inspection
Vendor**

- 4.8.2** After discussion, Ms. Durden made a motion to approve Bay County as the vendor for ATC inspection services. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Wood, aye; Isler, aye and Myers, nay.

Dr. Myers added that he opposed the recommendation, not because the county is an inappropriate choice, but because he felt that the estimates provided by the county lacked sufficient detail.

**Public Safety/
EOC Helipad**

- 4.9** After discussion, Dr. Myers made a motion to approve the amendment to the EOC Helipad, resulting in a net increase of \$332,100 to the project. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Wood, aye; and Isler, aye.

**Software and
Services
Contract**

- 4.10** This agenda item was bundled with item **2.1**.

**Addendum to
Construction
Management
Agreement**

- 4.11** This agenda item was deferred to a later date.

**5. President's
Report**

- 5.1** Agenda item 5.4 was moved to this position in the meeting.

Ms. Brenda Galloway provided an update on activities at the GCCC Gulf/Franklin Center

- 5.1.1** Dr. Kerley informed the trustees of various celebrations and highlights from across the college.

- 5.1.2** Dr. Kerley provided trustees with information on global issues and events.

- GCCC Foundation, Inc.**
 - 5.2** Ms. Margie Mazur, executive director of the GCCC Foundation, presented this month's Foundation report.

- Gulf/Franklin Center Presentation**
 - 5.4** This agenda item was moved to **5.1**.

- 6. Adjournment**
 - 6.1** The meeting was adjourned at 12:01 p.m.

Secretary

Chairman