

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

March 11, 2010

10:00 a.m.

William C. Cramer, Jr. Seminar Room

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

Members Absent: Charles S. Isler, III, Dan A. Estes,

- 1. Call to Order**
- 1.1** Vice Chair Butler called the meeting to order at 10:00 a.m. and announced agenda items 4.6 and 4.8 would be moved up to be addressed with the attorney's report, agenda item 2.1.
- Invocation**
- 1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance**
- 1.3** Student Activities Board President Jamilla Pasha led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
- 1.4** Vice Chair Butler welcomed Commander Jessica Pfefferkorn, United States Navy; 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** Dr. Myers made a motion to approve the minutes of the board's regular meeting of February 11, 2010, as distributed. Mr. Sumner seconded, and the vote was recorded as follows: Durden, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Butler, aye.
- Professional Employee of the Month**
- 1.7** Dr. Kerley called on Ms. Lisa Keeton, chair of the Professional Employee Council, to introduce the Professional Employee of the Month for February. Ms. Keeton introduced Ms. Loel Davenport, coordinator, Alumni and Annual Giving, GCCC Foundation & Office of Alumni Affairs. Ms. Davenport was commended for successfully organizing many events for the GCCC Foundation, Inc., such as the Shark's Tooth Golf Tournament, the

Annual Meeting, as well as GCCC Alumni Association events.
Ms. Davenport, thanked everyone and stated she had a great team to work with.

**Recognition
Lady
Commodores
Basketball
Team**

1.8 Dr. Kerley recognized the Lady Commodores Basketball team for winning the state title this month and commended Coach Roonie Scovel, Wellness & Athletics Division Chair Gregg Wolfe, Vice President of Student Support and Enrollment Management Roy Smith for their dedication. Coach Scovel expressed excitement over winning the state title this time, especially after getting so close last year. Mr. Wolfe acknowledged Coach Scovel for the remarkable academic and athletic success rates of her students over the past 13 years. The Lady Commodores will be leaving for Kansas on Saturday morning to play in the national championships.

SACS Review

1.9 Dr. Bishop referred the trustees to the completed Compliance Audit Report which can also be viewed online. The committee is now awaiting comments from off-site reviewers and will continue working on the Quality Enhancement Plan. All is progressing according to schedule.

**Administrative
Software
System**

1.10 Dr. Kerley called on Mr. Herman Daniels to make a presentation to the board about the current administrative software system and viable options for the future. The college has been part of the Unisys Consortium since 1994 which is down from eight to three members. The system is a three-part system, i.e. Human Resources, Student Management and Finance. The cost is \$450,000 per year and it is not compatible with current technology. The Enterprise Resource Planning (ERP) User Group, led by Ms. Sharon Todd, has researched other systems and from the three best options, favors Sunguard Banner, used by ten other community colleges in Florida. The cost will be \$2.5 to \$3 million, and amortized over 17 years would be equivalent to what the college is paying for the current system. Dr. Nettles stated that the college is looking at a Title III grant to fund the new software data system and reiterated how labor-intensive the current system is.

**2. Attorney's
Report**

2.1 As announced by Vice Chair Butler, Attorney Bennett reported on agenda item 4.6 Construction Manager at Risk Contract for the Advanced Technology Center and item 4.8 Option and Lease Agreement with TowerCom III, LLC., including Replacement of the WKGC Tower on Campus.

**Construction
Manager at
Risk Contract**

4.6 Attorney Bennett recommended approval of the Construction Manager at Risk (CMAR) contract for the Advanced Technology Center (ATC) which retains GAC as the Construction Manager at Risk on this project in partnership with H.J. High Construction. The final contract includes recommended changes by the board's attorney to clarify several items contained in the draft. This is a voluminous standard AIA contract modified to adapt to the ATC building and project. Copies can be provided upon request. The contract states a flat fee of \$50,000 for the pre-construction phase only. During this phase, contractors will be able to establish a maximum project price and will come back to the board for

approval. Ms. Durden made a motion to approve execution of the contract as presented. Ms. Wood seconded and the vote was recorded as follows: Durden, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Butler, aye.

**WKGC
Tower
Replacement**

4.8 College staff recommended approval and execution of an option and lease agreement with TowerCom III, LLC, including replacement of the WKGC Tower on campus. Attorney Bennett stated the proper notice had been published as required under Florida statutes, for the option to enter the lease agreement and that a graph was available for the public to review. TowerCom III, LLC is deemed to be the best provider with three or four more lease agreements around Florida. TowerCom will replace the current tower next to WKGC at no cost to the college. The 250 foot tower will have sufficient room for the college's use and remaining space will be leased to cell phone companies to generate revenue. Board approval was requested to enter into the 12-month lease option agreement, after which the contract will become valid for an initial 20-year period with an option to extend it for another 20 years. Mr. Sumner made a motion to approve execution of the contract as presented. Ms. Jenkins seconded and the vote was recorded as follows: Durden, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Butler, aye.

**United States
Navy
Representative
Report**

2.2 Commander Jessica Pfefferkorn stated she had enjoyed sampling some of the college's continued education classes. She also mentioned that one of the great things she takes away from the District Board of Trustees meetings is inspiration from hearing the student success stories. This has motivated her to try to include more local vendors to do business on base and that way give back to the community. Next week, the Commander of the Navy Region Southeast, Rear Admiral Townsend G. "Tim" Alexander will be in town and speak at a local Chamber of Commerce meeting.

**United States
Air Force
Representative
Report**

2.4 Colonel Michael Fleck was unable to attend the meeting.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, April 1, 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 a volunteer effort at the Junior Museum on March 19 and the Drinking and Driving Awareness Campaign on March 25. They also organized a carnival on March 5 to raise funds for the March of Dimes. At 12:30 p.m. today, the Women's Basketball Team would be honored in the Commodore Café.

**Program
Highlight**

3.2 Ms. Melissa Hagan, grant administrator for the Department of Labor (DOL) Community-Based Job Training Grant Health Sciences, reported that the focus of the grant was to increase the number of qualified healthcare workers in the region and to develop new courses and programs. The first of three years has been completed, resulting in new online courses in Pharmacy Technology, Surgical Technology, and Health Sciences Orientation. To upgrade the Health Sciences labs, \$1 million has been spent on state of the art equipment. Each program now has its own commercial video, TV commercial, billboard, and brochure. The site visit by the Department of Labor in August was successful. Ms. Christine Bottkol, coordinator of Nursing, expressed her appreciation over the many new improvements made possible by the grant, including several high-fidelity mannequins preparing students for real-life situations. Another improvement is local hospital patient charting software that will be installed on all nursing lab computers to ease the transition for students to the clinical environment.

**Student
Success Story**

3.3 Ms. Christine Bottkol introduced Ms. Linda Thompson, Foundation scholarship recipient and first-semester student in the nursing program. Ms. Thompson stated that she had always wanted to become a nurse, but because of life events went into banking. Due to a recent lay-off, she had the opportunity to return to college and pursue her dream. Ms. Thompson expressed her gratitude to friends, family and college staff for their support.

**4. Action Items
Personnel**

4.1 Vice Chair Butler suggested bundling agenda items 4.1 and 4.2. After review of the following listed personnel and contract ratifications, Ms. Durden made a motion to accept the recommendations and ratifications as presented. Mr. Sumner seconded, and the vote was recorded as follows: Durden, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Butler, aye.

Professional Services

Employment

Carolann Kendrick---assistant professor, Health Sciences Division, salary of \$12,125 (based on annual salary of \$44,359) effective March 3, 2010 - May 7, 2010. Ms. Kendrick fills the position vacated due to the resignation of Mary R. Rhodes.

Resignation

Mandy R. Chapman---test administrator, part-time, Military Education, TAFB, Enrollment Services, Student Support & Enrollment Management, effective February 26, 2010.

Mary J. King---sign language interpreter, part-time Disability Support Services, Student Support & Enrollment Management, effective March 5, 2010.

Adria D. Peaden---assistant professor, Business Division, effective May 7, 2010.

Retirement

Deanna D. Petersen---assistant professor, Mathematics Division, effective May 7, 2010.

Reclassification

Michalle T. Barnett---from Associate Professor, Language & Literature, to Chair, Language & Literature Division, effective July 1, 2010. Salary of \$63,228.00. Ms. Barnett fills the position vacated by the retirement of Joyce K. Buttermore

Wendy L. Payne---from Academic Program Coordinator, Business & Technology to Chair, Business & Technology Division, effective June 1, 2010. Salary of \$5,657.85 (based on annual salary of \$67,125). Ms. Payne fills the position vacated by the retirement of Richard B. Stewart.

Career Services

Enter DROP

Randal J. Hillard---computer network technician (Grade CL1), Information Technology Services, effective March 1, 2010.

Resignation

Katherine H. Robertson---senior administrative assistant (Grade 10), Language & Literature Division, effective June 30, 2010.

Contract Ratifications

4.2 The contracts approved by the trustees included contracts signed by 65 instructors of non credit courses, 10 special contracts and overload contracts, named on the spring 2010 overload addenda through February 15, for the total amount of \$103,599.20.

Budget Amendments

Vice Chair Butler recommended bundling agenda items 4.3 Request for Approval of Budget Amendment 15 to the Unrestricted Current Fund (Fund 1), item 4.4 Request for Approval of Budget Amendment 16 to the Restricted Current Fund (Fund 2), and item 4.5 Request for Approval of Budget Amendment 17 to the Agency Fund (Fund 6).

4.3 Budget Amendment 15 to the Unrestricted Current Fund (Fund 1), increases the budget for 2009-10 lab fees collected and records the allocation of indirect costs allowed by new federal grants.

4.4 Budget Amendment 16 to the Restricted Current Fund (Fund 2) records the 2010 Corporation for Public Broadcasting grant.

4.5 Budget Amendment 17 to the Agency Fund (Fund 6) establishes the budget for the Surgical Technology Student Organization.

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

CMAR

4.6 This item was addressed in the Attorney's Report.

**Manual of
Policy
Changes**

4.7 Tentative approval was requested for the following Manual of Policy Changes:

4.7.1 Policy 6.072, Reimbursement of Approved Educational Expenses for Credit Courses

This policy is being amended for clarification of employee tuition reimbursement benefits available from Staff and Program Development funds. Partial reimbursement for books is also being eliminated due to budget constraints.

4.7.2 Policy 6.090, College Programs and Activities

This policy is being amended to reflect those employees required to attend commencement exercises and honors convocations by means of specified work days in the college's academic calendar. Others are required to participate with limitations to allow space for our growing number of graduates and their families.

4.7.3 Policy 7.025, Institutional Scholarships and Work Assistantships

This policy is being amended to distinguish those scholarships awarded by the GCCC Foundation from those awarded by the GCCC District Board of Trustees. A change also includes the renaming of a college scholarship and the addition of a new college scholarship.

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

**Option and
Lease
Agreement
with
TowerCom**

4.8 This item was addressed in the Attorney's Report.

**New Program
Approval**

4.9 Dr. Kerley recommended approval of new certificate programs in Office Administration: Medical Office Management and Medical Machine Transcription. The certificate programs were developed in response to a

growing interest in these fields particularly from the student population at the Tyndall Air Force Base Education Center, where they represent training to achieve employment credentialing that is portable across the country. The certificate programs are aligned with the current A.A.S. degree in Office Administration. Ms. Rhonda Barker, professor, Business & Technology Division explained that these certificate programs can be completed online, and that work opportunities are also available online, which makes it ideal for military spouses. Ms. Durden made a motion to approve execution of the contract as presented. Mr. Sumner seconded and the vote was recorded as follows: Durden, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Butler, aye.

Dr. Benjamin Matching Program

4.10 Dr. Kerley recommended approval for submission of the revised Dr. Philip Benjamin Matching Program 2010-11 Private Contributions that was discussed last month. Mr. Sumner made a motion to approve submission of the revised statement. Ms. Durden seconded and the vote was recorded as follows: Durden, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Butler, aye.

5. President's Report

5.1.1 Ms. Mazur reported that with respect to Foundation President Jim Warren's time, he would not be present at every meeting and she would give an update. Foundation assets currently stand at \$23 million. Over \$30,000 has been received in donations from the community in the past month. The first Distinguished Alumni Dinner will be hosted at Captain Andersons on May 6. The Radio & TV Council is organizing a fundraiser and concert in October.

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

- Positive developments in the Connect! Program. Beginning March 15, students that have applied to FSU Tallahassee and are not accepted will be referred to the Connect! Website which will provide the continued opportunity to go to FSU PC while attending GCCC.
- Ms. Debbie Mikolajczyk and Ms. Lori Luppino organized a meeting of three area Chambers of Commerce followed by and Airport Conference which will focus on the airport's impact on economic development in this region of Florida.
- Plans for a military park honoring the five major military branches will be included in the new Master Plan. Ms. Durden suggested giving FSU PC an opportunity to contribute.
- College staff will pursue development of on campus educational child care center to be operated by an outside agency
- The College's Culinary Classroom, La Friandise, was highlighted in Wednesday's News Herald.

- Approval of the Bachelor's degree program is on agenda for the State Board of Education meeting scheduled on March 26, 2010.
- Men's baseball team is number one in the state and number seven in the country.

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

- Ribbon Cutting and Blessing at Sacred Heart Hospital in Port St. Joe
- Panama City Beach Chamber of Commerce Annual Dinner
- Meeting with Gulf and Franklin County superintendents of schools and Trustee Butler and Ms. Brenda Galloway
- Council of Presidents meeting: many speakers, CC presidents and legislators. Governor more optimistic than legislators
- Senate budget looks more favorable for community colleges than the House of Representatives budget.
- Dr. Kerley appointed to new board to enhance college education
- Working closely with West Bay to train and educate the workforce.
- College organized "The Sky is the Limit" conference on April 2 in Student Union East. Trustees, honorary board members, Foundation and airport board members are invited to dinner hosted by Jimmy Patronis the night before at Captain Andersons.

**GCCC
Foundation,
Inc.**

5.2 This item was addressed under item 5.1.

**Administrative
Updates**

5.3 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. Dr. Steve Nettles pointed out the new Fact Book with fall 2009 data will be published online next week. A fact book with full annual data will be published each fall. Mr. Herman Daniels stated that print management and room scheduling software will be implemented by the fall semester. Mr. Chris Thomes said they were gearing up for the WKGC membership and pledge drive. Mr. Mosell Washington reported that the hiring freeze has been lifted.

**Financial
Indicators
Report**

5.4 Trustees were provided information located in the Financial Indicators Report as of January 31, 2010. 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:

- *Law Enforcement Academy Graduation Ceremony*, March 11, 2010, 7 p.m., Sarzin Lecture Hall

- *U.S. Foreign Policy to the 20th Century Lecture Series*, March 16-18, 2010, 1 – 2:30 p.m., Sarzin Lecture Hall
- *Singing Commodores and Friends*, March 19, 2010, 7:30 p.m., Amelia Center Theatre
- Women’s History Month Film “*Iron Jawed Angels*”, March 24, 2010, 11 a.m. – 2 p.m., Sarzin Lecture Hall
- *13th Annual Health Awareness Day*, March 25, 2010, 10 a.m. – 1:30 p.m., Commodore Café
- “*Cash for College*” *Financial Aid Night*, March 25, 2010, 5 – 7:30 p.m., Student Union East, Room 246
- *Theatre Scholarship Auditions*, March 29, 2010, 4-6 p.m., Amelia Center Theatre Lab
- *Press Conference Announcing Completion of Camp Helen Tram Path*, March 30, 2010, 10 a.m.

Dr. Kerley reminded trustees of the luncheon at La Friandise and that Cabinet members and several mayors had been invited as well.

7. Adjournment **7.1** The meeting was adjourned at 11:40 a.m.

Secretary

Chairman