

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

February 10, 2011

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler (presiding), Karen L. Durden, Dan A. Estes, Katie L. Patronis, Linda R. Wood, Dr. Jim Kerley, and Derrick Bennett.

Members Absent: Charles S. Isler, III, William C. Sumner, Shirley J. Jenkins

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| 1. Call to Order | 1.1 | Ms. Denise Butler called the meeting to order at 10:02 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Ms. Abby Stokes led those present in the pledge of allegiance to the American flag. |
| Welcome to Guest | 1.4 | Ms. Butler welcomed Commander Jessica Pfefferkorn, United States Navy; Mr. Lloyd Harris, chair of the Faculty Council; Ms. Barbara Cline, chair of the Professional Employee Council; and Ms. Abby Stokes, president of the Student Activities Board. |
| Approval of Minutes | 1.6 | Ms. Durden moved and Mr. Estes seconded approval of the minutes of the board's January 13, 2011, meeting as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Patronis, aye; and Wood, aye. |
| Professional Employee of the Month | 1.7 | Dr. Kerley called on Ms. Barbara Cline, chair of the Professional Employee Council, to introduce the Professional Employee of the Month for December and January. Ms. Cline introduced Ms. Krystal Altigieri, senior cashier, Business Affairs, as the Professional Employee of the Month for December. Ms. Beth Bennett, executive administrative assistant, Administration & Finance, was introduced as the Professional Employee of the Month for January. |
| Special Presentation | 1.8 | Dr. Kerley introduced Ms. Daina Cooke-Weaver, executive director of the Career Technical Education program and Mr. Bill Husfelt, superintendent, Bay District Schools. |

Ms. Cooke-Weaver gave a presentation on Career and Technical Education, noting the impact of CTE classes on the community. She also presented the proclamation adopted by the Bay County Commission designating February as Career and Technical Education Month.

Mr. Husfelt acknowledged the relationship between Bay District Schools, Gulf Coast Community College and Workforce Innovation. He stated that Bay County is currently number one in the state for dual enrollment opportunities in the high schools thanks to GCCC. Dr. Kerley thanked Mr. Husfelt for the support Bay District Schools provide to Gulf Coast.

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| Lighthouse Progress Report | 1.9 | Mr. Herman Daniels provided an update for the Lighthouse project. Training is currently in progress and will continue through the development. |
| Strategic Planning Update | 1.10 | Dr. Kerley called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles stated that a large amount of information has been compiled and will be used in the Strategic Plan. He also stated that the budget is being closely watched, and work is in progress with all divisions for planning and reviewing goals. |
| 2. Attorney's Report | 2.1.1 | Board attorney had no report. |
| Honorary Trustee Updates | 2.2.1 | Commander Pfefferkorn gave a short overview of activities on NSA-PC. |
| | 2.2.2 | Colonel Fleck was unable to attend. |
| Next Meeting | 2.3 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, March 10, 2011, William C. Cramer, Jr. Seminar Room, Student Union West. |
| 3. SAB Report | 3.1 | Ms. Abby Stokes provided an SAB update that included the FJCCSGA State Conference, which gave leadership training and an opportunity for the GCCC SAB to win this year's spirit award. Ms. Stokes also announced a new community service project involving donations of food and juice boxes for Backpack Buddies, a system to ensure that disadvantaged students are sent home with food and drink during the weekends. St. Andrews Elementary has been adopted for this project. |

Program Focus **3.2** Dr. Steve Dunnivant, associate dean, and Ms. Aggie Yeakel, E-learning advisor, provided an overview of the GCCC E-Learning program.

Student Success Story **3.3** Ms. Yeakel introduced Ms. Christina Diaz, who spoke about her experiences as a student in e-learning. Ms. Diaz thanked everyone for the opportunity that GCCC has given her.

4. Personnel 4.1 Professional Services

Employment

Roberta J. Mackey - Executive Director, Human Resources, effective March 7, 2011 –June 30, 2011, salary of \$24,135.30 (based on annual salary of \$75,000). Ms. Mackey fills the position vacated by the retirement of Mosell Washington, Jr.

Walter T. Trussell - Assistant Manager, Network Support, Information Technology Services, effective January 18, 2011 – June 30, 2011, salary of \$17,107 (based on annual salary of \$37,838). Mr. Trussell fills the position vacated by the resignation of Patti Stirn.

Career Services

Employment

Teresa S. Beaver - WKGC Membership & Resource Development Associate, WKGC, Media & Community Relations, effective January 24, 2011, hourly rate of \$12.14, educational experience given. Ms. Beaver fills the position vacated by the resignation of Nancy Hashimoto.

Resignation

Michael A. Morgan - Heating & Air Conditioning Technician (Grade 12), Maintenance & Operations, Administration & Finance, effective March 9, 2011.

Dr. Kerley thanked Mr. Lloyd Harris and the selection committee for their assistance in hiring the new HR director, Ms. Roberta Mackey. Mr. Harris gave a short overview of the selection process, stating the importance of the need to stay consistent and fair.

Ms. Patronis made a motion to approve the list of personnel actions. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Patronis, aye; and Wood, aye.

Contract Ratifications **4.2** Trustees were asked to approve a list of contracts signed by 16 instructors of noncredit courses, and 23 special and overload contracts, for the total amount of \$911,359.89. After review of the contract ratifications listed under item **4.2**, Ms. Durden made a motion to accept the recommendations as presented. Mr. Estes seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Patronis, aye; and Wood, aye.

Spring 2011 Overloads **4.3** Trustees were asked to approve the list of the Spring 2011 overloads totaling \$849,381.82. Mr. Estes made a motion to approve the list under item **4.3**, Ms. Wood seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Patronis, aye; and Wood, aye.

Inventoried Property Disposal **4.4** 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; Patronis, aye; and Wood, aye.

Approval of RFQ #7 - 2010/2011 **4.5** Agenda items **4.5**, **4.6**, and **4.7** were bundled for approval.

Mr. Estes explained the selection process for choosing the companies who will carry out various duties for the Advanced Technology Center.

Final approval was given for the following contracts:

Refer to 4.5.1 RFQ #7-2010/2011, Mechanical and Electrical Engineering Services for Continuing Area Contract

The company is to provide mechanical and electrical engineering services, which would be under continuing contract for "minor" projects totaling less than \$2 million. The Evaluation committee recommended awarding of the continuing area contract for a term of three years in the amount of 6 percent of total project cost for construction projects, and an hourly fee schedule for projects requiring services only, to Schmidt Consulting.

Refer to 4.6.1 RFQ #8-2010/2011, Civil Engineering Services for Continuing Area Contract

The company is to provide civil engineering services, which would be under continuing contract for "minor" projects totaling less than \$2 million. The Evaluation committee recommended awarding of the continuing area contract for a term of three years in the amount

of the DMS fee curve less 1 percent based on construction cost for construction projects, and an hourly fee schedule for projects requiring services only, to Preble-Rish, Inc.

Refer to 4.7.1 RFQ #10-2010/2011, Audio/Visual Integrator Services for the Advanced Technology Center Project

The company is to provide audio/visual integrator services for the Advanced Technology Center. The Evaluation committee recommended awarding of the continuing area contract for the amount of a \$50,000 flat fee for Phases I and II (Exhibits A and B to contract), to Stage Front.

Ms. Patronis 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; Patronis, aye; and Wood, aye.

**Approval of
Bid #12-
2010/2011** **4.8**

Final approval was given for the following bid:

Refer to 4.8.1 Bid #12-2010/2011, Sale of Surplus Printing Equipment

Dr. Kerley explained that the equipment is outdated and no longer needed due to the closure of the campus print shop on January 31. No bids were received to buy the two remaining pieces of inventoried equipment, so college staff recommended removal of these items from the college's inventory in order to donate to Bay District Schools.

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

**Approval of
Facility
Enhancement
Challenge
Grant
Program** **4.9**

Final approval was given for the following programs:

Refer to 4.9.1 Facility Enhancement Challenge Grant Program 2008-11

Refer to 4.9.2 Private Contributions (as of February 1, 2011) for Dr. Philip Benjamin Matching Program

and

Ms. Margie Mazur explained that this report from the state list the matching dollars made for instructional capital facilities.

**Private
Contributions
for Dr. Philip
Benjamin**

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

- Matching Program** Wood, aye.
- 5. President's Report**
- 5.1.1** Dr. Kerley informed the trustees of various celebrations and highlights from across the college.
- Global Issues** **5.1.2** Dr. Kerley provided trustees with information on global issues and events.
- GCCC Foundation, Inc.** **5.2.1** Ms. Margie Mazur, executive director of GCCC Foundation, presented this month's Foundation report.
- Administrative Updates** **5.3** Dr. Kerley referred trustees to the updates provided by staff responsible for various administrative areas, highlighting major activities for each area.
- Financial Indicators Report** **5.4** The Financial Indicators Report as of December 31, 2010, was provided for trustee review.
- 6. Approval of Resolution Honoring GCCC's Past Presidents**
- In a ceremony honoring the past presidents of Gulf Coast Community College, Ms. Denise Butler, vice chair, read a resolution recognizing their leadership and service to the college and the community and requested board approval. Ms. Durden made a motion to approve the resolution as presented. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Patronis, aye; and Wood, aye.
- The ceremony continued in the lobby of the President's Office, Administration Building, with the unveiling of the Legacy of Leaders wall.
- 7. Adjournment** **7.1** The meeting was adjourned at 12:30 p.m.

Secretary

Chairman