

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

May 12, 2011

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler, Dan A. Estes, Charles S. Isler, III (presiding), James P. Norton, Shirley J. Jenkins, Katie L. Patronis, Joe K. Tannehill, Jr., Dr. Jim Kerley, and Derrick Bennett

Members Absent: Karen L. Durden, Linda R. Wood

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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. |
| Welcome to Guest | 1.4 | Chair Isler welcomed Dr. Linda Fitzhugh, chair of the Faculty Council; Ms. Barbara Cline, chair of the Professional Employee Council; and Mr. Chaz Mullinax, president of the Student Activities Board. |
| Approval of Minutes | 1.6 | Agenda items 1.6 and 1.6.1 were bundled for approval.

Ms. Butler moved and Ms. Jenkins seconded approval of the minutes of the board's April 14, 2011, meeting and the April 26, 2011, workshop meeting as distributed. The vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, 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 Employees of the Month for March and April. Ms. Cline introduced Ms. Laura Green, assistant coordinator, Marketing & Communications, as the Professional Employee of the Month for March. Ms. Lori Cannon, senior administrative assistant, Student Services & Student Activities, was introduced as the Professional Employee of the Month for April. |

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| Special Presentation | 1.8 | This item has been deferred until next meeting. |
| Lighthouse Progress Report | 1.9 | Mr. Herman Daniels provided an update for the Lighthouse project. Finance has successfully balanced the trial balances in Banner with those in legacy CFRS. |
| Strategic Planning Update | 1.10 | Chair Isler called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles stated that the Strategic Planning performance data was presented at the May 10 PLT Retreat. A three-year trend analysis is now available for viewing on the GCCC website. The College has met 19 key performance indicators listed in the strategic plan. The 2011-12 objectives are due from administration units by June 15, and the deadline for academic units is September 15. Surveys have been sent to multiple audiences for feedback to make improvements to the College. |
| 2. Attorney's Report | 2.1.1 | Mr. Bennett provided a copy of his employment contract to the trustees for review. Apart from referencing the new college name, Gulf Coast State College, he stated that it is the same agreement that was approved previously. Ms. Patronis moved and Mr. Norton seconded approval of the employment contract for the services of Mr. Derrick Bennett. The vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye.

Trustees thanked Mr. Bennett for his continued service. |
| Honorary Trustee Updates | 2.2.1 | Commander Pfefferkorn gave a short overview of activities on NSA-PC, including her meeting with her replacement who will begin attending the board meetings in July. |
| 2011-2012 DBOT Meeting Schedule | 2.3 | Dr. Kerley requested approval for the proposed District Board of Trustees schedule for 2011-2012. The first meeting on July 21, will include election of board leadership as determined by Florida Statutes. Ms. Butler made a motion to approve the schedule as presented. Ms. Jenkins seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye. |
| Next Meeting | 2.4 | The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, June 16, 2011, William C. Cramer, Jr. Seminar Room, Student Union West. |
| 3. SAB Report | 3.1 | Mr. Chaz Mullinax provided an SAB update. The SAB is currently in the planning process for activities scheduled in the 2011-12 academic year. |

- Program Focus** **3.2** Mr. Gregg Wolfe, chair, Wellness & Athletics, provided an overview of the GCCC Athletics department.
- Student Success Story** **3.3** Mr. Wolfe introduced Ms. Kayla Minger, who spoke about her experiences in the GCCC Athletics department. Ms. Minger thanked everyone for the opportunity that GCCC has given her.

4. Personnel

4.1

Professional Services

Employment

Blythe Golden - Web Manager, Wellness & Athletics, effective April 1, 2011, salary of \$2,500. Ms. Golden fills the position vacated by the resignation of Steven B. Merchant.

Melissa L. Strawser - Coordinator, Business Solutions, Center for Business, Continuing & Community Education, effective May 16, 2011, salary of \$4,299 (based on annual salary of \$33,000). Ms. Strawser fills the position vacated by the resignation of Lesley M. McLain.

Resignation

Alicia C. Campbell - Full-time, temporary, Assistant Professor, Language & Literature Division, effective May 6, 2011.

Stephen B. Merchant - Web Manager, Wellness & Athletics, effective March 31, 2011.

Shannon E. Smith - Full-time, temporary, Assistant Coordinator, Surgical Services, Health Sciences, effective May 13, 2011

Career Services

Employment

Markee D. Crenshaw - Groundskeeper (Grade 6), Maintenance & Operations, effective April 13, 2011, hourly rate of \$8.88. Mr. Crenshaw fills the position vacated by the reclassification of James C. McDougall.

Jeanette M. Joerger - Executive Administrative Assistant (Grade 12), Academic Affairs & Learning Support, effective April 25, 2011, hourly rate of \$12.74, experiential and educational credit given. Ms. Joerger fills the position vacated by the resignation of Vonda J. Stichka.

Resignation

Heather R. Williamson - Senior Administrative Assistant (Grade 10), Language & Literature Division, effective May 13, 2011.

Enter DROP

Dorrie E. Bennett - Executive Administrative Assistant (Grade 12), Vice President of Administration & Finance, effective May 1, 2011.

Edgar L. Pittman - Lead Grounds Keeper (Grade 8), Maintenance & Operations, effective May 1, 2011.

Mr. Estes made a motion to approve the list of personnel actions. Ms. Patronis seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye.

Contract Ratifications

4.2 Trustees were asked to approve a list of contracts signed by 24 instructors of noncredit courses, and 20 special and overload contracts, for the total amount of \$91,509.25. After review of the contract ratifications listed under item **4.2**, Ms. Patronis made a motion to accept the recommendations as presented. Mr. Norton seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye.

Spring 2011 Overloads

4.3 Trustees were asked to approve the list of the spring 2011 overloads totaling \$45,974.17. Mr. Estes made a motion to approve the list under item **4.3**, Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye.

Manual of Policy Revisions – Tentative Approval

4.4 Agenda items **4.4.1**, **4.4.2**, **4.4.3**, and **4.4.4** were bundled for approval.

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

Refer to 4.4.1 Policy 4.048, Center for Business, Continuing, & Community Education

Amends existing policy to reflect recent statutory changes related to continuing workforce education activities and related fees.

Refer to 4.4.2 Policy 5.172, Special Events-Use of Alcoholic Beverages

A new policy to allow the serving of alcoholic beverages at certain

community events as approved by college administration.

Refer to 4.4.3 Policy 6.105, Drug Free Campus and Workplace
Amends existing policy to provide consistency with provisions of
new policy 5.172, Special Events – Use of Alcoholic Beverages.

Refer to 4.4.4 Policy 7.101, Advising and Counseling
Amends existing policy to specify number of hours required for
faculty to provide advising and counseling services in the E. A.
Gardner Advising Center.

Dr. Melissa Lavender spoke for agenda item **4.4.4**, stating the need
for more assistance in the advising center. This policy change will
require faculty to provide advising and counseling services for a
specific number of hours. Mr. Estes questioned if GCCC had a
mental health counselor; Dr. Lavender confirmed that the College
does have a mental health counselor available.

Ms. Butler made a motion to accept the recommendations as
presented. Mr. Estes seconded, and the vote was recorded as
follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye;
Patronis, aye; Tannehill, 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.

Mr. Norton made a motion to approve the list. Mr. Estes seconded,
and the vote was recorded as follows: Butler, aye; Estes, aye;
Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler,
aye.

**Approval of
Budget
Amendments**

4.6 Agenda items **4.6.1** and **4.6.2** were bundled for approval.

Final approval was given for the following budget amendments:

Refer to 4.6.1 Amendment 12, Restricted Current Fund (Fund 2)
Refer to 4.6.2 Amendment 13, Unrestricted Current Fund (Fund 1)

Mr. Estes made a motion to accept the recommendations as
presented. Ms. Jenkins seconded, and the vote was recorded as
follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye;
Patronis, aye; Tannehill, aye; and Isler, aye.

**Approval of
RFP #11-
2010/2011**

4.7 Final approval was given for the following contract:

Refer to 4.7.1 RFP #11-2010/2011, On-Site Athletic Trainer
Services

Ms. Tonia Lawson gave a brief overview of the selection process, stating that two financially equal proposals were made to the College.

Representatives of Andrews Institute, who were present at the meeting, stated that their proposal should be reconsidered because of their current services and continued loyalty to the College. Mr. Estes questioned what difference there was between the two proposals. Ms. Lawson stated that the local location of Gulf Coast Medical Center is the only difference, and mentioned that the contract is only brought to the board every three years. Dr. Kerley assured the representatives of Andrews Institute that GCCC will continue to have associations with their company, and the board thanked them for their continued support.

It was recommended to the board to award the contract for on-site athletic trainer services to Gulf Coast Medical Center.

Mr. Norton made a motion to accept the recommendation as presented. Mr. Estes seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye.

**Approval of
Bid #14-
2010/2011**

4.8

Final approval was given for the following bid:

Refer to 4.8.1 Bid #14-2010/2011, Data Center Generator

The evaluation committee recommended the award of the data center generator to Jerry Pybus Electric, Inc. as low bidder in the amount of \$133,600.00.

Mr. Estes made a motion to accept the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye.

**Approval of
Bid #15-
2010/2011**

4.9

Final approval was given for the following bid:

Refer to 4.9.1 Bid #15-2010/2011, Campus Signage Update

Mr. Jim Sorci gave a brief overview of the College imaging plan. The chosen company is a local business with the capabilities to meet the requirements and submitted the lowest bid. Mr. Tannehill inquired about why the other companies were not listed, which Mr. Sorci stated that responses were not received after requirements were sent.

The evaluation committee recommended the awarding of the campus signage update to include base bid and all alternates (1-5) to Advanced Electrical Signs, LLC as low bidder meeting specifications and requirements in the amount of \$303,999.00.

Mr. Estes made a motion to accept the recommendation as presented. Mr. Tannehill seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye.

Approval to Write Off Delinquent Accounts

4.10 In accordance with college policy, approval was requested to write off accounts that are now two years old. Mr. John Mercer explained that some of the delinquent accounts resulted from the federal government requiring GCCC to repay the obligations of students, and the College continues collection efforts for the outstanding obligations.

Ms. Patronis made a motion to approve writing off \$72,755.91 in delinquent accounts. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye.

Lodging of the Florida Bright Futures Scholarship Program Operational Audit for the FY Ended June 30, 2010

4.11 Approval was given for the following awards audit:
Refer to 4.11.1 Lodging of the Florida Bright Futures Scholarship Program Operational Audit for the Fiscal Year Ended June 30, 2010

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 Mr. Dunkin McLane, coordinator of Finance & Administration, 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 March 31, 2011, was provided for trustee review.

7. Adjournment **7.1** The meeting was adjourned at 11:35 a.m.

Secretary

Chairman