

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

April 14, 2011

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler, Karen L. Durden, Dan A. Estes, Charles S. Isler, III (presiding), James P. Norton, Shirley J. Jenkins, Katie L. Patronis, Joe K. Tannehill, Jr., Linda R. Wood, Dr. George Bishop (in Dr. Kerley's absence), and Derrick Bennett.

Members Absent: Dr. Jim Kerley

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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 | Mr. Herman Daniels 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 Mr. Lloyd Harris, chair of the Faculty Council; and Ms. Abby Stokes, president of the Student Activities Board. |

Chair Isler stated that this would be the last meeting Ms. Stokes would be attending. The board thanked her for her service to the College and wished her well on future endeavors.

Chair Isler introduced two new trustees, Mr. James P. Norton, senior vice president and senior trust officer, Vision Bank, and Mr. Joe K. Tannehill Jr., president and chief executive officer, Merrick Industries, Inc. Both members were welcomed by the board.

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| Approval of Minutes | 1.6 | Ms. Durden moved and Ms. Patronis seconded approval of the minutes of the board's March 10, 2011, meeting as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Wood, aye; and Isler, aye. |
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- Professional Employee of the Month** **1.7** This item was deferred to the May 2011 DBOT meeting.
- Presentation of the GCCC Continuity of Operations Plan (COOP)** **1.8** Mr. John Mercer explained that the Continuity of Operations Plan (COOP) is mandated by Florida Statute (Chapter 252.365) and sets the procedures to move to an off-site location to carry on the business of the College for up to 30 days in the event support operations are disrupted. He introduced Ms. Shondra Neumeister, Southeastern Technical Solutions, who gave a brief presentation on the COOP.
- The COOP was submitted to the State Office of Emergency Management on March 29, 2011, for approval. Next steps include formal adoption by trustees, staff training (tentatively set for June, July, and August 2011), and updating our current Emergency Response Plan prior to the beginning of hurricane season.
- Although the original intention was to bring the draft COOP plan to the board for review, Ms. Durden made a motion to approve the plan as presented. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Wood, aye; and Isler, aye.
- Lighthouse Progress Report** **1.9** Mr. Herman Daniels provided an update for the Lighthouse project and introduced Ms. Cherise Greski as the project manager. Mr. Daniels explained that the main challenge is getting all needed information transferred into the one large database. Currently, the project budget is on schedule, and training will continue through the development. Finance is still scheduled to go live July 1.
- 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 highlight of this month is cultural and intellectual development, which includes an International Fair, the theatrical play - Into the Woods, and a lecture by Dr. David Eller on religious violence. Key institutional goals are being met with a recent meeting with government officials, and also with IE working towards excellence in fields of study with the ATC building. The IE department is currently working with the Department of Commerce on obtaining a grant to help fund the ATC.
- 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. Since this will be her last meeting, trustees gave their thanks to Commander Pfefferkorn for her hard work and

dedication.

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, May 12, 2011, William C. Cramer, Jr. Seminar Room, Student Union West.

3. SAB Report 3.1 Ms. Abby Stokes provided an SAB update that included results of the SAB elections and the progress on Backpack Buddies, a system to ensure that disadvantaged students are sent home with food and drink during the weekends. Since this will be her last meeting, trustees gave their thanks to Ms. Stokes for her hard work and dedication.

Program Focus 3.2 Ms. Lori Driscoll, director, Library Services, provided an overview of the GCCC Library.

Student Success Story 3.3 Ms. Driscoll introduced Mr. William Campbell, who spoke about his experiences in the GCCC Library as a student and a student assistant. Mr. Campbell thanked everyone for the opportunity that GCCC has given him. Ms. Driscoll proceeded to invite everyone to the Library after the meeting to enjoy some cake from the Edible Book Contest.

4. Personnel 4.1 Professional Services

Advancement in Academic Rank

From Associate Professor to Professor, Beginning August 2011

Michalle T. Barnett
Susan M. Butler
Willard J. Williams

From Assistant Professor to Associate Professor, Beginning August 2011

Randall T. Chitwood
Henry M. Smith
Arnold L. Wallace

Continuing Contract Beginning, August 2011

Randall Chitwood

Employment

Stephanie E. Driskill - Coordinator, Evening & Inventory Services, Administration & Finance, effective March 21, 2011. Salary

\$8,730 (based on annual salary of \$30,800).

Reclassification

Mary M. Lavender - From Associate Vice President, Student Support & Enrollment Management to Vice President, Student Support & Enrollment Management, effective April 4, 2011, annual salary of \$26,971 (based on annual salary of \$110,000). Ms. Lavender fills the position vacated by the retirement of Roy W. Smith.

Resignation

Margaret A. Mazur - Chief Development Officer, Executive Director, Gulf Coast Foundation, effective June 3, 2011.

Lesley M. McLain - Coordinator, Business Solutions, Center for Business, Continuing & Community Education, effective April 1, 2011.

Career Services

Employment

Truman A. Fisk - Lifeguard, Wellness & Athletics, effective March 28, 2011, hourly rate of \$7.90.

Alice J. Horton - Network Support Technician (CL 1, Step 10), Information Technology Services, effective March 8, 2011, hourly rate of \$12.67. Ms. Horton fills the position vacated by the resignation of Kevin A. Bruner.

Enter DROP

Caty De Los Santos - Auxiliary Service Worker III (Grade 5), Food Services, Budget & Student Financial Services, effective April 1, 2011.

Exit DROP

Ann P. Hesketh - Senior Administrative Assistant (Grade 10), Business & Technology, effective June 16, 2011.

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

- Contract Ratifications** **4.2** Trustees were asked to approve a list of contracts signed by 29 instructors of noncredit courses, and 15 special and overload contracts, for the total amount of \$85,315.45. After review of the contract ratifications listed under item **4.2**, Mr. Estes 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; Patronis, aye; Wood, aye; and Isler, aye.
- Spring 2011 Overloads** **4.3** Trustees were asked to approve the list of the spring 2011 overloads totaling \$57,077.66. Ms. Patronis made a motion to approve the list under item **4.3**, Ms. Jenkins seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Wood, aye; and Isler, 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.
- Mr. Estes questioned where the old radio tower would be taken, and Mr. Mercer indicated it was being donated to the Bay County Sheriff's office.
- Ms. Durden made a motion to approve the list. Mr. Estes seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Wood, aye; and Isler, aye.
- Approval of Budget Amendments** **4.5** Agenda items **4.5.1** and **4.5.2** were bundled for approval.
- Final approval was given for the following budget amendments:
- Refer to 4.5.1 Amendment 10, Agency Fund (Fund 6)
Refer to 4.5.2 Amendment 11, Restricted Current Fund (Fund 2)
- Ms. Butler made a motion to accept the recommendations as presented. Ms. Jenkins seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Wood, aye; and Isler, aye.
- Approval of RFP #11-2010/2011** **4.6** This item was deferred to the May 2011 DBOT meeting.

**Manual of
Policy
Revisions –
Final
Approval**

4.7 Final approval was given for the following Manual of Policy Revisions:

Refer to 4.7.1 Policy 7.021, Refunds

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

**Approval of
Cooling Tower
Replacement
Project
Change Order
#1**

4.8 Final approval was given for the following change order:

Refer to 4.8.1 Cooling Tower Replacement Project Change Order #1

Change Order #1 to the Peaden Hobbs Mechanical Contract is for the direct purchase of the towers. The total of Change Order #1 is a deduction of \$177,890.24 and, upon approval, the change order will result in a revised contract amount of \$177,109.76.

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; Jenkins, aye; Patronis, aye; Wood, aye; and Isler, aye.

**Approval of
Capital
Improvement
Program
Priorities for
FY 2012-13
through FY
2016-17**

4.9 Approval was given for the following program:

Refer to 4.9.1 Capital Improvement Program Priorities for FY 2012-13 through FY 2016-17

Although PECO funding is expected to be low or nonexistent for the next two years, college staff recommends continuing new construction of a Math/Sciences building as the top unfunded priority, while maintaining the same relative prioritization for all other projects as submitted last year. Mr. Mercer explained that the existing Natural Sciences Building was constructed in 1959 and the State Office of Educational Facilities staff has recommended that the College not invest any additional dollars in the facility.

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

**Approval of
Additional
Services
Request #5 to
ATC
Architectural
Services
Contract**

4.10 Approval was given for the following contract:

Refer to 4.10.1 Additional Services Request #5 to ATC
Architectural Services Contract

Because of the company of two new trustee members, architect Mr. Joe Sorci and construction manager Mr. Richard Dodd of GAC Construction introduced themselves and gave an overview of the ATC project.

College staff recommends approval of the Additional Services Request for modifications to be made to the ATC project that are needed due to factors including, but not limited to, changes in competitive market, inflation in the cost of materials, increases in cost estimates, and changes in global conditions. If approved, the change will result in a new contract amount for Florida Architects, and their partner Schmidt Consulting, of \$2,473,084, an increase of \$375,000 to cover a portion of the additional cost of manpower for the redesign of the building.

Mr. Estes asked if there would be any major structural changes. Mr. Sorci stated that there would be structural changes to make the building more efficient. As a response to an inquiry by Ms. Butler concerning a capital campaign for the ATC, Mr. Dunkin McLane stated that the Foundation Board has not looked at a capital campaign.

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; Jenkins, aye; Patronis, aye; Wood, aye; and Isler, aye.

**Approval of
Change
Orders to
GAC/H.J.
High Joint
Venture
Contract for
ATC**

4.11 Final approval was given for the following change orders:

Refer to 4.11.1 Change Order #2, GAC/H.J. High Joint Venture Contract

Refer to 4.11.2 Change Order #3, GAC/H.J. High Joint Venture Contract

Refer to 4.11.3 Change Order #4, GAC/H.J. High Joint Venture Contract

Change Order #2 to the GAC/H.J. High Joint Venture contract is for the direct purchase of materials to save the sales tax. The total of Change Order #2 is a deduction of \$277,494.40 and upon approval, the change order will result in a revised contract amount of \$3,844,700.99.

Change Order #3 to the GAC/H.J. High Joint Venture contract is for the direct purchase of materials. The total of Change Order #3 is an additive of \$3,279.45 and upon approval, the change order will result in a revised contract amount of \$3,847,980.44.

Change Order #4 to the GAC/H.J. High Joint Venture contract is for the direct purchase of materials to save the sales tax. The total of Change Order #4 is a deduction of \$210,733.00 and upon approval, the change order will result in a revised contract amount of \$3,637,247.44.

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

Lodging of the Florida Statewide Federal Awards Audit for the FY Ended June 30, 2010

4.12 Approval was given for the following awards audit:

Refer to 4.12.1 Lodging of the Florida Statewide Federal Awards Audit for the Fiscal Year Ended June 30, 2010

Mr. Mercer stated that there were no findings on this yearly audit for GCCC.

Approval of Annual Equity Report – Part 1

4.13 Ms. Angela Smitherman referred the trustees to the GCCC Annual Equity Report to the Division of Florida Colleges. This year, the focus lays on increasing diversity. Efforts for recruitment of a diverse employee population are being increased by advertising job opportunities nationally and locally through trade journals, minority publications, and the GCCC webpage.

Ms. Patronis moved to approve the report. Ms. Jenkins seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Patronis, aye; Wood, aye; and Isler, aye.

5. President’s Report

5.1.1 Dr. Bishop informed the trustees of various celebrations and highlights from across the College.

Global Issues

5.1.2 Dr. Bishop 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, including the announcement of the resignation of Ms. Margie Mazur, executive director of the GCCC Foundation, Inc., effective June 3. Administrative tasks will be reassigned throughout the Foundation office. The Gulf Coast Sun Run will be

held September 17, 2011. The Foundation scholarship process is nearing completion with 1,200 users on file and 700 applications in review.

Administrative Updates **5.3** Dr. Bishop 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 February 28, 2011, was provided for trustee review.

7. Adjournment **7.1** The meeting was adjourned at 11:45 a.m.

Secretary

Chairman