

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

December 11, 2008

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, James A. Cox, Karen L. Durden, Dan A. Estes, Charles S. Isler, Dr. Stephen C. Myers, Linda R. Wood, Dr. Jim Kerley, and Derrick G. Bennett.

- 1. Call to Order** **1.1** Chair Cramer called the meeting to order at 10:02 a.m.

- Invocation** **1.2** Dr. Kerley gave the invocation.

- Pledge of Allegiance** **1.3** Honorary Trustee Commander Jessica Pfefferkorn, led those present in the pledge of allegiance to the American flag.

- Welcome to Guests** **1.4** Chair Cramer welcomed Commander Jessica Pfefferkorn, USN; Colonel David Zeh, commander of the 325th Mission Support Group at Tyndall AFB; Ms. Dana Dye, chair of the Faculty Council; Ms. Mary D'Aoust, past chair of the Career Council; and Ms. Alice Walls, chair of the Coordinating Council.

- Hearing of Citizens** **1.5** No citizens answered the call to appear before the board.

- Approval of Minutes** **1.6** Ms. Butler moved and Ms. Wood seconded approval of the minutes of the board's regular meeting of November 13, 2008, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; and Cramer, aye.

- Career Employee of the Month** **1.7** Dr. Kerley called on Ms. D'Aoust, past chair of Career Council, to recognize the Career Employee of the Month, Mr. John White, producer/morning news reporter of Gulf Coast's WKGK radio. Mr. White was recognized for his outstanding performance, diligence and his commitment to excellence.

1.8 Dr. Kerley introduced Ms. Ashley Rader, student in the Performing Arts Department at Gulf Coast. The Board and attendees enjoyed a Christmas song performed by Ms. Rader.

2. Attorney's Report

2.1.1 Attorney Bennett presented a pending contractual agreement with Andrews Research and Education Institute to serve as the "Official Sports Medicine Provider" for Gulf Coast Athletics for the trustees review and approval. The board discussed changes to the contractual language associated with the pending agreement with Andrews Institute for the provision of sports medicine services. After the board of trustees review of the contract, further negotiations will be considered prior to final acceptance. Mr. Isler moved and Mr. Cox seconded the renegotiation of the pending agreement with Andrews Institute for the provision of sports medicine services for Gulf Coast. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Next Meeting

2.2 The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, January 15, 2009, Student Union West 306.

President's Mileage Log

2.3 Dr. Kerley presented the President's Mileage Log as required to depict the number of miles driven on the president's automobile from December 1, 2007, through November 30, 2008.

3. SAB Report

3.1 Ms. Jillian Walsh, president of the Student Activities Board, reported that the SAB breakfast for students and the drive-in movie events were extremely successful this past year. She also announced that during the week of final exams, "Midnight Madness" will be held in the library on campus beginning Sunday December 14, through Wednesday, December 17, from 6:00 p.m. to 12:00 a.m. In addition, SAB will be offering free massages for students during exam week.

Student Success Story

3.2 Coach Jay Powell, men's basketball coach, introduced two GCCC students, Brad Reese and Jonathan Murner. The board and attendees enjoyed each Student Success Story presentation focusing on the student athletes.

**Small
Business
Development
Center**

3.3 Dr. Kerley introduced Mr. Joe Chavarria, director of the Small Business Development Center, Mr. Tony Zacchio, certified business analyst, Mr. Brenton Peacock, and Mr. Bob Walls, members of the Small Business Development Center. A presentation was given on the Small Business Development Center and Veterans Business Outreach Center by Mr. Chavarria and Mr. Zacchio. The board and attendees enjoyed a SBDC Client Success Story presentation focusing on the successes of Mr. Philip Adams, proprietor and owner of the Sea Dragon Pirate Cruise in Panama City. Mr. Philip expressed his appreciation for the guidance and support he received from the SBDC leading to his success.

**4. Action
Items**

4.1 After review of the following listed personnel recommendations, Ms. Butler moved and Mr. Isler seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Professional Personnel

Resignation

Welling, Michelle D. --- Assistant Coordinator, College Recruiting, Student Support & Enrollment Management, effective November 19, 2008

Career Service Personnel

Employment

Luster, Shae N. --- Media Services Technician, Information Technology/
Media Services, effective November 19, 2008, hourly rate of \$10.93

McCullough, Larry D. --- Custodian, Facilities Management, effective
November 20, 2008, hourly rate of \$9.27, includes experiential credit

Welling, Michelle D. --- Operations Associate, part-time, ESOL Program,
Off-Campus & Community Development, effective December 3, 2008,
Hourly rate of \$10.13

Resignation

Close, Kelly A. --- Operations Associate, part-time, ESOL Program,
Off-Campus & Community Development, effective October 23, 2008

Reclassification

Cline, Barbara A. --- From Senior Clerk Typist, E-Learning, to Senior Administrative Assistant, E-Learning, effective November 17, 2008, hourly rate of \$11.43

Contract Ratifications

4.2 Trustees reviewed a list of contracts signed by 14 instructors of noncredit courses, and 10 special contracts, named on the fall 2008 Credit Overload List totaling \$46,710.99. Mr. Myers moved and Mr. Cox seconded ratification of the contracts. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; and Cramer, aye.

Budget Amendments

4.3.1 Dr. Kerley recommended approval of Amendment 11 to the Restricted Current Fund (Fund 2), which establishes the budgets for several new fiscal year 2008-08 grants and modifications to several previously approved 2008-09 grants. Ms. Durden moved and Mr. Isler seconded approval of Amendment 11 as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

4.3.2 Dr. Kerley recommended approval of Amendment 12 to the Agency Fund (Fund 6), which establishes the budget for a campus organization funded by student activity fees. Ms. Butler moved and Ms. Wood seconded approval of Amendment 12 as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Inventoried Property Disposal

4.4 After reviewing a list of four Dell computers and two Inspiron computers no longer used by the college, trustees were asked to authorize removal of the items from inventory records. Mr. Cox moved and Mr. Myers seconded removing the items from inventory records. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Public Safety/ EOC

4.5 Dr. Kerley presented Change Order 4 to the contract for construction of the Public Safety/EOC Building, a net deductive change order of \$1,284,414.97 comprised of an increase for additional conduit and drainage swale in the amount of \$44,830.00 and a deduction for the direct purchase of materials by the college totaling \$1,329,244.97. Mr. Isler moved and Ms. Durden seconded approval of Deductive Change Order 4. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**Delinquent
Accounts
Receivable**

4.6 Mr. Mercer recommended approval to write off delinquent accounts receivable that are two years old in accordance with college policy. He reported collection efforts, including holds placed on all college documents and the employment of the services of collection agencies, will continue. Mr. Cox moved and Mr. Meyers seconded approval of write off of delinquent accounts receivable. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; and Cramer, aye.

**Memorandum
Of
Understanding**

4.7 Dr. Kerley presented the Memorandum of Understanding Agreement among Workforce Florida, Inc., Gulf Coast Community College, Gulf Power Company and the St. Joe Company. Dr. Kerley announced that the Memorandum is for implementing a customized workforce development model designed to meet the needs of individual businesses and industries seeking to locate in the West Bay Area Sector, and recommended the boards approval of the Memorandum. Ms. Butler moved and Ms. Wood seconded approval of the Memorandum of Understanding Agreement. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**5. President's
Report**

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

- Florida Association of Community Colleges annual meeting
- Culinary fund raising dinner
- Gulf County economic development
- Architect proposals for the Advanced Technology Center
- GCCC Dental Program
- VPA holiday celebration and concert
- Strategic planning and out-reach programs
- Foundation /High school counselors /K-12
- Student Enrollment Services

5.1.2 Dr. Kerley's presentation of Global issues included mention of the following:

- SBDC accreditation visit
- SACS meeting in San Antonio
- Marketing/FSU/Connect Program
- Foundation Athletics Campaign
- Health Sciences building progress and future dedication
- Advanced Technology Center progress
- Human Resources/Performance Evaluations
- Press conference to announce MOU

**Financial
Report**

5.3 Dr. Kerley referred to the Budget/Financial Activity Report as of November 30, 2008, and encouraged trustees to review.

**6. Good of
The Order**

6.1 Colonel Zeh expressed his appreciation to the board for establishing a test center at the Tyndall location which has helped to create an open house for Tyndall education, promoted encouragement, and spirit with the sponsorship of GCCC.

- Bay County Small Business Incubator 2008 Christmas gathering, December 15, 11:00 a.m. to 2:00 p.m., 2500 Minnesota Avenue in Lynn Haven.
- GCCC annual Christmas Luncheon, December 19, 11:00 a.m. to 2:00 p.m., Commodore Café on campus.

7. Adjournment

The meeting was adjourned at 12:06 p.m.