

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

June 16, 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, Katie L. Patronis, Joe K. Tannehill, Jr., Linda R. Wood, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Karen L. Durden, Shirley J. Jenkins

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| 1. Call to Order | 1.1 | Chair Isler called the meeting to order at 10:02 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 Ms. Libby McNaron, coordinator of Surgical Technology, (in the absence of 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 | Ms. Patronis moved and Mr. Tannehill seconded approval of the minutes of the board's May 12, 2011, meeting as distributed. The vote was recorded as follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, aye; Wood, aye; and Isler, aye. |
| Budget Committee Minutes | 1.6.1 | Ms. Wood moved and Ms. Butler seconded approval of the minutes of the board's June 6, 2011, Budget Committee meeting as distributed. The vote was recorded as follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, aye; Wood, aye; and Isler, aye. |
| Professional Employee of the Month | 1.7 | Dr. Kerley called on Ms. Barbara Cline to introduce Ms. Brenda Burkett, administrative assistant, Public Safety, Gulf/Franklin Center, as the Professional Employee of the Month for May. Ms. Cline expressed her gratitude for the opportunity to serve as chair of the Professional Employee Council, and |

announced that Ms. Melissa Pinero would assume the position of chair beginning July 1, 2011.

**Special
Presentation**

- 1.8** In a special presentation honoring Commander Pfefferkorn and Ms. Wood, Mr. Isler, chair, read resolutions recognizing their leadership and service to the College and the community, and requested board approval.

Mr. Estes made a motion to approve the resolution of Commander Jessica Pfefferkorn as presented. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, aye; Wood, aye; and Isler, aye.

Mr. Norton made a motion to approve the resolution of Ms. Linda Wood as presented. Ms. Patronis seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Isler, aye.

Vice Chair Butler read a resolution recognizing Mr. Charles Isler, chair, for his outstanding leadership and service to the College and the community. Dr. Kerley presented Mr. Isler with an engraved gavel, commemorating the years he served as chair to the District Board of Trustees.

Mr. Norton made a motion to approve the resolution of Mr. Charles Isler as presented. Mr. Tannehill seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, aye; and Wood, aye.

**Lighthouse
Progress
Report**

- 1.9** Mr. Herman Daniels provided an update on the Lighthouse project. He stated that effective June 30, 2011, the College would no longer be a member of the Unisys Consortium; however, due to the many changes made by the Legislature, they would sell us the modules we need to accommodate the changes.

**Strategic
Planning
Update**

- 1.10** Chair Isler called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles stated that 2010-11 performance data are being analyzed for submission to the Institutional Effectiveness Committee to inform planning for the 2011-12 academic year. The Strategic Planning Priority Goals for 2011-12 were developed by the President's Leadership Team and documented for use in 2011-12 planning. Dr. Nettles reported an expansion of the College's presence in Gulf and Franklin counties, and noted that more courses and programs will be offered, including the R/N program at the Gulf/Franklin Center. Gulf Coast Community College has also achieved top ranking scores in many categories of the state accountability reports.

- 2. Attorney's Report**
- 2.1.1** Mr. Bennett reported that although he received several evaluations of the President from trustees, his report would be deferred to the next meeting to give all trustees time to complete the president's evaluation form.
- President's Evaluation**
- Update on Athletic Trainer Bid Request**
- 2.1.2** Mr. Bennett reminded board members that at the May meeting, trustees approved a contract with Gulf Coast Medical Center for on-site athletic trainer services and indicated that the Andrews Institute has filed a bid protest. Under Florida law, the awarding of this bid must be put on hold until it is resolved or taken to an administrative hearing.
- Honorary Trustee Updates**
- 2.2.1** Commander Pfefferkorn gave a short overview of activities on NSA-PC, and thanked everyone for the opportunity to serve on board as an honorary trustee.
- Chair Isler stated that this would be the last meeting Commander Pfefferkorn would be attending. The board thanked her for her service to the College and wished her well on future endeavors.
- Next Meeting**
- 2.3** The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, July 21, 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, and will be restructuring to become the Student Government Association (SGA).

4. Personnel

4.1

Professional Services

Employment

John C. Brinsfield - Temporary full – time, Assistant Coordinator, Surgical Technology, Health Sciences, effective May 16, 2011 – June 30, 2011. Salary of \$5,732 (based on annual salary of \$44,000). Mr. Brinsfield fills the position vacated by the resignation of Shannon E. Smith.

Christopher A. Duncan - Lifeguard, Wellness & Athletics, effective May 13, 2011. Hourly rate of \$7.90.

Lucille E. Garner - Lifeguard, Wellness & Athletics, effective June 6, 2011. Hourly rate of \$7.90.

Bridget B. Goodnight - Assistant Women's Basketball Coach, Wellness & Athletics, effective May 23, 2011 – June 30, 2011. Salary of \$3,056 (based on annual salary of \$27,508). Ms. Goodnight fills the position vacated by the retirement of Grover Hicks.

Reclassification of Employment

Carol Carson-Schilling - From temporary full – time Assistant Professor, Language & Literature, to Assistant Professor, Language & Literature, effective August 15, 2011 – May 5, 2012. Annual salary of \$36,357.

Steven W. Dunnivant - From Associate Dean, E – Learning, to Interim Dean, Advanced Technology Center, effective May 16, 2011 – June 30, 2011. Salary of \$11,883 (based on annual salary of \$91,210).

Laura L. Green - From Assistant Coordinator, Marketing & Publications, to Coordinator, Marketing & Communications, effective, June 1, 2011 – June 30, 2011. Annual salary of \$2,950.19 (based on annual salary of \$35,000.)

Daniel W. Hudson - From temporary full – time Assistant Professor, Social Sciences, to Assistant Professor, Social Sciences, effective August 15, 2011 – May 5, 2012. Annual salary of \$36,357.

Scott A. Kirkman - From temporary full – time Assistant Professor, Visual & Performing Arts, to Assistant Professor, Visual & Performing Arts, effective August 15, 2011 – May 5, 2012. Annual salary of \$37,416.

Resignation

Kaylyn N. Stevens - Assistant Coordinator, Recruiting, Student Support & Enrollment Management, effective May 26, 2011.

Danella Wood - Assistant Coordinator, Workforce Development Center, Economic Development, effective May 6, 2011.

Enter DROP

Carrie B. Baker - Director, Retention & Diversity, Student Support & Enrollment Management, effective June 1, 2011.

Barbara Y. Gribble - Professor, Language & Literature, effective June 1, 2011.

Career Services

Employment

Bradley S. Ballard - HVAC Technician (Grade 12), Maintenance & Operations, effective May 16, 2011, hourly rate of \$12.24, experiential credit given. Mr. Ballard fills the position vacated by the resignation of Michael A. Morgan.

Sharon M. Baskevic - Senior Administrative Assistant (Grade10), Business & Technology, effective June 6, 2011, hourly rate of \$11.72, educational and experiential credit given. Ms. Baskevic fills the position vacated by the retirement of Ann P. Hesketh.

Reclassification of Employment

Marilyn L. Bowen - From Testing Assistant (Grade 9), Testing, Student Services, Student Support & Enrollment Management, to Senior Administrative Assistant (Grade 10), Natural Sciences, effective May 9, 2011. No hourly rate change.

Retirement

Janice E. Courtney - Auxiliary Service Worker IV, Bookstore, Administration & Finance, effective June 15, 2011.

Resignation

Bradley S. Ballard - HVAC Technician (Grade 12), Maintenance & Operations, effective May 26, 2011.

Enter DROP

Janice L. Phillips - Senior Library Assistant, Library, effective May 1, 2011.

Enter DROP Revision

Dorrie E. Bennett - Executive Administrative Assistant (Grade 12), Administration & Finance, effective June 1, 2011.

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

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| Contract Ratifications | 4.2 | Trustees were asked to approve a list of contracts signed by 37 instructors of noncredit courses, and 27 special and overload contracts, for the total amount of \$629,358.72. After review of the contract ratifications listed under item 4.2 , Mr. Estes made a motion to accept the recommendations as presented. Mr. Norton seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, aye; Wood, aye; and Isler, aye. |
| Spring & Summer 2011 Overloads | 4.3 | Trustees were asked to approve the list of the spring 2011 and summer 2011 overloads totaling \$563,709.41. Ms. Butler made a motion to approve the list under item 4.3 , Ms. Patronis seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, aye; Wood, aye; and Isler, aye. |
| Approval of 2011-12 College Unrestricted Current Fund Budget | 4.4 | Dr. Kerley provided background information on the proposed 2011-12 budget, explaining that the College planned for a flat budget year, with increases in pay and new positions only for critical need areas. The College has been utilizing several cost-saving strategies, including the initiation of an institutional parking fee, an application fee, Pay4Print, and a different food vending service. Even with approximately 75 percent of funding going toward personnel, the College has made a conscious decision to avoid reductions in force due to the impact on students. Instead, a few areas have been reorganized and programs kept intact. Funds that are currently being held in reserve will be a great benefit to the College, compared with other colleges not as prepared for the cut in stimulus dollars. Dr. Kerley proposed an 8 percent increase in tuition, stating that tuition increases are not historically known to impact enrollment. Over 3,300 GCCC students are taking advantage of the Pell grant, which has been untouched by the recent cutbacks. Mr. John Mercer supported Dr. Kerley's proposal using the data provided by the Department of Education Survey of Florida Colleges, stating that most colleges in the Florida College System have increased their tuition by at least 8 percent. Ms. Leslie Hapner also stated that the 8 percent tuition increase is what the state legislature is suggesting for all colleges. In response |

to Mr. Norton's inquiry about GCCCs ranking related to tuition increases, Ms. Hapner indicated that Gulf Coast was tenth. Mr. Isler informed trustees that the budget was reviewed in detail during the June 6 budget committee meeting. Mr. Isler stated his concern over the 2.5 percent staff salary increase, believing it to be too low. Mr. Tannehill said that he believed the 8 percent tuition increase to be too much, and expressed a concern about the compounding effect it could have on GCCC students. He suggested a 4 percent increase in tuition instead. Mr. Mercer gave the calculation that full-time students would be responsible for approximately 84 dollars more per semester than the previous year for tuition, in the case that the 8 percent increase is approved. Ms. Wood spoke of the difficulties students face with transportation, particularly for students attending the Gulf/Franklin Center. GCCC has previously given scholarships to help fund those expenses. Ms. Wood stated that if the College only increases tuition by 4 percent, the needed funding will have to come from a different area. Mr. Estes agreed that it is a logical business decision for funding to be cut somewhere. Ms. Butler expressed her concern for the students and the impact it would have on them with the already rising gas prices and other expenditures. Ms. Butler, Mr. Norton, and Ms. Patronis agreed that the College could not increase tuition every year, and Ms. Patronis expressed her relief that the large population of students funded by the Pell grants, would not be affected. Mr. Chaz Mullinax stated that he expected some opposition from the students about the tuition increase, but knows it will be for the better in order to keep College faculty and programs. Mr. Estes moved to approve the budget as presented. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, no; Wood, aye; and Isler, aye.

**Manual of
Policy
Revisions –
Final
Approval**

4.5 Agenda items **4.5.1, 4.5.2, 4.5.3,** and **4.5.4** were bundled for approval.

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

Refer to 4.5.1 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 4.5.2 Policy 5.172, Special Events-Use of Alcoholic Beverages

Adds new policy to allow the serving of alcoholic beverages at certain community events as approved by college administration.

Refer to 4.5.3 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 4.5.4 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.

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

**Inventoried
Property
Disposal**

4.6 Approval was requested to dispose of equipment that the property
custodians had determined no longer serves the needs of the
College’s students or staff.

Mr. Herman explained that the Unisys LM Mainframe System
listed for \$958,559.00 is a mainframe that hasn’t been used for
years and has been applied as a trade-in on the current mainframe.

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

**Approval of
Budget
Amendment
#14**

4.7 Final approval was given for the following budget amendment:

Refer to 4.7.1 Amendment 14, Restricted Current Fund (Fund 2)

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

**Approval of
HVAC Boiler
Replacement
Project
Change Order
#1**

4.8 Final approval was given for the following change order:

Refer to 4.8.1 HVAC Boiler Replacement Project Change Order
#1

The contractor, Bayou Mechanical, is nearing completion on the
installation of boilers in the College’s HVAC plant. College staff
requested approval of Change Order #1, a deductive change order
in the amount of \$166,935.78 for the direct purchase of the boilers.

Mr. Norton made a motion to accept the recommendation as
presented. Mr. Tannehill seconded, and the vote was recorded as

follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, aye; Wood, aye; and Isler, aye.

**Approval of
Contract with
Cabinet Creek
Food Services,
Inc.**

4.9 Final approval was given for the following contract:

Refer to 4.9.1 Recommendation of Approval of Food Services
Contract with Cabin Creek Food Services, Inc.

Dr. Kerley stated that profit for the current cafeteria has been in the negative. After issuing Request for Proposals (RFPs) for operation of the College's food service operation for years, Cabin Creek Food Services, Inc. has expressed an interest in the operation. Cabin Creek Food Services, Inc. will operate in a food court concept at no cost to the College, will provide catering services for all campus activities, and will consider all current employees for possible employment with the company.

Mr. Bennett stated that a 90-day-out clause is located in the agreement, and the duration of the contract is seven years. The College can give input in the pricing of products, but the final decision rests with Cabin Creek. Mr. Estes asked if vending machines were included in this contract; Mr. Bennett confirmed that vending machines are not under this agreement and are under a separate contract. Ms. Hapner provided additional information stating that because of the vending machine contract, Cabin Creek Food Services, Inc. is aware of only using Coke products. Mr. Estes questioned the maintenance of the kitchen equipment. Mr. Mercer explained that the company will not use the culinary equipment and will only use and maintain the current kitchen equipment. Mr. Tannehill asked if Cabin Creek Food Services, Inc. will be paying a franchise fee. Mr. Bennett answered that there is a commitment to share profits, but the College will receive a percentage of any profits greater than 5 percent. When asked of company location, Mr. Mercer stated that the vendor is located in Orlando, FL.

College staff recommended approval of the contract with Cabin Creek Food Services, Inc. to provide food service, catering, coffee/smoothie shops, and other related services.

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; Norton, aye; Patronis, aye; Tannehill, aye; Wood, aye; and Isler, aye.

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

4.10 Approval was given for the following program:

Refer to 4.10.1 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 recommended that the College not invest any additional dollars in the facility.

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

**Approval of
ATC
Guaranteed
Maximum
Price
Amendment
#4**

4.11 Final approval was given for the following guaranteed maximum price amendment:

Refer to 4.11.1 Amendment 4, Advanced Technology Center Guaranteed Maximum Price for Existing Sign Demolition and Electrical Infrastructure Installation

College staff requested approval of the Guaranteed Maximum Price Amendment #4 to the GAC/H.J. High Joint Venture Contract for the demolition of existing monument signage and installation of electrical infrastructure for new signage.

The total of Amendment #4 is \$61,724 and if approved, this amendment will bring the current Guaranteed Maximum Price on the ATC project to \$3,698,972.

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

**Approval of
Change Order
#5 to
GAC/H.J.
High Joint
Venture
Contract for**

4.12 Final approval was given for the following change order:

Refer to 4.12.1 Change Order #5 to GAC/H.J. High Joint Venture Contract for the Advanced Technology Center

Change Order #5 is an additive change order to the site plan in the amount of \$79,029.00 for the purchase of Health Sciences parking

the ATC

lot lighting and correction of the elevation of an existing force main that will now be located under the parking surface.

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; Norton, aye; Patronis, aye; Tannehill, aye; Wood, aye; and Isler, aye.

**Approval of
Change Order
#17 to Public
Safety/EOC**

4.13 Final approval was given for the following change order:

Refer to 4.13.1 Change Order #17 to Public Safety/Emergency Operations Center

Change Order #17 is a deductive change order in the amount of \$4,910.37 for changes to the original helipad and storage facility requested by Florida Department of Environmental Protection & BCSO. The new contract amount is a total of \$7,670,994.77.

Mr. Estes made a motion to accept the recommendation as presented. Ms. Patronis seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Norton, aye; Patronis, aye; Tannehill, aye; Wood, aye; and Isler, 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 Chair Isler encouraged trustees to review the written report provided.

**Administrative
Updates**

5.3 Trustees were referred 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 April 30, 2011, was provided for trustee review.

7. Adjournment

7.1 The meeting was adjourned at 11:55 a.m.

Secretary

Chairman