

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

March 10, 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), Shirley J. Jenkins, Linda R. Wood, Dr. Jim Kerley, and Derrick Bennett.

Members Absent: Katie Patronis

1. Call to Order **1.1** Chair Isler called the meeting to order at 10:06 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 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.

Dr. Kerley introduced Dr. Melissa Lavender as the chosen candidate for the vice president position of Student Support and Enrollment Management, which will be vacated upon retirement of Mr. Roy Smith. Dr. Kerley also introduced Ms. Roberta Mackey as the executive director of Human Resources. Dr. Kerley congratulated both for their achievements.

Approval of Minutes **1.6** Ms. Durden requested a correction on the board's February 10, 2011, meeting for a name misspelling. Ms. Durden moved and Mr. Estes seconded correction of the minutes. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

Mr. Estes moved and Ms. Wood seconded approval of the minutes of the board's February 10, 2011, meeting with correction. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

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

1.6.2 Agenda items **1.6.2, 1.6.3, 1.6.4, and 1.6.5** were bundled for approval.

Mr. Estes explained the selection process for choosing the companies who will carry out various duties for Gulf Coast Community College.

Approval was given for the following minutes:

Refer to 1.6.2 Approval of Minutes of Audio/Visual Integrator Vendor Selection Committee Minutes of February 4, 2011

Refer to 1.6.3 Approval of Minutes of Mechanical & Electrical Engineering Vendor Selection Committee Minutes of February 8, 2011

Refer to 1.6.4 Approval of Minutes of Civil Engineering Vendor Selection Committee Minutes of February 8, 2011

Refer to 1.6.5 Approval of Minutes of Architectural Services Selection Committee Minutes of March 2, 2011

Ms. Butler moved and Mr. Estes seconded approval of the minutes as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, 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 Employee of the Month for February. Ms. Cline introduced Mr. Jaymar Varner, network & multimedia support technician, Information Technology, as the Professional Employee of the Month for February.

Presentation of Gulf Coast State College Logo

1.8 Dr. Kerley reminded board members of the college name change approval, which occurred at the January 13, 2011, board meeting. He stated the importance of using a logo that would be a good representation the College, while also reflecting its history. Dr. Kerley called on Mr. Chris Thomes, executive director, Media & Community Relations, and Ms. Laura Green, assistant coordinator, Marketing & Publications, to provide an update on the new logo design. Mr. Thomes stated that the feedback from the survey originally used for the College name change was reviewed

for logo ideas. Most respondents favored “Gulf Coast” as part of the name, so that aspect was in mind for the design of various logos. Mr. Thomes introduced Ms. Green, who gave a presentation outlining the logo development process. Six designs were presented to the President’s Cabinet, of which only two were voted to keep. The final two designs were then sent to faculty and staff for feedback. A total of 58 percent of the respondents voted for the logo labeled number two, 35 percent voted for the logo labeled number one, and the remaining seven percent didn’t like either logo. Mr. Joe Sorci stated that the highest rated logo had a strong brand identity and could be easily implemented for signage. Signage will be unveiled at the name change celebrations being planned at each campus on August 1 and 2. Chair Isler called on trustees to voice an opinion on each logo. Following discussion, all trustees unanimously agreed on logo number two to represent Gulf Coast State College.

Ms. Butler made a motion to change the College’s logo to the highest rated logo, number two. Ms. Jenkins seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Partnership
and
Collaboration
Between the
City of
Panama City
and GCCC**

1.9 Dr. Kerley introduced Mayor Scott Clemons, who spoke of his own experiences at GCCC. He stated that many productive meetings were going to be held soon regarding various issues in our community, including homelessness and recycling. Mayor Clemons said he would like to keep working on Carl Grey Park, across the street from GCCC. He also said that the ATC building would be a highlight of the community, and looks forward to talking about the opportunities it will bring when he attends the coming meetings in New York. Mayor Clemons expressed his gratitude of the partnership between the College and the City of Panama City.

**Lighthouse
Progress
Report**

1.10 Mr. Herman Daniels had no report. Dr. Kerley explained that the reports would be better given on a bimonthly basis.

**Strategic
Planning
Update**

1.11 Dr. Kerley called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles stated that in the last month, a comprehensive model for the IE committee has been created in order to increase research and analysis. This consolidated group, which will meet at the end of each semester, is needed to go over summarized data and to share ideas of potential strategies to better improve the strategic plan. Now that the current strategic plan is halfway complete, a push is being made to meet goals. Major data has been collected for fall 2010, and goals for the College are being analyzed for this year. Graduation and completion rates are

being reviewed for ways to increase numbers. Currently, graduation rates for associate in art degree students have increased from 50.6 percent in spring 2009 to 57.9 percent in spring 2010. Efforts are also being increased to find resources available to fund cost for the ATC project. Dr. Kerley was pleased with the increase in the graduation rates and wants the College make that a priority.

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| Alternative Energy Update | 1.12 | Mr. Antonio Adessi, assistant professor, Business & Technology, and Mr. Tom Hoots, co –owner of SunElectro, gave a short presentation on energy and green technology. The highlight of the presentation was the SunElectro car project, which was completed by GCCC students. The energy and petrochemical company, Shell, donated the car to GCCC. Students converted the car from gas to electric, with affordability in mind. It is scheduled to have multiple tests run on the engine in order to gather data for study. Mr. Adessi stated that this has been, and will continue to be, a great learning experience for the technology students and hopes that more cars will be donated to GCCC to further their studies. Attendees were offered a ride in the SunElectro car after the meeting. |
| 2. Attorney’s Report | 2.1.1 | Board attorney had no report. |
| Honorary Trustee Updates | 2.2.1 | Commander Pfefferkorn was unable to attend. |
| | 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, April 14, 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 progress of the Backpack Buddies fundraiser, a program to ensure that disadvantaged students receive food and drink over the weekends. Donations have been coming from many areas including, the SAB drive-in, a student barbeque, various clubs, and students. |
| Program Focus | 3.2 | Ms. Jennifer Hamilton, associate professor, Social Sciences, provided an overview of the GCCC Honors Program. |
| Student Success Story | 3.3 | Ms. Jennifer Hamilton introduced Mr. Joshua Schmidt, who spoke about his experiences as a student in the Honors program. Mr. Schmidt thanked everyone for the opportunity that GCCC has given him. |

4. Personnel 4.1 Renewal of Annual Contracts Beginning August 2011

Antonio Adessi
Melanie A. Boyd
Amber L. Clark
Melinda A. Cumbaa
David Fistein
Guy W. Garrett
Michael A. Gattis
Erika A. Goines
Stacey P. Hart
Jason D. Hedden
Matthew B. Herndon
Deicy G. Jimenez-Orozco
Laura L. Justice
Carolann Kendrick
Jerrie L. Kirksey
Melinda H. McDaniel
Carol A. Miller
Casey D. Moebius
Gene K. Owens
Hadley W. Pridgen
Katrina B. Reese
Leah L. Rising
Patricia Schenck
Tracy R. Sewell
James H. Sheetz
Miranda G. Stewart
Jennifer L. Trusty

Professional Services

Employment

Tiffany L. Adkison - Volunteer, Assistant Women's Softball Coach, Wellness & Athletics, effective February 21, 2011 – June 30, 2011.

Matthew A. Holmes - Volunteer, Athletic Trainer, Wellness & Athletics, effective February 21, 2011 – June 30, 2011.

Renaë Rountree - P/T Intern Librarian, Library, effective January 26, 2011 - June 30, 2011, hourly rate of pay \$15.00. Ms. Rountree fills the position vacated by the resignation of Emily Harrell.

Benjamin E. Schmidt - Coordinator, Student Financial Services, Business Affairs, effective February 22, 2011- June 30, 2011,

salary of \$11,758 (based on annual salary of \$33,000). Mr. Schmidt fills the position vacated by the resignation of Michelle Weiss.

Retirement

Grover J. Hicks, Jr. - Assistant Women's Basketball Coach, effective March 31, 2011.

Career Services

Employment

Antonio M. Williams - Custodian (Grade 6) Maintenance & Operations, effective March 1, 2011, hourly rate of \$9.55 (experiential credit given). Mr. Williams fills the position vacated by the reassignment of Don Costa.

Reclassification

James C. McDougal, Jr. - From Groundskeeper (Grade 6), Maintenance & Operations, to Facilities Maintenance, Remote Campus (Grade 7), Maintenance & Operations effective March 1, 2011, hourly rate of \$10.26. Mr. McDougal fills the position due to the abandonment of the job by William A. Pahl.

Resignation

Beverly A. Sapp - Senior Administrative Assistant, (Grade 10), Natural Sciences effective March 1, 2011.

Vonda J. Stichka - Executive Administrative Assistant, Vice President Academic Affairs & Learning Support (Grade 12), effective March 11, 2011.

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

Contract Ratifications

4.2 Trustees were asked to approve a list of contracts signed by 73 instructors of noncredit courses, and 14 special and overload contracts, for the total amount of \$118,831.58. After review of the contract ratifications listed under item **4.2**, Ms. Jenkins 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; Jenkins, aye; Wood, aye; and Isler, aye.

- Spring 2011 Overloads** **4.3** Trustees were asked to approve the list of the spring 2011 overloads totaling \$61,598.43. Ms. Durden 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; Jenkins, aye; Wood, aye; and Isler, aye.
- Deletion of Programs** **4.4** Agenda items **4.4.1** and **4.4.2** were bundled for approval.
- The following programs were requested for deletion due to consistent under-enrollment and lack of program evolvment:
- E-Business Technology (EBT-AAS)
Computer Programming and Analysis (COMP-AAS)
- 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; Jenkins, aye; Wood, aye; and Isler, aye.
- Approval of Programs** **4.5** Agenda items **4.5.1**, **4.5.2**, and **4.5.3** were bundled for approval.
- The following programs were requested for approval:
- Refer to 4.5.1 Network Services Technology (AS)
Refer to 4.5.2 Software and Database Development (AS)
Refer to 4.5.3 Database Development Specialist (certificate)
Green Building (certificate)
Logistics and Transportation Specialist (certificate)
Web Design and Production (certificate)
- Ms. Wood made a motion to accept the recommendations as presented. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, 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 served the needs of the College's students or staff.
- Ms. Jenkins 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; Wood, aye; and Isler, aye.
- Approval of RFQ #13-2010/2011** **4.7** Final approval was given for the following contract:
- Refer to 4.7.1 RFQ #13-2010/2011, Architectural Services for Continuing Area Contract

College RFQ #13-2010/2011 requested vendor proposals to provide architectural 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 specified by the DMS fee curve for construction projects, and an hourly fee schedule as included in the proposal for projects requiring services only, to Florida Architects.

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

**Manual of
Policy
Revisions –
Tentative
Approval**

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

Refer to 4.8.1 Policy 7.021, Refunds

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

**Approval of
Public
Safety/EOC
Change Order
#16**

4.9 Approval was given for the following change order:

Refer to 4.9.1 Public Safety/EOC Change Order #16

The net increase in contract for change order #16 is \$34,148, which is for changes to the original helipad and storage facility as requested by the Florida Department of Environmental Protection & BCSO. This brings the new contract amount for the Public Safety/Emergency Operations Center to \$7,675,905.14.

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

**Approval of
ATC Project
Change Order
#1**

4.10 Final approval was given for the following change order:

Refer to 4.10.1 Advanced Technology Center Project Change Order #1

Change Order #1 to the GAC/H.J. High Joint Venture Contract is for the direct purchase of materials to save the applicable sales tax. The total of Change Order #1 is a deduction of \$195,326.61 and upon approval, the change order will result in a revised contract amount of \$4,122,195.39.

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

**Lodging of the
GCCC
Financial
Audit**

4.11 Approval was given for the following financial audit:

Refer to 4.11.1 Lodging of the Gulf Coast Community College Financial Audit for the Fiscal Year ended June 30, 2010

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

**Lodging of the
GCCC
Operational
Audit**

4.12 Approval was given for the following operational audit:

Refer to 4.12.1 Lodging of the Gulf Coast Community College Operational Audit for the Fiscal Year ended June 30, 2010

Ms. Butler 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; 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.

**Smoke-free
Campus**

5.1.2.1 Dr. Kerley spoke of the importance of maintaining a healthy environment on campus and stated the possibility of GCCC becoming a smoke-free campus beginning January 2012. Dr. Kerley assured the trustees that he would keep them up-to-date on that progress.

**GCCC
Foundation,
Inc.**

5.2.1 Ms. Margie Mazur, executive director of GCCC Foundation, presented this month's Foundation report including a reminder of the Distinguished Alumni Dinner scheduled for April 14, 2011.

- 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 January 31, 2011, was provided for trustee review.
- 7. Adjournment** **7.1** The meeting was adjourned at 12:00 p.m.

Secretary

Chairman