

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

July 16, 2009

10:00 a.m.
Student Union West, Room 306

Members Present: Charles S. Isler, III (presiding), Denise D. Butler, Karen L. Durden, Dan A. Estes, William C. Sumner, Linda R. Wood, Dr. Jim Kerley, and Julian Bennett

Members Absent: William C. Cramer, Jr., Dr. Stephen C. Myers, and J. Allen Cox

- 1. Call to Order**
 - 1.1** Vice Chair Isler called the meeting to order at 10:00 a.m.
- Invocation**
 - 1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance**
 - 1.3** Mr. Estes led those present in the pledge of allegiance to the American flag.
- Election of Board Officers**
 - 1.4.1** Vice Chair Isler relinquished the chair to Trustee Estes, who called for nominations for board chair for 2009-10. Ms. Durden nominated Mr. Isler and Ms. Wood seconded. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.
 - 1.4.2** Mr. Sumner nominated Ms. Butler for board vice chair. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye. Ms. Durden, Mr. Estes and Dr. Kerley expressed their deep appreciation for Mr. Cramer's dedication and service to the college. Dr. Kerley also thanked Mr. Isler and Ms. Butler for accepting this new office. Mr. Isler expressed appreciation for the confidence of his fellow trustees.
- Welcome to Guests**
 - 1.5** Chair Isler welcomed Dr. Amal Sidani-Tabbaa, president of the GCCC Foundation; Mr. Lloyd Harris, representing the Faculty Council; and Ms. Lisa Keeton, chair of the Professional Employee Council.
- Hearing of Citizens**
 - 1.6** No citizens answered the call to appear before the board.

- Approval of Minutes** **1.7** Ms. Durden made a motion to approve the minutes of the board's regular meeting of June 25, 2009, as distributed. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.
- Special Presentations** **1.8** On behalf of herself and her husband, Dr. Sandra Ciccarelli, professor in the Social Sciences Division, presented a check of \$25,000 to the GCCC Foundation in support of the Athletics program and disabled students. Dr. Kerley expressed appreciation to Dr. Ciccarelli and her family for their generosity and commended her on her national recognition as author of a psychology textbook. Mr. Isler and Dr. Amal-Tabbaa echoed Dr. Kerley's comments.
- 2. Attorney's Report** **2.1** Discussion on Agenda Items *2.1.1 President's Evaluation*, *2.1.2 President's contract*, and *2.1.3 Request for approval to retain Evan Carb as Special Counsel for a Wireless Contract* were deferred until the August board meeting, due to the absence of the regular board attorney who normally presents these items to the District Board of Trustees.
- 2.1.1** The President's evaluation was deferred until the next board meeting.
- 2.1.2** Discussion on the President's contract was deferred until the next board meeting.
- 2.1.3** Request for approval to retain Evan Carb as Special Counsel for a Wireless Contract was deferred until the next board meeting.
- Foundation Liaison Report** **2.2** Dr. Sidani-Tabbaa shared details of the recent work of the Foundation and reminded the trustees of the following upcoming events:
- The Gulf Coast Sun Run, September 19, 2009
 - Shark's Tooth Pairing Party, November 6, 2009
 - Shark's Tooth Golf Tournament, November 7, 2009
 - The Foundation's Annual Dinner, February 5, 2010
- United States Navy Representative Report** **2.3** Commander Jessica Pfefferkorn was unable to attend the meeting.
- Next Meeting** **2.4** A special called meeting of the District Board of Trustees was set for 10 a.m., Thursday, August 20, 2009, Student Union West 306. Ms. Durden made a motion to approve this date. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

- State College System** **2.5** Dr. Kerley presented the college's request to pursue state college designation and gave an overview of the process emphasizing that the mission of the college will remain the same. College Administration will report back to the board in October about a baccalaureate program that will best meet workforce needs. Ms. Durden made a motion to approve the request. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.
- 3. SAB Report** **3.1** Ms. Pasha, president of the Student Activities Board (SAB) was unable to attend the meeting.
- Program Highlight** **3.2** The program highlight was deferred.
- Student Success Story** **3.3** The student success story was deferred.
- 4. Action Items** **4.1** After review of the following listed personnel recommendations, Mr. Sumner made a motion to accept all recommendations. Ms. Wood seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

Professional Services

Employment

Scott A. Kirkland---Temporary, full-time Instructor, Visual & Performing Arts Division, effective August 10 – December 17, 2009, salary of \$15,583 (based on annual salary of \$30,000).

Brad E. Merritt---Assistant Professor, Social Sciences Division, effective August 10, 2009 – May 9, 2010, salary of \$42,911. Mr. Merritt fills the position vacated by the retirement of Elkin T. Jack.

James H. Sheetz---Assistant Professor, Natural Sciences Division, effective August 10, 2009 – May 9, 2010, salary of \$45,742. Mr. Sheetz fills the position vacated by the reclassification of Rosemary Davenport.

Jennifer L. Trusty---Assistant Professor, Natural Sciences Division, effective August 10, 2009 – May 9, 2010, salary of \$37,166. Ms. Trusty fills the position vacated by the retirement of Dennis Poole.

Re-employment

Kim S. Allan---Project Coordinator, Business & Technology Division, effective July 1, 2009 – June 30, 2010, salary of \$30,000. Position funded by WIRED Grant.

Deborah D. Aylor---Project Coordinator, Educator Preparation Institute, Social Sciences Division, effective July 1 - 31, 2009, salary of \$4,300. Position funded by Fast Packs Grant.

Emily R. Balazs---News Director, WKGC, Media & Community Relations, effective July 1, 2009 – June 30, 2010, salary of \$29,400. Position funded by Corporation for Public Broadcasting Grant.

Terri A. Bedford---Part-time Volleyball Coach, Wellness & Athletics Division, effective July 1, 2009 – June 30, 2010, salary of \$12,615.

Glenda Chisolm---Lab Manager, Student Support Services, Off-Campus & Community Development, effective July 1, 2009 – June 30, 2010, salary of \$25,300. Position funded by Student Support Services Grant.

Timothy L. Cox---Part-time Assistant Softball Coach, Wellness & Athletics Division, effective July 1, 2009 – June 30, 2010, salary of \$5,000.

Stephanie E. Driskill---Assistant Coordinator, Workforce Training Center, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$37,279. Position funded by Workforce Investment Act Grant.

Melissa R. Hagan---Project Coordinator, Health Sciences Division, effective July 1, 2009 – June 30, 2010, salary of \$50,000. Position funded by Community Based Job Training Grant.

Wilson L. Hair---Coordinator, Workforce Center, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$53,028. Position funded by Workforce Investment Grant.

Sarah R. Heaton---Coordinator, Business & Industry, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$34,276. Position funded by Small Business Development Center Grant.

Grover Hicks---Part-time Assistant Women's Basketball Coach, Wellness & Athletics Division, effective July 1, 2009 – June 30, 2010, salary of \$5,000.

Jennifer Hogg---Volunteer Athletic Trainer, Wellness & Athletics Division, effective July 1, 2009 – June 30, 2010, no salary.

Kendra B. Kizziah---Counselor, Student Support Services, Off-Campus & Community Development, effective July 1, 2009 – June 30, 2010, salary of \$36,928. Position funded by Student Support Services Grant.

- Marc A. LaTourette---Instructional Technologist, Health Sciences Division, effective July 1, 2009 – June 30, 2010, salary of \$50,000. Position funded by Community based Job Training Grant.
- Stephen B. Merchant---Athletics Web Master, Wellness & Athletics Division, effective July 1, 2009 – June 30, 2010, salary of \$15,000.
- Denise C. Murks---Coordinator, Returning Student Program, Student Services, Student Development, effective July 1, 2009 – June 30, 2010, salary of \$45,226.
- Julie M. Nelson---Dental Instructor, full-time, temporary, Health Sciences Division, effective July 21, 2009 – December 18, 2009, salary of \$20,000.
- Robin C. Newberry---Student Support Specialist, Student Support Services, Off-Campus & Community Development, effective July 1, 2009 – June 30, 2010, salary of \$27,891. Position funded by Student Support Services Grant.
- Karen A. Parham---Coordinator, Reach-Out Program, Student Services, Student Development, effective July 1, 2009 – June 30, 2010, salary of \$39,387. Position funded by College Reach-Out Program Grant.
- Brenton E. Peacock---Certified Business Analyst, Small Business Development Center, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$33,000. Position funded by Veterans Business Outreach Center.
- Melissa S. Pinero---Coordinator, Student Support Services, Off-Campus & Community Development, effective July 1, 2009 – June 30, 2010, salary of \$33,000. Position funded by Student Support Services Grant.
- Carolyn S. Pooler---Career Manager, Workforce Training Center, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$27,500. Position funded by Workforce Investment Act Grant.
- Thomas Register---Assistant Men's Basketball Coach, part-time, Wellness & Athletics Division, effective July 1, 2009 – June 30, 2010, salary of \$10,000.
- Leah L. Rising---Dental Instructor, full-time, temporary, Health Sciences Division, effective July 21, 2009 – December 18, 2009, salary of \$20,000.

Leah Z. Roper---Assistant Women's Basketball Coach, part-time, Wellness & Athletics Division, effective July 1, 2009 – June 30, 2010, salary of \$5,000.

Andrew S. Rutherford---Career Manager, Workforce Training GFC, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$27,500. Position funded by Workforce Investment Act Grant.

Gloria S. Samples---Program Manager ESOL, Off Campus & Community Development, effective July 1 - 31, 2009, salary of \$3,392. Position funded by Adult Literacy for Households Grant.

Valerie S. Simmons---Certified Business Analyst, Small Business Development Center, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$33,000. Position funded by Small Business Development Center Grant.

Christopher P. Thomes---Manager of WKGC, effective July 1, 2009 – June 30, 2010, salary of \$10,000. Position funded by Corporation of Public Broadcasting Grant.

Susan C. Whittington---Coordinator, Financial Services, Workforce Development, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$41,357. Position funded by Workforce Investment Act Grant.

Craig C. Wise---Assistant Coordinator, Health Sciences Division, effective July 1, 2009 – June 30, 2010, salary of \$37,279. Position funded by Health Care Challenge Grant.

Danella Wood---Assistant Coordinator, Workforce Center, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$38,686. Position funded by Workforce Investment Act Grant.

Tony J. Zacchio---Manager, Veterans Business Outreach Center, Economic Development, effective July 1, 2009 – June 30, 2010, salary of \$42,040. Position funded by Veterans Business Outreach Center Grant.

Resignation

Jonathan B. Mitchum---Assistant Baseball Coach, Wellness & Athletics Division, effective June 30, 2009

Shanna A. Ramsey---Assistant Volleyball Coach, Wellness & Athletics Division, effective June 30, 2009

Career Services

Re-employment

Thomas L. Buckner---Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective July 1, 2009 – June 30, 2010, hourly rate of \$11.57. Position funded by Workforce Investment Act Grant.

Geraldine L. Chappelle---Administrative Assistant (Grade 9), Workforce Center, Economic Development, effective July 1, 2009 – June 30, 2010, hourly rate of \$14.44. Position funded by Workforce Investment Act Grant.

Jamie M. Gupton---Operations Associate (Grade 11), ESOL Program, Off-Campus & Community Development, effective July 1 - 31, 2009, hourly rate of 10.13. Position funded by Adult Literacy for Households Grant.

Nancy J. Hashimoto---Membership Resource Development Associate (Grade11), WKGC, Media & Community Relations, effective July 1, 2009 - June 30, 2010, hourly rate of \$12.41. Position funded by Community Service Grant.

Kelley R. Long---Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective July 1, 2009 – June 30, 2010, hourly rate of \$13.30. Position funded by Workforce Investment Act Grant.

Robin A. Merritt---Senior Employment Representative (Grade 14), Workforce Center, Economic Development, effective July 1, 2009 – June 30, 2010, hourly rate of \$13.42. Position funded by Workforce Investment Act Grant.

Temporary Reassignment

Marilyn N. Bowen---Temporarily reassigned from Administrative Assistant (Grade 10), Health Sciences Division, to Testing Assistant (Grade 9), E-Learning effective July 1, 2009, hourly rate of \$10.39.

Ms. Bowen fills the position vacated by the resignation of Andrea J. Turner.

Resignation

Andrea J. Turner---Testing Assistant, E-Learning, effective June 26, 2009.

Retirement

Douglas R. Hough---Board Operator, WKGC, effective June 27, 2009.

**Contract
Ratifications**

4.2 Trustees reviewed a list of contracts signed by 32 instructors of non-credit courses, and 22 special contracts and overload contracts, named on the summer 2009 overloads addendum of June 19, 2009, for the total amount of \$195,146.85. Ms. Durden made a motion to approve ratification of the contracts. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

**GCCC
Foundation
Request**

4.3 Dr. Kerley and Ms. Margie Mazur, Chief Development Officer and Executive Director of the Gulf Coast Development and Foundation, presented the Foundation's request for clarification of the intent of the use of State of Florida, Dr. Phillip Benjamin Matching Grant Funds. Ms. Mazur stated that the intent of the funds was not to endow permanent scholarships and requested that, on behalf of the Foundation board of Directors, trustees authorize the reclassification of the funds to unrestricted. Ms. Durden made a motion to reclassify the unrestricted funds to be at the discretion of the Foundation board. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

**Capital
Improvement
Program &
Legislative
Budget
Request**

4.4 Mr. Estes made a motion to approve the request of the proposed Capital Improvement Program and Legislative Budget request as discussed at the June meeting. College staff recommended reprioritizing new construction of a Natural Sciences building as the top unfunded priority. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

4.5 The request for final approval of Manual of Policy section 2.144 Dismissal of a Member of the District Board of Trustees was deferred until the next board meeting. Mr. Isler suggested the following revisions:

- change "drunkenness" to "public intoxication,"
- change "commission of a felony" to "convicted of a felony by a court of jurisdiction."

Mr. Julian Bennett suggested that Mr. Derrick Bennett contact the Florida Attorney General's Office to verify the correct verbiage.

**Budget
Amendments**

4.6.1 Mr. Sumner made a motion to accept Amendment 28 to the Restricted Current Fund (Fund 2) FY 2008-09. Ms. Durden seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

4.6.2 Mr. Estes made a motion to accept Amendment 2 to the Unexpended Plant Fund (Fund 7) FY2009-10. Ms. Durden seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

4.6.3 Mr. Sumner made a motion to accept Amendment 3 to the Restricted Current Fund (Fund 2) FY 2009-10. Ms. Durden seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

4.6.4 Ms. Durden made a motion to accept Amendment 4 to the Scholarship Fund (Fund 5) FY 2009-10. Ms. Wood seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

4.6.5 Ms. Butler made a motion to accept Amendment 5 to the Debt Service Fund (Fund 8) FY 2009-10. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

**Inventoried
Property
Disposal**

4.7 Dr. Kerley recommended approval of disposal of inventoried property consisting mostly of outdated computers. Mr. Sumner made a motion to accept the disposal of listed property. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

**Annual Fire
and Safety
Inspection for
North Bay
and
Gulf/Franklin**

4.8 Dr. Kerley reported that the safety inspection had been concluded and all violations had been rectified. The Gulf/Franklin campus had no violations. Approval was requested for college staff to submit the fire and safety reports to the State Fire Marshall's Office as required. Ms Durden made a motion to approve the request. Mr. Estes seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

**Health
Sciences
Renovation
Project**

4.9 Mr. Mercer recommended approval of Change Order #14 to the Health Sciences Renovation Project resulting in a net decrease to the contract amount of \$728,574.86. Ms. Butler made a motion to approve the change order. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye. Ms. Durden and Dr. Sidani-Tabbaa suggested inviting local health care professionals to a special opening event and tour of the new facilities.

**Public Safety/
EOC Project**

4.10 Mr. Mercer recommended approval of Change Order #10 resulting in a net decrease to the contract amount of \$722,856.72 due to a direct purchase of materials. Ms. Durden made a motion to approve the change order. Mr. Estes seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.

**Administrative
Annex Project**

4.11 Request for approval of Administrative Annex Project Change Order #13 was deferred.

- Advanced Technology Center** **4.12** Dr. Kerley requested approval to amend the contract with Florida Architects as presented. Ms. Wood made a motion to accept the amendment. Mr. Estes seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; and Wood, aye.
- Construction Delivery Methodologies** **4.13** Mr. Mercer asked the board for direction in possibly moving from the hard bid delivery methodology to a Construction Manager when constructing the Advanced Technology Center. Ms. Lisa Cook, Director of Facilities Planning and Budgeting for the Division of Florida Colleges gave a brief overview of the different approaches and pointed out the benefit of bringing in the construction company as part of the team during the design phase. Further discussion was deferred until the next meeting.
- 5. President's Report** **5.1.1** Dr. Kerley's presentation of college highlights included mention of the following:
- Summer enrollment is the highest it has ever been (5,500 students)
 - As part of a Consortium of Community Colleges, GCCC received a significant IT grant.
 - This year's Small Business Conference was the largest ever.
- 5.1.2** Dr. Kerley provided trustees with information on global issues and events.
- Administrative Updates** **5.2** Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas highlighting major activities for each area.
- 6. Good of The Order** **6.1** Dr. Kerley referred to the GCCC Events this Summer as listed on the agenda:
- Kid's College – "Living Green," July 20-24, 2009
 - Adult Beginning Swim Class, July 20-30, 2009
 - Educator Preparation Institute (EPI) Community Forum, July 21, 2009
 - Kid's College – "Building Green," July 27-31, 2009
 - GC Athletics Summer Sports Camps through July 30, 2009
 - Sonography Pinning Ceremony, July 30, 2009
 - Law Enforcement Academy Graduation Ceremony, July 30, 2009
 - Health Sciences Building Ribbon Cutting Ceremony, August 11, 2009, 8:45 a.m.
 - EOC/GCCC Building Dedication, February 11, 2010
- 7. Adjournment** **7.1** The meeting was adjourned at 11:25 p.m.