

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

May 14, 2009

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

Members Present: William C. Cramer, Jr. (presiding), Charles S. Isler III, J. Allen Cox, Karen L. Durden, Dr. Stephen C. Myers, William C. Sumner, Dr. Jim Kerley, and Derrick G. Bennett.

Members Absent: Dan A. Estes, Denise D. Butler, Linda R. Wood

- 1. Call to Order**
 - 1.1** Chair Cramer called the meeting to order at 10:00 a.m.
- Invocation**
 - 1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance**
 - 1.3** Dr. Kerley led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed Commander Jessica Pfefferkorn, United States Navy (USN) and thanked her for her excellent speech at the Commencement on May 10, 2009. He proceeded to welcome Dr. Amal Sidani-Tabbaa, president of the GCCC Foundation; Ms. DeeAnn VanDerSchaaf succeeding Ms. Dana Dye as chair of the Faculty Council; Ms. Mary D'Aoust, past chair of the Career Council; Ms. Lisa Keeton representing Alice Walls, chair of the Coordinating Council; and Ms. Jamilla Pascha, president of the Student Activities Board.
- Hearing of Citizens**
 - 1.5** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.6** Mr. Isler made a motion to approve the minutes of the board's regular meeting of April 9, 2009, as distributed. Mr. Cox seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.
- Career Employee of the Month**
 - 1.7** Dr. Kerley called on Ms. Mary D'Aoust, past chair of the Career Council to recognize Ms. Melissa Banks as Career Employee for the Month of April and Mr. Wally Crawford as Career Employee for the Month of May. Ms. Banks was recognized for her professional standards and work excellence as senior bookkeeper. Mr. Crawford was recognized for his

passion for making radio accessible to everyone in our community and providing leadership to the WKGC team during the absence of a full-time station manager. Dr. Kerley thanked the WKGC staff for their innovative efforts and thanked Ms. Banks for her outstanding work with the college's payroll.

- Student Success Story** **1.8** Mr. Cramer and Dr. Kerley introduced Ms. Lessie Flowers, a lady full of hope and opportunity who has persevered and earned her A.A. after 21 years. Ms. Flowers thanked God and teachers and staff at the college for helping her attain her goal, despite many physical setbacks. Mr. Cramer thanked her for representing the college so well and inspiring many young people.
- Mr. and Mrs. David Warriner** **1.9** Mr. and Mrs. David Warriner's presentation was deferred until the next board meeting.
2. **Attorney's Report** 2.1 Attorney Bennett had no report.
- Foundation Liaison Report** **2.2** Dr. Amal Sidani-Tabbaa shared that the Foundation's assets are at \$18.9 million dollars and that the Foundation has received \$48,779.68 in private contributions from April 7 until May 7, 2009. The Tradition and Leadership Athletic Campaign has secured a total of over \$202,990 toward the \$250,000 goal. The Foundation is working on policies and procedures to ensure compliance with the upcoming audit and SACS accreditation.
- United States Navy Representative Report** **2.3** Commander Jessica Pfefferkorn expressed her appreciation for the opportunity to speak at the Commencement Ceremony and stated that she expects more sailors and family members to start attending college since the new GI Bill allows benefits to be extended to spouses and children.
- United States Air Force Representative Report** **2.4** Col. David Zeh was unable to attend the board meeting.
- Appointment to the Budget Committee** **2.5** Mr. Cramer appointed Mr. Isler, Dr. Myers and Ms. Wood to the District Board of Trustees Budget Committee.
- 2009-2010 Meeting Schedule** **2.6** Ms. Durden made a motion to approve the 2009-2010 District Board of Trustees Meeting Schedule. Dr. Myers seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

- Next Meeting** 2.7 The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, June 25, 2009, Student Union West 306.
- District Board of Trustees Retreat** 2.8 The District Board of Trustees Retreat will be held on Saturday, June 13, 2009, from 9:00 a.m. – 2:30 p.m. in the board room of the Workforce Center at Mariner Plaza.
- 3. SAB Report** 3.1 Ms. Pasha, president of the Student Activities Board (SAB) reported that the SAB members will be attending the upcoming American Government Student Association meeting in Washington, DC. and are making preparations for the “Welcome Back to School Week” and other events for the upcoming year. Dr. Kerley and Mr. Cramer welcomed Ms. Pasha to the board meetings and invited her input.
- Program Highlight** 3.2 Ms. Gloria Samples, coordinator of the English for Students of Other Languages (ESOL) program, gave a brief presentation of the ESOL program that was started in October 2006 and is currently serving students from 27 different countries. Ms. Samples introduced Ms. Vladlena Zinkevych-Campbell, originally from the Ukraine. Ms. Zinkevych-Campbell concluded the ESOL program and is currently a full-time student at GCCC and a member of the ESOL team.
- 4. Action Items** 4.1 After review of the following listed personnel recommendations, Mr. Sumner made a motion to accept all recommendations. Dr. Myers seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

Professional Services

Advancement in Academic Rank

From Associate Professor to Professor Beginning August 2009-2010

Rhonda Barker
Laura (Holly) Gunning
Patti D. Woodham

From Assistant Professor to Associate Professor Beginning 2009-2010

Terri A. Bedford	Fledia P. Ellis
Christine A. Bottkol	Julia T. Erben
Michael G. Brinegar, Jr.	Donna R. Fowler
Dana D. Dye	Jimmy (Rusty) Garner
Joseph L. Harris	Bradford W. Rhines
Sharon S. Hudson	Martha C. Ruder
Michele S. Kern	Jamieson D. Webb
Mary E. (Libby) McNaron	Douglas A. Wells
Wendy L. Payne	Donna G. Wheeler
Angelia S. Reynolds	

From Instructor to Assistant Professor Beginning August 2009-2010

Paul E. Ashman	Sharon A. Milner
Kimbally R. Guilford	DeeAnn VanDerSchaaf
Bradley E. Killion	Anthony S. Williams

Continuing Contract Beginning August 2009-2010

Paul E. Ashman
Julia E. Erben
Wendy L. Payne

Renewal of Annual Contracts Beginning August 2009-2010

Antonio Adessi	Jerrie L. Kirksey
Michele G. Azzati	Sharon E. Kotan
Melanie Boyd	Tammy L. Marinuzzi
Deborah A. Brzuska	Adria D. Peaden
Randall T. Chitwood	Hadley W. Pridgen
Michael A. Gattis	Mary R. Rhodes
Stacy P. Hart	Henry M. Smith
Jason D. Hedden	Rosemary N. Walker
Matthew B. Herndon	Sandor J. Zombori

Employment

Lori L. Driscoll---Director, Library, effective July 1, 2009 –June 30, 2010, salary of \$60,000. Ms. Driscoll fills the position vacated by the retirement of Virginia S. Hatfield.

Melissa R. Hagan---Project Coordinator, Health Sciences Division, effective May 1, 2009 – June 30, 2009, salary of \$8,234 (based on annual salary of \$50,000). Grant funded by Community Based Job Training Grant.

Melissa S. Pinero---Coordinator, Student Support Services, Off-Campus & Community Development, effective April 29, 2009 – June 30, 2009. Salary of \$5,690 (based on annual salary of \$33,000), includes experiential experience. Grant funded by TRIO/Student Support Services Grant. Ms. Pinero fills the position vacated by the resignation of Allison M. Riggle.

Cheryl D. Taylor---Recruiter, part-time, Student Support and Enrollment Management, effective April 13, 2009 - June 30, 2009, Salary of \$3,000. Ms. Taylor fills the position vacated by the resignation of Karen K. Smith.

Administrative Leave

Teresa D. Pankhurst---Assistant Professor, Health Sciences Division, effective, January 1, 2009 – October 31, 2009.

Reclassification

Arifa Garman---From Career Manager, Workforce Development, & Business Technology Specialist, Business & Technology Division, to Coordinator, Cooperative Education, Business & Technology Division, effective May 1, 2009 – June 30, 2009, salary of \$5,766 (based on annual salary of \$35,000). Ms. Garman fills the position vacated by the reclassification of Dennis D. Storck.

Laura H. Gunning---From Physical Therapist Coordinator, Health Sciences Division, to Chair, Health Sciences Division, effective July 1, 2009 – June 30, 2010, salary of \$83,000. Dr. Gunning fills the position vacated by the retirement of Tillie S. Suggs.

Latangela F. Lowder---From Auxiliary Service Worker III (Grade 5), to Specialist, Day Chef, Food Service, Administration & Finance, effective May 11, 2009 – June 30, 2009, salary of \$3,544 (based on annual salary of \$25,000).

Angelia S. Reynolds---From Assistant Professor, Mathematics Division, to Chair, Mathematics Division, effective July 1, 2009, through June 30, 2010, salary of \$68,251. Ms. Reynolds fills the position vacated by the retirement of Gerry S. Wilson.

Dennis D. Storck---From Coordinator, Cooperative Education, Business & Technology Division, to Superintendent of Grounds & Building Services, Maintenance & Operations, effective April 16, 2009, no change in salary.

John Westcott---From Superintendent of Facilities Management, Maintenance & Operations to Superintendent of Construction & Maintenance, Maintenance & Operations, effective April 16, no change in salary.

Reinstated

Theresa D. Pankhurst---Assistant Professor, Health Sciences Division, effective January 1, 2009 – October 31, 2009.

Resignation

Eric E. Bidwell---English Learning Manager, Success Center, Off Campus & Community Development, effective May 10, 2009.

Jessica F. Maull---Assistant Professor, Language & Literature Division, effective May 10, 2009.

Denise M. Shriver---Career Manager, Workforce Center, Economic Development, effective May 6, 2009.

Retirement

Penelope M. Bledsoe---Professor, Language & Literature Division, effective May 10, 2009.

Virginia S. Hatfield---Librarian, Library, effective June 30, 2009.

Robert J. Walz---Certified Business Analyst, Small Business Development Center, Economic Development, effective May 31, 2009.

Gerry S. Wilson---Chair, Mathematics Division, effective June 30, 2009.

Career Services

Employment

Marilyn L. Bowen---Project Assistant (Grade 10), Health Sciences Division, effective May 11, 2009, hourly rate of \$10.39. Grant funded by Community Based Job Training Grant.

Reclassification

Caty DeLos Santos---From Auxiliary Service Worker III (Grade 5), to Auxiliary Service Worker III, Salad Prep (Grade 5), Food Service, Administration & Finance, effective May 11, 2009, hourly rate of \$8.94, 9-month position.

Jennifer Pierson---From Auxiliary Service Worker III (Grade 5), to Auxiliary Service Worker III, Cashier (Grade 5), Food Service, Administration & Finance, effective May 11, 2009, hourly rate of \$8.94, 12-month position

Patricia E. Slendorn---From Auxiliary Service Worker III (Grade 5), to Auxiliary Worker III, Cashier (Grade 5), Food Service, Administration & Finance, effective May 11, 2009, hourly rate of \$8.94, 9-month position.

Resignation

Kathleen S. Faircloth---Senior Administrative Assistant (Grade 10), Health Sciences Division, effective May 14, 2009.

Anna E. Holland---Executive Assistant (Grade 12), Donor & Student Services, GCCC Foundation Inc., effective May 27, 2009.

Retirement

Jerry F. Heltman ---Maintenance Mechanic III (Grade 11), Maintenance & Operations, effective May 31, 2009.

Position Elimination

Mary S. Gilmore---Auxiliary Service Worker III (Grade 5), Food Service, Administration & Finance, effective May 8, 2009.

Teresa L. Lipscomb---Auxiliary Service Worker III (Grade 5), Food Service, Administration & Finance, effective April 23, 2009.

Mark J. Ruggieri---Transportation Technician (Grade 9), Maintenance & Operations, effective June 30, 2009.

Ronald A. Thompson---Bus Driver (Grade 9), Wellness & Athletics Division, effective May 28, 2009.

Contract Ratifications

4.2 Trustees reviewed a list of contracts signed by 19 instructors of non-credit courses, and 10 special contracts, named on the spring 2009 overload addendum of May 8, 2009, for the total amount of \$77,333.01. Mr. Cox made a motion to approve ratification of the contracts. Ms. Durden seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

Discussion of College Budget

4.3 Dr. Kerley gave an update on the current status of the college budget. Total reductions approach \$2.2 million. Federal stimulus funds in the amount of \$1.471 million can possibly carry the college through the next academic year. At least 26 out of the 28 Florida Community Colleges will implement the approved 8 percent tuition increase. Chair Cramer will be reviewing this option with GCCC staff and report back in the near future. Other changes that will save substantial dollars include: deleting the automobile fleet, cuts in the Co-op, Athletics, and Food Service departments. The college also plans to recoup fees from students for services such as copying and parking. Mr. Cramer acknowledged the college's commitment to ensuring the continuation of the open-door policy.

**Proposed
Changes to
Manual of
Policy**

4.4.1 To ensure compliance with Southern Association of Colleges and Schools (SACS) standards, Mr. Sumner made a motion to give tentative approval to revised *policy 2.060 Southern Association of Colleges and Schools (SACS) Substantive Change Process* as stated. Ms. Durden seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

4.4.2 Based on concerns expressed by several trustees, Mr. Bennett will review the wording for *policy 2.144 Dismissal of a Member of the District Board of Trustees* and resubmit the change for tentative board approval at the next meeting.

4.4.3 Ms. Durden made a motion to give tentative approval to the name change for *policy 6.061 from "Published Materials" to "Intellectual Property Rights"* to ensure compliance with SACS standards. Mr. Cox seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

4.4.4 Mr. Isler made a motion to give tentative approval to revised *policy 5.025 Procurement* as stated. Dr. Myers seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

4.4.5 The proposed change to *policy 5.041 Investment of Surplus Funds* was further revised by removing "individually" and stating that two signatures are required. Also, "any FDIC financial institution" will now read "any stated approved FDIC insured financial institution." Dr. Myers made a motion to give tentative approval to the revisions as stated. Mr. Cox seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

4.4.6 Mr. Sumner made a motion to give tentative approval to revised *policy 5.165 Travel and Expenses* as stated. Dr. Myers seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

4.4.7 Ms. Durden made a motion to give tentative approval to the new *policy 6.094 Fraud* created in response to an audit finding. Mr. Cox seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

**Budget
Amendments**

4.5.1 Mr. Sumner made a motion to approve Amendment 21 to the Auxiliary Fund (Fund 3). Mr. Isler seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

4.5.2 Mr. Cox made a motion to accept Amendment 22 to the Restricted Current Fund (Fund 2). Ms. Durden seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

4.5.3 Mr. Isler made a motion to accept Amendment 23 to the Agency Fund (Fund 6). Ms. Durden seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

**Inventoried
Property
Disposal**

4.6 Dr. Kerley recommended approval of disposal of inventoried property, which included fleet vehicles, a computer system and paper shredder. Mr. Cramer will have his appraiser provide the college with estimates of the value of the vehicles to ensure the college receives appropriate compensation for the vehicles. Mr. Cox made a motion to accept the disposal of listed property. Dr. Myers seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

**WKGC
Tower Project**

4.7 Mr. Sumner made a motion to approve Change Order #1 to the WKGC Tower Project which resulted in a net decrease in the contract amount of \$444,855.96. Ms. Durden seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

**Health
Sciences
Renovation
Project**

4.8 Change Order #14 to the Health Sciences Renovation Project was deferred to next month's meeting at which time the project should be completed. Following the June board meeting, the trustees will go on a walk-through inspection of the building. The ribbon cutting ceremony has been scheduled for August 11, 2009.

**Public Safety/
EOC Project**

4.9 Mr. Mercer recommended approval of Change Order #8 resulting in a net decrease to the contract amount of \$254,318.08 due to a direct purchase of materials. Mr. Sumner made a motion to approve the change order. Mr. Cox seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

**Bid #2009-07
Camp Helen
Tram Path**

4.10 After a lengthy discussion, Mr. Isler made a motion to accept the lowest responsible bid for the construction of a tram path by BCL Civil Contractors as recommended by Hatch Mott MacDonald. Construction of the path will be funded by a \$900,000.00 dollar federal grant and connect the north side of Camp Helen to the south side. The grant will expire January 31, 2010. To date, the Gulf Coast Community College Foundation has raised \$200,000.00 for the construction of an environmental education center at the state park. Ms. Durden seconded the motion and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.

- Bid #2009-08 Nortel Phone System Maintenance** **4.11** Mr. Sumner made a motion to award the Nortel phone system maintenance contract to Black Box Corporation of Birmingham, Alabama. Ms. Durden seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.
- Bid #2009-09 PS/EOC Classroom Presentation Systems** **4.12** Ms. Durden made a motion to approve awarding bids for individual items of the presentation systems for classrooms and lecture halls to the lowest bidders as presented. Mr. Isler seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.
- Delinquent Accounts** **4.13** Mr. Isler made a motion to approve writing off \$64,012.90 in delinquent accounts. Mr. Cox seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; and Cramer, aye.
- New Program Approval** **4.14** Dr. Kerley recommended approval of the Central Service Technology (CST) vocational certificate program developed by Ms. Libby McNaron, coordinator of the Surgical Technology Program. This program is the first in a long series of grant-funded programs. Dr. Myers made a motion to approve the CST program. Mr. Cox seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Cramer, aye.
- Spring 2009 Graduation Applicants** **4.15** Mr. Cox made a motion to approve applicants for spring 2009 graduation. Mr. Sumner seconded, and the vote was recorded as follows: Cox, aye; Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Cramer, aye.
- 5. Informational Items**
- 5.1** Dr. Jeff Stevenson’s presentation was deferred to the next meeting.
- 5.2** Dr. George Bishop’s presentation was postponed until the next meeting.
- President’s Report**
- 5.3.1** Dr. Kerley’s presentation of college highlights included mention of the following:
- Honors Convocation
 - Graduation
 - Honors Luncheon
- 5.3.2** Global Issues and Events
- Administrative Updates** **5.3** Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas highlighting major activities for each area.
- Financial Report** **5.4** Dr. Kerley referred trustees to the Budget/Financial Activity Report.
- 5.5**

6. Good of The Order

Nearing the end of his term on May 31, 2009, Mr. Cox expressed appreciation to the faculty and administrative staff at the college for being a constant in offering hope to the region. Mr. Cramer expressed his appreciation for Mr. Cox's service.

Dr. Kerley referred to the GCCC Events this Summer as listed on the agenda:

- Middle School "Summer Camp in the Arts," June 1-5, 2009
- High School "Summer Camp in the Arts," June 8-12, 2009
- 2009 Gulf Coast Men's Basketball Team Camp, June 26-28, 2009
- Kid's College – "Living Green," July 20-24, 2009
- Kid's College – "Building Green," July 27-31, 2009
- GC Athletics Summer Sports Camps, June 2 – July 30, 2009
- Red Cross Swim Lessons through July 31, 2009

7. Adjournment

7.1 The meeting was adjourned at 12:28 p.m.