

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

April 1, 2010

10:00 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Charles S. Isler, III (presiding), Denise D. Butler, Dan A. Estes, Shirley J. Jenkins, Dr. Stephen C. Myers, William C. Sumner, Linda R. Wood, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Karen L. Durden

- 1. Call to Order** **1.1** 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** Vice chair Butler led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Chair Isler welcomed everyone present. Dr. Kerley stated he would be welcoming special guests later on during the meeting.
- Hearing of Citizens** **1.5** No citizens answered the call to appear before the board.
- Approval of Minutes** **1.6** Mr. Sumner made a motion to approve the minutes of the board's regular meeting of March 11, 2010, as distributed. Dr. Myers seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Isler, aye.
- Professional Employee of the Month** **1.7** Dr. Kerley called on Ms. Lisa Keeton, chair of the Professional Employee Council, to introduce the Professional Employee of the Month for March. Ms. Keeton mentioned that the chair elect for the Professional Employee Council would start attending the District Board of Trustees meeting as of next month. She stated that for the second month in a row, a librarian had been selected as Professional Employee of the Month, i.e. Ms. Wendy Dover, Access Services Librarian. Ms. Dover was commended for her creativity, innovation, dedication, and collaboration, and her willingness to take on additional responsibilities in the event of a staffing

shortage. Ms. Dover expressed her appreciation for her colleagues at the library and stated she was honored to receive the award.

**Recognition
Lady
Commodores
Basketball
Team**

1.8 Dr. Kerley recognized and congratulated the Lady Commodores Basketball team for winning the national title on March 20, in Salina, Kansas with an 83-61 win against Jefferson College. Chair Isler read a proclamation from the Florida House of Representatives signed by Representatives Marti Coley and Jimmy Patronis honoring the team and their coaches. Mr. Roy Smith announced that, since her arrival in 1996, Coach Rooney had secured 13 Conference Titles and 3 National Championships. The current group of sophomores has three Conference Titles, one State Title, and one National Title to its name. Team member, Ms. Taylor Dalrymple, expressed her appreciation for the support received from the college's Administration and presented Dr. Kerley with a 2010 NJCAA Championship basketball.

SACS Review

1.9 Dr. Bishop introduced Ms. Wendy Payne who announced that the third draft of the Quality Enhancement Plan had been completed and submitted to college staff and faculty for review and suggestions. Three winners were announced in the QEP Logo Contest to come up with a logo for Critical Academic Literacy. Dr. Bishop announced that on March 26, the State Board of Education had given approval for the baccalaureate program and that the SACS level change application would be due in Atlanta by April 15, 2010.

SACS-COC board approval is pending until June 2010. The BAS program is expected to open in January 2011. Dr. Bishop explained that the idea of the college moving to a baccalaureate level was mainly driven by employment needs from the local workforce.

**2. Attorney's
Report**

2.1 Attorney Bennett had no report.

**United States
Navy
Representative
Report**

2.2 Commander Jessica Pfefferkorn expressed appreciation for support shown during Commander of the Navy Region Southeast, Rear Admiral Townsend G. "Tim" Alexander's visit. Commander Pfefferkorn stated Admiral Alexander was very impressed with Bay County's development and strong involvement of the College and FSU PC presidents. She also announced additional vessels would be docked in their port to provide training over the summer.

**United States
Air Force
Representative
Report**

2.3 Colonel Michael Fleck was unable to attend the meeting.

Next Meeting

2.4 The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, May 13, 2010, William C. Cramer, Jr. Seminar Room.

3. SAB Report

3.1 Ms. Jamilla Pasha, president of the Student Activities Board (SAB), reported on current and upcoming activities organized by the Student Activities Board. The Spring Luau on April 24 will be a joint event with FSU PC. Ms. Pasha announced that elections for SAB officers were held today that and next month would be her last meeting. Chair Isler expressed his appreciation for Ms. Pasha's dedication and her involvement in the FSU Blue Ribbon Committee.

Program Highlight

3.2 Ms. Wendy Payne gave a brief presentation of the Network Services Technology, A.A.S. program. Working in the in IT industry for 18 years made her realize how important IT certifications are. She has a continued focus on updating the IT curriculum and responding to community needs. With the help of community business partners and a grant from Florida's Great Northwest, the Network Services Technology A.A.S. program has been completely updated and can be taken online in its entirety. Virtual servers provide students with needed hands-on experience. A doubling of enrollment over the past two years affirms the high need for information assurance certification.

Student Success Story

3.3 Dr. Kerley introduced Mr. Jason Hedden, 1997 graduate of GCCC. Mr. Hedden stated that it was an amazing experience to come back and work alongside some of his mentors. He then introduced Ms. Kayla Dibble, multiple-scholarship recipient and student in the Theatre A.A. track, recently featured in The Clipper magazine. Ms. Dibble is a 2008 graduate of Arnold High School and has been able to attend GCCC for the past four semesters on a talent-based scholarship. She has also been on the Dean's list, received a grant earlier this year from the Florida Theatrical Association as well as a special award for originating the role of "Heather" in the world premiere of Double Exposure. Ms. Dibble recently, successfully auditioned for a scholarship at UWF in Tampa, where she plans to pursue her Bachelors in Fine Arts degree. The trustees were given complimentary tickets to the Guys and Dolls production this month, in which Ms. Dibble will appear as "Adelaide". Ms. Dibble stated the GCCC Theatre track was a great experience and expressed her appreciation to faculty and staff for their support and accessibility.

4. Action Items Personnel

4.1 After review of the following listed personnel recommendations, Mr. Estes made a motion to accept the recommendations as presented. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Isler, aye.

Professional Services

Advancement in Rank

From Assistant Professor to Associate Professor Beginning, August 2010-2011

Michele G. Azzati
Jennifer L. Hamilton
Wes R. Keene
Tammy L. Marinuzzi
Tara M. VanNette

From Instructor to Assistant Professor Beginning, August 2010-2011

Deborah A. Brzuska

Continuing Contract Beginning, August 2010-2011

Michele G. Azzati
Deborah A. Brzuska
Dr. Susan M. Butler
Tammy L. Marinuzzi

Employment

Lorraine H. Chance---Financial Aid Specialist, Financial Aid, effective March 16, 2010 – June 30, 2010, salary of \$6,785.63 (based on annual salary of \$23,000). Ms. Chance fills the position vacated by the resignation of Kara Gray.

Kristie L. Cloud---Financial Aid Specialist, Financial Aid, effective March 16, 2010 – June 30, 2010, salary of \$6,785.63 (based on annual salary of \$23,000).

Kyle A. Ediger-Peck---Volleyball Coach, part-time, effective March 16, 2010 – June 30, 2010, salary of \$3,500 (based on annual salary of \$12,000). Mr. Peck fills the position vacated by the resignation of Teri A. Bedford.

Irvin J. Morales---Volunteer, ESOL, effective March 30, 2010 – April 30, 2010. No salary.

Reclassification

Pamela G. Cooley---From Assistant Coordinator, Marketing & Publications, Media & Community Relations, to Coordinator, Business, Continuing & Community Education, effective April 1, 2010 – June 30, 2010, salary of \$7,722 (based on annual salary of \$31,000). Ms. Cooley fills the position vacated by the resignation of Sara R. Heaton.

Sara E. Duff---From Weekend Reference Librarian, Library, to Collections Librarian, Library, effective March 17, 2010 – June 30, 2010, salary of

\$9,028 (based on annual salary of \$31,000). Ms. Duff fills the position vacated by the resignation of Matthew D. Burrell.

Connie S. Head---From temporary full-time Librarian, to Instruction & Reference Librarian, Library, effective March 16, 2010 – June 30, 2010, salary of \$9,147.60 (based on annual salary of \$31,000). Ms. Head fills the position vacated by the resignation of Michael Grantham.

Resignation

Kim S. Allan---Project Coordinator, WIRED GRANT, effective March 31, 2010.

Revision of Contract

Tena C. Baker---From temporary full-time Assistant Professor, Health Sciences Division, salary of \$15,834, effective January 19, 2010 - May 5, 2010, to supplementary contract for temporary employment. Ms. Baker fills the position vacated due to the temporary leave of absence of Sharon E. Kotan.

Enter DROP

Judith D. Harrison---Assistant Professor, Visual & Performing Arts Division, effective March 1, 2010.

Career Services

Employment

James. A. Rawlings---Test Administrator (Grade 10), part-time, Military Education, TAFB, Off-Campus & Community Development, effective March 25, 2010, hourly rate of \$10.91, includes educational credit. Mr. Rawlings fills the position vacated by the resignation of Mandy Chapman.

Sean T. Walls---Senior Administrative Assistant (Grade 10), Business, Continuing & Community Education, effective April 12, 2010, hourly rate of \$11.17, includes experiential & educational credit. Mr. Walls fills the position vacated by the resignation of Mary D'Aoust.

Revision

Katherine H. Robertson---From Resignation Senior Administrative Assistant (Grade 10), Language & Literature Division, to Retirement Senior Administrative Assistant (Grade 10), Language & Literature Division, effective June 30, 2010.

Contract Ratifications

4.2 Trustees reviewed a list of contracts signed by 51 instructors of noncredit courses, 25 special contracts and overload contracts, named on

the spring 2010 overload addenda through March 17, for the total amount of \$118,089.70. Ms. Woods made a motion to accept the contract ratifications as presented. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Isler, aye.

**Budget
Amendments**

Chair Isler recommended bundling the following agenda items 4.3 Request for Approval of Budget Amendment 18 to the Restricted Current Fund (Fund 2), item 4.4 Request for Approval of Budget Amendment 19 to the Unrestricted Current Fund (Fund 1), and item 4.5 Request for Approval of Budget Amendment 20 to the Unexpended Plant Fund (Fund 7)

4.3 Budget Amendment 18 to the Unrestricted Current Fund (Fund 2) records Modification 3 to the 2009-10 Gulf Coast Workforce Training Center budget.

4.4 Amendment 19 to the Unrestricted Current Fund (Fund 1) records the 2009-10 budget for wellness incentive program funds from the Florida College System Risk Management Consortium.

Dr. Kerley acknowledged and thanked Ms. Angela Smitherman for setting up an employee wellness program.

4.5 Amendment 20 to the Unexpended Plant Fund reallocates funds from the college's general renovation, repair and remodel funds to a building-specific accounting unit for renovations to the Professional Development Building.

Mr. Sumner made a motion to approve the budget amendments as presented, Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Isler, aye.

**Manual of
Policy
Changes**

4.6 Request for final approval of agenda item 4.6.1 was deferred until the next District Board of Trustees meeting.

4.6.1 Policy 6.072, Reimbursement of Approved Educational Expenses for Credit Courses

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

4.6.2 Policy 6.090, College Programs and Activities

This policy is being amended to reflect those employees required to attend commencement exercises and honors convocations by means of specified work days in the college's academic calendar. Others are required to participate with limitations to allow space for our growing number of graduates and their families.

4.6.3 Policy 7.025, Institutional Scholarships and Work Assistantships
This policy is being amended to distinguish those scholarships awarded by the GCCC Foundation from those awarded by the GCCC District Board of Trustees. A change also includes the renaming of a college scholarship and the addition of a new college scholarship.

Ms. Woods made a motion to approve the final revisions as presented. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Isler, aye.

**Financial
Audit
FY2008-09**

4.7 There were no findings in the financial audit for the fiscal year ending on June 30, 2009. The Federal audit had no findings either and will be brought before the board next month. Mr. Estes moved to approve lodging of the financial audit. Ms. Woods seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Isler, aye.

**Capital
Improvement
Program**

4.8 The request for Approval of Capital Improvement Program Priorities for Fiscal Year 2011-12 through Fiscal Year 2015-16 was deferred until the next meeting of the District Board of Trustees.

**Trustees
Committees**

4.9 Based on their individual interests and expertise, Chair Isler appointed trustees to the following District Board of Trustees Committees:

4.9.1 Budget Committee: Mr. Sumner (Chair), Dr. Myers, and Ms. Wood.

4.9.2 Building Committee: Ms. Durden (Chair) and Mr. Estes.

4.9.3 Legislative Committee: Ms. Butler (Chair) and Ms. Jenkins

Chair Isler will serve as ex officio on each committee.

**Annual
Equity Report**

4.10 Mr. Mosell Washington referred the trustees to the college's Annual Equity Report to the Division of Florida Colleges. This year the focus lays on increasing diversity and student participation. Each semester \$1,400 scholarships are awarded to students through the Black Male Pathfinder Program. Dr. Carrie Baker and Ms. Karen Parham continue their mentoring and retention efforts to increase diversity on campus. Another focus is gender equity in athletics, where GCCC compares favorably to other area colleges. Ms. Butler moved to approve the report. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Isler, aye.

**5. President's
Report**

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

- Lady Commodores' National Title
- Ribbon cutting, Camp Helen Tram Path

- New grant for Business, Continuing and Community Education for continued education needs among military contractors
- “The Sky’s the Limit” Airport Conference
- Continued joint efforts with FSU PC
- Administrative Computer System to be brought before the board in the near future.
- Baseball and Softball teams doing very well nationally
- Increasing short term classes
- EOC ribbon cutting ceremony on April 22 at 10 a.m.

5.1.2 Dr. Kerley provided trustees with information on global issues and events, which included mention of the following:

- Legislative issues in Tallahassee
- Possible 8% tuition increase
- GCCC recognized as economic engine
- Changes to eligibility for Bright Future scholarships
- Senate agreement to earmark \$250,000 for GCCC baccalaureate programs
- Council of 100 recommendation for strategic plan for community colleges and the Florida College System and coordinating council
- FACC involved with proposed changes to retirement bill
Dr. Kerley urged everyone to contact their legislators.
- Mr. Chris Westlake and Ms. Leslie Hapner are researching implications of change in Federal student loans. Pell grant awards will be increased.

**GCCC
Foundation,
Inc.**

5.2 Foundation assets are currently at \$23.5 million and \$24,500 has been received from the community in private contributions beginning March 5, 2010, and ending March 26, 2010. Out of 1,000 applications, 850 scholarships have been awarded. The first Distinguished Alumni Dinner will be held on May 6, 2010.

**Administrative
Updates**

5.3 Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas highlighting major activities for each area and encouraged everyone to read them. He thanked Mr. Joe Sorci for his excellent work and for donating his time to design the college’s military park, to be dedicated in the fall.

**Financial
Indicators
Report**

5.4 Trustees were provided information located in the Financial Indicators Report as of February 28, 2010.

6. Good of The Order

6.1 Dr. Kerley referred to upcoming GCCC Events as listed on the agenda:

- *Art Sale Benefit for Haiti Earthquake Victims*, April 1, 2010, 3 – 8 p.m., Student Union East
- *“The Sky’s the Limit” Airport Conference*, April 2, 2010, 9:15 – 11:45 a.m., Student Union East Conference Center
- *Commodore Softball Home Games*, April 1, 2010, 4 p.m./6 p.m. against Chipola College; April 10, 2010, 1 p.m./3 p.m. against Pensacola Junior College
- *Commodore Baseball Home Games*, April 9, 2010, 2 p.m.; April 12, 5 p.m.; April 16, 2 p.m.; April 21, 5 p.m.; April 24, 1 p.m.; April 28, 5 p.m.
- *EPI Community Forum*, April 13, 2010, 5:30 – 7 p.m., Professional Development Center
- *“Guys and Dolls,”* April 16, 17, 18, 23, 24, and 25, 2010, Amelia Center Theatre (Friday and Saturday at 7:30 p.m. and Sunday at 2:30 p.m.)
- *“Kidfest,”* April 17, 2010, 10 a.m. hosted on Gulf Coast Community Grounds
- *Gulf Coast Community Market*, April 23 and 24, 2010, Commodore Café and Student Union Breezeway (Friday 2-5 p.m. and Saturday 7 a.m. – 2 p.m.)
- *WKGC Pledge Drive*, April 26 – May 3, 2010
- *Respiratory Pinning Ceremony*, April 29, 2010, 6 p.m., Gibson Lecture Hall, Student Union East
- *Honors Convocation Awards*, April 30, 2010, 10 a.m., Amelia Center Theatre
- *Arts Potpourri Exhibit and Concert*, April 30, 2010, 6-8 p.m., Amelia Center Theatre
- *Nursing Pinning Ceremony*, May 6, 2010, 10 a.m., Amelia Center Theatre
- *Dental Hygiene Pinning Ceremony*, May 6, 2010, 5 p.m., Sarzin Lecture Hall, Language and Literature Building
- *Honors Luncheon*, May 7, 2010, 11 a.m., Commodore Café, Student Union East
- *Commencement Exercises*, May 7, 2010, 6 p.m., Marina Civic Center

Dr. Kerley reminded trustees of the luncheon at La Friandise with Cabinet members, Airport Authority Board, and members from the Tourist Development Council

7. Adjournment

7.1 The meeting was adjourned at 11:40 a.m.

Secretary

Chairman