

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

**December 9, 2010**

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:** William C. Sumner

- 1. Call to Order**      **1.1**      Chair Isler called the meeting to order at 10:07 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 Colonel Michael Fleck, Tyndall Air Force Base; Commander Jessica Pfefferkorn, United States Navy; 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.
- Approval of Minutes**      **1.6**      Ms. Durden moved and Ms. Wood seconded approval of the minutes of the board's November 4, 2010, meeting as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- 1.6.1**      Ms. Butler moved and Mr. Estes seconded approval of the minutes of the ATC Architectural Selection Committee November 29, 2010, and December 3, 2010, meetings as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- Special Presentation – Singing Commodores**      **1.7**      The board enjoyed Christmas songs performed by the Singing Commodores.

- Professional Employee of the Month**      **1.8**      Dr. Kerley called on Ms. Barbara Cline, chair of the Professional Employee Council, to introduce the Professional Employee of the Month for October and November. Ms. Cline introduced Ms. Heather Ricketts, Donor Relations & Special Event Assistant Coordinator, as the Professional Employee of the Month for October. Ms. Margaret Soderquist, Senior Bookkeeper, Cash Management, was introduced as the Professional Employee of the Month for November.
- Panama City Beach Chamber Check Presentation to GCCC**      **1.9**      Chair Isler and Dr. Kerley accepted a check for GCCC from the Panama City Beach Chamber of Commerce. Chamber President, Ms. Beth Oltman, and Chamber Chairman, Mr. Griff Griffiths, spoke about the scholarship opportunities this will create for qualified students at GCCC.
- Foundation Check Presentation to GCCC**      **1.10**      Mr. Clint Mayo, president elect, and Jerry Sowell, treasurer, GCCC Foundation, Inc., presented a check in the amount of \$76,644 for program funding at GCCC. Dr. Kerley was very pleased and thanked the Foundation for the contribution.
- Special Presentation – Habitat for Humanity**      **1.11**      Habitat for Humanity President, Cornel Brock, was presented with a check for \$8,924.23 from GCCC. Mr. Brock thanked everyone and said the money would go toward building a home for a family in need.
- Guest Speaker – NW Florida Beaches International Airport**      **1.12**      Dr. Kerley introduced Mr. Randy Curtis, executive director of the Northwest Florida Beaches International Airport. Mr. Curtis mentioned “The Sky’s the Limit” airport conference held in April and the importance of the new airport and its impact on Bay County’s economic future. GCCC has given customer service and ambassador training opportunities to the NW Florida Beaches International Airport ground transportation employees and is currently providing training for the remainder of the airport’s employees. Mr. Curtis gave an update on the airport’s operations and thanked GCCC for their continued support.
- Rotary Foundation Presentation**      **1.13**      Items **1.13** and **1.14** were bundled. Mr. Tony Bennett, president of the Panama City Rotary Club, and Mr. George Seaman, chairman of the Foundation of the Panama City Rotary Club, made a short presentation on their organization. It was stated that the Panama City Rotary Club takes voluntary contributions to provide educational opportunities, food, and shelter to those in need. Named after Paul Harris, who founded the organization in 1905, Mr. Bennett and Mr. Seaman awarded the Paul Harris Fellow to Ms. Roonie Scovel for her unwavering commitment to the community. Ms. Scovel thanked the Rotary Club and commended them for their support.

- Manufacturing Post-Secondary Educator of the Year**     **1.15**     Dr. Kerley introduced Mr. Dean Eavey and congratulated him on being selected as the Florida Advanced Technological Education Center's 2010 Post-Secondary Educator of the Year winner for his outstanding contributions to the manufacturing industry. Ms. Wendy Payne spoke about the computer manufacturing program at GCCC and explained how students aren't always able to come to the campus. Working diligently toward a solution, Mr. Eavey designed portable labs that are made to fit in suitcases, and can either be shipped or picked up by the students. Mr. Eavey said that he also has been working with Ms. Payne on the new Technology Management degree and that students are already registered for classes. Additionally, Mr. Eavey stated that the new Advanced Technology Center will provide endless opportunities for our community.
- Eagle Awards**     **1.16**     Dr. Kerley commended college staff for their efforts related to the SACS reaccreditation and noted that the college did not receive any recommendations in the core areas. Dr. Cheryl Flax-Hyman, associate vice president, Academic Affairs; Dr. Holly Gunning, chair, Health Sciences Division; and Ms. Wendy Payne, chair, Business & Technology Division were recognized for their outstanding leadership related to the successful SACS reaccreditation.
- Lighthouse Progress Report**     **1.17**     Ms. Rhonda Barker provided an update for the Lighthouse project. Training is currently in progress and will continue through the development. Testing is also in progress to ensure a smooth transition, and the first Go Live is still on track for Finance on July 2, 2011.
- Strategic Planning Update**     **1.18**     Dr. Kerley called on Dr. Steve Nettles to provide an update on the Strategic Plan. Dr. Nettles stated four major initiatives that are currently being implemented:
- 1) Lighthouse development will improve student services.
  - 2) Partnership with K-12 system Workforce Board will give students more opportunities for career pathways and learning trades.
  - 3) Retention Committee has been following student retention as an overall viewpoint and in subgroups. The Retention Committee looks to review and support each group.
  - 4) The expansion of programs and degrees will give students more opportunity, as well as the approved Technology Management Bachelor of Science degree.
- 2. Attorney's Report**     **2.1.1**     Mr. Bennett reminded trustees that at the November meeting, approval was given to negotiate with Mainstreet Broadband, the highest ranked bidder for the Educational Broadband System

spectrum license. Trustees were asked to approve the execution of the lease agreement with Mainstreet Broadband.

Ms. Butler moved to accept the lease as presented. Ms. Durden seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Honorary  
Trustee  
Updates**

- 2.2.1 Commander Pfefferkorn gave a short overview of activities on NSA-PC.
- 2.2.2 Colonel Fleck gave a short overview of activities at the Tyndall AFB and was grateful to be able to attend his first board meeting.

**Next Meeting**

- 2.3 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, January 13, 2011, at the Emergency Operations Center.

**Annual  
Automobile  
Mileage Log**

- 2.4 The President's Annual Automobile Mileage Log report was lodged with the District Board of Trustees.

**3. SAB Report**

- 3.1 Ms. Abby Stokes provided an SAB update.

**4. Personnel**

**4.1 Professional Services**

**Employment**

Joy S. Bohannon - English Tutor, Gulf Franklin Center, effective November 5, 2010 – June 1, 2011, hourly rate of \$15.87. Position funded by Jessie Ball DuPont Grant.

Cheryl L. Clark - Part – time Bachelor's Degree Program Recruiter, Student Support & Enrollment Management, effective November 15, 2010 – June 30, 2011, salary of \$9,375 (based on annual salary of \$15,000).

Lynn E. Eichler - Certified Business Analyst, Business Outreach Center, SBDC, effective December 1, 2010 – June 30, 2011, salary of \$19,220 (based on annual salary of \$33,000). Grant position funded by Veterans Business Outreach Center. Mr. Eichler fills the position vacated by the promotion of Brenton E. Peacock.

Melanie J. Godfrey - Assistant Coordinator, Veteran Services, Financial Aid, effective December 1, 2010 – June 30, 2011, salary of \$17,476 (based on annual salary of \$30,000). Ms. Godfrey fills the position vacated by the resignation of Jon H. Ryals.

Ashlynn S. Merchant - Volunteer, Wellness & Athletics Department, effective November 30, 2010. No salary.

Anthony M. Pilot - Coordinator, College Reach-Out Program, Retention & Student Diversity, Student Support & Enrollment Management, effective November 29, 2010 – June 30, 2011, salary of \$18,168 (based on annual salary of \$30,800), experiential credit given. Mr. Pilot fills the position vacated by the promotion of Karen Parham.

Brittney E. Simmons - Community Recruiter, Student Support & Enrollment Management, effective November 15, 2010 – June 30, 2011, salary of \$14,452 (based on annual salary of \$23,000). Ms. Simmons fills the position vacated due to the elimination of the part-time position held by Cheryl Taylor.

Shannon M. Smith - Temporary full – time, Assistant Coordinator, Health Sciences Division effective November 10, 2010 – June 30, 2011, salary of \$28,794 (based on annual salary of \$45,000).

### **Reclassification**

Charles J. Palmieri - Reclassified from Lead Network/Telecommunications Technician (CL-3), ITS, to Assistant Manager of Technical Support (NPL-1), ITS, effective November 16, 2010 – June 30, 2011, salary of \$24,768 (based on annual salary of \$39,662). Mr. Palmieri fills the position due to the reorganization structure of the ITS.

### **Resignation of Employment**

Michelle B. Weiss - Coordinator, Student Financial Services, Budget & Student Financial Services, effective December 7, 2010.

Kristie L. Cloud - Financial Aid Specialist, Financial Aid, effective January 6, 2011.

## **Career Services**

### **Employment**

Sharon McBride - Testing Assistant (Grade 9), Testing, Student Support Services, hourly rate of \$11.25, effective November 15, 2010, includes educational & experiential credit.

James F. Smith - Testing Assistant (Grade 9), Testing, Student Support Services, hourly rate of \$11.51, effective November 15, 2010, includes educational & experiential credit.

### **Reclassification**

Marilyn Bowen - Reclassified from temporary, E-Learning Testing Assistant (Grade 9), E-Learning, to Testing Assistant (Grade 9), Testing, Student Support Services, effective November 2, 2010, hourly rate of \$11.55, includes experiential credit.

### **Resignation of Employment**

James Devilbiss - Printer, Print Shop, Procurement, effective January 3, 2011.

Trustees approved the list of personnel actions. Mr. Estes made a motion to approve the actions. Ms. Jenkins 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 approved a list of contracts signed by 40 instructors of noncredit courses, and 4 special and overload contracts, for the total amount of \$69,471.40. After review of the contract ratifications listed under item **4.2**, 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.

### **Fall 2010 Overloads**

**4.3** Trustees approved the list of the Fall 2010 overloads totaling \$49,827.48. Ms. Wood made a motion to approve the list under item **4.3**, Ms. Jenkins seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

- Approval of Budget Amendment**      **4.4**      Final approval was given for the following budget amendment:  
Refer to 4.4 Amendment 7, Restricted Current Fund (Fund 2)  
  
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.
- Inventoried Property Disposal**      **4.5**      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. Butler made a motion to approve the list. Ms. Jenkins seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- ATC Guaranteed Maximum Price**      **4.6**      Final approval was given for the following budget amendment:  
Refer to 4.6 Amendment 3, ATC Guaranteed Maximum Price  
  
The total of Amendment #3 is \$1,067,742 and if approved, will bring the current Guaranteed Maximum Price of the ATC project to \$4,317,522.  
  
Ms. Duren 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.
- ATC Threshold Inspection Services**      **4.7**      Mr. Estes explained the selection process for choosing the company to carry out the threshold inspection services of the Advanced Technology Center. The selection committee recommended awarding the contract to NOVA Engineering & Environmental, Inc. for a not-to-exceed maximum amount of \$120,000. Ms. Butler made a motion to approve the contract. 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.
- GCCC Foundation, Inc. Update**      **5.2.1**      Mr. Clint Mayo, president elect of the GCCC Foundation Inc., presented this month's Foundation report.

- GCCC Foundation, Inc. Audit**      **5.2.2**    Mr. Jerry Sowell, treasurer of GCCC Foundation, Inc., shared details of the recent work of the Foundation. Foundation assets are at \$22.5 million and \$48,000 was received from the community between October 30 and December 3, 2010. Trustees were reminded of the Foundation’s Annual Meeting which will be held on February 4, 2011, at Edgewater Beach Resort.
- 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 October 31, 2010, was provided for trustee review.
- 6. Special Ceremony**      **6.1**      A special ceremony was held to honor all former and current trustees of GCCC. Chair Isler read a resolution recognizing current and former trustees for their service, leadership, and steadfast support of Gulf Coast Community College. Ms. Durden made a motion to approve the resolution. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- 7. Adjournment**      **7.1**      The meeting was adjourned at 12:21 p.m.

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Secretary

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Chairman