

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

April 17, 2008

10 a.m.
North Bay Center

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, James Allen Cox; Karen L. Durden, Dan A. Estes, Dr. Stephen C. Myers, William C. Sumner, Linda R. Wood, Col. David Zeh, Dr. Jim Kerley, and Derrick G. Bennett

- 1. Call to Order**
 - 1.1** Chair Cramer called the meeting to order at 10 a.m.
- Invocation**
 - 1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance**
 - 1.3** Vice Chair Durden led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed Col. David Zeh, honorary trustee and commander of the 325th Mission Support Group at Tyndall Air Force Base; Ms. Dana Dye, chair of the Faculty Council; Ms. Mary D'Aoust, chair of the Career Council; and Ms. Alice Walls, chair-elect of the Coordinating Council.
- New Employees**
 - 1.5** Dr. Kerley introduced and welcomed new employees: Mr. John Fuller, auxiliary services worker in the GCCC Bookstore, and Ms. Louise Crawford, receptionist for the Office of the President and GCCC Foundation.
- Hearing of Citizens**
 - 1.6** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.7.1** Ms. Durden moved and Mr. Sumner seconded approval of the minutes of the board's regular meeting of March 13, 2008, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.
 - 1.7.2** Ms. Durden moved and Dr. Myers seconded approval of the minutes of the board's special meeting of March 28, 2008, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

- Career Employee of the Month** **1.8** Dr. Kerley called on Ms. Mary D’Aoust, chair of the Career Council, who introduced the Career Employee of the Month, Mr. Wayne Millett, receiving and inventory clerk. Ms. D’Aoust indicated that Mr. Millett had been employed at the college for 31 years and that he had been described as pleasant, hard-working, accurate, helpful, and a problem solver. After being presented a certificate of appreciation and two tickets to the Commodore Cafe, Mr. Millett expressed gratitude for the opportunity to work with good people at GCCC.
- Special Recognitions:**
- Crime Solvers** **1.9** Dr. Kerley called on Mr. Herman Daniels, chief information officer, who introduced FSU Police Officer Tim Burke and Kevin Bruner, lead network support technician in the GCCC Information Technology Services department. Mr. Daniels reported that these individuals were instrumental in apprehending the person responsible for the recent theft of two projectors. Chair Cramer and Dr. Kerley presented certificates of appreciation and commended Mr. Burke and Mr. Bruner for their creative investigative work that led to a quick resolution of the crime and return of the projectors.
- All-USA Academic Team** Dr. Kerley introduced and congratulated Ms. Jamie Kaiser and Ms. Lisa Markham, who had been named to the All-USA Academic Team sponsored by the American Association of Community Colleges, Phi Theta Kappa International Honor Society, and USA TODAY. He noted that Ms. Kaiser and Ms. Markham were among only sixty students selected for the national honor from 1,500 nominees.
- Lady Commodores** Dr. Kerley welcomed and congratulated Coaches Roonie Scovel and Grover Hicks on the Lady Commodores NJCAA women’s basketball championship. He explained that the players were in class as they complete end-of-term assignments and prepare for end-of-term exams.
- Brain Bowl** Dr. Kerley called on Dr. Dan Finley, Brain Bowl coach, who reported that the GCCC Brain Bowl team had placed third in the national tournament held recently in St. Louis. He noted that the top three teams were from Florida community colleges. Dr. Kerley and trustees congratulated team members and coaches.
- 2. Attorney’s Report** **2.1** Attorney Bennett had no report.
- Next Meeting** **2.2** The next regular meeting of the District Board of Trustees was set for 10 a.m. (Eastern Time) on Thursday, May 15, at the Gulf/Franklin Center.
- 3. SAB Report** **3.1** Because of an academic conflict, Mr. King was not able to attend, and no report was presented from the Student Activities Board.

Strategic Planning Highlights

3.2 Dr. Kerley presented the 2008-2013 Strategic Plan, highlighting the broad-based process used to develop the plan and commending faculty, staff, and student members of the Strategic Planning Steering Committee, Strategic Planning Work Teams, and President's Leadership Team, who championed the plan's development. Dr. Kerley pointed out that community input reflected a high level of support for the college and a keen interest in seeing the college move forward to expand opportunities. Noting that the draft had been sent to trustees for review prior to the meeting, Dr. Kerley described the plan's six components including a Statement of Values, Vision, Mission, Major Initiatives, Goals, and Key Performance Indicators. He emphasized the well executed efforts of the College and Community Input Team in securing extensive involvement from people throughout the service district, including faculty, staff, and students. Dr. Kerley commended the Research Team for collecting and analyzing significant demographic and economic data for the district, expressed appreciation for the outstanding efforts of the Writing Team in transforming vast amounts of information into a cohesive and effective planning document, and acknowledged the excellent ongoing efforts of the Communication Team in promoting involvement in and awareness of college planning efforts. He indicated college units would be developing annual plans based on the new Strategic Plan and that employees would be developing individual annual goals also consistent with the Strategic Plan. Dr. Kerley promised to continue dialog with community partners and to celebrate achievements as they occur during the year. He concluded by pledging to provide ongoing progress reports throughout the year and to publish a "report card" at the end of the year that would be shared with the board and the service district community.

4. Strategic Plan Approval

4.1 Chair Cramer referred to the Strategic Plan's articulated values, calling particular attention to "boldness of vision" and "responsiveness to the community." He noted the direct relationship between those values and the Public Safety/Emergency Operations Center project, the focus of groundbreaking ceremonies set to follow the meeting. Describing collaborative efforts with Bay County as reflective of great vision and community responsiveness, Chair Cramer acknowledged contributions of Drs. Bob McSpadden and John Holdnak in developing an idea first discussed in a meeting of the GCCC board. Chair Cramer commended everyone involved in developing the Strategic Plan and the EOC project and called for a motion to approve the Strategic Plan. Ms. Durden moved and Mr. Cox seconded approval of the 2008-2013 Strategic Plan as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Personnel

4.2 After review of the following listed personnel recommendations, Ms. Durden moved and Dr. Myers seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Professional Personnel

Advancement in Academic Rank

From Associate Professor to Professor beginning August 2008:

Gonshor, Lee G.
Harris, Clifford L.
Mitchell, Jason P.

Continuing Contract beginning August 2008

Dunlap, Carolyn P.
Keene, Wes R.
VanNette, Tara M.

Renewal of Annual Contracts beginning August 2008

Ashman, Paul E.	Marinuzzi, Tammy L.
Azzati, Michele G.	Payne, Wendy L.
Brzuska, Deborah A.	Peaden, Adria D.
Casey, Tamsi S.	Rhodes, Mary R.
Chitwood, Randall T.	Smith, Henry M.
Erben, Julia E.	Stephens, Theresa D.
Franklin, Jessica A.	Walker, Rosemary N.
Gattis, Michael A.	West, Kenneth P.
Kotan, Sharon E.	Zombori, Sandor J.

Employment

Sorrells, Darrin D. --- Chair, Social Sciences Division, effective July 1, 2008 - June 30, 2009, salary of \$55,000

Reclassification

Diaz, Ivan G. --- From Part-time to Full-time Learning Manager, ESOL Program, Off-Campus and Community Development, effective March 3, 2008 - May 7, 2008, salary of \$4,832 (based on annual salary of \$20,000)

Broxton, Marcus S. --- From Assistant Coordinator, Public Safety, to Firing and Driving Range Manager, Public Safety, effective April 1-June 30, 2008, salary of \$7,927 (based on annual salary of \$31,833)

DROP Exit

Adair, Linda B. --- Vice President of Academic Affairs and Learning Support, effective September 15, 2008

On behalf of the board, Chair Cramer expressed appreciation to Dr. Adair for her exemplary leadership of the instructional program as reflected most clearly in numerous measures of student success.

Career Service Personnel

Resignation

Pacheco, Cinnamon D. --- Senior Administrative Assistant (Grade 10), Enrollment Services, Student Support and Enrollment Management, effective April 23, 2008

Termination

Cramp, Chante L. --- Administrative Assistant (Grade 9), Health Sciences Division, effective March 31, 2008

Dietle, Katherine K. --- Senior Cashier (Grade 10), Business Affairs, effective March 31, 2008

Contract Ratification

4.3 Trustees reviewed a listing of contracts signed by 28 instructors of noncredit courses, 61 instructors of credit courses, and 17 special contractors. Mr. Sumner moved Ms. Butler seconded ratification of the contracts. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Policy 4.070 Approval

4.4.1 Dr. Kerley requested final approval of Policy 4.070, Culinary Management Wine Service, reminding trustees they had given tentative approval at the previous meeting. He noted the new policy defines how and when wine will be served in the Culinary Management program. As recommended by Attorney Bennett, Dr. Kerley indicated the college would purchase a liquor liability insurance policy and would arrange for professional liability insurance opportunities for students in the Culinary Management program beginning in fall 2008. Ms. Durden moved and Mr. Cox seconded final approval of Policy 4.070, Culinary Management Wine Service. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Policy 7.013 Approval

4.4.2 Dr. Kerley requested final approval of Policy 7.013, Awarding of Honorary Degrees. He noted that tentative approval had been given at the previous meeting following a change in the wording of the first listed guideline. Trustees considered the revised guideline, which read as follows: "Honorary degrees may not be awarded to active members of the District Board of Trustees or to faculty or staff members currently employed by the college, except in extraordinary circumstances as determined by the president." Mr. Estes moved and Dr. Myers seconded final approval of Policy 7.013, Awarding of Honorary Degrees. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Health Sciences Building Remodeling

4.5 Dr. Kerley presented Change Order 3, a net deduction of \$401,592.70, for the Health Sciences Building Remodeling Project and requested approval. Dr. John Holdnak provided details and noted the

change order would not affect the April 14, 2009, date of substantial completion. Mr. Cox moved and Ms. Durden seconded approval of Change Order 3, a net deduction of \$401,592.70. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Electrical
Infrastructure**

4.6 Dr. Kerley requested approval of Change Order 2, an addition of \$198,126, to the Electrical Infrastructure Project. Dr. John Holdnak explained that the change order would permit replacement of all remaining campus underground primary distribution cable not included in the original project. He noted that the change order was based on discovered conditions of the existing/remaining cable, was recommended by project engineers, and had been scheduled as a future, related project. The additional work would extend the project by 90 days, resulting in a new substantial completion date of October 30, 2008. Ms. Durden moved and Dr. Myers seconded approval of Change Order 2, adding \$198,126 and 90 days to the project. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Budget
Amendment 23**

4.7.1 Dr. Kerley requested approval of Amendment 23 to the Restricted Current Fund. After Mr. John Mercer, chief financial officer, explained the purpose of the amendment, Ms. Butler moved and Mr. Sumner seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye;

4.7.2 Following review of Amendment 24 to the Agency Fund, Mr. Cox moved and Dr. Myers seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye;

4.7.3 Following an explanation of the purpose of Amendment 25 to the Unrestricted Current Fund, Ms. Wood moved and Mr. Estes seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Disposal of
Inventoried
Property**

4.8 Dr. Kerley requested approval to remove from inventory three pieces of equipment that had been determined to be obsolete by property custodians. He also requested that one of the projectors that had been stolen and recovered recently be added back to inventory records, explaining that the other recovered projector had not yet been removed from inventory records. Mr. Estes moved and Ms. Wood seconded approval of the recommended changes to inventory records. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Real
Property**

4.9 Dr. Kerley requested board approval of the sale of a portion of two lots on State Road 79 in Washington County. He noted the property was owned jointly by GCCC, the United Methodist Children's Home (Selma, Alabama), and Southern Wesleyan University. He explained that the sale would be to the Florida Department of Transportation and that the property is needed in connection with FDOT's replacement of a two-lane bridge over Holmes Creek. Indicating that the property would likely never be used by the college, Dr. Kerley called on Dr. John Holdnak for additional details. Following Dr. Holdnak's explanation that the FDOT had offered to pay \$38,400 for the partial lots, which was considerably more than the owners had been offered previously by a person interested in purchasing the total parcel, and that the three owners would continue to own 80 percent of the property after the sale of the other portion to FDOT, Ms. Durden moved and Ms. Wood seconded approval of the sale as proposed. Attorney Bennett recommended that approval be contingent upon agreement by all three owners. Ms. Durden agreed to amend her motion and Ms. Wood seconded the amended motion to approve the sale of the identified portions of lots 27 and 28 in Washington County contingent upon approval by the United Methodist Children's Home and Southern Wesleyan University. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye. To prepare the board for future decision-making should an offer be made to purchase the remainder of the property once the road construction project is completed, Mr. Estes suggested that the college determine the market value.

**Emeritus
Status**

4.10 Dr. Kerley shared letters of nomination for four individuals who would be retiring in 2008 and who, consistent with Policy 6.014, Academic Rank and Recognition, were candidates for emeritus status. He recommended approval of the following emeritus designations:

- Dr. Linda B. Adair, Vice President Emeritus
- Dr. Peggy D. Pelt, Professor Emeritus
- Donald E. Reese, Professor Emeritus
- Winifred M. Breegle, Learning Manager Emeritus

Following discussion and Chair Cramer's characterization of each as a well-deserved honor, Mr. Cox moved and Ms. Durden seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**5. Celebrations/
Highlights**

5.1.1 Dr. Kerley provided an update on issues being discussed by the Florida Community College Council of Presidents. He highlighted continuing budget concerns and the creation of a new State College System, indicating that he would keep the trustees informed as the legislative process proceeds. Dr. Kerley commended faculty and staff for their efforts to ensure quality programs and services and to think creatively

even as budget cuts have resulted in a reduction of approximately \$710,000 during the current year. He provided an overview of his various meetings and other activities in the service district and beyond since the last board meeting, including contacts with the Andrews Clinic in Navarre about collaboration opportunities and attendance at the ceremony where GCCC student-athlete Dee Liles was named NJCAA Player of the Year for women's basketball. Dr. Kerley noted that the college was working with engineers in the development of a campus master plan and emphasized the value of having such a plan in place. He highlighted various faculty, staff, and student accomplishments, commended the Visual and Performing Arts Division for its excellent cultural programming, and commended GCCC employees for their generosity in supporting the United Way.

**Global
Issues**

No additional out-of-district issues and events were discussed.

**Administrative
Updates**

5.2 Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas. Key items included the following:

Academic Affairs and Learning Support

- Hiring of new division chairs
- Developing plans for program review
- Developing plans for division realignment
- Finalized CLUSTER program for Gulf/Franklin students

Student Support and Enrollment Management

- End-of-year events, Honors Convocation, Commencements Exercises
- Summer and fall registration began April 14
- SAB elections for 2008-09 conducted
- Efforts to help students better utilize web registration process

Administration and Finance

- WKGCC Tower Relocation Project
- Emergency Notification System - Dr. Kerley identified security as a high priority issue and acknowledged offers of support from Trustee Estes and Colonel Zeh
- Employee Compensation Study

Institutional Advancement

- Foundation assets at \$26.1 million
- Redesigned website, implementation of new marketing plan
- Summer and fall class schedules ready for distribution
- Successful WKGCC fund drive
- Press conferences to unveil Strategic Plan and CLUSTER Program

Economic Development

- Workforce Development grants submitted
- Advanced Technology Center

Information Technology

- Update on implementation of new IP phone system
- Wireless Initiative
- Computer replacements
- Working to provide equivalent IT services to all campuses

Financial Report

5.3 Trustees reviewed a financial activity report for Fiscal Year 2007-08 as of March 31, 2008.

Lodging of Audits

5.4 The *Gulf Coast Community College Financial Audit* and the *Compliance and Internal Controls Over Financial Reporting and Federal Awards Audit* for the fiscal year ended June 30, 2007, were lodged with the board.

6. Health Sciences Pinnings

6.1 Dr. Kerley invited trustees to upcoming pinning ceremonies for students in various Health Sciences programs.

Arts Events

6.2 Dr. Kerley invited trustees to *The World Goes Round—The Songs of Kander and Ebb* musical production of the Visual and Performing Arts Division.

End-of-Year Events

6.3 Trustees were invited to Honors Convocation on May 2, Honors Luncheon on May 9, and Commencement Exercises on May 11. Dr. Kerley noted that GCCC alumna and former faculty member and Bay District Schools' Teacher of the Year, Janice Lucas, would be the commencement speaker.

Military Relationships

6.4 On behalf of the board, Chair Cramer commended Colonel Zeh and Tyndall Air Force Base on the outstanding Gulf Coast Salute air show, and Colonel Zeh acknowledged the excellent community support of the event. Referring to the great relationships the college enjoys with its military partners, Dr. Kerley reminded trustees and their guests that a Military Memorial would be constructed following completion of FDOT's planned highway changes adjacent to the Panama City Campus.

Franklin and Gulf Counties

6.5 Ms. Butler expressed appreciation to Dr. Kerley for coming to the Franklin County School recently. In addition to reminding trustees that graduation would be held in the school's new gymnasium, she concluded by sharing a report on the highly enjoyable, first-ever event on the FSC site, "October Sky," a visual art exercise in which all 1,300 students in the Franklin County School District formed a sea hawk design, which was visible from the air.

Ms. Wood, a member of the Gulf County School Board, and Ms. Butler, a member of Franklin County School Board and candidate for Franklin County School Superintendent, had discussed the significant economic challenges being faced by their two systems and were working to identify ways they could use resources jointly to achieve educational goals.

Ms. Butler acknowledged the new billboards in Gulf and Franklin counties displaying the message, "All your General Education classes Guaranteed!" (at the Gulf/Franklin Center). Dr. Kerley reiterated the college's commitment to helping students graduate.

Ms. Wood announced that an international travel commitment would prohibit her participation in the Commencement Exercises and the next meeting of the board on May 15.

**Reception
and
Groundbreaking**

6.6 Dr. Kerley reminded trustees that a reception and groundbreaking ceremony for the new Public Safety/Emergency Operations Center would occur immediately following adjournment.

7. Adjournment

The meeting was adjourned at 11:27 a.m.