

Draft

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

December 13, 2007

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, James Allen Cox, Dan A. Estes, Charles S. Isler, 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** Mr. Cox 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, as well as Ms. Dana Dye, chair of the Faculty Council; Ms. Mary D'Aoust, chair of the Career Council; Ms. Angela Smitherman, chair of the Coordinating Council; and Mr. Jerame King, president of the Student Activities Board.
- New Employees**
 - 1.5** Dr. Kerley introduced and welcomed new employees, Ms. Jamie Gupton, teacher's aide in the English for Speakers of Other Languages program, and Ms. Maggi LeClair, associate director of resource development in Institutional Advancement.
- Hearing of Citizens**
 - 1.6** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.7** Mr. Isler moved and Mr. Sumner seconded approval of the minutes of the board's regular meeting of November 8, 2007, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.
- Singing Commodores**
 - 1.8** Dr. Kerley introduced Ms. Judy Harrison, director of the Singing Commodores, and invited the talented student musicians to perform a selection of holiday songs for the trustees and their guests. Dr. Kerley expressed appreciation and commended the Commodores for their service to the community.

- Career Employee of the Month**
- 1.9** Dr. Kerley called on Ms. Mary D’Aoust, chair of the Career Council, who introduced Ms. Darby Brown, Career Employee of the Month. Ms. Brown, senior administrative assistant in the Health Sciences Division and a GCCC employee for seven years, was commended for her outstanding performance in meeting the various challenges associated with working in the largest and most diverse of the college’s instructional divisions. Ms. Brown was nominated by faculty who acknowledged her effectiveness in managing multiple projects while assisting both students and faculty members. Ms. D’Aoust presented Ms. Brown a certificate of appreciation and two tickets to the Commodore Cafe, and she indicated Ms. Brown would be provided an “Employee of the Month” reserved parking space.
- 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 Thursday, January 17, 2008, at 10 a.m. in Student Union West 306.
- 3. SAB Report**
- 3.1** Mr. Jerame King, president of the Student Activities Board, reported on the success of the Library’s Midnight Madness project. He noted that approximately 140 students had taken advantage of the extended hours and services provided during the week before final exams and indicated that the SAB had provided free coffee. Mr. King also reported on SAB events scheduled for the spring semester.
- Student Success Story**
- 3.2** Trustees viewed a video introducing Ms. Karen Jernigan Smith as the focus of the monthly Student Success Story segment. The video included footage that was used in the GCCC Foundation’s promotion of the Wall of Honor capital campaign in the late 1980s. Ms. Smith expressed deep gratitude for the opportunities made possible by a foundation scholarship. She noted that she is now a teacher of students with special needs at Surfside Elementary School, and she characterized her career as a dream come true. Chair Cramer congratulated Ms. Smith on her successes and expressed appreciation for her participation in the Wall of Honor video, which gave real meaning to the college’s efforts to raise scholarship funds.
- IT Report**
- 3.3** Mr. Herman Daniels, chief information officer, shared a report from CampusWorks, an external consulting firm that visited the college in October to assess information technology capabilities from the perspective of users. He shared recommendations and clarified some related issues. Mr. Daniels also reported on a meeting that he and Dr. Kerley had attended recently with IT officials and presidents of other colleges in the consortium. A follow-up meeting in Tallahassee is being planned for consortium users to discuss the feasibility of migrating current systems to a Windows/SQL environment. In response to a question from

Mr. Cox about the timeline for decision-making, especially with regard to the upcoming reaffirmation of accreditation by the Southern Association of Colleges and Schools, Mr. Daniels described the data collection process within a timeframe of approximately two years. Dr. Kerley indicated that he would keep the board apprised of progress in efforts to enhance IT resources, prepare for the reaffirmation process, and strengthen strategic planning capabilities.

4. Program and Course Approvals

4.1 Dr. Kerley presented a listing of new and changed credit programs and new, changed, and discontinued credit courses for trustee review. He noted that he would be requesting board approval of program and course changes as adjustments are needed to respond to student needs, state requirements, etc. Following review of the list, Mr. Sumner moved and Ms. Butler seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Graduation Applicants

4.2 Trustees reviewed a listing of 372 applicants for fall 2007 graduation. Ms. Wood moved and Dr. Myers seconded approval of the applicants as listed. The vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Personnel

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

Professional Personnel

Employment

Gattis, Michael A. --- Instructor, Step 4, Social Sciences Division, effective January 7 - May 11, 2008, salary of \$18,504 (based on annual salary of \$38,506)

Goss, Frank R. --- Assistant Cheerleading Coach, Wellness and Athletics Division, effective August 6, 2007 - June 30, 2008, no salary

LeClair, Marianne M. --- Associate Director of Resource Development, Institutional Advancement, effective December 4, 2007 - June 30, 2008, salary of \$28,924 (based on annual salary of \$50,000)

Lee, Barry J. --- Brain Bowl Coach, Gulf Coast Community College Brain Bowl Team, effective November 1, 2007 - June 30, 2008, no salary

Pastorchik, Shawn J. --- Assistant Cheerleading Coach, Wellness and Athletics Division, effective November 1, 2007 - June 30, 2008, no salary

West, Kenneth P. --- Instructor, Step 2, Social Sciences Division, effective January 7 - May 11, 2008, salary of \$17,469 (based on annual salary of \$36,357)

Zombori, Sandor J. --- Instructor, Step 10, Business Division, effective January 2 - May 11, 2008, salary of \$18,321 (based on annual salary of \$38,570)

Administrative Leave

Davenport, Rosemary --- From Assistant Professor (Continuing Contract), Natural Sciences Division, during service as Interim Chair, Natural Sciences Division, effective January 2 - June 30, 2008, salary of \$43,145

Resignation

Cobb, Parmjeet K. --- Professor, Mathematics Division, effective May 11, 2008

Retirement

Hill, Carol A. --- Assistant Professor, Health Sciences Division, effective May 11, 2008

Revision of Salary

Casey, Tamsi S. --- From Instructor, Step 7, salary of \$34,804, to Instructor, Step 10, salary of \$37,760, Health Sciences Division, effective August 8, 2007

Career Service Personnel

Employment

Cramp, Chante L. --- Administrative Assistant (Grade 9), Health Sciences Division, effective December 3, 2007, hourly rate of \$9.88, including experiential credit

Gupton, Jamie M. --- Teacher's Aide (Grade 9), ESOL Program, Off-Campus and Community Development, effective November 19, 2007, hourly rate of \$9.41; position funded by ESOL Community Grant

Lloyd, Evelyne M. --- Administrative Assistant (Grade 9), Health Sciences Division, effective November 26, 2007, hourly rate of \$9.88, including experiential credit

Register, Marisa C. --- Men's Basketball Bookkeeper, Wellness and Athletics Division, effective November 18, 2007 - June 30, 2008, no salary

DROP Entry

Hewitt, Kathryn L. --- Senior Administrative Assistant (Grade 10), Public Safety Division, effective November 1, 2007

Reclassification

Hughes, Bobby --- From Financial Aid Assistant (Grade 10), Financial Aid, Financial Services, to Senior Clerk Typist (Grade 9), Disability Support Services, Student Services, effective December 1, 2007, hourly rate of \$13.47

Jones, Edwin L. --- From Custodian (Grade 6) to Facilities Maintenance, Remote Campus (Grade 7), Maintenance and Operations, effective December 3, 2007, hourly rate of \$10.20

Watson, Alvin L. --- From Facilities Maintenance, Remote Campus (Grade 7) to Custodian (Grade 6), Maintenance and Operations, effective December 3, 2007, hourly rate of \$9.20

**Contract
Ratification**

4.4 Trustees reviewed a listing of contracts signed by 90 instructors of credit courses, 31 instructors of noncredit courses, and 4 special contractors. Mr. Cox moved Mr. Estes seconded ratification of the contracts, and the vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Budget
Amendment 11**

4.5.1 Following review of the various grants associated with Amendment 11 to the Restricted Current Fund, Mr. Sumner moved and Ms. Butler seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Budget
Amendment 12**

4.5.2 Mr. John Mercer, chief financial officer, explained that Amendment 12 to the Unrestricted Current Fund would amend the budget for the legislative budget reduction and special appropriation as well as for the increase in Public Safety lab fees. Mr. Estes moved and Ms. Wood seconded approval of Amendment 12 as presented. The vote was recorded as follows: Butler, aye; Cox, nay; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Budget
Amendment 13**

4.5.3 Amendment 13 to the Agency Fund, adjusting allocations to two student clubs, was presented for approval. Mr. Estes moved and Dr. Myers seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Inventoried
Property**

4.6 Trustees reviewed a listing of items recommended for disposal and removal from inventory records. Following review, Mr. Sumner moved and Mr. Isler seconded approval of disposal and removal of the items from inventory records as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Bid 2008-06,
Stairway
Replacement**

4.7 Of the five bid packages picked up by potential bidders for the Business and Social Sciences Building Stairway Replacement Project, three bids had been received. Dr. Kerley recommended that the board accept the low bid of \$332,000 and award the contract to Hughes Construction Services, Inc. When asked about the safety of the existing stairways, Dr. John Holdnak, vice president of administration and finance, indicated that the existing stairways did not meet current building code. Mr. Estes expressed interest in the fact that only one local contractor had bid on the project, and Dr. Holdnak explained that several local contractors had attended the pre-bid meeting where the project was described but only one submitted a bid. Dr. Holdnak indicated the project would be funded from state allocations for repairs, remodeling, and renovations. Mr. Isler moved and Ms. Butler seconded acceptance of the low bid of \$332,000 and awarding of the project to Hughes Construction Services, Inc. The vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Bid 2008-07,
Vehicle Lease**

4.8 Because of his affiliation with Tommy Thomas Chevrolet, Inc., which had responded to Bid 2008-07, Chair Cramer indicated he had signed the required form (Form 8B, Memorandum of Voting Conflict) that would be filed with board records, and he relinquished the chair to Trustee Cox. Of the 14 bid packages picked up by potential vendors of a leased 2008 Tahoe vehicle for use by the college president, five bids had been received. Mr. Isler moved and Mr. Sumner seconded acceptance of the low bid of \$656.07 per month and awarding of the bid to Tommy Thomas Chevrolet, Inc. Although the college had requested a hybrid model, none of the bidders had one available. The vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, abstain. Mr. Cramer resumed the chair for the remainder of the meeting.

**RFP 01-2008,
Coffee Bar**

4.9 Of the five proposals requested for operation of a coffee bar in the Library, only one response had been received and it was a “no proposal.” Dr. Kerley indicated that staff would continue discussion of the options available, and Mr. King, SAB president, indicated the SAB would like to be part of such a project.

**5. Celebrations/
Highlights**

5.1.1 Dr. Kerley summarized some of his activities during the past month and commended college faculty, staff, and students for the high level of participation in many special projects and events both on and

off campus. He called particular attention to the upcoming commissioning of the Mesa Verde by the United States Navy and commended Dr. John Holdnak, Mr. Roy Smith, Mr. Chris Thomes and many others for their significant efforts. Dr. Kerley expressed appreciation for the invitation from Brigadier General Wolters to the recent Christmas party at Tyndall Air Force Base and acknowledged the value of collaborations with educational partners in the K-12 and university systems. Dr. Myers expressed appreciation for Dr. Kerley's participation in a recent Dental Advisory Committee meeting, which he said reflected the new college president's interest in working with the dental community to enhance the college's Dental programs. Dr. Kerley provided an update on the strategic planning progress, indicating that teams were working to gather data and community input for the new strategic plan. He expressed a desire to schedule a board mini-retreat in the spring to discuss the developing plan and to get feedback from the trustees.

**Global
Issues**

5.1.2 Dr. Kerley called attention to the Trustees Annual Legislative Conference to be held January 23-24 in Tallahassee. He encouraged trustees to participate.

**Administrative
Updates**

5.2 Dr. Kerley referred to written updates from various administrative areas in the meeting binders, and he encouraged trustees to take the reports for closer review following the meeting.

**Firing Range
Rehabilitation**

5.3 Mr. Mike Harper of Buchanan & Harper Engineering presented a report on the project to rehabilitate the firing range located at the North Bay Center. He indicated that the range had been constructed ten years ago and that the original project had included development of a master plan, of which approximately 50 percent had been completed. He noted the new project, Phases 1 and 2, would include removal of lead and design/reconstruction of the existing berm, replacement of targeting equipment and installation of additional firing lines to fully build out the range. Mr. Harper explained that depleted lead was considered a by-product of operations of the firing range and would be removed by a lead remediation firm that specializes in such projects. He noted storm water issues would be addressed in Phase 3. Dr. Holdnak indicated that the project would be funded by a special appropriation of just over \$1.4 million and that the project would not affect classes. He concluded by reporting that 13 contractors had expressed interest in the project and a recommendation to the board is anticipated for February 2008.

**Financial
Activity
Report**

5.4 Trustees reviewed a financial activity report for Fiscal Year 2007-08 as of November 30, 2007. Dr. Kerley noted that Mr. Mercer had added a column that compared current figures to those of the prior year as requested by Chair Cramer.

