

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

February 14, 2008

10 a.m.
Student Union West 306

Members Present Karen L. Durden (presiding), Denise D. Butler, Dan A. Estes, Charles S. Isler, Dr. Stephen C. Myers, William C. Sumner, Linda R. Wood, Capt. Hal Harbeson, Dr. Jim Kerley, and Derrick G. Bennett

- 1. Call to Order**
 - 1.1** Vice Chair Durden called the meeting to order at 10 a.m.
- Invocation**
 - 1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance**
 - 1.3** Captain Harbeson led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Vice Chair Durden welcomed Capt. Hal Harbeson, honorary trustee and commanding officer of the Naval Support Activity Panama City; Ms. Dana Dye, chair of the Faculty Council; Ms. Mary D'Aoust, chair of the Career Council; Ms. Cindy Boshelle, representing 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. Kara Gray, financial aid specialist in the Financial Aid Office; Mr. Marvin Johnson, auxiliary worker in Food Services; and Mr. Archie Price, groundskeeper in Maintenance & Operations.
- Hearing of Citizens**
 - 1.6** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.7** Mr. Sumner moved and Mr. Estes seconded approval of the minutes of the board's regular meeting of January 17, 2008, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Durden, aye.
- Career Employees of the Month**
 - 1.8** Dr. Kerley called on Ms. Mary D'Aoust, chair of the Career Council, who introduced the two individuals selected as Career Employee of the Month: Brad Hall, computer network technician in Information Technology Services, and Alvin Watson, custodian in Maintenance & Operations. Spotlighting Mr. Hall first, Ms. D'Aoust indicated he had worked at the college since 2005 and is valued by his coworkers for the

excellent service and assistance he provides. She noted that Mr. Hall is especially appreciated for his gracious dealings with individuals who don't necessarily possess advanced technical skills. Ms. D'Aoust presented Mr. Hall with a certificate of appreciation and two tickets to the Commodore Cafe and indicated that he would be provided a reserved parking space. Mr. Hall acknowledged the honor and indicated his pleasure in working with fine people at the college. Ms. D'Aoust indicated that Mr. Watson joined the college staff in January 2007 initially assigned to the North Bay Center and now at the Panama City Campus. She noted that he is well respected and appreciated by the people in the Administration Building for his attention to detail and his commitment to ensuring a clean and presentable facility for students, faculty, and staff. Mr. Watson's nomination cited his positive attitude and his ability to see and correct problems that most people haven't even seen. Ms. D'Aoust presented Mr. Watson a certificate of appreciation and two tickets to the Commodore Cafe. Ms. Durden expressed appreciation to both Mr. Hall and Mr. Watson, indicating that people make the college what it is.

**Brain Bowl
Team**

1.9 Dr. Kerley called on Dr. Dan Finley, Brain Bowl coach, to introduce team members and coaches. Dr. Finley called attention to two trophies won in recent competitions, one a tournament where the team was undefeated and qualified to go to the nationals. He introduced coaches, Dean Burbank and Tonia Lawson, and team members, Anas Abdul-Rahim and Nicole Maulden. He noted that other team members, Carl Tubridy, dual enrolled high school student, Carly Karas, and Justin Lee were not able to attend the meeting. Ms. Durden congratulated the team members and coaches and indicated they reflect the primary reason the college exists.

**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, March 13, 2008, at 10 a.m. in Student Union West 306.

**Legislative
Luncheon**

2.3 Dr. Kerley reminded trustees that a luncheon with the college's state legislative delegation had been planned for 11:30 a.m. on Tuesday, February 26, in the Private Dining Room. He expressed hope that this would become an annual event. Ms. Durden encouraged trustees to attend, emphasizing the importance of their interaction with legislators from the perspective of volunteer citizens advocating for the college, not as college employees. She noted the timing was excellent for communicating needs before the beginning of the legislative session. Ms. Wood asked Dr. Kerley to provide information on key issues to the trustees prior to the luncheon.

**3. SAB
Report**

3.1 Mr. Jerame King, president of the Student Activities Board, expressed appreciation to Dr. Jeff Stevenson, chief economic development officer, for providing opportunities for students to interact with business and industry leaders at the recent Bay County Chamber of Commerce's annual meeting. Mr. King referred trustees to a calendar of events for February and highlighted major activities, which included various celebrations of Homecoming Week, Middle and Near Eastern Culture Week, and Black History Month. In response to a question from Ms. Durden about progress on the Ecumenical Meditation Center, Mr. King indicated that students were working on a fund-raising proposal with assistance from Mr. Dunkin McLane in developing a business plan. Mr. King indicated that he would share updates with the board as the project progresses.

**Student
Success
Story**

3.2 Dr. Kerley called on Dr. Arifa Garman, career manager in Workforce Development, who introduced Ms. Lena Luckie, a graduate of the college's Corrections Officer program and now an employee of the Gulf Correctional Institute. Ms. Luckie had come to the GCCC Workforce Training Center as a single mother of three who had no marketable skills. A resident of Apalachicola, Ms. Luckie shared her decision of two years ago to enroll in the Corrections program at the Gulf/Franklin Center, motivated in part by the desire to be a positive example for her children. She acknowledged the significant support she had received from Dr. Garman, who encouraged her to continue her education and who was always there to provide whatever support she needed. Ms. Luckie indicated that she has decided to pursue additional education in a computer-related program. Ms. Durden and Ms. Butler expressed pride in Ms. Luckie's achievements and wished her continued success.

**VOIP Phone
System**

3.3 Mr. Herman Daniels, chief information officer, provided an overview of the recommended new IP phone system and the selection process. Four systems had been evaluated, and Mr. Daniels highlighted the features of the Nortel CS 1000, which had been selected as the college's best IP-based solution. The budget had been set at \$600,000, and the recommended system and accessories needed to implement it would cost approximately \$540,000. Mr. Daniels noted the system would be recommended for purchase later in the meeting at agenda item 4.9 (RFQ 98-2008, Nortel VOIP Phone System). Dr. Kerley commended Mr. Daniels and the selection team for their excellent work with this important project. In response to a question from Mr. Estes, Mr. Daniels indicated system capabilities could be extended to accommodate new technologies and needs. He predicted the system would be viable for the next 12-15 years.

4. Personnel

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

Professional Personnel

Employment

Balazs, Emily R. --- News Director, WKGC, Media & Community Relations, effective March 2 - June 30, 2008, salary of \$9,688 (based on annual salary of \$29,400)

Gray, Kara L. --- Financial Aid Specialist, Financial Aid, Business Affairs, effective February 12 - June 30, 2008, salary of \$9,255 (based on salary of \$24,150)

Resignation

Redaelli, Aldo J. --- Learning Manager, ESOL Program, Off-Campus & Community Development, effective January 19, 2008

Career Service Personnel

Employment

Johnson, Marvin L. --- Auxiliary Worker III (Grade 5), Food Services, Business Affairs, effective January 14, 2008, hourly rate of \$8.54, including experiential credit

Mayo, Brian J. --- Video Production Technician, part-time, Media & Community Relations, effective January 22 - July 21, 2008, hourly rate of \$10.75

Price, Archie W. --- Groundskeeper (Grade 6), Maintenance & Operations, effective January 11, 2008, hourly rate of \$8.85, including experiential credit

Retirement

Robinson, Chester --- Groundskeeper (Grade 6), Maintenance & Operations, effective February 29, 2008

**Contract
Ratification**

4.2 Trustees reviewed a listing of contracts signed by 26 instructors of noncredit courses, 8 special contractors, instructors of credit courses on the Spring 2008 Overload List with salaries totaling \$661,997.63, and an additional credit course instructor. Mr. Sumner moved Mr. Isler seconded ratification of the contracts. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Catalog
Approval**

4.3 Dr. Kerley invited trustees to review contents of the 2008-09 General Catalog and requested tentative approval. Consistent with input from college staff, general trends among other colleges, and an independent marketing consultant's recommendation, Dr. Kerley indicated the catalog would no longer be a printed document but would instead be available online. The electronic format would provide increased accessibility and would allow individuals to print single pages or small sections on demand if needed. Dr. Kerley emphasized the online catalog would be cost-effective, both in terms of printing and distribution savings, and would be consistent with student preferences. Mr. King, SAB president, acknowledged that students preferred the electronic format. Dr. Myers moved and Ms. Butler seconded tentative approval of the catalog as requested. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye. Dr. Kerley pointed out that the college was considering other ways to reduce paper and to increase online transactions.

**Utility
Easement
for City of
Panama City**

4.4 Dr. Kerley recommended board approval of a permanent utility easement for the City of Panama City, which would replace a temporary construction easement for the recent relocation of city-owned water and sewer pipes on and adjacent to college property. Attorney Bennett indicated that he had reviewed the easement documents and recommended approval. Mr. Isler moved and Mr. Sumner seconded approval of the easement as requested. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Road
Easement
with
St. Joe
Company**

4.5 Dr. Kerley requested board approval of a road easement agreement with the St. Joe Company that would permit the college to improve and utilize a portion of a private road to access the Public Safety/Emergency Operations Center facility. He noted the easement would give the college a perpetual, nonexclusive right to the property and would enable the college to establish necessary retention areas while avoiding issues related to wetlands. Mr. Estes moved and Dr. Myers seconded approval of the easement agreement as requested. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Electrical
Infrastructure
Project**

4.6 Dr. Kerley requested board approval of Change Order 1 on the Electrical Infrastructure Project. He noted the deductive change order, totaling \$533,565, related to the direct purchase of equipment and materials that resulted in a savings of sales tax on the purchase price. Ms. Wood moved and Mr. Sumner seconded approval of Change Order 1 as requested. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Bid 2008-08,
Firing Range
Rehabilitation**

4.7 Of the 34 bid packages picked up for Bid 2008-08, Firing Range Rehabilitation, 12 bids had been received. Dr. Kerley recommended the bid be awarded to McClure Design & Build Contractors, Inc., the low bidder meeting specifications, for \$850,000. Mr. Estes questioned the bid range between highest and lowest and noted the low bidder was from outside Florida. Dr. Holdnak indicated McClure Design & Build Contractors, Inc., holds a Florida contractor's license and references on the firm were positive. Ms. Butler moved and Mr. Sumner seconded awarding of the bid to McClure Design & Build Contractors, Inc., for \$850,000. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Bid 2008-09,
Gulf/Franklin
Lighting
Project**

4.8 Dr. Kerley noted that of the seven bid packages picked up for the Gulf/Franklin Lighting Project, three bids had been received. He recommended awarding of the bid to Consolidated Electrical Contractors & Engineers, Inc., the low bidder meeting specifications, for \$107,533. Trustees acknowledged the need for the project to improve lighting at the Gulf/Franklin Center. Ms. Wood moved and Ms. Butler seconded awarding of the bid to Consolidated Electrical Contractors & Engineers, Inc., for \$107,533. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**RFQ 98-2008,
VOIP Phone
System**

4.9 Of the four quotations invited for the Nortel VOIP Phone System, three had been received. Dr. Kerley recommended awarding the contract to Embarq, the low bidder meeting specifications, for \$459,665.23. Dr. Myers moved and Mr. Estes seconded awarding the contract to Embarq for \$459,665.23. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Budget
Amendment 16**

4.10.1 Dr. Kerley recommended approval of Amendment 16 to the Unexpended Plant Fund, indicating the amendment would establish the budget that reserves interest earnings on PECO funds for architectural fees on the Health Sciences Building Renovation Project. Mr. Sumner moved and Mr. Isler seconded approval of Amendment 16 as recommended. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Budget
Amendment 17**

4.10.2 Dr. Kerley recommended approval of Amendment 17 to the Unrestricted Current Fund, noting the amendment would record 2007-08 budget reductions. Mr. Estes moved and Mr. Sumner seconded approval of Amendment 17 as recommended. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Budget
Amendment 18**

4.10.3 Dr. Kerley recommended approval of Amendment 18 to the Restricted Current Fund, which would establish the budgets for several Kaisen Innovation Grants from the GCCC Foundation. Dr. Myers moved

and Mr. Estes seconded approval of Amendment 18 as requested. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Delinquent
Accounts**

4.11 Trustees reviewed a listing of delinquent accounts due prior to December 31, 2005, totaling \$54,115.72. Mr. John Mercer, chief financial officer, pointed out that the three largest groups of accounts—Veteran Deferments, Title IV Repayments, and Financial Aid Over Awards, totaling \$51,826.68—were associated with federal regulations that gave the college no control over awarding of aid to students but assigned full responsibility for collection of resulting debts. Mr. Mercer summarized collection efforts and indicated that historically some of the accounts are paid when the debtor applies for major credit, such as a home mortgage. In response to a question from Ms. Durden, Mr. Mercer indicated students who apply for financial aid receive financial counseling information from both the college and the federal government, a requirement for the Pell grant process. Following intense discussion, Dr. Myers moved and Ms. Wood seconded approval to charge off delinquent accounts totaling \$54,115.72 as requested. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Disposal
of Property**

4.12 Trustees reviewed a listing of outdated equipment, and Dr. Kerley requested approval to remove the items from inventory records. After review, Dr. Myers moved and Ms. Wood seconded approval of disposing of the items and removing them from inventory. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**5. Celebrations/
Highlights**

5.1.1 Dr. Kerley reported that things were going well at the college, and he acknowledged a high level of engagement in the strategic planning process. He indicated that a preliminary report on outcomes of the early interviews, forums, and focus groups revealed strong community support, identified areas of excellence, and suggested improvements in some areas. Dr. Kerley emphasized the broad-based strategic planning process, which was designed to secure input from internal and external communities, and he invited trustees and others to respond to survey questions on the college website. He announced that GCCC had been named to the 2007 President's Higher Education Honor Roll based on community service projects that included significant student involvement in the Habitat for Humanity project. Dr. Kerley highlighted some of his major activities and interactions since the last board meeting including a trip with college staff members to Florida Junior College at Jacksonville to tour that institution's Advanced Technology Center, meetings with K-12 and other educational system representatives, and the successful annual meeting of the GCCC Foundation, Inc. He noted that collaborative teams of GCCC and FSU-PC staff had been appointed to develop plans for joint advising, marketing, and grants efforts. He also commended GCCC students and staff for such

accomplishments as a 100 percent pass rate for Nursing students on the NCLEX; GCCC Brain Bowl success in recent tournaments; academic success of student athletes; recent graduation for the Law Enforcement Training Academy; enrollment increases in E-Learning courses; student organization sponsorship of visits by high-profile national leaders; “Give Kids a Smile,” a collaboration between the Dental programs and local dentists to benefit public school children; and the Team Building Committee’s sponsorship of monthly “Breakfast with the President” events. Dr. Kerley concluded by commending those responsible for implementing a full program of events to observe Black History Month and Middle and Near Eastern Cultures Week, and he encouraged trustees and others to support the outstanding women’s and men’s Commodore basketball teams.

**Global
Issues**

5.1.2 Dr. Kerley indicated he would be attending the Community College Council of Presidents later in the month and expected to learn more about the anticipated budget reduction. He encouraged trustees to attend the Legislative Luncheon planned for February 26 where they would have an opportunity to hear projections for the upcoming legislative session from members of GCCC’s legislative delegation.

**Administrative
Updates**

5.2 Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas. He articulated his ongoing vision of ensuring that strong processes are in place throughout the college and commended college faculty and staff for their engagement in the change process. Major efforts were highlighted that focused on a new program review model; work with the Gulf/Franklin Advisory Board; improved recruitment, retention, and enrollment management; progress on the Health Sciences Building remodeling/renovation; compensation study and improved employee performance planning; consistency in marketing message and tools; new grants process; economic impact study; employment goals and services at Pier Park; planning for classes on site at Pier Park; and a new and improved website. Dr. Kerley called particular attention to the college’s request for matching funds from the Dr. Philip Benjamin Matching Program for Community Colleges based on private donations of \$575,895 received between February 2, 2007, and February 1, 2008. Dr. Kerley encouraged trustees to take the administrative updates for closer review following the meeting.

**Financial
Activity
Report**

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

**6. Black
History
Month**

6.1 Dr. Kerley invited trustees to Black History Month events listed in the agenda.

**Arts
Events**

6.2 Dr. Kerley invited trustees to upcoming events presented or supported by the Visual & Performing Arts Division.

**Foundation
Liaison**

6.3 Ms. Durden acknowledged the outstanding working relationship between the District Board of Trustees and the GCCC Foundation's Board of Directors. To promote continued effective communication between the two bodies, she suggested that the foundation board be invited to appoint a liaison to the college board. Mr. Isler, a past president of the foundation, agreed with Ms. Durden's suggestion and indicated he thought the gesture would be well received by the foundation board. Ms. Butler moved and Ms. Wood seconded extending an invitation to the GCCC Foundation's Board of Directors to appoint a liaison to the District Board of Trustees, who would attend meetings on behalf of the foundation board. The vote was recorded as follows: Butler, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Durden, aye.

**Trustee
Announcements**

6.4 Ms. Butler announced that she had decided to run for Franklin County Superintendent of Schools. Mr. Estes confirmed that he was running for a seat on the Bay County Commission.

**Luncheon
Guests**

6.5 Dr. Kerley reminded trustees that their luncheon guests would be community outreach partners.

7. Adjournment

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