

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

January 17, 2008

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, James Allen Cox, Karen L. Durden, Dan A. Estes, Charles S. Isler, William C. Sumner, 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; 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, Mr. Michael Gattis, instructor, Social Sciences Division; Ms. Nell Walker, instructor, Business Division; and Mr. Kenneth West, instructor, Social Sciences Division. He also welcomed Mr. John Westcott, campus superintendent, noting that Mr. Westcott was not new to the college but had just begun in his new position after serving as construction project representative since January 2007.
- Hearing of Citizens**
 - 1.6** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.7** Ms. Durden moved and Mr. Estes seconded approval of the minutes of the board's regular meeting of December 13, 2007, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, 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 Mr. Chuck Palmieri, Career Employee of the Month. Mr. Palmieri, lead network/telecommunications technician in Information Technology Services since April 2005, was characterized in his nomination as a “Jack of all trades when it comes to what he does for the college and how he does it.” He was also described as professional, kind, a person with a “can do” attitude, and one who engenders confidence in those who depend on his expertise. Ms. D’Aoust presented Mr. Palmieri with a certificate of appreciation and two tickets to the Commodore Cafe, and she indicated that he would be provided an “Employee of the Month” parking space.

**Special
Presentation**

1.9 Dr. Kerley invited Chair Cramer and Mr. Robert Nedley, president of the Alfred I. duPont Foundation, to the lectern. Mr. Nedley acknowledged the privilege, on behalf of the duPont Foundation, of presenting a check for \$100,000 to the Gulf Coast Community College Foundation, Inc. He asked that the funds be designated for scholarships first to graduates of Port St. Joe High School and then to graduates of Wewahitchka High School, expressing a desire that the gift be used to help students from Gulf County. Identifying the duPont Foundation as the longest continuous contributor to Gulf Coast Community College, Mr. Nedley indicated total gifts from the duPont Foundation would surpass the \$1 million mark in December 2008. He concluded by acknowledging the honor associated with being a part of the history and growth of the college. Chair Cramer accepted the gift on behalf of the board and acknowledged the duPont Foundation’s tremendous support over many years. He noted that the gift would be matched by state funds, essentially doubling its value. Ms. Durden expressed appreciation to Mr. Nedley and the duPont Foundation for their steadfast belief in the college and its mission. On behalf of college employees and students, Dr. Kerley gratefully acknowledged the enduring generosity of Mr. Nedley and the duPont Foundation.

**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, February 14, 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, giving trustees an opportunity to talk directly with legislators about relevant issues prior to the beginning of each legislative session. He encouraged all trustees to attend.

**3. SAB
Report**

3.1 Mr. Jerame King, president of the Student Activities Board, indicated the first SAB meeting of the semester was set for January 22. He acknowledged the hard work of SAB members in supporting the Library's Midnight Madness project in December and highlighted upcoming events and activities. Mr. King concluded by expressing appreciation to the board and the administration for putting student concerns first in all discussions about ways to address anticipated budget challenges.

**Student
Success
Story**

3.2 Dr. Kerley introduced and welcomed Ms. Christine Hale, a graduate of the college's Passport (GED preparation) Program and a student served by the Returning Students Program. Ms. Hale highlighted life-changing experiences brought about in large part by a variety of services and support provided by many college staff and programs including the Workforce Center, Career Center, and Library. Acknowledging many kinds of support, which included books, access to computers, tutoring, and interview attire, Ms. Hale expressed appreciation for the Thanksgiving basket given to her family by college staff and for the encouragement that built her self-confidence and enabled her to enroll for GCCC courses after securing the GED. Ms. Hale concluded by indicating the college had given her everything she needed to succeed. On behalf of the board, Chair Cramer expressed appreciation to Ms. Hale and extended best wishes for continued success.

**Course
Management
System**

3.3 Dr. Kerley introduced Mr. Don Reese, chair of the Social Sciences Division, who had chaired a committee responsible for evaluating options and recommending a new course management system during the 2006-07 academic year. Mr. Reese provided background information and gave a detailed overview of the process that evaluated each potential system in terms of what was best for students. He identified faculty members who served on the committee that ultimately recommended the Angel Learning System. Mr. Jerame King, president of the Student Activities Board, described the Angel system as "awesome," noting that it was accessible through his cell phone and very easy to use. On behalf of the board, Chair Cramer commended Mr. Reese on the methodology used in the selection process. Dr. Linda Adair, vice president of academic affairs and learning support, and Mr. Herman Daniels, chief information officer, commended Mr. Reese for his exemplary leadership in the comprehensive and collaborative process.

**2007-08
Grants**

3.4 Dr. Kerley called on Ms. Maggi LeClair, associate director of resource development, who provided a listing of the college's current grants totaling \$4,161,224. Ms. LeClair noted that the total did not include a \$1.5 million grant awarded by the U.S. Department of Commerce's Economic Development Administration to assist with renovation of the George G. Tapper Health Sciences Building. She expressed appreciation for the opportunity to seek external funding for programs that would have a lasting impact on the college and its students.

4. Personnel

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

Professional Personnel

Employment

Lyyurova, Yuliya A. --- Learning Manager, part-time, ESOL Program, Off-Campus & Community Development, effective January 7 - June 30, 2008, hourly rate of \$15.87; funded by Perkins grant

Peacock, Brenton E. --- Certified Business Analyst, Veterans Business Outreach Center, Small Business Development Center, Economic Development, effective January 2 - June 30, 2008, salary of \$16,312 (based on annual salary of \$33,000); funded by VBOC grant

Walker, Rosemary N. --- Instructor, Step 1, Business Division, effective January 7 - May 11, 2008, salary of \$17,136 (based on annual salary of \$35,658)

Administrative Leave

Penton, Ronald A. --- Associate Professor, Social Sciences Division, administrative leave without pay, effective January 7 - May 11, 2008

DROP Entry

Brumm, Steven H. --- Coordinator, Criminal Justice, Public Safety, effective February 1, 2008

Reclassification

Payne, Wendy L. --- From Assistant Professor to Interim Chair, Technology Division, effective January 2 - June 30, 2008, salary of \$30,845

Westcott, John D. --- From Construction Project Representative to Campus Superintendent, Building Maintenance & Operations, Administration & Finance, effective January 2 - June 30, 2008, salary of \$30,641 (based on annual salary of \$62,000)

Resignation

Bingham, Lisa C. --- Learning Manager, ESOL Program, Off-Campus & Community Development, effective December 14, 2007

Vossler, Lauren M. --- Financial Aid Specialist, Financial Aid, Business Affairs, effective January 11, 2008

Career Service Personnel

Employment

Beckwith, Jenelle S. --- Media Service Technician, part-time, Information Technology, effective January 10 - May 9, 2008, no salary

Cruz, Joseph D. --- Teacher's Aide (Grade 9), part-time, ESOL Program, Off-Campus & Community Development, effective January 8 - June 30, 2008, hourly rate of \$9.41; funded by Perkins grant

Dietle, Katherine K. --- Senior Cashier (Grade 10), Business Affairs, effective January 2, 2008, hourly rate of \$11, including educational and experiential credit

Hutchison, Sharron C. --- Teacher's Aide (Grade 9), ESOL Program, Off-Campus & Community Development, effective January 8 - June 30, 2008, hourly rate of \$9.41; funded by Perkins grant

Ramsey, Rebecca L. --- Financial Aid Assistant I (Grade 9), Financial Aid, Business Affairs, effective January 16, 2008, hourly rate of \$10.14, including educational and experiential credit

Resignation

Avila, Delia --- Teacher's Aide (Grade 9), part-time, ESOL Program, Off-Campus & Community Development, effective December 14, 2007

Contract Ratification

4.2 Trustees reviewed a listing of contracts signed by 15 instructors of noncredit courses and 3 special contractors. Mr. Estes moved Mr. Cox seconded ratification of the contracts, and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Cramer, aye.

Lease Renewal

4.3 Dr. Kerley indicated the renewal lease between the college and the Small Business Incubator was not ready for presentation to the board at this time.

Electrical Infrastructure Project

4.4 Because all the information necessary to recommend action on the Electrical Infrastructure Replacement Project was not available, Dr. Kerley indicated discussion would be postponed until the February meeting of the board.

Administration Annex

4.5 Dr. John Holdnak, vice president of administration and finance, requested board approval of Phase III, Construction Documents and called on Mr. Jim Dowling of KDD Architects for an update on the

Administration Annex Remodeling Project. After acknowledging that the facility had undergone many expansions during its existence and alluding to associated challenges in the current project, Mr. Dowling highlighted changes from the original design necessary to accommodate needs while staying within the stated funding limitation. He noted the structure would include a metal roof and hurricane impact windows. To prevent roof damage in high winds, pruning of the large oak tree located on the eastern side of the building would be accomplished by appropriate professionals. In response to questions from trustees, Mr. Dowling indicated the tree would be protected by a barricade during construction and that economic conditions had not yet resulted in lower equipment and materials costs but might result in a reduction in labor costs as compared to those of recent projects. Following discussion, Mr. Isler moved and Mr. Sumner seconded approval of Phase III, Construction Documents, as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Cramer, aye.

**Public Safety/
EOC Project**

4.6 At Dr. Kerley's invitation, Dr. John Holdnak requested board approval of Phase III, Construction Documents for the Public Safety/Emergency Operations Center Project. Dr. Holdnak identified the various funding sources for the \$15 million project and called on Messrs. Owen Gipson and Pat Ballasch of DAG Architects for a report. Mr. Gipson indicated that DAG is confident the project has been designed to meet needs within the stated funding limitation. He noted that furniture, fixtures, and equipment were not included in the \$15 million budget. Mr. Gipson acknowledged the excellent cooperation his firm had enjoyed with college staff and with representatives of the Bay County Commission. In response to trustee questions, Mr. Gipson indicated the entire structure would be a hardened facility, acknowledged that the college would benefit from variables associated with a competitive construction climate, and stated that no changes had been made in the project design since the last presentation to the board. He noted that prospects for obtaining grant funding from FEMA were good. With regard to wetlands and storm water management requirements, Dr. Holdnak reported that all permits were obtained prior to recent changes in the requirements. Ms. Durden moved and Mr. Cox seconded approval of Phase III, Construction Documents, as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Cramer, aye. Dr. Holdnak reported the project timeline included getting bid documents out by the end of January, receiving bid responses during February, presenting a recommendation to the board at the March meeting, and beginning construction on the 18-month project soon thereafter.

**Budget
Amendments
14 and 15**

4.7 Mr. John Mercer, chief financial officer, briefly reviewed Amendment 14 to the Restricted Current Fund, identifying the grants involved. He also explained that Amendment 15 to the Unrestricted Current Fund and the Scholarship Fund would amend both budgets to

reserve 5 percent of the legislative special appropriation for need-based scholarships awarded for the spring semester. Mr. Estes moved and Ms. Durden seconded approval of Amendments 14 and 15 as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Cramer, aye.

**5. Celebrations/
Highlights**

5.1.1 Dr. Kerley indicated that he was planning a half-day board retreat in late March or early April to present the draft strategic plan for trustee feedback. He announced that enrollment was up as compared to the previous spring term and commended Vice Presidents Roy Smith and Linda Adair for their leadership roles in many efforts that had helped make the enrollment increase possible. He noted increases in the number of part-time and full-time students, in those enrolled in classes at the Gulf/Franklin and North Bay centers, and in minority student enrollments. Dr. Kerley acknowledged the positive attitudes of faculty and staff and pointed out that they had been engaged in many efforts intended to bring about improvements during the past seven months. He acknowledged a commitment to offering more options to students through e-learning, and he commended Mr. Herman Daniels, chief information officer, and his staff in Information Technology for their outstanding support and customer service orientation. He noted that he had received many compliments on the college's performance in supporting the U.S. Navy's commissioning of the Mesa Verde in December, and he commended Dr. John Holdnak for his leadership in that effort. Among other causes of celebration were continuing collaboration between the college and the K-12 public schools as well as FSU Panama City; support from local news media in promoting community awareness of the college's strategic planning activities; a recent campaign stop on the GCCC campus by Republican presidential candidate Rudy Giuliani; outstanding performance of the men's and women's basketball teams both on and off the court; and economic development activities at the Workforce Center and with the Gulf Coast Workforce Board. Dr. Kerley concluded by pointing out several noteworthy accomplishments associated with efforts of the new action teams.

**Global
Issues**

5.1.2 Dr. Kerley reported on an anticipated 4 percent state budget cut and summarized strategies that had been identified to accommodate such a cut in the college's operational budget. The strategies included a 5 percent across-the-board reduction in 2007-08 beginning operational budgets; a 10 percent reduction in utilities expenses; alternative funding of adjunct faculty expenses; unexpended personnel contingency funds; and a hiring freeze for the current year except for critical positions. Dr. Kerley articulated the need to look at long-term solutions including considering outsourcing of some college services. He indicated that his priority would be to protect students and employees. He referred to reserve funds as a source of some relief, but he confirmed the need to maintain healthy reserves for use in the event of a hurricane or other major disaster.

Dr. Kerley indicated he would be attending the Florida Community College Council of Presidents meeting in Tallahassee during January 23-24 and would know more about the budget situation after that meeting. He concluded by emphasizing that, even in the context of budget restrictions, he continues to encourage faculty and staff to think creatively and innovatively about ways to take the college to the next level of excellence. Chair Cramer noted this was not the first time the college had faced a tight budget situation and that college employees had always risen to the challenge. He reiterated the college's commitment to maintaining the open door for students, as they prepare to transfer to universities and as they prepare for new jobs. Mr. Cramer acknowledged the college's important role in regional economic development and commended Dr. Kerley and faculty and staff for their diligence in developing a reasonable plan for reducing current expenses. Dr. Kerley called for support from the trustees, especially as they communicate with legislators about college needs. He reminded them of the legislative luncheon scheduled for 11:30 a.m. on Tuesday, February 26, in the Private Dining Room.

Administrative Updates

5.2 Dr. Kerley referred to written updates from various administrative areas that were in the meeting binders, and he encouraged trustees to take the reports for closer review following the meeting. He called particular attention to the ongoing strategic planning process, which involves a community awareness campaign, one-on-one interviews with key stakeholders in Bay, Gulf, and Franklin counties, community forums, and focus groups intended to secure broad-based input for the new Strategic Plan. Dr. Kerley noted GCCC Foundation assets were at \$27.9 million, and he reminded trustees of the foundation's annual meeting planned for February 8 at Edgewater Beach Resort.

Financial Activity Report

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

Emergency Notification System

5.4 Dr. Kerley called attention to a written report from Mr. John Mercer indicating that e2Campus had been selected as the provider of an emergency notification system.

IP Phone Update

5.5 Trustees reviewed information about the Nortel IP Phone Proposal for replacement of the current telephone system. Mr. Herman Daniels highlighted the proposal and indicated a recommendation would be presented to the board at the February meeting. Dr. Holdnak noted that the system would be funded from monies intended for capital outlay items such as the telephone system, explaining that the funds could not be used for personnel and operational expenses.

- 6. M. L. King Jr. Day Program** **6.1** Dr. Kerley invited trustees to the Martin Luther King Jr. Day Commemoration Program set for 10 a.m. on Friday, January 18, in the Amelia Center Theatre.
- Arts Events** **6.2** Dr. Kerley invited trustees to upcoming events presented or supported by the Visual & Performing Arts Division.
- Scholarship Benefit** **6.3** Dr. Kerley encouraged trustees to attend “A Taste of the Coast, An Artful Affair,” set for April 11-12 in Port St. Joe. He noted the event was presented by the Gulf County Chamber of Commerce and the Gulf County Scholarship Committee and had been highly recommended by former GCCC trustee, Clint Mayo, and his wife Rhonda.
- Basketball** **6.4** Trustees were given schedules for the Commodores and Lady Commodores basketball season and encouraged to attend the games.
- Dr. McSpadden Update** **6.5** Dr. Kerley reported that Dr. McSpadden was on the road to recovery following his recent surgery. Chair Cramer and other trustees requested that a card be sent to Dr. McSpadden on behalf of the board to remind him that the trustees have him in their thoughts and prayers.
- Franklin County Report** **6.6** Ms. Butler reported that construction of the new Franklin County Consolidated School building is on schedule, and graduation will be held in the new gym in the spring. She indicated that the new principal, Dr. Isaac Neal, has gained strong community support for his leadership. She concluded by announcing Franklin County students will be involved in a project with the Apalachicola Riverkeepers called “Art in the Sky” during the week of April 7-11. Students will be part of an image of a Seahawk in flight that will be visible from the air. Ms. Butler indicated that she would share more details as the project moves forward.
- Gulf Coast Salute** **6.7** Colonel Zeh announced that Tyndall Air Force Base would be hosting the Gulf Coast Salute air show on March 29, which would feature the USAF Thunderbirds precision flight team. He invited the trustees and their guests to the event.
- 7. Adjournment** The meeting was adjourned at 11:55 a.m.