

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

July 12, 2007

10 a.m.

Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, J. Allen Cox, Karen L. Durden, Dan A. Estes, Charles S. Isler, Dr. Stephen C. Myers, Renee C. Shoaf, William C. Sumner, 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. Estes led those present in the pledge of allegiance to the American flag.
- Election of Board Officers**
 - 1.4** Trustee Cramer relinquished the chair to Vice Chair Durden, who accepted nominations for board chair and vice chair for 2007-08. Mr. Cox nominated Mr. Cramer for chair and Ms. Durden for vice chair, and Ms. Butler seconded. No other nominations were offered and Mr. Cramer was reelected board chair and Ms. Durden was reelected vice chair on the vote recorded here: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Coordinating Council Chair**
 - 1.5** Chair Cramer introduced and welcomed Ms. Angela Smitherman, the new Coordinating Council chair.
- Welcome to Guests**
 - 1.6** Chair Cramer welcomed guests, recognizing in particular Ms. Christina Kight, past chair of the Career Council; Ms. Dana Dye, chair of the Faculty Council; and Mr. Yasser Salih, member-at-large of the Student Activities Board.
- Hearing of Citizens**
 - 1.7** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.8** Ms. Durden moved and Mr. Cox seconded approval of the minutes of the board's regular meeting of June 21, 2007, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

- SAB Report** **1.9** Mr. Yasser Salih, member-at-large of the Student Activities Board, noted that the SAB Executive Board would be going to Chicago for the Association of Campus Activities Leadership Conference later in the summer and that the Student Activities 2007-08 budget was being finalized.
- 2. Attorney's Report** **2.1** Attorney Bennett requested approval of an additional addendum to Dr. Kerley's contract. Consistent with Dr. McSpadden's contract, the new president would be granted 30 days annual leave on an annual basis. Mr. Estes moved and Ms. Durden seconded a motion to approve the addendum granting 30 days annual leave annually. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Next Meeting** **2.2** The next regular meeting of the District Board of Trustees was set for Thursday, August 9, 2007, at 10 a.m. in Student Union West 306.
- Board Retreat** **2.3** Dr. Kerley indicated that Mr. Wayne Newton, trustee emeritus of Kirkwood Community College in Iowa, has agreed to serve as a facilitator for the board retreat. The retreat is scheduled August 24-25 in Apalachicola and details will be shared as arrangements are made. The motion carried unanimously as recorded here: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- 3. College Celebrations and Highlights** **3.1.1** Dr. Kerley shared with trustees the highlights of events and meetings he attended over the past month, including the groundbreaking for Sacred Heart Hospital in Port St. Joe; meetings with Dr. Judy Bilsky, interim chancellor, and Ed Cisek, vice chancellor for financial policy, of the Division of Community Colleges; a meeting with FSU President T.K. Wetherell; a reception cosponsored by the Bay County and Panama City Beaches chambers of commerce; visits to Gulf and Franklin counties; and meetings with area legislators.
- Community Support** **3.1.2** Ms. Margie Mazur, executive director of the GCCC Foundation, reported that assets were at \$27 million and \$11,000 had been received in private contributions during June. She indicated that the Foundation had secured ARINC as the title sponsor for the Shark's Tooth Golf Tournament. The event is scheduled on November 3, with proceeds going toward scholarships.
- Global Issues** **3.2.1** Dr. Kerley indicated that at the June meeting, the Council of Presidents discussed a potential budget shortfall and internationalizing college curriculums.

**4. Health
Sciences
Remodeling**

4.1.1 Dr. Holdnak reported on the remodel of the George G. Tapper Health Sciences Building and indicated that the college had received a provisional release from the U.S. Department of Commerce Economic Development Administration authorizing the college to proceed on bidding out the project. Decking and utility installation on the portable building project is proceeding ahead of schedule.

**Public Safety/
EOC Project**

4.1.2 Dr. Holdnak provided an update on the project to construct the Public Safety/Emergency Operations Center. He indicated that the project was progressing well, with college and county staff continuing to work together and interacting well with the architect. Dr. Holdnak introduced Mr. Owen Gipson, lead architect with DAG Architects, and Mr. Keith Reeves, an architect with ADG Architects, and they presented the proposed schematic design plan for the Public Safety/Emergency Operations Center. Messrs. Gipson and Reeves addressed budgeting concerns related to the increased wind load code requirements and indicated that their goal was to design the most cost-efficient space while meeting all criteria for federal and state requirements. Trustees discussed elevation at the proposed site, construction of a helicopter pad, security and electronic locks, parking, elevated walkways between the parking area and the building, and a separate, secure entrance for the Emergency Operations area. Mr. Cramer inquired about exploring other funding sources, and Dr. Holdnak stated that up to \$1.4 million was anticipated from FEMA. Dr. Holdnak is also working on other funding avenues that may accommodate the increased cost issues. Following the additional discussion, Ms. Durden moved and Ms. Shoaf seconded approval of the Phase III schematic design for the Public Safety/Emergency Operations Center. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

**Administrative
Annex**

4.1.3 Dr. Holdnak updated trustees on the Administrative Annex Remodeling Project and indicated the project was progressing well, with college staff and the architect continuing to work well together. Dr. Holdnak provided a timeline for the project, indicated that the nine-month construction schedule was achievable, and noted that this will be a phased construction project. At the next meeting, the architect will present the schematic design plan to trustees.

**VBOC
Renewal
Lease**

4.1.4.1 At last month's meeting, Mr. Isler requested that Attorney Bennett review the Veterans Business Outreach Center (VBOC) lease renewal for 2007. Attorney Bennett has looked at the lease and made some minor changes, bringing it up to date. Mr. Isler moved and Mr. Sumner seconded a motion to approve the VBOC lease as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

**First Special
Operations
Medical
Group**

4.1.4.2 Trustees were asked to approve an agreement with First Special Operations Medical Group located at the USAF's Hurlburt Field, Florida, that would allow Dental Hygiene students to gain clinical experience with that agency. Dr. Myers asked if the Gulf Coast Community College Foundation would consider covering the cost of medical testing for Dental Assisting students and Mr. Cramer suggested that the college explore other options to assist students with this cost. Ms. Durden moved and Mr. Cox seconded approval of the agreement as requested and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

FBAT

4.1.4.3 Trustees were asked to approve a renewal contract with Miami-Dade College, effective July 1, 2007, through June 30, 2008, that would authorize use of the Florida Basic Abilities Test (FBAT) for correctional probation officer students. This agreement includes a price increase of \$5 per test, effective October 1, for agencies that administer less than 200 tests per year. Dr. Myers moved and Mr. Estes seconded approval of the contract as requested and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

**Bid
2008-01**

4.1.5 After a review of bid tabulation information for electrical infrastructure upgrade, Mr. Sumner moved and Ms. Butler seconded awarding the project to the low bidder, MetroPower, Inc. of Albany, Georgia, for \$833,187. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

**Educational
Plant
Survey**

4.1.6 Mr. Daniels, director of administrative services, presented the 2007 Educational Plant Survey for approval. He highlighted survey recommendations, which included projects at the main campus, Gulf/Franklin Center, and the North Bay Center. In discussion, Mr. Daniels acknowledged that the Educational Plant Survey could be amended in the future as needed but, due to time constraints, requested approval. Mr. Cox moved and Mr. Sumner seconded approval of the 2007 Educational Plant Survey as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

**Budget
Amendments**

4.2.1.1 Following Dean John Mercer's description of the purpose of Amendment 2 to the Scholarship Fund, Ms. Shoaf moved and Dr. Myers seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

4.2.1.2 Dean John Mercer described the purpose Amendment 3 to the Unexpended Plant Fund. Ms. Butler moved and Mr. Isler seconded

approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

4.2.1.3 Following Dean John Mercer's explanation of the purpose of Amendment 4 to the Auxiliary Fund, Mr. Estes moved and Dr. Myers seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

**Disposal of
Inventoried
Property**

4.2.2 Following review of a list that included items of equipment determined to be obsolete or worthless, trustees were asked to approve removal of the items from inventory records. Trustees were also asked to approve addition of a laptop to the inventory that was previously written off and subsequently recovered. Mr. Sumner moved and Ms. Butler approved removing the items from inventory records and adding the recovered item as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

**Financial
and Energy
Statement**

4.2.3 Dean Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2006 – June 30, 2007, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during June 2007.

**Professional
Personnel**

4.3.1 Following review of the professional personnel recommendations listed below, Mr. Sumner moved and Mr. Isler seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

Employment

Mitchum, Jonathan B. --- Assistant Baseball Coach, Wellness and Athletics Division, effective July 1, 2007 - June 30, 2008, salary of \$1,000

Register, Thomas A. --- Assistant Basketball Coach, Wellness and Athletics Division, effective June 1, 2007, through June 30, 2008, salary of \$2,500

Reclassification

Winther, Nicoleila --- From Learning Manager, Developmental Studies, Instructional Support and Lifelong Learning, to Coordinator, Career Development, Student Services, Student Development, effective July 1, 2007, through June 30, 2008, salary of \$34,320

Reemployment

Bortnick, Krisitn L. --- Volleyball Coach, Wellness and Athletics Division, effective July 1, 2007, through June 30, 2008, salary of \$6,360

Driskill, Stephanie F. --- Assistant Coordinator, Workforce Training Center, Workforce Development, effective July 1, 2007, through June 30, 2008, salary of \$37,279 (funded by the Workforce Investment grant)

Garman, Arifa --- Career Manager, Workforce Training Center, Workforce Development, effective July 1, 2007, through June 30, 2008, salary of \$30,312 (funded by the Workforce Investment grant)

Hair, Wilson L. --- Coordinator, Workforce Center, Workforce Development, effective July 1, 2007, through June 30, 2008, salary of \$48,208 (funded by the Workforce Investment grant)

Hardee, Faye H. --- Career Manager, Workforce Training Center, Workforce Development, effective July 1, 2007, through June 30, 2008, salary of \$34,465 (funded by the Workforce Investment grant)

Kizziah, Kendra B. --- Counselor, Student Support Services, Instructional Support and Lifelong Learning, effective July 1, 2007, through June 30, 2008, salary of \$36,928 (funded by the Student Support Services grant)

Mead, Sandra S. --- Coordinator, Workforce Training Center, Workforce Development, effective July 1, 2007, through June 30, 2008, salary of \$34,355 (funded by the Workforce Investment grant)

Murks, Denise C. --- Coordinator, Returning Students, Student Services, Student Development, effective July 1, 2007, through June 30, 2008, salary of \$45,226 (funded by the Displaced Homemakers Trust Fund)

Newberry, Robin C. --- Student Support Specialist, Student Support Services, Instructional Support and Lifelong Learning, effective July 1, 2007, through June 30, 2008, salary of \$27,891 (funded by the Student Support Services grant)

Parham, Karen D. --- Coordinator, Reach-Out Program, Student Services, Student Development, effective July 1, 2007, through June 30, 2008, salary of \$39,387 (funded by the College Reach-Out grant)

Peacock, Brenton E. --- Career Manager, Workforce Center, Workforce Development, effective July 1, 2007, through June 30, 2008, salary of \$36,854 (funded by the Workforce Investment grant)

Riggle, Allison M. --- Coordinator, Student Support Services, Instructional Support and Lifelong Learning, effective July 1, 2007, through June 30, 2008, salary of \$36,809 (funded by the Student Support Services grant)

Walz, Robert J. --- Assistant Coordinator, Small Business Development Center, Workforce Education, effective July 1, 2007, through June 30, 2008, salary of \$34,268 (funded by the SBDC grant)

Whittington, Susan C. --- Coordinator, Financial Services, Workforce Development, effective July 1, 2007, through June 30, 2008, salary of \$39,388 (funded by the Workforce Investment grant)

Wood, Danella --- Assistant Coordinator, Workforce Center, Workforce Development, effective July 1, 2007, through June 30, 2008, salary of \$38,686 (funded by the Workforce Investment grant)

Zacchio, Tony J. --- Manager II, Small Business Development Center, Workforce Education, effective July 1, 2007, through June 30, 2008, salary of \$40,038 (funded by the SBDC grant)

Resignation

Clay, Paul D. --- Programmer/Analyst, Computer Services, Administrative Services, effective July 20, 2007

Shinskie, Nicole M. --- Librarian, part-time, Library, effective June 17, 2007

Shipp, Kelly S. --- Librarian, Library, effective July 5, 2007

Career Personnel

4.3.2 After review of the career personnel recommendations presented below, Ms. Durden moved and Ms. Shoaf seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; and Cramer, aye.

Employment

Dean Carol F. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective June 26, 2007, hourly rate of \$7.55

Devilbiss, James E. --- Printer (Grade 9), Business Affairs, effective July 2, 2007, hourly rate of \$10.35, includes experiential credit

Jones, Edwin L. --- Custodian (Grade 6), Facilities Management, effective July 2, 2007, hourly rate of \$9.47, includes experiential credit

Reclassification

McAfee, Nancy K. --- From Senior Clerk Typist (Grade 9), Lifelong Learning, Institutional Support and Lifelong Learning, to Records and Credentialing Assistant (Grade 10), Lifelong Learning, Institutional Support and Lifelong Learning, effective July 1, 2007, hourly rate of \$11.30

Reemployment

Buckner, Thomas L. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2007, through June 30, 2008, hourly rate of \$11.57 (funded by Workforce Investment grant)

Chappelle, Geraldine --- Administrative Assistant (Grade 9), Workforce Center, Workforce Development, effective July 1, 2007, through June 30, 2008, hourly rate of \$14.44 (funded by the Workforce Investment grant)

Guyton, Bertha A. --- Senior Administrative Assistant (Grade 10), Workforce Training Center, Workforce Development, effective July 1, 2007, through June 30, 2008, hourly rate of \$10.77 (funded by the Workforce Investment grant)

Long, Kelley R. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2007, through June 30, 2008, hourly rate of \$13.30 (funded by the Workforce Investment grant)

Merritt, Robin A. --- Senior Employment Assistant (Grade 14), Workforce Center, Workforce Development, effective July 1, 2007, through June 30, 2008, hourly rate of \$13.16 (funded by the Workforce Investment grant)

Resignation

Shoffer, Dawn M. --- Administrative Secretary (Grade 10), Enrollment Services, Student Development, effective July 20, 2007

