

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

July 25, 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, Linda R. Wood, 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.
- Election of Board Officers**
 - 1.4.1** Trustee Cramer relinquished the chair to Vice Chair Durden, who accepted nominations for board chair. Mr. Estes nominated Mr. Cramer, and Ms. Butler seconded. No other nominations were offered, and Mr. Cramer was reelected board chair for 2008-09 on a vote as recorded here: Butler, aye; Cox, aye; Cramer, aye; Estes, aye; Isler, aye; Wood, aye; Durden, aye. Mr. Cramer resumed the chair and expressed appreciation for the confidence of his fellow trustees and for the opportunity to continue to serve as board chair.
 - 1.4.2** In response to Chair Cramer's call for nominations for board vice chair, Ms. Durden expressed interest in creating a board leadership succession process to ensure continuity and experience when she and Chair Cramer are "termed out" in May 2009 and May 2010, respectively. She nominated Mr. Isler for vice chair, commending him for outstanding service as attorney for the GCCC Foundation, as president of the GCCC Foundation, and now in his first full term as a member of the GCCC District Board of Trustees. Mr. Estes seconded the nomination, and Mr. Isler accepted, commending Ms. Durden for doing a marvelous job as board vice chair since July 2005. Mr. Isler was elected board vice chair for 2008-09 on a vote as recorded here: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye. Chair Cramer acknowledged Ms. Durden's service as vice chair, commending her especially for her outstanding performance as chair of the Presidential Search Committee.
- Welcome to Guests**
 - 1.5** Chair Cramer welcomed Col. David Zeh, commander of the 325th Mission Support Group at Tyndall AFB; Mr. Wayne Lindsey, president of

the GCCC Foundation; Ms. Dana Dye, chair of the Faculty Council; Ms. Mary D'Aoust, past chair of the Career Council; Ms. Alice Walls, new chair of the Coordinating Council, and Ms. Alaa Kabuka, executive secretary of the Student Activities Board.

**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 June 30, 2008, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

**New
Faculty/Staff**

1.8 Dr. Kerley introduced and welcomed Dr. George Bishop, vice president of academic affairs and learning support, and Ms. Pam Winter, administrative assistant in the Health Sciences Division. He also announced that Dr. Steve Nettles would begin service as executive director of institutional effectiveness on August 11, 2008, filling the vacancy left by the retirement of Ms. Wanda Luckie.

**2. Attorney's
Report**

2.1 Attorney Bennett had no report.

**Next
Meeting**

2.2 No meeting will be held in August, and the next regular meeting of the board was set for Thursday, September 11, at 10 a.m. in Student Union West 306.

**3. SAB
Report**

3.1 Ms. Alaa Kabuka, executive secretary of the Student Activities Board, reported that the Florida Community College Student Government Association would meet in August in St. Petersburg, and GCCC student representatives would be attending the American Student Government conference in Washington, D.C., September 25-28. Ms. Kabuka indicated SAB planning for the new academic year was focused on ways to achieve goals within limited budgetary conditions.

CONNECT!

3.2 Ms. Renee Green, director of admissions at Florida State University Panama City, and Ms. Sharon Todd, director of enrollment services at GCCC, shared a report on the new CONNECT! program designed for students who want to earn an associate's degree at GCCC and a bachelor's degree at FSU PC. They described the program, which connects students with an FSU PC adviser early to ensure that students take the right courses at the right time to complete both degrees as quickly as possible. Ms. Green and Ms. Todd shared details about the program, its target audience, and the advantages offered by both schools. Ms. Green acknowledged the role of the GCCC and FSU PC foundations in supporting the program and reminded trustees that the Claude Pepper Foundation was also a CONNECT! partner, providing scholarships and a

pledge of continued support. Dr. Kerley indicated that CONNECT! had begun with brainstorming activities last fall between GCCC and FSU PC faculty and staff about ways the two institutions could collaborate to make both stronger and more effective in serving the higher education needs of the community. Dr. Kerley commended Ms. Green and Ms. Todd for their leadership and expressed appreciation for the excellent commitment of Dr. George DePuy, dean of FSU PC, and his staff. Dr. Kerley described CONNECT! as a unique collaborative project that he hopes will be showcased at national conferences. Mr. Cox indicated he was impressed by the program and its viability as a solution to problems in Florida's higher education environment. After acknowledging the value of CONNECT!, Colonel Zeh commended the GCCC team at Tyndall AFB for facilitating the educational progress of highly mobile military people by working with various other colleges and universities in helping the students develop multi-year educational plans. In response to Chair Cramer's questions about plans for working with high school counselors to recruit students for CONNECT!, Ms. Todd indicated that GCCC and FSU PC recruiters would be working closely with the high school counselors. Dr. Kerley reminded trustees and others that collaborative efforts such as CONNECT! were central to the college's successful implementation of the 2008-2013 Strategic Plan.

**Kid's
College**

3.3 Ms. Debbie Mikolajczyk, director of the Center of Business, Continuing, and Community Education, shared a report on Kid's College, a program intended to give middle-school-age students exposure to GCCC and to stimulate their interest in preparing for college. Ms. Mikolajczyk acknowledged the outstanding work of Ms. Kelli Ferns-Siller, coordinator of the program that began on July 21. Ms. Mikolajczyk noted the program involved 63 students (6th to 8th grade), 12 student assistants, 32 instructors, 150 class sessions, and 750 lunches. She described the varied curriculum and acknowledged numerous community partners that helped to make the program a success. Two of the student assistants, Cameron Ferns and Chelsea Renfroe, shared briefly indicating the students were learning "cool things," and they were gaining leadership skills as they assist in such areas as website design, psychology, meteorology, and social skills. Trustees and others were invited to the Kid's College graduation scheduled for 3 p.m. on August 1. Prior to the graduation, students will display projects they've completed during Kid's College. Dr. Kerley indicated that Kid's College was yet another idea that came from brainstorming sessions with Bay District School Superintendent James McCalister and staff. He commended Ms. Mikolajczyk for her leadership in developing Kid's College, reflective of the Strategic Plan's emphasis on collaboration.

4. Personnel

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

Professional Personnel

Employment

Adessi, Antonio --- Assistant Professor (Step 6), Business, Culinary, & Technology Division, effective August 11, 2008 - May 10, 2009, salary of \$40,404

Hedden, Jason D. --- Assistant Professor (Step 3), Visual & Performing Arts Division, effective August 25, 2008 - May 10, 2009, salary of \$35,343 (based on annual salary of \$37,416)

Herndon, Matthew B. --- Assistant Professor (Step 8), Social Sciences Division, effective August 11, 2008 - May 10, 2009, salary of \$42,202

Howsden, Victoria S. --- Technical Specialist, Visual & Performing Arts Division, effective August 1, 2008 - June 30, 2009, salary of \$23,062 (based on annual salary of \$25,300)

Kirksey, Jerrie L. --- Assistant Professor (Step 10), Health Sciences Division, effective August 11, 2008 - May 10, 2009, salary \$45,967

Nettles, Stephen M. --- Executive Director, Institutional Effectiveness, effective August 11, 2008 - June 30, 2009, salary of \$80,000 (based on annual salary of \$90,000)

Pridgen, Hadley L. --- Assistant Professor (Step 3), Mathematics Division, effective August 11, 2008 - May 10, 2009, salary of \$37,416

Ramsey, Shana A. --- Assistant Volleyball Coach, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$6,000

Thayer, Robert E. --- Assistant Softball Coach, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, no salary

Reclassification

Blue, Charlotte V. --- From Assistant Coordinator, Accounting, to Coordinator, Grant Accounting, Administration & Finance, effective July 1, 2008 - June 30, 2009, salary of \$33,207

Garman, Arifa --- From Career Manager, Workforce Development, to Career Manager, Workforce Development, and Business Technology Specialist, Business, Culinary, & Technology Division, effective July 1, 2008 - June 30, 2009, salary of \$30,312 (funded by Workforce Investment grant and Wegner Peyser grant)

Godfrey, Melanie J. --- From Assistant Coordinator, Accounting, to Coordinator, Student Financial Services, Administration & Finance, effective July 1, 2008 - June 30, 2009, salary of \$32,136

Hardee, Faye H. --- From Career Manager, Workforce Development, to Assistant Benefits Coordinator, Human Resources, effective July 1, 2008 - June 30, 2009, salary of \$37,911

Lawson, Tonia E. --- From Coordinator, Purchasing, to Associate Director of Procurement, Administration & Finance, effective July 1, 2008 - June 30, 2009, salary of \$57,645

Payne, Wendy L. --- From Interim Division Chair, Technology, to Academic Program Coordinator, Business, Culinary & Technology Division, effective July 1, 2008 - May 31, 2009 (11-month position), salary of \$51,036

Salter, Teresa E. --- From Assistant Instructional Coordinator, part-time, to Assistant Academic Program Coordinator, Educator Preparation Institute, Social Sciences Division, effective July 1, 2008 - June 30, 2009, salary of \$51,619

Samples, Gloria E. --- From Coordinator to Program Manager, ESOL Program, Off-Campus & Community Development, effective July 1, 2008 - June 30, 2009, salary of \$37,000 (funded by DOE Adult Literacy for Households grant)

Schenk, Patricia A. --- From Assistant Coordinator to Academic Program Coordinator, Educator Preparation Institute, Social Sciences Division, effective July 1, 2008 - June 30, 2009, salary of \$57,200

Walls, Alice F. --- From Coordinator I to Coordinator II, Enrollment Services, Student Support & Enrollment Management, effective July 1, 2008 - June 30, 2009, salary of \$38,560

Warren, Morissa A. --- From Senior Administrative Assistant (Career Service Personnel Grade 10) to Transcript Evaluation Specialist, Enrollment Services, Student Support & Enrollment Management, effective July 1, 2008 - June 30, 2009, salary of \$25,300

Westlake, Christopher J. --- From Associate Director to Director, Financial Aid, Administration & Finance, effective July 1, 2008 - June 30, 2009, salary of \$50,000

William, Willard J. --- From Associate Professor to Academic Program Coordinator, Business, Culinary & Technology Division, effective August 1, 2008 - May 31, 2009, (10-month position), salary of \$81,369

Reemployment

Balazs, Emily R. --- News Director, WKGC Radio, Media & Community Relations, effective July 1, 2008 - June 30, 2009, salary of \$29,400 (funded by Corporation for Public Broadcasting grant)

Bedford, Terri A. --- Volleyball Coach, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$6,614

Bond, Starr R. --- Career Manager, Workforce Center, Workforce Development, effective July 1, 2008 - June 30, 2009, salary of \$25,150 (funded by Workforce Investment grant)

Byrem, Meghan A. --- Job Developer, Workforce Center, Workforce Development, effective July 1, 2008 - June 30, 2009, salary of \$26,312

Childers, Michael J. --- Weight Room Supervisor, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$8,703

Cox, Timothy L. --- Assistant Softball Coach, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$5,000

Driskill, Stephanie E. --- Assistant Coordinator, Workforce Training Center, Workforce Development, effective July 1, 2008 - June 30, 2009, salary of \$37,270 (funded by Workforce Investment grant)

Dwyer, John M. --- Manager, Criminal Justice Selection Center, Public Safety Division, effective July 1, 2008 - June 30, 2009, salary of \$55,321 (funded by Criminal Justice Selection Center grant)

Golden, Blythe A. --- Assistant Softball Coach, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$5,000

Goss, Elizabeth --- Cheerleading Coach, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$4,160

Hair, Wilson L. --- Coordinator, Workforce Center, Workforce Development, effective July 1, 2008 - June 30, 2009, salary of \$48,208 (funded by Workforce Investment grant)

Kizziah, Kendra B. --- Counselor, Student Support Services, Developmental Studies, Off-Campus & Community Development, effective July 1, 2008 - June 30, 2009, salary of \$36,928 (funded by Student Support Services grant)

Merchant, Stephen B. --- Assistant Baseball Coach, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$5,000

Merchant, Stephen B. --- Webmaster, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$10,000

Mitchum, Jonathan B. --- Assistant Baseball Coach, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$5,000

Murks, Denise C. --- Coordinator, Returning Students Program, Student Services, Student Support & Enrollment Management, effective July 1, 2008 - June 30, 2009, salary of \$45,226 (funded by Displaced Homemakers Trust Fund)

Newberry, Robin C. --- Student Support Specialist, Student Support Services, Development Studies, Off-Campus & Community Development, effective July 1, 2008 - June 30, 2009, salary of \$27,891 (funded by Student Support Services grant)

Parham, Karen D. --- Coordinator, College Reach-Out Program, Student Services, Student Support & Enrollment Management, effective July 1, 2008 - June 30, 2009, salary of \$39,387 (funded by College Reach-Out grant)

Peacock, Brenton E. --- Business Analyst, Small Business Development Center, Economic Development, effective July 1, 2008 - June 30, 2009, salary of \$33,000 (funded by SBDC grant)

Powell, Kara --- Men's Basketball Statistician, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, no salary

Register, Thomas A. --- Assistant Basketball Coach, Wellness & Athletics Division, effective July 1, 2008 - June 30, 2009, salary of \$8,000

Riggle, Allison M. --- Coordinator, Student Support Services, Developmental Studies, Off-Campus & Community Development, effective July 1, 2008 - June 30, 2009, salary of \$36,809 (funded by Student Support Services grant)

Whittington, Susan C. --- Coordinator, Financial Services, Workforce

Development, effective July 1, 2008 - June 30, 2009, salary of \$39,388 (funded by Workforce Development grant)

Wise, Stephen C. --- Assistant Coordinator, Health Sciences Admissions, Health Sciences Division, effective July 1, 2008 - June 30, 2009, salary of \$37,279 (funded by HCE Challenge grant)

Wood, Danella --- Assistant Coordinator, Workforce Center, Workforce Development, effective July 1, 2008 - June 30, 2009, salary of \$38,686 (funded by Workforce Investment grant)

Zacchio, Tony J. --- Manager II, Small Business Development Center, Economic Development, effective July 1, 2008 - June 30, 2009, salary of \$42,040 (funded by SBDC grant)

Resignation

Casey, Tamsi S. --- Instructor, Health Sciences Division, effective June 28, 2008

Career Service Personnel

Employment

Winter, Pamela J. --- Administrative Assistant (Grade 9), Health Sciences Division, effective July 1, 2008 - June 30, 2009, hourly rate of \$10.35, including experiential credit

Reclassification

Diaz, Margarita --- From Teacher's Aide (Grade 9), part-time, to Operations Associate (Grade 11), ESOL Program, Off-Campus & Community Development, effective July 1, 2008, hourly rate of \$10.13

Gupton, Jamie M. --- From Teacher's Aide (Grade 9) to Operations Associate (Grade 11), ESOL Program, Off-Campus & Community Development, effective July 1, 2008, hourly rate of \$10.13

Long, Margaret A. --- From Senior Clerk Typist (Grade 9), to Senior Administrative Assistant (Grade 10), Enrollment Services, Student Support & Enrollment Management, effective July 1, 2008, hourly rate of \$15.40

Reemployment

Buckner, Thomas L. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2008 - June 30, 2009, hourly rate of \$11.57 (funded by Workforce Investment grant)

Chappelle, Geraldine --- Administrative Assistant (Grade 9),

Workforce Center, Workforce Development, effective July 1, 2008- June 30, 2009, hourly rate of \$14.44 (funded by Workforce Investment grant)

Long, Kelly R. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2008 - June 30, 2009, hourly rate of \$13.30 (funded by Workforce Investment grant)

Merritt, Robin A. --- Senior Employment Assistant (Grade 14), Workforce Center, Workforce Development, effective July 1, 2008- June 30, 2009, hourly rate of \$13.16 (funded by Workforce Investment grant)

Steele, Michelle E. --- Senior Administrative Assistant (Grade 10), Small Business Development Center, Economic Development, effective July 1, 2008 - June 30, 2009, hourly rate of \$11.57 (funded by SBDC grant)

DROP Exit

Brannon, Toby J. --- Senior Administrative Assistant (Grade 10), Visual & Performing Arts Division, effective July 18, 2008

Contract Ratifications

4.2 Trustees reviewed a listing of contracts signed by 23 instructors of noncredit courses, 6 special contractors, and credit instructors named on the Summer B 2008 Credit Overload List totaling \$88,569.88. Ms. Butler moved and Mr. Isler seconded ratification of the contracts. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

CIP Report

4.3 Dr. Kerley presented a summary of the Capital Improvement Plan and Legislative Budget Request for fiscal years 2009-10 through 2013-14 and recommended board approval of the CIP Report that had been reviewed by the board committee appointed at the June 30 meeting. He called on Dr. Holdnak and Mr. Mercer, who provided additional details. Mr. Mercer pointed out that the projects on the CIP report are based on recommendations of the most recent five-year educational plant survey, and he noted that priorities could be changed as needed. In response to a question from Chair Cramer about when the college would need to begin spending funds allocated for the advanced technology center, Dr. Holdnak indicated the expectation is that the project should begin in the spring to early summer 2009 timeframe. Mr. Cox questioned whether land acquisition might be achieved through partnerships with the airport authority or other organizations likely to benefit from the new airport and related economic development activities. Dr. Kerley indicated the college would be bringing in partners for planning of the advanced technology center project and noted that the ATC had been favorably discussed by the

manufacturers' roundtable group during the strategic planning process. Chair Cramer acknowledged that many opportunities need to be explored especially in terms of matching funds options. Mr. Mercer agreed that the college would be as creative as possible in requesting funds for capital projects, acknowledging limitations of the current state budget. Colonel Zeh called attention to partnership opportunities, such as the agreement between the USAF and FSU in developing property in the Lynn Haven area formerly used as a fuel depot. Following extensive discussion, Mr. Cox moved and Ms. Durden seconded approval of the Capital Improvement Program Report as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

**Budget
Amendments**

4.4.1 Dr. Kerley presented Amendment 33 to the 2007-08 Unexpended Plant Fund and requested approval. He noted the amendment would establish the budget for a grant through Bay County for partial funding on the new Public Safety/Emergency Operations Center at the North Bay Center. Ms. Durden moved and Mr. Estes seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

4.4.2 Dr. Kerley presented Amendment 2 to the 2008-09 Scholarship Fund and requested approval. He noted the amendment would establish the budget for projected student financial aid fees for the year. Mr. Isler moved and Ms. Butler seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

4.4.3 Dr. Kerley presented Amendment 3 to the 2008-09 Unexpended Plant Fund and requested approval. He noted the amendment would establish the budgets for projected student capital improvement fees, student technology fees, and a grant from the U.S. Department of Commerce's Economic Development Administration for the Health Sciences Building remodeling project. Ms. Wood moved and Mr. Estes seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

4.4.4 Dr. Kerley presented Amendment 4 to the 2008-09 Debt Service Fund and requested approval. He noted the amendment would record the budget for payment of capital outlay bonds issued on behalf of the college and administered by the State Board of Administration and Department of Bond Finance. Mr. Isler moved and Ms. Butler seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Cramer, aye.

Disposal of

4.5 After reviewing a list of five computers no longer of use to the

- Inventoried Property** college, trustees were asked to authorize removal of the items from inventory records. Ms. Durden moved and Mr. Cox seconded authorization to remove the items from inventory records as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.
- Policy Approvals** **4.6** Trustees were asked to give final approval to new Policy 6.108, Student Loan Practices Code of Conduct, and to a revised Policy 7.101, Advising and Counseling. In the absence of individuals requesting a hearing on the policies, Ms. Butler moved and Mr. Isler seconded final approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.
- Safety, Sanitation, Fire Inspection** **4.7** Dr. John Holdnak reported that the annual Safety, Sanitation, and Fire Inspection Report would be presented to the board at the next regular meeting on September 11, 2008. He explained that because the designated fire inspector of the City of Panama City, who was assigned to inspect the Panama City Campus, had been ill, the inspection had been rescheduled. However, completed inspections of the Gulf/Franklin Center and the North Bay Center revealed only one minor deficiency, which had been corrected, and the preliminary results of the inspection of the Panama City Campus revealed only 21 minor deficiencies, a significant improvement over the 133 deficiencies noted in the 2006-07 report presented in summer 2007. Mr. Cox commended Mr. John Westcott, campus superintendent, and his staff for the improvements made during the past year.
- Administration Annex Remodeling** **4.8** Dr. Kerley recommended approval of deductive Change Order 2 , which totaled \$142,968.81 and added 12 days to the Administration Annex Remodeling Project. Following discussion, Ms. Durden moved and Mr. Estes seconded approval of Change Order 2 as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.
- Stairwell Replacement** **4.9** At Dr. Kerley's request, Dr. John Holdnak explained that the contractor, college staff, and architect had met and addressed the problems that developed with the Business/Social Sciences Building Stairwell Project and noted that all parties expect the project to be completed by August 24, before students return to campus for the fall semester. All parties requested that allocation of additional warranted time and/or assignment of liquidated damages be delayed until presentation of a recommendation to the board at the next regular meeting on September 11. In response to a question from Mr. Estes, Dr. Holdnak indicated the contract provided for liquidated damages of \$500 per day. The board agreed to consider a recommendation at the September meeting.
- Health** **4.10** Dr. Kerley presented Change Orders 6 and 7 on the Health Sciences

**Sciences
Building
Remodeling**

Building Remodeling Project, reminding trustees that Change Order 6 had been discussed at the meeting on June 30. As agreed previously by Mr. Pat Ballasch of DAG Architects, the college would not be responsible for paying the cost of an additional 31 days of builder's risk and general liability insurance totaling \$7,446, which was associated with a delay in the project. Research conducted by DAG Architects and the general contractor had determined the price increase in electrical components that had been omitted in error from the original plans was approximately 11 percent, for a total cost difference of \$8,924.30. Dr. Holdnak pointed out that the architect did not have a contract with the contractor and the board was being asked to approve the change order, permitting the college to pay the cost of additional insurance (\$7,446) and the cost difference in the electrical components (\$8,924.30) to the contractor, with DAG Architects reimbursing the college for the total of \$16,390.30. Following discussion, which addressed several issues associated with how the error had occurred, Mr. Ballasch presented a check for \$16,390.30 from DAG Architects to Mr. Mercer. Trustees reviewed additive Change Order 7, totaling \$38,896, noting the specific additions and deductions involved. Following discussion of both change orders, Mr. Cox moved and Ms. Durden seconded approval of Change Order 6, totaling \$88,596 and adding 31 days to the project, and Change Order 7, adding \$38,896, as recommended. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

**Public Safety/
EOC Project**

4.11 Dr. Kerley presented Change Order 2 on the Public Safety/Emergency Operations Center Project and recommended approval. The change order would amend the official start date of the project to comply with the actual start date mandated in state permitting documents. Ms. Durden moved and Mr. Estes seconded approval of the amended start date, June 2, 2008, moving the expected completion date to December 1, 2009. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

**Policy 6.017,
Instructional
Requirements**

4.12 Dr. Kerley presented a proposed revision of Policy 6.017, Instructional Requirements, and recommended tentative approval. He noted that the revision was aimed at providing increased flexibility for full-time faculty in the scheduling of their time and recognized their status as professionals who often provide services outside "normal" working hours. Following discussion, Mr. Cox moved and Mr. Estes seconded tentative approval of the policy revision as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Wood, aye; Cramer, aye.

**5. Celebrations/
Highlights**

5.1.1 Dr. Kerley's presentation of college celebrations and highlights included mention of annual unit strategic planning activities and continued collaboration between GCCC and K-12 school system. He expressed appreciation to Dr. Holdnak and Ms. Luckie for their many contributions

during their long tenure with the college. He invited trustees to a reception honoring Ms. Luckie at 10 a.m. on Tuesday, July 29, in SUW302. Dr. Kerley also invited trustees to attend a major Fall Conference event, a presentation by Dr. Belle Wheelan, president of the Southern Association of Colleges and Schools, on August 14. He also encouraged trustees to attend a dinner with Dr. Wheelan on the evening of August 13. Dr. Kerley noted the Florida Department of Transportation would begin working on a 305-day, \$3.1 million project adjacent to the Panama City Campus, which was intended to improve traffic flow in the area of the Hathaway Bridge and the entrances to GCCC and the Port of Panama City. Dr. Kerley concluded by indicating a dedication ceremony for the Military Memorial would be scheduled when the FDOT project has been completed.

**Global
Issues**

5.1.2 Dr. Kerley shared an article titled *U.S. Community Colleges Face a 'Turning Point'* from the July 23, 2008, edition of USA TODAY.

**Administrative
Updates**

5.2 Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas, highlighting major activities in each area.

Academic Affairs and Learning Support

- Increased emphasis on improving success of students in Development Studies courses
- Program review procedures, schedules, and implementation
- SACS review process preparation

Student Support and Enrollment Management

- CONNECT! press conference conducted in late June
- Selection of a full-time high school recruiter under way
- Early enrollment activities in early July
- Returning Student Program and College Reach-Out Program received continued funding for another year

Administration and Finance

- Organizational restructuring to accommodate needs associated with Dr. Holdnak's departure
- Privatization study of bookstore and print shop operations
- Fiscal yearend activities under way

Institutional Effectiveness

- Farewell note from Ms. Luckie
- Transition planning with new Executive Director beginning August 11
- Grants and Research projects under way

Economic Development

- Advanced Technology Center presentation to Bay County Chamber of Commerce
- TSA National Training Center meetings
- Great Northwest grants

Information Technology

- New student records system installed
- Projector security devices installed
- Media Services “Studio-in-a-Box” system
- GCCC Alumni Association website implemented

Media & Community Relations

- New marketing materials for divisions being developed
- Fall course catalogs for Continuing Education and Education Encore
- WKGC working with GCCC Foundation on fundraising activities
- “College Talk” television program began airing in late July

GCCC Foundation

- Assets at \$25.5 million
- Private contributions of \$159,000 received May 3 - July 1, 2008
- Shark’s Tooth Golf Tournament, November 7-8, \$36,000 secured thus far and 88 golfers signed

Human Resources

- Employee training activities conducted
- Compensation study being finalized
- Supported implementation of board’s cost-of-living allowances

Financial Report

5.3 Dr. Kerley referred to a Fund 1 financial activity report as of June 30, 2008, and encouraged trustees to take the report from their notebooks for closer review after the meeting.

Construction Update

5.4 Dr. Kerley referred to an update on construction projects and encouraged trustees to contact him or Mr. Mercer with questions.

6. It’s About Students

6.1 Dr. Kerley reminded trustees and guests that efforts continue to emphasize the college’s primary mission of providing hope and opportunity to more and more people. He encouraged trustees and others to remember that “it’s all about students” when decisions are made and services are offered.

Support

6.2 Ms. Durden acknowledged the outstanding success of GCCC’s

**for
Athletics**

athletic programs and reminded those present of the valuable role of athletics in promoting the institution as a whole. She commended the coaches and players and encouraged trustees and others to support athletic fundraising efforts, especially in the context of challenges associated with existing economic conditions.

7. Adjournment

The meeting was adjourned at 12:05 p.m.