

# MINUTES

## REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

June 21, 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, Dr. Jim Kerley, and Derrick G. Bennett

- 1. Call to Order and Welcome**

**1.1** Chair Cramer called the meeting to order at 10 a.m. He welcomed Dr. Jim Kerley and indicated to guests that the new president had officially begun his tenure at GCCC on June 1 but had been working diligently to get to know college and community people since his arrival in Panama City a week or so prior to June 1. Indicating that he had been receiving positive feedback from college employees and community members who had interacted with the new president, Chair Cramer invited Dr. Kerley to address the board and its guests. Dr. Kerley indicated that he was pleased and honored to be at Gulf Coast Community College and that he was excited about working at this fine institution. He pledged to give a 100+ percent effort every day and thanked the trustees for the opportunity to serve.
- 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.
- SAB President**

**1.4** Chair Cramer introduced and welcomed Mr. Jerame King, new president of the Student Activities Board.
- Welcome to Guests**

**1.5** Chair Cramer welcomed guests, recognizing in particular Ms. Christina Kight, chair of the Career Council; Ms. Cindy Boshelle, chair of the Coordinating Council; and Ms. Dana Dye, chair of the Faculty Council. He also welcomed two representatives of *The News Herald*, Mr. Tony Simmons and Mr. Brady Calhoun, who had formerly covered GCCC board meetings prior to their current assignments with the publication.
- 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. Isler seconded approval of the minutes of the board's regular meeting of May 10, 2007, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Cramer, aye.

**SAB  
Report**

1.8 Mr. Jerame King, president of the Student Activities Board, characterized the SAB as exceptional and indicated the board was off to a fast start. He acknowledged the efforts of Ms. Karen Williams, SAB vice president, and noted the SAB Executive Board would be going to Chicago for the Association of Campus Activities Leadership Conference later in the summer.

**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, July 12, 2007, at 10 a.m. in Student Union West 306.

**Board  
Retreat**

2.3 Chair Cramer noted that in the course of the presidential selection process, trustees had had opportunities to discuss the possibility of doing some things the board had not done in the past. They had agreed that holding a board retreat early in the new president's tenure would be beneficial as they begin to consider Dr. Kerley's ideas and participate in setting the college's strategic direction. Dr. Kerley indicated that it is usually good to bring in a facilitator for board retreats and reported that he had done some preliminary research to identify individuals who had effectively conducted board retreats. He noted that Mr. Wayne Newton, trustee emeritus of Kirkwood Community College in Iowa, had been highly recommended. After hearing examples of the high praise given Mr. Newton by current and former Florida community college presidents, Ms. Durden moved and Mr. Cox seconded approval of inviting Mr. Wayne Newton to facilitate a board retreat. In discussion, Mr. Cox offered his full support for conducting a board retreat and encouraged the board to authorize Dr. Kerley to bring a recommendation regarding a facilitator, a location, and a date for the retreat to the board at a subsequent meeting. In terms of timing, Dr. Kerley suggested that late summer or early fall might be a good timeframe to consider, indicating that he is beginning to look at changes in the college's strategic planning and will be engaging GCCC people in that process. Ms. Durden agreed to an amended motion that would authorize Dr. Kerley to bring a recommendation regarding a facilitator, a location, and a date for the board retreat, and Mr. Cox seconded the amended motion. The motion carried unanimously as recorded here: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Cramer, aye.

**3. College Celebrations and Highlights**

**3.1.1** Dr. Kerley acknowledged the many excellent things the college is doing in various areas, indicating that each month he would be highlighting various activities and causes for celebration. He apprized the board of numerous productive meetings with college and community people since his arrival, including recent sessions with staff at the Gulf/Franklin Center and at the Tyndall AFB Education Center and with superintendents of schools of Bay and Gulf counties. He characterized his initial efforts at the college as a two-wave process. The first wave was about listening, learning, and getting to know the people and the college. The second wave would be about rebuilding the strategic planning process from the bottom up. He referred to a listing of activities and accomplishments that had been placed in the trustees' binders, calling particular attention to the diversity of efforts in terms of content and target audience. After reporting that he and staff members had joined Chair Cramer at the recent celebration of the 50<sup>th</sup> Anniversary of the Florida Community College System in Tampa, Dr. Kerley indicated that a committee was working diligently to plan an appropriate celebration of GCCC's 50<sup>th</sup> Anniversary. He commended the leadership of Dr. Cheryl Flax-Hyman and Dean John Mercer and expressed appreciation to the faculty and staff who were helping to plan the celebratory events to occur September 14-15, 2007.

**Community Support**

**3.1.2** Ms. Margie Mazur, executive director of the GCCC Foundation, reported that assets were at \$27 million and \$17,000 had been received in private contributions during May. She indicated that 1,227 scholarship applications had been received for 2007-08, an increase of 15 percent over 2006-07. She noted that after an ongoing review of the applications, the Scholarship Committee would be awarding scholarships in July, and the applicants and endowed scholarship benefactors would be notified.

**Legislative Update**

**3.2.1** Dr. Kerley referred to recent newspaper reports about the state budget and expressed the college's commitment to keeping costs down for students while providing high quality services intended to support student success. He noted that, with the exception of a mandated 5 percent increase in postsecondary adult vocational and adult basic education/GED fees, the college's operating budget would be based on no fee increases for 2007-08. He called on Dr. John Holdnak, vice president of administrative services, for an update on state legislative outcomes that would affect education in general and GCCC in particular. Dr. Holdnak reported that none of GCCC's capital outlay projects had been negatively affected by the Governor's veto and indicated that he would report at a subsequent meeting on the indirect impact of the property tax legislation recently enacted.

**4. Health Sciences Remodeling**

**4.1.1** Dr. Holdnak reported that the project to remodel the George G. Tapper Health Sciences Building remains ready to bid, pending a release from the Department of Commerce's Economic Development Administration (EDA) related to appropriated grant funds. With regard to

the effort to secure clear title to the property on which the building is located, Dr. Holdnak noted that a release had been secured from Florida State University and efforts were continuing to secure the necessary state and county releases. Attorney Bennett indicated that he had spoken with the director of the Governor's Cabinet to provide the information needed to expedite action by the Governor and Cabinet. Attorney Bennett had also contacted the Bay County Commission and had been assured the matter would be addressed expeditiously by that body. Dr. Holdnak indicated that if the release is not acted on at the state level in June, the project will likely be about a month behind schedule. When a release is secured by the Bay County Commission and clear title is documented, Attorney Bennett expects the EDA to award the grant funding so that the project can be bid. Chair Cramer indicated that a board meeting would occur in August if needed to award the bid. Dr. Holdnak concluded by reporting that installation of utility and decking for the portable building complex was progressing well.

**Public Safety/  
EOC Project**

**4.1.2** Dr. Holdnak provided an update on the project to construct a Public Safety/Emergency Operations Center. He provided a project schedule, indicating construction documents should be complete and ready by December 2007, in which case the bid could be awarded in January and construction could begin in February. Although a construction period of 18 months had been set for the project, Dr. Holdnak indicated it might be possible to expedite construction somewhat. He stated the architects had been invited to make a formal presentation to the board at the July 12 meeting, and he concluded by acknowledging the excellent involvement of representatives of the Bay County Commission and the ongoing efforts of Ms. Gloria Crawford, chair of the Public Safety Division.

**Administrative  
Annex**

**4.1.3** Dr. Holdnak reported that architects were making good progress with the schematic design work for the Administrative Annex Remodeling Project. He assured the trustees that their concerns about the appearance of the facility and the need for it to be user friendly were being addressed in the design phase. He noted that, because of the increasing challenge of finding spaces on campus for relocation of staff, construction would likely be accomplished in two phases that would allow staff from specific areas to move into a completed portion of the facility during construction of the remaining areas.

**Safety,  
Sanitation, and  
Fire Inspection**

**4.1.4** Dr. Holdnak referred trustees to a report on the college's 2006-07 Safety, Sanitation, and Fire Inspection, which had been conducted by college staff members and responsible fire authorities for all of the college's properties. Although the number of itemized findings had increased since the 2005-06 report, Dr. Holdnak reported that none was deemed a serious deficiency. He noted that work orders had been issued to resolve all minor deficiencies. Mr. Cox pointed out that the number of fire deficiencies had increased by 40 over the previous year and asserted

that failure of the vendor to service 26 fire extinguishers was a serious problem. Chair Cramer expressed concern about the high number of findings and questioned procedures used to promote improvement in the college's safety, sanitation, and fire safety efforts. Dr. Holdnak indicated that the report would be analyzed and actions taken to reduce existing and potential deficiencies. On behalf of the board, Chair Cramer directed Dr. Holdnak to continue to monitor the situation and bring the inspection's findings as close to zero as possible. Ms. Butler moved and Mr. Isler seconded approval of the report as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Cramer, aye.

**VBOC  
Renewal  
Lease**

**4.1.5** Dr. Holdnak asked the board to approve a renewal lease with the Veterans Business Outreach Center (VBOC) for 2007. Acknowledging that lease payments had been paid as agreed, he noted that changes in staffing at the Small Business Incubator and the VBOC had resulted in the agreement's not being presented for approval earlier in the year. Ms. Durden moved and Mr. Isler seconded approval of the lease agreement with effective dates of January 1 through December 31, 2007. In discussion, Mr. Isler questioned whether Attorney Bennett had reviewed the lease agreement and Dr. Holdnak indicated that he had not been asked to do so. Trustee consensus was that all contracts should be reviewed by the board's attorney prior to approval by the board, and Ms. Durden withdrew the motion. Dr. Kerley acknowledged that it is good policy to have the attorney review all contracts and requested that the review occur and that the item be placed on the agenda of the next regular meeting.

**Operating  
Budget**

**4.2.1** Chair Cramer reported for the Budget Committee (Trustees Cramer, Butler, and Isler), which had met on June 12 to review the budget proposed by Dr. Kerley. He acknowledged the Governor's veto of the 5 percent tuition increase and applauded the Governor for holding costs down for students. He indicated that the committee was very pleased that the college had been fiscally responsible over many decades and was in a position to handle the anticipated revenue shortfall of approximately \$290,000 without a negative impact on fund balances and services. He emphasized the importance of the college's foundation and referred to the Honors Plaza campaign of the early 1990s, which had raised funds for the purpose of enhancing the college's technology resources. He announced that the college had requested and the foundation board had approved a withdrawal of \$250,000 that would keep college technology resources up to date without allocating funds from the operating budget. On behalf of the committee, Chair Cramer recommended approval of the proposed budget of \$28,807,104, which included a 4 percent salary increase for employees, with a minimum increase of \$1,000; continuation of a staff and program development fund at 2 percent of revenues from the Community College Program Fund; increases in college-provided employee life

insurance; and anticipated increases in employee health insurance premiums. Chair Cramer indicated the budget was balanced and that it maintains a \$3.8 million fund balance. He emphasized the board's philosophy of rewarding employees for their performance and referred to student success as the most significant measure of employee performance. Chair Cramer acknowledged Dr. Kerley's role in developing the budget and indicated that he had been fully engaged in the process. He expressed appreciation to Dr. Holdnak and Dean Mercer for their important role in budget preparation and thanked Trustees Butler and Isler for their service on the committee. Dr. Kerley acknowledged the great discussion in the Budget Committee meeting. He described the budget as financially sound and commended the board for continuing to support faculty and staff at a high level. He reiterated the budget included provisions for increasing employee life insurance and for conducting a compensation study and review of the total employee benefit package. He acknowledged the college's sound financial management and again commended the board for its support. Ms. Durden moved and Mr. Estes seconded approval of the operating budget as proposed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Cramer, aye.

Chair Cramer emphasized that the budget had been developed based on the assumption that enrollment would be flat. Dr. Kerley summarized a number of initiatives being considered for boosting enrollment, including continuing to energize current programs, developing new programs in response to recognized needs, providing additional support for enrollment planning, strategic planning, and enhancing distance education activities. He emphasized that college faculty and staff members have expressed their readiness to continue to ensure access and opportunity to students and the community.

**Budget  
Amendment 18**

**4.2.2** Dean John Mercer led review of Amendment 18 to the Restricted Current Fund, identifying the various grants associated with the amendment. In response to Dean Mercer's request for board approval of the amendment, which totaled \$270,438.72, 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; Cramer, aye.

**Disposal of  
Inventoried  
Property**

**4.2.3** Following review of a list that included items of equipment determined to be obsolete or worthless, computer equipment that had been purchased for the Gulf Coast Workforce Board, and one missing laptop computer, trustees were asked to approve removal of the items from inventory records. In response to a question from Chair Cramer about security measures for laptops, Dr. Holdnak indicated security equipment is being provided and consideration is being given to acquiring newer technologies with capacity for greater protection. He noted that the Computer Services Steering Committee is considering a recommendation

that will require encryption of information. Ms. Durden moved and Mr. Cox seconded approval of removing the items from inventory records as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.2.4** Dean Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2006 - May 31, 2007, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during May 2007.

**Professional  
Personnel**

**4.3.1** Following review of the professional personnel recommendations listed below, 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; Cramer, aye.

**Employment**

Dover, Wendy L. --- Librarian, Library, effective July 1, 2007 - June 30, 2008, annual salary of \$31,900

Fox, Michael J. --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective May 15 - June 30, 2007, hourly rate of \$15.87 (funded by VTAE grant)

Golden, Blythe A. --- Assistant Softball Coach, Wellness and Athletics, effective May 30 - July 30, 2007, no salary

McCutcheon, Julianne R. --- Communications Internship, Marketing and Public Relations, Administrative Services, May 8 - June 30, 2007, no salary

Redaelli, Aldo J. --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective June 11- June 30, 2007, hourly rate of \$15.87 (funded by VTAE grant)

Shinskie, Nicole M. --- Librarian, part-time, Library, effective June 1, 2007, hourly rate of \$14.81

Wagner, Patricia M. --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective May 15 - June 30, 2007, hourly rate of \$15.87 (funded by VTAE grant)

Womble, Lauriann --- Assistant Coordinator, Dental Programs, Health Sciences, effective July 1, 2007 - June 30, 2008, annual salary of \$42,000

**DROP Entry**

Martin, Peggy M. --- Coordinator, Military Education, Student Development, effective October 1, 2007

**Reclassification**

Grantham, Larry M. --- From Librarian, part-time, to Librarian, full-time, Library, effective June 1 - June 30, 2007, salary of \$2,567 (based on annual salary of \$31,900)

**Revision of Employment**

Guilford, Kimbally R. --- From Assistant Coordinator, DEAL Program, Health Sciences, to Assistant Coordinator, Dental Hygiene, Health Sciences, effective May 16 - June 30, 2007, salary of \$7,027 (based on annual salary of \$56,065)

**Revision of Salary**

Samples, Gloria --- Coordinator, ESOL Program, Lifelong Learning, Instructional Support and Lifelong Learning, effective May 7 - June 30, 2007, from salary of \$4,504 (based on annual salary of \$29,400) to salary of \$4,948 (based on annual salary of \$31,500)

**Resignation**

Sibley, Betty J. --- Librarian, Library, effective June 15, 2007

Terryn, Raymond J. --- Learning Manager, part-time, Disability Support Services, Student Services, Student Development, effective June 22, 2007

Whigham, Jarin T. --- Programmer/Analyst, Computer Services, effective June 28, 2007

**Termination**

Swartout, Douglas L. --- Business Analyst, Small Business Development Center, Workforce Education, effective May 2, 2007

**Career Service  
Personnel**

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

**Employment**

Arevalo, Aura M. --- Teacher's Aide (Grade 9), Instructional Support and Lifelong Learning, effective June 11 - June 30, 2007, hourly rate of \$9.41 (funded by VTAE grant)

Castillo, Carmen A. --- Teacher's Aide (Grade 9), Instructional Support and Lifelong Learning, effective June 11 - June 30, 2007, hourly rate of \$9.41 (funded by VTAE grant)

Doster, Henry J. --- Lifeguard (Grade 3), Wellness and Athletics, effective May 14, 2007, hourly rate of \$7.55

Jennings, Katrina M. --- Financial Aid Assistant (Grade 10), Business Affairs, effective June 18, 2007, hourly rate of \$10.52, including experiential credit

Sherfield, Christine --- Facilities Management, Remote Campus (Grade 7), Facilities Management, effective June 5, 2007, hourly rate of \$9.19, including experiential credit

Todd, Ernest R. --- Groundskeeper (Grade 6), Facilities Management, effective May 30, 2007, hourly rate of \$8.85, including experiential credit

Waddle, Ilea L. --- Teacher's Aide (Grade 9), Instructional Support and Lifelong Learning, effective June 11 - June 30, 2007, hourly rate of \$9.41 (funded by VTAE grant)

Werts, Tony M. --- Groundskeeper (Grade 6), Facilities Management, effective June 15, 2007, hourly rate of \$8.85, including experiential credit

### **DROP Entry**

Crawford, Wallace M. --- Program Associate (Grade 13), WKGC, Instructional Support and Lifelong Learning, effective September 1, 2007

### **Reclassification**

Peterson, Donna W. --- From Records and Credentialing Assistant (Grade 10), Instructional Support and Lifelong Learning, to Executive Secretary (Grade 12), Student Development, effective June 1, 2007, hourly rate of \$11.42

Ruggieri, Mark J. --- From Custodian (Grade 6), Facilities Management, to Transportation Technician (Grade 9), Facilities Management, effective May 23, 2007, hourly rate of \$10.35

### **Resignation**

Cuida, Victor J. --- Teacher's Aide (Grade 9), Instructional Support and Lifelong Learning, effective May 24, 2007

Figueroa, Juan F. --- Teacher's Aide (Grade 9), Instructional Support and Lifelong Learning, effective May 24, 2007

Griffith, Janice L. --- Financial Aid Assistant (Grade 10), Financial Aid, Business Affairs, effective May 25, 2007

Jacobs, Bianka D. --- Teacher's Aide (Grade 9), Instructional Support and Lifelong Learning, effective May 24, 2007

Mohedano, Michelle R. --- Donor and Student Services Assistant (Grade 13), Gulf Coast Community College Foundation, effective May 25, 2007

Pettis, Jin J. --- Teacher's Aide (Grade 9), Instructional Support and Lifelong Learning, effective May 24, 2007

Smothers, Isis M. --- Teacher's Aide (Grade 9), Instructional Support and Lifelong Learning, effective May 24, 2007

Walding, Shannon M. --- Secretary (Grade 9), Health Sciences, effective May 31, 2007

#### **Termination**

Dinse, Barbara K. --- Lifeguard (Grade 3), Wellness and Athletics, effective June 1, 2007

Smith, Ronald E. --- Groundskeeper (Grade 6), Facilities Management, effective May 1, 2007

#### **Ratification of Contracts**

**4.3.3** Ms. Durden moved and Mr. Estes seconded ratification of contracts signed by 25 instructors of credit courses, 56 instructors of noncredit courses, and 9 special contractors, as well as instructors of credit courses on the Summer A 2007 Overload List. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Cramer, aye.

#### **Equity Update**

**4.3.4** Mr. Mosell Washington, director of human resources, presented the 2006-07 Executive Summary of the Educational Equity Act Annual Update. He highlighted accomplishments in the report's primary areas of focus, including implementation of 2006-07 equal employment opportunity efforts, gender equity in athletics, equity quality indicators, and response to state accountability goals. Dr. Kerley emphasized the need for a strong commitment to being a diverse institution with regard to both employee and student populations. In response to a concern expressed by Mr. Cox, Mr. Washington indicated that the college had done well with regard to recruitment and retention of the Hispanic population but had not so well with regard to the African American population. Trustees and

college staff members discussed various strategies being used in recruiting and retention efforts, as well as possible new approaches. After acknowledging the value of past efforts, Dr. Kerley pledged to take a new look at the broad issue and to seek a renewed commitment from faculty, staff, and administrators. He assured the trustees that the college would invest the resources necessary, particularly through institutional research and strategic planning, to enhance results in areas including minority student retention and success. In response to trustee concerns, Dr. Kerley indicated that he would bring more specific information on diversity issues to the board on a more frequent basis. Ms. Durden moved and Mr. Cox seconded approval of the 2006-07 Annual Equity Act Update. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Cramer, aye.

**5. Academic/  
Workforce  
Education**

No Academic and Workforce Education matters were presented.

**Lifelong  
Learning  
Courses**

**5.2** Trustees reviewed a listing of Lifelong Learning noncredit courses and their instructors for approval. Following review, Mr. Estes moved and Dr. Myers seconded approval of the courses and instructors as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Cramer, aye;

**6. Pinning  
Ceremonies**

**6.1** Dr. Kerley encouraged trustees to attend upcoming pinning ceremonies for students completing the Paramedic and Sonography programs.

**Anniversary  
Celebration**

**6.2** Dr. Kerley reminded trustees that a committee, co-chaired by Dr. Cheryl Flax-Hyman and Mr. John Mercer, was planning the college's 50<sup>th</sup> Anniversary Celebration, with events to occur on September 14-15. He promised to share more as details are worked out.

**7. Adjournment**

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