

D r a f t

M I N U T E S

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

June 30, 2008

1:30 p.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Dan A. Estes, Charles S. Isler, Stephen C. Myers, William C. Sumner, 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** Mr. Estes led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed Mr. Wayne Lindsey, president of the GCCC Foundation; Ms. Dana Dye, chair of the Faculty Council; Ms. Elizabeth Kelly, chair of the Career Council; Ms. Angela Smitherman, chair of the Coordinating Council, and Ms. Jillian Walsh, president of the Student Activities Board.
- Hearing of Citizens**
 - 1.5** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.6** Mr. Isler moved and Mr. Sumner seconded approval of the minutes of the board's regular meeting of May 15, 2008, as distributed. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.
- "Walk the Talk" Award**
 - 1.7** Ms. Kelly, chair of the Career Council, introduced and congratulated Mr. Wayne Millett, recipient of the council's "Walk the Talk" award. She presented a memento to Mr. Millett, indicating that he had been employed at the college since 1976 and had been selected for his many contributions and willingness to go above and beyond what was required of his job.
- Special Presentations**
 - 1.8** Mr. Lindsey, president of the GCCC Foundation, presented a symbolic check for \$1,013,884 to Chair Cramer and Dr. Kerley, noting the check represented total scholarship funds awarded by the foundation during 2007-08. Chair Cramer congratulated Mr. Lindsey and the foundation for reaching the milestone of investing more than \$1 million in scholarships in a single year, and he expressed appreciation for the foundation's significant and enduring support of the college's programs.

On behalf of herself and her husband, Dr. Saundra Ciccarelli, professor in the Social Sciences Division, presented a check for \$25,000 to establish a third scholarship. She indicated her family was thrilled to be part of the college's scholarship program and to have the honor of establishing scholarships in memory of her father, father-in-law, and Charlie Bond. Dr. Kerley expressed appreciation to Dr. Ciccarelli for her family's generosity.

Ms. Denise Murks, coordinator of the Returning Students Program, announced a recent donation from Mr. Don Anderson, owner of DeHerbert's Boutique, an upscale women's apparel shop in Panama City. She described the students served by the Returning Students Program and indicated the Returning Students Clothing Closet had been established several years ago to support the needs of current students and graduates of the program. When Mr. Anderson decided to close his business after 27 years, he generously donated the remaining 148 clothing items to the Clothing Closet. Ms. Murks expressed appreciation and indicated a special event was being planned to allow her program's students to select clothing items as a result of Mr. Anderson's generous donation. Dr. Kerley expressed appreciation to Ms. Murks for her role in facilitating the gift and for sharing the story with the trustees.

Chair Cramer asked Ms. Wanda Luckie, executive director of institutional advancement and special projects, to join him at the lectern. Mr. Cramer congratulated Ms. Luckie on her upcoming retirement from GCCC after 35 years of service. He expressed appreciation for Ms. Luckie's exemplary support of the board for many years and read and presented a resolution of commendation, which had been unanimously adopted by members of the District Board of Trustees.

2. Attorney's Report

2.1 Attorney Bennett indicated he was working with the St. Joe Company to negotiate an easement with Tyndall Federal Credit Union in connection with a parcel of property acquired by the college for mitigation purposes. He also reported that he had shared with each trustee a report on the trustees' evaluation of Dr. Kerley's performance during the past year. On behalf of the board, Chair Cramer congratulated Dr. Kerley on a successful first year of service as president of GCCC and extended best wishes for the future.

Next Meeting

2.2 Chair Cramer noted the next regular meeting of the board would begin at 10 a.m. on Friday, July 25, in Student Union West 306.

CIP Review Committee

2.3 Complying with a request made in June 2007, Dr. Kerley asked Chair Cramer to appoint a board committee to review the college's Capital Improvement Plan Report, due in Tallahassee by August 1. Mr. John Mercer, chief financial officer, indicated that the draft report would be modified as necessary based on committee feedback and the plan would be

presented for approval at the next regular meeting on July 25. Chair Cramer asked Trustees Estes, Isler, and Sumner to serve with him on the committee.

**3. SAB
Report**

3.1 Ms. Jillian Walsh, Student Activities Board president, reported the SAB Executive Board would be traveling to Washington, D.C., September 25-28, and would be participating in educational sessions while there. She noted that the Executive Board was meeting during the summer to plan “Welcome Back” activities for students.

**Bay County
Leadership
Institute**

3.2 Dr. Jeff Stevenson, chief economic development officer, highlighted the Center for Business, Continuing, and Community Education’s Leadership Training Program and commended Ms. Lori Luppino, coordinator of the program, and Ms. Debbie Mikolajczyk, director of the center, for the success of the program. Dr. Stevenson introduced Mr. Ed Smith, Bay County Manager, who spoke of the college’s high value in the community. In his early days in Bay County, Mr. Smith had identified the need for leadership training for county employees and had relied on the college and Ms. Luppino to develop a program that would enhance leadership skill and customer service levels of county employees. Mr. Smith commended Ms. Luppino and her staff for the high quality of the resulting program. Mr. Smith introduced Mr. Keith Bryant, Traffic Engineer, who shared a report on his experiences in the training program. He identified specific lessons learned that made him a better supervisor and indicated he recommended the program highly to others. In response to a question from Mr. Estes, Mr. Smith indicated that the program would be offered to all supervisors and then to other county employees over a period of time. Chair Cramer acknowledged the excellent partnership between the college and the county, noting in particular the ongoing project to construct the Public Safety/Emergency Operations Center at GCCC’s North Bay Center.

4. Personnel

4.1 Dr. Kerley presented professional and career service personnel recommendations, noting in particular the employment of Dr. George Bishop, who would fill the position formerly held by Dr. Linda Adair; the resignation of Dr. John Holdnak, who had accepted the position of vice chancellor for financial policy for the new Florida College System; the reclassification of Mr. John Mercer, who would succeed Dr. Holdnak as vice president of administration and finance; and the retirement of Ms. Mary Barker, long-tenured member of the GCCC Foundation staff. Following review of the recommendations listed below, Dr. Myers moved and Mr. Estes seconded approval of the recommendations as presented. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Professional Personnel

Employment

Bishop, George --- Vice President of Academic Affairs and Learning Support, effective July 14, 2008 - June 30, 2009, salary of \$125,515 (based on annual salary of \$130,000)

Continuing Contract Beginning July 1, 2008

Bottkol, Christine A.	Milner, Sharon A.
Garner, Jimmy C.	Ruder, Martha C.
Guilford, Kimbally R.	VanDerSchaaf, DeeAnn
Gunning, Laura H.	Williams, Anthony S.
McNaron, Mary E.	

Academic Rank

Beiler, Katrina M. --- Assistant Coordinator, Respiratory Therapy, Health Sciences Division, awarded academic rank as Instructor, effective July 1, 2008

Bottkol, Christine A. --- Coordinator, Nursing Programs, Health Sciences Division, awarded academic rank as Assistant Professor, effective July 1, 2008

Garner, Jimmy C. --- Coordinator, Technical Services and Support, Visual and Performing Arts Division, awarded academic rank as Assistant Professor, effective July 1, 2008

Guilford, Kimbally R. --- Assistant Coordinator, Dental Hygiene, Health Sciences Division, awarded academic rank as Instructor, effective July 1, 2008

Gunning, Laura H. --- Coordinator, Physical Therapist Assistant Program, Health Sciences Division, awarded academic rank as Associate Professor, effective July 1, 2008

McNaron, Mary E. --- Coordinator, Surgical Technology Program, Health Sciences Division, awarded academic rank as Assistant Professor, effective July 1, 2008

Milner, Sharon A. --- Assistant Coordinator, Practical Nursing Program, Health Sciences Division, awarded academic rank as Instructor, effective July 1, 2008

Justice, Laura G. --- Coordinator, Dental Programs, Health Sciences Division, awarded academic rank as Assistant Professor, effective August 1, 2008

Ruder, Martha C. --- Assistant Coordinator, Nursing Programs, Health Sciences Division, awarded academic rank as Assistant Professor, effective July 1, 2008

Schenk, Patricia A. --- Assistant Instructional Coordinator, Educator Preparation Institute, Off-Campus and Community Development, awarded academic rank as Assistant Professor, effective July 1, 2008

Storck, Dennis D. --- Coordinator, Cooperative Education, Academic Affairs and Learning Support, awarded academic rank as Assistant Professor, effective July 1, 2008

VanDerSchaaf, Dee Ann --- Coordinator, Radiography Program, Health Sciences Division, awarded academic rank as Instructor, effective July 1, 2008

Williams, Anthony S. --- Assistant Coordinator, Emergency Medical Services Programs, Health Sciences Division, awarded academic rank as Instructor, effective July 1, 2008

Reclassification

Butler, Susan M. --- From Instructional Coordinator, Educator Preparation Institute, Off-Campus and Community Development, to Chair, Social Sciences Division, effective July 1, 2008 - June 30, 2009, salary of \$69,516

Davenport, Rosemary L. --- From Interim Chair to Chair, Natural Sciences Division, effective July 1, 2008 - June 30, 2009, salary of \$89,326

Mercer, John D. --- From Chief Financial Officer to Vice President of Administration and Finance, effective July 1, 2008 - June 30, 2009, salary of \$111,836

Revision of Employment

Sorrells, Darrin D. --- Chair, Social Sciences Division, rescinded decision to accept job offer

Resignation

Holdnak, John R. --- Vice President of Administration and Finance, effective July 31, 2008

Robinett, James W. --- Assistant Coordinator, College Recruiting, Student Support and Enrollment Management, effective July 7, 2008

Revision of Resignation Date

Hodges, Kelley C. --- Learning Manager, part-time, Disability Support Services, Student Services, from May 26, 2008, to July 11, 2008

Retirement

Thayer, Robert E. --- Assistant Coach, Women's Softball Program, Wellness & Athletics, effective June 30, 2008

Career Service Personnel

Employment

Enslin, Laurie E. --- Lifeguard (Grade 3), Wellness and Athletics, effective May 20, 2008, hourly rate of \$7.55

Smith, Caitlin L. --- Lifeguard (Grade 3), Wellness and Athletics, effective May 20, 2008, hourly rate of \$7.55

DROP Exit

Driesbach, Lynn M. --- Senior Clerk Typist (Grade 9), Enrollment Services, Student Support and Enrollment Management, effective July 31, 2008

Resignation

Jones, Edwin L. --- Custodian (Grade 7), Maintenance and Operations, effective June 19, 2008

Price, Archie W. --- Groundskeeper (Grade 7), Maintenance and Operations, effective June 3, 2008

Retirement

Barker, Mary E. --- Executive Administrative Assistant (Grade 12), Gulf Coast Community College Foundation, effective July 31, 2008

On behalf of the board, Chair Cramer expressed appreciation for the many contributions of Dr. Holdnak during his 26 years at GCCC, particularly with regard to his management of college construction projects. Chair Cramer also congratulated Mr. Mercer on his promotion and expressed confidence in his ability to meet Dr. Kerley's and the board's expectations. Mr. Lindsey expressed appreciation for Ms. Barker's outstanding service to the foundation.

Contract Ratifications

4.2 Trustees reviewed a listing of contracts signed by 56 instructors of noncredit courses, 2 special contractors, and credit instructors named on the Summer A 2008 Overload List totaling \$340,739.52. Mr. Sumner moved and Mr. Isler seconded ratification of the contracts. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**2008-09
Operating
Budget**

4.3 Chair Cramer reported for the Budget Committee (Trustees Cramer, Durden, and Isler), recommending approval of the college's 2008-09 operating budget (Fund 1) that included revenues of \$29,152,607 and expenses of \$29,126,566. He reviewed the state budget cuts experienced during 2007-08, which exceeded \$1 million, and indicated the proposed budget included a 6 percent tuition increase and contingency funds to cover an expected additional state budget cut in late fall. Chair Cramer reviewed the budget proposal that had been developed to eliminate approximately \$1 million in recurring expenses, including a 5 percent across-the-college cut and a reduction in personnel expenses through retirements of several long-tenured employees. He acknowledged the critical nature of continued support from the GCCC Foundation and referred to the significance of funds raised during the Honors Plaza Campaign in the late 1990s specifically to protect the college's technology resources. Chair Cramer pointed out that the budget provided for the board's continued commitment to paying 85 percent of the employee health insurance premiums, paying approved employee life insurance premiums, and reimbursing approved employee educational expenses. He referred to the board's consistency in rewarding employee performance through an annual percentage salary increase for each of the years he had served on the board. He noted, however, that the committee recognized that current state revenue shortfalls would make it impossible to authorize a reward commensurate with employee performance this year. Instead, the budget included a one-time, non-recurring cost-of-living allowance of \$600 for all full-time employees, and he explained the allowance was intended to defray the sharp increase in the cost of fuel for college employees. He noted that the allowance would be included in the first paycheck after July 1, 2008. Following discussion, Mr. Sumner moved and Mr. Isler seconded approval of the proposed budget as recommended by the Budget Committee. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Chair Cramer commended Dr. Kerley, Mr. Mercer, and others involved in the budget process. Dr. Kerley emphasized that the budget process involved the entire college as all employees were asked to help identify and to support the across-the-board cuts necessary to bring a balanced budget to the board. He acknowledged the excellent efforts of members of the President's Cabinet, who had invested many hours in developing the budget proposal. On behalf of the board, Chair Cramer expressed appreciation for the team effort and indicated that not awarding a salary increase to college employees was one of the most difficult actions he had had to take during his tenure on the board. He confirmed the board's continued commitment to doing what it can to recognize employee performance appropriately.

**Budget
Amendments**

4.4.1 Dr. Kerley presented Amendment 29 to the Restricted Current Fund, describing the various grants involved, and requested approval. Mr. Estes moved and Ms. Wood seconded approval as requested. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

4.4.2 Dr. Kerley presented Amendment 30 to the Auxiliary Fund, indicating that the amendment involved WKGCC fundraising, and he requested approval. Mr. Sumner moved and Mr. Isler seconded approval as requested. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

4.4.3 Dr. Kerley presented Amendment 31 to the Agency Fund, noting the amendment reflected fundraising activities of two student organizations, and he requested approval. Dr. Myers moved and Mr. Estes seconded approval as requested. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

4.4.4 Dr. Kerley presented Amendment 32 to the Unrestricted Current Fund, indicating that the amendment would permit reallocation of the board approved 2007-08 budget among personnel, current, and capital outlay expenses to bring the budget into compliance with state rules. Mr. Sumner moved and Mr. Isler seconded approval as requested. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Disposal of
Inventoried
Property**

4.5 After reviewing a list of items no longer of use to the college, trustees were asked to authorize removal of the items from inventory records. In response to a question from Dr. Myers, Mr. Mercer indicated that Item 21059 (computer) reflected an incorrect purchase date; it was listed as 1/30/2008, but the correct date was 1/30/2002. Mr. Daniels explained that computers on the list would be offered to the Bay Education Foundation, which had a program to donate computers to K-12 students based on need. Remaining computers would be offered to Bay, Gulf, and Franklin K-12 school districts and then to charitable organizations, including private schools. Ms. Wood moved and Dr. Myers seconded authorization to remove the items from inventory records as requested. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Policy
Approvals**

4.6 Trustees were asked to give tentative approval to a new policy and a revised policy as described below:

- Policy 6.108, Student Loan Practices Code of Conduct, a new policy, was described as the college's articulation of procedures already in place with regard to behavior of employees and trustees in the context of student loans and lending institutions. Dr. Kerley indicated that

Dr. Will Holcombe, chancellor of the system, had requested that the policy be adopted by all community college boards as a reflection of the system's commitment to ethical behavior.

- Policy 7.101, Advising and Counseling, an existing policy, proposed a change responsive to financial aid and veterans' affairs requirements and would assist advisers in building an accurate academic plan for each student as well as help students avoid accumulating excess hours, which could negatively impact them.

Following discussion, Mr. Sumner moved and Ms. Wood seconded tentative approval of the new policy, 6.108, and the revised policy, 7.101, as presented. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Equity
Report**

4.7 Mr. Mosell Washington, director of human resources, presented the 2007-08 Executive Summary of the college's Educational Equity Act Annual Update. He highlighted GCCC's responses in four major reporting areas: Implementation of 2007-08 Strategies, Gender Equity in Athletics, Equity Quality Indicators, and Employment Accountability Plan. Mr. Estes moved and Dr. Myers seconded approval of the update as presented. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Administration
Annex
Remodeling**

4.8 Dr. Kerley recommended approval of additive Change Order 1, totaling \$6,182.87 and requesting an additional 22 days, on the Administration Annex Remodeling project. He called on Dr. Holdnak to highlight details, including an explanation of the DOE-mandated modifications to the plans. Following discussion, Mr. Isler moved and Mr. Sumner seconded approval of Change Order 1, adding \$6,182.87 and 22 days to the project. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Stairwell
Replacement**

4.9 Dr. Kerley recommended approval of additive Change Order 1, totaling \$15,445.95, on the Business/Social Sciences Building Stairwell Project. Dr. Holdnak indicated the project was within two weeks of the contract completion date and that considerable work was yet to be done. The contractor has been informed that the project must be complete by the first day of fall classes. In response to a question from Mr. Estes about penalties for being late, Dr. Holdnak indicated the contract provides for the assessment of liquidated damages of \$500 per day. Dr. Myers moved and Mr. Estes seconded approval of Change Order 1, adding \$15,445.95 to the project. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Health
Sciences
Building
Remodeling**

4.10 At Dr. Kerley's request, Dr. Holdnak explained the components of deductive Change Order 5, totaling \$96,213.96, on the Health Sciences Building Remodeling Project, and he recommended approval. He also presented Change Order 6, which totaled \$88,596 and requested 31 additional days. He noted the change order included an addition of \$81,130 for electrical revisions for components on all floors inadvertently left out of original plans and \$7,446 for an additional 31 days of Builder's Risk Insurance and general liability insurance required by the project delay. Dr. Holdnak invited DAG architects, Owen Gipson and Pat Ballasch, to address the board regarding Change Order 6. After Mr. Gipson's overview of the cause of the electrical omissions and in response to Chair Cramer's question about why the college should be expected to bear the burden of additional expenses caused by errors in the original plans, Mr. Ballasch indicated that the largest part of the change order resulted from lack of communication between DAG and its consultant and engineers, not GCCC, and that the college would not be responsible for paying \$7,446 for additional insurance required by the project delay. Mr. Ballasch apologized for his firm's mistakes in not picking up the electrical omissions, indicating that although the electrical components were discussed in the project planning process, they "fell through the cracks" and were never added to the plans. He characterized the "good news" as the fact that the errors were discovered "before we sealed it up," thereby eliminating the likelihood of an even more costly change order. Mr. Ballasch indicated that his firm does not like to make mistakes and would not let this happen again. He went on to indicate that the electrical revisions would be necessary and that his firm needed the college to approve the change order so that work could continue. He noted that he had directed the contractor to continue work to avoid additional delay of the project, and he requested board approval of the change order to support that action. He acknowledged that the college would not be responsible for the cost difference between prices at the time of the original construction bid and now, and he estimated that cost difference would be 10 percent. Following extensive discussion, trustees indicated they could not approve Change Order 6 without having specific cost figures to consider. Consistent with Attorney Derrick Bennett's recommendation, Chair Cramer indicated a decision regarding Change Order 6 would be delayed until board members were provided the necessary information upon which to make a prudent decision at the board's next regular meeting on July 25, 2008. With regard to deductive Change Order 5, totaling \$96,213.96, Mr. Sumner moved and Mr. Isler seconded approval as requested. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Broadcast
Tower
Bids**

4.11 At Dr. Kerley's request, Dr. Holdnak presented results of four bids related to construction of the WKGCC-Public Safety/Emergency Operations Center broadcast tower at the North Bay Center. He recommended that the low bid be accepted for all four items as listed here:

- Bid 2008-12, Construction/Installation of a 420' Broadcast Tower:
Accept low bid of \$697,000 from Expert Construction Managers, Inc., of Brandon, Florida
- Bid 2008-23, Installation of Modular Transmitter Building:
Accept low bid of \$328,000 from Expert Construction Managers, Inc., of Brandon, Florida
- Bid 2008-14, Purchase/Installation of Broadcast Equipment:
Accept low bid of \$235,034.11 from Broadcast Electronics, Inc., of Quincy, Illinois
- Bid 2008-15, Purchase/Installation of Microwave Broadcast System:
Accept low bid of \$96,000 from Expert Construction Managers, Inc., of Brandon, Florida

Mr. Isler moved and Mr. Sumner seconded acceptance of the low bids as recommended and awarding each bid to the low bidders as recommended. The vote was recorded as follows: Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

5. Celebrations/ Highlights

5.1.1 Dr. Kerley's presentation of college celebrations and highlights included mention of the need for budgetary caution as the new fiscal year begins; need for engagement in the implementation stages of the new Florida College System; continued collaborative efforts including the new STEM project with FSU PC, Naval Support Activity PC, and K-12 school systems; evidence of effectiveness in enrollment management activities; increased flexibility in scheduling classes; and expanding E-learning offerings. Dr. Kerley referred to the new CONNECT! program, an exemplary collaborative effort between GCCC and FSU PC, to facilitate a student's transition through higher education without having to leave the local community. He acknowledged the Claude Pepper Foundation's partnership that would provide a full four-year scholarship each year to a student in the CONNECT! program and the Pepper Foundation's goal of endowing a scholarship at both GCCC and FSU PC. Dr. Kerley noted several special Health Sciences Division pinning ceremonies held recently to honor graduates of various programs and commended the excellent arts opportunities sponsored by the Visual and Performing Arts Division. He referred to the reorganization of some administrative functions, including the changes in Administration and Finance, intended to promote greater efficiency and smooth operations. Dr. Kerley indicated that he was working with a committee at the state level on articulation issues in an effort to preserve the articulation model that has been in place in Florida since the early 1970s. Among issues requiring future attention, Dr. Kerley identified the new Florida College System, DROP and retirement and limitations on hiring, excess hours, K-12 and remediation, and green-building of new facilities.

**Global
Issues**

5.1.2 Dr. Kerley shared an article titled *Creating a Sustainable American Higher Education System* from a Spring 2008 American Council on Education publication, and he encouraged trustees to read it after the meeting. He noted the article emphasized the critical role and value of community colleges.

**Administrative
Updates**

5.2 Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas, highlighting major activities as follows:

Academic Affairs and Learning Support

- Changes in structure/content in Social Science Division and Business and Technology divisions
- Planning for Fall Conference and SACS reaffirmation of accreditation process

Student Support and Enrollment Management

- Performance of part-time recruiter
- Effort to employ a new full-time recruiter
- Planning for a one-stop center for student services

Administration and Finance

- Multiple construction projects under way
- Study of bookstore operations
- Employee compensation study (to be presented to the board at a later date)

Institutional Advancement

- Strategic planning report card being developed for 2007-08
- Continued GCCC Foundation fundraising efforts
- Shark's Tooth Golf Tournament coming in November
- New GCCC website up and running
- New College Talk TV show to air soon

Economic Development

- Strong training programs
- Several economic development initiatives under way

Information Technology

- New IP phone system installation
- UNISYS consortium meetings
- Computer replacements under way

**Financial
Report**

5.3 Dr. Kerley referred to a Fund 1 financial activity report as of May 31, 2008, and encouraged trustees to take the report from their notebooks for closer review after the meeting.

6. Radio & TV Advertising

6.1 At. Dr. Kerley's request, Mr. Smith announced that Coach Roonie Scovel had been approached and had agreed to do a radio and television advertisement to support the Gulf Coast Athletic Association. Dr. Kerley said efforts were under way to secure corporate sponsorship of the college's athletic programs. Reaffirming the college's commitment to academics first, Dr. Kerley assured trustees that he has no intention of cutting back in the area of athletics as a response to tight economic conditions.

7. Adjournment

The meeting was adjourned at 3:40 p.m.