

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

June 25, 2009

10:00 a.m.

Student Union West, Room 306

Members Present: William C. Cramer, Jr. (presiding), Charles S. Isler III, Karen L. Durden, Dr. Stephen C. Myers, William C. Sumner, Dan A. Estes, Denise D. Butler, Linda R. Wood, Dr. Jim Kerley, and Derrick G. Bennett.

Members J. Allen Cox

Absent:

- 1. Call to Order** **1.1** Chair Cramer called the meeting to order at 10:00 a.m.

- Invocation** **1.2** Dr. Kerley gave the invocation.

- Pledge of Allegiance** **1.3** Mr. Isler led those present in the pledge of allegiance to the American flag.

- Welcome to Guests** **1.4** Chair Cramer welcomed Colonel David Zeh, commander, 325th Mission Support Group at Tyndall Air Force Base; Dr. Amal Sidani-Tabbaa, president of the GCCC Foundation; Ms. DeeAnn VanDerSchaaf, chair of the Faculty Council; Bobby Hughes, chair of the Career Council; Ms. Alice Walls, chair of the Coordinating Council; and Ms. Jillian Walsh, vice-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** Ms. Durden made a motion to approve the minutes of the board's regular meeting of May 14, 2009, the trustee retreat of June 13, 2009, and the budget committee meeting of June 17, 2009, as distributed. Mr. Sumner seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.

- Special Presentations** **1.7.1** Mr. and Mrs. David Warriner presented a check for \$10,000 to the GCCC athletic fundraising effort on behalf of the Tapper Foundation. Mr. Cramer provided a history of the relationship between the Tapper Foundation and GCCC and thanked the Warriners for the donation.

 1.7.2 Mr. Cramer and Dr. Kerley thanked Col. Zeh for his years of service as an honorary trustee and presented him with a signed resolution and gifts of appreciation.

1.7.3 Dr. Sandra Ciccarelli's presentation was deferred until the next board meeting.

2. Attorney's Report

2.1.1 Attorney Bennett explained the history of the North Bay Center firing range project and that the berm located at the range has eroded. He explained that the process of attributing the damage, whether it be environmental or due to construction negligence, is in progress. He will update the board as the process moves forward.

2.1.2 Attorney Bennett reminded the board that the lowest bidder was not selected for the Camp Helen tram path project and informed the board that the lowest bidding vendor had filed a dispute after the required time period to do so. He further explained that the dispute was rejected based on that fact. Mr. Estes asked about the law regarding lowest bid selection, and Attorney Bennett explained the process of due diligence in this case and assured the board that the appropriate actions were taken.

Foundation Liaison Report

2.2 Dr. Amal Sidani-Tabbaa shared details of the recent work of the Foundation.

United States Navy Representative Report

2.3 Commander Jessica Pfefferkorn was unable to attend the board meeting.

United States Air Force Representative Report

2.4 Col. David Zeh expressed his good wishes to the college as he takes on his next command.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, June 25, 2009, Student Union West 306.

FSU-PC Discussion

2.6 This item was added during the course of the meeting by Mr. Cramer. Mr. Cramer detailed the history of the FSU-PC/GCCC relationship and related the relevant actions of the FSU Board of Trustees. He stated that FSU officials had articulated a plan, combined with the efforts of GCCC administration and community leaders, to create a Blue Ribbon committee to study viable options for the future of FSU-PC, in the wake of increased enrollment expectations and a 25% budget cut. Mr. Cramer then described how FSU President T.K. Wetherell instead proposed the addition of Freshman and Sophomore classes to FSU-PC, which was approved by the FSU Board of Trustees in June. This proposed plan included the cooperation of GCCC to facilitate the transition to a four-year institution. Mr. Cramer reported that no meaningful discussion of this option had occurred before it was approved by FSU's board. Ms. Durden moved to write a letter to the FSU Board of Trustees expressing disapproval of the actions taken as well as GCCC's position on the issue.

Mr. Sumner seconded the motion, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye. Further, Mr. Isler moved to allow GCCC administration to explore movement to a state college. Ms. Wood seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.

3. SAB Report

3.1 Ms. Walsh, vice-president of the Student Activities Board (SAB) reported that the SAB members attended the American Government Student Association meeting in Washington, DC. and are making preparations for other events for the upcoming year.

**Program
Highlight**

3.2 Ms. Patricia Schenck, coordinator of the Educator Preparation Institute, gave a brief presentation of the program and detailed accomplishments to date. Preston Thompson, a former student in the program, gave a testimonial of the quality of the program and how it aided him in entering into education after leaving the Navy.

4. Action Items

4.1 After review of the following listed personnel recommendations, Ms. Durden made a motion to accept all recommendations. Dr. Myers seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.

PERSONNEL RECOMMENDATIONS

Professional Services

Employment

Kim S. Allan---Project Coordinator, Business & Technology Division, effective June 22, 2009 – June 30, 2009, salary of \$804.83 (based on annual salary of \$30,000). Grant funded by Florida Great Northwest Wired Grant.

Melinda C. Cumbaa---Temporary, full-time, Coordinator, Physical Therapy Assistant Program, Health Sciences Division, effective August 3, 2009 – May 14, 2010, annual salary of \$53,000. Ms. Cumbaa fills the position vacated by the reclassification of Dr. Laura H. Gunning.

Marc A. LaTourette---Instructional Technologist, Health Sciences Division, effective May 26, 2009 – June 30, 2009, salary of \$4,980 (based on annual salary of \$50,000). Grant funded by Community Based Job Training Grant.

Andrew S. Rutherford---Career Manager , Workforce Training/Gulf

Franklin Center, Economic Development, effective June 15, 2009 – June 30, 2009, salary of \$1,264.50, (based on annual salary of \$27,500), includes experiential credit. Grant funded by Workforce Investment Act Grant. Mr. Grant fills the position vacated by the reclassification of Arifa Garman.

Resignation

Meghan Byrem---Job Developer, Workforce Center, Economic Development, effective June 12, 2009.

Retirement

Theresa S. Pankhurst---Assistant Professor, Health Sciences Division, effective October 31, 2009.

Career Services

Employment

Vera W. Dallas---Temporary, full-time, Senior Administrative Assistant (Grade 10), Grounds & Building Services, effective June 15, 2009, hourly rate of \$11.68, includes experiential and educational credit. Ms. Dallas fills the position vacated by the reassignment of Brenda S. Washington.

Brandi M. Powell---Temporary, full-time, Senior Administrative Assistant (Grade 10), Health Sciences Division, effective June 1, 2009, hourly rate of \$10.39. Ms. Powell fills the position vacated by the resignation of Kathleen S. Faircloth.

Temporary Assignment

Don A. Costa---Temporarily reassigned from Custodian (Grade 6), to Facilities Maintenance Remote Campus (Grade 7), Grounds & Building Services, effective April 1, 2009, at an hourly rate of \$14.09. Mr. Costa fills the position vacated by the resignation of James H. Greig.

Brenda S. Washington---Temporarily reassigned from Senior Administrative Assistant (Grade 10), Grounds & Building Services, to Senior Purchasing Assistant/Buyer (Grade 11), Procurement, effective June 1, 2009, at an hourly rate of \$16.52. Ms. Washington fills the position vacated by the resignation of Charlotte M. Willbanks.

Termination

Mary D'Aoust---Program Assistant, Displaced Homemaker Program, Student Services, effective June 30, 2009.

Exit from DROP

Charlotte M. Willbanks

Effective June 30

Contract Ratifications

4.2 Trustees reviewed a list of contracts pending for the month. Mr. Sumner made a motion to approve ratification of the contracts. Ms. Wood seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.

Annual Equity Report

4.3 Mr. Mosell Washington, director of Human Resources, provided a summary of the equity report and detailed activities implemented to increase levels of equity in regard to ethnicity and gender. Strategies included hiring new recruiting staff and reassigning Dr. Carrie Baker as the new Associate Director of Retention & Student Diversity within Student Support & Enrollment Management. Mr. Washington also stated that GCCC continues to seek qualified minority applicants for faculty and staff positions. Ms. Butler moved to approve the report. Ms. Wood seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.

Designation of Fund Balance in Excess of Statutory Requirement

4.4 Approval was requested to designate the portion of the college's Unrestricted Current Fund (Fund 1) unallocated fund balance in excess of 7 percent on the college's Annual Financial Reports and Operating Budgets as a "Board Designated Budget Stabilization Reserve." Mr. John Mercer, vice-president of Finance and Administration stated that a number of colleges statewide have used this process to designate a portion of their unallocated fund balance to fund future needs such as hurricane recovery, revenue budget shortfalls, and other possible events. This action would remove these funds from the unallocated fund balance used for regular operating activities until redesignated by the board and would maintain the college's unallocated fund balance at a recommended level. Mr. Sumner moved to approve the request. Ms. Durden seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.

2009-10 Operating Budget

4.5 The proposed 2009-10 budget for the college's Unrestricted Current Fund (Fund 1) was presented for approval by the board. The board discussed key budgetary informational items for the proposed budget, which included the following considerations:

- Eight percent tuition fee increase
- \$2.00 per hour tuition increase for parking-related expenses
- \$1.95 per credit hour ID card fee
- Ten percent current expense reduction
- Fourteen deleted positions
- Deletion of the fleet

- Postponement of library acquisitions and computer replacements
- Reorganization of Maintenance and Operations and Food Service

Ms. Durden moved to approve the budget. Dr. Myers seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.

Changes to Manual of Policy

4.6 Final approval was requested for the following GCCC Manual of Policy changes:

- **4.6.1** Policy 2.060, Southern Association of Colleges and Schools (SACS) Substantive Change Process – Establishes a formal process to ensure timely compliance with SACS policy on substantive change.
- **4.6.2** Policy 5.025, Procurement – Amends existing policy to add a deadline of 30 days to request reimbursement for expenditures from the college’s petty cash fund.
- **4.6.3** Policy 5.041, Investment of Surplus Funds – Amends existing policy to add authorization for college officials to invest surplus funds according to statute or at any FDIC insured institution up to the insured limit.
- **4.6.4** Policy 5.165, Travel and Expenses – Approval of changes will be requested to address use of personal or rental versus fleet vehicles, and required signatures for travel authorization.
- **4.6.5** Policy 6.061, Intellectual Property Rights – Changes the name of existing policy entitled “Published Materials” for consistency with common terminology.
- **4.6.6** Policy 6.094, Fraud – Establishes a new policy to address concerns by auditors that the college did not have a written policy stating that fraud is not an acceptable college behavior, outlining the appropriate means for reporting actual or suspected fraud, and giving assurance that employees reporting fraud will be protected from retaliation.

Ms. Durden moved to approve the changes. Mr. Isler seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye, and Cramer, aye. Mr. Estes was out of the board room during the vote.

4.7.1 Tentative approval of policy revision due to changes resulting from discussion at the District Board of Trustees meeting in May 2009 was requested for Policy 2.144, Dismissal of a Member of the District Board of Trustees, which establishes a written policy that addresses the process for dismissal of college trustees. Mr. Sumner moved to approve the change. Ms. Butler seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye, and Cramer, aye. Mr. Estes was out of the board room during the vote.

**Budget
Amendments**

4.8.1 Ms Wood made a motion to approve Amendment 24 to the Agency Fund (Fund 6). Mr. Sumner seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye, and Cramer, aye. Mr. Estes was out of the board room during the vote.

4.8.2 Dr. Myers made a motion to approve Amendment 25 to the Restricted Current Fund (Fund 2). Mr. Isler seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye, and Cramer, aye. Mr. Estes was out of the board room during the vote.

4.8.3 Ms. Durden made a motion to approve Amendment 26 to the Unrestricted Current Fund (Fund 1). Mr. Isler seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye, and Cramer, aye. Mr. Estes was out of the board room during the vote.

4.8.4 Mr. Estes made a motion to approve Amendment 27 to the Unrestricted Current Fund (Fund 1). Dr. Myers seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Estes, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye, and Cramer, aye.

**Inventoried
Property
Disposal**

4.9 Dr. Kerley recommended approval of disposal of inventoried property. Ms. Wood made a motion to accept the disposal of listed property. Mr. Sumner seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Estes, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye, and Cramer, aye.

**Capital
Improvement
Program
Report**

4.10 Mr. Estes made a motion to approve the Capital Improvement Program Report for FY 2010-11 through FY 2014-15 prioritizing capital project funding requests for those projects identified in the college's current Educational Plant Survey. Dr. Myers seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Estes, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye, and Cramer, aye.

**Annual Fire
and Safety
Inspection**

4.11 The annual fire and safety inspection was presented for approval as required under state law. Mr. Mercer reported that, for the second consecutive year, the inspection showed significant improvement in the compliance with all safety issues, a result of the efforts of the college's Maintenance and Operations staff. The few minor issues noted in the report were immediately corrected. Mr. Isler moved to approve the inspection report. Ms. Durden seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.

- Health Sciences Renovation Project** **4.12** Action on Health Sciences Renovation Project Change Order #14 was deferred to the next meeting.
- Public Safety/EOC Project** **4.13** Mr. Sumner made a motion to approve Change Order #9 to the project, a net deductive change order of \$1,115,138.07 resulting from the direct purchase of materials by the college. Ms. Butler seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.
- Administration Annex Project** **4.14** Mr. Isler made a motion to approve Change Order #12, a net deductive change order in the amount of \$82,989.15, comprised of a deduction for the direct purchase of materials by the college totaling \$97,669.83, and several additions requested by the college totaling \$14,680.68. Mr. Estes seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.
- FSU-Police Contract** **4.15** Ms. Butler made a motion to approve a contract with Florida State University police to provide continued law enforcement services for Gulf Coast Community College for an additional three-year period. Ms. Wood seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.
- 2009-10 College Catalog** **4.16** Ms. Durden made a motion to approve the 2009-10 College Catalog, as presented. Mr. Isler seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.
- Spring Break Holiday Schedule** **4.17** Ms. Durden made a motion to approve the proposed 2009-10 Spring Break schedule, which closes all campuses for the full week of Spring Break. All staff will receive paid vacation days for that week. Mr. Isler seconded, and the vote was recorded as follows: Durden, aye; Isler, aye; Myers, aye; Sumner, aye; Butler, aye; Wood, aye; Estes, aye, and Cramer, aye.
- Informational Items** **5.1** Dr. George Bishop presented information on the status of Developmental Studies at GCCC in comparison to other Florida colleges. Dr. Bishop detailed strategies that are being used to facilitate improvement in this area, including the implementation of recommendations proposed by the Developmental Studies Task Force.
- 5. President's Report** **5.2.1** Dr. Kerley provided trustees with information on highlights and celebrations.

5.2.2 Dr. Kerley provided trustees with information on global issues and events

5.2.3 The discussion on FSU-PC occurred during added item 2.6.

Administrative Updates

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

Financial Report

5.4 Trustees were provided information located in the Financial Indicators Report as of May 31, 2009.

6. Good of The Order

Trustees were provided information on GCCC Events this Summer as listed on the agenda:

- 2009 Gulf Coast Men's Basketball Team Camp, June 26-28, 2009
- Small Business Resource Event with Congressman Allen Boyd, June 30, 2009
- Kid's College – "Living Green," July 20-24, 2009
- Educator Preparation Institute (EPI) Community Forum, July 21, 2009
- Kid's College – "Building Green," July 27-31, 2009
- GC Athletics Summer Sports Camps through July 30, 2009
- Red Cross Swim Lessons through July 31, 2009

Adjournment

7.1 The meeting was adjourned at 12:43 p.m.