

FINAL
MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

June 24, 2010

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Charles S. Isler, III (presiding), Denise D. Butler, Karen L. Durden, Dan A. Estes, Shirley J. Jenkins, Linda R. Wood, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Dr. Stephen C. Myers, William C. Sumner

- 1. Call to Order**
 - 1.1** Chair Isler called the meeting to order at 10:00 a.m.
- Invocation**
 - 1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance**
 - 1.3** Ms. Jenkins led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Isler welcomed Commander Jessica Pfefferkorn, United States Navy; Mr. Lloyd Harris, chair of the Faculty Council; Ms. Lisa Keeton, chair of the Professional Employee Council; and Ms. Abby Stokes, 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 13, 2010, as distributed. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- Professional Employee of the Month**
 - 1.7** Dr. Kerley called on Ms. Lisa Keeton, chair of the Professional Employee Council, to introduce the Professional Employee of the Month for April. Ms. Keeton introduced Ms. Donna Newell, senior administrative assistant, Enrollment Services as the Professional Employee of the Month for May.

- Special Presentation** **1.8** Members of the Krewe of St. Andrews presented the college with a check for \$15,000 for student scholarships. The organization collected these funds from registration fees for their annual golf tournament.
- SACS Review** **1.9** Dr. Flax-Hyman presented an update on the Quality Enhancement Plan. The SACS on-site team visit is scheduled October 26-28, 2010, and members of the team will be meeting with trustees and employees.
- 2. Attorney's Report** **2.1** Attorney Bennett had no report. The president's evaluation report was deferred until the July board meeting.
- United States Navy Representative Report** **2.2** Commander Jessica Pfefferkorn presented an update on base activities.
- United States Air Force Representative Report** **2.3** Colonel Michael Fleck was unable to attend the meeting.
- Next Meeting** **2.4** The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, July 15, 2010, in the William C. Cramer, Jr. Seminar Room.
- 3. SAB Report** **3.1** Ms. Abby Stokes, newly elected president of the Student Activities Board (SAB), reported on current and upcoming activities organized by the Student Activities Board.
- Program Highlight** **3.2** Ms. Lisa Keeton, coordinator of Success Center and Academic Tutorial Support, provided an overview of the GCCC Passport Program.
- Student Success Story** **3.3** Ms. Keeton introduced Ms. Sandra Thompson, who spoke about her experiences as a student in the Passport Program. Mr. Estes suggested waiving GED fees for needy Passport students.
- 4. Personnel** **4.1** Trustees approved a list of 25 personnel actions for May. Ms. Durden made a motion to accept the recommendations as presented. Ms. Butler seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Isler, Wood, aye; and Butler, aye.
- Contract Ratifications** **4.2** Trustees approved a list of contracts signed by 63 instructors of noncredit courses, 32 special and overload contracts, for the total amount of \$592,447.49. After review of the contract ratifications listed under item 4.2, Ms. Jenkins made a motion to accept the recommendations as presented. Ms. Durden seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Approval of
2010-11
College
Budget**

4.3 Dr. Kerley summarized the FY 2010-11 budget process and detailed key points, including a proposed \$1,100 salary increase for all fulltime employees. Agenda item **4.16** was moved to this position in the meeting. Mr. Daniels summarized software and service contract details regarding the purchase and implementation of new administrative software. Mr. Daniels discussed: a) that the college terminated its membership with the IT Consortium effective June 30, 2011; b) that the college requested approval of an agreement with Campus Works, Inc. to provide consulting and implementation services related to Banner; and c) that the agreement with Campus Works was purchased using the IT Exclusion (Florida Administrative Code (Section 6A-12.0734 FAC; Procurement Requirements Subsection (g)). Approval was requested for the 2010-11 College Unrestricted Current Fund Budget. Ms. Wood made a motion to accept the budget as presented. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Amendment
to Restricted
Current Fund**

4.4 Approval was requested for Amendment 21 to the Restricted Current Fund (Fund 2), which establishes the budgets for a number of grants and other restricted programs. Ms. Durden made a motion to approve the amendment. Mr. Estes seconded, and the vote was recorded as follows: Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Amendment
to Auxiliary
Fund**

4.5 Approval was requested for Amendment 22 to the Auxiliary Fund (Fund 3). Ms. Durden made a motion to approve the amendment. Mr. Estes seconded, and the vote was recorded as follows: Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Manual of
Policy
Revisions**

4.6 Final approval was given for the following Manual of Policy Revisions:

Refer to 4.6.1 Policy 4.068, International Agreements/Travel

This new policy establishes the approval process for entering into agreements with foreign institutions or entities, and obtaining approval for travel abroad.

Refer to 4.6.2 Policy 6.019, Adjunct Faculty

Approval to amend existing policy 6.019 was requested to clarify the required office hours for adjunct faculty.

Refer to 4.6.3 Policy 6.066, Voluntary Leave Donations

This new policy establishes a program and guidelines to enable full-time employees to donate accrued leave to seriously ill employees.

Ms. Durden made a motion to approve the revisions. Mr. Estes seconded, and the vote was recorded as follows: Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye;

Wood, aye; and Isler, aye.

**Manual of
Policy
Revisions**

4.7 Tentative approval was given for the following Manual of Policy Revisions:

Refer to 4.7.1 Policy 5.262, Environmental Conservation

This new policy is being established to affirm institutional commitment to support conservation consistent with efforts that enhance the quality of education while preserving the environment.

Refer to 4.7.2 Policy 7.025, Institutional Scholarships and Work Assistantships

Changes to this policy were recommended following discussions with the college's legal counsel.

Ms. Wood made a motion to approve the revisions. Mr. Estes seconded, and the vote was recorded as follows: Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Inventoried
Property
Disposal**

4.8 Approval was requested to dispose of equipment that the property custodians had determined no longer served the needs of the college's students or staff. Ms. Wood made a motion to approve the list. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Discussion of
Proposed
Child Care
Center**

4.9 Dr. Kerley discussed the process of investigating the possibilities of offering a child care center at GCCC. No vendors submitted bids in response to the college's RFP. Ms. Maggi LeClair discussed the apparent problems associated with vendor profitability in a center of the proposed size.

**Capital
Improvement
Program
Priorities**

4.10 Staff submitted a recommendation for approval of the selected capital improvement program priorities for FY 2011-12 through FY 2015-16. Dr. Kerley discussed the need to build a new Math/Science facility due to the age of the current building. Ms. Durden asked if the college could remodel the existing building. Mr. Joe Sorci, architect for the GCCC ATC Building, discussed the state funding formula that would make remodeling difficult. Ms. Butler stated the need for portable nursing buildings at the Gulf/Franklin Center and asked that the board keep facilities for Gulf/Franklin a priority. Dr. Kerley reinforced the GCCC commitment to the needs of student in Gulf and Franklin counties. Mr. Isler voiced his agreement. Ms. Wood made a motion to approve the list. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Public Safety/
Emergency
Operations**

4.11 Staff submitted a recommendation for approval of Public Safety/EOC Change Order #14. This reflects an increase of \$58,115, to the GAC Public Safety/Emergency Operations Center contract primarily for

Center

professional services related to the possible construction of a helipad to be used by the Bay County Sheriff's Office for official business and by the college for instructional purposes. The college's portion of this cost will come from state PECO appropriations for the project and \$23,500 of this cost will be reimbursed by other sources. Mr. Estes made a motion to approve the change order. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

Agenda item **4.13** was moved to this position in the meeting. This informational item detailed the need to build a helipad at the Public Safety/EOC facility. Mr. Mercer stated that the Bay County Sheriff's Office must move off of the Panama City Airport property, which prompted this proposed project.

**HVAC
Cooling
Towers**

4.12 Dr. Kerley provided background detail on the need to replace the college's HVAC cooling towers and submitted a recommendation to the board. Mr. Mercer explained that the towers were damaged due to service errors by a previous vendor. As a result, the towers are deteriorating much sooner than expected and must be replaced to maintain viability. The process will be paid for using PECO General Repair appropriations. Ms. Durden made a motion to approve the request. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Public Safety/
EOC Helipad**

4.13 This agenda item was bundled with item **4.11**.

**ATC Design
Documents
and Code
Enforcement**

4.14 GCCC staff submitted a request for approval of Advanced Technology Center (ATC) design documents and authority for jurisdiction for plan review, building permitting, and construction Inspections. Mr. Estes detailed the process for selecting code enforcement services for the college and stated that the proposal submitted by Bay County was the lowest bid. Mr. Mercer explained the statutory right to select services provided by county governments. Mr. Isler reinforced the college's commitment to providing private industry with an equal chance of being awarded college contracts.

Mr. Bo Creel and Mr. Scooter Hodges of Code South spoke on behalf of the company, stating that Code South employs inspectors with multiple certifications, unlike the County. They also stated that Code South's current inspection contract with the college could be extended without a re-bid process. In addition, Code South would provide services for 5 percent below the County bid.

Ms. Durden asked Mr. Joe Sorci, ATC architect, to weigh in on the decision. Mr. Sorci stated that all options for inspection services are viable for this project. Mr. Richard Dodd, GAC Construction, further stated that

GAC has worked with both the County and Code South successfully. Ms. Butler commented that the size of this project and the financial circumstances facing county governments brings the viability of Bay County services into question. She stated that the college needs private inspectors looking out for the college's interests. Attorney Bennett commented that the trustees could fast track a re-bid process to give private vendors a second chance to win the project. He also stated that President's Preference could potentially be used to select a vendor. Mr. Estes made a motion to continue negotiations with Bay County while resubmitting the original RFP to vendors. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

Annual Fire and Safety Inspection

4.15 Dr. Kerley discussed the annual inspection, stating that the college received no serious violations and 70 minor violations that were all cleared before presenting the inspection to the board. Ms. Wood made a motion to accept the inspection, as reported. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

Software and Service Contract

4.16 This agenda item was bundled and approved with item **4.3**.

Contract for Wetland Resource Permitting

4.17 Dr. Kerley discussed the need to attain wetland permitting for the GCCC 23rd Street parcel. He stated that delaying the permitting process could produce future problems in developing the land. Ms. Butler made a motion to move forward with the permitting process. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

5. President's Report

5.1.1 Dr. Kerley informed the trustees of various celebrations and highlights from across the college.

Global Issues

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

GCCC Foundation, Inc.

5.2 Ms. Margie Mazur, executive director of the GCCC Foundation, presented this month's Foundation report.

Administrative Updates

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

Financial Indicators Report

5.4 The Financial Indicators Report as of April 30, 2010 was provided for trustee review.

- 6. Good of the Order** **6.1** Dr. Kerley referred to upcoming GCCC Events as listed on the agenda:
- Summer Sports Camps through July 29, 2010
 - Red Cross Swim Lessons through July 29, 2010
- 7. Adjournment** **7.1** The meeting was adjourned at 11:58 a.m.

Secretary

Chairman