

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

**March 12, 2009**

10:00 a.m.  
Student Union West 306

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

- 1. Call to Order**      **1.1**      Chair Cramer called the meeting to order at 10:00 a.m.
- Invocation**            **1.2**      Dr. Kerley gave the invocation.
- Pledge of Allegiance**      **1.3**      Dr. Kerley led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**      **1.4**      Chair Cramer welcomed, Commander Jessica Pfefferkorn, USN; Colonel David Zeh, commander, 325<sup>th</sup> Mission Support Group at Tyndall AFB; Dr. Amal Sidani-Tabbaa, president of the GCCC Foundation; Ms. Dana Dye, chair of the Faculty Council; Mr. Bobby Hughes, chair of the Career Council; Ms. Alice Walls, 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**      Ms. Durden made a motion to approve the minutes of the board's regular meeting of February 12, 2009, as distributed. Mr. Isler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; and Cramer, aye.
- Approval of Minutes ATC Architectural Selection Committee**      **1.7**      Ms. Butler made a motion to approve the minutes of the Advanced Technology Center Architectural Selection Committee of February 27, 2009, as distributed. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; and Cramer, aye.
- Career Employee of the Month**      **1.8**      Dr. Kerley called on Mr. Bobby Hughes, chair of Career Council, to recognize the Career Employee of the Month, Ms. Megan Bishop, Senior Administrative Assistant for the library. Ms. Bishop was recognized for her

outstanding work ethic, her friendliness and extensive working knowledge of the library.

**Men's and  
Women's  
Basketball  
Players and  
Coaches**

**1.9** The GCCC Men's and Women's Basketball teams made an appearance at the board meeting and were recognized by the board for their outstanding performance at the state championship games. Athletic director Gregg Wolfe praised the players and coaches for their hard work in overcoming adversities and accepting challenges. Prior to coach Powell's employment, the men's team had only made it to the final game six times. The women's team has played in 12 consecutive conference championships over the past 13 years. Coaches Scovel and Powell thanked Dr. Kerley and the board for their support as well as coach Baxley and Mr. Daniels and Mr. Washington for televising the event.

**2. Attorney's  
Report**

**2.1** See 2.1.1. below.

**2.1.1** Attorney Bennett explained how a few years ago the college deeded land to Sacred Heart to build a hospital in Gulf County. A reverter clause was included in the event the property was not finalized on time. Last year Sacred Heart requested release of our reverter rights over a small parcel to create road access. At this time they would like us to give consent to release a small parcel along with the reverter right so they can execute a ground lease for construction of an MOB. The St. Joe Company is willing to release its underlying reverter right. Attorney Bennett asked the board for a motion of approval to execute two documents, i.e. a joinder, consent and conveyance of reversionary interest and a quit-claim deed. Mr. Cox commented that the parcel in question was not of value to the college and by transferring it to Sacred Heart would make a good investment in the area economy. He made a motion to approve the request and Ms. Woods seconded. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; and Cramer, aye.

**Next Meeting**

**2.2** The next regular meeting of the District Board of Trustees was set for 9:30 a.m. on Thursday, April 9, 2009, at the Heritage Club, Tyndall AFB. Col. Zeh looking forward to receiving the board on base and giving a quick tour of the base prior to the meeting. Lunch will be served afterwards.

**3. SAB Report**

**3.1** Ms. Walsh, president of the Student Activities Board (SAB) reported that due to the new schedule SAB is looking for new ways to keep students active and involved. One way is to provide more free food to draw

them. The following events are planned: free food from Applebee's for St. Patrick's day on March 17 and 18, free smoothies, at least one free breakfast per month and pizza in the evening for night-time students. In 2 weeks 21 students will be going to New York city for 6 days. They are grateful for this opportunity. The drive-in movie has been rescheduled for April 23<sup>rd</sup> and there is a back-up location if needed. Luau festivities are scheduled for Saturday, April 25 at Shipwreck Island which hopefully will draw more students than before. Elections for a new e-board will be held early April. Ms. Durden expressed appreciation that SAB had helped fund athletics as well.

On 24<sup>th</sup> march the president's swap will take place, where the SAB president and Dr. Kerley will trade places for a day. Dr. Kerley will run three SAB meetings and Ms. Walsh will conduct several of Dr. Kerley's meetings as well as appear for a radio and TV interview.

**Student  
Success Story**

**3.2** Mr. Cramer and Dr. Kerley welcomed Dr. Holly Gunning, coordinator of the PTA program and first year PTA student James Cutchin. Dr. Gunning gave a thorough overview of the accredited PTA program, a 2 year AS degree that includes 39 technical and 15 clinical hours. Over the past 5 years the program has met 100% of its program level outcomes and is currently going through the college's internal program review process. Dr. Gunning is also doing a voluntary curricular alignment to ensure they are up to date with standards & practices & procedures. Graduates have a 92% employment rate with a starting salary of \$37,000. James Cutchin followed Dr. Gunning's presentation by expressing how this program has been a perfect fit for him after his military service in the medical field. Out of 40 applicants Mr. Cutchin is one of the 28 students that were accepted into the program last fall. He expressed his gratefulness to the different funding options available to him, i.e. the GI bill, Workforce Training Center funding, the Pell grant and the Foundation scholarship which have allowed him to go to college full-time and only having to work part time to support his family. He is excited about the job opportunities in this field and hopes to work in sports medicine.

**4. Action Items**

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

**Professional Services**

**Employment**

Kaylyn N. Stevens --- Assistant Coordinator of Recruitment, Student Support & Enrollment Management, salary of \$9,290, (based on annual salary of \$25,000), effective February 16, 2009.

## **Retirement**

Gerry S. Wilson --- Chair, Mathematics Division, effective June 30, 2009

## **Career Services**

### **Employment**

Vladlena A. Zinkevych Campbell --- ESOL Operations Associate, part-time (Grade 11), ESOL, Off Campus & Community Development, effective February 19, 2009, hourly rate of \$10.13. Position funded by Community Grant.

Celina C. Jose --- ESOL Operations Associate, part-time (Grade 11), ESOL, Off Campus & Community Development, effective February 19, 2009, hourly rate of \$10.13. Position funded by Community Grant.

### **Termination**

Derek A. Robinson --- Custodian (Grade 6), Maintenance & Operations, effective February 11, 2009.

Shagufta T. Zafar --- Math Learning Manager I, part-time, Disability Support Services, Student Services, effective March 3, 2009.

### **Contract Ratifications**

**4.2** Trustees reviewed a list of contracts signed by 61 instructors of noncredit courses, and 34 special contracts, named on the spring 2009 overloads addendum of 2-16-09 for the total amount of \$43,604.38. Mr. Estes made a motion to approve ratification of the contracts. Dr. Meyer seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; and Cramer, aye.

### **Budget Amendments**

**4.3.1** Dr. Kerley recommended approval of Amendment 18 to the Restricted Current. Ms. Durden made a motion to approve the amendment as requested. Mr. Isler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**4.3.2** Dr. Kerley recommended approval of Amendment 19 to the Unrestricted Current Fund – Fund 1 to transfer \$5,709.00 from the Auxiliary Fund for Dental Program equipment. Mr. Estes made a motion to approve the amendment as requested. Mr. Cox seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**Inventoried  
Property  
Disposal**

**4.4** After reviewing a list of 1 Gateway Solo 2550 LS computer and 2 Mobile Microcomputers, Solo 5350LS, the trustees were asked to authorize the removal of these items from inventory records. Mr. Isler made a motion to approve this request. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**Advanced  
Technology  
Center  
Project**

**4.5** Chair Cramer reported that the Advanced Technology Center (ATC) and Campus Master Plan Selection Committee had met on Friday, February 27, 2009, to interview three architectural firms and that the committee members had unanimously voted to negotiate with Florida Architects, Inc. out of Orlando. Chair Cramer asked the board to approve a contract with this firm in the amount of \$1,527,109, or a fee of 6.24% based on a Stated Funding Limitation of \$26,000,000. Chair Cramer made a motion to approve the contract with Florida Architects, Inc. Mr. Isler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**Health  
Sciences  
Renovation  
Project**

**4.6.1** John Mercer presented Change Order #12 to the Health Sciences Renovation Project and recommended approval of a net decrease of \$508,384.17 primarily for direct purchase of materials, aesthetic changes requested by college staff, floor repairs, and relocation of a conflict box and sewer manhole cover. Mr. Cox made a motion to approve the requested increase. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**4.6.2** John Mercer presented Change Order #13 to the Health Sciences Renovation Project and recommended approval of a net increase of the contract of \$16,983.00 for permeating technical issues that needed to be corrected prior to completion. At Ms. Durden's request Pat Ballasch and Owen Gipson, architects with the Destin Architectural Group (DAG) gave a presentation of the project's development to date and explained the necessity of the proposed electrical changes. A lengthy discussion ensued as to which party was responsible for these unexpected extra costs and whether some could have been avoided or as of yet left out. Mr. Cramer suggested approval of the net increase in order to pay the contractor, but to retain the right through DAG architects to seek recourse against the engineering firm who appeared to be responsible for part of the expenses due to oversight on their part. Mr. Cox made a motion to approve the requested increase. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**4.6.3** In accordance with paragraph 9.2.3 of their contract with the college DAG requested a \$39,456.00 increase in the fee for design work on the Health Sciences renovation project. This request was based on additional funding received and change orders associated with the addition of Alternates 1,3,4,7 and 9 of the bid documents and other user requested additions all totaling \$555,714.00 more than the Stated Funding Limitation. Based on the previous discussion as to the engineer's responsibility for some of the cost incurred, Cramer suggested authorizing payment of \$30,000.00 to DAG and reserving \$9,456.00 to see if the architects can recover some of the costs from the engineer. Mr. Cox made a motion to approve \$30,000.00 payment to DAG and to withhold \$9,456.00 at this time. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**Public Safety/  
EOC Project**

**4.7** Dr. Kerley presented Change Order #6 to the Public Safety/Emergency Operations Center Project and recommended approval of a deductive change order in the amount of \$122,081.00 as a result of replacing corridor carpet with tile. Mr. Isler made a motion to approve the change order. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**Electrical  
Infrastructure  
Upgrade  
Project**

**4.8** Dr. Kerley presented Change Order #5 to the Electrical Infrastructure Upgrade Project and recommended approval of an increase of 45 days to the contract. Ms. Butler made a motion to approve the change order. Ms. Woods seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**Administration  
Annex  
Renovation  
Project**

**4.9** Dr. Kerley presented Change Order #9 to the Administrative Annex Renovation Project resulting in a net increase of \$3,376.01 for framing and roofing of the mechanical room. Mr. Isler made a motion to approve the change order. Mr. Cox seconded and the vote was recorded as follows:

Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

**New Program  
Approval**

**4.10** Dr. Kerley recommended approval of the new NET-AAS program, a Network Services Technology (NET) program that will replace the current CET program. The NET program focuses on skill sets needed to be a successful network analyst or administrator. Demand for these specialists is expected to increase by 53% nationwide and 58% in Florida by 2016 and 2014 respectively. Ms. Butler made a motion to approve the new program. Ms. Woods seconded and the vote was recorded as follows: Butler, aye;

Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye;  
Cramer, aye.

**5. Informational  
Items**

**5.1** Dr. Stevenson's presentation was postponed till the next board meeting.

**5.2** Dr. Kerley's presentation of college highlights and global issues included mention of the following:

- Additional 6-10% budget cuts expected for community colleges next year
- President urged attendees to communicate with legislators about including enrollment gross.
- Looking at outsourcing and a hiring freeze
- All divisions are instructed to implement 10% budget cut by July 1.
- Looking at reorganization
- DROP program may disappear.
- 28 Community College presidents agreed on 8% tuition increase.
- Developing new programs in Health Sciences and alternative energy.
- Receiving grants and remaining innovative and optimistic.

**5.3** Administrative Updates were postponed till the next board meeting.

**5.4** Financial Indicators Report postponed till the next board meeting.

**6. Good of The  
Order**

**6.1** Dr. Kerley extended an invitation to trustees for the following college events:

- "Cultivate, Incubate, Facilitate Exhibit," open now through April 24, 2009, Amelia G. Tapper Center
- "A Sense of Wonder," Women's History Month Documentary, March 17, 2009, 12:30-2:00 p.m., Sarzin Lecture Hall, Language and Literature Building
- Community Lecture by Dr. Mary Bly titled "Shakespeare in Love: Women, Romance and Pop Culture," March 19, 2009, 7:00-9:00 p.m., Sarzin Lecture Hall
- Singing Commodores & Friends Concert, March 20, 2009, 7:30-9:00 p.m.
- 12<sup>th</sup> Annual Health Awareness Day, March 25, 2009, 9:00-11:30 a.m., Commodore Café, Student Union East

Mr. Cramer recognized Ms. Lily Rice, long-time board member who passed away recently. Flowers will be sent on behalf of the board.

Dr. Kerley announced that David Langston, a former GCCC player (1969-1971) passed away last weekend. Services will be held at 3:00 pm at the Port St. Joe gym on Sunday, March 15, 2009.

Col. Zeh announced that TAFB will have summer hire program for high school and college students and that the Gulf Coast Salute air show will be held on March 28 & 29. The show is free and open to the public.

- 7. Adjournment**    **7.1**    The meeting was adjourned at 12:20 p.m.