

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

May 15, 2008

10 a.m.
Gulf/Franklin Center

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, James Allen Cox; Karen L. Durden, Charles S. Isler, William C. Sumner, 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** Vice Chair Durden 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. Mary D'Aoust, chair of the Career Council; Ms. Dana Dye, chair of the Faculty Council; and Ms. Angela Smitherman, chair of the Coordinating Council. Chair Cramer also welcomed Mr. Jerame King, outgoing president of the Student Activities Board, who introduced Ms. Jillian Walsh, incoming SAB president. Dr. Kerley welcomed Ms. Walsh and commended Mr. King for his outstanding leadership during the past year, including service on actions teams and other college groups as well as involvement in the strategic planning process. On behalf of the board, Chair Cramer expressed appreciation to Mr. King for participating in board meetings and representing students very well.
- Welcome to Gulf/Franklin Center**
 - 1.5** Ms. Brenda Galloway, director of the Gulf/Franklin Center, welcomed trustees and their guests to the center. She noted the center was in its tenth year of operation, summarized some of the accomplishments during that period, and highlighted the college's commitment to ensuring educational opportunities for students in Gulf and Franklin counties. On behalf of center staff, Ms. Galloway expressed appreciation for the support of GCCC faculty, staff, and trustees.
- Hearing of Citizens**
 - 1.6** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.7** Ms. Butler moved and Mr. Cox seconded approval of the minutes of the board's regular meeting of April 17, 2008, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

- “Walk the Talk” Award** 1.8 Because of schedule conflicts of the presenter and recipient of the Career Employee “Walk the Talk” Award, announcement of the award was deferred to a later date.
2. **Attorney’s Report** 2.1 Attorney Bennett had no report.
- Next Meeting** 2.2 To accommodate the need for intense deliberations associated with the 2008-09 college budget, Dr. Kerley proposed that the date of the next regular meeting of the District Board of Trustees be changed from Thursday, June 12, to Monday, June 30. Following a luncheon at noon in the Private Dining Room, the meeting would begin at 1:30 p.m. in Student Union West 306. Ms. Durden moved and Mr. Isler seconded approval of the change in schedule as proposed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.
- 2008-09 Meeting Schedule** 2.3 Trustees reviewed a proposed schedule of regular board meetings for 2008-09. Following discussion about why some of the meetings would not be held on the traditional second Thursday of the month, Ms. Durden moved and Mr. Sumner seconded approval of the proposed schedule. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.
- Budget Committee** 2.4 Chair Cramer appointed the following trustees to serve with him on the Budget Committee: Trustees Cox, Durden, and Isler. He noted the committee would meet in mid-June to discuss and refine the proposed budget recommended by Dr. Kerley and staff.
3. **SAB Report** 3.1 Outgoing SAB President, Jerame King, highlighted major student activities, including a leadership conference in San Francisco, the annual Spring Luau, and the Library-sponsored Midnight Madness event. He indicated two of the new SAB officers were high school dual enrolled students, and he acknowledged gratitude for the opportunity to be involved in the strategic planning process. New SAB President, Jillian Walsh, expressed appreciation for the opportunity to participate in board meetings.
- College For Every Student** 3.2 Dr. Kerley introduced Mr. James Robinett, college recruiter, and Ms. Karen Parham, coordinator of the College Reach-Out Program, and invited them to share a report on the College for Every Student (CFES) program. Mr. Robinett shared an historical summary of the CFES program, which was founded in 1991 as the Foundation for Excellent Schools and which targeted underserved student populations. Mr. Robinett and Ms. Parham highlighted efforts sponsored by CFES for Gulf and Franklin County K-12 students, including the Gulf/Franklin Center’s College Day event, GCCC Panama City Campus tours for Gulf and Franklin County students, and GCCC Foundation scholarships for

CFES program graduates. Acknowledging their participation in regional and national CFES conference panels, Mr. Robinett characterized these as great professional opportunities for Ms. Parham and himself and as positive exposure for the college. They shared a video that emphasized the CFES focus on helping students achieve their dreams through an organization that partners with more than 200 colleges and universities, with schools, and with businesses across the nation. Mr. Robinett indicated that CFES initiatives—in the form of mentoring, providing pathways to college, and leadership through service—in Gulf and Franklin counties are comparable to strategies implemented by the Bay Education Foundation in Bay County. Trustees commended Mr. Robinett and Ms. Parham for their significant role in representing GCCC in the CFES program.

Accountability Report

3.3 Dr. Linda Adair, vice president of academic affairs and learning support, shared a report based on state data related to accountability, program review, and articulation. She highlighted indicators of GCCC's performance with regard to five accountability outcomes measures and noted that, for the reporting period, GCCC led all Florida community colleges in enrollment of public high school graduates, exceeded the state average in student retention and success, and demonstrated high GPAs of A.A. transfer students to State University System institutions, high passing rates on health care licensure examinations, and high placement rates of technical program completers. With regard to the College Preparatory Success Rate outcome measure, Dr. Adair acknowledged the challenges associated with students who are not prepared for college-level courses, as determined by their failure to pass entry level tests in reading, writing, and mathematics. Intense discussion focused on many related issues, including student planning and preparation for college, political and economic factors that affect programming and funding policies, secondary education staffing challenges, and the impact of negative academic experiences on students. Chair Cramer recommended that Dr. Kerley appoint an action team to take a comprehensive look at the situation and recommend steps to bring about improvements. Dr. Kerley acknowledged the need for continued effort, in collaboration with public school systems, to address significant problems associated with developmental education issues. With regard to program review and articulation data, Dr. Adair reported on GCCC transfer student performance at state university system institutions and by program at Florida State University, where most GCCC students continue their educational pursuits. She noted that GCCC transfer student performance ranked second highest in the state, as reflected by grade point averages at SUS institutions. Chair Cramer paid tribute to Dr. Adair for consistent student success during her tenure as chief instructional officer and acknowledged her legacy of academic excellence. Ms. Durden also commended Dr. Adair and her husband, Dr. Lyles Adair, for their many efforts to support students outside the classroom.

4. Personnel

4.1 After review of the following listed personnel recommendations, Ms. Butler moved and Ms. Durden seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

Professional Personnel

Employment

Justice, Laura G. --- Coordinator, Dental Programs, Health Sciences Division, effective August 1, 2008 - June 30, 2009, salary of \$72,953 (based on annual salary of \$80,000)

Resignation

Gomez, Carmen F. --- Assistant Professor, Visual and Performing Arts Division, effective May 11, 2008

Hodges, Kelley C. --- Learning Manager, part-time, Disability Support Services, Student Services, effective May 26, 2008

Ringer, Amanda K. --- Learning Manager, Academic/Tutorial Services, Off-Campus and Community Development, effective May 11, 2008

Career Service Personnel

Employment

Cobb, Anthony J. --- Senior Administrative Assistant (Grade 10), Enrollment Services, Student Support and Enrollment Management, effective April 18, 2008, hourly salary of \$10.75, including experiential credit

Raya, William M. --- Lifeguard (Grade 3), Wellness and Athletics, effective April 14, 2008, hourly rate of \$7.55

Resignation

Brouse, Lizeth --- Senior Administrative Assistant (Grade 10), Enrollment Services, Student Support and Enrollment Management, effective May 30, 2008

Tanner, Ashley V. --- Lifeguard (Grade 3), Wellness and Athletics, effective May 7, 2008

Vaughn, Benjamin --- Lifeguard (Grade 3), Wellness and Athletics, effective January 31, 2008

**Contract
Ratification**

4.2 Trustees reviewed a listing of contracts signed by 18 instructors of noncredit courses, a special contractor, and credit instructors named on a spring 2008 overload list totaling \$50,640.78. Mr. Isler moved

Mr. Sumner seconded ratification of the contracts. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

**Budget
Amendments**

4.3.1 Amendment 26 to the Unexpended Plant Fund was presented for board approval. Ms. Durden moved and Ms. Butler seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

4.3.2 Following trustee review of Amendment 27 to the Agency Fund, Mr. Sumner moved and Mr. Isler seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

4.3.3 Amendment 28 to the Auxiliary Fund was presented for approval. Ms. Durden moved and Ms. Butler seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

**Delinquent
Accounts**

4.4 Mr. John Mercer, chief financial officer, presented a list of delinquent accounts totaling \$64,790.66 and requested board approval to charge off the accounts. He noted that \$57,626.29 was in three accounts (Veterans Deferments, Title IV Repayments, and Financial Aid Over-Awards) that were restricted by federal regulations in such a way that the college had no control over awarding aid to students but full responsibility for collection of resulting debts. Following discussion, Mr. Sumner moved and Mr. Isler seconded authorization to charge off the delinquent accounts as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

**Disposal of
Inventoried
Property**

4.5 After reviewing a list of items no longer of use to the college, the board was asked to authorize removal of the items from inventory records. Mr. Sumner moved and Ms. Butler seconded authorization to remove the items from inventory records as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

**Health
Sciences
Remodeling**

4.6 Trustees were asked to approve Change Order 4, a net deduction of \$166,987.95, on the Health Sciences Building Remodeling Project. After Dr. John Holdnak's explanation of the change order, Ms. Durden moved and Ms. Butler seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

**Public
Safety/
EOC**

4.7 Trustees were asked to approve Change Order 1, an addition of \$128,000, to the Public Safety/Emergency Operations Center Project. The change order would pay for land clearing and site preparation at the new

broadcast tower to be used jointly by WKGC and the Public Safety/EOC facility at the North Bay Center. Ms. Durden moved and Mr. Isler seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

**Firing Range
Renovation**

4.8 Trustees were asked to approve Change Order 1, a net addition of \$129,717.79, to the Firing Range Renovation Project. The change order would upgrade target systems and related infrastructure and would add 45 days to accommodate a phasing of the lead remediation and berm reconstruction work, resulting in a new substantial completion date of September 27, 2008. Ms. Butler moved and Mr. Isler seconded approval of Change Order 1 as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

**Emeritus
Status**

4.9 Dr. Kerley requested board approval of a recommendation that Dr. Robert McSpadden be designated President Emeritus, reflecting his outstanding service to the college. Chair Cramer indicated that when the board presented Dr. McSpadden the Award for Distinguished Service in 2007, it inadvertently failed to also grant the emeritus status designation. Ms. Butler moved and Ms. Durden seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

**Course
Approvals**

4.10 Trustees reviewed a listing of new courses, changed courses, and discontinued courses. Following review, Ms. Butler moved and Ms. Isler seconded approval of the recommended course changes. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye. In response to a question from Ms. Durden, Dr. Kerley indicated that no courses had been discontinued because of budget shortfalls and that a new academic program review process would be implemented in fall 2008.

**Graduation
Applicants**

4.11 Trustees reviewed a listing of applicants for spring 2008 graduation, noting that of the total 459 students, 303 had applied for the Associate in Arts degree, 79 had applied for one of the Associate in Science degrees, and 49 had applied for Postsecondary Adult Vocational or technical certificates. Mr. Sumner moved and Mr. Isler seconded approval of the applicants as listed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Isler, aye; Sumner, aye; Cramer, aye.

**5. Celebrations/
Highlights**

5.1.1 Dr. Kerley highlighted events and activities since the last meeting. He noted Dr. Adair's retirement party had been a significant event for the college and well deserved recognition. Other activities included sites visits to model advanced technology centers; press conferences to unveil the college's new strategic plan and the Cluster Program at the Gulf/Franklin Center; interview with Charlie Abbott for the new College Talk television show; celebrations of Honors Convocation, Honors Luncheon, and

Commencement; presentations to community and civic groups; new dental advisory board; health sciences pinning ceremonies; Passport Program graduation; Student Support Services graduation; community response to new website; excellent support from *The News Herald*; Lady Commodores Softball team's participation in the state tournament; and 2008 KidFest.

**Global
Issues**

5.1.2 Dr. Kerley summarized the state budget situation, sharing an expectation that, with additional cuts in the 2008-09 appropriation recently approved by the Florida Legislature, the GCCC operating budget for the next year would be just under \$1 million less than that originally approved for the 2007-08 year. He reviewed actions taken to accommodate cuts during the current fiscal year and predicted an additional cut would occur in late fall 2008. With reference to outcomes of the 2008 legislative session, Dr. Kerley noted a new Florida College System could possibly replace the current Florida Community College System; the SUCCEED, Florida! grant program was not funded; creation of a Distance Learning fee is to be implemented in 2009; textbook affordability measures have been legislatively addressed; colleges and universities will be required to permit military recruiting on their campuses; a 6 percent tuition increase will be allowed; and the Philip Benjamin Matching Funds program was not funded. Trustees discussed continued budget shortfall implications and commended faculty and staff for rising to the challenges of previous budget shortfalls. They also acknowledged the significant support of the college's foundation. Dr. Kerley referred to increases in enrollment and commended Mr. Roy Smith, vice president of student support and enrollment management, and his staff for their extra efforts and noted other strategies that had contributed to increased enrollment, including more offerings for nontraditional students, more short-term classes, more off-campus offerings, more afternoon classes, and more e-learning offerings.

**Administrative
Updates**

5.2 Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas, highlighting major activities in Academic Affairs and Learning Support, Student Support and Enrollment Management, Administration and Finance, Institutional Advancement, Economic Development, and Information Technology.

**Financial
Report**

5.3 Trustees reviewed a financial activity report for Fiscal Year 2007-08 as of April 30, 2008.

**6. Pinning
Ceremonies**

6.1 Dr. Kerley invited trustees to upcoming pinning ceremonies for students in various Health Sciences programs.

**National
Champion
Lady
Commodores**

6.2 On behalf of Athletic Director Gregg Wolfe and Coaches Roonie Scovel and Grover Hicks, Dr. Kerley presented to each trustee a memento depicting the National Championship Lady Commodores Basketball team. Mr. Wayne Lindsey, president of the GCCC Foundation, indicated that

Coach Scovel had spoken at a recent meeting of the Rotary Club, sharing insights into what it takes to transform a group of student-athlete recruits into a winning team. Mr. Lindsey characterized the presentation as amazing.

- 7. Adjournment** The meeting was adjourned at 12:23 p.m.