

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

May 13, 2010

10 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Denise D. Butler (presiding), Karen L. Durden, Dan A. Estes, Shirley J. Jenkins, Dr. Stephen C. Myers, William C. Sumner, Linda R. Wood, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Charles S. Isler, III

- 1. Call to Order** **1.1** Vice Chair Butler called the meeting to order at 10:02 a.m.
- Invocation** **1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance** **1.3** Ms. Stokes led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Vice Chair Butler welcomed Commander Jessica Pfefferkorn, United States Navy; Ms. Hadley Pridgen representing 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. Vice chair Butler stated Dr. Kerley had requested the meeting end at 11:30 a.m. with regard to a meeting he had to attend following the board meeting.
- Hearing of Citizens** **1.5** Ms. Durden spoke as a citizen and expressed her appreciation for the outpouring of love during the difficult time of the passing of her husband. Dr. Kerley said he considered him one of his chief advisors. No other citizens answered the call to appear before the board.
- Approval of Minutes** **1.6** Vice Chair Butler moved up item **4.8** to be bundled with item **1.6.2** Approval of Minutes of District Board of Trustees Construction Committee Meeting of April 27, 2010.
- 1.6.1** Mr. Sumner made a motion to approve the minutes of the board's regular meeting of April 1, 2010, as distributed. Dr. Myers seconded and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Butler, aye.

1.6.2 Mr. Estes made a motion to approve the minutes of the board's Construction Committee meeting of April 27, 2010, as distributed. Ms. Durden seconded and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Butler, aye.

4.8 The Construction Committee decided to reevaluate its options and will come back to the board with a new recommendation at a later date. The committee recommended rejecting all three proposals submitted by NOVA Engineering & Environmental, LLC; Gordon & Associates Inspections, LLC; and Code South Consulting & Inspections, Inc., respectively, for Building Code and Fire Prevention Code Inspection Services. Ms Durden made a motion to approve the recommendation as presented. Ms. Jenkins seconded and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Butler, 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 and thanked her for serving as chair of the Professional Employee Council this year. Ms. Keeton introduced Ms. Robin Newberry, student support specialist with TRIO/Student Support Services as the Professional Employee of the Month for April. Ms. Newberry was described as an idea person, advisor and mentor and was praised for her resourcefulness. She stated it was a privilege to be part of GCCC and to be able to address unique needs of individual students.

**Special
Presentation**

1.8 Dr. Kerley asked Dr. Myers and Mr. Sumner to join him and Vice Chair Butler at the podium and on behalf of the board thanked the outgoing trustees for their services since 2002, and for agreeing to stay on until new trustees have been appointed. Vice Chair Butler read a resolution and presented the outgoing trustees with an appreciation award.

Dr. Kerley introduced Mr. Dan Rowe, head of the Tourist Development Council who pointed out that the college is doing a great job moving this destination forward and that the ATC will further diversify the local economy which is great for tourism.

Mr. Greg May, coordinator of Public Safety, stated that the college had been asked by the county to put together a four-hour OSHA Awareness Level Health and Safety Training for Oil Spill Cleanup Workers because customers from Bay, Gulf and Franklin counties felt they did not receive adequate training by BP. Through this certification training, 3,000 people will be prepared and certified in the event of a HAZMAT disaster. The training will be free of charge and paid for by BP.

Dr. Kerley asked Vice Chair Butler to move up agenda item 5.4 Presentation of the Sunelectro Mazda Miata. Mr. Antonio Adessi, assistant professor of Drafting Technology, introduced Sunelectro partners Tom Hoots and Michael Thompson. Mr. Hoots has been very involved with the college

through the Music Production Technology program and Saturday morning WKGC programming. Sunelectro recently donated a Mazda Miata convertible electric car to the Alternative Energy Engineering Technology program. Gulf Coast Community College is the first Florida college to have such a hands-on program and has been contacted by the University of Florida about it. Mr. Hoots and Mr. Thompson also displayed their electric bicycle.

- SACS Review** **1.9** Dr. Flax-Hyman referred trustees to the QEP fact sheet and explained that the college is working on the QEP draft and will be presenting details over the next few meetings. 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.
- United States Navy Representative Report** **2.2** Commander Jessica Pfefferkorn stated the Naval Support Activity is actively engaged with the oil spill issue and involved with the EOC to facilitate training on base. They also have an oil spill response team.
- United States Air Force Representative Report** **2.3** Colonel Michael Fleck was unable to attend the meeting.
- 2010-2011 DBOT Meeting Schedule** **2.4** Dr. Kerley requested approval for the proposed District Board of Trustees schedule for 2010-2011. The first meeting on July 15 will include election of board leadership as determined by Florida Statutes. Commander Pfefferkorn requested that the location for the September 2 meeting be corrected to Naval Support Activity. Ms. Durden made a motion to approve the schedule. Ms. Wood seconded and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Butler, aye.
- Next Meeting** **2.5** The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, June 24, 2010, in the William C. Cramer, Jr. Seminar Room. The Advanced Technology Center Groundbreaking Ceremony is scheduled at 9 a.m. that morning on the soccer field. The District Board of Trustees Retreat for Saturday, May 15 has been canceled and will be rescheduled at a later date.
- 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. The SAB members will all attend a leadership conference in New York in July.

**Program
Highlight**

3.2 Dr. Arifa Garman provided a brief presentation of the Cooperative Education Program, which was well received by employers in the community. The program serves all programs on campus and has been moved completely online. The program consists of three parts, one of which is a degree related project designed by the student. This spring, 95 students were enrolled and employers included Bay Medical Center, the Naval Support Activity, Channel 13, Trane, and the Marriott. The program allows students to combine college course work with on-the-job experience.

**Student
Success Story**

3.3 Dr. Garman introduced Ms. Gabrielle Merckle, a student in the Cooperative Education program and Associate Degree Nursing program. Ms. Merckle works as a chiropractic office assistant. The program has shown her how work and life skills go hand in hand. For her project, Ms. Merckle developed a protocol to more efficiently file insurance claims for patients.

4. Action Items

Personnel

4.1 Vice Chair Butler bundled agenda items 4.1 and 4.2 for a vote.

Professional Services

Continuing Contract Beginning August 2010-2011

Henry M. Smith

Renewal of Annual Contracts Beginning August 2010-2011

Adessi, Antonio	Justice, Laura L.
Boyd, Melanie A.	Kendrick, Carolann
Chitwood, Randall T.	Kirksey, Jerrie L.
Cumbaa, Melinda A.	Kotan, Sharon E.
Gattis, Michael A.	Pridgen, Hadley W.
Hart, Stacey P.	Reese, Katrina B.
Hedden, Jason D.	Sheetz, James H.
Herndon, Matthew B.	Trusty, Jennifer L.
Jimenez-Orozco, Deicy	Walker, Rosemary N.

Reemployment

Kim S. Allan---Project Coordinator, temporary full-time, Business & Technology Division, effective May 1, 2010 - June 30, 2010. Annual salary of \$30,000. Grant funded by DOL Technology –Based Learning Grant.

Melinda A. Cumbaa---Coordinator, Physical Therapy Program, Health Sciences Division, effective May 17, 2010 – June 30, 2010, salary of \$8,598.15 (based on annual salary of \$68,000). Ms. Cumbaa, fills the position vacated by the reclassification of Dr. Laura H. Gunning.

Administrative Leave

Tony J. Zacchio---Director, VBOC, Economic Development,
Administrative Leave with pay, effective April 1, 2010 – June 30,
2010.

Enter DROP

Herman R. Martin---Coordinator, Financial Aid, Administration & Finance,
effective May 1, 2010.

Revision of Title

Pamela G. Cooley---From Coordinator, Business, Continuing &
Community Education to Coordinator, Business Training & Marketing,
Business, Continuing & Community Education, effective April 1, 2010,
– June 30, 2010, salary of \$7,722 (based on annual salary of \$31,000).
Ms. Cooley fills the position vacated by the resignation of Sarah R.
Heaton.

Kimberly D. Harrison---From Coordinator II, Business, Continuing &
Community Education, to Coordinator, Industry, Sustainability &
Technical Training, Business, Continuing & Community Education,
effective November 16, 2010 – June 30, 2010, salary of \$19, 425.53
(based on annual salary of \$31,107).

Resignation

Melanie J. Godfrey---Coordinator, Student Financial Services, Budget &
Student Financial Services, Business Affairs, effective May 14, 2010.

Career Services

Employment

James E. Greig---Facilities Maintenance (Grade 7), Maintenance &
Operations, Administration & Finance, effective April 1, 2010, hourly
rate of \$10.42, includes experiential and educational credit.

William A. Pahl---Maintenance Mechanic 1 (Grade 7), Maintenance &
Operations, Administration & Finance, effective May 4, 2010, hourly
rate of \$9.70, includes experiential credit.

Resignation

James A. Rawlings---Test Administrator (Grade 10), part-time, Military
Education, TAFB, Off-Campus & Community Development, effective
April 15, 2010.

Contract Ratifications

4.2 Trustees approved a list of contracts signed by 34 instructors of
noncredit courses, 29 special and overload contracts, named on the spring
2010 overload addenda through April 19, for the total amount of
\$80,047.20. After review of the personnel recommendations listed under

item 4.1 and the contract ratifications listed under item 4.2, Ms. Durden made a motion to accept the recommendations as presented. Mr. Sumner seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye; Wood, aye; and Butler, aye.

Professor Emeritus

4.3 Dr. Kerley recommended approval of nominations for Professor Emeritus Status for Dr. Elkin Terry Jack, Mr. Dennis K. Poole, Ms. T. Sue Suggs and Ms. Gerry S. Wilson. Ms. Durden made a motion to accept the nominations as presented. Mr. Sumner seconded and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Butler, aye.

Manual of Policy Revisions

4.4 Vice Chair Butler bundled agenda items 4.4 and 4.5 for a vote. Mr. Estes made a motion to approve the final revision of Policy 6.072, Reimbursement of Approved Educational Expenses for Credit Courses, and to give tentative approval to the proposed revisions to the Manual of Policy as listed under item 4.5. Ms. Wood seconded and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Butler, aye.

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

Refer to 4.5.1 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 4.5.2 Policy 6.019, Adjunct Faculty

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

Refer to 4.5.3 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.

Vice Chair Butler bundled the following items 4.6, 4.7, 4.9 and 4.10 for a vote:

Delinquent Accounts

4.6 Recommendation for Approval to Write-off Delinquent Accounts Receivable

RFP#4-2009-2010

4.8 RFP #4-2009-2010 Building Code Administration

RFP#5-2009-2010

4.9 RFP #5-2009-2010 Public Safety/Law Enforcement Firearms and Driving Simulation Training Systems

Lodging of Federal Audit **4.10** Lodging of the Gulf Coast Community College Federal Audit for the Fiscal Year Ended June 30, 2009.

The college received no recommendations, which is a tribute to the business and financial aid staff. Ms. Wood made a motion to approve agenda items, 4.6, 4.8, 4.9 and 4.10. Mr. Sumner seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Butler, aye.

New Program Approval **4.11** Dr. Kerley recommended approval of the following new programs:

- **4.11.1** Law Enforcement Officer Crossover Programs (Certificates)
- **4.11.2** Nuclear Medicine (Certificate)
- **4.11.3** Surgical First Assisting (Applied Technical Diploma)
- **4.11.4** Cardiovascular Sonography Technology (Advanced Technical Certificate)

Ms. Durden made a motion to approve the new programs as presented. Ms. Jenkins seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Butler, aye.

Program Deletion **4.12** Dr. Kerley recommended deletion of the Internet Service Technology A.A.S. program due to lack of enrollment. Ms. Jenkins made a motion to approve the program deletion. Mr. Estes seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Myers, aye; Sumner, aye, Wood, aye; and Butler, aye.

President's Report **5.1.1** Dr. Kerley's presentation of college highlights included mention of the following:

- 1,100 graduates; 300 walked the stage at graduation
- Advanced Technology Center project is on target and receiving attention outside our area
- Successful "The Sky's the Limit" Airport Conference
- Successful AACC Conference in Seattle; the next one will be held in New Orleans and is open to trustees
- EOC Dedication
- Honors Convocation and seven pinning ceremonies
- Dr. Nettles selected to prestigious leadership program at Harvard this summer
- Chris Thomes selected for Chancellor's state leadership seminar
- No budget cut; will bring budget before the board in next meeting after discussion in DBOT Budget Committee
- Excellent alumni event at Captain Anderson's Restaurant
- Ms. Donna Newell, Ms. Sabrina Kuhn and Ms. Carolyn Prather commended by student to Dr. Kerley
- Spring enrollment up around 5 percent on FTE (7,600 students)

enrolled in spring 2010 compared with 7,000 in spring 2009; enrollment including CWE and CE students:11,469 students

- Summer enrollment already up 4 percent
- Pushing forward with Strategic Plan, going into third year of five-year plan

5.1.2 Dr. Kerley provided trustees with information on global issues and events. He mentioned the need to remain cautious about the budget and he will continue to watch federal and state budgets.

**GCCC
Foundation,
Inc.**

5.2 Ms. Margie Mazur, executive director of the GCCC Foundation, presented this month's Foundation report and stated Foundation assets are currently at \$25 million. She announced that on May 6, Dr. Ingrid Rachesky was honored as the first distinguished alumnus and that Dr. Rachesky spoke at the college's commencement on May 7. The councils are doing great work in support of the college.

**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. He noted that next month, trustees will receive an update on the grant that is written to fund the Enterprise Resource Program (ERP).

**Financial
Indicators
Report**

5.5 The Financial Indicators Report as of March 31, 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:

- *Youth Forum and Job Fair*, May 21, 2010, 10 a.m. to 4 p.m., Student Union East Conference Center
- *Gulf Coast Players Musical Review*, May 21, 2010, 7:30 to 9 p.m., Amelia Center Theatre Lab
- *Covenant Hospice Healthcare Decisions Training*, June 7, 2010, 6:30 to 8:30 p.m., Gibson Lecture Hall
- *Dental Assisting Pinning Ceremony*, June 18, 2010, 5 p.m., Student Union East Conference Center
- *ATC Ground Breaking Ceremony*, June 24, 2010, 9 a.m., Soccer Field
- *GC Athletics Summer Sports Camps* through June 25, 2010
- *Red Cross Swim Lessons* through July 29, 2010

7. Adjournment

7.1 The meeting was adjourned at 11: 32 a.m.

Secretary

Chairman