

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

November 8, 2007

10 a.m.

Student Union West 306

Members Present William C. Cramer, Jr. (presiding), James Allen Cox, Karen L. Durden, Dan A. Estes, Charles S. Isler, Dr. Stephen C. Myers, William C. Sumner, Linda R. Wood, Capt. Harold Harbeson, 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** Mr. Cox led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed Capt. Harold Harbeson, commander of Naval Support Activity Panama City; Ms. Dana Dye, chair of the Faculty Council; Ms. Mary D'Aoust, chair of the Career Council; Ms. Angela Smitherman, chair of the Coordinating Council; and Mr. Jerame King, president of the Student Activities Board.
- New Employees**
 - 1.5** Dr. Kerley introduced and welcomed Mr. Aldo Redaelli, a new learning manager in the ESOL program.
- Hearing of Citizens**
 - 1.6** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.7** Mr. Cox moved and Dr. Myers seconded approval of the minutes of the board's regular meeting of October 11, 2007, as distributed. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.
- Tribute to Sheila Ramsey**
 - 1.8** Dr. Kerley called on Mr. Chris Westlake, associate director of financial aid, who paid tribute to Sheila Ramsey, a senior clerk typist in the Financial Aid Office, whose recent death had stunned her colleagues. Mr. Westlake indicated that Ms. Ramsey had been a hospice nurse prior to MS-associated vision loss, and she had returned to college and was pursuing a degree in sociology at Florida State University Panama City at the time of her death. Ms. Ramsey was remembered by co-workers and friends for her extraordinary perseverance and outstanding knowledge of financial aid that had helped countless students. Dr. Kerley shared his personal interaction with Ms. Ramsey and indicated a tree had been planted on the campus in her memory.

- Career Employee of the Month**
- 1.9** Dr. Kerley called on Ms. Mary D’Aoust, chair of the Career Council, who introduced Ms. Connie Head, Career Employee of the Month. Ms. Head, a senior library assistant, had been nominated by two of her colleagues for the honor. Ms. D’Aoust read from the nominations, which identified Ms. Head as an all-round great employee who is dedicated to the GCCC Library and works above and beyond expectations to help students. Trustees were told that Ms. Head’s goal is to become a librarian at GCCC, and she has earned a bachelor’s degree and is working on a master’s degree. In addition to her full-time job, Ms. Head also works part-time in a family business and is very involved in the community, always putting the needs of others before her own. Ms. Head expressed appreciation for the honor and said, “It’s a pleasure to get up each morning and come to work. I love helping students.”
- 2. Attorney’s Report**
- 2.1** Attorney Bennett had no report.
- Next Meeting**
- 2.2** The next regular meeting of the District Board of Trustees was set for Thursday, December 13, 2007, at 10 a.m. in Student Union West 306.
- 3. SAB Report**
- 3.1** Mr. Jerame King, president of the Student Activities Board, reported the SAB was completing a very busy semester. He highlighted recent events and called attention to upcoming activities.
- Student Success Story**
- 3.2** Dr. Kerley called on Ms. Libby McNaron, coordinator of the Surgical Technology program, to introduce Mr. Daniel Suero, president of the GCCC Surgical Technology class and vice president of the National Association of Student Surgical Technologists. Mr. Suero indicated that he graduated from A. Crawford Mosley High School but did not enroll in college courses right away because he was unsure about what he wanted to do. After changing career goals several times, Ms. Suero worked at a local hospital and decided he wanted to work in the healthcare field. He acknowledged that financial aid made it possible for him to enroll at GCCC, and he expressed gratitude for the assistance provided by his advisers. He gave particular credit to Ms. Gloria Samples, learning manager in the ESOL program, who had helped him focus on Surgical Technology as a career field that he could feel passionate about. Mr. Suero described the classes, the clinical experiences, and the national certification exam that validated the program’s effectiveness. He indicated that the Surgical Technology program had provided a way for him to achieve his life goals. Chair Cramer acknowledged that community colleges and other postsecondary education institutions give people an opportunity to try different things before they select a career field. Dr. Kerley concurred and commended faculty and staff members who help individuals explore their interests and make good decisions.

**Program
Successes**

3.3 Dr. Kerley introduced Dr. John Mix, chair of the Natural Sciences Division, for a report on the recent Sizzling Science event. Dr. Mix indicated that Sizzling Science, held November 2, had brought 841 students from Bay District Schools and many parents to the GCCC campus to participate in various science projects. Dr. Mix acknowledged that the annual event was initiated by former division chair, Dr. Sandra Etheridge, as a way to get young students interested in science. He noted that expansion plans for future events include efforts to involve students from Gulf and Franklin counties as well as Bay County. Dr. Mix described an innovative scoring strategy that made participants eligible for various Sizzling Science mementos, and he acknowledged the outstanding support of many local businesses. He was particularly impressed by the creativity of the teachers who were involved. Dr. Mix concluded by acknowledging the value of getting parents interested in a project that inspires them to share that interest with their children.

**4. FCC Radio
Frequency
License
Application**

4.1 Dr. Kerley called on Attorney Derrick Bennett for an explanation of a resolution the board was being asked to adopt in support of GCCC's radio frequency license application intended to permit WKGC to operate a radio station in Port St. Joe. Attorney Bennett indicated that board approval of the resolution would enhance the college's likelihood of securing the license. He referred to the two-part focus of the resolution that he had written, which included the board's commitment to remaining a local entity and the board members' agreement not to acquire an attributable interest (5% or more) in any radio broadcast or translator station within the target area. Ms. Durden indicated that her husband has an interest in a radio broadcasting business, and Chair Cramer indicated that he has an interest in a broadcasting business and would need to verify the percentage. Attorney Bennett recommended the board adopt the resolution contingent upon the results of Mr. Cramer's research. Ms. Durden moved and Mr. Cox seconded adoption of the resolution as presented, contingent upon review to ensure that no trustee has an attributable interest in any radio broadcast or translator station within the target area. The vote recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Administration
Annex
Project**

4.2 Dr. Kerley called on Dr. John Holdnak, vice president of administration and finance, who explained that the board would be asked to approve Phase II - Design Development documents for the Administration Annex Renovation Project. He introduced Mr. Jim Dowling of KDD Architects, who led review of the proposed design. Mr. Dowling noted that trustee feedback had been integrated into the design, resulting in a stucco and brick exterior finish and a ceiling height of 14 feet in the facility's main waiting area. He explained that the architects had attempted to balance the substance of the Administration Annex with the bulk of the Library facility located across the green, establishing the two facilities as pillars of the entry way to the campus from the north side.

Mr. Dowling also described efforts to ensure design elements, including the metal roof, would help the college move in the direction of green building construction similar to LEED certification. Mr. Dowling characterized the challenge of constructing the facility within the proposed \$1.5 million budget. He noted that some cost cutting decisions could be made to keep costs within the projected budget, such as deleting plans to use a metal roof and impact resistant glass. Trustees discussed the strategic implications of such decisions and agreed that the board should plan for the long term. In response to a question about additional funding sources, Dr. Holdnak indicated the college had received funding for general remodeling and renovations that had been set aside for several smaller projects. He suggested some of those projects could be delayed and the funds used to supplement funding for the Administration Annex project. Although he said he could not speak with 100 percent certainty, Dr. Holdnak said he believed the smaller projects could be implemented within one year of their original scheduling. Following extensive discussion, Ms. Durden moved and Mr. Estes seconded authorization to use general remodeling and renovation funds to increase the budget of the Administration Annex Project up to \$2.3 million to accommodate use of a metal roof and impact resistant glass. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Tuition
and Fee
Increase**

4.3 Consistent with legislation recently signed by Governor Crist, Dr. Kerley recommended that the board approve a 5 percent tuition and associated fee increase, as well as a specific increase from \$175 to \$241 in a lab fee paid by students in Public Safety programs, effective for the spring 2008 semester. He explained that the Public Safety lab fee increase was to cover the significant increase in the cost of ammunition used in various Public Safety courses. Dr. Kerley noted that the tuition increase would not affect Postsecondary Adult Vocational, Vocational Prep, or Adult Education fees that were previously increased for the 2007-08 fiscal year as required by statute. He expressed a desire to keep tuition as low as possible but noted the recommended increase was needed to help offset a budget reduction of approximately 2.8 percent. In response to a question about the impact of the tuition increase on students, Mr. John Mercer, chief financial officer, indicated in-state fees would increase by \$2.89 per credit hour, resulting in an increase of approximately \$35 for a student with a 12-credit-hour load. Out-of-state fees would increase by \$30 per credit hour. Mr. Mercer estimated the 5 percent tuition and associated fee increase would generate \$160,000 in additional revenue. Dr. Kerley indicated that the Governor had requested that 30 percent of the revenue generated by the tuition increase be allocated to student financial aid, and some discussion ensued about the possibility of increasing the value of foundation scholarships. Mr. Cox expressed support for increasing the lab fee associated with the cost of ammunition, but he expressed concern about increasing tuition in the middle of the academic year. Mr. Estes agreed with the concerns expressed by Mr. Cox and asked if cuts could be

made to delay the tuition increase until the beginning of the next academic year. He went on to say that if reasonable cuts were not possible, he would support the tuition increase as recommended. Dr. Myers noted that colleges and universities frequently increase fees when necessary to maintain their programs, and, although he agreed that tuition should be kept as low as feasible, he expressed support for the recommended increase. Dr. Kerley assured trustees that the current budget was lean, that the state had not funded community colleges for an estimated 20,000 additional students, and that the largest part of the budget was for personnel expenses, leaving no additional dollars for operations. On behalf of students, Mr. King expressed support for the recommended tuition increase, explaining that students were willing to sacrifice to ensure that the college could maintain its high level of service and quality. Chair Cramer indicated his agreement in theory with Mr. Cox's concern about increasing tuition at mid year, but he expressed opposition to a suggestion that the operational fund balance be used to offset the budget reduction because of the long-term implications of doing so. He reminded trustees that the 2007-08 operational budget had been predicated on a 5 percent tuition increase, which had subsequently been vetoed by the Governor. In addition, Chair Cramer referred to the college's need to transfer \$250,000 from the GCCC Foundation to provide technology enhancements because state funding would not accommodate those enhancements. To consider various solutions, trustees discussed the possibility of a 2.5 percent tuition increase. After referring to the college's relatively flat enrollment for several years and the substantial commuter student population challenged with increased transportation costs, Mr. Cox requested that the board consider using resources from the fund balance in combination with a 2.5 percent tuition increase. After reiterating his desire to keep tuition as low as practical and again referring to the tight budget and the challenge of meeting the needs of the service district, Dr. Kerley requested that the board approve the staff's recommendation of a 5 percent tuition increase, effective with the spring 2008 semester. Ms. Durden requested that the foundation be asked to make funds available to students who experience hardships related to the increase and to consider increasing the amount of scholarships. Ms. Durden acknowledged the long history of community support for the college and its students and expressed optimism that the community would continue to help the college meet student needs. Consistent with Mr. Cox's request to consider the tuition increase separately from the increase in the Public Safety lab fee, Mr. Isler moved and Ms. Durden seconded approval of the 5 percent tuition and associated fee increase as recommended. The vote was recorded as follows: Cox, nay; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye. Mr. Isler moved and Dr. Myers seconded approval of an increase from \$175 to \$241 for the Public Safety lab fee as recommended. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Budget
Amendment 9**

4.4 Following review of the purpose of Amendment 9 to the Agency Fund, trustees were asked to approve the amendment as presented. Mr. King questioned the amount budgeted for the Student Chefs Association and the American Medical Student Association, and Mr. Mercer agreed to verify the figures. Mr. Cox moved and Dr. Myers seconded approval of Amendment 9 as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Budget
Amendment 10**

4.5 Mr. Mercer led review of Amendment 10 to the Restricted Current Fund, and the trustees were asked to approve the amendment. Dr. Myers moved and Mr. Estes seconded approval as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Inventoried
Property**

4.6 The listing of property recommended for disposal and removal from inventory records included only one item, a Dell Optiplex GX110 Computer, which had been purchased in 2000. Mr. Sumner moved and Mr. Isler seconded approval of appropriate disposal and removal of the item from inventory records. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Personnel

4.7 Following review of professional and career service personnel recommendations described below, Mr. Cox moved and Ms. Durden seconded approval. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Professional Personnel

Employment

Redaelli, Aldo J. --- Learning Manager, ESOL Program, Off-Campus & Community Development, effective October 22, 2007 - May 11, 2008, salary of \$14,586 (based on annual salary of \$21,000)

Schorn, David S. --- Learning Manager, part-time, ESOL Program, Off-Campus & Community Development, effective October 16, 2007, hourly wage of \$15.87

Reclassification

McLane, Dunkin C. --- From Manager, Accounting & Financial, Foundation, to Coordinator, Finance & Administration, Foundation, effective October 16, 2007 - June 30, 2008, salary of \$35,437 (based on annual salary of \$50,000)

Walz, Robert J. --- From Assistant Coordinator, Small Business Development Center, to Interim Coordinator, Small Business Development Center/Veterans Business Outreach/Bay County Small Business Incubator, Economic Development, effective October 8, 2007 - June 30, 2008, salary of \$29,352 (based on annual salary of \$40,100); funded by SBDC grant

Reemployment

Edwards, Anderson --- Tutor II, College Reach-Out Program, Student Services, effective October 1, 2007 - August 31, 2008, hourly rate of \$12

Handley, Mary F. --- Tutor II, College Reach-Out Program, Student Services, effective October 1, 2007 - August 31, 2008, hourly rate of \$12

DROP Rescission

Martin, Peggy P. --- Director, Military Education, Off-Campus & Community Development, rescind DROP date effective October 1, 2007, due to administrative error

Salary Revision

Merchant, Stephen B. --- Assistant Baseball Coach, Wellness & Athletics, July 1, 2007 - June 30, 2008, from salary of \$1,040 to \$4,594

Mitchum, Jonathan B. --- Assistant Baseball Coach, Wellness & Athletics, July 1, 2007 - June 30, 2008, from salary of \$1,040 to \$4,594

Resignation

Whitt, Stephen W. --- Coordinator, Small Business Development Center, Economic Development, effective October 5, 2007

Career Service Personnel

Employment

Holland, Anna E. --- Senior Administrative Assistant (Grade 10), part-time, Educator Preparation Institute, Off-Campus & Community Development, effective November 1, 2007, hourly rate of \$11.26, including educational and experiential credit

DROP Exit

Ivey, Sandra L. --- Auxiliary Service Worker IV (Grade 9), Business Affairs, effective January 15, 2008

DROP Entry

Whitehead, Carlos V. --- Facilities Maintenance Supervisor (Grade 22), Maintenance & Operations, effective November 1, 2007

Reclassification

Rogers, Catherine --- From Senior Clerk Typist (Grade 9), Disability Support Services, to Project Assistant (Grade 9), College Reach-Out Program, Student Services, effective October 16, 2007, no change in salary

Retirement

Cherry, Lenwood --- Custodian (Grade 6), Maintenance & Operations, effective December 21, 2007

Resignation

Guinn, Cathy G. --- Auxiliary Service Worker III (Grade 5), Food Service, Business Affairs, effective October 23, 2007

Tucker, Peggy A. --- Administrative Assistant (Grade 9), Health Sciences, effective October 19, 2007

Termination

Freedle, Christopher R. --- Groundskeeper (Grade 6), Maintenance & Operations, effective October 31, 2007

**Contract
Ratification**

4.8 Trustees reviewed a listing of contracts signed by 54 instructors of credit courses, 54 instructors of noncredit courses, and 7 special contractors. Mr. Estes moved and Dr. Myers seconded ratification of the contracts as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Contract
Amount
Reduction**

4.9 Dr. Kerley requested board approval of a reduction in the amount of the construction contract approved for the George G. Tapper Health Sciences Building Renovation Project in September 2007. He noted that an error had been made in the bid tabulation form that resulted in a \$40,000 variable being added twice. Because the error had been discovered and corrected before the contract was signed, the board was asked to approve a reduction in the contract total from \$9,461,000, which was approved on September 13, 2007, to \$9,421,000 to provide written authorization of the correction. Ms. Durden moved and Mr. Isler seconded approval of the reduction in the contract total from \$9,461,000 to \$9,421,000. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Holidays
and Closed
Days**

4.10 Dr. Kerley explained that in reviewing the proposed 2008-09 college calendar, he saw that Christmas Eve 2008 was to be considered an employee workday. Research revealed that the college had not previously designated official college holidays, and Dr. Kerley asked the board to approve a slate of holidays and college closed days as listed below:

Official College Holidays

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- July 4
- Labor Day
- Veterans Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve
- Christmas Day

"College Closed" Days

- One day of Spring Break
- December 26-31

Dr. Kerley noted the proposed slate was consistent with state rules and would have no impact on employee pay. Following discussion, Ms. Durden moved and Mr. Isler seconded approval of the slate of college holidays and college closed days as recommended. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**5. Celebrations/
Highlights**

5.1.1 Dr. Kerley shared a report on his continuing efforts to meet with community representatives and learn more about the service district. He highlighted meetings with potential donors; environmental partners; K-12 and university leaders; GCCC faculty, staff, and students; elected officials; and military partners. He called attention to progress in strategic planning, efforts by the Faculty Council to engage faculty in governance issues, and success with the Shark's Tooth Golf Tournament. Dr. Kerley acknowledged the impressive Educator Preparation Institute Graduation ceremony, and he announced two new grant awards through the SUCCEED, Florida! program. He closed by highlighting other activities, events, and projects involving college people since the last board meeting.

**Global
Issues**

5.1.2 Dr. Kerley summarized the 2008-09 Legislative Budget Request proposed by the Florida Community College System's Council of Presidents. He indicated that he was on a long-range policy group to address such issues as appropriate funding for community colleges.

- Administrative Updates**
- 5.2** Dr. Kerley referred to written updates from various administrative areas, and he encouraged trustees to take the reports for closer review following the meeting. In Academic Affairs & Learning Support, Dr. Kerley focused on new programs. In Student Support & Enrollment Management, he called attention to strategies being used to strengthen enrollment management efforts. In Administration & Finance, Dr. Kerley noted efforts to develop a facilities master plan for all college campuses. The Institutional Advancement update reported foundation assets at \$27 million; described a recent marketing audit conducted by an external consultant; and reported strategic planning progress. In Economic Development, Dr. Kerley highlighted the potential for building a center of excellence at the North Bay Center. The Information Technology update included a report on the recent technology audit by CampusWorks, an IT consulting service. Dr. Kerley noted that recommendations were being reviewed by staff and would be used as input to the IT Action Team as it develops an IT Tactical Plan.
- 6. Visual & Performing Arts Events**
- 6.1** Dr. Kerley encouraged trustees to attend events being presented or sponsored by the Visual and Performing Arts Division.
- FACC Convention**
- 6.2** Dr. Kerley reminded trustees that a number of faculty and staff would be attending the annual convention of the Florida Association of Community Colleges in Orlando November 15-17.
- Energy Ideas**
- 6.3** Chair Cramer referred to topics discussed recently by the Florida Energy Commission and suggested that GCCC consider ways to encourage conservation through training and to examine issues related to renewable energy. Dr. Kerley indicated that the Campus Greening and Beautification Action Team was working on a recycling program.
- Luncheon Guests**
- 6.4** Dr. Kerley reminded trustees that their luncheon guests would be members of the Faculty Council.
- 7. Adjournment**
- The meeting was adjourned at 12:10 p.m.