

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

**November 13, 2008**

10 a.m.

Room 128, Charles H. Abbott Building, North Bay Center

**Members Present** William C. Cramer, Jr. (presiding), James A. Cox, Karen L. Durden, Dan A. Estes, Charles S. Isler, Dr. Stephen C. Myers, William C. Sumner, Linda R. Wood, Dr. Jim Kerley, and Derrick G. Bennett.

- 1. Call to Order**      **1.1**      Chair Cramer called the meeting to order at 10:02 a.m.
  
- Invocation**            **1.2**      Dr. Kerley gave the invocation.
  
- Pledge of Allegiance**      **1.3**      Honorary Trustee Commander Jessica Pfefferkorn, led those present in the pledge of allegiance to the American flag.
  
- Welcome to Guests**      **1.4**      Chair Cramer welcomed Commander Jessica Pfefferkorn, USN; Mr. Wayne Lindsey, president of the GCCC Foundation; Ms. Dana Dye, chair of the Faculty Council; Mr. Bobby Hughes, chair of the Career Council; and Ms. Alice Walls, chair of the Coordinating Council.
  
- Hearing of Citizens**      **1.5**      No citizens answered the call to appear before the board.
  
- Approval of Minutes**      **1.6**      Ms. Durden moved and Mr. Isler seconded approval of the minutes of the board's regular meeting of October 9, 2008, as distributed. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.
  
- Career Employee of the Month**      **1.7**      Dr. Kerley called on Mr. Hughes, chair of Career Council, to recognize the Career Employee of the Month, Shirley Walker, custodian, Maintenance & Operations. Ms. Walker was unable to attend, but was recognized for her positive attitude, enthusiasm, great rapport with students and staff, and for always having a smile.

- Advanced Technology Center**      **1.8**      Dr. Jim Kerley shared a PowerPoint presentation on advanced technology centers that he, Dr. Jeff Stevenson, chief economic development officer, and Dr. Steve Dunnivant, associate dean, E-Learning, have recently visited and pointed out the importance of focusing on partnerships with the community, K-12, and neighboring universities related to programming and grants as well as facility design to include flexible spaces. Dr. Kerley indicated that the college is awaiting the results of a report being prepared by consultants from the National Coalition of Advanced Technology Centers who visited the college in October.
- 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 10 a.m., Thursday, December 11, 2008, in Student Union West 306.
- 3. SAB Report**      **3.1**      Ms. Jillian Walsh, president of the Student Activities Board, was unable to attend the meeting.
- Student Success Story**      **3.2**      Ms. Lorne Brooks, assistant coordinator of Criminal Justice, Division of Public Safety, introduced Kevin Bowlin to the board. Mr. Bowlin is currently employed as an officer by CCA, Bay County Correctional Facility and has successfully completed the Correctional Officers Basic Standards Class #196 at the North Bay campus. He stated that the COBS course included 568 hours, which were completed in four months. Mr. Bowlin praised the faculty and staff of the North Bay Center and stated that they are truly dedicated professionals. He expressed his appreciation for a positive educational experience at Gulf Coast.
- 4. Personnel Recommendations**      **4.1**      After review of the following listed personnel recommendations, Mr. Sumner moved and Ms. Wood seconded approval. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye, Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

## **Professional Personnel**

### **Employment**

Aylor, Deborah D. --- Fast Packs Project Coordinator, Social Sciences, effective November 17, 2008 – June 30, 2009, salary of \$35,000

Duffy, Elizabeth R. --- Assistant Cheerleading Coach, Wellness & Athletics Division, effective October 1, 2008 – June 30, 2009, no salary

Freed, Jenny C. --- Lifeguard, Wellness & Athletics, effective October 8, 2008 hourly rate of \$7.55

Joiner, Phillip P. --- English Learning Manager I, part-time, Disability Support Services, effective October 6, 2008, hourly rate of \$15.87

Krutcheck, Kristi A. --- Math Learning Manager I, part-time, Disability Support Services, Student Services, effective October 6, 2008, hourly rate of \$15.87

### **Reclassification**

Harrell, Emily G. --- From Librarian, part-time, Library to Librarian, Library, Effective November 1, 2008 – June 30, 2009, salary of \$20,549 (based on annual salary of \$31,175), includes experiential credit

### **Resignation**

Smith, Karen K. --- Coordinator, School Community Recruiter, part-time Student Support & Enrollment Management, effective October 10, 2008

## **Career Service Personnel**

### **Resignation**

Del Hoyo, Katie L. --- Testing Assistant (Grade 9), Student Services, Student Support & Enrollment Management, effective January 2, 2009

Coggeshall, Cindy L. --- Distance Education Assistant (Grade 10),  
E-Learning, effective October 21, 2008

Rogers, Catherine--- Project Assistant (Grade 9), College Reach-Out Program,  
Student Support & Enrollment Management, effective October 17, 2008

Watson, Alvin L. --- Custodian (Grade 5), Maintenance & Operations,  
effective September 29, 2008

**Contract  
Ratifications**

**4.2** Trustees reviewed a list of contracts signed by 66 instructors of noncredit courses, and 6 special contracts, and the overload contracts for fall 2008, totaling \$38,324.27. Mr. Isler moved and Mr. Cox seconded ratification of the contracts. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Budget  
Amendments**

**4.3.1** Dr. Kerley recommended approval of Amendment 8 to the Restricted Current Fund, noting the amendment would establish budgets for several new grants totaling \$434,365.00. Dr. Myers moved and Mr. Estes seconded approval of Amendment 8 as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye, and Cramer, aye.

**4.3.2** Dr. Kerley recommended approval of Amendment 9 to the Unrestricted Current Fund, which would record the transfer of budgets for several instructional programs. Ms. Durden moved and Mr. Isler seconded approval of Amendment 9 to the Unrestricted Current Fund. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**4.3.3** Dr. Kerley recommended approval of Amendment 10 to the Agency Fund to establish budgets for campus organizations funded by student activity fees. Ms. Durden moved and Mr. Cox seconded approval of Amendment 10 to the Agency Fund. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Inventoried  
Property  
Disposal**

**4.4** After reviewing a list consisting of various items no longer used by the college, trustees were asked to authorize removal of the items from inventory records. Ms. Durden moved and Ms. Wood seconded removing the items from inventory records. The vote was recorded as follows: Cox, aye;

Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Policy  
Approval**

**4.5** Trustees were asked to give final approval of *Manual of Policy* revisions. Ms. Durden moved and Mr. Isler seconded final approval of Manual of Policy revisions as requested. After review of *Manual of Policy 5.041*, Investment of Surplus Funds, Trustee Isler recommended the college investigate other banking services and opportunities that may be available due to the unstable economy. Chair Cramer appointed Mr. Isler as chair, Mr. Sumner as co-chair, and Mr. Cox to investigate alternative banking opportunities for the Investment of Surplus Funds, *Manual of Policy 5.041*. Ms. Durden moved and Mr. Sumner seconded the appointments. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Appointment  
of Architectural  
Selection**

**4.6** Dr. Kerley recommended appointing an architectural selection committee to begin review of proposals for the Advanced Technology Center and Campus Master Plan. After extensive discussion concerning the college's process for selecting an architect, Chair Cramer volunteered to chair the committee and appointed Mr. Isler, Mr. Estes, Ms. Wood as committee members.

**Stairwell  
Replacement  
Project**

**4.7** Dr. Kerley recommended the assessment of \$29,000 in liquidated damages to the contractor for the Business/Social Sciences Stairwell Replacement Project. This total includes the \$6,500 in liquidated damages for the 13-day delay discussed at the October meeting and an additional \$22,500 for the 45-day delay in reaching final completion. Following discussion, Mr. Estes moved and Dr. Myers seconded a motion to assess liquidated damages to the contractor in the amount of \$29,000. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Firing  
Range  
Project**

**4.8** Dr. Kerley presented Change Orders 3 and 4 on the North Bay Center Firing Range Rehabilitation Project and recommended the approval of an additional 44 days for completion due to delays resulting from permitting issues and weather. Ms. Wood moved, and Mr. Sumner seconded a motion to approve Change Orders 3 and 4 as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Health  
Sciences  
Renovation**

**4.9** Dr. Kerley presented Change Order 9 on the Health Sciences Renovation Project and recommended approval of a deductive change of \$144,319.30 to the contract amount due to a deduction for the direct purchase of materials totaling \$151,972.30 and an increase of \$11,339.00 due to changes requested by the college. Mr. Isler moved and Ms. Durden seconded a motion to approve Change Order 9 as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**WKGC  
Tower  
Project**

**4.10** Dr. Kerley requested approval of a change order dated October 28, 2008, in the amount of \$11,561. This change is to accommodate future expansion of the tower from 600 amps to 800 amps. Ms. Durden moved and Dr. Myers seconded a motion to approve the change order as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Administration  
Annex  
Project**

**4.11** Dr. Kerley recommended approval of Change Order 4 on the Administration Annex Renovation Project. Mr. Mercer reported that the initial design had been changed to incorporate a College Placement Testing Center, thereby increasing the contract amount by \$48,700.44. Mr. Sumner moved and Ms. Wood seconded a motion to Change Order 4 as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Bid  
2009-3  
Air  
Handler**

**4.12** Of the four bids requested for air handler units, three responses had been received. Following discussion, Dr. Myers moved and Mr. Estes seconded acceptance and awarding of the low bid from GLD Mechanical for a total \$377,000.00. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Bid  
2009-4  
Audio  
Visual  
Equipment**

**4.13** Of the twelve bids requested for audio visual equipment, six responses had been received. Following discussion of the bids, Ms. Durden moved and Mr. Cox seconded acceptance and awarding the bid to multi vendors as follow for a total amount of \$130,414.00:

- Award Items 1-4 and 6 to Bay Electronics Supply for a total of \$127,314.00
- Award Items 5 to Wiregrass Electronics, Inc. for a total of \$3,100.00

The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**5. President's Report**

**5.1** Dr. Kerley's presentation of college celebrations and highlights included mention of the following:

- Commodore Athletic Fundraiser
- Shark's Tooth Golf Tournament
- Advanced Technology Center
- UWF and FSU relationships with GCCC
- Gulf Franklin Center Tenth Anniversary Celebration
- Acceleration of construction projects

**Administrative Updates**

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

**Financial Report**

**5.3** Dr. Kerley referred to the Budget/Financial Activity Report as of October 31, 2008, and encouraged trustees to review.

**6. Good of the Order**

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

- "The Misanthrope," on November 14, 15, 21, and 22 at 7:30 p.m. and November 16 and 23 at 2:30 p.m. in the Amelia Center Theatre
- Lecture by featured artist, Patrick Coughlin, November 21, Amelia Center, Room 128, at 1:00 p.m.
- Wellness & Athletics Basketball Games

**EOC Update and Tour**

**6.2** Mr. Mercer updated trustees on the progress of the Emergency Operations Center and the relocation of the WKG Tower and stated that both projects are proceeding on schedule. Mr. Mercer invited the trustees and the President's Cabinet members to tour the EOC Building.

**7. Adjournment**

The meeting was adjourned at 12:30 p.m.