

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

November 12, 2009

10:00 a.m.

William C. Cramer, Jr. Seminar Room

Members Present: Charles S. Isler, III (presiding), Denise D. Butler, William C. Cramer, Jr., Shirley J. Jenkins, Dr. Stephen C. Myers, William C. Sumner, Dr. Jim Kerley, and Derrick Bennett

Members Absent: Dan A. Estes, Karen L. Durden, Linda R. Wood

- 1. Call to Order** **1.1** Chair Isler called the meeting to order at 10:00 a.m.
- Invocation** **1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance** **1.3** Ms. Butler led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Chair Isler welcomed Commander Pfefferkorn; Mr. Brooks, chief of education at Tyndall Air Force Base, representing Col. Fleck; Dr. Amal Sidani-Tabbaa, president of the GCCC Foundation; Ms. DeeAnn VanDerSchaaf, chair of the Faculty Council; Ms. Lisa Keeton, chair of the Professional Employee Council; and Ms. Jamilla Pasha, 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** Mr. Cramer made a motion to approve the minutes of the board's regular meeting of October 8, 2009, as distributed. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

Mrs. Lynn Stryker, principal of Tommy Smith Elementary School, announced the endowment of the Tommy Smith Scholarship and presented a \$15,000 check to the Gulf Coast Community College Foundation. The scholarship money was raised by students and staff of Tommy Smith Elementary School within three months after Mr. Smith's death. Dr. Kerley and Mr. Isler both expressed their appreciation and admiration for

Mr. Tommy Smith and his accomplishments in the Bay District School System.

**Professional
Employee
of the Month**

1.7 Dr. Kerley stated that the selected employee was unable to attend and would be recognized during the December District Board of Trustees meeting.

**2. Attorney's
Report**

2.1 Attorney Bennett referred the trustees to the draft of a lease agreement for the Bay County Chamber and the Economic Development Alliance (EDA) to use a portion of the first floor of the ATC building. The draft, which outlines terms and responsibilities for all parties involved, has been submitted to the chamber and the college is awaiting a response. Attorney Bennett pointed out that it will need to be finalized by the end of the year.

**Foundation
Liaison
Report**

2.2 Dr. Sidani-Tabbaa shared details of the recent work of the Foundation. Foundation assets are at \$22.1 million and \$56,420 has been received from the community between October 3 and November 6, 2009. Trustees were reminded of the Foundation's Annual Dinner which will be held on February 5, 2010, at the Edgewater Beach Resort. The Sharks Tooth event raised over \$77,000 and the Foundation decided the proceeds will go to first generation students. The Alumni Association counts over 800 members and is working on a distinguished alumni award and a fundraiser for January.

**United States
Navy
Representative
Report**

2.3 Commander Jessica Pfefferkorn expressed her appreciation for the opportunity for the Navy to be involved in the Alternative Energy Technology program. This value is of increasing importance to the Navy, as the Department of Defense recently issued a new decree for a green fleet to be self-sufficient in energy use. Dr. Kerley expressed his appreciation of an increased partnership between the navy and the college.

Next Meeting

2.4 The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, December 10, 2009, William C. Cramer, Jr. Seminar Room.

Even though the MOU between Gulf Coast Community College and the Gulf Coast Community College Foundation, Inc. was not on the agenda, Mr. Cramer asked Dr. Sidani-Tabbaa to give an early update on the MOU, which is due to SACS mid-March. Dr. Sidani-Tabbaa stated that there are two disagreements at this point. One concerns the independence of the foundation. Dr. Sidani-Tabbaa has always understood the foundation to be a separate entity, a corporation with a separate governing body in support of the college. The other issue concerns the official role of the foundation with regard to its employees. A legal perspective is needed. Dr. Kerley stated he is optimistic they can work this out and will work through the verbiage with attorneys Bennett and Pope. Mr. Cramer stated that the foundation Board of Directors would meet next week and needed some

input about the role of the foundation's Executive Committee with regard to hiring, evaluating and terminating employees, and they needed to know whether the foundation needed to manage fundraising efforts under the control of the college president. In Mr. Cramer's opinion, the latter should be under the control of the foundation's Board of Directors and he asked attorney Bennett about his thinking on the matter. Attorney Bennett explained there is an inter play of various statutes and rules and SACS rules. In Florida support statutes outline the relationship of the foundation and the college. The bottom line is that the GCCC District Board of Trustees has final authority over what the GCCC Foundation does to certify that its actions are in support of the college. SACS requires/recommends an MOU or bylaws or articles to clarify issues of fundraising and liability. Most Florida foundation employees are employed by the colleges and the foundations reimburse the colleges for the cost. In that scenario the college has control over the employees. According to attorney Bennett this is a negotiating and business decision with a wide array of options. In response to Dr. Myers' question about who is in charge of hiring and paying foundation employees, Mr. Cramer explained in the past the college had hired the employees with approval of the District Board of Trustees and the foundation reimbursed the college. In his opinion, the foundation's Board of Directors and the college president have an equal role. Dr. Sidani-Tabbaa expressed that if there were any issues regarding the executive director position, she felt that it should not be under the control of the college president.

Dr. Bishop followed by giving a brief presentation of the SACS Core Requirements, one of which is that the legal authority and operation control of the institution and related foundations is clearly defined.

In conclusion, Mr. Cramer requested Mr. Pope, board attorney for the GCCC Foundation, to address the trustees. Attorney Pope explained that the question that was driving the foundation's Executive Committee was about how close the Foundation needed to be to the college and what defined a close and continuing relationship. There are many foundations that have a close relationship, but are independent. Mr. Isler and Dr. Kerley requested both attorneys to continue working on clarifying these issues and stated it would be put on the December agenda.

3. SAB Report

3.1 Ms. Pasha, president of the Student Activities Board (SAB), reported a drive-in movie had been scheduled for November 13, and that several members would attend the FACC Annual Conference in Orlando. Ms. Pasha met with the FSU PC student leader on the Connect! Program. They are considering joint shirts and joint activities to promote the program.

Program Highlight

3.2 Dr. Kerley introduced Ms. Glenda Wood, English learning manager in the TRIO Program and club advisor to the Gulf Coast Chapter of the National Society of Leadership and Success. Ms. Wood got involved with Society because of Justin Sharp, a TRIO student.

**Student
Success Story**

3.3 Mr. Sharp went to a leadership conference in Orlando with the TRIO group and was inspired to take this back to GCCC. Within the first week of operation, over 200 students with a minimum GPA of 2.8 had accepted the invitation to join the club. Applicants are required to go to three leadership conferences and to volunteer in the community. Of the 210 applicants, 122 are on track to be inducted as full-time members indicating a strong need among students for leadership skills. Mr. Sharpe indicated he had always wanted to be a leader and was grateful for the tools to set up and implement this National Society of Leadership and Success at GCCC and for Ms. Wood's support and enthusiasm. The goal is for people to succeed and become better leaders and role models for other clubs on campus. Dr. Myers expressed admiration for Mr. Sharp's motivation and work ethic.

**4. Action Items
Personnel**

4.1 After review of the following listed personnel, Mr. Sumner made a motion to accept the recommendations as presented. Dr. Myers seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

Professional Services

Employment

Johnny D. Branch---Certified Business Analyst, Small Business Development Center, Economic Development, effective October 29, 2009 – June 30, 2010, salary of \$22,128 (based on annual salary of \$33,000). Position funded by Florida Small Business Development Center Network Grant. Mr. Branch fills the position vacated by the reclassification of Ms. Valerie C. Simmons.

Bradley C. Clark---Coordinator, Grant Accounting, temporary full-time, Administration & Finance, effective October 16, 2009 – June 30, 2010, salary of \$19,734 (based on annual salary of \$28,000) Mr. Clark fills the position vacated by the resignation of Ms. Charlotte V. Blue.

Phyllis Polland---Volunteer, Baptist Collegiate Ministries Club, no salary.

Jeremy G. Waddell---Volunteer, Health Sciences Division, no salary.

Reclassification

Valerie C. Simmons---From Certified Business Analyst to Assistant Director, Small Business Development Center, Economic Development, effective September 3, 2009 – June 30, 2010, salary of \$34,604 (based on annual salary of \$42,000). Position funded by Florida Small Business Development Center Network Grant.

Resignation

Terri A. Bedford---Volleyball Coach, Wellness & Athletics, effective December 31, 2009.

Matthew D. Burrell---Librarian, Library, effective November 12, 2009.

Retirement

Michelle S. Kern---Associate Professor, Health Sciences Division, effective December 18, 2009.

Career Services

Employment

Jackie J. Sullins---Shipping & Receiving Clerk (Grade 10), temporary full-time, Procurement, Administration & Finance, hourly rate of \$10.39, effective November 9, 2010. Mr. Sullins fills the position vacated by the retirement of Wayne C. Millett.

Resignation

Barbara D. Dunham---Donor Relations and Special Events Assistant Coordinator, Gulf Coast Community College Foundation, Inc., effective, October 2, 2009.

Exit Drop

Kathryn Hewitt---Senior Administrative Assistant, Public Safety Division, effective January 4, 2010.

Contract Ratifications

4.2 Trustees reviewed a list of contracts signed by 59 instructors of non credit courses, and 8 special contracts and overload contracts, named on the fall 2009 overload addenda through October 30, for the total amount of \$123,581.56. Ms. Butler made a motion to accept the contract ratifications as presented. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

Inventoried Property Disposal

4.3 Dr. Kerley stated there was no equipment this time to be disposed of and no action needed to be taken.

Budget Amendments

4.4 Mr. Sumner made a motion to approve Amendment 7 to the Unrestricted Current Fund (Fund 1) for the main frame and lab fees. Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

4.5 Ms. Jenkins made a motion to approve Amendment 8 to the Agency Fund (Fund 6). Mr. Sumner seconded, and the vote was recorded as

follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

4.6 Dr. Myers made a motion to approve Amendment 9 to the Restricted Current Fund (Fund 2). Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

**Proposed
Changes to
Manual of
Policy**

4.7 Dr. Kerley recommended final approval of new policy 5.250 as stated below and deletion of policy 7.110 as stated below.

5.250 Parking and Traffic Control on Campus - The proposed changes amend current policy to address establishment of the parking decal requirement, assessment of associated fees, and an increase in the current fine for violation of traffic/parking rules from \$5 to \$25.

7.110 Student Parking - This policy is being deleted, as the parking policy does not differentiate between students and staff.

Dr. Myers made a motion to approve the changes. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

4.8 Tentative approval was requested for the following Manual of Policy changes:

- Policy 4.030, Library
- Policy 4.032, Library Collection Development
- Policy 6.068, Bereavement Leave, no extra days, but approve reason to leave
- Policy 6.069, Employee Leave for Domestic Violence, required by the Florida Statutes

Ms. Jenkins made a motion to approve the changes. Dr. Myers seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

**Camp Helen
Pedestrian
Path**

4.9 Dr. Kerley recommended approval of Change Order #1 to the Camp Helen Pedestrian Path project to utilize all remaining grant funds to enhance the project as requested by the Park Service, provided all permitting and plan approvals could be obtained in a timely matter that would ensure completion of the project prior to expiration of the grant funding on January 31, 2010. The Park Manager was unable to attend meeting, but can provide more specifics if needed. Ms. Butler made a motion to approve the change order. Mr. Sumner seconded, and the vote was recorded as follows:

Butler, aye; Cramer, aye; Jenkins, aye; Myers, nay; Sumner, aye; and Isler, aye.

**Public Safety/
EOC Project** **4.10** Mr. Sumner made a motion to approve Change Order #12 to the Public Safety/EOC Project. The change order is funded by PECO funds and the project will still be completed by the end of December. Dr. Myers seconded and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

**Refurbished
Medical
Equipment
Bid #09-10-04** **4.11** Dr. Kerley recommended approval to revise acceptance of Bid #09-10-04 for Refurbished Medical Equipment paid out of the \$2 million Department of Labor grant. Revision was necessary since several bidders were unable to deliver. The additional cost will be less than \$20,000. Mr. Cramer made a motion to approve the revision. Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

**Lease of
President's
Vehicle** **4.12** Ms. Lawson, associate director of Procurement for the college, explained Dr. Kerley's vehicle lease will end in January. Dr. Kerley's request for a Toyota Highlander Hybrid went out for bid twice, but resulted in only one bid. Ms. Butler made a motion to approve bid #09-10-06 for the lease of the President's vehicle from Union Leasing. Ms. Jenkins seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

**Smart
Classroom
Equipment** **4.13** Mr. Daniels explained the Smart Classroom Equipment upgrade was the minimal improvement needed this year. Mr. Sumner made a motion to approve bid #09-10-07. Dr. Myers seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

**Snack and
Vending
Services** **4.14** Mr. Mercer explained most schools award exclusive rights to certain vendors for their snack and vending services. The college has elected to award snack vending services to Buffalo Rock Company and beverage vending services to Coca-Cola Company Consolidated. This resulted in \$75,000 signing bonuses for the college, scholarships, as well as new signage and new coolers. Both vendors are accepting of this arrangement in support of the college. Mr. Sumner made a motion to approve the RFP 1-2009/2010 for Snack and Vending Services. Dr. Myers seconded, and the vote was recorded as follows: Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

ATC Site **4.15** Dr. Kerley requested approval for selection of the Advanced Technology Center Site. Joe Sorci with Florida Architects presented the site selection for the ATC building to be at the location of the football field, which will be right across from the FSU PC entrance and thereby strengthen relationships. The football field will be relocated to the other side of 23rd Street.

Mr. Cramer asked if a soil test had been done. Mr. Sorci stated that would be the next step after receiving board approval for the site selection. The results can be presented at the January meeting. If there were to be a problem, site number four will be pursued. Ms. Butler made a motion to approve the site selection. Dr. Myers seconded and the vote was recorded as follows Butler, aye; Cramer, aye; Jenkins, aye; Myers, aye; Sumner, aye; and Isler, aye.

5. President's Report

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

- Successful Blue Ribbon Commission meetings resulting in greater involvement between FSU PC, GCCC and K-12
- FSU PC pursuing separate accreditation
- Susan Butler named one of this year's "Notable Noles" for FSU PC at Alumni Homecoming Reception
- FACC regional 1 meeting held on our campus
- Large group going to 60th Annual FACC Convention next week, including three board members
- Gloria Crawford hosted Criminal Justice Standards and Training Commission Annual Meeting
- Successful physicians' dinner at the new Health Sciences building
- Rosie O'Bourke recipient of the Florida Theatre Conference's Distinguished Career Award for College and Universities for 2009
- Received Ambassador's Apple of the Eye Award for the new Health Sciences building for the betterment of our community
- Looking for Construction Manager for the ATC building
- Career & Technical education starting to push up

5.1.2 Dr. Kerley provided trustees with information on global issues and events, which included mention of the following:

- Representative Tobia visited last week, very supportive and impressed with GCCC
- Budget remains a concern, will have better forecast after FACC conference
- \$10 billion proposal by Obama administration would benefit community colleges

Administrative Updates

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

SACS

5.3 Dr. Bishop provided an update on the SACS review process.

Financial Indicators Report

5.5 Trustees were provided information located in the Financial Indicators Report as of September 30, 2009.

6. Good of The Order

6.1 Commencement Exercises moved to Friday, May 7, 2010, at 6:00 p.m.

6.2 Dr. Kerley referred to upcoming GCCC Events as listed on the agenda:

- EPI Community Forum, November 17, 2009, 5:30 p.m., Professional Development Center
- *Double Exposure* World Premier, November 18-22, 2009, 7:30 p.m., Wednesday through Saturday, 2:30 p.m. on Saturday and Sunday, Amelia G. Tapper Center Theatre Lab. For Mature Audiences Only.
- *Adaptation*, Black and White Photography Exhibit, November 18, 2009, 5 to 7 p.m., Exhibit Opening/Reception; Gallery Hours are Monday through Friday from 10 to 4 p.m. through November 20, 2009, Amelia G. Tapper Center Main Gallery
- Visiting Artist Lecture/Workshop by Sarah Doremus, November 19, 2009, 1 to 4 p.m., Amelia G. Tapper Center, Room 127
- *Entroph Foiled*, November 19, 2009, 6 to 8 p.m., Art Show Opening/Reception; Gallery Hours are Monday through Friday from 10 a.m. to 4 p.m. through December 4, 2009, Amelia G. Tapper Center
- *Memoirs and Mentors*, November 19, 2009, 6 to 8 p.m., Art Show Opening/Reception; Gallery Hours are Monday through Friday from 10 to 4 p.m. through December 4, 2009, Amelia G. Tapper Center Gallery Annex
- *GCCC Holiday Concert*, December 6, 2009, 2:30 p.m., Amelia G. Tapper Center Theatre
- Theatre Auditions for *Tom Jones*, December 8, 2009, 6:30 to 9 p.m., Amelia G. Tapper Center Theatre

Mr. Cramer announced that, effective immediately and due to increased involvement with the new airport, he feels he can no longer remain a trustee on the GCCC District Board of Trustees. He will be submitting his letter of resignation to the Governor. Chair Isler and Dr. Kerley expressed their appreciation for Mr. Cramer's tireless efforts over the past 22 years.

7. Adjournment

7.1 The meeting was adjourned at 12:04 p.m.

Secretary

Chairman