

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

November 4, 2010

10 a.m. ET
Apalachicola Bay Charter School Board Room

Members Present: Denise D. Butler, Karen L. Durden, Dan A. Estes, Charles S. Isler, III (presiding), Shirley J. Jenkins, Linda R. Wood, Dr. Jim Kerley, and Derrick Bennett.

Members Absent: William C. Sumner

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| 1. Call to Order | 1.1 | Chair Isler called the meeting to order at 10:07 a.m. ET |
| 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 Guest | 1.4 | Ms. Butler introduced the school principal, Ms. Chemine Johnson, and thanked her for hosting the board meeting at her school. Everyone present was thanked for attending the meeting. |
| Hearing of Citizens | 1.5 | Ms. Durden received an anonymous letter from a citizen. The letter spoke of the SACS celebration and how inspiring Dr. Kerley was to employees. It commended Dr. Kerley and Dr. Cheryl Flax-Hyman for their hard work. Dr. Kerley responded to the letter by stating that many people were involved in the SACS process and was happy to see the positive result. |
| Approval of Minutes | 1.6 | Ms. Durden moved and Ms. Jenkins seconded approval of the minutes of the Board's October 7, 2010 meeting as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye. |
| SACS Review Process Update | 1.7 | Dr. Kerley stated for the past two plus years, GCCC has been working on the SACS reaccreditation. Credentials of the faculty were tirelessly worked on by the Human Resources department and Dr. Bishop. The QEP will continue to be improved. The SACS team was very complimentary, noting that it was one of the best visits they have ever experienced. Dr. Bishop was pleased that |

GCCC received no recommendations. He emphasized how proud he was of everyone involved in the process. Dr. Kerley pointed out that several people helped out on a moment's notice during the SACS visit and commended their prompt attention. Mr. Isler thanked everyone for their hard work.

**Lighthouse
Progress
Report**

1.8 Ms. Rhonda Barker provided an update for the Lighthouse project report. The business process interviews have been completed and SACS stated that it was perfect. Mr. Herman Daniels and IT Services are currently working on Lighthouse. Dr. Steve Nettles will be working on the data dictionary. Employee workshops are being scheduled for Lighthouse training and student training starts the week of November 8th on how to navigate the system. Dr. Kerley commended Ms. Barker and Mr. Daniels for a fabulous job. He also mentioned that it will take two to three years to fully implement this project.

**Strategic
Planning
Update**

1.9 Dr. Kerley stated that the Strategic Plan is currently being updated and called on Dr. Nettles to provide an update on the process. Currently, 213 objectives are being implemented and enrollment is up, including e-learning students. Dr. Kerley mentioned that ideas to improve retention would be discussed at the Retention Retreat on December 10th. The recycling program has received a multitude of positive feedback. Mr. Isler inquired about the student population at the Gulf/Franklin Center this term and Mr. Roy Smith responded that 242 students are enrolled. Mr. Isler asked that additional emphasis be placed on increasing the student population. Mr. Smith stated that the recruiters have been working on this issue and Dr. Kerley also stated that many students in Gulf and Franklin counties are taking e-learning classes. Ms. Butler suggested emphasizing the combination of campus and e-learning classes. Dr. Nettles provided statistical information on student demographics.

**2. Attorney's
Report**

2.1 Mr. Bennett stated that GCCC has excess broad-brand frequencies which could be leased. GCCC has partnered with other school districts to receive better financial exposure. Approval was requested for the recommended CityNet, which stood out because of financial stability and other various categories. Ms. Durden made a motion to accept the recommendations as presented. Mr. Estes seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**United States
Navy
Representative
Report**

2.2 Commander Pfefferkorn was unable to attend the meeting.

Enter DROP

Rosemarie O'Bourke - Chair, Visual & Performing Arts, effective November 1, 2010.

Career Services

Employment

Ayrin R. Balilo - Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective October 4, 2010, hourly rate of \$11.43, includes experiential credit. Ms. Balilo fills the position vacated by the retirement of Thomas Buckner.

Kara L. Gray - Part – time, Senior Financial Aid Assistant, (Grade 10) effective October 1, 2010 – May 6, 2011. Hourly rate of \$10.00.

Camille G. Smith - Senior Administrative Assistant (Grade 10), Office of the President, effective October 25, 2010, hourly rate of \$11.17, includes experiential credit. Ms. Smith fills the position vacated due to the reclassification of Carla R. Edwards.

Reclassification

Carla R. Edwards - From Executive Administrative Assistant (Grade 12), President's Office, to Administrative Assistant (Grade 10), Student Support & Enrollment Management and Director, Diversity & Retention. No salary change.

Loretha P. Miller - From temporary full – time Administrative Assistant (Grade 9), Fire Science & Maritime Training, Public Safety, to Administrative Assistant (Grade 9), Fire Science & Maritime, Public Safety, effective October 7, 2010, hourly rate of \$10.99, includes experiential credit. Ms. Miller fills the position vacated due to the resignation of LaShavia Williams.

Vonda J. Stichka - From Senior Administrative Assistant (Grade 10), Administration & Finance, to Executive Administrative Assistant (Grade 12), Academic Affairs, effective November 1, 2010, hourly rate of \$12.44. Ms. Stichka fills the position vacated due to the retirement of Dolores N. Murphy.

Trustees approved the list of personnel actions. Ms. Durden made a motion to approve the actions. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

- Contract Ratifications** **4.2** Trustees approved a list of contracts signed by 59 instructors of noncredit courses, and 11 special and overload contracts, for the total amount of \$120,592.38. After review of the contract ratifications listed under item **4.2**, Mr. Estes made a motion to accept the recommendations as presented. Ms. Jenkins seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- Fall 2010 Overloads** **4.3** Trustees approved the list of the Fall 2010 overloads totaling \$77,399.20. Ms. Durden made a motion to approve the list under item **4.3**, Ms. Butler seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- Professor Emeritus** **4.4** Dr. Bishop recommended that a list of recently retired faculty be awarded the title *Professor Emeritus*. He stated that they are well deserving professionals and should be recognized. Ms. Butler made a motion to approve the list. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- Manual of Policy Revisions – Final Approval** **4.5** Agenda items **4.5.1** and **4.5.2** were bundled for approval. Final approval was given for the following Manual of Policy Revisions:

Refer to 4.5.1 Policy 6.011, Minimum Personnel Qualifications
Refer to 4.5.2 Policy 7.005, Admission of Students to the College

Mr. Estes made a motion to accept the recommendations as presented. Ms. Durden seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- Approval of Budget Amendments** **4.6** Final approval was given for the following budget amendment:

Refer to 4.6.1 Amendment 6, Restricted Current Fund (Fund 2)

Ms. Wood made a motion to accept the recommendations as presented. Ms. Jenkins seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.
- Inventoried Property Disposal** **4.7** Approval was requested to dispose of equipment that the property custodians had determined no longer served the needs of the college's students or staff. Ms. Durden made a motion to approve the list. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

Contract for Mitigation Property **4.8** In the recent October 2010 DBOT meeting, GCCC recommended to contract with Ecological Resource Consultants, Inc. (ERC) to provide off-site mitigation services to enable the college to proceed with development of a 2.5 acre strip of property along 23rd Street. The land would be used for landscaping only, and the permit would be good for five years.

The contract with Ecological Resource Consultants, Inc. totals to \$68,500. Derrick Bennett requested to defer the item so he, ERC, and the college staff can resolve several issues with the proposed agreement.

This item has been deferred to the December board meeting.

ATC Guaranteed Maximum Price **4.9** Final approval was given for the following amendment:
Refer to 4.9 Amendment 2, ATC Guaranteed Maximum Price

The ATC Guaranteed Maximum Price Amendment #2 is for fiber optic relocation. Also included in this amendment is the cost of a portion of the insurance required per the contract with GAC/High.

The total of Amendment #2 is \$562,652 and will comprise a portion of the total project Guaranteed Maximum Price expected to be presented to the board in December. Approval of Amendment #2 will bring the current Guaranteed Maximum Price on the ATC project to \$3,249,780. Ms. Durden made a motion to accept the recommendations as presented. Ms. Wood seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

Novation Agreement – Peaden Mechanical and Peaden Hobbs Mechanical **4.10** A request was made to approve the novation agreement between Peaden Mechanical, Peaden Hobbs Mechanical, and GCCC related to the cooling tower project approved by the Board in the September meeting. Both companies are owned by the same individuals according to the company’s chief financial officer. The sister company can obtain bonding for the project at a lower cost and both companies will be held liable in accordance with the terms of the original contract.

Mr. Estes made a motion to accept the recommendations as presented. Ms. Wood seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

5. President’s Report **5.1.1** Dr. Kerley informed the trustees of various celebrations and highlights from across the college.

- Global Issues** **5.1.2** Dr. Kerley provided trustees with information on global issues and events.
- GCCC Foundation, Inc.** **5.2** The GCCC Foundation was unable to attend.
- 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.
- Financial Indicators Report** **5.4** The Financial Indicators Report as of September 30, 2010, was provided for trustee review.
- Selecting ATC Threshold Inspection Services** **5.5** An update on Selecting ATC Threshold Inspection Services was provided for trustee review.
- 6. Good of the Order** **6.1** Dr. Kerley referred to upcoming GCCC Events as listed on the agenda:
- Sizzling Science 2010, November 5, 4 – 7 p.m., Ken Sherman Science Center
 - FACC Convention, November 17 – 19, Jacksonville, FL
 - “A Doll’s House,” November 12 -21, Amelia Center Theatre
 - Visiting Artist Lecture/Ceramic Demo by Dandee Pattee, November 12, 1 – 4 p.m., Amelia Center
 - Third Annual Cup Show: Form & Function, November 12, 5 – 7 p.m., Amelia Center
- 7. Adjournment** **7.1** The meeting was adjourned at 11:44 a.m. ET

Secretary

Chairman