

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

October 11, 2007

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, Karen L. Durden, Dan A. Estes, Charles S. Isler, Dr. Stephen C. Myers, Linda R. Wood, Col. David E. Zeh, 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. Estes led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed Col. David Zeh, commander of the 325th mission support group at Tyndall Air Force Base, as an honorary trustee. Colonel Zeh expressed appreciation for the opportunity to represent Brigadier General Wolters and Tyndall Air Force Base. Chair Cramer welcomed other guests, recognizing in particular 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 welcomed and introduced the following new faculty and staff members:
 - Sherri Davis, Webmaster, Information Technology Services
 - Chris Freedle, Groundskeeper, Maintenance & Operations
 - Sam Poomarat, Groundskeeper, Maintenance & Operations
 - Glenda Wood, English Learning Manager, Student Support Services
 - Shagufta Zafar, Math Learning Manager, Disability Support Services
- Hearing of Citizens**
 - 1.6** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.7** Ms. Durden moved and Mr. Estes seconded approval of the minutes of the board's regular meeting of September 13, 2007, as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

2. Attorney's Report

2.1 Attorney Bennett presented a Covenant of Purpose, Use and Ownership that the board was asked to approve in connection with a \$1.5 million grant awarded to the college by the U.S. Department of Commerce's Economic Development Administration. Mr. Bennett explained provisions of the contract, which had been shared with trustees for review prior to the meeting, and noted the agreement was necessary to secure EDA grant funding to assist in financing the renovation and expansion of the George G. Tapper Health Sciences Building. Mr. Bennett recommended board approval and authorization for Chair Cramer to sign on behalf of the board. Ms. Wood moved and Mr. Estes seconded approval as recommended. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Next Meeting

2.2 The next regular meeting of the District Board of Trustees was set for Thursday, November 8, 2007, at 10 a.m. in Student Union West 306.

3. SAB Report

3.1 Mr. Jerame King, president of the Student Activities Board, reviewed the SAB calendar of events for the month of October and highlighted major activities. He called on SAB Executive Secretary Anas Abdul-Rahim, who proposed SAB's community service project for the 2007-08 year. The project would replace the Zonie E. Nix Chapel, which was constructed in the mid 1970s and was in a state of deterioration beyond repair, with a facility to be called the Ecumenical Worship and Meditation Center. According to the proposal, the new center would allow "people of all religions to observe in their unique ways of observance." Following trustee questions about funding, questions about the impact on family members of those to whom the chapel had been dedicated earlier, and suggestions that addressed the need for professional architectural services, trustees commended the students for their creative thinking. Mr. Abdul-Rahim indicated the SAB would develop a fundraising plan for the project and would preserve some artifacts from the current chapel to honor the Nix family. Trustee consensus reflected approval of the concept as presented, and Mr. Estes asked for information about a contact for people wishing to support the project. Mr. King indicated he would bring additional information to the board as progress is made.

Student Success Story

3.2 Ms. Rebecca Bailey, a nursing student, shared her story with the board. As a 15-year-old living under very difficult family circumstances, Ms. Bailey devised an escape plan that resulted in her getting married and dropping out of school. She had always wanted to improve her life through education and, after the birth of her third child, earned a GED. Ms. Bailey said as she sat with her four children at her niece's high school graduation, she was inspired to pursue a college education. During her initial college enrollment at Chipola Junior College, she made the dean's list despite significant challenges and is currently enrolled in GCCC's Associate Degree Nursing program. Ms. Bailey described a personal

mission of reaching out to young girls in difficult life situations to encourage them to make positive changes in their lives through education. She expressed appreciation to Dr. Kerley and the trustees for the opportunity to share her story and for the many opportunities provided by the college. Ms. Bailey acknowledged the excellent support given her by Ms. Christine Bottkol, GCCC's coordinator of nursing, and concluded her remarks by saying, "I've found a new home at Gulf Coast." Dr. Kerley and the trustees commended Ms. Bailey on her success and her passion for helping others.

**Program
Successes**

3.3 Dr. Kerley introduced Ms. Lisa Watson, coordinator of the Passport Program, the college's Adult Basic Education/GED program. Ms. Watson shared statistics related to high school dropouts in the GCCC service district and cautioned that educators should be looking at the broader population, which has a significant percentage of people whose educational achievements fall below the high school diploma level. She shared a video of a Passport graduation ceremony that included testimonials from graduates who had benefited from the services and support they had received. Ms. Watson indicated the program was primarily grant funded and that program staff work hard to help Passport graduates enter GCCC college courses. Ms. Watson confirmed that Passport graduates are eligible for GCCC Foundation scholarships and for other kinds of financial aid. Ms. Watson acknowledged the satisfaction she and other staff members experience in seeing lives changed through the program. On behalf of the board, Chair Cramer commended Ms. Watson and her staff for the services they provide students.

**4. Policy
Revisions**

4.1 Revisions to the following listed policies, which were tentatively approved at the board's meeting on September 13, 2007, were presented to the trustees for final approval:

- 5.025, Procurement
- 6.012, Nepotism - Employment of Relatives

Following discussion of the proposed changes, Ms. Durden moved and Mr. Estes seconded final approval. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Personnel

4.2 Following review of career service personnel recommendations listed below, Dr. Myers moved and Mr. Estes seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Employment

Harm, Tatum G. --- Lifeguard (Grade 3), Wellness and Athletics, effective September 24, 2007, hourly rate of \$7.55

Resignation

Fletcher, Maevesta --- Administrative Assistant (Grade 9), Health Sciences Division, effective October 5, 2007

Contract Ratification

4.3 Following review of a listing of contracts signed by 23 instructors of noncredit courses, 70 instructors of credit courses, and 8 special contractors, Ms. Wood moved and Dr. Myers seconded ratification of the contracts as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Salary Schedules

4.4 Trustees were asked to approve the 2007-08 Personnel Salary Schedules, which reflected title changes approved at the September 13 meeting of the board and changes in pay for adjunct faculty members. Following discussion, Mr. Estes moved and Dr. Myers seconded approval of the salary schedules as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Budget Amendments

4.5 Budget Amendment 7 to the Restricted Current Fund, which budgeted funds from several external funding sources totaling \$1,682,894.56, and Budget Amendment 8 to the Unrestricted Current Fund, which budgeted funds totaling \$250,000 from the GCCC Foundation for technology enhancements, were presented for board approval. Ms. Durden moved and Ms. Butler seconded approval of Amendment 7 and Amendment 8 as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

Inventoried Property

4.6 Trustees reviewed a listing of items determined by the property custodians to be obsolete or missing, and they were asked to approve disposal of the obsolete items and removal of all items from inventory records. Discussion revealed that Item 23018, Dell Latitude D800 Computer, had been stolen and had been reported to the Panama City Police Department. Mr. Isler moved and Ms. Butler seconded approval of appropriate disposal and removal of the items from inventory records. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

5. Celebrations/ Highlights

5.1.1 Dr. Kerley commended faculty and staff for their efforts to implement positive change at the college. He emphasized the important role of action teams in addressing issues that included four strategic planning focus areas, noted that a Strategic Planning Steering Committee and four Strategic Planning Teams had been appointed to lead the planning process that would result in a new five-year Strategic Plan in late spring 2008, and summarized progress of the Professional Development Committee in implementing a new procedure that encourages all college employees to pursue individual professional development. Dr. Kerley

provided an update on his participation in various community meetings and events, thanked Colonel Zeh for hosting a tour of Tyndall AFB for administrative staff members, and acknowledged interaction with FSU Panama City faculty and staff that continued discussion about increased opportunities for collaborative marketing and other joint ventures. He emphasized such events as CEO Roundtable discussions, community outreach meetings with local ministers, and meetings with K-12 education partners. Dr. Kerley summarized a listing of causes for celebration since the last board meeting and concluded by acknowledging the success of the college's 50th Anniversary celebration by commending the many college employees who helped plan and implement the celebration events. On behalf of the board, Chair Cramer commended all who had a part in the success of the Gala, which resulted in net proceeds exceeding \$115,000 and demonstrated once again excellent community support for the college.

**Global
Issues**

5.1.2 Dr. Kerley provided an update regarding state budget issues, indicating that it appeared GCCC's budget deficit would likely be approximately 2 percent or \$375,000 and that a 5 percent tuition increase was likely. Dr. Holdnak noted the proposed tuition increase required that colleges provide more need-based financial aid from the revenues generated, and he indicated that a budget amendment would be presented to the board at the next regular meeting based on the outcome of the special session of the Florida Legislature and Governor Crist's subsequent action.

**Academic
Affairs &
Learning
Support**

5.2.1 Dr. Kerley referred to a written update on Academic Affairs and Learning Support provided by Dr. Linda Adair, who was attending the state Council of Instructional Affairs meeting. The update focused on activities in the instructional divisions; articulation; celebrations; relocation of faculty, staff, and programs in connection with renovation projects; imminent professional personnel changes; and grants awarded.

**Student Support
& Enrollment
Management**

5.2.2 Dr. Kerley highlighted portions of a written update on Student Support and Enrollment Management provided by Mr. Roy Smith. The update focused on selection of an external consultant to evaluate recruitment and retention strategies, community outreach meetings, planning activities, and completion of new job analysis/job description documents for all positions in this functional area.

**Administration
& Finance**

5.2.3 Dr. Kerley referred to a written update on Administration and Finance, including Business Affairs, that had been provided by Dr. John Holdnak and Mr. John Mercer, respectively. Major activities included purchase of a point-of-sale system, implementation of procurement card procedure, research regarding an emergency notification system, and updating the master plan for facilities. The update also included reports on all active construction-related projects. The Business Affairs update included a financial activity report in the general operating budget as

of September 30, 2007. In response to a request from Chair Cramer, Mr. Mercer indicated that future reports would include a column comparing current figures to those of the previous year. In response to a question from Mr. Estes about whether the Gulf Coast Athletic Association could secure a state match for funds it raises to support the athletic program, Dr. Holdnak indicated he would investigate the possibility of such matching funds for the athletic association, which is a direct support organization as is the college foundation.

**Institutional
Advancement**

5.2.4 Dr. Kerley referred to a written update on Institutional Advancement, which included a focus on the Gulf Coast Community College Foundation with assets of \$26.8 million, Media and Community Relations with ongoing fall fundraising for WKGC and an imminent marketing audit by an external consultant, and Institutional Advancement and Special Projects with progress being made in the areas of strategic planning, institutional research, and resource development.

**Economic
Development**

5.2.5 Dr. Kerley referred to a written update on Economic Development provided by Dr. Jeff Stevenson. The update included reports on the Great Northwest Economic Development Board, the Economic Development Alliance, GCCC's Center for Business, Continuing and Community Education, and GCCC's Workforce Development programs.

**Information
Technology**

5.2.6 Dr. Kerley referred to a written update on Information Technology Services provided by Mr. Herman Daniels. The update focused on the phone system replacement, CampusWorks (external IT consulting firm) visit to audit IT services, employment of a webmaster, and the Angel Learning Management System. Discussion of the phone system replacement included trustee suggestions that customer service effectiveness can be improved through appropriate use of the phone system, especially with regard to limiting the use of voicemail and in providing email addresses as a part of employee recorded greetings. Chair Cramer acknowledged the wisdom of integrating telephone and computer systems. Mr. Daniels indicated that a committee was working to identify the vendor best able to meet the college's telephone system needs and that he expects to present a recommendation to the board in the near future.

**6. Visual &
Performing
Arts**

6.1 Dr. Kerley encouraged trustees to attend events being sponsored by the Visual and Performing Arts Division, including "Charlotte's Web" and *Glenesha Milner in Concert*.

**Luncheon
Guests**

6.2 Dr. Kerley reminded trustees that their luncheon guests would be members of the Executive Committee of the Bay County Chamber of Commerce.

**Honorary
Trustee**

6.3 Colonel Zeh expressed appreciation for the opportunity to serve as an honorary trustee. He indicated GCCC has 400 students at the Tyndall AFB facility, offered to support the college's United Way efforts through the Combined Federal Campaign, and expressed interest in collaborating with college groups as a part of Tyndall AFB's diversity programs. Dr. Kerley welcomed Colonel Zeh's supportive comments and indicated that the college was interested in implementing a recycling program and that he would like to talk more about opportunities for collaboration with Tyndall AFB. Colonel Zeh expressed pleasure in hosting a recent visit to the base by college administrators and invited the trustees to come for a similar visit.

7. Adjournment

The meeting was adjourned at 11:35 p.m.