

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

**September 3, 2009**

10:00 a.m.  
Gulf/Franklin Center

**Members Present:** Charles S. Isler, III (presiding), J. Allen Cox (partial attendance), William C. Cramer, Jr., Karen L. Durden, Dan A. Estes, Dr. Stephen C. Myers, William C. Sumner, Linda Wood, Dr. Jim Kerley, and Derrick Bennett

**Members Absent:** Denise D. Butler

- 1. Call to Order**      **1.1**      Chair Isler called the meeting to order at 10:04 a.m.
- Invocation**            **1.2**      Dr. Kerley gave the invocation.
- Pledge of Allegiance**      **1.3**      Mr. Sumner led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**      **1.4**      Chair Isler congratulated Dan Estes on being reappointed to another term and Shirley Jenkins on her appointment to the District Board of Trustees (DBOT). Mr. Cox expressed excitement about Ms. Jenkins joining the board and introduced her as a local pastor and the first African-American woman to be elected public officer in Gulf County. Ms. Jenkins is the Gulf County Tax Collector and has previously served on the college's Multi-Cultural Advisory Committee. Chair Isler proceeded to welcome 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. Dr. Kerley mentioned Ms. Pasha has also assisted on the Blue Ribbon Committee trying to bring in more students.

Referring to a discussion at the last board meeting about Construction Manager methodology, Ms. Durden asked Mr. Cox to share about his experience working with a construction manager during the first phase of the Port St. Joe port development. Mr. Cox stated that, considering the magnitude and exposure of the ATC project, it might be prudent to carefully consider this option and it could possibly keep costs down.

**Hearing  
of Citizens**

**1.5** No citizens answered the call to appear before the board.

**Approval  
of Minutes**

**1.6.1** Mr. Sumner made a motion to approve the amendment to the approved minutes of the board's regular meeting of July 16, 2009, as distributed. Ms. Durden seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**1.6.2** Mr. Estes made a motion to approve the minutes of the board's special meeting of August 20, 2009, as distributed. Ms. Durden seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Special  
Presentation**

**1.7** Mr. Cramer, Chair Isler, and Dr. Kerley all thanked Mr. Cox for his service on the board from August 2001 to June 2009 and stated it had been a great honor to work with him. Mr. Cox stated it had been a privilege to work with the trustees and affirmed his belief in the college's mission and vision. He also mentioned meeting with Governor Crist, who is very aware of the college's role in this region. Chair Isler read a resolution honoring Mr. Cox for his exemplary service on the board and presented him with an award plaque.

**Gulf/Franklin  
Center  
Presentation**

**1.8** Ms. Brenda Galloway, director of the Gulf/Franklin Center, gave a presentation about the Gulf/Franklin Center. Dr. Kerley stated Ms. Galloway is doing a fantastic job in working with members of the community, including Mr. Tim Wilder, superintendent of Gulf County Schools, who was present at the meeting. GCCC has had a presence in Gulf/Franklin since 1998. The largest increase recently has been in Ed2Go classes online! Vocational programs such as CNA, LPN, EMT and corrections programs are the main programs offered. An added focus this year has been providing classes in the community through Business, Continuing and Community Education, like customer service, leadership, conflict resolution, contractor's license, and basic life support. The Gulf/Franklin Center has also participated in the Gulf County Emergency preparation effort.

**2. Attorney's  
Report**

**2.1.1** Attorney Bennett requested approval of the proposed Memorandum of Understanding with the Bay County Chamber of Commerce and the Bay County Economic Development Alliance. Timing is an issue as architectural plans are moving along. The intent of the agreement is to provide a general framework for a formal lease agreement between the college and the chamber. The chamber will provide its own equipment and insurance. The rent aspect is unique, as the chamber is proposing to deed their current building free and clear to the college in lieu of rent. The chamber is currently trying to sell it and proceeds would go to the college. Attorney Bennett pointed out there will be a joint approval of the sale price

and the college could set a five-year cap with the stipulation that if the building has not sold, it will be deeded to the college. Another issue that will need to be addressed at a later date is how college policies will affect the chamber operations, since they will be located on college property. Dr. Kerley pointed out that the National Association of Technology Centers stated that if partners like the Chamber and the Economic Development Alliance (EDA) are in the ATC, it would become a national model. It will also bring high-tech and high paying jobs to the area, which is in line with the strategic plan. A discussion ensued about the value of the current chamber offices and limited parking downtown. Attorney Bennett reiterated that the college can craft this lease agreement to their liking. If the college wants an appraisal of the chamber office building, this can also be addressed in the lease agreement. Mr. Cramer pointed out that this is about a partnership between the chamber and the college. The actual value lies in the partnership and the college has a statutory mission to impact the economic development in our community. Dr. Myers made a motion to approve the Memorandum of Understanding as is. Mr. Sumner seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Update  
Foundation  
Liaison**

**2.2** Dr. Amal Sidani-Tabbaa reported that the Foundation assets are at \$20.7 million and the Foundation received \$38,453 in private contributions from the community beginning July 10, 2009, and ending August 28, 2009. The Foundation will be launching new membership opportunities that will support the advancement of the college by supporting the Annual Fund, which allows more flexibility for how the funds are used. The Athletic campaign will be concluded at the end of the month and so far has secured a total of approximately \$218,000 toward the \$250,000 goal. The Alumni Association currently has 115 active alumni members and the Alumni Council is looking at presenting a distinguished alumni award. Students are given one year of free membership at graduation. The Radio & TV Council is working on a fundraising event and community awareness to highlight programming. Upcoming events are the Gulf Coast Sun Run on September 19, 2009, at Aaron Bessant Park; Shark's Tooth Pairings Party, November 6, 2009, and Golf Tournament on November 7, 2009; and the Annual Meeting on February 5, 2010.

**Update  
Honorary  
Trustees**

**2.3** Commander Jessica Pfefferkorn was unable to attend the meeting.

**2.4** Colonel Michael Fleck was unable to attend the meeting.

**Next Meeting**

**2.5** The next regular meeting for the District Board of Trustees was set for 10:00 a.m., Thursday, October 8, 2009, SUW William C. Cramer, Jr. Seminar Room.

### 3. SAB Report

**3.1** Ms. Jamilla Pascha reported on Student Activities Board (SAB) events in September and mentioned they are placing hand sanitizers at the busiest points in each building on campus to help prevent a possible flu outbreak.

With regard to the college going green they are looking at caps and gowns that are made of recycled materials.

#### Dual Enrollment Report

**3.2** Dr. Cheryl Flax-Hyman referred the trustees to the Florida Board of Education's dual enrollment report that shows GCCC has the highest dual enrollment level for the State of Florida and excels in reaching minorities. Dual enrollment classes are of the same caliber as our college courses and are subject to a program review every five years. Dual enrollment helps students get into universities, helps school districts in how they are rated, and is free of charge to high school students. Last year GCCC served over 5,000 students (duplicated head count). Dr. Flax-Hyman asked board members to approve the articulation agreements with the school boards that would be presented later during the meeting.

#### Program Focus: Dual Enrollment

**3.3** Dr. Flax-Hyman introduced Mr. Tim Wilder, Gulf County School Superintendent, who thanked Dr. Kerley, Dr. Flax-Hyman, and the trustees for their collaboration efforts with Gulf County. Wewahitchka High School's dual enrollment has increased 370 percent this year. Four different types of dual enrollment are offered: direct instruction, hybrid courses, strictly online courses, and night classes. Grading for high schools will be changing. CPT scores and the number of students taking dual enrollment, advanced placement or international baccalaureate classes will be reflected in the grading formula.

#### Student Success Story

**3.4** Ms. Jessica Husband, an 18-year old LPN student and former dual-enrolled student spoke to the board. She graduated from Wewahitchka High School in May 2009, with 19 credit hours, which took care of most of her prerequisites for the RN program. Ms. Husband thanked the trustees and college staff for allowing her to better herself and get her education.

### 4. Action Items

#### Personnel

**4.1** After review of the following listed personnel recommendations, Mr. Sumner made a motion to accept all recommendations. Ms. Wood seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

#### Professional Services

##### Employment

Dawne E. Hendrix---English Learning Manager, Success Center, Off-Campus & Community Development, effective September 1, 2009 –

June 30, 2010, salary of \$18,564, (based on annual salary of \$20,500), includes experiential credit. Ms. Hendrix fills the position vacated by the resignation of Martin E. Bidwell.

Michelle G. Jamison---Career Manager, Workforce Center, Economic Development, effective July 21, 2009 – June 30, 2010, salary of \$25,731 (based on annual salary of \$27,187), includes experiential credit. Ms. Jamison fills the position vacated by the resignation of Denise M. Shriver.

Deicy G. Jiménez---Temporary, Full-time, Assistant Professor, Language & Literature Division, effective August 10, 2009 – May 10, 2010, annual salary \$38,999. Dr. Jiménez fills the position vacated by the retirement of Penelope M. Bledsoe.

Michael A. Murphree---Assistant Baseball Coach, Wellness & Athletics, effective July 1, 2009 – June 30, 2010, salary of \$23,000. Mr. Murphree fills the position vacated by the resignation of Blake Mitchum.

Casey M. Sempsrott---Project Coordinator, Technology Based Learning Grant, Business & Technology Division, effective August 10, 2009 – June 30, 2010, salary of \$26,790 (based on annual salary of \$30,000). Position funded by DOL Technology Based Learning Grant.

Leah N. Vickers---Sports Information Assistant, Wellness & Athletics Division, effective August 19, 2009 – June 30, 2010. Volunteer, no salary.

Odell Witherspoon, III---Men's Basketball Assistant Coach, Wellness & Athletics Division, effective August 21, 2009 – May 31, 2010, salary of \$17,500. Mr. Witherspoon fills the position vacated by the resignation of Thomas E. Register.

### **Reemployment**

Lee M. Anderson---Temporary, full-time, Associate Professor, Business & Technology Division, effective August 10, 2009 – December 18, 2009, salary of \$15,000. Mr. Anderson fills the position vacated by the retirement of Thomas R. Hoskins.

Blythe A. Golden---Assistant Softball Coach, Wellness & Athletics, effective July 1, 2009 – June 30, 2010, salary of \$10,600.

Gloria E. Samples---Program Manager ESOL, Off-Campus & Community Development, effective August 1, 2009 – August 14, 2009, salary of \$1,753.40.

### **Reclassification**

Kristi A. Krutcek---From Learning Manager (part-time), Disability Support Services, to Learning Manager (full-time), Disability Support

Services, effective September 1, 2009, salary of \$18,108 (based on an annual salary of \$20,000).

Gloria E. Samples---From Program Manager (full-time), ESOL, Off-Campus & Community Development, to Program Manager (part-time), ESOL, Off-Campus & Community Development, effective August 17, 2009, hourly rate of \$20.79.

Yolanda M. Tingler---From Learning Manager (full-time), Disability Support Services, to Learning Manager (part-time), Disability Support Services, effective September 1, 2009, hourly rate of \$20.64.

### **Resignation**

Charlotte V. Blue---Coordinator of Grant Accounting, Business Office, Administration & Finance, effective September 15, 2009.

Bradford W. Rhines---Assistant Professor, Language & Literature Division, effective July 31, 2009.

Thomas E. Register---Assistant Men's Basketball Coach, Wellness & Athletics Division, effective August 14, 2009.

### **Retirement**

Sharon M. Burdeshaw---Assistant Coordinator, Public Safety Division, effective September 2, 2009.

### **Revision of Employment**

Brad E. Merritt---Assistant Professor, Social Sciences Division, rescinded decision to accept job offer.

### **Revision of Name**

Scott A. Kirkland---From Scott A. Kirkland to Scott A. Kirkman.

### **Enter DROP**

Peggy P. Martin---Director, Military Education, Enrollment Services, effective August 1, 2009.

## **Career Services**

### **Employment**

Mary H. D'Aoust---Temporary, full-time, Senior Administrative Assistant (Grade 10), Center for Business, Continuing & Community Education, Economic Development, effective August 17, 2009, hourly rate of \$13.33. Ms. D'Aoust fills the position vacated by the retirement of Peggy K. Childers.

Erica D. Lester---Executive Administrative Assistant (Grade 12) Gulf Coast Community College Foundation, Inc., effective August 17, 2009, hourly rate of \$15.33. Ms. Lester fills the position vacated by the resignation of Anna Holland.

### **Reclassification**

James R. Garcia---Lead Custodian (Grade 8), Building Services, Maintenance & Operations, to Custodial Supervisor (Grade 14), Building Services, Maintenance & Operations, effective July 1, 2009, hourly rate of \$13.38. Mr. Garcia fills the position vacated by the resignation of Daniel L. Doherty.

Jamie M. Gupton---Operations Associate (Grade 11), ESOL, Off-Campus & Community Development, to Program Assistant (Grade 10), Health Sciences Division, effective July 1, 2009, hourly rate of \$10.39. Position funded by Community Based Job Training Grant. Ms. Gupton fills the position vacated by the reassignment of Marilyn N. Bowen.

### **Contract Ratifications**

**4.2** Trustees reviewed a list of contracts signed by 38 instructors of noncredit courses, and 19 special contracts, named on the spring 2009 overload addendum of September 3, 2009, for the total amount of \$81,827.53. Mr. Sumner made a motion to approve ratification of the contracts. Ms. Durden seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

### **Inter-Institutional Articulation Agreements**

**4.3.1** Approval was requested by Dr. Kerley to sign an Articulation Agreement between the Bay District School Board and Gulf Coast Community College. Articulation agreements are signed on an annual basis. Ms. Durden made a motion to approve ratification of the contract. Ms. Wood seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**4.3.2 and 4.3.3** Approval was requested by Dr. Kerley to sign an Articulation Agreement between the Franklin County School Board and Gulf Coast Community College as well as an agreement between the Gulf County School Board and Gulf Coast Community College. Ms Durden made a motion to approve both agreements. Mr. Sumner seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

### **Amendment to Restricted Current Fund**

**4.4** Approval was requested for Amendment 6 to the Restricted Current Fund (Fund 2), which establishes the budgets for a number of grants and other restricted programs. Mr. Sumner made a motion to approve the amendment. Ms. Durden seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

### **Inventoried Property Disposal**

**4.5** 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. College staff requested that two items be put back into use

for the radio station. Ms. Wood made a motion to approve the list. Mr. Sumner seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Public Safety/  
Emergency  
Operations  
Center  
Project**      **4.6**      Approval was requested for Change Order #11 on the Public Safety/Emergency Operations Center project dealing with the sewer connection to the force main located on Highway 77. Ms. Durden made a motion to approve the change order. Ms. Wood seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Athletic  
Charter Bus  
Services**      **4.7**      College staff requested approval of bid #09-10-02 for Athletic Charter Bus Services by local operator, Kincaid. Ms. Durden made a motion to approve the bid. Mr. Estes seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Surplus Radio  
Station  
Equipment**      **4.8**      Approval was requested for Bid #09-10-03 for the sale of surplus radio station equipment. The college could possibly get \$9,000 for it. Mr. Sumner made a motion to approve the bid. Mr. Estes seconded, and the vote was recorded as follows: Cramer, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Andrews  
Institute  
Contract**      **4.9**      Attorney Bennett informed the trustees that all insurance issues between the college and the Andrews Institute related to the providing of physical trainer services for the college's athletic programs have been resolved to the satisfaction of the college's attorney and staff. The college has purchased a separate policy in addition to Andrews Institute's blanket policy. The agreement had been approved at a previous meeting and no further board action is required.

- 5. President's  
Report**
- 5.1.1** Dr. Kerley's presentation of college highlights included mention of the following:
- Increased enrollment throughout the college
  - Many good meetings in the community
  - College program review process implemented
  - 50 percent increase in Financial Aid applicants this semester
  - College Annual Report due in October.
- 5.1.2** Dr. Kerley provided trustees with information on global issues and events.
- Good meeting with West Bay Sector MOU implementation team
  - Successful FSU PC Blue Ribbon Committee meetings
  - FSU freshmen college classes no longer considered
  - Monthly meeting with Ken Shaw and superintendents of schools

- Excellent meeting at Chipola with Northwest Florida Coalition of College Presidents
- Career and Technical Education Task Force moving forward with advisory board to ensure clear pathway from kindergarten through university
- College getting more involved with veterans' affairs
- On target with ATC, looking at possible locations
- Involved in massive customer service training that will affect the whole county

**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**     **5.3.1**     Mr. Mercer referred the trustees to the 2008-09 Annual Financial Report and stated that the college is on target with a \$6 million reserve in unrestricted funds. Mr. Mercer's office will send the trustees an electronic copy of the 2008-09 financial report. Dr. Kerley complimented Mr. Mercer and his staff on their commitment to the budget and timely reporting to the state.

**5.3.2**     Dr. Kerley referred trustees to the Financial Indicators Report as of July 31, 2009, and pointed out that the college will finish the year in the black.

**Academic Review**     **5.4**     Dr. Bishop reported on the program review process. He referred the trustees to his memorandum to Dr. Kerley with recommendations for improvement as a result of the program review process. The document gives strengths and weaknesses analyses, and reports on the viability of the programs. Recommendations will be incorporated into faculty and staff program objectives. For the coming program reviews a professional review team will be brought in from the outside.

**6. Good of the Order**     **6.1**     Mr. Cramer asked if Florida Architects would appear before the board. Mr. Mercer expressed they had a prior commitment and asked to appear before the board in October. It will be beneficial to make a decision at the next board meeting before the design phase of the ATC building is complete.

Dr. Kerley expressed his appreciation for Mr. and Mrs. David Warriner for their support of the college over the years. He then extended an invitation to the trustees for the following college events:

- Visiting Artist Lecture and Demo by Cheyenne and Nigel Rudolph, September 11, 2009, 1:00 – 5:00 p.m., Amelia G. Tapper Center, Room 128
- *Fo(u)r Hands, the Pottery of Rudolph Clay Studio*, September 11, 2009, 6:00 – 8:00 p.m. Art Show Opening/Reception; Gallery

hours are Monday through Friday from 10:00 a.m. – 4:00 p.m.,  
Amelia G. Tapper Center Main Gallery

- *College Night*, September 17, 2009, 6:00 – 8:00 p.m., Student Union East
- *14<sup>th</sup> Annual Bioethics Conference*, September 18, 2009, 8:30 a.m. – 3:30 p.m., Student Union East Conference Center
- *2009 Gulf Coast Sun Run*, September 19, 2009, 8:00 a.m. (registration at 6:30 a.m.) Aaron Bessant Park at Pier Park
- *2009 Gulf Coast Writers Conference*, September 19, 2009, 8:45 a.m., Language & Literature Building and Student Union East
- *Correctional Officer Graduation Ceremony*, September 24, 2009, 7:00 – 8:30 p.m., Sarzin Lecture Hall, Language & Literature Building
- *The Phantom Tollbooth* Production, September 25-27, 2009, 7:30 p.m. on Friday and Saturday, 2:30 p.m. on Saturday and Sunday, Amelia G. Tapper Center Theatre Lab

**7. Adjournment**    **7.1**    The meeting was adjourned at 11:25 p.m.