

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

September 13, 2007

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), 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 a.m.
- Invocation**
 - 1.2 Dr. Kerley gave the invocation.
- Pledge of Allegiance**
 - 1.3 Ms. Wood led those present in the pledge of allegiance to the American flag.
- New Trustee**
 - 1.4 Chair Cramer introduced and welcomed Ms. Linda Wood, newly appointed trustee, who would replace retiring trustee, Ms. Renee Shoaf. Ms. Wood expressed appreciation for the warm welcome from fellow trustees and college employees. She also acknowledged a sense of enthusiasm with regard to the college's future.
- Welcome to Guests**
 - 1.5 Chair Cramer welcomed 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**
 - 1.6 Dr. Kerley welcomed and introduced the following new faculty and staff members:
 - Betsy Balmer, Librarian
 - Liz Brouse, Senior Administrative Assistant, Admissions & Records
 - Tamsi Casey, Instructor, Dental Assisting, Health Sciences
 - Randy Chitwood, Assistant Professor, Health Sciences
 - Rob Keeton, Assistant Professor, Public Safety
 - Sharon Kotan, Assistant Professor, Health Sciences
 - Adria Peaden, Assistant Professor, Business
 - Craig Renfro, Programmer/Analyst, Information Technology
 - Amanda Ringer, English Learning Manager, Success Center
 - Hank Smith, Assistant Professor, Language & Literature
 - Katie Wall, Clerk Typist, Business, Continuing & Community Education

**Hearing
of Citizens**

1.7 No citizens answered the call to appear before the board.

**Approval
of Minutes**

1.8.1 Ms. Durden moved and Mr. Isler seconded approval of the minutes of the board's regular meeting of July 12, 2007, as distributed. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

1.8.2 Mr. Isler moved and Mr. Sumner seconded approval of the minutes of the board's special meeting of August 25, 2007, as distributed. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Gulf Coast
Story**

1.9 Dr. Kerley introduced Ms. Susan Painter, head coach of the Lady Commodores Softball team and co-head coach of the U.S.A. team in the World University Games in Bangkok, Thailand, and Ms. Amanda Byers, who plays second base for the Lady Commodores and was on the U.S.A. team at the games in Bangkok. On behalf of herself and Ms. Byers, Coach Painter expressed appreciation for the opportunity to represent the U.S.A. and GCCC at the World University Games, and Ms. Byers gave each trustee a lapel pin memento. Coach Painter indicated that 8500 athletes had represented 185 countries in the games and described the extraordinary cultural experience afforded them. She presented Dr. Kerley a framed poster signed by athletes from all countries represented in the games. She also presented Dr. Linda Adair, vice president of academic affairs and student learning, a framed photograph of members of Team U.S.A. Dr. Kerley expressed appreciation and commended Coach Painter and Ms. Byers for representing the nation and GCCC in such a fine manner.

**SAB
Report**

1.10 Mr. Jerame King, president of the Student Activities Board, reported the SAB was off to a fast start for the year. He acknowledged participation in a national conference in Chicago in July, where SAB members received some good programming ideas. He referred to the Presidents Assembly in St. Petersburg and noted budget issues were a primary topic. Mr. King indicated the SAB had more than 30 members and that a retreat would be held in October. He thanked Dr. Kerley and faculty and staff for their support thus far. Dr. Kerley commended Mr. King and the SAB for their enthusiasm and energy, and he noted students were involved in action teams and the President's Leadership Team (PLT). He reminded all those present that the college exists to serve students.

**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 Thursday, October 11, 2007, at 10 a.m. in Student Union West 306.

**Board
Retreat**

2.3 Dr. Kerley reported that the first-ever retreat for the GCCC board, facilitated by ACCT's Mr. Wayne Newton, had been particularly valuable for him as a new president. He expressed appreciation for the outstanding commitment to the college demonstrated by the trustees and commended Ms. Wood in particular for her participation within days of her appointment. Dr. Kerley acknowledged the generosity of Ms. Durden and her husband in hosting the dinner that preceded the retreat, and he characterized the entire experience as highly productive. Chair Cramer expressed appreciation that all trustees had participated in the retreat and acknowledged the value of spending a full day interacting in ways that will enhance the board's performance. On behalf of the trustees, Chair Cramer indicated the board is ready to do its part to move the institution forward in appropriate ways. He expressed the board's enthusiastic support for Dr. Kerley's vision for change and his efforts to create a new strategic plan. Chair Cramer concluded by acknowledging the benefits of the retreat and the board's commitment to ensuring similar future opportunities.

**3. Celebrations
and
Highlights**

3.1 Dr. Kerley shared with trustees highlights of events and causes for celebration since the board's last regular meeting on July 12. He called attention to various activities characterizing the college's collaboration with and support for community organizations, expressions of GCCC spirit, evidence of student successes, and innovative initiatives. Dr. Kerley also outlined interactions he had had recently with community groups and plans for upcoming activities. He reported on a recent administrative retreat, which had focused on strategic planning and with outcomes similar to those of the board retreat in terms of identifying strategic issues.

Global Issues

3.2 Dr. Kerley talked about the uncertainty of budget issues, indicating the college anticipates a budget reduction of 4 percent to 10 percent. He noted that because of the college's conservative history, the fund balance would accommodate a reasonable reduction. After characterizing philosophical differences between community colleges and universities, Dr. Kerley reminded trustees and others of the significant economic impact of community colleges, described the effect of no tuition increase and an accompanying budget reduction, and pledged to protect student access and opportunity and to ensure that college employees are compensated appropriately.

**4. Student
Stories**

4.1 Dr. Kerley introduced three students and asked them to share brief comments about their experiences as GCCC students. Mr. George Deridder, age 93, indicated he had been taking classes at the college for 26 years and that ceramics and dancing were his hobbies. After recommending behaviors that contribute to a full life and reading a letter from retired GCCC art professor Roland Hockett, Mr. Deridder expressed appreciation for the opportunity to be a student at GCCC. Ms. Beth Gribas, editor of the *Gull's Cry*, described how she had enrolled as a

student at GCCC despite the advice of her young adult children. Ms. Gribas indicated that she benefits from interactions with younger students and appears to meet some of their needs as a more experienced student peer and mentor. She will graduate from GCCC in December 2007 and plans to continue at FSU Panama City. Ms. Michelle Booker, a 17-year-old student who dropped out of high school and later earned a GED, indicated she has found a climate of acceptance and encouragement at the college and expressed appreciation for the support she has received as a student. Dr. Kerley thanked the students for sharing their stories and reminded trustees and others that “students are our reason for being.”

E-Learning

4.2 Dr. Steve Dunnivant, associate dean of e-learning, shared a report on the college’s new E-Learning focus. He highlighted two relatively new programs, Digital Media and the Educator Preparation Institute, as examples of successful program expansion that involved collaboration between the college’s academic divisions and support areas and the external community. Dr. Dunnivant described the tremendous growth in online educational offerings and acknowledged the college’s commitment to increased accessibility through its e-learning campus. He described projects being developed in various instructional divisions and indicated the new E-Learning Advisory Committee was intent on ensuring quality and academic rigor in e-learning courses. Dr. Kerley commended faculty and staff for this and other innovative initiatives. On behalf of the board, Chair Cramer expressed appreciation for the outstanding report.

5. Articulation Agreements

5.1.1 Articulation agreements between GCCC and Bay, Franklin, and Gulf District Schools were presented for board approval. Dr. Cheryl Flax-Hyman, dean of off-campus and community development, indicated the agreements established provisions by which GCCC offers dual enrollment courses in service district high schools. Ms. Durden moved and Mr. Sumner seconded approval of the agreements as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Dual Enrollment Penetration Report

5.1.2 Dr. Kerley referred to a Florida Department of Education Dual Enrollment Penetration Study, which reported GCCC had the highest dual enrollment penetration rate of all 28 public community colleges for 2005-06.

Enrollment Report

5.2.1 Dr. Kerley called attention to an enrollment report that compared term and year-to-date headcount and FTE figures for current and previous years. He noted that enrollment had been identified as one of the four strategic planning focus areas being addressed by all planning units and indicated that marketing and recruitment strategies and issues related to minority populations were being reexamined. Chair Cramer emphasized the importance of communicating information about scholarship opportunities in the high schools, and Ms. Durden questioned whether a

plan was in place to assist deserving students who had missed the traditional scholarship application period. Ms. Margie Mazur, executive director of the GCCC Foundation, indicated that discussions would focus on how to add flexibility to the process. She also mentioned the emergency fund, which had been used to assist students with extraordinary challenges. Mr. Estes shared an experience in which the foundation staff assisted a student who would not have been able to continue his education otherwise.

**Human
Resources**

5.3.1 Following review of the personnel recommendations listed below and review of a listing of contracts signed by 49 instructors of credit courses, 31 instructors of noncredit courses, 15 special contractors, and overload credit course instructors, Ms. Wood moved and Mr. Isler seconded approval of the personnel recommendations and ratification of the contracts. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

Professional Personnel

Employment

Balmer, Betsy L. --- Librarian, Library, effective August 1, 2007 - June 30, 2008, salary of \$29,218 (based on annual salary of \$31,900)

Beiler, Katrina M. --- Assistant Coordinator, Respiratory Care, Health Sciences, effective August 6, 2007 - June 30, 2008, salary of \$45,207 (based on annual salary of \$50,000)

Bingham, Lisa C. --- Learning Manager, part-time, ESOL Program, Off-Campus and Community Development, effective July 24, 2007, hourly rate of \$15.87

Casey, Tamsi S. --- Instructor (Step 7), Health Sciences, effective August 6, 2007 - May 11, 2008, annual salary of \$34,804

Chitwood, Randall T. --- Assistant Professor (Step 10), Health Sciences, effective August 6, 2007 - May 11, 2008, salary of \$45,964

Davis, Sherrill A. --- Webmaster, Information Technology Services, effective September 17, 2007 - June 30, 2008, salary of \$42,354 (based on annual salary of \$48,277)

Franklin, Jessica A. --- Assistant Professor (Step 1), Language and Literature, effective August 6, 2007 - May 11, 2008, salary of \$35,658

- Hull, Cassandra J. --- Communications Intern, Media and Community Relations, August 27 - December 14, 2007, no salary
- Keeton, Robert M. --- Assistant Professor (Step 5), Public Safety, effective August 6, 2007 - May 11, 2008, salary of \$39,627
- Kotan, Sharon E. --- Assistant Professor (Step 5), Health Sciences, effective August 6, 2007 - May 11, 2008, salary of \$41,965
- Martin, Molly A. --- Learning Manager, part-time, ESOL Program, Off-Campus and Community Development, effective September 10, 2007, hourly rate of \$15.87
- Mitchum, Jonathan B. --- Assistant Baseball Coach, Wellness and Athletics, effective July 1, 2007 - June 30, 2008, salary of \$1,000
- Monduy, Sylvia M. --- Learning Manager, part-time, ESOL, Off-Campus and Community Development, effective September 10, 2007, hourly rate of \$15.87
- Oakley, Holli K. --- Math Learning Manager, part-time, Disability Support Services, Student Services, effective August 16, 2007 - May 9, 2008, hourly rate of \$16.66
- Peaden, Adria D. --- Assistant Professor (Step 1), Business, effective August 6, 2007 - May 11, 2008, salary of \$35,658
- Penston, Branden D. --- Learning Manager, part-time, ESOL Program, Off-Campus and Community Development, effective August 6, 2007, hourly rate of \$15.87
- Poland, Phillis A. --- Volunteer, Baptist Collegiate Ministries, Student Activities, Student Services, effective July 1, 2007 - June 30, 2008, no salary
- Prater, Carrie L. --- Assistant Professor (Step 1), Social Sciences, effective August 6 - December 14, 2007, salary of \$18,234 (based on annual salary of \$35,658)
- Register, Thomas A. --- Assistant Men's Basketball Coach, Wellness and Athletics, effective July 1, 2007 - June 30, 2008, salary of \$3,000
- Renfro, Brian C. --- Programmer/analyst, Information Technology Services, effective August 1, 2007 - June 30, 2008, salary of \$38,234 (based on annual salary of \$41,753)

Rhodes, Mary Ruth --- Instructor (Step 10), Health Sciences, effective August 6, 2007 - May 11, 2008, salary of \$40,907

Ringer, Amanda K. --- English Learning Manager, Success Center, Developmental Studies, effective August 6, 2007 - May 11, 2008, salary of \$22,000; funded by Perkins grant

Smith, Henry M. --- Assistant Professor (Step 1), Language and Literature, effective August 6, 2007 - May 11, 2008, salary of \$35,685

Thompson, Reta M. --- Learning Manager, part-time, ESOL Program, Off-Campus and Community Development, effective September 10, 2007, hourly rate of \$15.87

Wood, Glenda M. --- Learning Manager, part-time, Student Support Services, Developmental Studies, effective August 20, 2007 - May 9, 2008, hourly rate of \$15.87

Zafara, Shagufta Mariya --- Math Learning Manager, part-time, Disability Support Services, Student Services, effective August 16, 2007 - May 9, 2008, hourly rate of \$16.66

Reclassification

Adair, Linda B. --- From Executive Vice President and Chief Instructional Officer to Vice President, Academic Affairs and Learning Support, effective August 1, 2007, no change in salary

Daniels, Herman G. --- From Dean, Administrative Services, to Chief Information Officer, effective August 1, 2007, no change in salary

Dunnivant, Stephen W. --- From Chair, Technology Division, to Associate Dean, E-Learning, effective August 1, 2007 - June 30, 2008, salary of \$78,081 (based on annual salary of \$85,267)

Flax-Hyman, Cheryl --- From Dean, Instructional Support and Lifelong Learning, to Dean, Off-Campus and Community Development, effective August 1, 2007, no change in salary

Galloway, Brenda M. --- From Coordinator, Gulf/Franklin Center, Student Support and Enrollment Management, to Director, Gulf/Franklin Center, Off-Campus and Community Development, effective August 1, 2007 - June 30, 2008, salary of \$50,369 (based on annual salary of \$55,000)

Holdnak, John R. --- From Vice President, Administrative Services, to Vice President, Administration and Finance, effective August 1, 2007, no change in salary

Luckie, Wanda C. --- From Coordinator, Institutional Effectiveness, to Executive Director, Institutional Advancement and Special Projects, effective August 1, 2007 - June 30, 2008, salary of \$72,274 (based on annual salary of \$78,917)

Martin, Peggy P. --- From Coordinator, Military Education, to Director, Military Education, Off-Campus and Community Development, effective August 1, 2007 - June 30, 2008, salary of \$50,369 (based on annual salary of \$55,000)

Mazur, Margie --- From Executive Director, Foundation, to Executive Director, Foundation (Chief Development Officer), effective August 1, 2007 - June 30, 2008, salary of \$62,451 (based on annual salary of \$68,200)

Mercer, John D. --- From Dean, Business Affairs, to Chief Financial Officer, effective August 1, 2007, no change in salary

Payne, Wendy L. --- From Assistant Professor, Technology, to Acting Chair, Technology Division, effective August 1 - December 21, 2007, salary of \$19,730 (based on annual salary of \$50,000)

Smith, Roy W. --- From Dean, Student Development, to Vice President, Student Support and Enrollment Management, effective August 1, 2007 - June 30, 2008, salary of \$110,741 (based on annual salary of \$120,935)

Stevenson, Jeff J. --- From Dean, Workforce Development, to Chief Economic Development Officer, effective August 1, 2007, no change in salary

Thomes, Christopher P. --- From Director, Marketing and Public Relations, to Executive Director, Media and Community Relations, effective August 1, 2006 - June 30, 2008, salary of \$62,451 (based on annual salary of \$68,200)

Reemployment

Bedford, Terri A. --- Volleyball Coach, Wellness and Athletics, effective July 1, 2007 - June 30, 2008, salary of \$4,614

Bortnick, Kristin L. --- Volleyball Coach, Wellness and Athletics, effective July 1, 2007 - June 30, 2008, salary of \$6,614

Childers, Michael J. --- Weight Room Supervisor, Wellness and Athletics, effective July 1, 2007 - June 30, 2008, salary of \$8,703

Cox, Timothy L. --- Assistant Softball Coach, Wellness and Athletics, effective July 1, 2007 - June 30, 2008, salary \$1,102

Gonzales, Marc A. --- Assistant Baseball Coach, Wellness and Athletics, effective July 2, 1007 - June 30, 2008, salary of \$8,944

Harvey, Norris O. --- Assistant Men's Basketball Coach, Wellness and Athletics, effective July 1, 2007 - June 30, 2008, salary of \$4,680

Merchant, Stephen B. --- Assistant Baseball Coach, Wellness and Athletics, effective July 1, 2007 - June 30, 2008, salary of \$1,040

Thayer, Robert E. --- Assistant Softball Coach, Wellness and Athletics, effective July 1, 2007 - June 30, 2008, salary of \$9,922

Administrative Leave

Penton, Ronald A. --- Associate Professor, Social Sciences, effective August 6 - December 14, 2007

Sabbatical Leave

Hamilton, Jennifer L. --- Assistant Professor, Social Sciences, unpaid sabbatical leave, effective August 6, 2007 - May 11, 2008

Resignation

Foster, Richard D. --- Learning Manager, part-time, ESOL Program, Off-Campus and Community Development, effective August 22, 2007

Fox, Michael J. --- Learning Manager, part-time, ESOL Program, Off-Campus and Community Development, effective August 8, 2007

Lopanec, Mercedes --- Learning Manager, part-time, ESOL Program, Off-Campus and Community Development, effective August 22, 2007

Nielsen, Jason G. --- Learning Manager, part-time, ESOL Program, Instructional Support and Lifelong Learning, effective July 31, 2007

Ryan, Mayya --- Learning Manager, part-time, ESOL Program,, Instructional Support and Lifelong Learning, effective July 17, 2007

Tate, Bonnie --- Learning Manager, part-time, ESOL Program, Off-Campus and Community Development, effective August 22, 2007

Wagner, Patricia M. --- Learning Manager, part-time, ESOL Program, Off-Campus and Community Development, effective August 22, 2007

Retirement

Mix, John B. --- Chair, Natural Sciences Division, effective January 2, 2008

Career Service Personnel

Employment

Bonanno, Carol L. --- Administrative Assistant (Grade 9), Health Sciences, effective August 1, 2007, hourly rate of \$9.88, including experiential credit

Brouse, Lizeth --- Senior Administrative Assistant (Grade 10), Enrollment Services, Student Support and Enrollment Management, effective August 1, 2007, hourly rate of \$11, including educational and experiential credit

Freedle, Christopher R. --- Groundskeeper (Grade 6), Maintenance and Operations, effective September 4, 2007, hourly rate of \$8.85, including experiential credit

Poomarat, Somboon T. --- Groundskeeper (Grade 6), Maintenance and Operations, effective September 4, 2007, hourly rate of \$8.85, including experiential credit

Shoffer, Dawn M. --- Senior Administrative Assistant (Grade 10), part-time, Enrollment Services, Student Support and Enrollment Management, effective August 2 - 14, 2007, hourly rate of \$12.21

Torres, Catherine H. --- Teacher's Aide (Grade 9), part-time, ESOL Program, Off-Campus and Community Development, effective September 10, 2007, hourly rate of \$9.41

Vaughn, Benjamin M. --- Lifeguard (Grade 3), Wellness and Athletics, effective August 17, 2007, hourly rate of \$7.55

Wall, Catherine J. --- Senior Clerk Typist (Grade 9), Business, Continuing, and Community Education, effective August 1, 2007, hourly rate of \$9.88, including experiential credit

Woodrum, April L. --- Lifeguard (Grade 3), Wellness and Athletics, effective August 17, 2007, hourly rate of \$7.55

Reclassification

Edwards, Carla R. --- From Administrative Secretary (Grade 10), Institutional Advancement, to Executive Administrative Assistant (Grade 12), Institutional Advancement, effective August 1, 2007, hourly rate of \$11.98

Resignation

Nguyen, Lien M. --- Senior Administrative Assistant (Grade 10), effective August 10, 2007

Raya, William M. --- Lifeguard (Grade 3), Wellness and Athletics, effective July 10, 2007

2007-08 Salary Schedules

Discussion of the 2007-08 Salary Schedules was postponed until the next regular meeting on October 11, 2007.

**Policy
Revisions**

5.3.2 Trustees were asked to tentatively approve proposed revisions to the following listed policies:

- Policy 5.025, Procurement: The policy modification brings the policy in line with recent changes to State Board of Education Administrative Rules and authorizes implementation of a procurement card system.
- Policy 6.012, Nepotism: This change permits employment of related persons except in supervisor/subordinate relationships and is intended to facilitate employment of qualified personnel.

Ms. Durden moved and Mr. Sumner seconded tentative approval of the policy revisions as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Bids &
Construction
Projects**

5.3.3 Of the three bid packages picked up for **Bid 2008-02**, Gulf/Franklin Center Renovation, two responses had been received. Mr. Sumner moved and Ms. Durden seconded acceptance of the low bid of \$47,500 and awarding of the project to Vasta Development d/b/a Frame Construction. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Of the seven bid packages picked up for **Bid 2008-03**, Pump House Replacement, five responses had been received. Dr. Myers moved and Mr. Estes seconded acceptance of the low bid of \$256,000 and awarding of the project to Hughes Construction, LLC. The vote was recorded as

follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Of the eight bid packages picked up for **Bid 2008-04**, Health Science Building Renovation, four responses had been received. Trustees were asked to accept the low bid, which included the base bid and Alternate 1 and Alternate 3, totaling \$9,461,000 and to award the project to Sharpe, Inc. Dr. John Holdnak, vice president of administration and finance, described the alternates and indicated a potential source of external funding of Alternate 2, a learning lab, was being explored. He noted that the remaining alternates could be added as more funds become available. Dr. Holdnak itemized the current \$10.5 million budget, which included \$400,000 for contingencies. Mr. Isler moved and Dr. Myers seconded acceptance of the low bid of \$9,461,000 (base bid, Alternate 1, and Alternate 3) and awarding of the project to Sharpe, Inc. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Of the six bid packages picked up for **Bid 2008-05**, Smart Classroom Video Data Equipment, three responses had been received. Ms. Durden moved and Mr. Estes seconded acceptance of the low bid of \$136,858 and awarding of the bid to Bay Electronics. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Architects Pat Ballasch and Owen Gipson of DAG Architects presented Phase II, Design Development, documents for the **Public Safety/ Emergency Operations Center Project**. After providing a site plan review, the architects confirmed that the entire facility was “hardened.” They highlighted various project features, including wind resistant windows, sloped roof system, and storm water management system, and indicated the project was within established budget parameters. Ms. Gloria Crawford, chair of the Public Safety Division, acknowledged the architects’ effectiveness in working with the staff at the North Bay Center. Mr. Mark Bowen, director of emergency operations for Bay County, acknowledged the outstanding collaboration the county had experienced with the college and its representatives and characterized the project as a wonderful opportunity for Bay County. Ms. Wood moved and Ms. Durden seconded approval of Phase II, Design Development, as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Architect Jim Dowling of KDD Architects presented Phase I, Schematic Design, documents for the **Administration Annex Project**. He reviewed the plan and provided a packet that included a conceptual drawing of the exterior of the facility, which would house Human Resources, Admissions, and Financial Aid operations. After discussion of such issues as ceiling

height and the impact on energy efficiency, exterior facade materials, and interior functionality, Mr. Dowling invited additional input from trustees and others that would be integrated by his firm as the project is more fully developed. Ms. Wood moved and Mr. Isler seconded approval of Phase I, Schematic Design, for the project. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Financial
Issues**

5.3.4 Because of time constraints, presentation of the Fund 1 Financial Activity Report as of August 31, 2007, was postponed until the next regular meeting.

Budget Amendment 5 to the Restricted Current Fund was presented for approval. Mr. John Mercer, chief financial officer, indicated the amendment would budget a total of \$1,540,950 for various state and federal grants. Mr. Estes moved and Dr. Myers seconded approval of Amendment 5 as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Budget Amendment 6 to the Unexpended Plant Fund was presented for approval. Following Mr. Mercer's explanation of the purpose of the amendment, Mr. Sumner moved and Mr. Isler seconded approval. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Trustees were asked to approve the **Capital Improvement Program Report for Fiscal Years 2008-09 through 2012-13** as shared at the special meeting on August 25, 2007. Mr. Mercer reminded trustees that approval of the report was required to get new projects on the Project Priority List and to secure accompanying Public Education Capital Outlay funding. Ms. Durden moved and Mr. Sumner seconded approval of the report as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Trustees were asked to approve the **Annual Financial Report for Fiscal Year 2006-07**. Following an audit by staff of the Florida Auditor General, a report would be sent to each member of the GCCC District Board of Trustees. Ms. Wood moved and Mr. Isler seconded approval of the report as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Mr. Mercer requested approval of the **purchase of an electronic point-of-sale system** for Bookstore and Food Service operations. After researching various systems for several years, staff had identified a system that would meet GCCC's specific needs and one that had proven effective at Indian River Community College, Okaloosa-Walton College, and Pasco-Hernando Community College. Recommending the college use the state-

approved technology exemption provision for purchasing the system without going through the bidding process, staff recommended purchasing the system from Nebraska Book Company for a total of \$86,652.55. Following discussion, which identified the primary beneficiaries of the new system as students, Mr. Sumner moved and Mr. Estes seconded approval of purchasing the identified system from Nebraska Book Company for a total price of \$86,652.55. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Trustees reviewed a listing of property determined by property custodians to be of no value to the college, and the board was asked to approve of **disposal of the items and removal from inventory records**. Ms. Durden moved and Mr. Sumner seconded approval as requested. The vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Institutional
Advancement**

5.4 Because of time constraints, an update on strategic planning was postponed until the next regular meeting.

Dr. Kerley reported that **GCCC Foundation** assets totaled \$26.6 million and that \$93,000 in sponsorships for the GCCC 50th Anniversary Gala had been received. He also noted the Shark's Tooth Golf Tournament had received \$27,600 in sponsorships.

**Economic
Development**

5.5 A report highlighting major economic development activities was delayed for review at the next regular meeting.

**Information
Technology**

5.6 Trustees were referred to a written update on the contract with Luxon Wireless.

6. 50th Anniversary

6.1 Dr. Kerley encouraged trustees to participate in the activities planned for September 14-15 in celebration of the college's 50th Anniversary. He acknowledged the tremendous effort of many faculty and staff who had planned the celebration events.

**Visual &
Performing
Arts Events**

6.2 Dr. Kerley called attention to upcoming events sponsored by the Visual and Performing Arts Division and encouraged trustees to attend.

**Athletic
Benefit
Auction**

6.3 Dr. Kerley encouraged trustees to participate in the upcoming Commodore Athletic Benefit Auction by donating items or by attending the event to be held on October 4.

7. Adjournment

The meeting was adjourned at 12:45 p.m.