

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

October 9, 2008

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, 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 10:02 a.m.
- Invocation** **1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance** **1.3** Trustee Isler, led those present in the pledge of allegiance to the American flag.
- Welcome to Guests** **1.4** Chair Cramer welcomed Commander Jessica Pfefferkorn, USN; Mr. Wayne Lindsey, president of the GCCC Foundation; Ms. Dana Dye, chair of the Faculty Council; Mr. Bobby Hughes, chair of the Career Council; Ms. Jillian Walsh, president of SAB; and Ms. Angela Smitherman, past chair of the Coordinating Council.
- Hearing of Citizens** **1.5** No citizens answered the call to appear before the board.
- Approval of Minutes** **1.6** Mr. Isler moved and Dr. Myers seconded approval of the minutes of the board's regular meeting of September 11, 2008, as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.
- Career Employee of the Month** **1.7** Dr. Kerley called on Mr. Hughes, chair of Career Council, who introduced the Career Employee of the Month, Mr. Scott Spencer, senior administrative assistant in the Mathematics Division. Mr. Spencer was recognized for his commitment to excellence and outstanding performance.

- 2. **Attorney's Report**
 - 2.1 Attorney Bennett had no report.
 - 2.2 The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, November 13, Room 128, Charles H. Abbott Building, North Bay Center.
- 3. **SAB Report**
 - 3.1 Ms. Jillian Walsh, president of the Student Activities Board, reported that the SAB Executive Board traveled to Washington, D.C. September 24–28 to attend the American Student Government Conference. She reported the board participated in 11 workshops, an SAB retreat, and toured the historical monuments of Washington D.C.
 - 3.2 Ms. Yolanda Addison, a GCCC student in the Digital Media Technology program and a staff writer/photographer for *The Gull's Cry*, shared her story and photographs she had taken during her travel while serving in the U.S. Air Force.
- 4. **Action Items**
 - 4.1 After review of the following listed personnel recommendations, Ms. Wood moved and Mr. Sumner seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

Professional Personnel

Employment

Bidwell, Martin E. --- Coordinator II, ESOL , Off-Campus & Community Development, effective September 16, 2008 – June 30, 2009, salary of \$23,554 (based on annual salary of \$30,000)

Chavarria, Jose L. --- Director, Small Business Development Center, Economic Development, effective October 1, 2008 – June 30, 2009, salary of \$37,342 (based on annual salary of \$50,000)

Shriver, Denise M. --- Career Manager (Manager II), Workforce Center, Workforce Development, effective September 15, 2008 - June 30, 2009, salary of \$21,812 (based on annual salary of \$27,500), includes experiential credit

Stewart, Michael R. --- Assistant Men's Basketball Coach, Wellness & Athletics Division, effective August 15, 2008 – June 30, 2008, salary of \$2,000

Smith, Mimi M. --- ESOL Instructor, part-time, ESOL Program, Off-Campus & Community Development, effective September 3, 2008, hourly rate of \$24.23

Revision of Salary

West, Barbara E. --- From \$19,568 to \$24,000, effective August 11, 2008

Administrative Leave

McKinnie, Betty E. --- Assistant Professor, Language & Literature Division, paid sabbatical leave, effective January 5, 2009 – May 9, 2009

Reclassification

Chisolm, Glenda --- From Administrative Assistant (Grade 9), Student Support Services, Developmental Studies, to Manager II, Student Support Services, Developmental Studies, effective October 1, 2008 – June 30, 2009, salary of \$17,184 (based on annual salary of \$25,300), includes educational credit

Career Service Personnel

Employment

Bosque, Marilyn I. --- Operations Associate, (Grade 11), part-time, ESOL Program, Off-Campus & Community Development, effective September 15, 2008, hourly rate of \$10.13

Hashimoto, Nancy J. --- Operations Associate, (Grade 11), part-time, ESOL Program, Off-Campus & Community Development, effective September 2, 2008, hourly rate of \$10.13

Martin, Ronald L. --- Lifeguard (Grade 3), Wellness & Athletics Division, effective September 3, 2008, hourly rate of \$7.55

Newell, Donna R. --- Senior Administrative Assistant (Grade 10), Enrollment Services, Student Support & Enrollment Management, effective September 18, 2008, hourly rate of \$10.75, includes experiential credit

Roper, Leah Z. --- Senior Library Assistant (Grade 9), Library, effective September 15, 2008, hourly rate of \$10.87, includes educational & experiential credit

Varner, Jaymar T. --- Network/Multimedia Support Technician (CL1), Information Technology Services, effective September 16, 2008, hourly rate of \$10.61 includes experiential credit

Reclassification

Holland, Anna E. --- From Senior Administrative Assistant (Grade 10), Educator Preparation Institute, Social Sciences Division, to Donor Student Services Executive Assistant (Grade 12), Gulf Coast Community College Foundation, Inc., effective September 22, 2008, hourly rate of \$12.37

Contract Ratifications

4.2 Trustees reviewed a list of contracts signed by 26 instructors of noncredit courses, and 9 special contracts, named on the fall 2008 Credit Overload List totaling \$742,169.15. Ms. Durden moved and Mr. Estes seconded ratification of the contracts. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

Budget Amendments

4.3.1 Dr. Kerley recommended approval of Amendment 7 to the Restricted Current Fund, noting the amendment would establish budgets for several new grants totaling \$650,017.54. Mr. Sumner moved and Dr. Myers seconded approval of Amendment 7 as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye, Cramer, aye.

Inventoried Property Disposal

4.4 After reviewing a list of Dell computers and one automobile no longer used by the college, trustees were asked to authorize removal of the items from inventory records. Ms. Durden moved and Mr. Estes seconded removing the items from inventory records. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Policy 4.5
Approval**

4.5 Trustees were asked to give tentative approval of *Manual of Policy* revisions. Mr. Sumner moved and Ms. Durden seconded final approval of Tentative Approval of Manual of Policy as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Stairwell
Replacement**

4.6 Mr. Mercer reported the Business/Social Sciences Stairwell Project is continuing to move forward; however, the contractor is still in the process of completing the final punch list. Dr. Kerley recommended this issue be addressed at the next board meeting.

**Public
Safety/
EOC**

4.7 Dr. Kerley presented Change Order 3 on the direct purchase of materials by the college and recommended approval. Trustees reviewed the deductive change order and noted the net decrease of \$692,103.38 to the contract amount. Ms. Durden moved and Mr. Sumner seconded a motion to approve deductive Change Order 3 as presented. The vote was recorded: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Bid
2009-2**

4.8 After review of bid tabulation information and extensive discussion about best meeting the needs of the college, Mr. Isler recommended and Ms. Butler seconded a motion to accept the low bid and to allow the Andrews Institute the same promotional opportunities that anyone else would receive. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**St. Joe/
Sacred Heart
Land**

4.9 Mr. Bennett, recommended approval of the Joinder and Consent Contract. Ms. Durden moved and Mr. Sumner seconded to waive the college's right to repurchase. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

E-Learning

4.10 Dr. Kerley recommended approval of the Distance Learning Fee Increase from \$5.00 per credit hour to \$15.00 per credit hour. He reported that the proposal for the Distance Learning Fee Increase would augment revenue needed to support increased student demand for distance learning courses, and is in line with average per-credit hour fees across Florida community colleges. Ms. Durden moved and Mrs. Isler seconded a motion to approve the increase as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Sumner, aye; Wood, aye; and Cramer, aye.

- 5. GCCC Economic Impact Study**
- 5.1** Dr. Melissa Neal, associate director, and Dr. Rod Lewis, research analyst at the HAAS Center of the University of West Florida, made a presentation on the economic impact of Gulf Coast Community College in the regional economy. The study provides convincing evidence that GCCC graduates earn more than high school graduates.
- President's Report**
- 5.2.1** Dr. Kerley's presentation of college celebrations and highlights included mention of the following:
- Florida Council of Presidents (budget constraints, new Florida College System)
 - alumni baseball
 - economic development
 - master planning
 - acceleration of construction of projects
 - Advanced Technology Center
- Administrative Updates**
- 5.3** Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas, highlighting major activities for each area.
- Financial Report**
- 5.4** Dr. Kerley referred to the Budget/Financial Activity Report as of September 30, 2008, and encouraged trustees to review.
- Developmental Education**
- 5.5** No update was presented. Developmental Education update will be presented at the November board meeting.
- 6. Good of the Order**
- 6.1** Dr. Kerley extended the invitation to trustees:
- Lecture by featured artist Bill Valle, October 10 at 1 p.m., Amelia Center, Room 128.
 - Valle Vistas Review, original art works by Bill and Rebecca Valle, Art Show Opening/Reception, October 10, 5 to 7 p.m., Amelia Center Gallery.
- 7. Adjournment**
- The meeting was adjourned at 12:03 p.m.