

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

April 9, 2009

9:30 a.m.

Heritage Club, Tyndall AFB

Members Present: William C. Cramer, Jr. (presiding), Charles S. Isler III, Denise D. Butler, J. Allen Cox, Karen L. Durden, Dan A. Estes, William C. Sumner, Linda R. Wood, Dr. Jim Kerley, and Derrick G. Bennett. Dr. Meyers was excused due to severe technical difficulties at his office.

- 1. Call to Order**
 - 1.1** Chair Cramer called the meeting to order at 9:30 a.m. and thanked Colonel David Zeh, commander, 325th Mission Support Group at Tyndall Air Force Base (Tyndall AFB) on behalf of the board for hosting the meeting.
- Invocation**
 - 1.2** Dr. Kerley gave the invocation.
- Pledge of Allegiance**
 - 1.3** Dr. Kerley led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed Commander Jessica Pfefferkorn, United States Navy (USN) and Col. David Zeh, and expressed his appreciation to the honorary trustees for their involvement. He proceeded to welcome Dr. Amal Sidani-Tabbaa, president of the GCCC Foundation; Ms. Dana Dye, chair of the Faculty Council; Mr. Bobby Hughes, chair of the Career Council; Ms. Alice Walls, chair of the Coordinating Council and Ms. Jillian Walsh, president of the Student Activities Board.
- Hearing of Citizens**
 - 1.5** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.6** Ms. Durden made a motion to approve the minutes of the board's regular meeting of March 12, 2009, as distributed. Mr. Isler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; and Cramer, aye.
- Career Employee of the Month**
 - 1.7** Dr. Kerley deferred recognition of the Career Employee of the Month till next month.

2. Attorney's Report

2.1 Attorney Bennett had nothing to report.

Foundation Liaison Report

2.2 Dr. Amal Sidani-Tabbaa reported the Foundation assets are at \$18 million and the Foundation received \$23,564.18 in private contributions from the community. The Tradition and Leadership Athletic Campaign has secured over \$175,000 toward the \$250,000 goal. Drs. Kerley and Sidani-Tabbaa attended the first meeting of the newly formed Athletic Council and were encouraged by the innovative fundraising ideas.

United States Navy Representative Report

2.3 Commander Jessica Pfefferkorn stated she will continue working with Dr. Nettles on an electronic survey to assess the educational needs of the military and governmental work force.

United States Air Force Representative Report

2.4 Col. David Zeh welcomed the board members and guests to the base on behalf of Brigadier General Darryl Roberson and extended a special welcome to his predecessor, Dennis Storck, who is currently employed at the college. Col. Zeh gave a brief presentation of the mission and specialties of TAFB and pointed out that the 325th Fighter Wing's primary mission is to provide air dominance training for F-15C Eagle and F-22 Raptor pilots and maintenance personnel and air battle managers to support the combat Air Force. TAFB is the sole training ground for the F22 and AWACS air crafts and houses one of the ten Air Force research labs. The lab focuses on robotics and blast impact and provides many opportunities to cooperate with the county school system in the areas of math and science. TAFB is Bay County's largest employer with an economic impact of \$631 million. Col. Zeh praised Bay County for being one of the finest and most cohesive communities with a strong support for the military. Currently, over 128 programs are offered at TAFB as a result of a solid partnership with GCCC for more than 30 years and Col. Zeh expressed his appreciation to Peggy Martin for her excellent work. Chair Cramer expressed that he was privileged to serve on the Air Force Board of Visitors and that the GCCC-TAFB cooperation provided excellent opportunities for recruits.

Next Meeting

2.5 The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, May 14, 2009, Student Union West 306.

3. SAB Report

3.1 Ms. Walsh, president of the Student Activities Board (SAB) reported that the e-board elections are in full swing and that the trip to New York was very successful. Nineteen students and three chaperones participated. The President swap was also very interesting. Dr. Kerley concurred and stated he enjoyed hearing more from students and their interests that day. The following drive-in movies have been scheduled for April 23, 2009: "Bedtime Stories" at 8:00 pm followed by "The Spirit".

Luau will be held on Saturday, April 25, at Shipwreck Island and has received an overwhelming response. Free breakfast will be offered on April 13 and free pizza for the night students on April 14, 2009, as well as free smoothies during that week. The only thing left to organize is “Midnight Madness.” Dr. Kerley thanked Ms. Walsh for her excellent job in engaging the students.

**Student
Success Story**

3.2 Mr. Cramer and Dr. Kerley welcomed Ms. Peggy Martin, director of military education at TAFB, who gave a brief overview of the courses and programs offered on base and pointed out that on April 20, 2009, 88 GCCC students will be graduation from the Community College of the Air Force (CCAF). She introduced active duty Airman, Jason Barbour, and spouse, Daphne Barbour, who are both full-time employees on base and are parents to two small boys. They took turns telling the board how GCCC’s flexible course offerings helped them come closer to their goals of earning degrees. Daphne will be graduating this month with her A.A. degree and Jason is currently working toward his Master’s degree through Troy University. He was grateful that he was able to transfer all his GCCC coursework to Southern Illinois University (SIU) toward his B.S. degree and recently to Troy. Dr. Kerley mentioned that GCCC is about availability and flexibility and affecting lives. TAFB campus has seen a dramatic increase in distance education learning. Both Dr. Kerley and Chair Cramer praised Ms. Martin for her commitment and excellence.

4. Action Items

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

Professional Services

Employment

Valerie J. Simmons ---Certified Business Analyst (Manager II), Small Business Development Center, Economic Development, effective March 30, 2009 – December 23, 2009, salary of \$24,405, (based on annual salary of \$33,000). Position funded by the Florida Small Business Development Center Network Grant

Career Services

Employment

Kathleen S. Faircloth---Administrative Assistant (Grade 9), Health Sciences, effective March 23, 2009, hourly rate of \$10.99, includes experiential credit. Ms. Faircloth fills the position vacated by the reclassification of Evelyne Lloyd.

Resignation

Joseph D. Cruz---Operations Associate (Grade 11), ESOL, Off Campus &

Community Development, effective March 20, 2009.

James E. Greig---Facilities Maintenance Remote Campus (Grade 7),
Maintenance & Operations, effective March 29, 2009.

Exit DROP

Peggy K. Childers---Senior Administrative Assistant (Grade 12), Business,
Continuing & Community Education, Economic Development effective
June 30, 2009.

**Contract
Ratifications**

4.2 Trustees reviewed a list of contracts signed by 36 instructors of noncredit courses, and 15 special contracts, named on the spring 2009 overload addendum of March 16, 2009, for the total amount of \$67,800.93. Mr. Sumner made a motion to approve ratification of the contracts. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; and Cramer, aye.

**Budget
Amendments**

4.3.1 Dr. Kerley stated the college is pushing forward with grant writing and expressed his appreciation to Mrs. Maggi LeClair, associate director of Resource Development with the college. He recommended approval of Amendment 20 to the Restricted Current Fund. Mr. Herman Daniels answered Chair Cramer's inquiry about the Okaloosa Terrorism Video Grant. The college is working with FDLE to do a video about terrorism, which provides an opportunity for IT students and creates some extra income for the college to be able to buy new video equipment. Ms. Butler made a motion to approve the amendment as requested. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Inventoried
Property
Disposal**

4.4 Dr. Kerley recommended approval to dispose of listed inventoried property listed. Mr. Chris Thomes explained that the listed radio equipment was acquired by the previous radio station manager to set up two frequencies in Marianna. Since the project did not materialize due to timing and licensing issues, the college is hoping to auction off the equipment through the business office and vendors that helped build the new radio tower. WKGC was able to use some of the equipment for the Radio Reading Service that will start next month. Dr. Kerley announced that the college is about to appoint a new Radio/TV Council. Mr. Cox made a motion to approve the request and Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Health
Sciences
Renovation
Project**

4.5.1 Mr. Mercer announced that Change Order #14 to the Health Sciences Renovation Project was not ready and needed to be deferred until the next meeting. He pointed out that representatives from Destin Architectural Group and the engineering firm for the Health Science Renovation Project were present at the meeting and had worked as a team to resolve the issue surrounding the \$9,456.00 payment that was withheld at last month's board meeting. They have absorbed those costs.

**Public Safety/
EOC Project**

4.6.1 Mr. Mercer recommended approval to contract with Buchanan & Harper, one of the three professional firms the college has on continuing contract, to design and install a 2-1/2" sewage force main system from the Public Safety/Emergency Operations Center to Highway 77. Due to economic conditions, county infrastructure improvements will be delayed and this will provide a more permanent solution for the college. A conduit for fiber-optic cable can be installed at the same time to be able to establish communication for both the college, the county EOC and 911 staff. The college is in the process of seeking financial resources to lay a fiber backbone from the current Bay County Advanced Traffic Management System (ATMS) endpoint in Lynn Haven to the EOC. This fiber is for the purpose of expanding the networks of GCCC, Bay County, and Bay District Schools to the EOC. The conduit for fiber is 4" wide, enough for distant future needs. Ms. Durden made a motion to approve the change order. Mr. Isler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

4.6.2 Dr. Kerley presented Change Order #7 to the Public Safety/Emergency Operations Center Project and recommended approval of a deductive change in the amount of \$263,899.22 as a result of direct purchase of materials. Mr. Mercer explained the special coating to the exterior walls will provide better insulation and reduce HVAC costs. Mr. Estes made a motion to approve the change order. The project is on schedule. Mr. Cox seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Administration
Annex
Renovation
Project**

4.7.1 Dr. Kerley presented Change Order #10 to the Administrative Annex Renovation Project and recommended approval of a deductive change in the amount of \$9,336.96 as a result of a direct purchase of materials. Mr. Isler made a motion to approve the change order. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

**Administration
Annex**

4.7.2 Dr. Kerley presented Change Order #11 to the Administrative Annex Renovation Project and recommended approval of a deductive

Renovation Project change order in the amount of \$200,370.68 as a result of a direct purchase of materials. The changes were requested by college staff after a walk-through and are meant to make the building more functional. Seventeen additional days had been requested, but the project is now on target. Ms. Wood made a motion to approve the change order. Ms. Butler seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

Pool Boiler Project **4.8** Mr. Mercer stated that an extensive study had been done as to the best way to heat the pool. Presently three out of ten current HVAC boilers are needed to maintain pool temperature and HVAC needs to remain at a relatively high level in order to heat the pool. By adding a pool boiler water can be heated on location which will result in considerable savings. Dr. Kerley recommended approval to award the contract to W.D. Rogers Mechanical Contractors, Inc., the second lowest bidder. The lowest bidder did not comply with all of the bid specifications. Ms. Butler made a motion to approve the change order. Ms. Wood seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

Video Presentation System **4.9** Dr. Kerley recommended awarding the Video Presentation System components as follows: items 4 & 5 to Bay Electronics in the amount of \$19,460.00; items 3 & 6 to Daniel Communications, Inc. in the amount of \$53,544.80; and items 1 and 2 to INACOMP Data & Voice System in the amount of \$108,864.00. The system will be funded by the USDA Distance Learning and Telemedicine Grant and will provide more access to our outlying areas in Gulf and Franklin counties. Ms. Durden made a motion to approve the change order. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

Financial Audit **4.10** There were no findings in the most recent financial audit.

New Program Approval **4.11.1** Dr. Kerley recommended approval of the new Alternative Energy Engineering Technology (AET) program, which ties in very well with the Advanced Technology Center. Ms. Butler made a motion to approve the AET program. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Wood, aye; Cramer, aye.

New Program Approval **4.11.2** Dr. Kerley recommended approval of the proposed Computer Integrated Manufacturing certificate program, which is tied in with the recently awarded Department of Labor grant. The college is committed to continue looking for innovative ideas to upgrade and add new programs. Dr. Bishop commended the faculty involved in creating these new courses and reiterated the high need for and interest in these programs. Mr. Cox

made a motion to approve the new program. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Sumner, aye; Wood, aye; Cramer, aye.

5. Informational Items

5.1 Col. Zeh expressed his appreciation to GCCC for providing funds to establish a national testing center. He called it a great initiative which proved to be very convenient to the students. The testing center can tie in with the research lab through grants and work together with the Bay District Schools.

President's Report

5.2.1 Dr. Kerley's presentation of college highlights and global issues included mention of the following:

- The retiree luncheon on March 18, 2009, was a success.
- Attended High School Counselors' Luncheon on March 24, 2009.
- The Presidents Swap was good opportunity to connect with students.
- Still working on ideas for National Center of Excellence.

5.2.2 Global Issues and Events:

- New airport, EOC and ATC increases workforce training demands.
- GCCC avoiding mass lay-offs despite budget cuts and planned reorganization.
- Request to contact legislators regarding proposed budget cuts.
- Planning on writing more newspaper columns to educate public about community college values.
- Erosion of authority seems to be taking place as discussed in Senator Lynn's proposed bill.
- President Cramer suggests forming a coordinating group to represent community college system to the governor.

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 trustees to the Budget/Financial Activity Report and pointed out that the college will finish out in the black this year.

6. Good of The Order

Dr. Kerley extended an invitation to trustees for the following college Events:

- "Cultivate, Incubate, Facilitate Exhibit," open through April 24, 2009, Amelia G. Tapper Center
- "Tail Gate Party" and baseball game vs. Tallahassee CC Eagles to support Commodore Baseball, April 11, 2009, 10:00 a.m., Frazier Field
- 5th Annual "Freedom All-Star Classic", April 11, 2009, 11:00 a.m.,

Wellness Building

- Commodore Baseball games, April 11, 15, 17, and 18, 2009, at 1:00, 5:00, 5:00, and 1:00 p.m., respectively; Frazier Field (opponents: Tallahassee CC, Chipola, NWF, PJC)
- EPI Community Forum, April 14, 2009, 5:30 – 6:30 p.m., Professional Development Center
- God in Modern Theology Lecture Series, April 15 and 29, 2009, 12:30 – 1:20 p.m., Sarzin Lecture Hall, Language & Literature Building
- Commodore Softball Home Game against NWF State College, April 16, 2009, 4:00/6:00 p.m.,
- “Cash for College” Financial Aid Night, April 16, 2009, 6:00 – 8:00 p.m., J.R. Asbell Business Building, Rooms 103, 105 and 106
- “The Sound of Music”, April 17, 18, 19, 24, 25 and 26, 2009, in the Amelia G. Tapper Center Theatre (Fri and Sat at 7:30 p.m. and Sat and Sun at 2:30 p.m.) – invite trustees to attend, will provide seating.
- “Kidfest,” April 18, 2009, 10:00 a.m., hosted on Gulf Coast Community Grounds (hosting 900-1000 staff).
- Earth Day Lectures, April 18, 2009, 12:00 p.m., Sarzin Lecture Hall, Language & Literature Building
- Annual Faculty/Staff vs. GCCC Men’s and Women’s Basketball Teams Games, April 23, 2009, 3:30 p.m., Wellness Building
- Respiratory Therapy Pinning Ceremony, April 30, 2009, 6:30 p.m., Gibson Lecture Hall, Student Union East
- Honors Convocation, May 1, 10 a.m., Amelia Center Theatre
- Honors Luncheon, May 8, 2009, 11 a.m., Commodore Café, Student Union East
- Commencement Exercises, May 10, 2 p.m., Marina Civic Center. Would love to see you there and acknowledge you. Commander Pfefferkorn will be our guest speaker.

Col. Zeh invited everyone to join the base tour. After the picture taken in front of the F22, the trustees were invited to lunch and to meet with staff members from the educational center and the base.

7. Adjournment **7.1** The meeting was adjourned at 11.32 p.m.