

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

**December 10, 2009**

10:00 a.m.

William C. Cramer, Jr. Seminar Room

**Members Present:** Charles S. Isler, III (presiding), Denise D. Butler, Karen L. Durden, Dan A. Estes, Dr. Stephen C. Myers, William C. Sumner, Linda R. Wood, Dr. Jim Kerley, and Derrick Bennett

**Members Absent:** Shirley J. Jenkins

- 1. Call to Order**     **1.1**     Chair Isler called the meeting to order at 10:03 a.m.
- Invocation**         **1.2**     Dr. Kerley gave the invocation.
- Pledge of Allegiance**     **1.3**     Ms. Butler led those present in the pledge of allegiance to the American flag.
- Chair Isler announced a special performance by the Gulf Coast Players, a performing group from the Visual and Performing Arts Division directed by Judy Harrison. The Gulf Coast Players performed three Christmas songs.
- Welcome to Guests**         **1.4**     Chair Isler welcomed Commander Pfefferkorn; 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.
- Hearing of Citizens**         **1.5**     No citizens answered the call to appear before the board. Chair Isler asked those who intended to speak on the GCCC Foundation, Inc. MOU when it would come up for discussion. Mr. Wayne Lindsey, Mr. Jim Warren, Mr. Clint Mayo and Mr. Richard Dodd indicated they would if needed.
- Approval of Minutes**         **1.6**     Ms. Butler made a motion to approve the minutes of the board's regular meeting of November 12, 2009, as distributed. Ms. Durden seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Professional  
Employee  
of the Month**

**1.7** Dr. Kerley called on Ms. Lisa Keeton, chair of the Professional Employee Council to introduce the Professional Employee of the Month for October and November. Ms. Keeton introduced Ms. Pam Cooley, assistant coordinator of Marketing & Publications with the Media and Community Relations Department. Ms. Cooley produces top-quality publications and works diligently behind the scenes to create more visibility for the college and its programs. Ms. Debra Akins, data analyst for Enrollment Services, was recognized as Professional Employee of the Month for November. She was also described as someone who works tirelessly behind the scenes and is very dedicated to improving college processes and making things run more efficiently.

**2. Attorney's  
Report**

**2.1** Chair Isler announced that agenda item 2.6 would be addressed at the same time as the attorney's report. Attorney Bennett explained the need for creating the GCCC Foundation MOU to satisfy a SACS requirement. Florida law specifies the relationship of the foundation with the college to ensure accountability and responsibility. From this legal umbrella there are many regulations and guidelines, one of which is SACS regulations. These are organizational guidelines and are subservient to Florida law. The law is clear that the foundation board is accountable to the District Board of Trustees and to the community. Attorney Bennett referred trustees to the most recent copy of the MOU, which he had prepared as a formal agreement outlining each party's responsibilities. The MOU is based on extensive research and discussions with Mr. Cranston Pope, legal counsel for the foundation. A lengthy discussion ensued regarding the issues of staff and fundraising. The consensus was that the college president has to have the final say.

Dr. Tabbaa recognized the Executive Committee's final revisions had been incorporated in the current version of the MOU and stated she would be happy to take this back to the Board and to the Executive Committee. Dr. Kerley expressed his appreciation for Dr. Tabbaa's attitude and reiterated that based on the relationship of trust and collaboration, the college president has to have the final say.

Chair Isler stated the issue would come up for vote in January and asked Dr. Kerley and Dr. Tabbaa to meet with him during the holidays.

**Foundation  
Liaison  
Report**

**2.2** Dr. Sidani-Tabbaa shared details of the recent work of the Foundation. Foundation assets are at \$22.7 million and \$21,007 has been received from the community between November 7 and December 4, 2009. Trustees were reminded of the Foundation's Annual Dinner which will be held on February 5, 2010, at Edgewater Beach Resort. She also provided an update on the GCCC Alumni Association activities and the GCCC Annual Fund/Foundation Membership.

- United States Navy Representative Report**      **2.3**      Commander Jessica Pfefferkorn stated that new students would be arriving in January and wished everyone happy holidays.
- United States Air Force Representative Report**      **2.4**      Col. Fleck was unable to attend the meeting.
- Next Meeting**      **2.5**      The next regular meeting of the District Board of Trustees was set for 10 a.m., Thursday, January 14, 2010, William C. Cramer, Jr. Seminar Room.
- GCCC Foundation MOU**      **2.6**      GCCC Foundation, Inc. MOU was included in the Attorney's report.
- President's Automobile Mileage Log**      **2.7**      The President's Annual Automobile Mileage Log report was lodged with the District Board of Trustees.
- 3. SAB Report**      **3.1**      Ms. Pasha, president of the Student Activities Board (SAB), reported that the SAB currently provided free massages and brain food for students; they would have a toy collection at Rocket Lanes on Friday; and would sponsor Midnight Madness at the Library next week. She also mentioned that the SAB would appoint a new vice president to succeed Ms. Jillian Walsh, who will be leaving.
- Program Highlight**      **3.2**      Dr. Kerley introduced Ms. Libby McNaron, coordinator of Surgical Technology Programs at the college. Ms. McNaron explained that her department was now called Surgical Services, since they launched the Central Service Technician and Surgical Assistant programs, and she gave a brief overview of each program. As the need arises, new programs will be added to help maintain quality surgical care in Bay County. Brief simulations were given by Ms. Lynn Barbara, Central Service Technology program, and Ms. Sharon Smith, who heads up the Surgical Assistant program. GCCC's Surgical Services Department was rated one of the top 20 schools in the country for 2009.
- Student Success Story**      **3.3**      Dr. Kerley introduced Mr. Larry Henderson, a GCCC student and Purple Heart Veteran, who came close to losing his life in Iraq. Mr. Henderson asked Dr. Kerley to read some of his journal entries written during his time in Iraq. Mr. Henderson is an aspiring writer and received a standing ovation before returning to class.
- 4. Action Items Personnel**      **4.1**      After review of the following listed personnel, Mr. Sumner made a motion to accept the recommendations as presented. Ms. Wood seconded,

and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

## Professional Services

### Employment

Heather N. Ricketts---Donor Relations & Special Events Assistant  
Coordinator, Gulf Coast Community College Foundation, Inc., effective  
November 10, 2009 – June 30, 2010. Salary of \$19,200.83 (based on  
annual salary of \$30,000). Ms. Ricketts fills the position vacated by the  
resignation of Barbara D. Dunham.

### Reclassification

Kimberly D. Harrison---From Specialist, Business, Continuing &  
Community Education, to Coordinator II, Business, Continuing &  
Community Education, effective November 16, 2009 – June 30, 2010.  
Salary of \$19,425.53 (based on annual salary of \$31,107).

### Contract Ratifications

**4.2** Trustees reviewed a list of contracts signed by 24 instructors of  
non credit courses, and 15 special contracts and overload contracts, named  
on the fall 2009 overload addenda through November 30, for the total  
amount of \$128,425.12. Ms. Butler made a motion to accept the contract  
ratifications as presented. Mr. Sumner seconded, and the vote was recorded  
as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye;  
Wood, aye; and Isler, aye.

### Inventoried Property Disposal

**4.3** Approval was requested to dispose of equipment that the property  
custodians had determined no longer served the needs to the college's  
students or staff. Ms. Durden asked about the largest item on the list. Mr.  
Mercer explained it was 35 years old and likely outdated. Mr. Estes made a  
motion to approve the list. Ms. Durden seconded and the vote was recorded  
as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye;  
Wood, aye; and Isler, aye.

### Budget Amendments

**4.4** Dr. Kerley presented a request by college staff to write-off  
delinquent accounts that are now two years old in accordance with college  
policy. Collection efforts, including holds placed on all college documents  
and the employment of collection agencies will continue. Ms. Durden made  
a motion to approve the request as presented. Mr. Sumner seconded and the  
vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers,  
aye; Sumner, aye; Wood, aye; and Isler, aye.

### Proposed Changes to Manual of Policy

**4.5** Dr. Kerley recommended final approval of the following Manual of  
Policy changes:

- Policy 4.030, Library
- Policy 4.032, Library Collection Development

- Policy 6.068, Bereavement Leave, no extra days, but approve reason to leave
- Policy 6.069, Employee Leave for Domestic Violence, required by the Florida Statutes

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

**4.6** Tentative approval was requested for the following Manual of Policy change:

- Policy 3.015, Committee-type Organizational Structure. Dr. Kerley explained this policy is being updated to reflect the recent merger of the Career and Coordinating Councils under the name Professional Employee Council.

Mr. Estes made a motion to approve the change. Dr. Myers seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Natatorium  
Pool Boiler**

**4.7** Dr. Kerley recommended approval of Change Order #1 to the Natatorium Pool Boiler Project. The deductive change order of \$14,117.24 resulted from the direct purchase of materials and additions for a valve and damper requested by the college and the project engineer. Ms. Durden made a motion to approve the change order. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Construction  
Manager at  
Risk**

**4.8** Chair Isler referred to the approval last month of the Construction Manager at Risk (CMAR) approach for the construction of the Advanced Technology Center (ATC). Subsequently a DBOT Selection Committee met and extensively reviewed many proposals with the aid of a new matrix ranking model. The party that received the highest score was GAC Contracting from Bay County who is in partnership with H.J. High out of Orlando. H.J. High's previous experience includes the construction of the Indian River State College ATC. Chair Isler asked for board approval of the selection committee's recommendation to use GAC & H.J. High Construction as the CMAR for the Advanced Technology Center. Ms. Butler made a motion to approve the change order. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

Chair Isler announced that the Bay County Chamber of Commerce had decided not to move into the ATC Building once it is completed.

**Student Union  
East Air  
Handler**     **4.9**     Dr. Kerley recommended approval of Change Order #2 to the Student Union East Air Handler Project. The deductive change order of \$53,954.00 resulted from the direct purchase of materials. Mr. Sumner made a motion to approve the change order. Dr. Meyers seconded and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Personnel  
Benefit  
Adjustment**     **4.10**     Dr. Kerley recommended approval of the personnel benefit adjustment of \$600 nonrecurring allowance for each full-time employee as a token of appreciation. Ms. Durden stated she was honored to make that motion. Ms. Butler seconded and the motion was passed unanimously. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Wood, aye; and Isler, aye.

**5. President's  
Report**     **5.1.1**     Dr. Kerley's presentation of college highlights included mention of the following:

- President's Leadership Team members were invited to the luncheon in the Private Dining Room following the board meeting.
- FACC Annual Convention was well represented, including by Chair Isler and Trustee Jenkins.
- Positive FSU PC relations; several action teams are in place to increase marketing and Connect! Program.
- Media & Community Relations department received several FACC marketing and advertising awards.
- Dennis Storck was honored as FACC Board Member of the Year.
- Blue Ribbon Commission presented its final report at the FSU Board of Trustees meeting.
- New FSU President has been named.
- GCCC participated in a good meeting with West Bay Sector Educational Partnership.
- 64 Students were inducted at Gulf Coast Chapter of Society of Leadership and Success Induction Ceremony.
- GCCC Administrators attended the SACS Annual Meeting.
- Ms. Margie Mazur was nominated Regional Director for Council of Resource Development (CRD) at its national conference in Washington D.C.

**5.1.2**     Dr. Kerley provided trustees with information on global issues and events, which included mention of the following:

- Dr. Kerley expressed appreciation to board members and staff and faculty for their work and dedication this year.

**Administrative  
Updates**     **5.2**     Dr. Kerley referred trustees to updates provided by staff responsible for various administrative areas highlighting major activities for each area.

**SACS**                    **5.3**     The SACS review process update was postponed until the next board meeting. Dr. Kerley mentioned he had been appointed to the SACJTC Board that deals specifically with community colleges in relation to SACS.

**Financial Indicators Report**                    **5.5**     Trustees were provided information located in the Financial Indicators Report as of October 31, 2009.

**6. Good of The Order**                    **6.1**     Dr. Kerley referred to upcoming GCCC Events as listed on the agenda:

- GCCC Holiday Luncheon, December 18, 2009; 11 a.m., Commodore Café
- Gulf Coast Holiday Classic, Commodore Men’s Basketball, December 18, 2009; 1 p.m. and 3 p.m., and December 19 at 1 p.m.
- Gulf Coast Lady Commodore Shootout, December 28 and December 29, 2009; 2 p.m., 4 p.m., and 6 p.m., and December 30 at Noon
- Lady Commodore Basketball, 5:30 p.m., January 6, 2010
- Commodore Men’s Basketball, 7:30 p.m., January 6, 2010

**7. Adjournment**                    **7.1**     The meeting was adjourned at 12:03 p.m.

---

Secretary

---

Chairman