

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

October 7, 2010

10 a.m.

William C. Cramer, Jr. Seminar Room

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

Members Absent:

- | | | |
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| 1. Call to Order | 1.1 | Chair Isler called the meeting to order at 10:07 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. |
| Welcome to Guest | 1.4 | Chair Isler welcomed Commander Jessica Pfefferkorn, United States Navy; Mr. Lloyd Harris, chair of the Faculty Council; Ms. Barbara Cline, chair of the Professional Employee Council; and Ms. Abby Stokes, president of the Student Activities Board. |
| Approval of Minutes | 1.6 | Ms. Durden made a motion to approve the minutes of the board's regular meeting of September 2, 2010. Mr. Sumner seconded and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye. |
| Professional Employee of the Month | 1.7 | Ms. Rebecca Ramsey, senior financial assistant, Financial Aid, was introduced as the Professional Employee of the Month for September. |
| SACS Review | 1.8 | Drs. Bishop and Flax-Hyman gave a SACS review process update. SACS will be on campus from October 26-28. Board members were encouraged to attend lunch on Wednesday, October 27, at noon to meet the visiting SACS representatives. The lunch will be held at La Friandise. |

- Lighthouse Project Report** **1.9** Herman Daniels provided an update for the Lighthouse project report. The kickoff turned out great and the naming contest winner was announced. E-learning Fire Science student, Robert Jenkins, sent in the winning name, Lighthouse. Training on Lighthouse begins next week.
- Strategic Planning Update** **1.10** Dr. Kerley announced that the college is making significant progress and annual goals are exceeding projections.
- 2. Attorney's Report** **2.1** Board attorney had no report.
- United States Navy Representative Report** **2.2** Commander Pfefferkorn gave a short overview of activities on NSA-PC.
- Next Meeting** **2.3** The next regular meeting of the District Board of Trustees is set for Thursday, November 4, 2010, in Apalachicola.
- 3. SAB Report** **3.1** Ms. Abby Stokes provided an SAB update.
- Program Focus** **3.2** Ms. Denise Murks, coordinator of Returning Student Program for Displaced Homemakers, provided an overview of the GCCC Returning Student Program for Displaced Homemakers.
- Student Success Story** **3.3** Ms. Murks introduced Ms. Mandi Porterfield, who spoke about her experiences as a student in the Returning Student Program for Displaced Homemakers. Ms. Porterfield thanked everyone for the opportunity that GCCC has given her.
- 4. Personnel** **4.1** **Professional Services**
Employment
- Walter E. Bloom -- Math Tutor, Franklin High School, effective October 1, 2010 – June 1, 2011, hourly rate of \$15.87.
Position funded by Jessie Ball DuPont Grant.
- Marie F. Clark -- Math Tutor, Gulf Franklin Center, effective October 1, 2010 – June 1, 2011, hourly rate of \$15.87.
Position funded by Jessie Ball DuPont Grant.
- Denise A. Ethridge -- Math Tutor, Port St. Joe High School, effective October 1, 2010 – June 1, 2011, hourly rate of \$15.87. Position funded by Jessie Ball DuPont Grant.

Deborah Y. Gerber -- English Tutor, Wewahitchka High School, effective October 1, 2010 – June 1, 2011, hourly rate of \$15.87. Position funded by Jessie Ball DuPont Grant.

Kimberly C. Hoyt -- Coordinator, Cooperative Education, Business & Technology Division, effective September 10, 2010 – June 30, 2011. Salary of \$26,554 (based on annual salary of \$33,000) includes experiential credit. Ms. Hoyt fills the position vacated by the promotion of Ms. Arifa Garman.

Cassandra J. Hull -- ABE/GED Learning Manager, Student Support & Enrollment Management, effective September 16, 2010 – May 6, 2011. Salary of \$16,830 (based on annual salary of \$20,000). Ms. Hull fills the position vacated by the resignation of Ms. Rachel Jones.

Mary J. Linn -- Volunteer, Social Sciences Division, effective September 27, 2010 – July 30, 2011. No salary

Kimberly H. McMillion -- Math Tutor, Wewahitchka High School, effective October 1, 2010 – June 1, 2011, hourly rate of \$15.87. Position funded by Jessie Ball DuPont Grant.

Carol A. Strasburger-Miller -- Instructor, Remediator, Laboratory Simulation Coordinator, Health Sciences Division, effective September 7, 2010 – May 6, 2011. Salary of \$33,407 (based on annual salary of \$37,936). Ms. Miller fills the position vacated by the promotion of Ms. Casey Moebius.

Tracy R. Sewell -- Assistant Professor, Business & Technology Division, effective August 30, 2010 – May 6, 2011. Salary of \$33,018 (based on annual salary of \$36,357). Ms. Sewell fills the position vacated by the resignation of Ms. Rosemary Walker.

Re-employment

Chau Hoang -- Part-time, Mathematics Learning Manager, Success Center, Academic Affairs, effective August 23, 2010 – May 6, 2011.

Resignation of Employment

Jon H. Ryals -- Assistant Coordinator, Veterans' Services, Financial Aid, effective October 8, 2010.

Rosemary N. Walker -- Assistant Professor, Business & Technology Division, effective September 10, 2010.

Career Services

Employment

Wanda G. Maddox -- Executive Administrative Assistant (Grade 12), Economic Development, effective September 7, 2010, hourly rate of \$12.36, includes experiential credit. Ms. Maddox fills the position vacated due to the reclassification of Elizabeth A. Kelley.

James C. McDougall, Jr. -- Groundskeeper (Grade 6), Maintenance & Operations, effective September 27, 2010, hourly rate of \$9.33, includes experiential credit. Mr. McDougall fills the position vacated by the retirement of Michael Ackerman.

Reclassification

Vera W. Dallas -- From temporary, part – time, Senior Administrative Assistant, (Grade 10), Maintenance & Operations, to Senior Administrative Assistant (Grade 10), Maintenance & Operations, effective September 24, 2010. No change in hourly rate. Ms. Dallas fills the position vacated by the promotion of Ms. Brenda Washington.

Retirement

Thomas L. Buckner -- Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, effective September 30, 2010.

Enter DROP

George Takahashi -- Maintenance Mechanic III (Grade 11), Maintenance & Operations, effective August 1, 2010.

Trustees approved a list of personnel actions. Mr. Estes made a motion to approve the actions. Ms. Durden seconded and the vote was recorded as follows: Butler, aye; Jenkins, aye; Sumner, aye; Wood, aye; and Isler, aye.

Contract Ratifications

4.2 Trustees approved a list of contracts signed by 52 instructors of noncredit courses, and 24 special and overload contracts, for the total amount of \$907,991.42. After review of the contract ratifications listed under item **4.2**, Ms. Durden made a motion to accept the recommendations as presented. Ms. Wood seconded,

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

**Manual of
Policy
Revisions –
Final
Approval**

- 4.3** Agenda items **4.3.1**, **4.3.2**, and **4.3.3** were bundled for approval. Final approval was given for the following Manual of Policy Revisions:

Refer to 4.3.1 Policy 4.020, Course Repeats

Refer to 4.3.2 Policy 5.175, Use of College Facilities

Refer to 4.3.3 Policy 6.071, Professional Leave and Sabbatical Leave

Ms. Butler made a motion to accept the recommendations as presented. Ms. Jenkins seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Manual of
Policy
Revisions –
Tentative
Approval**

- 4.4** Agenda items **4.4.1** and **4.4.2** were bundled for approval. Final approval was given for the following Manual of Policy Revisions:

Refer to 4.4.1 Policy 6.011, Minimum Personnel Qualifications

Refer to 4.4.2 Policy 7.005, Admission of Students to the College

Ms. Butler made a motion to accept the recommendations as presented. Mr. Sumner seconded, and the vote was recorded as follows: Durden, aye; Estes, aye; Jenkins, aye; Wood, aye; and Isler, aye.

**Approval of
Budget
Amendments**

- 4.5** Agenda items **4.5.1** and **4.5.2** were bundled for approval. Final approval was given for the following budget amendments:

Refer to 4.5.1 Amendment 4, Unexpended Plant Fund (Fund 7)

Refer to 4.5.2 Amendment 5, Unrestricted Current Fund (Fund 2)

Ms. Durden made a motion to accept the recommendations as presented. Mr. Estes seconded, and the vote was recorded as follows: Butler, aye; Jenkins, aye; Sumner, aye; Wood, aye; and Isler, aye.

**Inventoried
Property
Disposal**

- 4.6** 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. Ms. Durden made a motion to approve the list. Mr. Estes seconded and the vote was recorded as follows: Butler, aye; Jenkins, aye; Sumner, aye; Wood, aye; and Isler, aye.

Purchase of Mitigation Property **4.7** Dr. Kerley and Mr. John Mercer explained the process. It was recommended to contract with Ecological Resource Consultants, Inc. to provide off-site mitigation services to enable the college to proceed with development of a 2.5 acre strip of property along 23rd Street. The land would be used for landscaping only and the permit would be good for five years.

After discussion, Ms. Butler made a motion to approve the recommendation to contract with Ecological Resource Consultants, Inc. for \$68,500. Ms. Durden seconded and the vote was recorded as follows: Estes, aye; Jenkins, aye; Sumner, aye; Wood, aye; and Isler, aye.

It was requested to bring the final contract to the next board meeting for review.

Replacement of Rosenwald Classroom Building **4.8** This item has been deferred to a later date.

Contract for ATC Threshold Inspections **4.9** This item has been deferred to a later date.

Write Off Delinquent Accounts **4.10** A request was made to the board to write-off delinquent accounts, but to continue collection efforts including placing holds on all college documents and the employment of collection agencies.

Ms. Wood made a motion to accept the recommendations as presented. Ms. Durden seconded, and the vote was recorded as follows: Butler, aye; Estes, aye; Jenkins, aye; Sumner, aye; and Isler, aye.

Articulation Agreements **4.11** Agenda items **4.11.1**, **4.11.2** and **4.11.3** were bundled for approval. Approval was given for the following articulation agreements:

- Refer to 4.11.1 Bay District School Board 2010-11
- Refer to 4.11.2 Franklin County School Board 2010-11
- Refer to 4.11.3 Gulf County School Board 2010-11

Mr. Estes made a motion to accept the recommendations as presented. Ms. Wood seconded, and the vote was recorded as follows: Butler, aye; Durden, aye; Jenkins, aye; Sumner, aye; and Isler, aye.

- First Generation Matching Grant Program** **4.12** A request was made to approve the First Generation Matching Grant Program, which would provide scholarships for students whose parent(s) did not complete a baccalaureate degree. First Generation Matching Grant Program would match private contributions with state dollars.
- The proceeds will come from the Shark's Tooth Golf Tournament and the private contributions have totaled to \$21,272.
- After discussion, Ms. Durden made a motion to accept the recommendations as presented. Ms. Butler seconded and the vote was recorded as follows: Estes, aye; Jenkins, aye; Sumner, aye; Wood, aye; and Isler, aye.
- 5. President's Report** **5.1.1** Dr. Kerley informed the trustees of various celebrations and highlights from across the college.
- Global Issues** **5.1.2** Dr. Kerley provided trustees with information on global issues and events.
- GCCC Foundation, Inc.** **5.2** Mr. Dunkin McLane, coordinator of Finance & Administration of GCCC Foundation, presented this month's Foundation report.
- Administrative Updates** **5.3** Dr. Kerley referred trustees to the updates provided by staff responsible for various administrative areas, highlighting major activities for each area.
- Financial Indicators Report** **5.4** The Financial Indicators Report as of August 31, 2010, was provided for trustee review.
- Emergency Warning System Project** **5.5** An update on the Emergency Warning System Project was provided for trustee review.
- 6. Good of the Order** **6.1** Dr. Kerley referred to upcoming GCCC Events as listed on the agenda:
- Over 1,000 children from our service area attended the play *Ramona Quimby* as guests of the GCCC Theatre Program.
 - Student Success Workshops, September 7 – November 2, Student Union West, Room 270
 - Paula Van Goes, Saxophonist, October 8, Amelia Center Theatre, concert begins at 7:30 p.m.
 - SACS On-site Visit, October 25 – 28
 - FACC Convention, November 17 – 19, Jacksonville, FL

7. Adjournment **7.1** The meeting was adjourned at 11:20 a.m.

Secretary

Chairman