

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

September 2, 2010

10 a.m.

Naval Support Activity - Panama City

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

Members Absent: Denise D. Butler

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| 1. Call to Order | 1.1 | Chair Isler called the meeting to order at 10:09 a.m. |
| Invocation | 1.2 | Dr. Kerley gave the invocation. |
| Pledge of Allegiance | 1.3 | Mr. Estes led those present in the pledge of allegiance to the American flag. |
| Welcome to Guest | 1.4 | After welcoming guests, Commander Pfefferkorn gave history and a short overview of activities on NSA-PC. Captain Brovarone introduced the presentations for NSWC PC and NAVSEA Warfare Center. Dr. Stevenson introduced Ms. Daina Cooke-Weaver, new Director of Career and Technical Education. A short background of Career and Technical Education was presented. |
| Approval of Minutes | 1.6 | Ms. Durden made a motion to approve the minutes of the board's regular meeting of July 15, 2010. Ms. Jenkins seconded and the vote was recorded as follows: Estes, aye; Wood, aye; Isler, aye; and Sumner, aye. |
| SACS Review | 1.7 | Dr. Flax-Hyman and Dr. Bishop gave a SACS review process update. |
| Banner Progress Report | 1.8 | Project coordinator, Ms. Rhonda Barker and Project Manager, Ms. Cherise Greski (from CampusWorks) provided an update for the Banner progress report. |

- 2. **Attorney's Report** 2.1 Board attorney had no report.
- United States Navy Representative Report** 2.2 This item is grouped with 1.4
- United States Air Force Representative Report** 2.3 Colonel Michael Fleck was unable to attend the meeting.
- Next Meeting** 2.4 The next regular meeting of the District Board of Trustees is set for 10 a.m., Thursday, October 7, 2010, at William C. Cramer, Jr. Seminar Room, Student Union West.

- 3. **SAB Report** 3.1 Ms. Abby Stokes provided an SAB update.

- 4. **Personnel** 4.1 **Professional Services**

Employment

Alicia C. Campbell -- Temporary full-time, Assistant Professor, Language & Literature Division, effective August 9, 2010 – December 17, 2010, salary of \$15,000. Ms. Campbell fills the position vacated by the resignation of Ms. Carolyn Dunlap.

Amber L. Coker -- Administrative Analyst, Institutional Effectiveness, effective August 3, 2010 – June 30, 2011, salary of \$27,364 (based on annual salary of \$30,000).

James A. Lane -- Temporary full-time, Clinic Dentist & Instructor, Health Sciences Division, effective August 2, 2010 – June 30, 2011, salary of \$70,000.

Melinda H. McDaniel -- Instructor, Business & Technology Division, effective August 16, 2010 – May 6, 2011, salary of \$39,738 (based on annual salary of \$41,230). Ms. McDaniel fills the position vacated by the termination of Sandor Zombori.

Laura A. Prim -- Technical Specialist, Visual & Performing Arts, effective August 12, 2010 – June 30, 2011, salary of \$22,384 (based on annual salary of \$25,300). Ms. Prim fills the position vacated by the resignation of Ms. Victoria Howsden.

Jon R. Ryals -- Assistant Coordinator, Veteran Services, Financial Aid, effective August 9, 2010 – June 30, 2011, salary of \$24,658 (based on annual salary of \$27,500).

Agnes M. Yeakel -- E-Advising Specialist, Student Support & Enrollment Services, effective August 2, 2010 – June 30, 2011, salary of \$23,159 (based on annual salary of \$25,300).

Reclassification of Employment

Rhonda Barker -- From Professor, Business & Technology Division, to Banner Project Coordinator, Information Technology Services, effective July 16, 2010 – June 30, 2011, salary of \$64,350 (based on annual salary of \$67,173).

Cheryl Flax-Hyman -- From Dean, Off-Campus & Community Development, to Associate Vice President, Academic Affairs, effective August 9, 2010 – June 30, 2011, salary of \$80,647 (based on annual salary of \$89,750).

Mary M. Lavender -- From Director, Student Services, Student Support & Enrollment Management, to Associate Vice President, Student Support & Enrollment Management, effective August 9, 2010 – June 30, 2011, salary of \$67,198 (based on annual salary of \$74,951).

Lori L. Lupino -- From Coordinator, Leadership & Management Development, Center for Business, Continuing & Community Education, to Director, Center for Business, Continuing & Community Education, effective July 27, 2010 – June 30, 2011, salary of \$51,212 (based on annual salary of \$55,000). Ms. Luppino fills the position vacated by the resignation of Ms. Debbie Mikolajczyk.

Casey M. Moebius -- From temporary full – time, Remediator/Lab Coordinator, Health Sciences Division, to Assistant Professor, Health Sciences Division, effective August 9, 2010 – May 6, 2011, salary of \$43,842. Ms. Moebius fills the position vacated by the resignation of Sharon Kotan.

Karen D. Parham -- From Coordinator, College Reach-Out Program, to Coordinator, Testing, Student Services, Student Support & Enrollment Management, effective August 9, 2010 – June 30, 2011, salary of \$39,926 (based on annual salary of \$44,536). Ms. Parham fills the position vacated by the resignation of Jennifer K. Bayba.

Brenton E. Peacock -- From Business Analyst, Small Business Incubator Center, to Associate Director, Veterans Business Outreach Center, effective August 16, 2010 – June 30, 2011, salary of \$36,858 (based on annual salary of \$42,000). Mr. Peacock fills the position vacated by the non-renewal of contract for Tony Zacchio.

Reemployment

Scott Kirkman -- Temporary full-time, Instructor, Visual & Performing Arts, effective August 9, 2010 – December 17, 2010, salary of \$16,550.

Odell Witherspoon, III -- Assistant Men's Basketball Coach, Wellness & Athletics Division, effective July 1, 2010 – June 30, 2011, salary of \$18,200.

Career Services

Employment

Judi L. Brooks -- Certification Officer (Grade 12), Educators Preparation Institute, Social Sciences Division, effective August 18, 2010, hourly rate of \$12.62, includes experiential and educational credit.

Angelia D. Green -- Custodian (Grade 6), Maintenance & Operations, effective July 16, 2010, hourly rate of \$9.32, includes experiential credit. Ms. Green fills the position vacated by the retirement of Ms. Josephine M. Riley.

Melannie F. Lewis -- Senior Bookkeeper (Grade 13), Workforce Center, Economic Development, effective August 4, 2010, hourly rate of \$12.27, includes experiential credit. Position funded by Workforce Grant.

Richard P. Sherman -- Computer Operator (Grade CL1), Information Technology Services, effective August 6, 2010, hourly rate of \$12.67. Mr. Sherman fills the position vacated by the retirement of Richard A. Cook.

Caroline H. Rosensweig -- Senior Administrative Assistant (Grade 10), Library Services, effective August 9, 2010, hourly rate of \$11.95. Ms. Rosensweig fills the position vacated by the termination of Ms. Megan L. Bishop.

Reassignment of Employment

Catherine J. Wall -- From Senior Clerk Typist (Grade 9), Center for Business, Continuing & Community Education, Administrative Assistant (Grade 9), Career and Technical Education Council.

Reclassification of Employment

Marissa L. Hunt -- From temporary full-time, Intake Orientation Assistant (Grade 10), Workforce Center, Economic Development, to Intake Orientation Assistant (Grade 10), Economic Development, effective August 2, 2010, no change in hourly rate.

Elizabeth A. Kelly -- From Executive Administrative Assistant (Grade 12), Economic Development, to Senior Administrative Assistant (Grade 10), Public Safety Division, effective August 9, 2010, hourly rate of \$13.23. Ms. Kelly fills the position vacated by the retirement of Katherine Hewitt.

Resignation

Nancy J. Hashimoto -- Operations Associate (Grade 11), Media & Community Relations, effective July 23, 2010.

Lashavia D. Williams -- Senior Administrative Assistant (Grade 10), Public Safety Division, effective July 28, 2010.

Retirement

Carol L. Bonanno -- Administrative Assistant, Grade (9), Health Sciences Division, effective September 30, 2010.

Exit DROP

Dolores N. Murphy -- Executive Administrative Assistant (Grade 12), Academic Affairs & Learning Support, effective October 29, 2010.

Enter DROP

George H. Takahashi -- Maintenance Mechanic (Grade 11), Maintenance & Operations, effective 08-01-2010.

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

Contract Ratifications **4.2** Trustees approved a list of personnel contracts. After review of the contract ratifications listed under item **4.2**, Ms. Durden made a motion to accept the recommendations as presented. Mr. Estes seconded, and the vote was recorded as follows: Wood, aye; Isler, aye; Jenkins, aye; and Sumner, aye.

Summer 2010 Overloads **4.3** Trustees approved a list of the Summer 2010 overloads. Dr. Wood made a motion to approved the list under item **4.3**, Ms. Durden seconded, and the vote was recorded as follows: Estes, aye; Isler, aye; Jenkins, aye; and Sumner, aye.

Manual of Policy Revisions **4.4** Agenda items **4.4.1**, **4.4.2**, and **4.4.3** were bundled for approval. Tentative approval was given for the following Manual of Policy Revisions:

Refer to 4.4.1 Policy 4.020, Course Repeats

Refer to 4.4.2 Policy 5.175, Use of College Facilities

Refer to 4.4.3 Policy 6.071, Professional Leave and Sabbatical Leave

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

Approval of Budget Amendments **4.5** This agenda item was split into items **4.5.1** and **4.5.2** for voting purposes.

4.5.1 Final approval was given for the following budget amendment:

Refer to 4.5.1 FY 2010-11, Amendment 2 to the Restricted Current Fund (Fund 2)

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

4.5.2 Final approval was given for the following budget amendment:

Refer to 4.5.2 FY 2010-11, Amendment 3 to the Unrestricted Current Fund (Fund 3)

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

Cooling Tower Replacement Bid **4.7** Final approval was given for the following bid:

Refer to 4.7 Bid #2-2010/2011 Central Plant Cooling Tower Replacement

After discussion, Mr. Sumner made a motion to approve the bid, Peaden Mechanical LLC for \$355,000. Dr. Wood seconded and the vote was recorded as follows: Durden, aye; Estes, aye; Isler, aye; and Jenkins, aye.

Athletic Charter Bus Service Bid **4.8** Final approval was given for the following bid:

Refer to 4.8 Bid #3-2010/2011 Athletic Charter Bus Service

After discussion, Ms. Durden made a motion to approve the amendment. Mr. Estes seconded and the vote was recorded as follows: Wood, aye; Isler, aye; Jenkins, aye; and Sumner, aye.

5. NSAPC Presentation **5.1** This agenda item was moved to **1.4**

President's Report **5.2.1** Dr. Kerley informed the trustees of various celebrations and highlights from across the college.

5.2.2 Dr. Kerley provided trustees with information on global issues and events.

GCCC Foundation, Inc. **5.3** Ms. Margie Mazur, executive director of the GCCC Foundation, presented this month's Foundation report.

Administrative Updates **5.4** Dr. Kerley referred trustees to the updates provided by staff responsible for various administrative areas, highlighting major activities for each area.

Financial Indicators Report **5.5** The Financial Indicators Report as of July 31, 2010 was provided for trustee review. Discussion was also held for the 2009-10 Annual Financial Report.

6. Good of the Order

6.1 Dr. Kerley referred to upcoming GCCC Events as listed on the agenda:

- *Composition, Contrast, and Line* by Joseph Newsome, September 17, 2010
- *Heather Clements: A Selection of Works: Past, Present, but not Future*, September 17, 2010
- Visiting Artist Lecture and Demo by Heather Clements, September 17, 2010
- Gulf Coast Sun Run Pre-Race Party, September 17, 2010, 5 to 8 p.m., T.G.I. Friday's on the Beach
- Gulf Coast Sun Run, September 18, 2010, Aaron Bessant Park, Registration begins at 6:30 a.m.

7. Adjournment

7.1 The meeting was adjourned at 11:33 a.m.

Secretary

Chairman