MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

December 11, 2003

10 a.m. E. A. Gardner Seminar Room

Members Present		William C. Cramer, Jr. (presiding), Leon R. Bloodworth, Karen L. Durden, Linda S. Grantham, Clinton V. Mayo, Dr. Stephen C. Myers, Renee C. Shoaf, William C. Sumner, Dr. Robert L. McSpadden, Derrick Bennett			
Others Present		Dr. Linda Adair, Pat Ballasch, Ken Caldwell, Tamara Cassani, Mike Childers, Christy Cole, Jenny Freed, Jewel Hamburg, Judy Harrison, Norris Harvey, John Holdnak, Carole Lapensohn, Christine LaRue, Wanda Luckie, Margie Mazur, John Mercer, Rosie O'Bourke, Roy Smith, Dr. Jeff Stevenson, Sue Suggs, Mosell Washington, Lisa Watson, Eileen Wilkes, Jennifer Williams			
1.	Call to Order	1.1 Chair Cramer called the meeting to order at 10 a.m., acknowledging the official dedication of "New Liberty III," a sculpture created and given to the college by Mr. Roland Hockett, retired GCCC professor of art.			
	Invocation	1.2 Dr. McSpadden gave the invocation.			
	Pledge of Allegiance	1.3 Mr. Mayo led those present in the pledge of allegiance to the American flag.			
	Welcome to Guests	1.4 Chair Cramer welcomed Ms. Tamara Cassani, chair of the Career Council; Mr. Norris Harvey, chair of the Faculty Council; Ms. Lisa Watson, chair of the Coordinating Council; and Ms. Jennifer Williams, president of the Student Activities Board.			
	Hearing of Citizens	1.5 No citizen answered the call to appear before the board.			
	Approval of Minutes	1.6 Ms. Durden moved and Dr. Myers seconded approval of the minutes of the board's regular meeting of November 13, 2003, as distributed. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.			
	Gulf Coast Story	1.7 The Singing Commodores, under the direction of Ms. Judy Harrison, shared holiday-inspired songs as the December chapter of The Gulf Coast Story.			

	SAB Report	1.8 Ms. Jennifer Williams, president of the Student Activities Board, extended holiday greetings to the trustees. She indicated that the SAB had finished a great fall semester and was busy planning for spring semester. She encouraged trustees and employees to travel on the "Spirit Bus," being sponsored by SAB, to the January 10 basketball game at Chipola College. Ms. Williams announced a "Las Vegas" Homecoming theme.
	50 th Anniversary Campaign Kickoff	1.9 Chair Cramer shared a tribute to his late father, William C. Cramer, Sr., and presented a check for \$50,000 in his memory. He noted that the direction of his father's life had changed dramatically because of a scholarship that enabled him to enroll at St. Petersburg Junior College. The gift was the official beginning of the GCCC Foundation's campaign to celebrate the college's 50 th anniversary. On behalf of the college and the foundation, Dr. McSpadden accepted the check and expressed appreciation for Mr. Cramer's continued leadership and commitment to the college.
2.	Attorney's Report	2.1 Attorney Derrick Bennett had no report.
	Next Regular Meeting	2.2 The next regular meeting of the District Board of Trustees was set for 10 a.m. on the third Thursday of the month, January 15, 2004, in the E. A. Gardner Seminar Room.
	President's Mileage	2.3 Dr. McSpadden presented a report of mileage on the automobile leased for the college president's use. He noted that the report addressed the number of miles he had driven the vehicle as well as the number of miles it was driven by Dr. Linda Adair during her term as acting president.
3.	College People and Programs	3.1.1 Dr. McSpadden shared numerous letters, articles, and notes that reflected positively on college people and programs. His report referred to faculty and staff of WKGC, Language and Literature, Health Sciences, Student Services, Workforce Education, Visual and Performing Arts, Institutional Advancement, Culinary Management, and Wellness and Athletics.
	Community Support	3.1.2 Dr. McSpadden acknowledged recent contributions to the Gulf Coast Community College Foundation from Charles H. Abbott and Virginia L. Campbell.
	Legislative Update	3.2.1 Dr. McSpadden shared a letter written by Rep. Allan Bense to fellow members of the Florida House of Representatives. The letter encouraged them to participate in a town meeting to be held on the GCCC campus on February 10.

4.	Student Union West Expansion	ion 4.1.1 Vice President Holdnak reported satisfactory progress was made on the Student Union West Expansion Project.			
	Language Arts Building Remodeling	4.1.2 Vice President Holdnak provided an update on the Langu Arts Building Remodeling Project and presented Change Order 2 which would reduce project cost by \$353,904.04 and add ten days making the new substantial completion date January 14, 2004. He itemized the details of the change order, which would include the following elements:			
		• Addition of conduit for AV system	+	4,326.92	
		 Addition of stucco work 	+	2,729.00	
		 Replacement of electrical secondary service 	+	4,401.76	
		 Deletion of casework and tile countertop 	-	700.00	
		 Modification of floor tile and layout 	+	1,736.15	
		 Installation of drywall and paint 	+	532.42	
		Installation of roof insulation	+	10,004.04	
		• Credit for direct purchase of materials	-	376,934.33	
		recorded as follows: Bloodworth, aye; Durden, aye Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cra			
	Bid 2004-05, Vehicle Lease	4.1.3 Trustee Cramer relinquished the chair to Vice Chair Mayo for consideration of Bid 2004-05 for a vehicle lease. Tommy Thomas Chevrolet, Inc., in which Mr. Cramer is president and owner, was the only vendor to submit a bid. Mr. Mayo noted the bid was for \$11,383.68 for a two-year lease, with a mileage allowance of 30,000 and an overage rate of 15 cents per mile. Following discussion, Ms. Durden moved and Mr. Sumner seconded awarding the bid as presented to Tommy Thomas Chevrolet, Inc., of Panama City for \$11,383.68 for a two-year lease, with a mileage allowance of 30,000 and an overage rate of 15 cents per mile. Following discussion, Ms. Durden moved and Mr. Sumner seconded awarding the bid as presented to Tommy Thomas Chevrolet, Inc., of Panama City for \$11,383.68 for a two-year lease, with a mileage allowance of 30,000 and an overage rate of 15 cents per mile. The vote was recorded as follows: Bloodworth, aye; Cramer, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Mayo, aye. (Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers was signed by Mr. Cramer and is filed in the District Board of Trustees Supplementary Minutes Book.)			
	Health Sciences Contract	4.1.4 Trustees were asked to approve an agreem County Ambulance Service, which would permit st college's Emergency Medical Services program to g	udents	in the	

Obsolete and Worthless Property	 experience with that agency. Ms. Grantham moved and Mr. Sumner seconded approval of the agreement as presented. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. 4.1.5 Trustees reviewed a listing of items that had been determined by the property custodians to be obsolete or worthless. After the review and consideration of a request to dispose of the property, Mr. Bloodworth moved and Ms. Shoaf seconded approval to dispose of the items as presented. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye;
Delinquent Accounts	 Sumner, aye; Cramer, aye. 4.1.6 Dean John Mercer led a review of delinquent accounts, totaling \$26,357.14 and due prior to December 31, 2001, and he requested approval to charge them off the college's books. He reminded trustees of the procedure used to continue collection efforts, including placing a restriction on student records and assigning the accounts to a collection agency for follow up. Following discussion, Mr. Mayo moved and Dr. Myers seconded approval to charge off the delinquent accounts as requested. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
Financial and Energy Statement	4.1.7 Trustees reviewed a statement of activity in the General Current Fund for the period July 1 - November 30, 2003, as well as accompanying energy consumption and purchase activity reports. With regard to an expenditure of \$24,940 related to lead filtering at the Criminal Justice Firing Range, Chair Cramer asked Mr. Holdnak to provide more detailed information about the net cost of the process.
Warrants Register	4.1.8 Chair Cramer called attention to the availability of the Warrants Register for examination.
Property Acquisition	4.1.9 Referring trustees to a map of property in the vicinity of the college's main campus, Vice President Holdnak requested approval to purchase a parcel measuring approximately 8.5 acres from Mr. Buford "Doug" Graham. He pointed out that the parcel was located just off the east side of the campus, across 23 rd Street from the Facilities Management Building. Mr. Holdnak reported that Mr. Graham had agreed to sell the parcel for \$580,000 to the college, a price below the realtor's list price of \$769,000. Following discussion of potential changes in the college's master plan and anticipated costs related to meeting applicable environmental standards for property use, Ms. Durden moved and Ms. Shoaf seconded approval of the acquisition of approximately 8.5 acres for \$580,000, as presented. The vote was

recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Chair Cramer directed Attorney Bennett to begin negotiations with the owner (Kirkland) of a small parcel on the northwest side of the intersection of 23rd Street and Collegiate Drive.

Professional4.2.1After review of the professional personnel recommendationsPersonnelthat appear below, Ms. Durden moved and Dr. Myers seconded
approval. The vote was recorded as follows: Bloodworth, aye; Durden,
aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye;
Cramer, aye.

Employment

Mazur, Margaret R. --- Development Coordinator, Gulf Coast Community College Foundation, Inc., effective December 1, 2003 - June 30, 2004, salary of \$23,449 (based on annual salary of \$40,000)

Resignation

Jay, Sarah M. --- Associate Professor, Language and Literature Division, effective December 31, 2003

Career Service Personnel **4.2.2** After review of the career service personnel recommendations listed below, Mr. Mayo moved and Ms. Durden seconded approval. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Employment

Ainsworth, Aubrey E. --- Technical Supervisor, Visual and Performing Arts Division, effective November 16, 2003, hourly rate of \$15

Clemons, Jennifer K. --- Testing Assistant (Grade 9), Testing, Student Services, effective November 19, 2003, hourly rate of \$9.11, including experiential and educational credit

Mitchell, Cindy L. --- Senior Library Assistant (Grade 9), Library, effective December 1, 2003, hourly rate of \$8.43

Sprague, Nancy E. --- House Manager, Visual and Performing Arts Division, effective November 1, 2003, hourly rate of \$10

	Ratification of Contracts	4.2.3 Ms. Grantham moved and Mr. Bloodworth seconded ratification of contracts signed by 9 instructors of credit courses, 21 instructors of noncredit courses, 22 consultants, and a special contractor. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
	Foundation Report	4.3.1 Ms. Carole Lapensohn, executive director of the GCCC Foundation, Inc., reported that as of October 31, 2003, foundation assets were at \$15.4 million. She reminded trustees to mark their calendars for the February 6 annual meeting of the foundation.
5.	Academic and Workforce Education	5.1.1 No Academic and Workforce Education matters were presented.
	Lifelong Learning Course Approval	5.2.1 Trustees reviewed a listing of courses offered by Lifelong Learning. Mr. Mayo moved and Ms. Shoaf seconded approval of the courses and instructors as presented. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
	WKGC Audit	5.2.2 The Florida Auditor General's financial statement audit of WKGC-AM/FM for fiscal year ended June 30, 2003, was lodged with the board. Dr. McSpadden commended the station's management and staff for the clean audit.
	Student Development	5.3 No Student Development matters were presented.
6.	Facilities Management Luncheon	6.1 Dr. McSpadden reminded trustees of the luncheon to follow the meeting at the Facilities Management Building.
	Holiday Concert	6.2 Trustees were encouraged to attend the Masterworks Chorale's Holiday Concert on Saturday, December 13, in the Amelia Center Theatre.
	Holiday Luncheon	6.3 Dr. McSpadden invited trustees to the Holiday Luncheon to begin at 11:30 a.m. on Friday, December 19, in the Student Union East.
7.	Adjournment	The meeting was adjourned at 11:37 p.m.