

MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

November 13, 2003

10 a.m.

E. A. Gardner Seminar Room

Members Present William C. Cramer, Jr. (presiding), Leon R. Bloodworth, J. Allen Cox, Karen L. Durden, Linda S. Grantham, Dr. Stephen C. Myers, Renee C. Shoaf, William C. Sumner, Dr. Robert L. McSpadden, Derrick Bennett

Others Present Dr. Linda Adair, Dr. Carrie Baker, Pat Ballasch, Ken Caldwell, Tamara Cassani, Mike Childers, Jeff Cobble, Christy Cole, Todd Gallati, Jewel Hamburg, Norris Harvey, Jim Hatfield, John Holdnak, Carole Lapensohn, Christine LaRue, Nick Maragas, Barbara McKinney, John Mercer, Charles Mitchell, Roonie Scovel, Roy Smith, Sue Suggs, David Warriner, Mosell Washington, Lisa Watson, Eileen Wilkes, Jennifer Williams, and Gregg Wolfe

- 1. Call to Order**
 - 1.1** Chair Cramer called the meeting to order at 10 a.m.
- Invocation**
 - 1.2** Dr. McSpadden gave the invocation.
- Pledge of Allegiance**
 - 1.3** Ms. Shoaf 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** Dr. Myers moved and Ms. Durden seconded approval of the minutes of the board's regular meeting of October 9, 2003, as distributed. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.7** Jim Hatfield, new men's basketball coach, and Roonie Scovel, National Champion women's basketball coach, provided reports about their programs. Coach Hatfield expressed his appreciation regarding the cooperation and support he has received both from the college and from the community. He indicated that four players returned from last

year and that the upcoming schedule would be a difficult one. Coach Scovel indicated that the Lady Commodores are currently ranked number four in the nation. A current priority will be to continue to achieve academic and athletic success. On behalf of the trustees, Chair Cramer expressed appreciation for the presentation.

**SAB
Report**

1.8 Ms. Jennifer Williams, president of the Student Activities Board, presented an overview of activities planned for November. Among the activities she mentioned were GCCC Spirit Week, Air Extreme, Veteran's Day program, and International Student Coffee. She also provided a brief slide presentation highlighting the drive-in movie, the SAB Executive Board retreat, and the Hurricane Isabel relief effort. Ms. Durden thanked Ms. Williams for her enthusiasm and for the good job of promoting the drive-in movie.

**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 Thursday, December 13, 2003, in the E. A. Gardner Seminar Room.

**3. College People
and Programs**

3.1.1 Dr. McSpadden shared numerous letters, articles, and notes that reflected positively on college people and programs. Highlights of his report included the success of WKGC's fundraising campaign, the annual Shark's Tooth Golf Tournament to benefit the Environmental Education Center at the Camp Helen State Recreation Area, improved student and campus safety and the cooperative working relationship between FSU-PC and GCCC, and the Florida Association of Community Colleges Institutional Advancement Commission Awards of Excellence presented to Gulf Coast Community College.

**Community
Support**

3.1.2 Dr. McSpadden acknowledged recent contributions to the Gulf Coast Community College Foundation from individuals and organizations including Mrs. Sara Sulzer, FEM Investment Club, Bay County Dental Society, Mr. and Mrs. William Boyle, Gulf Coast Charity Celebration Association, The St. Joe Community Foundation, Board of County Commissioners, Lorenzo and Nancy Dantzler, Shark's Tooth Golf Club, Michael and Cynthia Roper, Sacred Heart Hospital Guild, and Robert Jorski and Joe Mills.

**Legislative
Update**

3.2.1 Dr. McSpadden shared a packet titled "2004 Legislative Issue Position Papers," which had been prepared by the FACC Legislative Committee. He indicated concerns related to funding of baccalaureate degrees at community colleges and the availability of PECO funding.

**4. Student Union
West
Expansion**

4.1.1 Mr. Jeff Cobble of HJCT Architects provided an update on the Student Union West Expansion Project and addressed concerns including the application of additional stucco to the exterior of the first floor. Following discussion and actual observation of the building, Mr. Holdnak requested approval of Change Order 3, which would increase project costs by \$155,737 and increase contract time by 91 days, and itemized change order elements as follows:

- Enhancements to the building envelope + \$42,647.00
- Exterior stucco and painting of the first floor and additional emergency lighting + 69,654.00
- Installation of new acoustical ceiling and light fixtures in bookstore check-out + 5,097.00
- Installation of framing, drywall, and new smoke doors on third floor + 3,743.00
- Direct purchase of materials - 7,554.00
- Installation of stud framing, new rated walls, and removal of two concrete knee walls omitted in the original plans + 7,870.00
- General condition costs associated with contract delays and additional contract time + 34,280.00

Mr. Bloodworth moved and Ms. Shoaf seconded approval of Change Order 3, which would increase project costs by \$155,737 and increase contract time by 91 days, resulting in a new substantial completion date of March 17, 2004. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Language Arts
Building
Remodeling**

4.1.2 Mr. Pat Ballasch of DAG Architects reported on the progress of the Language Arts Building Remodeling Project. He reported that a new project superintendent has been assigned by the general contractor to address quality control problems including concerns related to the roof. Mr. Ballasch indicated that site visits by his firm have been increased to assist in the satisfactory completion of the project.

**Bid 2004-03,
Video Equipment**

4.1.3.1 Four firms responded to the bid request for video equipment. Following review of the bid tabulations, Mr. Sumner moved and Ms. Grantham seconded acceptance of the low bid for Item 1 from Bay Electronics Supply; acceptance of the second low bid for Item 2 from Bay Electronics Supply (the low bid did not meet specifications); and acceptance of the low bid for Item 3 from CCS Presentation (in accordance with Policy 5.025 of the *District Board of Trustees Manual of Policy* addressing tie bids). The vote was recorded as follows: Bloodworth aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye;

- Shoaf, aye; Sumner, aye; Cramer, aye.
- Bid 2004-04,
Office Building 20
Renovation** **4.1.3.2** Nine bids were received for Office Building 20 Renovation. The architect and college staff reviewed the bids and recommended acceptance of the low bid. Following review of the bid tabulations, Ms. Shoaf moved and Ms. Durden seconded acceptance of the low bid from True Craft Construction of Panama City, Florida, for \$318,820 (base) and \$73,225 (Alternate 1) for a total of \$392,045. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Policy
Revisions** **4.1.4** Trustees were asked to give final approval to Policy 7.110, Student Parking, and Policy 7.112, Fines. Dr. McSpadden reminded them that the policy changes would authorize an increase in fines for parking violations and indicated that a public relations campaign to inform students of the policy changes would occur prior to implementation. Dr. Myers moved and Ms. Shoaf seconded final approval as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Health Sciences
Contracts** **4.1.5** Trustees were asked to approve four new contracts and one renewal contract with the following health care agencies:
- St. Joseph's Care of Florida Physical Therapy, Port St. Joe
 - Northwest Florida Surgery Center, Panama City
 - Panama City Surgery Center
 - Gulf County EMS, Port St. Joe
 - NHC HomeCare, Panama City (Renewal)
- Dr. McSpadden noted that these contracts would provide clinical experiences for students in the Nursing, Physical Therapist Assistant, Surgical Technology, and Emergency Medical Services programs. Mr. Bloodworth moved and Mr. Sumner seconded approval of the contracts as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Veterans Business
Outreach Center
and Small
Business Incubator** **4.1.6** Trustees were asked to approve a renewal lease between the Veterans Business Outreach Center (VBOC) and the Bay County Small Business Incubator (SBI), to be effective through January 31, 2005. It was noted that with the lease, the SBI would continue to provide space for the VBOC at the same rate as for the 2003 calendar year. Ms. Durden moved and Dr. Myers seconded approval of the lease as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Small Business
Development
Center and Small
Business Incubator**

4.1.7 Trustees were asked to approve a renewal lease between the college's Small Business Development Center (SBDC) and the Bay County Small Business Incubator (SBI), to be effective through December 31, 2004. It was noted that with the lease, the SBI would continue to provide space for the SBDC at the same rate as for the 2003 calendar year. Ms. Durden moved and Dr. Myers seconded approval of the lease as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Camp Helen
Environmental
Education Center
Tram Path Project**

4.1.8 In connection with the Camp Helen Environmental Education Center project, Chair Cramer appointed a committee to select an engineering firm to provide engineering services for the tram path portion of the project. The project is being funded by federal monies administered by the Florida Department of Transportation. Members of the Engineering Selection Committee include: Trustees Cramer, Chair, Durden, and Sumner.

**Budget
Amendment 8**

4.1.9.1 Mr. Mercer identified the purposes of Budget Amendment 8 to the Restricted Current Fund and recommended approval. Mr. Cox moved and Dr. Myers seconded approval of Amendment 8 as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 9**

4.1.9.2 Mr. Mercer identified the purposes of Budget Amendment 9 to the Agency Fund and recommended approval. Ms. Shoaf moved and Mr. Cox seconded approval of Amendment 9 as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 10**

4.1.9.3 Mr. Mercer identified the purposes of Budget Amendment 10 to the Unrestricted Current Fund and recommended approval. Ms. Grantham moved and Mr. Sumner seconded approval of Amendment 10 as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete
and Worthless
Property**

4.1.10 Trustees reviewed a listing of items that had been determined to be obsolete or worthless by the property custodians, and they considered a request for approval to dispose of the items. Dr. Myers moved and Ms. Durden seconded approval to dispose of the items as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.11 Trustees reviewed a statement of activity in the General Current Fund for the period July 1 - October 31, 2003, as well as accompanying energy consumption and purchase activity reports.

**Warrants
Register**

4.1.12 Chair Cramer called attention to the availability of the Warrants Register for examination.

**Professional
Personnel**

4.2.1 After review of the professional personnel recommendations that appear below, Ms. Durden moved and Ms. Shoaf seconded approval. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Employment

Duhon, Michele --- Career Manager, Workforce Center, Workforce Development, effective October 22, 2003 - June 30, 2004, salary of \$16,665 (based on annual salary of \$24,150); funded by Food Stamp Employment and Training grant

McVay, Kenneth A. --- Coordinator of Sports Information, Wellness and Athletics Division, effective October 15, 2003 - June 30, 2004, no salary

Reid, Adam C. --- ABE/GED Learning Manager, Success Center, effective November 10, 2003 - May 7, 2004, salary of \$13,767 (based on annual salary of \$21,000); funded by Project Aspire grant

Stanquist, Raymond J. --- Athletic Trainer, Wellness and Athletics Division, effective August 1, 2003 - June 30, 2004, no salary

Williams, Anthony S. --- Assistant Coordinator of EMS Program, Health Sciences Division, effective October 22, 2003 - June 30, 2004, salary of \$26,271 (based on annual salary of \$38,093)

Reclassification

Westlake, Christopher J. --- From Senior Bookkeeper (Grade 13) to Assistant Coordinator of Accounting, Business Affairs, effective October 16, 2003 - June 30, 2004, salary of \$19,492 (based on annual salary of \$27,500)

Reemployment

Garman, Arifa --- Career Manager, Workforce Training Center, Workforce Development, effective January 1 - June 30, 2004, salary of \$12,000 (based on annual salary of \$24,000); funded by

Workforce Investment and WAGES grant

Resignation

Lawrence, Stacy G. --- Learning Manager, Disabled Student Services, Student Development, effective November 14, 2003

**Career Service
Personnel**

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

Employment

Buckner, Thomas L. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective October 8, 2003 - June 30, 2004, hourly rate of \$9.21, including experiential credit, funded by WIA Adult grant

Cole, Joanna L. --- Senior Employment Representative (Grade 14), Workforce Center, Workforce Development, effective October 27, 2003 - June 30, 2004, hourly rate of \$10.75, including experiential credit, funded by WIA Adult grant

Graham, Jimmy R. --- TAFB Security (Grade 3), part-time, Military Education, Student Development, effective November 3, 2003, hourly rate of \$6.60

Harden, Ty V. --- Senior Bookkeeper (Grade 13), Business Affairs, effective October 22, 2003, hourly rate of \$10.86, including experiential and educational credit

Merritt, Robin A. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective October 8, 2003 - June 30, 2004, hourly rate of \$9.47, including experiential and educational credit

Waheed, Aneesa --- Math Teacher's Aide (Grade 9), part-time, Success Center, effective October 27, 2003 - June 30, 2004, hourly rate of \$8.43, funded by VTAE grant

Wilson, Cliff D. --- Math Teacher's Aide (Grade 9), part-time, Success Center, Developmental Studies, effective October 27, 2003 - June 30, 2004, hourly rate of \$8.43, funded by VTAE grant

The following listed individuals employed as Statisticians, Men's and Women's Basketball programs, Wellness and Athletics Division, effective October 1, 2003 - June 30, 2004:

Alice F. Hatfield
Jimmy R. Powell

Jodi W. Powell
Connard J. Scovel

DROP Exit

Allen, Patricia G. --- Testing Assistant (Grade 10), Testing, Student Development, effective December 31, 2003

Resignation

Evans, Daphne --- TAFB Security (Grade 3), part-time, Military Education, Student Development, effective November 2, 2003

**Ratification
of Contracts**

4.2.3 Mr. Sumner moved and Dr. Myers seconded ratification of contracts signed by 40 instructors of credit courses, 49 instructors of noncredit courses, 29 consultants, and 1 special contractor. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, 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 the most recent foundation financial reports reflected assets of \$14.6 million. She called on Mr. David Warriner, president of the GCCC Foundation, to present a check to Chair Cramer, totaling \$272,544.50, which would fund 554 scholarships. Following the presentation, Mr. Cramer announced the establishment of a \$5 million fundraising campaign to be conducted over the next three years to culminate with the 50th anniversary celebration of the college.

**5. Academic
and Workforce
Education**

5.1.1 Local hospitals have identified as their number one need the employment and staffing of additional nurses. In light of this need, Gulf Coast Community College, in cooperation with the local hospitals, is establishing a weekend LPN to RN transition program. Mr. Todd Gallati with Gulf Coast Medical Center presented a check for \$50,000 to be used for startup costs associated with establishment of this program. Following Mr. Gallati's presentation, Ms. Barbara McKinnney, coordinator of nursing, reported on the proposed program, indicating that the weekend program will follow the same curriculum and requirements as the traditional weekday LPN transition to RN program, with the exception that the material and clinical time will be focused on the weekend. It will provide an alternative method of instructional delivery and is designed with the working LPN in mind. After reviewing the criteria involved in selection of LPNs to the program, Trustees Durden and Myers suggested that the selection process also

