

MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

February 12, 2004

10 a.m.

E. A. Gardner Seminar Room

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

Others Present Paul Bishop, Dr. Tom Caiazzo, Ken Caldwell, Brady Calhoun, Tamara Cassani, Gerry Clemons, Christy Cole, Jewel Hamburg, Norris Harvey, John Holdnak, Carole Lapensohn, Melissa Lavender, Wanda Luckie, John Mercer, Deborah Mikolajczyk, Dr. Sheri Rowland, Dr. Jeff Stevenson, Mosell Washington, Pam Whitelock, Eileen Wilkes, Tony Zacchio

- 1. Call to Order**
 - 1.1** Vice Chair Mayo called the meeting to order at 10 a.m. Dr. McSpadden explained that Chair Cramer had had a family emergency and could not attend the meeting.
- Invocation**
 - 1.2** Dr. McSpadden gave the invocation.
- Pledge of Allegiance**
 - 1.3** Cmdr. Jeff Prater, U.S.N., led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Vice Chair Mayo welcomed Ms. Tamara Cassani, chair of the Career Council; Mr. Norris Harvey, chair of the Faculty Council; and Cmdr. Jeff Prater, who represented Captain Shutt and the Coastal Systems Station.
- 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 January 15, 2004, as distributed. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.
- Special Presentation**
 - 1.7** Dr. McSpadden acknowledged receipt of a check for \$15,000 from Messrs. Greg Johnson and Billy Carr, who were unable to attend the meeting. The contribution was given to establish the Cecil G. and Lola Costin Memorial Scholarship. Dr. McSpadden indicated that Mr. and Mrs. Costin were Trustee Renee Shoaf's grandparents.

- Gulf Coast Story** **1.8** Ms. Peggy Martin, coordinator of military education, presented an overview of the college's programs in partnership with Tyndall Air Force Base and the U. S. Navy's Coastal Systems Station. Ms. Martin acknowledged GCCC's status as a Servicemembers Opportunity College; identified staff members and instructional programs offered; and shared demographic, enrollment, and performance information about the students served through the college's military education program. Ms. Martin concluded by announcing upcoming events at Tyndall and acknowledging excellent relationships with staff at both the U. S. Air Force and U. S. Navy centers.
- SAB Report** **1.9** Ms. Tamara Cassani presented the Student Activities Board report for Ms. Williams, who was involved in preparations for the upcoming FJCCSGA conference. She highlighted events occurring in February, including Homecoming and Career Week activities.
- 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, March 11, 2004, in the E. A. Gardner Seminar Room.
- 3. College People and Programs** **3.1.1** Dr. McSpadden shared a newspaper editorial written by Dr. Tom Caiazzo of the Social Sciences Division and a letter indicating that the Commission on Corrections Certification had awarded Mr. Steve Brumm, coordinator of public safety, a credential. He also shared an article from CBS.SportsLine.com highlighting the success of Tashia Morehead, a member of the University of Florida's women's basketball team and a former member of the Lady Commodores. Dr. McSpadden concluded his report by acknowledging the success of the recent GCCC Foundation Annual Meeting, where the \$5 million fund raising campaign was officially launched.
- Community Support** **3.1.2** Dr. McSpadden acknowledged recent contributions to the Gulf Coast Community College Foundation from Gulf Coast Medical Center, Optimist Foundation of the Beaches, Inc., NHRA Championship Drag Racing, and the Samuel L. Westerman Foundation. In addition, he indicated the foundation had received \$54,230 in matching scholarship funds from the state since his last report.
- State Budget** **3.2.1** Dr. McSpadden reported that the Governor's budget proposal was generous and that he would be updating the trustees as the Florida Legislature develops the state budget.

**Community
College
Legislation**

3.2.2 Dr. McSpadden shared a written report on legislative issues significant to community colleges. He expressed appreciation to the trustees who had attended the legislative forum on the GCCC campus on February 10, indicating the event was very successful.

**4. Student Union
West
Expansion**

4.1.1 Vice President Holdnak reported satisfactory progress was being made on the Student Union West Expansion Project and indicated he expected the project to be complete within nine weeks. He presented Change Order 5, which would increase project cost by \$155,429.75 and add 13 days. He itemized the change order's elements as follows:

- Stucco and paint on Student Union East + \$169,800.00
- Stucco and paint on Honors Plaza monuments + \$ 3,295.00
- Electrical work and fire alarm fixtures + \$ 2,298.00
- Icemaker drain installation and HVAC duct/grill relocation + \$ 1,550.00
- Stairwell landing leveling + \$ 2,635.00
- Contractor's overhead/profit/bond premium + \$ 9,111.68
- Direct purchase of materials - \$ 33,259.93

Referring to the cost of refinishing the exterior surfaces of Student Union East and West, Ms. Durden questioned whether the college has a plan for ensuring aesthetic continuity in construction and renovation of facilities. She suggested that the board's architect selection committees could benefit from using the services of a professional consultant with expertise in that area, ultimately ensuring the aesthetic integrity of the campus as well as maximizing the college's economic investment in facilities. In response to Mr. Bloodworth's question about how the college plans for meeting long-term facility needs, Mr. Holdnak reviewed the state's planning process, which includes the periodic Facility Survey, the Capital Improvement Project list, and the Project Priority List.

Following discussion, Ms. Durden moved and Mr. Bloodworth seconded approval of Change Order 5, increasing the project by \$155,429.75 and 13 days. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Language
Arts Building
Remodeling**

4.1.2 Vice President Holdnak reported on the Language Arts Building Remodeling Project and presented Change Order 3, reducing project cost by \$465,815.71 and adding 21 days. He itemized change order elements as follows:

- Sidewalk demolition and addition + \$ 34,608.69
- Light pole relocation + \$ 6,346.38
- Installation of tile countertops + \$ 1,386.35
- Demolition, drains, sewer line work + \$ 699.20
- Direct purchase of materials - \$ 508,856.33

Ms. Durden moved and Mr. Sumner seconded approval of Change Order 3, decreasing project cost by \$465,815.71 and adding 21 days. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

Mr. Holdnak reported the single significant item yet to be completed in the project was installation of tabletops in the lecture hall, which was delayed as a result of a measurement error. Mr. Holdnak indicated the contractor was working to resolve punch list items that he had noted in an inspection of the facility last week. He invited the trustees to join him for a tour of the facility immediately following the meeting.

**Workforce
Development
Building
Remodeling**

4.1.3 Dr. McSpadden referred to remodeling of the Workforce Development Building and indicated the college's major problem when the project was complete would be moving students safely across Moody Avenue. Vice President Holdnak reported on the project and presented Change Order 2, adding \$16,844.63 and 25 days. He itemized change order elements as follows:

- Blocking existing door openings + \$ 579.60
- Demolishing existing restrooms + \$ 764.75
- Additional foundation work + \$ 2,233.88
- Metal stud walls, insulation, drywall, paint, base + \$ 7,830.35
- New window openings + \$ 1,765.25
- Additional doors, frames, hardware + \$ 3,670.80

Following a lengthy discussion about how the college decides whether to remodel or demolish existing structures and construct new ones, Dr. McSpadden indicated the funding source makes that determination. In response to trustee concerns about discovering substantial problems after a project has begun, Mr. Holdnak indicated that, for future projects, he would bring in additional specialists to evaluate structural elements prior to beginning the renovation or remodeling projects.

After the discussion, Ms. Durden moved and Dr. Myers seconded approval of Change Order 2, adding \$16,844.63 and 25 days to the project. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Policy
Revisions**

4.1.4 Trustees were asked to give tentative approval to changes in the following policies:

- 3.015, Committee-type Organizational Structure
- 4.012, Nontraditional Study
- 4.017, Examinations
- 4.018, Grades
- 4.020, Course Repeats
- 5.030, Building Program
- 5.041, Investment of Surplus Funds
- 5.047, Copyright Policy
- 5.165, Travel and Expenses
- 5.178, Free Speech Address Area
- 6.064, Retirement Programs
- 6.072, Reimbursement of Approved Educational Expenses of Credit Courses
- 6.075, Sick Leave
- 6.083, Notification When Absent
- 6.084, Sick Leave Pool
- 6.098, Discrimination, Harassment, and Sexual Misconduct
- 6.099, AIDS
- 7.005, Admission of Students to the College
- 7.036, Student Participation in Activities
- 7.085, Student Travel
- 7.120, Distribution of Literature

Mr. Bloodworth moved and Mr. Sumner seconded tentative approval of the proposed policy changes as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Library
Exterior
Renovation**

4.1.5 Dr. McSpadden reported that college staff had met with the contractor and architect for the Library Exterior Renovation Project and that construction work would begin on February 16.

**Budget
Amendment 13**

4.1.6.1 Amendment 13 to the Restricted Current Fund was presented for approval. Following a review led by Mr. John Mercer, dean of business affairs, Mr. Sumner moved and Ms. Grantham seconded approval as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Budget
Amendment 14**

4.1.6.2 Amendment 14 to the Agency Fund was presented for approval. After Mr. Mercer identified the purpose of the amendment, Mr. Sumner moved and Ms. Grantham seconded approval as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Budget
Amendment 15**

4.1.6.3 Amendment 15 to the Unexpended Plant Fund was presented for approval. Mr. Mercer explained that the amendment represented an excess fund balance transfer from Fund 1. Ms. Grantham moved and Dr. Myers seconded approval of the amendment as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Obsolete
and Worthless
Property**

4.1.7 Trustees were asked to approve of the disposal of an ice machine, which had been determined to be obsolete. Ms. Grantham moved and Mr. Bloodworth seconded approval of disposal as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Financial
and Energy
Statement**

4.1.8 Led by Dean Mercer, trustees reviewed a statement of activity in the General Current Fund for the period July 1, 2003 - January 31, 2004, as well as accompanying energy consumption and purchase activity reports.

**Warrants
Register**

4.1.9 Vice Chair Mayo 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. Grantham moved and Mr. Bloodworth seconded approval. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

Employment

Brock, April I. --- Sign Language Interpreter I, Disabled Student Services, Student Services, effective January 8 - May 7, 2004, hourly rate of \$11

Morris, John R. --- Athletic Trainer, Wellness and Athletics, effective January 15 - June 30, 2004, no salary

Resignation

Kidd, Janice M. --- English Learning Manager, Student Support Services, effective February 2, 2004

**Career Service
Personnel**

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

Employment

Reeves, Dale A. --- Board Operator, WKGC, effective January 21, 2004, hourly rate of \$5.15

Smothers, Isis M. --- Teacher's Aide (Grade 9), Success Center, effective January 30 - May 7, 2004, no salary

DROP Exit

Adams, Jean M. --- Administrative Secretary (Grade 10), Public Safety, effective May 31, 2004

Resignation

Hudson, Nellie S. --- Intake Orientation Assistant (Grade 10), Workforce Center, effective February 6, 2004

**Ratification
of Contracts**

4.2.3 Mr. Sumner moved and Ms. Grantham seconded ratification of contracts signed by 14 instructors of credit courses, 18 instructors of noncredit courses, 1 consultant, and 9 special contractors, as well as spring overload contracts totaling \$473,897.98. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Foundation
Report**

4.3.1 Ms. Carole Lapensohn, executive director of the GCCC Foundation, Inc., described the recent foundation annual meeting as a glorious occasion with nearly 350 in attendance. She acknowledged 14 gold patrons, and she expressed appreciation to Ms. Durden and Ms. Mary Joe Myers, who were responsible for the beautiful decorations. She commended Dr. Myers, who was among three current or former GCCC students whose testimonials were the highlight of the evening. Dr. Myers gave credit to foundation office staff, recognizing in particular Ms. Margie Mazur, for the outstanding organization of the event.

**5. Lifelong
Learning
Course
Approval**

5.1.1 Following review of a listing of Lifelong Learning courses and instructors, Mr. Cox moved and Ms. Durden seconded approval of the courses and instructors as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Small
Business
Incubator**

5.1.2 Dr. Jeff Stevenson, dean of workforce education, introduced Mr. Gerry Clemons, mayor of Panama City and a long-tenured member of the Board of Directors of the Bay County Small Business Incubator (SBI). Mr. Clemons acknowledged the well-established reputation of GCCC in its role of opening the doors of higher education to area students, noting that only relatively recently had the college been recognized for its significant role in the economic development of the area. He credited Dr. Lewis Baber, retired GCCC vice president of workforce education, for envisioning and nurturing the incubator, just one of several endeavors that had had a positive economic development impact on the region. Despite many early challenges, Mr. Clemons indicated the incubator had been more successful than ever anticipated in recruiting and supporting fledgling entrepreneurial efforts.

Following Mr. Clemons' remarks, Dr. Stevenson highlighted the accomplishments of the SBI and described the relationship of the SBI to the Small Business Development Center and the Veteran's Business Outreach Center. He then introduced Mr. Paul Bishop of The Bishop Group, a tenant of the SBI, who provided an overview of his organization and highlighted the support provided by the SBI. Mr. Bishop described the SBI as a "very high value asset for the community." He concluded by sharing his vision that included actions necessary to ensure the SBI's continued future success: (1) maintaining a computer savvy staff; (2) providing training on the business impact of computers; and (3) replacing or refurbishing the building.

In response to questions from the trustees, Dr. Stevenson indicated the Bay County SBI was the only such incubator in Northwest Florida. In addition, he indicated that outlying areas are served by staff members who travel regularly to those areas and by communicating with and otherwise supporting clients electronically.

**General
Catalog**

5.1.3 Dr. McSpadden shared a proof of the 2004-2005 General Catalog and requested tentative approval. Mr. Bloodworth moved and Ms. Grantham seconded tentative approval as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Sumner, aye; Mayo, aye.

**Educational
Support**

5.2 No Educational Support matters were presented.

**6. Black History
Events**

6.1 Trustees were invited to participate in Black History Month events to occur during February.

