

MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

March 11, 2004

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, Clinton V. Mayo, Dr. Stephen C. Myers, Renee C. Shoaf, William C. Sumner, Dr. Robert L. McSpadden, Derrick Bennett

Others Present Dr. Linda Adair, Matt Burrell, Ken Caldwell, Tamara Cassani, Mike Childers, Christy Cole, Gloria Crawford, Norris Harvey, Sue Hatfield, John Holdnak, Carole Lapensohn, Christine LaRue, Wanda Luckie, Darren Mazerowski, Margie Mazur, John Mercer, Susan Painter, Rooney Scovel, Roy Smith, Tiffany Stansbury, Dr. Jeff Stevenson, Lisa Watson, Pam Whitelock, Eileen Wilkes, Jennifer Williams

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 Vice Chair Mayo led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4 Chair Cramer welcomed the board's guests, recognizing in particular 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.

Dr. McSpadden congratulated Coach Rooney Scovel and Ms. Tiffany Stansbury and the Lady Commodores on their winning basketball season and the continuation of a tradition of excellence. Chair Cramer presented Coach Scovel a bouquet of roses, congratulating her on being named the Florida Community College Activities Association's Coach of the Year. Coach Scovel shared brief remarks acknowledging the outstanding efforts of the players, and Ms. Stansbury expressed appreciation to Mr. Harvey, assistant coach, and other faculty and staff members who had been very supportive throughout the season.
- Hearing of Citizens**
 - 1.5 No citizen answered the call to appear before the board.

**Approval
of Minutes**

1.6 Dr. McSpadden noted that the draft minutes of the February 12, 2004, meeting had reflected in item 1.4 that Chair Cramer welcomed guests when the welcome had actually been extended by Vice Chair Mayo, who had presided at the meeting. He recommended that the minutes be amended to correct that error. Ms. Durden moved and Mr. Bloodworth seconded approval of the minutes as amended. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Gulf
Coast
Story**

1.7 Dr. McSpadden introduced Coaches Darren Mazerowski and Susan Painter, who presented the Gulf Coast Story. Mr. Mazerowski, head baseball coach, shared an overview of the current season, which had begun with 3 losses but was now at 20 consecutive wins. He commended the coaches and players and indicated he was especially pleased that the six sophomores who played last season were having an opportunity to experience how it feels to win and feel good about what they are doing. He acknowledged the positive impact the increased housing scholarship was having on recruitment efforts. He announced that conference play would begin on March 15 and noted the quality of Panhandle Conference teams. Ms. Painter, head softball coach, acknowledged the role of the board in providing opportunities for women athletes, calling particular attention to the excellent facilities made available with the opening last year of the Wellness Complex. She indicated the facilities have a significant impact on her ability to recruit quality players. Coach Painter indicated the Lady Commodores had a current record of 23-6-1 and encouraged the trustees and others to attend upcoming games. Coach Painter talked about the competitive Panhandle Conference, noted that the team grade point average was at 3.0, and reported that the team was made up of 50 percent sophomores and 50 percent freshmen. She concluded by commending her assistant coaches for their outstanding work with the team.

**SAB
Report**

1.8 Ms. Jennifer Williams, president of the Student Activities Board, reported on recent activities and called attention to upcoming events during March. She presented a slide show of photographs made at the recent Florida Junior/Community College Student Government Association's conference held in St. Petersburg. GCCC students had presented a forum titled "America's Role in the World," with major support from Dr. Virginia York, professor of economics and history.

**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, April 8, 2004, in the E. A. Gardner Seminar Room.
- Change in June Meeting Date** Dr. McSpadden announced that the meeting originally scheduled for June 10 was being rescheduled for June 17.
- 3. College People and Programs** **3.1.1** Dr. McSpadden shared several letters, notes, and articles commending college people for various accomplishments. Among those areas highlighted were Wellness and Athletics, WKGC Radio, and Food Services. Letters referred to a tour provided for Leadership Bay participants and a resignation from the GCCC Foundation Board of Directors. Dr. McSpadden concluded by referring to plans for the U. S. Navy’s commissioning of the U.S.S. Momsen in August.
- Community Support** **3.1.2** Dr. McSpadden acknowledged a \$15,000 contribution to the Gulf Coast Community College Foundation from Bay Wash of Port St. Joe, Inc., as well as receipt of state matching funds totaling \$121,396.
- Building Bridges** **3.2.1** Dr. McSpadden shared a research paper written by Dr. E. Terry Jack, professor of political science, titled “Building Bridges Between the Public and Elected Officials.” He noted that the paper provided a summary of GCCC’s success in community engagement.
- 4. Student Union West Expansion** **4.1.1** Vice President Holdnak presented Change Order 6, increasing project costs by \$39,720.47 and project time by 10 days. He itemized the change order’s elements as follows:
- Additional and replacement soffits + \$ 1,398.00
 - Installation of VAV boxes + \$ 5,984.00
 - Electrical work for “smart” conference table + \$ 4,130.00
 - Provisions for “smart” conference furnishings + \$ 31,300.00
 - Installation of tiles in stairwell landings + \$ 6,255.00
 - Multiple miscellaneous items + \$ 14,050.00
 - Contractor’s overhead, profit, bond premium + \$ 3,819.00
 - Direct purchase of materials - \$ 27,215.53
- Following discussion, Mr. Sumner moved and Ms. Grantham seconded approval of Change Order 6, increasing the project by \$39,720.47 and adding 10 days. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Language
and Literature
Building**

4.1.2 Vice President Holdnak commended the contractor for the quality of the Language and Literature Building and indicated staff would be moving back into the facility within two weeks. He noted that the project had been completed under the anticipated funding level, which permitted the purchase of new furniture and computers for Language and Literature faculty and staff members. Mr. Holdnak presented Change Order 4, increasing project cost by \$749.95 and itemized change order elements as follows:

- Installation of gutter and downspouts + \$ 1,099.95
- Credit for deleted wall quotes - \$ 350.00

Following discussion, Ms. Durden moved and Mr. Cox seconded approval of Change Order 4, increasing project cost by \$749.95. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Workforce
Development
Building
Remodeling**

4.1.3 Mr. Holdnak reported that remodeling of the 35-year-old Workforce Development Building was progressing well. He presented Change Order 3, increasing project costs by \$123,459.88 and adding 25 days. He itemized change order elements as follows:

- Additional data box and ITV outlets + \$ 3,008.25
- Sewer work + \$ 3,079.13
- Additional lighting/electrical devices + \$ 3,411.45
- Additional reinforcements + \$ 15,395.05
- Credit for deleted doors - \$ 3,389.00
- Standing seam metal roof + \$ 101,955.00

In response to a question about the expense of the roof replacement, Mr. Holdnak indicated that the standing seam metal roof has a longer life and better warranty than other systems considered. Following discussion about how the college decides whether to remodel or demolish existing structures and construct new ones, Mr. Holdnak indicated the funding source and the structural integrity of the existing facility are the most significant considerations.

Mr. Mayo moved and Dr. Myers seconded approval of Change Order 3, adding \$123,459.88 and 25 days to the project. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Policy
Revisions**

4.1.4 In the absence of individuals requesting a hearing, trustees were asked to give final 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

Ms. Shoaf moved and Dr. Myers seconded final approval of the policy changes as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Library
Exterior
Renovation**

4.1.5 Mr. Holdnak reported that substantial work had been accomplished with regard to the Library Exterior Renovation Project. He indicated the 120-day project should be completed in May.

**Bid 2004-08,
Video
Equipment**

4.1.6.1 Of the four bids requested for video equipment, three had been received. A memorandum from Ms. Jewel Hamburg, coordinator of purchasing, recommended (1) acceptance of the low bid for Items 1-3 and 5-7 and awarding to Bay Electronics Supply of Panama City, Florida, and (2) acceptance of the low bid for Item 4 and awarding to Adwar Video of Plainview, New York. Mr. Bloodworth moved and Mr. Sumner seconded approval of bids as recommended. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2004-09,
X-ray System**

4.1.6.2 Of the three bids invited for an x-ray system, three had been received. Trustees were asked to accept the low bid of \$50,725 and award to Capital X-Ray, Inc., of Tallassee, Alabama. Ms. Shoaf moved and Dr. Myers seconded approval as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2004-10,
Maritime
Fire Training
Site
Preparation**

4.1.6.3 Mr. Holdnak indicated that two bids had been received for maritime fire training site preparation, and both exceeded the cost estimate and funding allocated for the project. He recommended that the board reject all bids, after which the engineer would redesign the project and it would be rebid. In response to questions from trustees, Mr. Holdnak explained that the burn building would be relocated closer to the highway than originally planned, which should cut the cost considerably due to better soil conditions and no need for land clearing. Ms. Grantham moved and Mr. Bloodworth seconded rejecting all bids. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health
Sciences
Contracts**

4.1.7 After reviewing a listing of area dentists who had agreed to permit GCCC dental students to gain clinical experience in their offices, Mr. Sumner moved and Mr. Bloodworth seconded approval of contracts with the dentists listed below:

- Peter B. Claussen, D.D.S., Panama City
- Gregory W. Goodreau, D.M.D., Panama City Beach
- Wanda Goodreau, D.M.D., Panama City
- Henry A. Knowles, Jr., D.M.D., Marianna
- David B. Lister, D.M.D., Wewahitchka
- Stan M. Parker, D.M.D., Bonifay
- Ben Saunders, D.M.D., Sneads
- Michael N. Stripling, D.D.S, Marianna
- J. W. Swindle, D.D.S., Bonifay
- Melanie Walters, D.D.S., Panama City
- Arthur C. Zediker, D.M.D., Chipley

The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 16**

4.1.8 Amendment 16 to the Auxiliary Fund, which related to Education Encore, was presented for approval. Mr. Mayo moved and Ms. Durden seconded approval, and the vote was recorded as follows:

Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete
and Worthless
Property**

4.1.9 Trustees reviewed a listing of items determined to be obsolete or worthless and were asked to approve of their disposal. The items included a typewriter and various pieces of computer equipment. Ms. Grantham moved and Mr. Sumner seconded approval of disposal as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.10 Led by Dean Mercer, trustees reviewed a statement of activity in the General Current Fund for the period July 1, 2003 - February 29, 2004, as well as accompanying energy consumption and purchase activity reports. Mr. Mercer noted that the college had budgeted aggressively for a 5 percent enrollment increase for the 2003-04 year and enrollment was up by only about 2½ percent; thus, he predicted total revenue for the year would be below what was budgeted. However, he assured trustees the college would have sufficient fund balances and money to carry over for other projects. Chair Cramer commended Mr. Mercer and his staff for their performance in developing and managing the college's budget.

**Nursing
Program
Concerns**

Mr. Mercer pointed out that efforts were being made to fill two budgeted, though vacant, positions—coordinator of nursing and computer programmer. Dr. Myers expressed concern about the salary being offered for the nursing coordinator position and the impact of low salaries on the college's ability to recruit well-qualified staff. He pointed out that these individuals will be preparing students for careers where they will be making life and death decisions about patients in their care. A lengthy discussion occurred with regard to the need to readdress policies related to salaries paid for positions in nursing and other health care areas, especially as compared to those paid in the industry. Dr. Adair addressed the rationale for current compensation policies and for limiting class sizes in certain programs. She referenced the outstanding performance of nursing students in meeting NLN standards, as reflected by scores on state and national examinations, and she commended faculty for their role in that achievement. After extensive discussion that included attention to the need for greater support from the medical community in areas beyond scholarships, a report on current support from hospitals, physicians, and dentists, and assessment of the impact of increasing the number of students in programs, Mr. Cox suggested that the board could do a more effective job of addressing concerns if it had comprehensive information upon which to consider alternatives. He recommended that a special presentation to the board be scheduled that would provide information

about workforce needs, student demand, and market demand for nursing—and other health care—services. Dr. McSpadden acknowledged the seriousness of the situation and indicated that the requested data would be organized and presented to the board at the regular meeting scheduled for June 17.

**Warrants
Register**

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

**Professional
Personnel**

4.2.1 Dr. McSpadden presented the professional personnel recommendations that appear below and recommended approval. Mr. Cox moved and Dr. Myers seconded approval, and the vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Continuing Contracts (beginning August 2004-05 School Year)

Cuello, Rosamond L.
Dogali, Cheryl D.
Eavey, Richard D.
Harrison, Judith D.
Petersen, Deanna D.
Wells, Douglas A.

Renewal of Annual Contracts (beginning August 2004-05 School Year)

Adams, Novanda P.	Kern, Michele S.
Barker, Rhonda	Moore, Melissa
Bedford, Terri A.	Mott, Claude M.
Bledsoe, Penelope M.	Redd, Billy J.
Brinegar, Michael G.	Rhines, Bradford T.
Cooper, Lara C.	Schaefer, Suzanne
Gomez, Carmen F.	Webb, Jamieson D.
Hamilton, Jennifer L.	Whittington, Charles O.
Hudson, Sharon S.	

Employment

Boshelle, Cynthia L. --- Counselor, Student Services, effective March 1 - June 30, 2004, salary of \$8,850 (based on annual salary of \$26,250)

Fertal, Bruce R. --- ABE/GED Learning Manager, Success Center, effective March 1 - May 7, 2004, salary of \$5,367 (based on annual salary of \$21,000); funded by Project ASPIRE grant

VanDusen, Barbara J. --- English Learning Manager, Student Support Services, effective March 8 - May 7, 2004, salary of \$4,783 (based on annual salary of \$21,000); funded by Student Support Services grant

Reclassification

Graham, Theodore A. --- From Coordinator I, Math Curriculum, Developmental Studies, to Coordinator II, Student Support Services, effective March 1 - June 30, 2004, salary of \$11,880 (based on annual salary of \$35,235); funded by Student Support Services grant

Walz, Robert J. --- From Manager II to Assistant Coordinator, Small Business Development Center, effective February 18 - June 30, 2004, salary of \$10,176 (based on annual salary of \$27,665); funded by SBDC grant

DROP Entry

Adair, Linda B. --- Executive Vice President and Chief Instructional Officer, effective March 1, 2004

Resignation

Nyland, Denise M. --- Assistant Coordinator of Radiography, Health Sciences, effective May 7, 2004

Pederson, Susan M. --- Job Developer, Workforce Center, effective February 18, 2004

Wolfkill, Lorna G. --- School and Community Relations Specialist, Enrollment Services and Research, effective March 5, 2004

Career Service Personnel

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

Employment

Calendine, Summer R. --- Teacher's Aide (Grade 9), part-time, Success Center, effective March 8 - June 30, 2004, hourly rate of \$8.43; funded by VTAE grant

Simpson, Jamie E. --- Intake Orientation Assistant (Grade 10), Workforce Center, effective March 1 - June 30, 2004, hourly rate of \$9.21, including experiential credit; funded by WIA and Welfare Transition grants

Tipton, Melba M. --- Teacher's Aide (Grade 9), part-time, Success Center, effective March 8 - June 30, 2004, hourly rate of \$8.43; funded by VTAE grant

DROP Exit

Gould, Janet M. --- Senior Bookkeeper (Grade 13), Gulf Coast Community College Foundation, effective February 27, 2004

Termination

Merritt, Kerry G. --- Teacher's Aide/Computer Lab Assistant (Grade 9), Business, effective February 16, 2004

**Ratification
of Contracts**

4.2.3 Ms. Shoaf moved and Mr. Mayo seconded ratification of contracts signed by 23 instructors of credit courses, 27 instructors of noncredit courses, and 12 consultants. The vote was recorded as follows: Bloodworth, aye; Cox, 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., characterized activities related to the \$5 million fund drive as "exciting and challenging." An initial meeting of the drive's advisory council had occurred recently, and Ms. Lapensohn noted the members represent the community's powerful spirit and commitment. She reported the foundation's long-time bookkeeper, Ms. Jan Gould, had retired and the process of filling the position had begun. She expressed appreciation to Ms. Leslie Hapner, coordinator of accounting, for her interim efforts to keep the foundation books and transfer them to an updated computer program. Dr. McSpadden indicated that Ms. Lapensohn would make a presentation about the Legacy of Trust campaign at the board's next meeting.

**2004-2005
Operational
Plan**

4.3.2 Noting the trustees had been mailed a draft copy of the Operational Plan for 2004-2005, Dr. McSpadden recommended approval. Ms. Durden moved and Dr. Myers seconded approval as requested, and the vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**5. Prepare
America**

5.1.1 Because of time constraints, Ms. Pamela Whitelock, dean of lifelong learning, was asked to delay her presentation about Prepare America until the next meeting of the board. However, at Chair Cramer's request, she provided a brief overview of progress and indicated Prepare America would be responding to an RPF from the Office of Domestic Preparedness for first responder training. She acknowledged the support and vision of the GCCC board, which had made it possible for the college to be involved in this significant effort.

