

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

November 4, 2004

10 a.m.
Third Floor Seminar Room
Student Union West

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, J. Allen Cox, Linda S. Grantham, Clinton V. Mayo, Dr. Stephen C. Myers, Renee C. Shoaf, Dr. Robert L. McSpadden, Derrick Bennett

1. **Call to Order**
 - 1.1 Chair Cramer called the meeting to order at 10 a.m.
 - 1.2 Dr. McSpadden gave the invocation.
 - 1.3 Vice Chair Mayo led those present in the pledge of allegiance to the American flag.
 - 1.4 Chair Cramer welcomed the board's guests, beginning with recognition of Ms. Karen Parham, chair of the Coordinating Council; Ms. Angelia Reynolds, chair of the Faculty Council; Ms. Dottie Terryn, chair of the Career Council; and Ms. Jessica Fowler, president of the Student Activities Board.

Chair Cramer introduced and welcomed Ms. Justine Florez, Northwest Florida Regional Field Director, Office of External Affairs, Florida Department of Education. Ms. Florez expressed appreciation for the opportunity to speak to the trustees and to share her goal of enhancing communications between the Commissioner of Education and the K-12 systems and postsecondary institutions in the Florida Panhandle.

Chair Cramer called on Chef Billy Redd, assistant professor of Culinary Management, who displayed a trophy recently won by GCCC Culinary students at a state competition sponsored by the Florida Restaurant Association. He introduced the students responsible for taking the second-place trophy and described the menu they created and the dishes they prepared. The trustees congratulated Chef Redd and the students and wished them well in their next competitive events.

On behalf of the GCCC Foundation, Inc., Mr. D. W. Smith, foundation president, presented a symbolic oversized check to Chair Cramer as a way of publicly reporting the number and total amount of scholarships awarded to students during the spring and fall semesters of 2004.

Mr. Smith noted that 1,233 scholarships had been awarded for a total of \$621,940.02, a major investment in GCCC students and their efforts to achieve significant educational and life goals. Chair Cramer reminded trustees and others that the objective of the A Legacy of Trust campaign is to close the gap between scholarship needs and availability.

**Hearing
of Citizens**

1.5 No citizen answered the call to appear before the board.

**Approval
of Minutes**

1.6 Mr. Cox moved and Dr. Myers seconded approval of the minutes of the board's meeting of October 14, 2004, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Gulf Coast
Story**

1.7 Dr. McSpadden introduced Ms. Lynn Cherry, who provided an update on efforts to establish the GCCC Environmental Education Center at Camp Helen State Park. After highlighting major accomplishments and plans, Ms. Cherry provided an informational packet and encouraged trustees to contact state and federal policy-makers to solicit support for various funding requests. Ms. Cherry acknowledged monetary and other support from college faculty and staff as well as numerous public and private entities.

**SAB
Report**

1.8 Ms. Jessica Fowler, president of the Student Activities Board, invited trustees to the SAB's Drive-In Movie event on the evening of November 4. She expressed excitement about the board and the months ahead and noted that she would be representing the college at the Florida Community Colleges Student Government Association's Fall Presidents Assembly on November 6. Ms. Fowler provided an update on the SAB's hurricane relief effort, which had helped both GCCC and PJC victims of Hurricane Ivan.

**2. Attorney's
Report**

2.1 Attorney Derrick Bennett had no report.

**Next
Meeting**

2.2 The next meeting of the District Board of Trustees was set for Thursday, December 9, at 10 a.m. in the Third Floor Seminar Room of the Student Union West.

**3. College People
And Programs**

3.1.1 Dr. McSpadden congratulated Ms. Butler on her election to the Franklin County School Board. He announced that the Panama City Airport Authority would be holding a public hearing on the GCCC campus on the evening of November 4 and the Bay County Chamber of Commerce-sponsored Bay County Business and Technology Exposition would be held in the Billy Harrison Field House on November 5. He also reported the recent Media Appreciation Luncheon had been a great success.

Among recent achievements and involvements of college people and programs, which were highlighted in articles, notes, and letters in trustee binders, were the Dental accreditation site visit, Singing Commodores' performance at a United Way event, Florida Association of Community Colleges' support for colleges negatively affected by hurricanes, GCCC Foundation's A Legacy of Trust campaign, assistance provided to an international student by numerous faculty and staff, and the volleyball team's community service activities. Dr. McSpadden concluded by calling on Ms. Christy Cole, coordinator of community relations, who demonstrated the college's new recruitment and informational mini-CD.

Community Support

3.1.2 Dr. McSpadden acknowledged contributions to the GCCC Foundation from the following donors:

- State of Florida
- St. Joe Community Foundation, Inc.
- Dr. Charles C. and Katherine B. Voorhis
- Dr. Sandra Y. Etheridge
- United Way of Northwest Florida, Inc.
- Tyndall Federal Credit Union
- Michael W. Reed, M.D. PA
- Lorenzo N. and Nancy N. Dantzler
- Mike and Louise Poundstone
- Town Centre, Inc. (Rob Koehnemann)
- Benevolent Patriotic Order Does Drove #180
- ARINC Incorporated
- Melissa Moore
- Crystal R. Carpenter
- Shirley H. Taylor and E. Roscoe Humphreys
- Mickey D. White and Anita Kaiser
- John Spears and Maria Pittman
- Gulf Coast Community College

Legislative Issues

3.2.1 Dr. McSpadden shared a report on state legislative issues for 2005, highlighting in particular the Capital Improvement Fee, Baccalaureate Bill, and Universal Pre-K. He encouraged trustees to attend the 2004 Convention of the Florida Association of Community Colleges where these and other issues would be discussed.

4. Policy Revisions

4.1.1 Following discussion and Dr. McSpadden's response to trustee questions, particularly in relation to Policies 6.045 and 7.110, Mr. Mayo moved and Ms. Shoaf seconded tentative approval of revisions to the following listed policies:

- 2.125, Board of Trustees Meetings
- 3.015, Committee-type Organizational Structure
- 5.020, Financial Records and Reports
- 5.025, Procurement
- 5.056, Delinquent Accounts and Bad Checks
- 5.085, Insurance
- 5.180, College Vehicles
- 5.280, Mail Services
- 6.016, Contracts – Pay Period
- 6.045, Resignations – Breach of Contract
- 7.005, Admission of Students to the College
- 7.024, Laboratory and Special Course Fees
- 7.110, Student Parking

Tentative approval was given on a vote as recorded here: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Student Union
West Expansion**

4.1.2 Vice President John Holdnak presented a detailed final report on the Student Union West Expansion Project and recommended that the board accept the project as complete and authorize final closeout and payment, calculated with no assessment of liquidated damages and consistent with the contractor's decision not to charge the college \$15,000 of unresolved "second costs" associated with expenses the contractor incurred in implementing required or college-requested changes after some or all of the work had already been done. Mr. Mayo moved and Mr. Cox seconded acceptance of the project as complete and authorization of final closeout and payment as recommended. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Library
Exterior
Renovation**

4.1.3 Vice President John Holdnak reported the clock faces had been installed on the tower and requested board acceptance of the Library Exterior Renovation Project as complete. Dr. Myers moved and Ms. Butler seconded acceptance as recommended. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Maritime Fire
Training
Facility Project**

4.1.4 Vice President John Holdnak provided an update on the Maritime Fire Training Facility Project, indicating the burn building had been completed. He reported the certification inspection had occurred and requested board acceptance of the burn building as complete. Mr. Cox moved and Dr. Myers seconded acceptance as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Commercial
Driver
Training
Contract**

4.1.5 Trustees were asked to approve a renewal contract with Washington-Holmes Technical Center, which would permit GCCC students in the Commercial Driver Training program to complete course requirements taught by and offered at the technical center. Following discussion, Ms. Grantham moved and Ms. Butler seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Bid 2005-03,
Miscellaneous
Concrete
Projects**

4.1.6 Of the five bids requested for miscellaneous concrete projects on the main campus, three had been received. Vice President John Holdnak identified each of the areas to be affected and recommended that the contract be awarded to the low bidder, Custom Construction by Eric Orme, Inc., for a total of \$49,899. Ms. Grantham moved and Ms. Butler seconded acceptance of the low bid and awarding of the contract to Custom Construction by Eric Orme, Inc., for a total of \$49,899. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Capital
Purchase,
Mainframe
Computer**

4.1.7 Mr. Herman Daniels, director of computer services, presented a proposal to purchase a new mainframe computer from the state contract. He provided an overview of mainframe computer usage, of membership in a consortium of community colleges using Unisys equipment, and of the college's history of mainframe replacement. He shared a detailed report explaining components of the proposed price, which totaled \$958,559. When compared to the cost of continuing to use the current computer for five years, purchase of the proposed new computer would result in savings of \$78,416. Mr. Daniels pointed out the major advantages of the new computer—significantly more power, greater capacity, and faster response—and indicated that the administration as well as the Computer Services Steering Committee and its Hardware Subcommittee had approved the purchase. After responding to trustee questions about employee training impact and cost comparison between purchasing and leasing, Dean John Mercer explained that the purchase would be made from fund balances accumulated for this purpose. Mr. Daniels indicated the decision to recommend the purchase of this particular machine was based on the fact that the current mainframe runs on the Unisys operating system and the new computer would move the college into a more open environment, compatible with industry standards (i.e., Intel processors and the Windows Operating System). He noted that the more compatible design would yield greater flexibility in adapting to the inevitable changes of the future. Dr. Myers moved and Mr. Mayo seconded approval of the purchase of the mainframe computer from Unisys for \$958,559 as recommended. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Obsolete
and
Worthless
Property**

4.1.8 Trustees were asked to review a listing of equipment determined to be obsolete or worthless by the property custodians and to approve disposal of the items. Dr. McSpadden noted that all six of the listed items had been purchased between 1990 and 1996. Ms. Butler moved and Ms. Grantham seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.9 Dean John Mercer led a review of the activity in the General Current Fund for the period July 1 - October 31, 2004, as well as the accompanying energy consumption analysis and a report of October 2004 purchase orders totaling between \$2,500 and \$25,000.

**Budget
Amendment 10**

4.1.10 Dean John Mercer led a review of Budget Amendment 10 to the Restricted Current Fund and requested approval. Ms. Shoaf moved and Mr. Cox seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Professional
Personnel**

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

Employment

Kravetz, Melissa B. --- Counselor, Developmental Studies, effective October 25, 2004 - June 30, 2005, salary of \$18,002 (based on annual salary of \$26,250); funded by Title III grant

Luppino, Lori L. --- Coordinator, Marketing and Training, Lifelong Learning, effective October 18, 2004 - June 30, 2005, salary of \$20,726 (based on annual salary of \$29,400); funded by SBDC grant

Roper, Leah Z. --- Assistant Women's Basketball Coach, Wellness and Athletics Division, effective October 1, 2004 - June 30, 2005, no salary

Roszak, Katarzyna --- Assistant Women's Basketball Coach, Wellness and Athletics Division, effective October 1, 2004 - June 30, 2005, no salary

Walls, Alice F. --- Coordinator, Enrollment Services, effective October 21, 2004 - June 30, 2005, salary of \$20,388 (based on annual salary of \$29,400)

Wiggins, Christy L. --- ABE/GED Learning Manager, Success Center, effective November 1, 2004 - May 6, 2005, salary of \$13,333 (based on annual salary of \$20,000); funded by Higher Learning grant

Reclassification

Kirchler, Karen S. --- From Coordinator, Academic/Tutorial Services, Success Center, to Coordinator, Institutional Research and Reports, Student Development, effective November 1, 2004 - June 30, 2005, no change in salary

Resignation

Stanford, Bonnie R. --- Cheerleading Coach, Wellness and Athletics Division, effective November 5, 2004

Career Service Personnel

4.2.2 After review of the career service personnel recommendations, Dr. Myers moved and Mr. Mayo seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

Employment

The following persons employed as Statisticians for Men's and Women's Basketball programs, Wellness and Athletics Division, effective October 1, 2004 - June 30, 2005:

Hatfield, Alice F.
Powell, Jimmy R.
Powell, Jodi W.
Scovel, Connard J.

Resignation

Lowery, Tomica L. --- Miscellaneous 1 (Grade 1), part-time, Gulf/Franklin Center, Student Development, effective October 22, 2004

Pardi, Joanne --- Administrative Secretary (Grade 10), Computer Services, effective October 19, 2004

Termination

Leonard, Alfreda --- Auxiliary Worker III (Grade 5), part-time, Food Services, Business Affairs, effective October 21, 2004

Ratification of Contracts

4.2.3 Ms. Butler moved and Mr. Cox seconded ratification of contracts signed by 58 instructors of credit courses, 37 instructors of noncredit courses, 18 consultants, and 3 special contractors. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

- Foundation Report**
- 4.3.1** Ms. Carole Lapensohn, executive director of the GCCC Foundation, characterized the community response to the A Legacy of Trust campaign as extraordinary. She reported that the college had received the second installment of state matching funds and reminded those present of the Shark's Tooth/Wild Heron Charity Golf Tournament being held November 5-6, an event to benefit the Camp Helen Environmental Education Center Project. She concluded by indicating Dr. McSpadden had approved raising the value of foundation scholarships from \$1,200 to \$1,300, effective fall 2005, and noted the scholarship change would be presented to the GCCC Foundation's Board of Directors for approval on November 8.
- 5. Academic and Workforce Education**
- 5.1.1** No Academic and Workforce Education items were presented.
- Educational Support**
- 5.2.1** No Educational Support items were presented.
- 6. Orchestra Concert**
- 6.1** Dr. McSpadden invited the trustees to the Orchestra of St. Andrew Bay Concert, "Mendelssohn: The Magic," on November 6 in the Amelia Center Theatre.
- FACC Convention**
- 6.2** Dr. McSpadden reminded trustees of the Florida Association of Community Colleges Convention in Tampa November 16-19. He noted that his nephew, Richard McSpadden, would be honored at the convention as the LeRoy Collins Distinguished Alumnus for Region I.
- Art Show Opening**
- 6.3** Trustees were invited to an art show opening on November 19 in the Amelia Center Gallery, Robert Constand's "Interpretations of Nature."
- Singing Commodores Concert**
- 6.4** Trustees were invited to the Singing Commodores' Holiday Concert planned for December 5 in the Amelia Center Theatre.
- Gulf/Franklin Center Staff Commendation**
- 6.5** On behalf of Gulf and Franklin County economic development leaders, Mr. Cox expressed appreciation to Mr. Dennis Storck and the staff of the Gulf/Franklin Center for their outstanding efforts in hosting a recent meeting that addressed affordable housing issues in the Gulf and Franklin areas.
- 7. Adjournment**
- The meeting was adjourned at noon.