

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.

**4. Student Union
West
Expansion**

4.1.1 Vice President Holdnak reported satisfactory progress was being made on the Student Union West Expansion Project.

**Language Arts
Building
Remodeling**

4.1.2 Vice President Holdnak provided an update on the Language 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

Following discussion, Ms. Durden moved and Mr. Mayo seconded approval of Change Order 2, as presented, which would reduce project cost by \$353,904.04 and add ten days to the project. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**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. 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 agreement with Washington County Ambulance Service, which would permit students in the college's Emergency Medical Services program to gain clinical

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.

**Obsolete
and Worthless
Property**

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; Sumner, aye; Cramer, aye.

**Delinquent
Accounts**

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 23rd 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.

**Professional
Personnel**

4.2.1 After review of the professional personnel recommendations that 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

