

# MINUTES

## DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

April 10, 2003

10 a.m.

E. A. Gardner Seminar Room

**Members Present** William C. Cramer, Jr., 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, James Baxley, Linda Bookout, Ken Caldwell, Brady Calhoun, Monique Calhoun, Michael Childers, Cheryl Flax-Hyman, Rhonda Garrard, Anedra Gilmore, Dovile Gulbinaite, Jewel Hamburg, Starsky Harrell, Sue Hatfield, Grover Hicks, John Holdnak, Carole Lapensohn, Wanda Luckie, John Mercer, Tashia Morehead, Guy O'Connor, Tasha Phillips, Stevenique Richardson, Roonie Scovel, Lyle Siegler, Roy Smith, Virginia Sollie, Tiffany Stansbury, Dr. Jeff Stevenson, Roy Varnado, Mosell Washington, Eileen Wilkes, 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 the board's guests, recognizing in particular the following individuals: Ms. Monique Calhoun, representing Student Activities Board; Ms. Rhonda Garrard, chair of Career Council; Mr. Lloyd Harris, chair of Faculty Council; and Mr. Roy Varnado, chair of Coordinating Council.
- Hearing of Citizens**
  - 1.5 No citizen answered the call to appear before the board.
- Approval of Minutes**
  - 1.6 Ms. Shoaf moved and Mr. Cox seconded approval of the minutes of the board's meeting of March 20, 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** Dr. McSpadden congratulated the Lady Commodores for winning the NJCAA national basketball championship and introduced the coaches, Roonie Scovel and Grover Hicks. On behalf of the team, Coach Scovel expressed appreciation for the support given by the college and the community throughout the season as the team advanced from conference to state to national champions. She introduced six of the players--Tashia Morehead, Stevenique Richardson, Tasha Phillips, Anedra Gilmore, Tiffany Stansbury, and Dovile Gulbinaite--who were able to attend the meeting. She indicated that nine players were anticipating graduation in May and reported that three players had signed with major universities while others were considering additional possibilities. Coach Hicks acknowledged that the April 4 public celebration honoring the Lady Commodores had been the best such ceremony he'd witnessed in his seven years of coaching at GCCC. He commended the organizers for their enthusiasm and excellent preparations. Ms. Morehead, NJCAA tournament MVP, characterized her two years at GCCC as memorable, acknowledging the many people who had supported athletics and had become like family to her. Chair Cramer read a resolution of commendation adopted by the board, and he presented to Coach Scovel both a plaque designating her an "Official Gulf Coast Person" and a bouquet of roses.

Chair Cramer noted that the board had also adopted a resolution of commendation of Ms. Pam Whitelock, which would be presented at the board's next meeting.

**SAB  
Report**

**1.8** Ms. Monique Calhoun, president of Phi Theta Kappa, represented Mr. Belcher, who was unable to attend the meeting. She highlighted activities occurring in April, noting that the Student Activities Board would be helping with Kidfest on April 12. She concluded by inviting trustees to the 25<sup>th</sup> Annual Spring Luau to be held on April 25.

**2. Attorney's  
Report**

**2.1** At Chair Cramer's request, Attorney Derrick Bennett provided an overview of the facts of the law pertaining to DROP (Deferred Retirement Option Program). In order to participate, the program's initial participants had signed letters of resignation effective June 30, 2003. DROP permits participants to simultaneously earn a salary and accumulate retirement income for up to 60 months, at which time they must terminate employment. Following employment termination and after a 30-day period of non-employment, the individual may be re-hired, but the law prohibits any prior agreement regarding future employment.

- Next Meeting**                    **2.2**     The next meeting of the District Board of Trustees was set for Thursday, May 8, 2003, at 10 a.m. (Eastern Daylight Time) at the Gulf/Franklin Center. So that staff may return to the main campus to prepare for commencement exercises later in the day, Dr. McSpadden indicated no luncheon would occur following the meeting.
- President's Performance Evaluation**                    **2.3**     Chair Cramer referred to Attorney Bennett's report on the law pertaining to DROP, indicating that Dr. McSpadden was among those individuals who would be terminating employment on June 30, 2003. Although prearranged agreements regarding reemployment are prohibited by the law, Chair Cramer encouraged Dr. McSpadden to reapply for the college presidency. He then shared the results of the recent trustee evaluation of Dr. McSpadden's performance, which reflected ratings of "excellent" in every category. Dr. McSpadden expressed appreciation for the privilege of working at GCCC and with the trustees for the past 34 years.
- 3. College People and Programs**                    **3.1.1**    Dr. McSpadden began his report by again congratulating the Lady Commodores on winning the national championship, noting that Tashia Morehead had set a new NJCAA tournament scoring record. He shared several newspaper articles and quoted a writer from *The Salina Journal* who had suggested the Commodores were the best women's junior college basketball team ever to play in the national tournament. Dr. McSpadden congratulated Ms. Pam Whitelock, dean of lifelong learning, for being honored by the National Council for Continuing Education and Training as its "2003 National Leader--Inside the Field." He shared letters and memos that acknowledged outstanding events and achievements of people and programs in Wellness and Athletics, Lifelong Learning, Library, Health Sciences, Language Arts, and the Gulf/Franklin Center.
- Community Support**                    **3.1.2**    Dr. McSpadden acknowledged gifts to the GCCC Foundation, Inc., from the Bay County Public Library Foundation, Inc., Bay County Teen Court, Inc., Gulf Power Foundation, Inc., and Gerald and Jeanette Gould.
- Legislative Update**                    **3.2.1**    Dr. McSpadden reported the status of legislative activity, indicating that he would provide more detailed information as decisions are made. He invited trustees to the Governor's Northwest Florida Economic Development Conference to be held in the Student Union Conference Center at 1 p.m. on Monday, April 21.
- 4. Wellness Complex**                    **4.1.1**    Vice President John Holdnak reported that the Wellness Complex Project had been accepted as substantially complete. He indicated that all punch list items should be completed within two weeks and that he anticipated presenting a change order reflecting

liquidated damages at the next meeting. Mr. Holdnak invited trustees to the retirement celebration to be held in the Billy Harrison Field House on Friday, April 18.

**Student Union  
West  
Expansion**

**4.1.2** Vice President Holdnak provided a progress report on the Student Union West Expansion Project and indicated the contractor anticipates being able to achieve the contracted substantial completion date of December 2003.

**Language Arts  
Building  
Renovation**

**4.1.3** Vice President Holdnak reported the architect had received a preliminary report from the construction document review for the Language Arts Building Renovation Project. He indicated that a recommendation regarding awarding of the construction contract would be presented at the board's meeting on May 8.

**Bid 2003-08,  
Rosenwald  
Classroom  
Building  
HVAC Project**

**4.1.4** Four bids were received for the Rosenwald Junior College Classroom Building HVAC/Renovation Project. Following review of the staff recommendation that the low base bid of \$425,000 be awarded to Kolmetz Construction, Inc., of Panama City, Mr. Cox moved and Dr. Myers seconded approval as recommended. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Policy  
Revisions**

**4.1.5** Chair Cramer called attention to policy revisions that had been tentatively approved at the meeting on March 20. Because additional changes had been made to Policy 6.001, Employment and Dismissal of the President, he indicated that final approval of the revision package would be requested at the meeting on May 8. He highlighted the changes to Policy 6.001, which clarified procedures to be followed in the event of a vacancy in the presidency. Following discussion, Ms. Shoaf moved and Ms. Durden seconded tentative approval of the revision to Policy 6.001 as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health  
Sciences  
Contract**

**4.1.6** Trustees were asked to approve an agreement with United Therapy Services of Panama City, which would permit Physical Therapist Assistant students to gain clinical experience in that facility. Ms. Grantham moved and Mr. Bloodworth seconded approval of the contract as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Dr. Adair reported that the Physical Therapist Assistant program had its re-accreditation committee visit recently and received no recommendations or suggestions. She commended Dr. Judy Dobeck and Ms. Holly Gunning, program coordinators.

**Highway 98/  
23<sup>rd</sup> Street  
Intersection  
Project**

**4.1.7** Mr. Guy O'Connor, who represented the Florida Department of Transportation's consulting firm, Volkert and Associates, provided an update on the project designed to change the highway configuration in the area of the current Highway 98 and 23<sup>rd</sup> Street intersection. He presented a historical summary of the project, now in the project development and evaluation stage, and invited trustees to attend a public hearing on April 29 on the GCCC main campus. Mr. O'Connor shared aerial photographs as background for design drawings and responded to questions regarding right-of-way costs, noise impact, anticipated changes in college access points, and the construction timeline. In response to Mr. Bloodworth's question about whether homeland security issues would affect the priority ranking of the project, Mr. O'Connor indicated that would be an operational issue for DOT consideration.

**Budget  
Amendment 21**

**4.1.8** Trustees were asked to approve Budget Amendment 21 to the Restricted Current Fund. Dean John Mercer identified the purpose of the amendment, which was to record budget modifications for 2002-03 Gulf Coast Workforce Development Board and Criminal Justice Selection Center grants. Mr. Sumner moved and Ms. Grantham seconded approval of Amendment 21 as requested. 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**

**4.1.9** Following review of a listing of equipment determined to be obsolete or worthless, Ms. Durden moved and Dr. Myers seconded approval of disposal of the listed items. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Delinquent  
Accounts**

**4.1.10** Dean John Mercer presented a listing of delinquent accounts totaling \$46,138.88 and requested approval to charge them off in accordance with board policy. He noted that all accounts were due prior to June 30, 2001, and the total represented only 0.69 percent of current year fees. In addition, he assured trustees that collection efforts would continue in the form of restrictions that would prohibit student enrollment, graduation, or access to their records until the debt had been satisfied. Ms. Shoaf moved and Ms. Durden seconded approval of the charge-off of \$46,138.88 as requested. 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** Dean John Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2002, through March 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. Grantham moved and Mr. Sumner 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**  
Childers, Michael J. --- Student Activities Specialist, Student Development, effective April 7 - June 30, 2003, salary of \$5,057 (based on annual salary of \$22,000)
- Cook, Susan R. --- Librarian, Library, effective May 16 - June 30, 2003, salary of \$3,733 (based on annual salary of \$30,450)
- Kidd, Janice M. --- English Learning Manager, Student Support Services, effective August 11, 2003 - May 7, 2004, annual salary of \$21,500
- Career Service Personnel**                    **4.2.2** After review of the career service personnel recommendations listed below, Ms. Grantham moved and Mr. Sumner 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**  
Moon, Bridget N. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics, effective April 1, 2003, hourly rate of \$6.60
- Termination**  
Moore, Brenda K. --- Administrative Secretary (Grade 10), Library, effective April 4, 2003
- Ratification of Contracts**                    **4.2.3** Dr. Myers moved and Mr. Cox seconded ratification of contracts signed by 15 instructors of credit courses, 18 instructors of noncredit courses, 9 consultants, and 2 special contractors. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Equity Act Annual Update**                    **4.2.4** Mr. Mosell Washington, director of human resources, presented an update on compliance with the Educational Equity Act. He highlighted the college's performance in the five required categories, which included strategies implemented in 2002-03; response to DOE feedback and program analysis; gender equity in athletics; equity quality indicators; and employment accountability plan. Ms. Durden moved

