

# MINUTES

## DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

April 8, 2004

10 a.m.

E. A. Gardner Seminar Room

**Members Present** William C. Cramer, Jr. (presiding), J. Allen Cox, Linda S. Grantham, Clinton V. Mayo, Dr. Stephen C. Myers (attended a portion of the meeting), Cmdr. Jeff Prater (representing Capt. Fred Shutt), Renee C. Shoaf, William C. Sumner, Dr. Robert L. McSpadden, Derrick Bennett

**Others Present** Dr. Linda Adair, Jean Adams, James Baxley, Sharon Burdeshaw, Tamara Cassani, Mike Childers, Christy Cole, Gloria Crawford, David Cruel, Steve Dunnivant, Mike Dwyer, Cheryl Flax-Hyman, Jewel Hamburg, Norris Harvey, Sue Hatfield, John Holdnak, Carole Lapensohn, Wanda Luckie, Margie Mazur, Frank McKeithen, John Mercer, Judy Mitchell, Roy Smith, Dr. Jeff Stevenson, Mary Beth Wall, Mosell Washington, Lisa Watson, Pam Whitelock, Eileen Wilkes

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 Cmdr. Jeff Prater 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 Cmdr. Jeff Prater, who was representing Capt. Fred Shutt and the U.S. Navy's Coastal Systems Station.
- Hearing of Citizens**
  - 1.5 No citizen answered the call to appear before the board.
- Approval of Minutes**
  - 1.6 Mr. Cox moved and Ms. Shoaf seconded approval of the minutes of the board's meeting held on March 11, 2004, as distributed. The vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.7 Dr. McSpadden introduced Dr. Jeff Stevenson, dean of workforce education, and Ms. Sharon Burdeshaw, chair of the Public Safety Division, who presented the Gulf Coast Story. The presentation highlighted programs and services offered at the North Bay Center

including Corrections, Fire Science, Law Enforcement, and the Criminal Justice Assessment Center. Sgt. David Cruel of the Bay County Sheriff's Office, an alumnus of the college's Corrections program, acknowledged the significance of the training offered by the college, especially in terms of providing workforce opportunities for area residents. Dr. Stevenson introduced Mr. Frank McKeithen, sheriff of Bay County, who identified himself as an employer, an advisory committee member, a graduate of GCCC's police standards training program, and a member of the GCCC Foundation's Board of Directors. He acknowledged the value of the partnership maintained by his office and the college. Ms. Burdeshaw shared photographs of the center's various facilities and major equipment including the Charles H. Abbott Classroom and Administration Building, the driving range, the firing range, the driving simulator, and the firearms simulator. In response to a question from Mr. Cox, Ms. Burdeshaw indicated approximately 250 students who enroll in programs offered at the North Bay Center graduate each year.

**SAB  
Report**

**1.8** Ms. Williams was unable to attend the meeting, and no Student Activities Board report was presented.

**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. Eastern Daylight Time on Thursday, May 13, 2004, at the Gulf/Franklin Center.

**3. College People  
and Programs**

**3.1.1** Dr. McSpadden shared a video clip from a recent CNN telecast, which reported that Tommy Thomas Chevrolet of Panama City, Florida, had provided a new van to Florida Army National Guard Sgt. Dustin Kuller, who had lost his legs in the war in Iraq. In order to have reliable transportation to secure needed medical treatment, Sgt. Kuller and his family from Pensacola had attempted to have their old van with high mileage repaired at the Chevrolet dealership. When it was determined that the cost of repairs was prohibitive, the dealership's management team decided to provide the new van. CNN interviewed Mr. William C. Cramer, Jr., president of Tommy Thomas Chevrolet and chair of the GCCC District Board of Trustees, who indicated the dealership was honored to provide the van as a token of appreciation for what Sgt. Kuller and his family had sacrificed for their country.

Dr. McSpadden's report focused on the successful season of the Lady Commodores basketball program; success of the GCCC cheerleaders in national competition; recognition by United Way of the high participation level of GCCC employees in the annual campaign; upcoming theatre production, "The Wiz"; participation in Read Across

America by the WKGC station manager; excellence of the recently completed state Educational Plant Survey; service of a GCCC faculty member as a Brain Bowl official; effectiveness of culinary and athletics programs in cultivating outstanding community relations; and recognition of a Surgical Technology adjunct faculty member as the Association of Surgical Technologists' Clinical Educator of the Year.

**Community Support**

**3.1.2** Dr. McSpadden acknowledged contributions to the GCCC Foundation's A Legacy of Trust campaign from David and Emily Walby and from Panhandle Educators Federal Credit Union. He also acknowledged receipt of \$174,319 in state funds from the Dr. Philip Benjamin Matching Program for Community Colleges.

**Governor's Education Policy**

**3.2.1** Dr. McSpadden shared a letter sent by Governor Jeb Bush to members of the Florida Board of Governors and members of university boards of trustees in which he called for their cooperation in governing the state's public universities. Dr. McSpadden expressed appreciation for the Governor's outstanding support of community colleges.

**Legislative Report**

**3.2.2** Dr. McSpadden identified the legislative issues with the greatest potential impact for community colleges and provided an update on legislation related to those issues.

**4. Student Union West Expansion**

**4.1.1** Vice President Holdnak reported that the contractor was making steady progress toward completion of the Student Union West Expansion Project.

**Language and Literature Building**

**4.1.2** Mr. Holdnak indicated that some wrap-up work was being done and that he would present a final change order to close out the Language Arts Building Remodeling Project at the next meeting.

**Workforce Building**

**4.1.3** Mr. Holdnak reported that the Workforce Development Building Remodeling Project was on schedule.

**Library Exterior Renovation**

**4.1.4** Although no structural damage was uncovered during the material removal process of the Library Exterior Renovation Project, Mr. Holdnak reported that some stucco damage was revealed. He presented Change Order 1, which would result in a net increase of \$34,112. He identified change order elements as follows:

- Metal-to-metal sealing \$ 6,355
- Sim-coat blemish repair \$ 29,250
- Stucco replacement \$ 9,750
- Painting and sealing flashing/coping \$ 9,520
- Door replacements \$ 3,500
- Credit for counter flashing/coping (\$ 24,263)

Ms. Grantham moved and Mr. Sumner seconded approval of Change Order 1, increasing project cost by \$34,112. The vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Camp Helen  
Tram Path  
Project**

**4.1.5** Chair Cramer reported for the Professional Services Selection Committee (Trustees Cramer, Durden, and Sumner). The committee had held extensive discussions with three firms that had expressed interest in the Camp Helen Tram Path Project on March 25, 2004. The firms were ranked as required by the Competitive Negotiations Act, and an agreement had been reached with the top-ranked firm, Hatch Mott MacDonald, LLC. On behalf of the committee, Chair Cramer recommended that the board approve employment of Hatch Mott MacDonald, LLC, of Panama City to provide engineering services for the project at a fixed fee of \$72,000. Following discussion, Mr. Mayo moved and Ms. Grantham seconded approval. The vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2004-11,  
Maritime  
Fire Training  
Site  
Preparation**

**4.1.6** Mr. Holdnak explained that the site for the maritime fire training burn building had been changed to an area between the firing range berm and the existing facilities on the north side of the roadway, which had better soil conditions than the originally selected site. He noted that the project had been re-bid and referred trustees to the tabulation sheet, which reflected bids submitted by two firms. After review of the bid information, Mr. Holdnak recommended acceptance of the low bid of \$188,715 from Calvin's Heavy Equipment, Inc., of Panama City. Mr. Cox moved and Ms. Shoaf seconded acceptance of the low bid of \$188,715 and awarding the project to Calvin's Heavy Equipment, Inc. The vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health  
Sciences  
Contracts**

**4.1.7** Trustees were asked to approve an agreement with Alexander J. Dudley, D.M.D., of Marianna, Florida, which would permit GCCC students to gain clinical experience in his facility. Mr. Sumner moved and Ms. Grantham seconded approval of the agreement, and the vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 17**

**4.1.8.1** After Mr. John Mercer, dean of business affairs, explained the purpose of Amendment 17 to the Agency Fund, Ms. Shoaf moved and Mr. Cox seconded approval. The vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 18**

**4.1.8.2** After a review of Amendment 18 to the Auxiliary Fund, Mr. Mayo moved and Ms. Shoaf seconded approval. The vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 19**

**4.1.8.3** Amendment 19 to the Restricted Current Fund was presented for approval. Following an explanation of the amendment's purpose, Ms. Shoaf moved and Mr. Cox seconded approval as requested. The vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, 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 by the property custodians, and they were asked to approve of disposal of the items. Ms. Grantham moved and Mr. Sumner seconded approval, and the vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, 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 - March 31, 2004, as well as accompanying energy consumption and purchase activity reports.

**Warrants  
Register**

**4.1.11** 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, Mr. Mayo moved and Mr. Sumner seconded approval. The vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Advancement in Academic Rank**

Fitzhugh, Linda M. --- From Assistant Professor to Associate Professor

**Employment**

Tison, Corrine M. --- Job Developer, Workforce Center, effective April 1 - June 30, 2004, salary of \$6,014 (based on annual salary of \$24,150); funded by WIA and Welfare Transition grants

**Resignation**

Edwards, William S. --- Coordinator, Radiography Technology, Health Sciences Division, effective June 30, 2004

May, Sharon A. --- Associate Professor, Health Sciences Division, effective May 7, 2004

**Career Service  
Personnel**

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

**DROP Entry**

Smith, Laura J. --- Custodian (Grade 6), Facilities Management, effective May 1, 2004

**Reclassification**

Kelly, Elizabeth A. --- From Administrative Secretary (Grade 10), Small Business Development Center, to Administrative Secretary (Grade 10), Public Safety Division, effective April 26, 2004, no change in salary

**Termination**

Harden, Ty V. --- Senior Bookkeeper (Grade 13), Business Affairs, effective April 2, 2004

**Ratification  
of Contracts**

**4.2.3** Mr. Mayo moved and Ms. Shoaf seconded ratification of contracts signed by 13 instructors of credit courses, 49 instructors of noncredit courses, and 23 consultants. The vote was recorded as follows: Cox, aye; Grantham, aye; Mayo, aye; aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation  
Report**

**4.3.1** Ms. Carole Lapensohn, executive director of the GCCC Foundation, Inc., acknowledged the work of Ms. Christy Cole and Ms. Margie Mazur of the Institutional Advancement staff in providing support for the foundation's A Legacy of Trust campaign. She referred to receipt of approximately \$174,000 in state matching funds for 2003 and to the expectation of receiving an additional \$636,000 for the remainder of 2004 and \$1,000,000 for 2005. Ms. Lapensohn talked about the foundation's spending policy, which has made possible increasingly significant scholarship opportunities for students.

**5. Prepare  
America**

**5.1.1** Ms. Pamela Whitelock, dean of lifelong learning, and Ms. Gloria Crawford, Lifelong Learning's coordinator of public safety, presented an update on Prepare America. With technical support provided by Ms. Crawford, Ms. Whitelock began by acknowledging a sense of pride in representing GCCC in this national homeland security initiative. She referred to a Prepare America informational publication, which was provided for each trustee, as well as various handouts to explain the goals, strategies, and organizational structure of the initiative. Ms. Whitelock described activities that had occurred and those that were planned for the months ahead, and she acknowledged the significant sponsorship of the initiative by the American Association of Community Colleges, National Council of Continuing Education and

Training, and League for Innovation in the Community College. Ms. Whitelock noted the merging of community engagement and homeland security issues and talked about GCCC's leadership role in providing opportunities for discussion of such issues as service learning and civic engagement and their relevance to homeland security. In response to a question from Chair Cramer, Ms. Whitelock provided an update on Prepare Florida and the challenges of its implementation. She indicated that plans were under way for a fall 2004 Homeland Security Institute to be coordinated by Ms. Crawford. Chair Cramer called attention to the fact that Ms. Whitelock is co-chairing the national initiative and commended Ms. Whitelock and Ms. Crawford for their extraordinary energy and leadership that had made a tremendous difference in creation and development of the Prepare America initiative.

**Transfer  
Student Data**

**5.1.2** Dr. Linda Adair, executive vice president and chief instructional officer, presented information published recently in the Division of Community College's *Articulation Report*. She shared data identifying the Florida public universities that GCCC graduates transfer to most often, the cumulative grade point averages of GCCC students who transfer to the universities, and the success of GCCC transfer students as compared with transfer students from other Florida community colleges. She noted that GCCC transfers had the second highest GPAs among students who transferred to state universities from the 28 community colleges. Dr. Adair stated that while this indicator focuses on students in A.A. programs, students in occupational programs demonstrate similar success. She concluded by attributing student success to GCCC's high-quality curriculum and faculty. Chair Cramer reminded board members of the consistency of GCCC's excellent academic rankings over time and congratulated faculty members and others who contribute to student success.

**Financial  
Aid**

**5.2.1** Ms. Judy Mitchell, director of financial aid, provided a report on student financial aid. The report included information about numbers of students receiving aid and amounts received through both state and federal sources. Figures were provided for 2002-2003 and 2003-2004. Ms. Mitchell emphasized that financial aid eligibility criteria considered need as well as academic merit.

**6. Visual and  
Performing  
Arts Events**

**6.1** Dr. McSpadden invited trustees to the theatre production, "The Wiz," April 16-18 and April 23-25, as well as the Orchestra of St. Andrew Bay's concert titled "Sum of the Parts: Colors of the Symphony Orchestra" on May 8.

**End-of-Year  
Events**

**6.2** Dr. McSpadden invited trustees to the following listed events planned to celebrate the achievements of the current school year:

- Honors Convocation, April 30
- Commencement Exercises, May 6
- Honors Luncheon, May 7

**Health  
Sciences  
Pinning  
Ceremonies**

**6.3** Dr. McSpadden invited trustees to the following pinning ceremonies for Health Sciences programs:

- Radiography, April 9
- Respiratory Care, April 29
- Dental Assisting and Dental Hygiene, May 5
- Nursing, May 6
- Physical Therapist Assistant, May 6

**7. Adjournment**

The meeting was adjourned at 12:05 p.m.