

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

April 13, 2006

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

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, Karen L. Durden, Dan A. Estes, Charles S. Isler, III*, Dr. Stephen C. Myers, Renee C. Shoaf, William C. Sumner, Dr. Robert L. McSpadden, and Derrick G. Bennett

- 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** Mr. Sumner led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed guests of the board, recognizing in particular Mr. Lloyd Harris, chair of the Faculty Council; Mr. Bobby Hughes, chair of the Career Council; Ms. Libby McNaron, chair of the Coordinating Council; and Messrs. Jaber Nyrabeah and Umar Karaman, president and vice president of the Student Activities Board, respectively.
- Hearing of Citizens**
 - 1.5** No citizen answered the call to appear before the board.
- Approval of Minutes**
 - 1.6** Vice Chair Durden moved and Dr. Myers seconded approval of the minutes of the board's meeting of March 16, 2006, as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.7** Dr. McSpadden introduced Dr. Penelope Bledsoe, associate professor of Spanish and English, and called on Dr. Cheryl Flax-Hyman, dean of instructional support and lifelong learning, for the Gulf Coast Story. Dr. Flax-Hyman provided an overview of the services being directed at Spanish-speaking residents of the service district. She noted that noncredit classes are being taught in Command Spanish to provide fundamental communication tools in 8-40 hours of instruction; English As a Second Language courses are being offered for members of the local workforce and their families; and WKGC has designed ways of communicating important messages to the Hispanic population in the station's listening area.

* Mr. Isler did not vote at this meeting because certification by the Florida Division of Elections was delayed pending completion of appointment paperwork.

Dr. Bledsoe introduced Dr. Carolyn Dunlap, associate professor of Spanish, and reported on the efforts of the excellent team of full-time and adjunct faculty members who teach college-level Spanish courses. She noted that the program is being updated and reinvigorated and that a fourth Spanish course is being offered. She described the program as healthy and growing and shared a video presentation titled “Expanding Our Horizons,” which depicted students and numerous activities that responded to student interest in engagement with the growing Latin community. Dr. Bledsoe concluded the presentation by inviting trustees to the Language and Literature Building to see the Spanish exhibits on display.

**SAB
Report**

1.8 Mr. Jaber Nyrabeah, SAB president, provided a report on recent and upcoming SAB activities and announced the names of newly elected SAB officers for 2006-07. Ms. Jessica Cumbie, SAB vice president, narrated a photographic year-in-review presentation.

**Special
Presentation**

1.9 Dr. McSpadden read from a listing of achievements of Coach Rooney Scovel and Assistant Coach Grover Hicks during their ten-year affiliation with the Lady Commodores basketball team. Among the most outstanding were winning the Panhandle Conference championship nine times, going to the state tournament nine times, winning several state championships, and winning a national championship. Chair Cramer commended Coach Scovel and Assistant Coach Hicks, for the athletic and academic successes of their students. He then presented a plaque to each commemorating their 300 victories. Coaches Scovel and Hicks shared brief remarks, which acknowledged the privilege of coaching at GCCC.

**2. Attorney’s
Report**

2.1 Attorney Bennett had no report.

**Next
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 11, 2006, at the Gulf/Franklin Center.

**Presidential
Search**

2.3 Chair Cramer reported on research he had conducted related to the presidential search process. In addition to examining materials supplied by Chancellor David Armstrong, Chair Cramer had spoken with Dr. Jeff Hockaday, a consultant who assisted several Florida community colleges during efforts in recent years to recruit and select well-qualified individuals to fill presidential vacancies. After describing various options for committee composition and search process timing, Chair Cramer inquired about the trustees’ willingness to bring in Dr. Hockaday for a workshop session where he would describe the search process and assist the board in customizing a process for GCCC. Trustees endorsed the idea, and Ms. Wanda Luckie was asked to coordinate scheduling of the workshop.

- 3. College People and Programs**
- 3.1.1** Dr. McSpadden's report on college people and programs included reference to establishment of a Sigma Phi Alpha Honor Society chapter for dental hygiene students, state Brain Bowl competition, continuity for Lady Commodores basketball program, Lady Commodores softball season, Educator Preparation Institute feature articles, Books Alive conference, and notes from appreciative and productive former students in Nursing and Emergency Medical Services programs.
- Community Support**
- 3.1.2** Dr. McSpadden acknowledged gifts to the A Legacy of Trust campaign and shared recent *News Herald* ads featuring donors and scholarships as follows: Robert Kingsley Boyle Memorial Scholarship, Optimist Club of Beaches Scholarships, and Kevin Scott Kight Memorial Scholarship. Dr. McSpadden acknowledged gifts from numerous other donors and acknowledged receipt of a check for \$230,484 in state matching funds.
- Legislative Issues**
- 3.2.1** Dr. McSpadden referred to a recent court case in which the judge had confirmed full control and authority of the Board of Governors over the State University System. He also referred to a listing of community college primary bills being considered in the Florida Legislature and pointed out major differences between the Division of Community Colleges' budget request and the budgets developed by the House and Senate.
- 4. Health Sciences Contracts**
- 4.1.1** Trustees were asked to approve agreements with two healthcare providers that would allow GCCC students to gain clinical experience in their facilities. The agreement with Dr. Donnie Filipczak, DMD, of Pensacola, would accommodate students in Dental programs. The agreement with Select Specialty Hospital of Panama City would accommodate students in the Nursing and Respiratory Care programs. Dr. Myers moved and Mr. Estes seconded approval of the agreements as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Bid 2006-06, Renovation Projects**
- 4.1.2** Dr. John Holdnak, vice president of administrative services, shared the results of Bid 2006-06, Renovation Projects (including Student Union West, Joe Tom King Field, Bill Frazier Field, Library, and Wellness Building). Of the nine general contractors who picked up plans, only two had submitted bids and those reflected substantially higher than anticipated costs. Dr. Holdnak reported that bidders had difficulty getting pricing information from electrical subcontractors because of a response delay by the manufacturer of a specified lighting fixture. Dr. Holdnak recommended that all bids be rejected, indicating that he and the architect had discussed some changes to the specifications that would likely increase the pool of bidders for the project. Vice Chair Durden moved and Dr. Myers seconded rejecting of all bids. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Professional
Services
Selection
Committee**

4.1.3 Dr. Holdnak described several projects that would involve major renovation/remodeling or new construction and had been scheduled for design work during the next fiscal year. After identifying the targeted facilities—Administration Building Annex, Technology Building (planning phase to address a connection to the renovated George G. Tapper Health Sciences Building), and the joint-use Public Safety/Bay County Emergency Operations Center facility—Dr. Holdnak asked Chair Cramer to appoint a professional services selection committee. Discussion confirmed the advantages of grouping some of the smaller projects together for purposes of architect and/or engineer selection. Chair Cramer indicated he would chair the committee, and he asked Trustees Durden and Sumner to serve with him. In response to a question from Chair Cramer about progress on the Public Safety/Emergency Operations Center project, Dr. Holdnak indicated he was collaborating with county staff to expedite the process.

**Update on
PECO
Funding/
Legislative
Agenda**

4.1.4 Dr. McSpadden provided background information about the college's 2006-2008 Capital Outlay Project List funding request, which had been adjusted after the state's Revenue Estimating Conference revealed greater than anticipated revenues. Dr. Holdnak led a detailed review of the Florida Community College System request, which included GCCC's request, and compared the GCCC request to amounts included in the House and Senate budgets. Dr. Holdnak indicated that the House budget included funding for GCCC projects totaling \$17.5 million. Although the Senate version did not include the corporate training center or land and facilities acquisition, Dr. Holdnak noted that Senator Clary's Office was working to add those items to the final version of the Senate budget. He concluded by indicating that all GCCC projects included on the Capital Outlay Project List would be completed in approximately six years.

**Budget
Amendments**

4.1.5.1 Mr. John Mercer, dean of business affairs, led review of Amendment 14 to the Restricted Current Fund. Mr. Estes moved and Dr. Myers seconded approval of the amendment as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

4.1.5.2 Dean Mercer led review of Amendment 15 to the Agency Fund. Ms. Butler moved and Mr. Sumner seconded approval of the amendment as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete
Property**

4.1.6 Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians. Dean Mercer indicated that, subsequent to preparation of the list, the Kurzweil Magnifier (GCCC 20481), had been requested by the coordinator of Disability Support Services for use by visually impaired students. Dean Mercer requested approval to dispose of all the items except the Kurzweil Magnifier, which would be reassigned to Disability Support Services. Dr. Myers moved and

Vice Chair Durden seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Delinquent
Accounts**

4.1.7 Dean Mercer presented a listing of delinquent accounts and requested approval to charge them off. He noted that the accounts were due prior to June 30, 2004, and that they totaled \$60,975.39. Following discussion, Ms. Butler moved and Mr. Sumner seconded approval of charging off the delinquent amounts as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.8 Dean Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2005 - March 31, 2006, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during March 2006.

**Professional
Personnel**

4.2.1 Following review of professional personnel recommendations listed below, Ms. Shoaf moved and Dr. Myers seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Employment

Hilty, Dawn M. --- Career Manager, Workforce Center, Workforce Development, effective April 3 - June 30, 2006, salary of \$6,014 (based on annual salary of \$24,150); funded by WIA DW grant

Ramsey, Cynthia G. --- Career Manager, Workforce Center, Workforce Development, effective April 3 - June 30, 2006, salary of \$6,014 (based on annual salary of \$24,150); funded by WIA DW grant

Whitt, Stephen W. --- Coordinator, Small Business Development Center, Workforce Education, effective April 10 - June 30, 2006, salary of \$7,586 (based on annual salary of \$33,000)

DROP Exit

Lapensohn, Carole P. --- Director, Institutional Advancement, effective June 30, 2006

Resignation

Herremans, Kim L. --- Coordinator, Dental Programs, Health Sciences Division, effective May 9, 2006

McDaniels, Nikka L. --- Assistant Coordinator, College Recruiting, Student Services, effective April 7, 2006

**Career Service
Personnel**

4.2.2 After review of the career service personnel recommendations presented below, Ms. Durden moved and Ms. Shoaf seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Employment

Clemons, Gregory C. --- Facilities Maintenance, Remote Campus (Grade 7), Facilities Management, effective April 6, 2006, hourly rate of \$8.75, including experiential credit

Retirement

Miller, Wilma L. --- Senior Bookkeeper (Grade 13), Business Affairs, effective April 28, 2006

**Ratification
of Contracts**

4.2.3 Mr. Estes moved and Dr. Myers seconded ratification of contracts signed by 37 instructors of credit courses, 21 instructors of noncredit courses, and a special contractor. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation
Report**

4.3.1 Ms. Carole Lapensohn, director of institutional advancement and executive director of the GCCC Foundation, reported that a new Scholarship Marketing Plan would be presented to the foundation's Board of Directors at its next meeting and that plans were being finalized for the upcoming dedication of the Language and Literature Building to honor the foundation's \$1 million anonymous donor. Dr. McSpadden indicated that the Institutional Advancement Office would be undergoing organizational changes in connection with Ms. Lapensohn's retirement. Discussion occurred about the unique relationship between the college and Foundation Office staff. It was noted that foundation staff members are accountable to the foundation's Board of Directors, and they also are responsible for adhering to college policies and procedures because of their classification as college employees and the inherent eligibility for state benefits. Chair Cramer emphasized the value of having a seamless relationship between the college and the foundation.

**Foundation
Mini-Grants**

4.3.2 Dr. McSpadden referred trustees to a list of mini-grants totaling \$26,984, which would support various instructional projects through funding provided by the GCCC Foundation. Following discussion, Mr. Sumner moved and Ms. Butler seconded approval of the mini-grants as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**2006-07
Operational
Plan**

4.3.3 Dr. McSpadden recommended approval of the 2006-07 Operational Plan, which had been sent to the trustees for review prior to the meeting. In response to comments from Trustees Cramer and Durden, Ms. Wanda Luckie, coordinator of institutional effectiveness, acknowledged the new

planning focus on assessment of learning and referenced the evolving process used to create the plan. Mr. Estes moved and Dr. Myers seconded approval of the plan as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

- Hall of Fame** 4.3.4 Ms. Carole Lapensohn, director of institutional advancement, shared what she had learned from a recent meeting with officials of Tallahassee Community College (TCC) about that school's Hall of Fame. The project at TCC had been organized by the 30-member Alumni Association and coincided with the institution's 40th anniversary. Chair Cramer referred to the St. Petersburg College Hall of Fame and suggested that such a project would serve the twofold purpose of (1) recognizing alumni who had distinguished themselves through service and (2) showcasing to the public the community college system's capacity to produce servant leaders.
5. **General Catalog** 5.1.1 Because the catalog was not yet available for trustee review, Dr. McSpadden deferred final approval to the next regular meeting.
- Student Success in SUS** 5.1.2 Dr. Linda Adair, executive vice president and chief instructional officer, presented a report on the success of GCCC students who transfer to State University System institutions. Based on data gleaned from a state-level report focusing on fall 2003 and the 2004-05 academic year, Dr. Adair shared numbers of students who transfer to SUS institutions, grade point averages of GCCC transfers at various SUS institutions, and programs GCCC transfers enter at SUS institutions. She compared the performance of GCCC transfers to the performance of native students at FSU—where most GCCC students transfer—revealing average GPAs of 3.14 and 3.03, respectively. Dr. Adair concluded her presentation by indicating that students who begin their college education at GCCC are well prepared to continue at State University System institutions.
- Approval of Graduates** 5.2.1 Dr. McSpadden called attention to a listing of candidates for spring 2006 graduation. Of the 482 candidates, 299 would receive the Associate in Arts degree, 124 would receive an Associate in Science degree, 8 would receive an Associate in Applied Science degree, and 51 would receive a PSAV or other certificate. Mr. Sumner moved and Ms. Butler seconded approval of the candidates as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
6. **Visual and Performing Arts** 6.1 Dr. McSpadden encouraged trustees to attend a performance of *Big River*, the musical to be presented April 14-16 and April 21-23, as well as the *Music from Films* concert of The Orchestra of St. Andrew Bay on April 29.

