

# MINUTES

## REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

April 12, 2007

10 a.m.  
Student Union West 306

**Members Present** William C. Cramer, Jr. (presiding), Denise D. Butler, J. Allen Cox, Karen L. Durden, Dan A. Estes, Dr. Stephen C. Myers, 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** Vice Chair Durden led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
  - 1.4** Chair Cramer welcomed guests, recognizing in particular Ms. Cindy Boshelle, chair of the Coordinating Council; Mr. Lloyd Harris, chair of the Faculty Council; Ms. Christina Kight, chair of the Career Council; and Mr. Umar Karaman, president of the Student Activities Board.
- Hearing of Citizens**
  - 1.5** Two students, Ms. Mindi Godfrey and Ms. Kathryn Grayson, addressed the board and expressed concerns about the Dental Hygiene program and administrative recommendations regarding the status of program faculty.
- Approval of Minutes**
  - 1.6** Mr. Cox moved and Dr. Myers seconded approval of the minutes of the board's regular meeting of March 8, 2007, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.7** Dr. McSpadden called on Mr. Umar Karaman, president of the Student Activities Board, for the April 2007 chapter of the Gulf Coast Story. He shared a video that included photographs taken during the student trip to Washington, D.C., during Spring Break week. He acknowledged the assistance of Ms. Nikka McDaniels in securing excellent travel rates and accommodations for the twenty-four students and four chaperones. After identifying many of the major federal buildings, monuments, and historical sites the students had visited, Mr. Karaman described the trip as a very enlightening experience. When asked by Vice Chair Durden about their greatest surprise, Mr. Karaman indicated that the size and diversity of the city was the most surprising

element of the trip for him. He concluded by expressing appreciation to Dr. McSpadden, Dr. Linda Adair, Dean Roy Smith, Ms. Melissa Lavender, and Mr. Mike Childers for their support and encouragement.

**SAB  
Report**

**1.8** Mr. Umar Karaman expressed appreciation to the trustees for their support of the team of student leaders during his term as president of the Student Activities Board. He concluded by sharing a video presentation that highlighted many of the activities sponsored by SAB during the year. On behalf of the board, Chair Cramer thanked Mr. Karaman for his participation in the board's meetings during the past year.

**Special  
Recognition**

**1.9** Dr. McSpadden announced that Ms. Susan Painter, head coach of the Lady Commodores softball team, had been invited by the NJCAA to be co-head coach—along with Beth Keylon-Randolph of Chattanooga State Community and Technical College—of the All-Star softball team representing the U.S.A. in the World University Games in Bangkok, Thailand, August 8-18, 2007. He congratulated Coach Painter on this high honor and called on Athletic Director Gregg Wolfe, who highlighted Coach Painter's won-loss record of 624-185 and indicated that she had reached a rare milestone in intercollegiate sports by achieving her 600<sup>th</sup> win. Chair Cramer congratulated Coach Painter and presented a plaque on behalf of the college. Coach Painter acknowledged the college's significant commitment since she joined the staff in 1994, attributing the continuing success of the softball program to that commitment. She expressed appreciation and invited trustees to the remaining games of the season. She concluded by expressing gratitude to Mr. Wolfe and Ms. Barbara Gilbert, administrative secretary in the Wellness and Athletics Division, for their day-to-day support and to the assistant coaches, Mr. Bob Thayer and Mr. Tim Cox, who have worked with her for 13-14 years.

**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 Thursday, May 10, 2007, at 10 a.m. (EDT) in Apalachicola.

**3. College  
People  
and  
Programs**

**3.1.1** Dr. McSpadden led the trustees through a review of recent newspaper and magazine articles, notes, and letters that focused on GCCC people and programs. He called particular attention to the college's online "Memory Collection," commended Matt Burrell, librarian and archivist responsible for the project, and invited trustees and others to check out the collection. He shared a letter dated September 7, 1967, from Mrs. Mary Dean Lee, that enclosed her \$2 membership fee in the Gulf Coast Community Junior College Alumni Association. Dr. McSpadden referred to an article about Chef Paul Ashman and the Culinary Management program, and he apprised trustees of efforts to establish a new business incubator in Gulf County.

- Community Support**      **3.1.2** Dr. McSpadden shared a recent memorial ad honoring Mary Suzanne Adams, whose parents had established several scholarships through the GCCC Foundation in their daughter's name. He also acknowledged a contribution of \$25,000 to the foundation from Dr. Saundra K. Ciccarelli, professor of psychology, to augment the Charlie Bond Scholarship Fund as well as the General Scholarship Fund.
- Foundation Report**      **3.1.3** Dr. McSpadden invited Mr. Cameron Skinner, president of the GCCC Foundation, and Chair Cramer to the lectern. Mr. Skinner presented a facsimile check for \$803,980.45 to Chair Cramer, indicating the check represented scholarship funds awarded to 1,262 students during the 2006-07 academic year. Margie Mazur, executive director of the GCCC Foundation, reported foundation assets at \$25.5 million and indicated the foundation's spending policy would permit the awarding of approximately \$980,000 in scholarships and \$100,000 in mini-grants to support instructional programming during the upcoming 2007-08 academic year.
- Agenda Order Adjustment**      Following the GCCC Foundation Report (3.1.3), Dr. Myers called attention to the fact that several students who were in the audience and who likely needed to be in class were waiting for the board's response to the concerns that had been expressed under "Hearing of Citizens" (1.5). Chair Cramer acknowledged that Dr. Myers' point was well taken and moved the Human Resources agenda items (4.3.1, 4.3.2, and 4.3.3) forward. Board deliberation of personnel recommendations is recorded in Section 4.3 of these minutes.
- Legislative Update**      **3.2.1** Dr. McSpadden shared two issues of the FACC Perception weekly legislative update and indicated he would send additional information to the trustees as legislative actions occur.
- 4. Health Sciences Remodeling**      **4.1.1** Dr. John Holdnak, vice president of administrative services, provided an update on the project to remodel the George G. Tapper Health Sciences Building. He noted the project was on schedule and indicated that he expects it to be out for bid for consideration by the board at the next meeting. He reported on the plans to relocate Health Sciences faculty to the Technology Building and other facilities, and he shared a graphic display of plans for a configuration of portable facilities to be installed in the current soccer field area for use as classrooms and laboratories. He noted that one small portable unit would be purchased and refitted to serve as a bathroom facility. He reviewed the anticipated budget and timeline, which would have the portables installed and ready for use by the end of July.
- Board Commendation**      On behalf of the board, Chair Cramer expressed appreciation to Dr. Holdnak for the way he had conducted himself during the presidential search. He also expressed gratitude that Dr. Holdnak had decided to continue in his current position, where he is valued by the board as an essential member of the administrative team.

**Public Safety/  
EOC Project**

**4.1.2** Dr. Holdnak provided an update on the project to construct a Public Safety/Emergency Operations Center. He indicated the project was progressing well, with college and county staff continuing to work well together and interacting well with the architect. He noted that two sites were being evaluated for their suitability and a decision was expected soon. He also noted that college and county staff would be meeting in the near future to discuss ways in which the college's soon-to-be-relocated AM/FM radio antenna could be used efficiently and effectively by both parties. A visit to the Escambia County Emergency Operations Center has been scheduled for April 25. Dr. Holdnak also summarized efforts to secure additional funding for the project, which is funded at \$14 million currently.

**PECO  
Report**

**4.1.3** Dr. McSpadden called on Dr. Holdnak for a report on Public Education Capital Outlay (PECO) funding. Dr. Holdnak shared information that compared figures from the proposed Senate and House committee bills, and he reviewed GCCC projects that had been included. He reported that the House of Representatives had expressed support for the community colleges' request and indicated that GCCC was well positioned with the Speaker of the House with regard to its projects. Dr. Holdnak referred to the corporate training center and indicated that he was waiting to discuss this project with the new president before recommending a course of action to the board. He noted that the project would require a local match and that it provided interesting opportunities for the college.

**Budget  
Amendments**

**4.2.1.1** Following Dean John Mercer's description of the purpose of Amendment 16 to the Restricted Current Fund, Ms. Butler moved and Mr. Sumner seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Cramer, aye.

**4.2.1.2** Dean Mercer described the purpose of Amendment 17 to the Agency Fund. Mr. Cox moved and Dr. Myers seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Cramer, aye.

**Audit of  
Federal  
Financial  
Aid Awards**

**4.2.2** Dean Mercer led review of the state audit of Federal Financial Awards for Fiscal Year Ended June 30, 2006, focusing on the portions that pertained to Gulf Coast Community College. He noted one finding related to \$2,183.65 in student financial aid awards that were not returned in a timely manner. Dean Mercer indicated that the funds had been returned and that steps had been taken to prevent recurrence of such a finding. He commended Ms. Leslie Hapner, bursar, and Mr. Chris Westlake, associate director of financial aid, for their performance in coordinating the effective handling of federal financial aid matters.

**Disposal of  
Inventoried  
Property**

**4.2.3** Dr. McSpadden referred to a listing of obsolete equipment and requested approval to remove the items from inventory records. Following review of the listing, Mr. Estes moved and Dr. Myers seconded approval of removing the items from inventory records. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Cramer, aye.

**Delinquent  
Accounts**

**4.2.4** Dean Mercer presented a listing of delinquent accounts totaling \$88,446.45 and requested approval to charge them off. He reminded trustees that delinquent accounts that are two years old are presented for charge off twice each year. He noted that two of the largest categories of delinquent receivables, Title IV Repayments and Financial Aid Over Awards, are awarded without input from GCCC but the college is responsible for collections. Following discussion, Mr. Sumner moved and Ms. Butler seconded approval to charge off the receivables as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.2.5** Dean Mercer highlighted key points in a statement of activity in the General Current Fund for the period July 1, 2006 - March 31, 2007, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during March 2007.

**Professional  
Personnel**

**4.3.1** Chair Cramer acknowledged student remarks offered earlier in the meeting with regard to the Dental Hygiene program. He differentiated the role and certain responsibilities of the president from those of the board. The president, as chief executive officer, is responsible for evaluating circumstances and situations regarding college programs and staff and for recommending actions to the board. The board is responsible for considering the president's recommendations and for taking actions in response to them. Chair Cramer indicated that the trustees had been apprised of the Dental Hygiene program's lack of effectiveness in meeting established quality standards and of the president's recommended remedies, including some changes related to the status of instructors in the program. Chair Cramer indicated that the subject of the status change recommendation, Ms. Theresa Stephens, would have an opportunity for a hearing before the board if she requests such a hearing. Dr. McSpadden explained the process designed to receive and respond to student concerns, which involves initial discussions with the instructor and then progressive discussions with the division chair, the appropriate dean, the executive vice president, and, ultimately, the president. It is the president's responsibility to recommend action to the board, and those recommendations are always intended to serve the best interests of students. Dr. McSpadden acknowledged existing problems in the Dental Hygiene program and indicated that actions are being taken to correct them. Following extensive discussion, the following actions were taken by the board:

1. On a motion by Ms. Durden that was seconded by Dr. Myers, the board acknowledged receipt of Dr. McSpadden's petition, "In the Matter of: President's Recommendation for the Return of Ms. Teri Stephens to Annual Contract Status." The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Cramer, aye.
2. On a motion by Dr. Myers that was seconded by Mr. Estes, the board approved the professional personnel recommendations as presented, subject to the provisions of SBEAR 6A-14.0411 (5) in Ms. Stephens' case. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Cramer, aye.
3. Pursuant to his authority as chair, Mr. Cramer appointed himself to serve as hearing officer in the event Ms. Stephens appeals.

Professional personnel recommendations approved by the board's actions described above are listed below:

#### **Status Change**

Stephens, Theresa D. --- Assistant Professor of Dental Hygiene, return to annual contract status effective August 6, 2007. This recommendation is made subject to provisions of State Board of Education Administrative Rule 6A-14.0411 (5).

#### **Advancement in Academic Rank**

##### **Continuing Contract beginning August 2007-08**

Mitchell, Jason P.

#### **Employment**

Grantham, Larry M. --- Librarian, Part-time, Library, effective March 26, 2007, hourly rate of \$16.30

#### **Resignation**

Cooper, Lara C. --- Assistant Professor, Health Sciences, effective May 6, 2007

Zamora, Alyssa --- News Director/Coordinator, WKGC, Instructional Support and Lifelong Learning, effective March 29, 2007

#### **DROP Exit**

Rosengren, Paul L. --- Associate Professor, Technology, effective May 6, 2007

**Career Service  
Personnel**

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

**Employment**

Boudet, Guillermo E. --- Teacher's Aide (Grade 9), Lifelong Learning, Instructional Support and Lifelong Learning, effective March 19 - June 30, 2007, hourly rate of \$9.41, including experiential credit (funded by VTAE grant)

Figuroa, Juan F. --- Teacher's Aide (Grade 9), Lifelong Learning, Instructional Support and Lifelong Learning, effective March 20 - June 30, 2007, hourly rate of \$9.41, including experiential credit (funded by VTAE grant)

Pettis, Jin J. --- Teacher's Aide (Grade 9), Lifelong Learning, Instructional Support and Lifelong Learning, effective March 19 - June 30, 2007, hourly rate of \$9.41, including experiential credit (funded by VTAE grant)

Strayer, Patricia A. --- Miscellaneous Part-time I (Grade 1), Student Development, effective April 2, 2007, hourly rate of \$7.36, including experiential credit

**Retirement**

Dutton, James T. --- Groundskeeper (Grade 6), Facilities Management, effective May 10, 2007

**Reclassification**

Courtney, Janice E. --- From Auxiliary Service Worker III (Grade 5), Business Affairs, to Postal Operations Assistant (Grade 9), Business Affairs, effective March 16, 2007, hourly rate of \$13.81

**Resignation**

Clemons, Gregory C. --- Facilities Maintenance, Remote Campus (Grade 7), Facilities Management, effective April 13, 2007

Dull, Richard A. --- Groundskeeper (Grade 6), Facilities Management, April 9, 2007

Marshall, Terri R. --- Miscellaneous Part-time I (Grade 1), Student Development, effective March 23, 2007

**Ratification  
of Contracts**

**4.3.3** Mr. Sumner moved and Ms. Butler seconded ratification of contracts signed by 58 instructors of credit courses and 24 instructors of noncredit courses. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Cramer, aye.

- 5. Accountability Standards**
- 5.1.1** Dr. Linda Adair's report on Accountability Standards will be presented at the next regular meeting of the board on May 10, 2007.
- Graduation Applicants**
- 5.2.1** Trustees reviewed a listing of 525 applicants for spring 2007 graduation. Mr. Sumner moved and Ms. Durden seconded approval of the applicants as listed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Sumner, aye; Cramer, aye.
- 6. Visual and Performing Arts Events**
- 6.1** Dr. McSpadden referred trustees to a schedule of events sponsored by the Visual and Performing Arts Division and encouraged them to attend as their interests and schedules would permit.
- Health Sciences Ceremonies**
- 6.2** Dr. McSpadden called attention to a listing of Health Sciences ceremonies that would honor students completing various programs and invited trustees to attend as their interests and schedules would permit.
- End of Year Events**
- 6.3** Trustees were invited to attend Honors Convocation and the Honors Luncheon on April 27 and Commencement Exercises on May 6.
- Resolution of Commendation**
- 6.4** Chair Cramer invited Dr. McSpadden to join him at the lectern and presented a resolution of commendation to him on behalf of the board. Mr. Sumner moved and Ms. Durden seconded approval of the resolution by acclamation, and the motion carried unanimously. Dr. McSpadden expressed gratitude and indicated that he felt highly honored by the board's action.
- Basketball Coach Search**
- 6.5** Mr. Cox asked for a report on progress in selecting a new head coach for the Commodores basketball program. Dean Roy Smith indicated that three of the top six candidates had been interviewed and the remaining three would be interviewed by week's end. He characterized the candidates as top-notch. Dr. McSpadden indicated that he would contact the trustees to let them know the committee's recommendation as soon as a selection was made.
- Franklin County Report**
- 6.6** Ms. Butler reported that Franklin County has a new principal, Dr. Isaac Neal, who will begin his tenure on July 1, 2007. She also announced that the Franklin County School Board would be receiving an additional \$11 million to continue the current \$40 million school project. Ms. Butler represented the board at the recent roundtable discussions sponsored by the State University System's Board of Governors.
- 7. Adjournment**
- The meeting was adjourned at 11:55 a.m.