

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

August 10, 2006

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, 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. Cox 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 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** No citizen answered the call to appear before the board.
- Approval of Minutes**
 - 1.6** Mr. Cox moved and Dr. Myers seconded approval of the minutes of the board's regular meeting of July 13, 2006, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- SAB Report**
 - 1.7** Mr. Umar Karaman, president of the Student Activities Board, reported on activities to occur during Welcome Back Week. He indicated SAB members had recently returned from a leadership conference in New York, and he noted plans were under way to bring political candidates to the campus prior to upcoming elections.
- Special Recognition**
 - 1.8** Dr. McSpadden announced that Mr. Gregg Wolfe, chair of the Wellness and Athletics Division and athletic director, had been selected by the National Association of Collegiate Directors of Athletics as the 2005-06 Junior/Community College Southeast Region GeneralSports TURF Systems Athletic Director of the Year. Chair Cramer commended Mr. Wolfe and presented a plaque to him on behalf of the board. Mr. Wolfe invited coaches and division staff members to join him at the

podium, and he indicated that these were the individuals responsible for the NACDA honor he had received. He noted that his staff was committed to doing the right thing and putting the student first.

2. Attorney's Report

2.1 Attorney Derrick Bennett provided copies of the *Government in the Sunshine Manual* to each trustee and indicated he had no additional report.

Next Meeting

2.2 The next meeting of the District Board of Trustees was set for Thursday, September 14, 2006, at 10 a.m. in Room 306 of the Student Union West.

Presidential Search

2.3 Chair Cramer commended Vice Chair Durden, chair of the Presidential Search Committee, and members of the committee for the excellent job they were doing. Ms. Durden characterized her work with the committee as an incredible experience and acknowledged the many positive comments college employees had shared at the recent public hearing as they identified the things they hope a new president will value. Ms. Durden commended Dr. Jeff Hockaday, search consultant to the board, for the expert advice and helpfulness he had contributed to the process. She also commended Ms. Wanda Luckie, staff liaison to the board, for the excellent organizational and other essential skills she had brought to the process. Ms. Durden referred interested people to the minutes of the July 18 and August 3 meetings and then reviewed the committee calendar, which outlined the various committee tasks to be accomplished between the organizational meeting on July 18 and the presentation of a recommendation to the board by the end of November. Ms. Durden referred trustees and others present to the presidential profile, which had been developed following the public hearing, and the position announcement that would be placed in appropriate publications. Mr. Cramer read the profile aloud and commended the committee for its careful deliberations that had resulted in the document. Ms. Durden moved adoption of the committee report, including approval of the profile and the position announcement, and Mr. Cox seconded. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

ACCT Leadership Congress

2.4 Dr. McSpadden encouraged trustees to attend the Association of Community College Trustees' Annual Community College Leadership Congress, hosted by the Florida Association of Community Colleges, October 11-14, 2006, in Orlando. Interested trustees were asked to contact the President's Office for assistance with arrangements.

3. Institutional Challenges and Plans

3.1.1 Dr. McSpadden introduced members of the President's Cabinet and the directors of community relations and the GCCC Foundation and asked them to provide a summary of their greatest challenges and plans for 2006-07. Presenters included the following:

- Dr. Robert McSpadden, President
- Dr. Linda Adair, Executive Vice President and Chief Instructional Officer
- Dr. John Holdnak, Vice President of Administrative Services
- Mr. John Mercer, Dean of Business Affairs
- Mr. Roy Smith, Dean of Student Development
- Dr. Jeff Stevenson, Dean of Workforce Education
- Dr. Cheryl Flax-Hyman, Dean of Instructional Support and Lifelong Learning
- Mr. Herman Daniels, Dean of Administrative Services
- Ms. Margie Mazur, Executive Director, GCCC Foundation
- Mr. Chris Thomes, Coordinator of Community Relations

Identified challenges included the 2007-08 budget, fundraising, stability during transition, creation of the Hall of Distinction, hiring qualified staff, communication, the Habitat for Humanity project, coordination of the instructional program, institutional assessment, Educator Preparation Institute growth, changing student population, articulation with public schools, evolution of electronic systems, space utilization issues, leadership stability at the Gulf/Franklin Center, Tyndall AFB enrollment, funding of athletics, unemployment rate and enrollment, updating of curriculum, visibility of SBDC and SBI, employment possibilities associated with the new airport, program growth at the North Bay Center, managing resources (financial, physical, and human), risk management, statewide collaboration commitments, replacement of the course management system and the telephone system, relocation/replacement of a communications tower, Bookstore and Food Service point-of-sale system implementation, employee training, career development planning, assessment of responsibilities, database upgrades in GCCC Foundation, planned giving program implementation, celebration of the college's 50th anniversary, upgrading of the GCCC website, revision of *The Clipper*, review and revision of the college marketing plan, and increasing the overall audience for GCCC stories. Discussion focused on several of the issues, particularly the challenge of recruiting new faculty and staff in the service district's increasingly costly housing market. Mr. Cox indicated that one of the bills passed during the 2006 Session of the Florida Legislature addressed housing for teachers, and he indicated that he would do some research to determine whether the bill addressed teachers in community colleges. Mr. Cox expressed appreciation for the outstanding reports and suggested that the content be summarized and used in connection with presidential search activities.

Community Support

3.1.2 Dr. McSpadden acknowledged recent gifts to the A Legacy of Trust campaign and gave special attention to ads in *The News Herald* that featured the following recipients, donors, or scholarships: Sarah Adkins, Tonya Glenn, the Cecil and Lola Costin Memorial Scholarship, and the Tom Etheridge Engineering and Science Memorial Scholarship. Dr. McSpadden brought to the attention of the board the ongoing support that GCCC has received from the Norris D. Langston Youth Scholarship

Foundation of Port St. Joe. The foundation was initiated by family and friends of Norris Langston, who was tragically killed in an industrial accident, and is led by his brother, Dr. David Langston, who began his college education at GCCC. An outstanding basketball player at GCCC, Dr. Langston graduated and continued his education at Drake University, with graduate studies in Iowa. Dr. McSpadden called on Trustee Cox for remarks. Mr. Cox indicated that the broad base of community support, about which GCCC takes pride as an institution, is epitomized by the Norris D. Langston Youth Scholarship Foundation. The foundation's mission is to instill personal development and educational achievement values in middle and high school students. He referenced the multi-county educational support programs initiated by the foundation under Dr. Langston's leadership and the significant impact they have had on individual student academic progress. Mr. Cox requested the board acknowledge by letter the foundation's support to graduating seniors in area high schools, to whom it has presented 237 scholarships in the previous eight years, of which 93, or 40 percent, have chosen to attend GCCC. Ms. Kristina Garcia, staff member to the foundation, shared brief remarks about the positive role the foundation has played in her years at GCCC and the value realized by many area young people. Chair Cramer thanked Ms. Garcia and Mr. Cox for the presentation and indicated a letter of appreciation to the foundation for its work and its support of GCCC would be forthcoming.

**College
People
and
Programs**

Dr. McSpadden's report on people and programs included a note from a former softball player expressing appreciation to Coach Susan Painter and an announcement that the Lady Commodores' Basketball Team, coached by Roonie Scovel, had been ranked 9th in the Women's Basketball Coaches Association's Academic Top 17 Team Honor Roll for junior and community colleges based on an average student GPA of 3.111. Dr. McSpadden's report also included an expression of thanks from the Superintendent of Bay District Schools for technical support from Ms. Jennifer Bayba; a certificate of membership in the ACCT; notice in the *Community College Times* of the recent promotion of Mr. Herman Daniels; a letter from Congressman Allen Boyd about a small business conference at GCCC on August 25; and newspaper articles on the Habitat for Humanity project and the Passport Program.

**Council
of
Presidents**

3.2.1 Dr. McSpadden shared handouts related to the recent meeting of the Florida Community College System Council of Presidents. Topics included the 2007-08 budget request, potential legislative issues for 2007, and career and technical education issues.

**4. Emergency
Operations
Center**

4.1.1 Dr. McSpadden reported that Dr. Holdnak continues to work with staff of the Bay County Board of Commissioners on the project to establish a joint Emergency Operations Center for the county at the college's North Bay Center.

**Contracts
with
FSU**

4.1.2 Dr. McSpadden requested board approval to continue discussions with officials of Florida State University about renewal of contracts for police and library services. He noted the contracts would be presented for board approval at a subsequent meeting of the board. Ms. Durden moved and Ms. Shoaf seconded approval of continued discussions with FSU officials. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Capital
Improvement
Program
Report**

4.1.3 Dr. Holdnak presented materials that summarized projects currently on the college's Capital Improvement Plan (CIP), which would require board approval for submission to the Florida Department of Education. He indicated the CIP report was the basis for the college's legislative request for approximately \$81.3 million in PECO funding for the years 2005-06 through 2011-12. Following discussion, Mr. Estes moved and Dr. Myers seconded approval of the CIP report as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Spot
Survey
Approval**

4.1.4 Dr. McSpadden presented the college's Supplemental Educational Plant Survey to Amend the Educational Plant Survey, dated August 10, 2006, and he requested board approval. He noted that approval of the supplemental survey would allow the college to request PECO funding for remodel and expansion of the Library and remodel and expansion or replacement of the Ken Sherman Science Center, Building B. Mr. Sumner moved and Ms. Butler seconded approval of the survey as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.2.1 Dean John Mercer led review of a statement of activity in the General Current Fund for the period July 1 - July 31, 2006, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during July 2006. Most of the purchases listed were to create blanket purchase orders for anticipated expenses during 2006-07 for various college function areas. Dean Mercer and Ms. Tonia Lawson, coordinator of purchasing, talked about the competitive procedures and criteria used in vendor selection.

**Obsolete
Property**

4.2.2 Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians, and they were asked to approve removal of the items from inventory records and disposal of them. Dean Mercer noted that the listed mail system (18810) had become obsolete as a result of technology changes adopted by the U.S. Postal Service. Mr. Cox moved and Ms. Durden seconded approval of disposal as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Professional
Personnel**

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

Employment

Ashman, Paul E. --- Instructor, Step 7, Business Division, effective August 7, 2006 - May 6, 2007, salary of \$34,281

Galloway, Brenda M. --- Coordinator, Gulf/Franklin Center, Student Development, effective September 5, 2006 - June 30, 2007, salary of \$37,071 (based on annual salary of \$45,000)

Hearn, Stuart L. --- Culinary Specialist, Business Affairs, effective August 1, 2006 - June 30, 2007, salary of \$23,263 (based on annual salary of \$25,300)

Payne, Wendy L. --- Instructor, Step 6, Technology Division, effective August 7, 2006 - May 6, 2007, salary of \$39,612

Perrine, Diane M. --- Librarian, Library, effective August 1, 2006 - June 30, 2007, salary of \$26,666 (based on annual salary of \$29,000)

Powell, Jay C. --- Assistant Men's Basketball Coach, Wellness and Athletics Division, effective July 26, 2006 - June 30, 2007, salary of \$3,000

Schenck, Patricia A. --- Assistant Coordinator, Educator Preparation Institute, Instructional Support and Lifelong Learning, effective August 7, 2006 - June 30, 2007, salary of \$49,737 (based on annual salary of \$55,000)

Williams, Keegan N. --- Assistant Coordinator, Radiography, Health Sciences Division, effective August 1, 2006 - June 30, 2007, salary of \$45,977 (based on annual salary of \$50,000)

Reclassification

Parham, Karen D. --- From Counselor, Student Services, to Coordinator, College Reach Out Program, Student Services, Student Development, effective August 1, 2006 - June 30, 2007, salary of \$34,824 (based on annual salary of \$37,872)

Reemployment

Daniels, Sallie M. --- English Tutor, College Reach Out Program, Student Services, Student Development, effective April 1 - June 30, 2006, hourly rate of \$19.26

Harvey, Norris O. --- Assistant Basketball Coach, Wellness and Athletics Division, effective July 1, 2006 - June 30, 2007, salary of \$2,120

Resignation

Bullard, Jon S. --- Instructor, Business Division, effective July 31, 2006

Fox, Candida M. --- Instructor, Health Sciences Division, effective July 31, 2006

Kirchler, Karen S. --- Coordinator, Institutional Research, Instructional Support and Lifelong Learning, effective July 31, 2006

Outlaw, Lisa A. --- Assistant Coordinator, Accounting, Business Affairs, effective August 1, 2006

Varnado, Roy T. --- Coordinator, College Reach Out Program, Student Services, effective July 21, 2006

**Career Service
Personnel**

4.3.2 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; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Employment

Ackerman, Michael --- Groundskeeper (Grade 6), Facilities Management, effective July 25, 2006, hourly rate of \$8.85, including experiential credit

Banks, Melissa A. --- Senior Bookkeeper (Grade 13), Business Affairs, effective August 7, 2006, hourly rate of \$13, including educational and experiential credit

Brewer, Carol A. --- Administrative Secretary (Grade 10), Developmental Studies, Instructional Support and Lifelong Learning, effective July 17, 2006, hourly rate of \$10.26, including experiential credit

Fondren, Carl R. --- Bus Driver (Grade 9), Student Activities, Student Services, Student Development, effective July 1 - August 31, 2006, no salary

Hart, Donald E. --- Custodian (Grade 6), Facilities Management, effective August 7, 2006, hourly rate of \$8.85, including experiential credit

Sheffield, Darren E. --- Custodian (Grade 6), Facilities Management, effective August 1, 2006, hourly rate of \$8.85, including experiential credit

Simmons, William N. --- Technical Supervisor, Visual and Performing Arts Division, effective August 1, 2006, hourly rate of \$15

Smith, Franlisa M. --- Senior Library Assistant (Grade 10), Library, effective August 1, 2006, hourly rate of \$10.40, including educational and experiential credit

Williams, Marisa J. --- Technical Assistant, Visual and Performing Arts Division, effective August 1, 2006, hourly rate of \$10

Yessman, Ryan S. --- Technical Supervisor, Visual and Performing Arts Division, effective August 1, 2006, hourly rate of \$15

Reclassification

Everett, Tyrone --- From Custodian (Grade 6) to Facilities Maintenance, Remote Campus (Grade 7), Facilities Management, effective August 1, 2006, hourly rate of \$9.95

Garcia, James R. --- From Custodian (Grade 6) to Lead Custodian (Grade 8), Facilities Management, effective August 1, 2006, hourly rate of \$9.95

Resignation

Chambers, Johnette T. --- Program Assistant (Grade 10), Workforce Training Center, Workforce Development, effective July 27, 2006

Mochella, Verna-Lou P. --- Technical Lab Assistant (Grade CL-1), Computer Services, effective August 15, 2006

Jones, Edwin L. --- Facilities Maintenance, Remote Campus (Grade 7), Facilities Management, effective July 26, 2006

Ratification of Contracts

4.3.3 Ms. Butler moved and Mr. Sumner seconded ratification of contracts signed by 31 instructors of credit courses, 16 instructors of noncredit courses, and 15 special contractors. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

5. Academic/ Workforce Education

5.1 No Academic and Workforce Education matters were presented.

**Athletic
Association
Auction**

5.2.1 Dr. McSpadden encouraged trustees and others to participate in the upcoming Gulf Coast Athletic Association auction. He acknowledged Trustee Estes' important role in planning the event and Dr. Myers' donation of \$1,000 in dental work to be auctioned during the fundraising event.

**6. Theatre
Production**

6.1 Trustees were invited to the GCCC Theatre Presentation of "Wiley and the Hairy Man," Friday-Sunday, September 15, 16, and 17, in the Amelia Center Theatre Lab.

7. Adjournment

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