

**MINUTES**  
**REGULAR MEETING**  
**DISTRICT BOARD OF TRUSTEES**  
**GULF COAST COMMUNITY COLLEGE**

**December 9, 2004**

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

**Members Present** William C. Cramer, Jr. (presiding), Denise D. Butler, 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

- 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, beginning with recognition of Ms. Karen Parham, chair of the Coordinating Council; Ms. Angelia Reynolds, chair of the Faculty Council; Ms. Dottie Terryn, chair of the Career Council; and Ms. Candy Glenn, vice president of the Student Activities Board. He also congratulated Vice President John Holdnak on successfully defending his doctoral dissertation.
- Hearing of Citizens**
  - 1.5** No citizen answered the call to appear before the board.
- Approval of Minutes**
  - 1.6** Ms. Durden moved and Dr. Myers seconded approval of the minutes of the board's meeting of November 4, 2004, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.7** The Singing Commodores, a group of musically talented young men and women directed by Ms. Judy Harrison, performed a variety of holiday songs.
- SAB Report**
  - 1.8** Ms. Candy Glenn, vice president of the Student Activities Board, highlighted recent and upcoming projects and events. She noted that, as a part of the SAB's hurricane relief effort, members would be traveling to the campus of Pensacola Junior College in January to plant trees to replace some of those lost to Hurricane Ivan.

- State Board Resolution**
- 1.9** On behalf of the State Board of Education, Chair Cramer presented to Mr. Ken Caldwell and Mr. Butch Whitehead, director and supervisor of facilities management, respectively, a resolution of commendation. The resolution acknowledged the sacrifice and dedication of facilities, grounds, and maintenance personnel in the reconstruction efforts following the hurricanes that hit the state during August and September 2004.
- 2. Attorney's Report**
- 2.1** Attorney Derrick Bennett had no report.
- Next Meeting**
- 2.2** The next meeting of the District Board of Trustees was set for Thursday, January 13, 2005, at 10 a.m. in the Third Floor Seminar Room of the Student Union West.
- President's Mileage Report**
- 2.3** Dr. McSpadden shared a report of his mileage from December 1, 2003, to November 30, 2004, in the automobile provided him by the college.
- 3. College People And Programs**
- 3.1.1** Dr. McSpadden called attention to several recent college publications and encouraged trustees to review them. His report included the following activities and topics: Formal election of the Speaker of the Florida House of Representatives, return of Gulf/Franklin Center coordinator from Iraq, acknowledgement from Pensacola Junior College for GCCC support following Hurricane Ivan, kudos to WKGC radio, community relations involving athletes, success of theatre students in state competition, kudos to Lifelong Learning, Tapper Foundation's support of education, High School Senior Day at Gulf/Franklin Center, note from long-time member of Multi-Ethnic Committee, and evidence of outstanding community relationships. Dr. McSpadden called particular attention to awards received at the recent FACC Convention: Chair Cramer received an unprecedented second Florida Trustee Award, and Lt. Col. Richard McSpadden, USAF (ret.) received the LeRoy Collins Distinguished Community College Alumnus Award for Region 1.
- Community Support**
- 3.1.2** Dr. McSpadden acknowledged the generosity of *The News Herald* in running ads that featured donors to the A Legacy of Trust campaign. He noted contributions to the GCCC Foundation from the following donors:
- David B. Hurst
  - Sandra and Joseph Cicarelli
  - Peggy Pelt
  - John Phillips
  - Barbara Thomasson

- Jennifer Hamilton
- Elizabeth Trentanelli-Paris
- Les Burke
- ARINC
- Tipton, Marler, Garner & Chastain
- Trustmark
- Gayle Blanton
- Sussex-Bay Foundation
- VALIC
- Bay Bank & Trust
- Michael Urban
- D. W. and Carroll Gaddie
- Pat Sabiston
- Progress Energy Service Company, LLC
- Alfred I. DuPont Foundation, Inc.
- Robert and Charlotte Nedley

**State, National,  
International  
Issues**

**3.2.1** No state, national, or international issues were presented.

**4. Policy  
Revisions**

**4.1.1** Dr. McSpadden called attention to proposed changes to the policies listed below and requested final approval:

- 2.125, Board of Trustees Meetings
- 3.015, Committee-type Organizational Structure
- 5.020, Financial Records and Reports
- 5.025, Procurement
- 5.056, Delinquent Accounts and Bad Checks
- 5.085, Insurance
- 5.180, College Vehicles
- 5.280, Mail Services
- 6.016, Contracts – Pay Period
- 6.045, Resignations – Breach of Contract
- 7.005, Admission of Students to the College
- 7.024, Laboratory and Special Course Fees
- 7.110, Student Parking

Dr. Myers moved and Mr. Cox seconded final approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Maritime Fire  
Training  
Facility Project**

**4.1.2** Vice President John Holdnak reported that the Maritime Fire Training Facility Project was complete. He presented Change Order 2, increasing project cost by \$2,700, and explained that the expense related to repairs to the new asphalt pad, which was undermined when an underground irrigation pipe ruptured. Following discussion, Ms. Butler moved and Mr. Sumner seconded approval of Change Order 2, increasing project cost by \$2,700. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health  
Sciences  
Contracts**

**4.1.3** Dr. McSpadden requested approval of contracts with the Bay County Council on Aging, Bay Medical Center Child Care, Davita Panama City Artificial Kidney Center, and Dr. Ingrid Rachesky, Pediatrics. He noted that each would provide opportunities for health sciences students to acquire clinical experiences. In addition, he requested approval of a contract with Chipola College that would extend an existing agreement related to the Dental Education Alternative Learning program. Ms. Grantham moved and Ms. Durden seconded approval of the contracts described above. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Small Business  
Incubator Leases**

**4.1.4.1** Trustees were asked to approve a renewal lease between the Bay County Small Business Incubator and the college's Veterans Business Outreach Center, effective through January 31, 2006. Following discussion, Ms. Shoaf moved and Dr. Myers seconded approval of the lease as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**4.1.4.2** Trustees were asked to approve a renewal lease between the Bay County Small Business Incubator and the college's Small Business Development Center, effective through December 31, 2005. Mr. Cox moved and Ms. Shoaf seconded approval of the lease as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Professional  
Services  
Selection**

**4.1.5** Vice President Holdnak reported that several moderate-size construction and related projects were anticipated during the near future that would require architectural or engineering services. Noting that the projects would likely exceed the statutory threshold for negotiation of professional services, he requested that a professional services selection committee be appointed. Following discussion, in which Dr. Holdnak clarified that the anticipated project to renovate the George G. Tapper Health Sciences Building would involve selecting a professional services firm separate from this request, Chair Cramer appointed Trustees Mayo, Durden, and Cox to serve with him on the committee.

**Bid 2005-04,  
SU East  
Roof Repair  
and Recoating**

**4.1.6.1** Of the nine bids requested for roof repair and recoating of the Student Union East, two had been received. Following discussion, Ms. Shoaf moved and Ms. Durden seconded acceptance of the low bid for \$196,372 and awarding the project to Dobson Sheet Metal and Roofing Specialties, Inc. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2005-05,  
SU East  
Sealant  
Removal and  
Replacement**

**4.1.6.2** Of the nine bids requested for removal and replacement of sealants on the Student Union East, three had been received. Following discussion, Ms. Butler moved and Mr. Sumner seconded acceptance of the low bid for \$44,980 and awarding the project to Suncoast Restoration. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 11**

**4.1.7.1** Dean John Mercer led a review of Amendment 11 to the Restricted Current Fund. He noted the amendment would budget a total of \$768,166 for a variety of externally funded programs and services. Ms. Durden moved and Dr. Myers seconded approval of Amendment 11 as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 12**

**4.1.7.2** Dean Mercer led a review of Amendment 12 to the Unrestricted Current Fund. Following discussion, Ms. Grantham moved and Mr. Sumner seconded approval of Amendment 12 as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 13**

**4.1.7.3** After Dean Mercer led a review of Amendment 13 to the Auxiliary Fund, Ms. Butler moved and Ms. Grantham seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**GCCC's  
Financial  
Audit**

**4.1.8** The college's financial audit for the year ended June 30, 2004, was lodged with the board. Dr. McSpadden pointed out that the audit reported no criticisms.

**WKGC's  
Financial  
Audit**

**4.1.9** WKGC Radio's financial audit for the year ended June 30, 2004, was lodged with the board. Dr. McSpadden noted that the audit reported no criticisms.

**Obsolete  
Property**

**4.1.10** Trustees were asked to review a listing of computer equipment determined to be obsolete or worthless by the property custodians and to approve disposal of the items. Ms. Durden moved and Mr. Cox seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Delinquent  
Accounts**

**4.1.11** Dean Mercer led review of a listing of delinquent accounts, which totaled \$35,512.16 and were due prior to December 31, 2002. After indicating that collection efforts would continue, he requested board approval to charge off the delinquent amounts. Discussion included recognition that changes in federal regulations regarding repayment of Title IV funds would make delinquent accounts a much more significant issue for colleges. Ms. Butler moved and Mr. Sumner seconded approval of the charge-off as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.12** Dean Mercer led review of the activity in the General Current Fund for the period July 1 - November 30, 2004, as well as the accompanying energy consumption analysis and a report of November 2004 purchase orders totaling between \$2,500 and \$25,000.

**Professional  
Personnel**

**4.2.1** After review of the professional personnel recommendations that appear below, Ms. Durden moved and Mr. Cox seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Employment**

Adair, Lyles C. --- Academic Tutor, Wellness and Athletics, effective October 1, 2004 - June 30, 2005, no salary

Alabanza, Florence J. --- Career Manager, Workforce Center, Workforce Development, effective November 16, 2004 - June 30, 2005, salary of \$15,083 (based on annual salary of \$24,150); funded by One Stop Master grant

Garner, Tessa E. --- Cheerleading Coach, Wellness and Athletics, effective November 11, 2004 - June 30, 2005, salary of \$2,667

Johnson, Sharon R. --- Career Manager, Workforce Center, Workforce Development, effective November 16, 2004 - June 30, 2005, salary of \$15,083 (based on annual salary of \$24,150); funded by One Stop Master grant

Peltz, Ricky L. --- Systems Support Analyst, Computer Services, effective December 1, 2004 - June 30, 2005, salary of \$32,674 (based on annual salary of \$56,105)

**DROP Entry**

Jack, Elkin Terry --- Professor, Social Sciences Division, effective November 1, 2004

**Reclassification**

Childers, Michael J. --- From Student Activities Specialist to Assistant Coordinator of Student Activities, Student Services, effective December 1, 2004 - June 30, 2005, salary of \$16,015 (based on annual salary of \$27,500)

**Resignation**

Graham, Theodore A. --- Coordinator, Student Support Services, Developmental Studies, effective November 15, 2004

Randall, Tenna M. --- Coordinator, Workforce Training Center, Workforce Development, effective January 3, 2005

**Retirement**

Shultz, Leland D. --- Manager, Network Systems, Computer Services, effective January 3, 2005

**Career Service Personnel**

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

**Reclassification**

Cassani, Tamara M. --- From Administrative Secretary (Grade 10), Disability Support Services, Student Services, to Administrative Secretary (Grade 10), Computer Services, effective December 6, 2004; no change in salary

**Ratification of Contracts**

**4.2.3** Dr. Myers moved and Ms. Durden seconded ratification of contracts signed by 48 instructors of credit courses, 25 instructors of noncredit courses, 17 consultants, and 15 special contractors. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation Report**

**4.3.1** Ms. Carole Lapensohn, executive director of the GCCC Foundation, reported that foundation assets totaled \$18 million and acknowledged recent generous donations from many individuals and organizations. She provided an overview of foundation activities,

focusing heavily on preparations for the annual meeting planned for February 4.

**5. North Bay  
Center Expansion**

**5.1.1** Dr. Jeff Stevenson, dean of workforce education, presented a summary of discussions related to the anticipated expansion of the North Bay Center. He addressed the expansion in the context of established need, rationale, and proposed facilities and programs that would be located at the center. Following Dr. Stevenson's presentation, which envisioned a campus at the North Bay Center site of at least 250 acres, Dr. McSpadden, Chair Cramer, and several other trustees endorsed the strategic planning necessary to consider the college's future growth, development, and mission refinement, particularly with regard to the proposed expansion. Dr. McSpadden indicated that college officials had held preliminary discussions with representatives of the St. Joe Company, owner of property surrounding the North Bay Center, as well as officials of the Bay County Emergency Operations Center about a potential relocation of the EOC to the North Bay Center. Following in-depth discussion of strategic issues related to college growth and development, Mr. Cox moved and Ms. Grantham seconded authorizing Dr. McSpadden and appropriate administrative staff to pursue expansion of the North Bay Center as discussed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Workforce  
Development**

**5.1.2** Dr. Stevenson congratulated the Gulf Coast Workforce Board for being ranked first in performance among all workforce boards in the state. He noted that GCCC's Workforce Development program was the board's largest provider of services and congratulated college staff members for their role in the board's success. Dr. Stevenson explained that rankings were based on 25 performance measures associated with providing services to students and clients. He introduced Ms. Kim Bodine, executive director of the Gulf Coast Workforce Board, and Mr. Gary Ross, chairman of the board. Mr. Ross presented a check for \$10,000 to the GCCC Foundation and indicated the board would be investing \$80,000 in conducting a workforce needs assessment, which would be an important planning tool for the college's program development. Dr. Carrie Baker, director of workforce development, invited the trustees to an open house at the newly remodeled Workforce Development Building on the morning of January 11.

**Student  
Fees**

**5.2.1** Dr. McSpadden called attention to a report on student fees from the chancellor of the Florida Community College System, and he encouraged trustees to review the information. He noted that GCCC's fees were near the state average and fees at Florida schools were much lower than the national average.



