

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

December 14, 2006

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, Karen L. Durden, Dan A. Estes, Charles S. Isler, 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, recognizing in particular Ms. Christina Kight, chair of the Career Council; Ms. Angela Smitherman, representing the Coordinating Council; Mr. Lloyd Harris, chair of the Faculty 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** Ms. Durden moved and Mr. Estes seconded approval of the minutes of the board's regular meeting of November 9, 2006, and special meeting of December 8, 2006, as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.7** The December chapter of the Gulf Coast Story was presented by the Singing Commodores, who provided a program of holiday music for the trustees and their guests.
- SAB Report**
 - 1.8** Mr. Umar Karaman, president of the Student Activities Board, reported that fall 2006 had been a great semester with many activities. He concluded by mentioning several events planned for the spring.
- 2. Attorney's Report**
 - 2.1** Attorney Bennett had no report.

- Next Meeting** 2.2 The next meeting of the District Board of Trustees was set for Thursday, January 11, 2007, at 10 a.m. in Room 306 of the Student Union West.
- Presidential Search** 2.3 Chair Cramer reported that Ms. Durden, chair of the Presidential Search Committee, had submitted the committee's report at the board's special meeting on December 8. He noted the report recommended eight finalists for consideration by the board. He announced that the board would hold an extended session on January 11, 2007, for discussion and selection of the individuals who would be invited for interviews. After sharing Dr. Hockaday's complimentary assessment of the GCCC process, Chair Cramer commended Ms. Durden for her leadership and expressed appreciation for the exceptional work of the committee. Ms. Durden acknowledged the excellent efforts of the committee, the valuable service provided by the search consultant, and the support provided by the search liaison.
- President's Mileage Log** 2.4 Consistent with provisions of his contract, Dr. McSpadden reported his business and personal mileage from December 1, 2005, through November 30, 2006, in the automobile provided by the board.
3. **College People and Programs** 3.1.1 Dr. McSpadden referred to articles and letters that focused on effectiveness in serving veterans, staff support of the FACC convention, community perceptions regarding GCCC parking, legislative activities, and international service projects supported by students and faculty.
- Community Support** 3.1.2 Dr. McSpadden shared copies of ads associated with the A Legacy of Trust campaign and acknowledged recent gifts to the foundation including the donation of \$60,000 by a trustee and her spouse. He noted GCCC Foundation assets were at \$24.5 million as of November 30, 2006.
- Foundation Report** 3.1.3 Ms. Margie Mazur, executive director of the GCCC Foundation, reported A Legacy of Trust funds totaled \$8.48 million and indicated that a year-end mailing had resulted in gifts of \$8,000. She reported that the Shark's Tooth Golf Tournament was very successful, with 120 golfers and proceeds of \$27,000.
- ACCT/ACC National Legislative Summit** 3.2.1 Chair Cramer called attention to the Association of Community College Trustees and the American Association of Community Colleges 2007 National Legislative Summit to occur February 12-14, 2007, in Washington, D.C.
- Trustees Legislative Conference** 3.2.2 Trustees were encouraged to attend the FACC Trustees Commission's Annual Legislative Conference February 21-22, 2007, in Tallahassee.

**4. Moody
Avenue
Relocation**

4.1.1 Dr. John Holdnak, vice president of administrative services, introduced Mr. Steve Whittington of the Florida Department of Transportation, and he called on Attorney Bennett for a report on efforts to finalize an agreement on the project to reroute Moody Avenue to the western side of the Workforce Development Building. Mr. Bennett reported that the City of Panama City agreed to allow the building to remain in its current location and would provide a letter to that effect. He referred to the board's request that he apply for a formal variance and explained that his research revealed the letter from the City of Panama City would be equivalent to securing a variance, which would require substantially more time and effort to accomplish. In either case, the college would be required to secure approval from the city to expand the facility to the west or south of its current footprint. Mr. Whittington acknowledged the efforts of Dr. Holdnak and Mr. Bennett in working with the FDOT on an agreement for the project, and he gave an overview of how the project would fit into the larger realignment of Highway 98 and 23rd Street. Attorney Bennett read a resolution (filed in the Supplementary Minutes Book) that authorized the agreement with the FDOT, and he requested board approval. In response to a request from Mr. Isler, Mr. Bennett agreed to substitute "conveyance" for "sale" in the document that would be presented for the board chair's signature. Dr. McSpadden endorsed the agreement, indicating that the project was a very good thing for the college and that the City of Panama City had offered to transfer to the college the property upon which Moody Avenue currently sits. Mr. Isler moved and Ms. Butler seconded approval of the resolution as amended. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Dr. Holdnak presented an additional request for approval of a temporary construction easement and a permanent utility easement with the City of Panama City. He shared a detailed description of the city's plan to relocate water and sewer lines on and adjacent to college property and noted that the city would be installing additional fire hydrants on campus as part of the project at no cost to the college. Ms. Durden moved and Dr. Myers seconded approval of the temporary construction easement and the permanent utility easement as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health
Sciences
Contracts**

4.1.2 Trustees were asked to approve agreements that would permit GCCC health sciences students to acquire clinical experience in facilities operated by the following listed agencies:

- Advance Rehab and Home Health, LLC, Panama City (Physical Therapist Assistant)
- Northwest Florida Community Hospital, Chipley (all Health Sciences programs)

- Corrections Corporation of America/Bay Correctional Facility (Dental Hygiene)
- St. Andrew Community Medical Center, Panama City (adds Dental Hygiene)

Mr. Sumner moved and Ms. Butler seconded approval of the agreements as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Incubator/
Development
Center
Lease**

4.1.3 Dr. McSpadden requested board approval of a renewal lease between the Bay County Small Business Incubator and the college's Small Business Development Center. Mr. Estes moved and Ms. Shoaf seconded approval as requested, and the vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid
2007-03**

4.1.4.1 Of the five bids requested for a CareAssist Bed System, two bids had been received. On a motion by Ms. Shoaf that was seconded by Ms. Durden, the bid was accepted and awarded to the low bidder, Stryker Medical of Portage, Michigan, for \$53,667.84. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid
2007-04**

4.1.4.2 Of the seventeen bids requested for refurbished ultrasound equipment, two bids had been received. After discussion that revealed the low bid from Med-Electronics of College Park, Maryland, did not meet specifications, the board was asked to accept and award the bid to GE Healthcare Systems Ultrasound of Milwaukee, Wisconsin, for \$73,003. In addition, the board was asked to approve the purchase of a second unit for \$65,000. Ms. Durden moved and Ms. Shoaf seconded acceptance of the responsive bid of \$73,003 and purchase of a second unit for \$65,000 from GE Healthcare Systems Ultrasound as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**RFP
02-2007**

4.1.5 Dr. McSpadden indicated that an RFP for Administration Building Wall Covering would be considered at a subsequent meeting.

**Land
Donation**

4.1.6 Attorney Bennett reported that the process of donating property adjacent to the Gulf/Franklin Center to Sacred Heart Health Systems was progressing satisfactorily.

**Budget
Amendment 10**

4.2.1 Mr. John Mercer led review of Amendment 10 to the Agency Fund and summarized the amendment's purpose. Dr. Myers moved and Mr. Estes seconded approval of the amendment as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete
Property**

4.2.2 Trustees reviewed a listing of items described as obsolete or worthless, and they were asked to approve removal of the items from inventory records. Discussion focused on several of the items including the following:

- Items 21226 and 21227, Cisco Firewall Equipment, no longer of use to the college, will be transferred to Franklin County Schools.
- Item 23440, Nicolet IR200 Spectrometer, was described as “lost” between delivery of the item and use by students in a chemistry lab. Insurance, less a \$5,000 deductible, will pay for a replacement.
- Item 23549, Chevrolet Impala 2007 Police, will be transferred to FSU in accordance with the contract with FSU for law enforcement services.

Chair Cramer expressed concern that the report reflected items that were neither obsolete nor worthless and requested that a new name be given the report. He also requested a report to the board on procedures used to ensure the security of college equipment. Ms. Butler moved and Mr. Sumner seconded approval of removal of the listed items from inventory records. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.2.3 Dean Mercer led review of a statement of activity in the General Current Fund for the period July 1 - November 30, 2006, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during November 2006.

**WKGC
Audit**

4.2.4 The financial audit for WKGC-AM/FM Radio Station for the year ended June 30, 2006, was lodged with the board.

**Delinquent
Accounts**

4.2.5 Trustees reviewed a listing of delinquent accounts totaling \$63,351.26, which were due prior to December 31, 2004. Dean Mercer pointed out that the total represented .73 percent of total student fees and the two largest accounts, Title IV Repayments and Financial Aid Over Awards, were federal programs over which the college has no control. Dean Mercer noted that the college had turned the accounts over to a collection agency and that a hold had been placed on the academic records of students involved, ensuring that they would not be able to reenroll or to have transcripts released until the debts are paid. With regard to Student Emergency Loans, Mr. Chris Westlake, assistant director of financial aid, explained the application procedures for these funds. Chair Cramer requested that deserving students be referred to the Foundation Office to apply for funds available through the Foundation’s Emergency Fund designed for that purpose. Ms. Durden moved and Ms. Butler seconded approval of charging off delinquent accounts totaling \$65,351.26. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Student
Financial
Aid**

4.2.6 Mr. Chris Westlake, assistant director of financial aid, provided a report on student financial aid. He indicated that GCCC students receive federal, state, and college-funded aid, and he explained the various application processes. In response to a question about default on student loans, Mr. Westlake noted that the GCCC default rate is 7.1 percent, well below the national average and the rate considered acceptable by the federal government.

**Professional
Personnel**

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

Employment

Bechler, Gary D. --- Coordinator, Electrical Apprenticeship Program, Technology Division, effective October 27, 2006 - May 4, 2007, no salary

Easter, Layca D. --- Career Manager, Workforce Center, Workforce Development, effective January 8 - June 30, 2007, salary of \$11,661 (based on annual salary of \$24,150); funded by Workforce Center grant

Gammons, Rowena --- Financial Aid Specialist, Financial Aid, Business Affairs, effective November 20, 2006 - June 30, 2007, salary of \$14,901 (based on annual salary of \$24,150)

Rackley, Edwin R. --- Instructor, Visual and Performing Arts Division, effective August 16, 2006 - May 4, 2007, no salary

Salter, Teresa E. --- Assistant Instructional Coordinator, part-time, Educator Preparation Institute, Instructional Support and Lifelong Learning, effective November 27, 2006 - June 30, 2007, hourly rate of \$25.36; funded by EPI grant

DROP Entry

Williams, Willard J. --- Associate Professor, Business Division, effective November 1, 2006

**Career Service
Personnel**

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

Employment

Dennis, Maureen P. --- Groundskeeper (Grade 6), Facilities Management, effective December 11, 2006, hourly rate of \$8.85, including experiential credit

Lewis, Linda D. --- Senior Clerk Typist (Grade 9), Library, effective November 6, 2006, hourly rate of \$10.14, including experiential credit

Marshall, Terri R. --- Miscellaneous Part-time I (Grade 1), Gulf/Franklin Center, Student Development, effective November 13, 2006, hourly rate of \$7.36, including experiential credit

Reclassification

Rissman, Mark A. --- From Groundskeeper (Grade 6), to Maintenance Mechanic I (Grade 7), Facilities Management, effective December 4, 2006, hourly rate of \$12.83

Lewis, Linda D. --- From Senior Clerk Typist (Grade 9), Library, to Administrative Assistant (Grade 10), Admissions and Records, Enrollment Services, effective December 11, 2006, hourly rate of \$11.05

Resignation

Agan, Anita G. --- Miscellaneous Part-time 1 (Grade 1), Gulf/Franklin Center, Student Development, effective November 10, 2006

Ratification of Contracts

4.3.3 Ms. Butler moved and Mr. Sumner seconded ratification of contracts signed by 85 instructors of credit courses, 19 instructors of noncredit courses, and 7 special contractors. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

5. Lifelong Learning Courses

5.1.1 Trustees were asked to review and approve a listing of Lifelong Learning noncredit courses and instructors. Mr. Estes moved and Dr. Myers seconded approval of the courses and instructors as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Graduation Applicants

5.2.1 Trustees reviewed a listing of applicants for fall 2006 graduation. Mr. Sumner moved and Ms. Butler seconded approval as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

6. Health Sciences Ceremonies

6.1 Dr. McSpadden invited trustees to attend the Nursing Pinning Ceremony and the Surgical Technology Pinning Ceremony, both to be held on Thursday, December 14.

Christmas Luncheon

6.2 Trustees were invited to the Christmas Luncheon to be held on Friday, December 15, in the Student Union East.

MLK Day Program

6.3 Dr. McSpadden called attention to the Martin Luther King Jr. Day Commemoration Program to be held on Friday, January 12, 2007. He noted that the speaker would be a GCCC alumna, Annetta Wilson.

Facilities Management Luncheon

6.4 Mr. Ken Caldwell, director of facilities management, invited the trustees to the annual Christmas Luncheon sponsored by Facilities Management staff that would begin immediately following adjournment of the board's meeting.

Dental Programs

6.5 In response to questions from Dr. Myers, Ms. Sue Suggs, chair of the Health Sciences Division, indicated the college was advertising the Coordinator of Dental Programs position and that a vacancy in that position did not negatively affect the program's accreditation status. Ms. Suggs described the programs, including Dental Hygiene and Dental Assisting, the latter being offered in a traditional weekday format and in a weekend format. She emphasized that students are treated the same regardless of the format of the program and indicated that the faculty make an effort to inform prospective students of the advantages and disadvantages of the two formats. Despite low enrollment in Dental Assisting, Ms. Suggs characterized the need for dental assistants as high and indicated students are reluctant to enroll in the program because of low salaries. Disagreeing that the primary reason enrollment is down is related to low salaries, Dr. Myers expressed concerns about the skill levels and experience of students certified by the programs. After intense discussion, Dr. Myers expressed appreciation for the board's willingness to hear his concerns. Perceiving a need to improve communications between college staff and the dental community, Chair Cramer asked Dr. McSpadden to report back to the board on the issue at the next regular meeting on January 11, 2007.

7. Adjournment

The meeting was adjourned at 11:50 p.m.