

MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

February 13, 2003

10 a.m.

E. A. Gardner Seminar Room

Members Present William C. Cramer, Jr., Leon R. Bloodworth, J. Allen Cox, Karen L. Durden, Linda S. Grantham, Clinton V. Mayo, Dr. Stephen C. Myers, Renee C. Shoaf, William C. Sumner, Dr. Robert L. McSpadden, Derrick Bennett

Others Present Dr. Linda Adair, Pat Ballasch, Jim Barr, Leigh Belcher, Rhonda Birdwell, Ken Caldwell, Brady Calhoun, Don David, Cheryl Flax-Hyman, Lynn Gager, Jewel Hamburg, Lloyd Harris, John Holdnak, Carole Lapensohn, Wanda Luckie, John Mercer, Billy Nale, Virginia Sollie, Dottie Terryn, Roy Varnado, Mosell Washington, Eileen Wilkes

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. Mayo led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4 Chair Cramer welcomed the board's guests, recognizing in particular the following individuals: Mr. Leigh Belcher, president of Student Activities Board; Ms. Rhonda Birdwell, new chair of Career Council; Mr. Lloyd Harris, chair of Faculty Council; and Mr. Roy Varnado, chair of Coordinating Council.
- Hearing of Citizens**
 - 1.5 No citizen answered the call to appear before the board.
- Approval of Minutes**
 - 1.6 Ms. Grantham moved and Mr. Sumner seconded approval of the minutes of the board's meeting of January 16, 2003, as distributed. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.7 Dr. Linda Adair, executive vice president, introduced Mr. Jim Barr, assistant coordinator of public and community service, who shared a report on Education Encore, a noncredit enrichment program

for senior adults offered through the Lifelong Learning Division. Mr. Barr indicated that the program was participant driven, with major input from a volunteer advisory council at the main campus and the Gulf/Franklin Center. He noted that enrollment had risen from 35 in fall 1991 to 366 in spring 2003. Mr. Barr reviewed course offerings and acknowledged the quality of instruction throughout the program. He referred trustees to brochures used to promote the program and indicated that Education Encore students received a college ID card, which entitled them to privileges enjoyed by all GCCC students. Mr. Barr concluded by introducing Mr. Billy Nale, chairman of the Education Encore Advisory Council, who expressed appreciation for the opportunities provided through Education Encore and acknowledged Mr. Barr's outstanding leadership. On behalf of the board, Chair Cramer thanked Mr. Barr for the presentation and commended him for the success of the program.

**SAB
Report**

1.8 Mr. Leigh Belcher, president of the Student Activities Board, reviewed the February calendar of events. He highlighted a number of events, including those associated with celebration of Black History Month.

**2. Attorney's
Report**

2.1 Attorney Derrick Bennett had no report.

**Next
Meeting**

2.2 Chair Cramer requested approval to change the scheduled date of the next meeting from March 13 to March 20. Following discussion, Mr. Mayo moved and Ms. Durden seconded approval of setting the next meeting of the District Board of Trustees at 10 a.m. on Thursday, March 20, 2003, in the E. A. Gardner Seminar Room. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**3. College People
and Programs**

3.1.1 Dr. McSpadden began his report of college people and programs by introducing and welcoming Mr. Brady Calhoun, education reporter for *The News Herald* and GCCC alumnus. He also congratulated the Lady Commodores for winning their sixth consecutive Panhandle Conference championship. At Dr. McSpadden's request, Chair Cramer reported on the ACCT National Legislative Summit held recently in Washington, D.C. He indicated that states across the country were experiencing tough times and that Florida was in relatively good shape. He highlighted key issues being discussed at the federal level, including changes in Pell grants and Carl Perkins vocational funding programs. He concluded by indicating that significant challenges exist for training the workforce and locating the necessary resources to do so effectively.

Dr. McSpadden referred to other topics including homeland security; WKGC's format changes; cooperation between the college and the Coastal Systems Station in efforts to secure resources for construction of maritime firefighting facilities; fund raising for athletics; community celebration of Black History Month; and college support of the Tyndall AFB Quarterly Awards program.

**Community
Support**

3.1.2 Dr. McSpadden acknowledged a recent \$1,000 contribution from the Community College Business Officers. He noted this gift resulted from the college's recognition for "Stretching Capital Outlay Funding" through the savings derived from direct purchase of construction materials. Ms. Jewel Hamburg and Mr. Joe Mills, coordinators of purchasing and accounting, respectively, and the two individuals responsible for envisioning and implementing the innovative practice, had recommended that the gift be given to the GCCC Foundation for staff professional development. Dr. McSpadden also highlighted numerous other gifts to the foundation and the athletic association.

**State
Budget**

3.2.1 Chair Cramer shared a letter he had written to Senator Charlie Clary in his role as chairman of the Florida Association of Community Colleges' Trustees Commission. The letter articulated the community college position on significant issues and solicited Senator Clary's support for eight specific budgetary requests for the community college system. The requests addressed the following issues: (1) funding enrollment growth; (2) providing for operating costs of new facilities; (3) appropriating matching funds for scholarships and equipment; (4) matching private funding for facilities; (5) providing appropriate funding of categoricals; (6) raising allowable capital improvement fees; (7) allocating PECO funds according to statutory formula; and (8) allowing local boards of trustees appropriate flexibility in allocating funds. Both Chair Cramer and President McSpadden emphasized the importance of trustee communication with legislators.

**4. Wellness
Complex**

4.1.1 Vice President John Holdnak reported that the Wellness Complex Project was nearing completion but was not yet ready to be declared substantially complete. He invited anyone interested in a tour of the facility to join him at the end of the meeting.

**Student Union
West
Expansion**

4.1.2 Vice President Holdnak reported that the Student Union West Expansion Project had begun and that staff and programs housed on the first floor of the facility were being relocated to other areas on the campus.

**Language Arts
Building
Renovation**

4.1.3 Architect Pat Ballasch of DAG Architects, Inc., reported that construction documents for the Language Arts Building Renovation Project were near completion and would be presented for approval at the board's meeting in March. He noted that cost estimates confirmed that the project design was within budget.

**Bid 2003-05,
Automatic
Swing Door
Operator**

4.1.4.1 Of the three bids requested for automatic swing door operators, one had been received. Following review of the bid results, Ms. Durden moved and Dr. Myers seconded acceptance of the bid from Columbus Automatic Door of Pensacola, Florida, for a total of \$39,600. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2003-06,
Chiller and
Cooling Tower**

4.1.4.2 Six bids for the chiller and cooling tower addition had been received. Following review of the bid tabulations, Mr. Mayo moved and Ms. Durden seconded acceptance of the low bid of \$283,700 from Peaden Mechanical Inc. of Panama City, Florida. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health
Sciences
Contract
and SBI**

4.1.5 Trustees were asked to approve a contract with the Eglin Air Force Base 96th Medical Group of Ft. Walton Beach. Dr. McSpadden noted that the contract would permit Physical Therapist Assistant students to gain clinical experience in that facility. Mr. Bloodworth moved and Mr. Sumner seconded approval of the contract as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 18**

4.1.6.1 Trustees were asked to approve Amendment 18 to the Restricted Current Fund, which would increase several fiscal year 2002-03 grant budgets due to increased revenues. Ms. Shoaf moved and Mr. Cox seconded approval as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 19**

4.1.6.2 Trustees were asked to approve Amendment 19 to the Agency Fund, which would establish the new fiscal year 2002-03 budgets for clubs funded by the Student Activities Board. Dr. Myers moved and Ms. Durden seconded approval as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete
and
Worthless
Property**

4.1.7 Dr. McSpadden asked trustees to approve of the disposal of items of property determined to be obsolete or worthless by the property custodians. He noted that the list of items included three computers and a fax machine, which had been purchased for Workforce Development use. After a review of the listing, Mr. Mayo moved and Ms. Shoaf seconded approval to remove the items from the college's inventory records. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.8 Dean John Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2002, through January 31, 2003, as well as accompanying energy consumption and purchase activity reports. He indicated that the college was doing well at controlling expenditures, and Dr. McSpadden indicated that a number of position vacancies were being filled by shifting current personnel rather than by hiring new staff.

**Warrants
Register**

4.1.9 Chair Cramer called attention to the availability of the Warrants Register for examination.

**MOU with
Coastal
Operations
Institute**

4.1.10 Dr. McSpadden announced that discussion of a memorandum of understanding with the Coastal Operations Institute would occur at a later date.

**Professional
Personnel**

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

Employment

Bedford, Terri A. --- Head Volleyball Coach, Wellness and Athletics, effective January 27 - June 30, 2003, salary of \$1,604

Bortnick, Kristin L. --- Assistant Volleyball Coach, Wellness and Athletics, effective January 27 - June 30, 2003, salary of \$1,604

Mitchell, Charles R. --- Sports Announcer, WKGC, effective January 15 - June 30, 2003, no salary

Rainone, Celinda L. --- Cheerleading Coach, Wellness and Athletics, effective January 21 - June 30, 2003, no salary

Searcy, DeAnn E. --- Tutor, Success Center, effective January 9 - May 8, 2003, no salary

Resignation

Scovel, Mary P. --- Head Volleyball Coach, Wellness and Athletics, effective January 17, 2003

**Career
Service
Personnel**

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

Employment

Pardi, Joanne --- Administrative Secretary (Grade 10), Computer Services, effective February 10, 2003, hourly rate of \$9.21, including experiential credit

Stromberg, Lillian --- Administrative Secretary (Grade 10), Enrollment Services, effective February 7, 2003, hourly rate of \$9.47, including experiential and educational credit

Walding, Shannon M. --- Secretary (Grade 9), Health Sciences, effective February 17, 2003, hourly rate of \$8.85, including experiential credit

**Ratification
of Contracts**

4.2.3 Mr. Bloodworth moved and Dr. Myers seconded ratification of contracts signed by 16 instructors of credit courses, 21 instructors of noncredit courses, 16 consultants, and 50 special contractors, as well as overload contracts for spring 2003 credit course instructors, which totaled \$459,188.85. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation
Report**

4.3.1 Ms. Carole Lapensohn, executive director of the GCCC Foundation, Inc., reported that 570 reservations had been made for the annual meeting planned for Friday, February 14, 2003, at the Edgewater Beach Resort. She acknowledged the extraordinary efforts of Trustees Durden and Myers and Ms. Mary Jo Myers, foundation secretary, in preparing for a very special evening. In addition to a keynote address by Governor Jeb Bush, Ms. Lapensohn indicated that Dr. McSpadden's state of the college address would feature three talented students who had benefited from the foundation's scholarship program.

- 5. Tentative Approval of Catalog**
- 5.1.1** Ms. Lapensohn invited trustees to review a draft of the 2003-2004 General Catalog and requested tentative approval. Following discussion and a request that the trustees have an opportunity to review the finished product before giving final approval at the meeting in March, Mr. Cox moved and Ms. Durden seconded tentative approval. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- FIPSE Grant Proposal**
- 5.1.2** Trustees were asked to approve submission of a grant proposal to the U.S. Department of Education's Fund for the Improvement of Postsecondary Education (FIPSE). Ms. Carole Lapensohn, director of institutional advancement, summarized the proposal to establish a Master Substitute Teacher Endorsement Program in collaboration with Bay District School's Beacon Learning Center. If fully funded, the grant would provide \$386,445 over a three-year period. Following discussion, Ms. Shoaf moved and Mr. Mayo seconded approval of submission of the grant proposal as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Educational Support**
- 5.2.1** No Educational Support matters were presented.
- Student Development**
- 5.3.1** No Student Development matters were presented.
- 6. Foundation Annual Meeting**
- 6.1** Trustees were reminded of the GCCC Foundation's annual meeting to occur on Friday, February 14, at the Edgewater Beach Resort.
- Black History Month**
- 6.2** Dr. McSpadden shared an activity calendar noting numerous events planned for the joint GCCC-FSU celebration of Black History Month. He encouraged trustees to attend and otherwise participate as their schedules would permit.
- Tour of Wellness Complex**
- 6.3** Vice President Holdnak led trustees and interested others on a brief tour of the Wellness Complex prior to lunch.
- 7. Adjournment**
- The meeting was adjourned at 12:15 p.m.