

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

**February 9, 2006**

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

**Members Present** William C. Cramer, Jr. (presiding), J. Allen Cox, Karen L. Durden, Dan A. Estes, 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** Vice Chair Durden 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 Mr. Lloyd Harris, chair of the Faculty Council; Ms. Libby McNaron, chair of the Coordinating Council; Ms. Christina Kight, chair-elect of the Career Council; and Mr. Jaber Nyrabeah, 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** Vice Chair Durden moved and Ms. Shoaf seconded approval of the minutes of the board's meeting of January 12, 2006, as distributed. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.7** Mr. Jerry Williams, associate professor of business, presented Phase II of The 2006 Gulf Coast Story, which focused on the computer imaging courses he has taught for ten years. After summarizing the evolution of the courses, Mr. Williams displayed examples of work produced by his students. In response to a question from trustees, Mr. Williams identified the hardware and software utilized in the courses. He also referred to the career and educational achievements of former students who now work and study in such fields as advertising and arts design. On behalf of the board, Chair Cramer expressed appreciation for the impressive presentation.

**SAB  
Report**

**1.8** Mr. Nyrabeah, SAB president, introduced Mr. Umar Karaman, SAB secretary, who provided a report on recent and upcoming SAB activities. The report focused on a successful Homecoming week, a March 4 carnival to support the college's effort to construct Habitat for Humanity homes, and the establishment of Mu Alpha Theta, a new student organization. On behalf of the board, Chair Cramer expressed appreciation to Mr. Karaman for his extremely positive letter to the editor about the college, which appeared in the February 9 edition of *The News Herald*.

**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 10 a.m. on Thursday, March 16, 2006, in the Third Floor Seminar Room of the Student Union West. Dr. McSpadden reminded trustees that this meeting would occur on the third Thursday of the month instead of the second as originally scheduled.

**Presidential  
Search  
Process**

**2.3** Chair Cramer referred trustees to Policy 6.001, Employment and Dismissal of the President, as well as a job description for the college president. He indicated that the board would conduct a full, open search for an individual to succeed Dr. McSpadden as GCCC president. He noted that the board would seek and interview candidates with the highest qualifications for educational leadership, including an earned doctorate, and would consider candidates' education, experience in related fields, understanding of community college programs, and demonstrated leadership ability. He indicated that Ms. Wanda Luckie, coordinator of institutional effectiveness, had agreed to serve as the board's liaison for the search process. Chair Cramer indicated the board would likely begin with a workshop session where trustees would consider options and make decisions about how to proceed with the search. Discussion occurred with regard to notable individuals and organizations whose professional mission includes helping institutions identify and recruit highly qualified leaders. In response to a comment from Vice Chair Durden, Chair Cramer acknowledged Dr. McSpadden's willingness to support the board during the search process and to continue to serve until a new president is in place.

**3. College  
People  
and  
Programs**

**3.1.1** Dr. McSpadden's report on college people and programs focused on technology resources and programs, community leadership awards, Fire Training Academy's and Computer Services' selection for state awards, Lifelong Learning support of U.S. Navy training activity, student commendation of Language and Literature faculty member, Financial Aid assistance to Sallie Mae employees and families, Bay Medical Center's financial support of renovation of Health Sciences Building, and a magazine article written by Trustee Denise Butler.

**Community  
Support**

**3.1.2** Dr. McSpadden acknowledged gifts to the A Legacy of Trust campaign and shared recent *News Herald* ads featuring donors and scholarships as follows: Gulf Coast Medical Center Scholarships, John Holley Memorial Chaine des Rotisseurs Scholarship, and Danielle Cazenave Memorial Scholarship. Dr. McSpadden acknowledged gifts from numerous other donors and noted state matching funds totaling \$230,484 had been received since the board's last regular meeting.

**Legislative  
Issues**

**3.2.1** Dr. McSpadden led review of a list of legislative bills and related information that had been prepared by the Florida Association of Community Colleges. He noted the bills had been separated into distinctions of "Bills we support," "Bills we oppose," and "Watch bills."

**Governor's  
Budget**

**3.2.2** After referring to a press release from the Governor's Office that described the 2006-07 budget developed by Governor Bush and Lt. Governor Jennings, Dr. McSpadden indicated the budget would give community colleges everything requested and would do great things for the future of GCCC. He then called on Dr. John Holdnak, vice president of administrative services, for a report on Public Education Capital Outlay (PECO) and other funding prospects. Dr. Holdnak described the process used for acquiring PECO funding and highlighted projects GCCC hoped to implement during the next six years. Those projects included general renovations and repairs, renovation of the George G. Tapper Health Sciences Building and the Technology Building, cleanup of driving and firing ranges at the North Bay Center, and construction of a joint-use Emergency Operations Center (EOC) with Bay County. Dr. Holdnak estimated total resources anticipated—in local, state, and federal funds—for the outlined projects would be \$47 million. Following the PECO report, Drs. Holdnak and McSpadden reported on their recent meetings with House Speaker Allan Bense, Community College Chancellor David Armstrong, and other state leaders. In response to a question from Chair Cramer, Dr. Holdnak described a potential schedule for funding and construction of the EOC facility. He noted that, under the best circumstances, he would likely come back to the board within the next two months about selection of an architectural firm for the project, which would have an estimated budget of \$13 million.

**4. Policy  
Revisions**

**4.1.1** Trustees were asked to give final approval to the following listed new or revised policies:

- 5.165, Travel and Expenses
- 6.106, Employee Drug Testing
- 7.130, Student Drug Testing

Dr. McSpadden pointed out that the change to Policy 5.165, Travel and Expenses, would set limits on reimbursable expenses incurred by

prospective employees. He noted that the other two policies, 6.105 and 7.130, which articulated official guidelines for drug testing of students and faculty, were new and were designed to satisfy requirements of health care agencies that provide clinical training for GCCC health sciences students under the supervision of GCCC faculty. Dr. McSpadden called on Ms. Libby McNaron, coordinator of the Surgical Technology program, who explained that GCCC would be seeking board approval to enter into an agreement with Tallahassee Community College (TCC) to offer surgical technology training for students in TCC's service district. She went on to say that Tallahassee Memorial Hospital, where clinical training would occur, requires that all students and faculty working in that facility undergo drug testing. Following discussion, which noted that local hospitals would likely implement a similar testing requirement in the near future, Ms. Durden moved and Mr. Cox seconded final approval of the revised and new policies as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Contract with  
Tallahassee  
Community  
College**

**4.1.2** Trustees were asked to approve a contract with Tallahassee Community College, which would create an opportunity for students in TCC's service district to participate in GCCC's Surgical Technology program. Mr. Sumner moved and Mr. Estes seconded approval of the contract as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Natural  
Sciences  
Office  
Renovation**

**4.1.3** Mr. Don David of Kendrick David Dowling Architects presented a proposal for renovation of the Natural Sciences Building office suite, projecting a project cost of approximately \$570,000. He indicated that he hoped the board would award the construction bid for the project at the board's regular meeting on March 16, 2006, in order to schedule construction during the summer 2006 term. In response to a question from Vice Chair Durden, Mr. David indicated the project would involve little concrete work. He pointed out that project cost would be most heavily influenced by an existing labor shortage. He estimated that projects were taking up to 30 percent longer to complete than projects before the 2004 and 2005 hurricane seasons. To reduce the impact of the slower projects, Mr. David proposed that the board authorize the contractor selected for the project to purchase materials early in order to expedite project completion and allow faculty to return to their offices by the beginning of the fall 2006 semester. Following discussion, Mr. Cox moved and Ms. Shoaf approved the proposed project to renovate the Natural Sciences Building office suite, authorizing the architect to put the project out for bids for awarding of the project on March 16, 2006, and authorizing the early purchase of materials and equipment. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Mr. David also provided an update on projects currently being administered by his firm under the continuing contract for architectural services. Those projects included renovations at the baseball and softball fields, in the Culinary Management area, in the cafeteria and Private Dining Room areas, and in the Gardner Seminar Room area.

**Budget  
Amendment 12**

**4.1.4** Dean John Mercer explained the purpose of Amendment 12 to the Auxiliary Fund of the 2005-06 budget and requested approval of the amendment. Mr. Sumner moved and Ms. Durden seconded approval of Amendment 12 as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete  
Property**

**4.1.5** Trustees reviewed a listing of items determined to be obsolete or worthless by the property custodians, and they were asked to authorize disposal of the items. The list included a musical instrument purchased in 1976, two automobiles, and two pieces of computer equipment. Mr. Estes moved and Ms. Durden seconded authorization to dispose of the items. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.6** Dean Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2005 - January 31, 2006, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during January 2006.

**Health  
Sciences  
Contract**

**4.1.7** Trustees were asked to approve a contract with Tender Touch Healthcare Services of Panama City, which would permit GCCC health sciences students to secure clinical experience with that agency. Ms. Shoaf moved and Ms. Durden seconded approval of the contract as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Professional  
Personnel**

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

**Employment**

Goss, Jay S. --- Assistant Cheerleading Coach, Wellness and Athletics Division, effective January 13 - June 30, 2006, no salary

Hasty, Teresa T. --- Brain Bowl Coach, Student Activities, Student Services, effective February 10, 2006, no salary

Poland, Phyllis --- Baptist Collegiate Ministries Club Advisor,  
Student Activities, Student Services, effective February 1 -  
April 30, 2006, no salary

### **Reclassification**

Newberry, Robin C. --- From Program Assistant (Career Service  
Personnel Grade 10) to Support Specialist, Student Support  
Services, effective January 25 - June 30, 2006, salary of \$10,953  
(based on annual salary of \$25,300); funded by Student Support  
Services grant

### **Resignation**

Kimble, Kevin M. --- Coordinator, Small Business Development  
Center, Workforce Education, effective February 17, 2006

### **Career Service Personnel**

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

### **Employment**

Carter, Kimberleigh L. --- Administrative Secretary (Grade 10),  
part-time, Educator Preparation Institute, Instructional Support  
and Lifelong Learning, effective January 27 - June 30, 2006,  
hourly rate of \$9.30; funded by EPI grant

Carter, Wiley G. --- Custodian (Grade 6), Facilities Management,  
effective January 25, 2006, hourly rate of \$8.43, including  
experiential credit

Frome, Stephen W. --- Groundskeeper (Grade 6), Facilities  
Management, effective February 1, 2006, hourly rate of \$8.43,  
including experiential credit

Sbrana, Natalee V. --- Lifeguard (Grade 3), Wellness and Athletics  
Division, effective January 10, 2006, hourly rate of \$7.19

Valentine, Olivia J. --- Lifeguard (Grade 3), Wellness and Athletics  
Division, effective January 4, 2006, hourly rate of \$7.19

### **Resignation**

Riley, Cleveland --- Custodian (Grade 6), Facilities Management,  
effective February 6, 2006

### **Ratification of Contracts**

**4.2.3** Following review of a listing of contracts signed by  
26 instructors of noncredit courses, contracts signed by 6 special  
contractors, and contracts included in the Overload List for

Spring 2006, which totaled \$551,567.20, Mr. Estes moved and Ms. Shoaf seconded ratification of contracts as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation Report**

**4.3.1** Ms. Carole Lapensohn, director of institutional advancement and executive director of the GCCC Foundation, reported that the 2006 Annual Meeting of the Foundation had been an unqualified success. She acknowledged the outstanding performance of Ms. Margie Mazur, development coordinator, in organizing and implementing the event, which resulted in net proceeds of \$15,000. Dr. McSpadden commended Mr. Nyrabeah for contributing so effectively to the program. On behalf of the board, Vice Chair Durden expressed appreciation to Ms. Lapensohn for her significant role in setting direction for the foundation during her tenure as executive director.

**5. Academic and Workforce Education**

No Academic and Workforce Education items were presented.

**Educational Support**

No Educational Support items were presented.

**6. Visual and Performing Arts**

**6.1** Dr. McSpadden called attention to upcoming events to be presented or sponsored by the Visual and Performing Arts Division and encouraged trustees and others to attend them as possible.

**Black History Month**

**6.2** Dr. McSpadden called attention to numerous events and activities planned in celebration of Black History Month and invited trustees and others to attend and participate as fully as possible.

**Women's History Month**

**6.3** Dr. McSpadden called attention to events planned in celebration of Women's History Month and encouraged trustees and others to attend them as possible.

**Trustee Remarks**

**6.4** Mr. Estes expressed appreciation to Dr. McSpadden and others who provided an orientation for Trustee Butler and him following the board's meeting on January 12. He indicated he had learned a great deal from the experience and had been most impressed by the depth of knowledge and the enthusiasm that college staff demonstrated with regard to their programs.

**7. Adjournment**

The meeting was adjourned at 11:30 a.m.