

MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

January 16, 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, Capt. A. Fred Shutt, William C. Sumner, Dr. Robert L. McSpadden, Julian Bennett

Others Present Dr. Linda Adair, Pat Ballasch, Peter Bardach, James Baxley, Leigh Belcher, Joyce Buttermore, Ken Caldwell, John Douglas, Cheryl Flax-Hyman, Barbara Gilbert, Becky Goss, Jewel Hamburg, Lloyd Harris, Sue Hatfield, John Holdnak, Carole Lapensohn, Melissa Lavender, Wanda Luckie, Katrina "Binky" Martello, John Mercer, Kathy Robertson, Roonie Scovel, Roy Smith, Virginia Sollie, Dr. Jeff Stevenson, Frank Sundram, Ann Syfrett, Roy Varnado, Mosell Washington, Pam Whitelock, Eileen Wilkes, Gregg Wolfe

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 Captain Shutt 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. Becky Goss, chair of Career Council; Mr. Lloyd Harris, chair of Faculty Council; Mr. Roy Varnado, chair of Coordinating Council; and Capt. Fred Shutt, commanding officer of the Coastal Systems Station and honorary trustee.
- Hearing of Citizens**
 - 1.5 No citizen answered the call to appear before the board.
- Approval of Minutes**
 - 1.6 Dr. Myers moved and Ms. Durden seconded approval of the minutes of the board's meeting of December 12, 2002, 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, indicated that rather than asking a staff member to present the Gulf Coast Story, she had invited a student to do so. On the recommendation of Ms. Joyce Buttermore, chair of the Language Arts Division and speech professor, Dr. Adair invited Ms. Katrina “Binky” Martello, a member of the Lady Commodores basketball team, to share with the trustees a summary of the ways her life had been enriched through involvement in basketball programs. Following Ms. Martello’s remarks, Chair Cramer expressed appreciation on behalf of the board for the excellent presentation. Ms. Roonie Scovel, head coach of the Lady Commodores, commended the team members for their performance thus far and reported that all nine players in their final semester were scheduled to graduate. Mr. John Douglas, head coach of the Commodores, reported his team had suffered a few injuries but continued to work hard to improve the overall record. He invited the trustees to an upcoming game against Chipola Junior College.
- SAB Report**
- 1.8** Mr. Leigh Belcher, president of the Student Activities Board, reviewed the January calendar of events. He highlighted activities planned for Homecoming week, leading up to the Homecoming games on Saturday, February 1.
- 2. Attorney’s Report**
- 2.1** Attorney Julian Bennett had no report.
- Next Meeting**
- 2.2** The next meeting of the District Board of Trustees was set for 10 a.m. on Thursday, February 13, 2003, in the E. A. Gardner Seminar Room.
- 3. College People and Programs**
- 3.1.1** Dr. McSpadden referred to several articles, letters, and notes about students, staff, and programs. Among the areas highlighted were Disabled Student Services, Workforce Education, Health Sciences, Public Service, Enrollment Services, Wellness and Athletics, Domestic Security, Small Business Development Center, Language Arts, Institutional Advancement, and Social Sciences. In addition, he noted that he had completed service on the National Issues Forum board.
- Community Support**
- 3.1.2** Dr. McSpadden acknowledged recent contributions totaling approximately \$211,000 in support of college programs through the GCCC Foundation and the Gulf Coast Athletic Association.
- Domestic Security Training Initiative**
- 3.2.1** Ms. Pamela Whitelock, dean of lifelong learning, provided an update on the Domestic Security Training Initiative. She shared a written summary and highlighted recent activities that included sustained interface with a similar effort in North Carolina, progress in shaping a national initiative that promises to place Florida/Gulf Coast

Community College in a “model” lead role. She referred to endorsement of the initiative by the Florida Department of Law Enforcement, Florida’s Community College System, American Association of Community Colleges, The League for Innovation in the Community College, National Council for Continuing Education and Training, and The Chauncey Group International. She indicated a meeting would be held in Phoenix, Arizona, in February where national project partners would devise a plan for securing federal funding. Following that meeting and the subsequent Legislative Summit in Washington, D.C., Dean Whitelock and appropriate others are to meet with North Carolina officials in an effort to establish the first national regional domestic security alliance. On behalf of the board, Chair Cramer commended Dean Whitelock for her leadership on this project, which has significant implications for the nation, and expressed appreciation to Dean Whitelock and Ms. Gloria Crawford for their extraordinary efforts. In response to a question from Trustee Durden, Dean Whitelock encouraged the trustees to use their influence in persuading trustees at other community colleges to support the initiative.

**4. Wellness
Complex**

4.1.1 Vice President John Holdnak reported progress on the Wellness Complex Project and noted that the contractor was a few days behind schedule for meeting the January 25, 2003, contracted date of substantial completion. He presented Change Order 16, which would reduce the contract by \$86,827.64 as a result of the college’s direct purchase of construction materials and the associated sales tax savings. Following discussion, Ms. Durden moved and Ms. Grantham seconded approval of Change Order 16, reducing the project by \$86,827.64. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. After Dr. McSpadden commended Mr. Holdnak for his excellent project management, Mr. Holdnak pointed out that the parking lot and roadway work approved in December as a part of Change Order 15 would be completed in approximately 60 days.

**Policy 7.023,
Fee Waivers
for State
Employees**

4.1.2 Trustees were asked to give final approval to Policy 7.023, Fee Waivers for State Employees. Dr. McSpadden reminded them that the rule would provide implementation of statutory language approved during the 2002 session of the Florida Legislature. Mr. Mayo moved and Ms. Durden seconded final 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.

**Student Union
West Expansion**

4.1.3 Vice President Holdnak reported the Student Union West Expansion Project was under way. He noted that the contractor had submitted approximately \$500,000 in purchase orders.

**Lease
Between
SBDC
and SBI**

4.1.4 Trustees were asked to approve a renewal lease agreement between the GCCC Small Business Development Center and the Bay County Small Business Incubator. It was noted that the agreement would extend the terms of the current lease through December 31, 2003, and would remain at the same rate as the previous year. Ms. Grantham moved and Mr. Sumner seconded approval of the lease agreement 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.

**Lease
Between
VBOC
and SBI**

4.1.5 Trustees were asked to approve a renewal lease agreement between the GCCC Veterans Business Outreach Center and the Bay County Small Business Incubator. Mr. Cox moved and Ms. Durden seconded approval of the agreement 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.

**Financial
and Energy
Statement**

4.1.6 Trustees reviewed a statement of activity in the General Current Fund for the period July 1 through December 31, 2002, as well as accompanying energy consumption and purchase activity reports. Dean John Mercer called attention to the addition of a column showing percentages of revenue collected and expenditures spent.

**Warrants
Register**

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

**Budget
Amendment 16**

4.1.8.1 Trustees were asked to approve Amendment 16 to the Restricted Current Fund, which would establish the budgets for the Veterans Business Outreach Center and the Small Business Development Center grants for 2003. Ms. Shoaf moved and Dr. Myers 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 17**

4.1.8.2 Trustees were asked to approve Amendment 17 to the Auxiliary Fund, which would record an increase resulting from additional revenues collected. Mr. Bloodworth moved and Mr. Sumner 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**

4.1.9 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 a Zenith television, purchased in 1996, had been stolen and would be removed from inventory records with this approval. Mr. Mayo moved and Mr. Cox seconded approval of disposing of the items and removing them from 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.

**Health
Sciences
Contracts**

4.1.10 Trustees were asked to approve agreements with NHN HomeCare and Healthmark Regional Medical Center. It was noted that the agreements would permit students in the Associate Degree Nursing and Emergency Medical Services programs to obtain clinical experience in the respective facilities. Ms. Durden moved and Mr. Cox seconded approval of the contracts 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.

**Language
Arts
Building
Renovation**

4.1.11 Vice President Holdnak introduced Mr. Pat Ballasch of DAG Architects, Inc., and commended him and his colleagues for working extraordinarily well with college staff members in the design phase of the project to renovate the Language Arts Building. Mr. Ballasch presented Phase I documents and reviewed them in detail. He referred to the building's relative position among campus facilities and other features of the campus master plan, and he responded to questions from trustees about various design elements. Following discussion, Ms. Durden moved and Dr. Myers seconded approval of Phase I documents as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Professional
Personnel**

4.2.1 After review of the professional personnel recommendations that appear below, Mr. Mayo 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

Bryant, Kimberlee S. --- English Learning Manager, part-time, Student Support Services, effective January 14 - May 9, 2003, hourly rate of \$15.87 (funded by Student Support Services grant)

McLeod, Logan B. --- Intern, Criminal Justice, Public Service, effective January 6 - April 25, 2003, no salary

Redd, Billy J. --- Instructor (Step 4), Business Division, effective January 6 - May 9, 2003, salary of \$13,687 (based on annual salary of \$28,482)

Schaefer, Suzanne --- Instructor (Step 10), Health Sciences, effective January 6 - May 9, 2003, salary of \$16,051 (based on annual salary of \$33,400)

Reemployment

Lamar, Linda J. --- Career Manager, Workforce Training Center, Workforce Development, effective January 1 - June 30, 2003, salary of \$13,790 (based on annual salary of \$27,901); funded by Workforce Investment and WAGES grant

Entered DROP

Anderson, Lee M. --- Associate Professor, Business Division, effective January 1, 2003

Salary Revision

Cox, Timothy L. --- Assistant Softball Coach, Wellness and Athletics, effective July 1, 2002 - June 30, 2003, from annual salary of \$10,000 to annual salary of \$7,500

Thayer, Robert E. --- Assistant Softball Coach, Wellness and Athletics, effective January 2 - June 30, 2003, from no salary to salary of \$2,500

Resignation

Beaty, Michael G. --- Assistant Coordinator, Respiratory Care, Health Sciences, effective January 2, 2003

Burnes, Angela D. --- Computer Manager III, Small Business Development Center, effective January 7, 2003

Career Service Personnel

4.2.2 After review of the career service personnel recommendations listed below, Ms. Grantham moved and Mr. Sumner 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

Matty, Barbara A. --- Clerk Typist (Grade 6), part-time, Workforce Training Center, Workforce Development, effective January 6 - June 30, 2003, hourly rate of \$7.47; funded by Workforce Investment and WAGES grant

Reclassification

Birdwell, Rhonda K. --- From Clerk Typist (Grade 6), Disabled Student Services, to Administrative Secretary (Grade 10), Student Services, effective January 1 - June 30, 2003, hourly rate of \$10.29; funded by Perkins grant

Resignation

Goss, Elizabeth J. --- Administrative Secretary (Grade 10), Computer Services, effective January 24, 2003

Hunsley, Caroline A. --- Secretary (Grade 9), Health Sciences, effective January 2, 2003

**Ratification
of Contracts**

4.2.3 Mr. Cox moved and Ms. Shoaf seconded ratification of contracts signed by 8 instructors of credit courses, 15 instructors of noncredit courses, 27 consultants, and 9 special contractors. 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., reminded those present of the annual meeting planned for Friday, February 14, 2003, at the Edgewater Beach Resort.

**5. Academic
and Workforce
Education**

5.1.1 No Academic and Workforce Education matters were presented.

**Noncredit
Courses**

5.2.1 A listing of noncredit courses and instructors were presented for approval. Following review, Ms. Grantham moved and Mr. Bloodworth 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.

**WKGC
Report**

5.2.2 Mr. Frank Sundram, manager of WKGC FM radio provided an update on the station's plans to provide a more consistent and professional format. He shared the station's mission (i.e., to inform, educate, and entertain) and highlighted research findings supportive of changing the format that had been in place for 26 years. To counteract a steadily declining listener base, station personnel had developed a proposal for re-inventing and re-branding the station. He presented the proposal, which would re-brand the station as Gulf Coast 90 with a National Public Radio and live local news core focus and would become effective February 1, 2003. Following discussion and trustee consensus supporting the proposed changes, Chair Cramer invited Mr. Sundram to provide a follow-up report on the effect of the changes over time.

