

# MINUTES

## DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

January 15, 2004

10 a.m.

E. A. Gardner Seminar Room

**Members Present** William C. Cramer, Jr. (presiding), J. Allen Cox, Karen L. Durden, Linda S. Grantham, Clinton V. Mayo, Dr. Stephen C. Myers, Renee C. Shoaf, Dr. Robert L. McSpadden, Julian Bennett

**Others Present** Dr. Linda Adair, Ken Caldwell, Brady Calhoun, Tamara Cassani, Christy Cole, Dean Eavey, Cheryl Flax-Hyman, Jewel Hamburg, Norris Harvey, Sue Hatfield, John Holdnak, Carole Lapensohn, Christine LaRue, Wanda Luckie, Charles Mass, John Mercer, Dr. Sheri Rowland, Roy Smith, Dr. Jeff Stevenson, Mosell Washington, Lisa Watson, Pam Whitelock, Eileen Wilkes, Jennifer Williams

1. **Call to Order**
  - 1.1 Chair Cramer called the meeting to order at 10:05 a.m.
- Invocation**
  - 1.2 Dr. McSpadden gave the invocation.
- Pledge of Allegiance**
  - 1.3 Mr. Cox led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
  - 1.4 Chair Cramer welcomed Ms. Tamara Cassani, chair of the Career Council; Mr. Norris Harvey, chair of the Faculty Council; Ms. Lisa Watson, chair of the Coordinating Council; and Ms. Jennifer Williams, 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 Dr. Myers seconded approval of the minutes of the board's regular meeting of December 11, 2003, as distributed. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.7 Dr. Jeff Stevenson, dean of workforce education, called on Mr. Dean Eavey, assistant professor and manager of the Computer-Integrated Manufacturing (CIM) program, for an update on the relatively new CIM program. Mr. Eavey shared a video presentation of students in the CIM and robotics laboratories and highlighted various equipment and processes being used. He noted that a new course in

industrial networking was being offered in collaboration with Merrick Industries. Mr. Eavey acknowledged close working relationships with Merrick and other industrial partners and introduced Mr. Richard Millett, Merrick's vice president of engineering, who commended the college for the training being provided and indicated that more than half of his company's service personnel were GCCC graduates. Mr. Millett called particular attention to the support provided by Ms. Christine LaRue and the Lifelong Learning Office, noting that specialized training is offered on weekends and during summers to accommodate the needs of his organization. Dr. Stevenson indicated that Enterprise Florida representatives had toured the CIM facilities and were familiar with the program and the economic development opportunities it provides. On behalf of the trustees, Chair Cramer commended Mr. Eavey for the excellent and informative presentation.

**SAB  
Report**

**1.8** Ms. Jennifer Williams, president of the Student Activities Board, highlighted upcoming events. She indicated the homecoming theme would be "Las Vegas, Baby," that a career week activity was planned for January 28-30, and that interviews were being conducted to fill openings on the SAB. After noting major activities planned for February and March, Ms. Williams encouraged trustees to attend the Panhandle Conference basketball games on January 17, when the Billy Harrison Field House would be officially dedicated.

**2. Attorney's  
Report**

**2.1** Attorney Julian Bennett had no report.

**Next  
Regular  
Meeting**

**2.2** The next regular meeting of the District Board of Trustees was set for 10 a.m. on Thursday, February 12, 2004, in the E. A. Gardner Seminar Room.

**3. College People  
and Programs**

**3.1.1** Dr. McSpadden shared numerous letters, articles, and notes that reflected positively on college people and programs. His report included references to faculty and staff of Lifelong Learning, WKGC, and Wellness and Athletics. He also shared a news release from the Governor's Office reporting that the Southern Regional Education Board had ranked Florida's community colleges the leader in retention and graduation from among the sixteen member states. Dr. McSpadden concluded by acknowledging a note from Mr. Manuel Arce, cultural director of Costa Rica, who had participated in the dedication of Roland Hockett's "New Liberty III" on the GCCC campus on December 11.

**Community  
Support**

**3.1.2** Dr. McSpadden acknowledged recent contributions to the Gulf Coast Community College Foundation, which totaled nearly \$500,000, from the following listed individuals and organizations:

- William C. Cramer, Jr.
- The Durden Foundation
- Dr. and Mrs. Charles M. Burgess
- Indian Bluff Land Company
- Gulf Coast Medical Center
- Alfred I. duPont Foundation
- Smurfit-Stone
- Community Services Foundation of Bay County
- Lake Powell, LLC, dba Sharkstooth Golf Club
- Chapman Family Foundation
- David B. Hurst
- Cameron and Heather Skinner
- Drs. Mutaz and Amal Tabbaa
- Tyndall Federal Credit Union
- Charles Cleckley

Dr. McSpadden also acknowledged receipt of \$13,588 in state scholarship matching funds since his last report.

**State  
Budget**

**3.2.1** Dr. McSpadden indicated Governor Bush was expected to announce later in the day a budget proposal very favorable to community colleges.

**4. Student Union  
West  
Expansion**

**4.1.1** Vice President Holdnak reported satisfactory progress was being made on the Student Union West Expansion Project and that finish work was taking place on all three floors of the building. He presented Change Order 4-R, which would add \$54,517.54 to project cost, and itemized the change order's elements as follows:

• Repair of SUE fire alarm system	+	\$42,714.00
• Drywall work and toilet flush valves	+	\$12,625.00
• Direct purchase of materials	-	\$ 8,944.46
• Lighting fixtures, moving floor box, stair well rubber membrane roofs	+	\$ 7,304.00
• Drywall, metal stud work, core drilling of concrete	+	\$ 819.00

Ms. Durden moved and Ms. Grantham seconded approval of Change Order 4-R increasing project cost by \$54,517.54. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye. In response to Mr. Holdnak's indication that networking of the campus-wide fire alarm system would be phased in over time, Chair Cramer directed him to move forward with the project expeditiously rather than on a phased-in basis.

**Language  
Arts Building  
Remodeling**

**4.1.2** Vice President Holdnak reported that work on the Language Arts Building Remodeling Project was in the final stages. He indicated that he would be presenting a change order at the next meeting to redesign the sidewalks adjacent to the building. Mr. Holdnak reported that faculty and staff who will be housed in the facility were pleased with the project.

**Workforce  
Development  
Building  
Renovation**

**4.1.3** Vice President Holdnak indicated that the facility formerly used for Florida Highway Patrol operations and referred to in renovation bid specifications as Office Building 20 had been officially designated the Workforce Development Building. He reported that interior and exterior demolition work had been completed and that some unforeseen conditions had been discovered in the process. Consequently, he presented Change Order 1, which would add 14 days and \$8,936.25 to project cost. He itemized elements of the change order as follows:

- Removal and disposal of insulation material  
between brick and block walls + 431.25
- Removal of asbestos-containing tile and mastic + 8,505.00

Following discussion, Ms. Durden moved and Ms. Shoaf seconded approval of Change Order 1, adding \$8,936.25 and 14 days to the project. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Bid 2004-07,  
Library Exterior  
Renovation**

**4.1.4** Five bids were received for the Library Exterior Renovation Project. Following review and discussion of the bid range and the manufacturer's warranties, Mr. Mayo moved and Ms. Grantham seconded acceptance of the low bid of \$291,710 from American Restoration of Texas, Inc., located in Laurel Hill, Florida. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Camp Helen  
Tram Path**

**4.1.5** Vice President Holdnak reported that only one firm responded to the request for submittals for engineering services for the Camp Helen Tram Path Project. To comply with the Consultant's Competitive Negotiation Act (287.055, F.S.), efforts will be made to identify firms qualified to provide the services, and the project will be re-advertised.

**Obsolete  
and Worthless  
Property**

**4.1.6** Trustees reviewed a listing of computers determined to be obsolete. Dr. Myers moved and Ms. Grantham seconded approval of disposal of the items listed. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Budget  
Amendment 11**

**4.1.7.1** Amendment 11 to the Restricted Current Fund was presented for approval. Following a review led by Mr. John Mercer, dean of business affairs, Ms. Grantham moved and Dr. Myers seconded approval as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Budget  
Amendment 12**

**4.1.7.2** Amendment 12 to the Unrestricted Current Fund was presented for approval. Mr. Mercer identified the purpose of the amendment, reminding trustees of Gulf Coast Medical Center's recent contribution in support of the LPN to RN program and indicating that state Challenge Grant funds were also being used to support the program. Ms. Durden moved and Mr. Cox seconded approval of the amendment as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.8** Led by Dean Mercer, trustees reviewed a statement of activity in the General Current Fund for the period July 1 - December 31, 2003, as well as accompanying energy consumption and purchase activity reports.

**Warrants  
Register**

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

**Professional  
Personnel**

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

**Employment**

Adair, Lyles C. --- Academic Tutor, Wellness and Athletics, effective January 5 - June 30, 2004, no salary

Barnett, Michalle T. --- Associate Professor (Step 10), Language and Literature, effective January 5 - May 7, 2004, salary of \$18,324 (based on annual salary of \$38,130)

Charon, Felipe R. --- Math Learning Manager, Success Center, effective January 12 - May 7, 2004, salary of \$9,450 (based on annual salary of \$21,000)

Cooper, Lara C. --- Assistant Professor (Step 5), Health Sciences, effective January 5 - May 7, 2004, salary of \$16,648 (based on annual salary of \$34,643)

Grimaud, Kristie W. --- Assistant Professor (Step 1), Language and Literature, effective January 5 - May 7, 2004, salary of \$15,340 (based on annual salary of \$31,922)

Rainone, Celinda L. --- Cheerleading Coach, Wellness and Athletics, effective January 9 - June 30, 2004, no salary

Tingler, Yolanda M. --- Learning Manager, Disabled Students, effective February 4 - May 7, 2004, salary of \$7,467 (based on annual salary of \$21,000)

### **Resignation**

Hagan, Melissa R. --- Coordinator, Student Support Services, effective January 15, 2004

McKinney, Barbara C. --- Coordinator, Nursing Program, Health Sciences, effective January 15, 2004

### **Career Service Personnel**

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

### **Employment**

Davidson, Michelle B. --- Board Operator, WKGC, effective January 7, 2004, hourly rate of \$5.15

### **Ratification of Contracts**

**4.2.3** Ms. Shoaf moved and Ms. Durden seconded ratification of contracts signed by 10 instructors of credit courses, 20 instructors of noncredit courses, 6 consultants, and a special contractor. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Cramer, aye.

### **Foundation Report**

**4.3.1** Ms. Carole Lapensohn, executive director of the GCCC Foundation, Inc., acknowledged the community's consistent and significant support for the foundation. She noted preliminary financial records as of December 31, 2003, reported assets at \$16 million, the highest in foundation history. She commended the foundation's board members for their outstanding volunteer service, and she indicated that receipt of some \$1.5 million in state matching funds was likely in the near future. Ms. Lapensohn reminded trustees of the foundation's Annual Meeting to be held on Friday, February 6, at the Edgewater Beach Resort Convention Center.

- 5. Academic and Workforce Education**
- 5.1** No Academic and Workforce Education matters were presented.
- Educational Support**
- 5.2** No Educational Support matters were presented.
- Enrollment Report**
- 5.3.1** Dr. Sheri Rowland, director of enrollment services and research, presented a report on enrollment, noting a slight increase in FTE as of January 8, 2004, over the same period in 2003. She noted areas of enrollment increases and decreases and indicated that she expects enrollment for the year to increase by about 2 to 3 percent by yearend. Dr. Rowland indicated that various groups of college staff are analyzing enrollment patterns in an effort to develop appropriate strategies. Dr. Adair commended Dr. Rowland for providing meaningful information upon which instructional decisions can be made.
- 6. Martin Luther King Jr. Commemoration**
- 6.1** Dr. McSpadden invited trustees to the Martin Luther King, Jr. Commemoration Program planned for 10 a.m. on Friday, January 16, in the Amelia Center Theatre. He noted the speaker would be Mr. Frank Watkins, Jr., administrative director of business technology at Indian River Community College, a Panama City native, and a GCCC alumnus. Dr. McSpadden also indicated the program was being co-sponsored by GCCC and FSU Panama City.
- Foundation Annual Meeting**
- 6.2** Trustees were encouraged to make reservations for the GCCC Foundation's Annual Meeting on Friday, February 6, at the Edgewater Beach Resort.
- 7. Adjournment**
- The meeting was adjourned at 11:35 a.m.