

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

January 11, 2007

10 a.m.

Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, J. Allen Cox, 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. Estes 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. Cindy Boshelle, chair of 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** Mr. Cox moved and Ms. Durden seconded approval of the minutes of the board's regular meeting of December 14, 2006, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.7** Dr. McSpadden introduced Ms. Debbie Mikolajczyk, director of lifelong learning, who highlighted the college's historical efforts to serve populations whose native languages are not English. Ms. Mikolajczyk noted that the current English for Speakers of Other Languages (ESOL) program is intended to address needs of an increasingly Hispanic workforce in the college's service district, to help reduce the number of construction accidents attributed to language barriers, and to prepare individuals to meet basic requirements of U. S. citizenship. After indicating that the state-funded ESOL program began in September 2006 with employment of Columbia native Gloria Samples as the ESOL learning manager, Ms. Mikolajczyk indicated the initial enrollment was much larger than anticipated and that a waiting list had been created. Ms. Samples narrated a video presentation, described the diverse

populations—from laborers to professionals—being served by the eight-week classes and the personal recruitment methods she had used, and expressed appreciation for the support given the program. In response to trustee questions, Ms. Mikolajczyk indicated that plans are being developed to offer ESOL classes in Gulf County, that most of the instructors are Bay County public school teachers, and that the college does not charge tuition to program participants. To address the need for program expansion, Chair Cramer encouraged college staff to pursue development of formalized partnerships with employers to provide support in terms of facilities and other resources. On behalf of the board, Chair Cramer expressed appreciation to Ms. Mikolajczyk, Ms. Samples, and others responsible for program implementation.

**SAB
Report**

1.8 Mr. Umar Karaman, president of the Student Activities Board, highlighted upcoming activities, which included Homecoming, Black History Month celebrations, a Spring Break trip to Washington, D.C., and the annual Spring Luau.

**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 Thursday, February 8, 2007, at 10 a.m. in Room 306 of the Student Union West.

**Presidential
Search**

2.3 Chair Cramer commended the Presidential Search Committee for its excellent work in providing top-notch candidates for the board to consider. He noted that because one of the eight candidates who had been recommended had accepted a presidency at a community college in Virginia subsequent to the board's meeting on December 14, board members would be considering seven candidates when they discussed the selection process following a lunch break. He noted that interviews would be scheduled to begin as soon as possible.

Afternoon Session: Following a lunch break, Chair Cramer called the meeting back to order at 1 p.m. to focus on the presidential search process. Chair Cramer reminded trustees that the purpose of the afternoon session was to discuss the remaining candidates and to identify those to be invited for interviews. After indicating that he would prefer to select at least five candidates for interviews, he invited discussion.

Ms. Durden encouraged trustees to consider the videos, application packets, and professional credibility checks for each candidate in the context that those materials would be combined with the interview to provide a good measure of suitability for the position. In response to Chair Cramer's invitation, Dr. Jeff Hockaday, the board's consultant, indicated the most significant piece of the application process is

the interview. He encouraged trustees to remember they are very close to making a decision and any of the remaining candidates would do well in the job. Speculating that the critical element would be the apparent “chemistry” between the candidate and the board, Dr. Hockaday predicted the trustees would be considering each candidate’s personality, knowledge, and general appeal as a leader. He concluded by indicating the thing that matters most is the person’s fit with the institution in the context of its presidency.

Additional discussion included such issues or concerns as the following:

- Involvement of candidates in other institutional searches
- Preserving the effectiveness of GCCC’s faculty and leadership team
- Ensuring GCCC’s ability to attract and retain high quality instructors and other staff
- Ensuring support for professional development and advancement of existing staff to the extent prudent
- Preserving GCCC’s historical levels of excellence and credibility
- Understanding the impact of staffing decisions on student learning
- Ensuring equitable consideration of students and staff at satellite centers
- Articulation of a clear vision for the institution
- Distinction between leadership and management
- Significance and role of the college foundation
- Understanding the concept and reality of an institution’s student learning centeredness

Interview Questions: Trustees reviewed draft interview questions that had been developed by Dr. Hockaday for consideration by the board. Following intense discussion, Chair Cramer asked Dr. Hockaday and Ms. Luckie to revise the questions based on the concerns expressed and to develop a set of “A” questions to be asked of all candidates as well as a set of “B” questions that would be asked depending on whether the board had sufficient time to do so. A draft of the two sets of questions is to be distributed to the trustees prior to the first interview. A one-hour organizational session will be scheduled prior to the first interview so that trustees can be assigned particular questions to ask and any unresolved issues related to the interviews can be addressed.

Scheduling: Chair Cramer expressed interest in scheduling interviews on Tuesdays and Thursdays, indicating that the earliest interview would need to be scheduled no earlier than Tuesday, January 23, because of public notice requirements. After checking their schedules, trustees agreed to a tentative schedule that would include the following dates: January 23, January 30, February 1, February 6, February 13, and February 15. Trustees tentatively set February 20 as a date for final deliberation and decision making.

Consideration of Candidates: Based on his review of the applications, videos, and professional credibility checks, Mr. Cox recommended that the board remove Dr. David Pelham from further consideration. After other trustees shared their perceptions, Mr. Cox moved and Dr. Myers seconded elimination of Dr. Pelham from further consideration. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

In response to requests from several trustees, Chair Cramer indicated discussion of all remaining candidates would occur prior to any action related to particular candidates.

Trustee Preferences: Following discussion of the candidates, each trustee was asked to express preferences for up to five candidates who should be invited to interview. Chair Cramer, Dr. Hockaday, and Ms. Luckie recorded the preferences as they were expressed. The results were as follows:

- Jeff S. Allbritten 8
- Terry A. Calaway 9
- John R. Holdnak 8
- A. James Kerley 8
- James E. Martin 3
- C. B. Rathburn III 7

Ms. Durden moved and Mr. Cox seconded inviting the five candidates with at least seven votes, which would include the following:

- Jeff S. Allbritten
- Terry A. Calaway
- John R. Holdnak
- A. James Kerley
- C. B. Rathburn III

The motion carried on a vote as recorded here: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Follow-Up Action: Chair Cramer indicated that each candidate would be sent a letter from the board letting him know his status in the selection process immediately after the meeting.

Selection Process: In response to trustee questions, Dr. Hockaday suggested that the board rank the top three candidates after the interviews. Consistent with Florida's competitive negotiations procedure, the board should conduct negotiations with the top-ranked candidate; if agreement

cannot be reached with that individual, the board should then negotiate with the next highest ranked candidate. Following discussion of compensation issues and a request by Ms. Durden, Dr. Hockaday offered to provide written information related to salary issues. He cautioned the trustees not to let a relatively small amount of money be an obstacle to selecting the right candidate.

**3. College
People
and
Programs**

3.1.1 Dr. McSpadden referred to recent newspaper articles that focused on community involvement of trustees and staff and on the college's instructional program. He reported that the college had received a \$1.5 million grant from the U.S. Department of Commerce's Economic Development Administration to support the project to renovate and expand the George G. Tapper Health Sciences Building. Dr. McSpadden also called attention to the college's collaborative project with Bay County to build a multi-million dollar joint-use public safety/emergency operations facility, to staff members' demonstrated caring for people in need during the holiday season, and to the recent 100 percent pass rate of students who had completed Surgical Technology program requirements.

**Community
Support**

3.1.2 Dr. McSpadden shared copies of ads associated with the A Legacy of Trust campaign and copies of checks from recent donors to the GCCC Foundation.

**Foundation
Report**

3.1.3 Ms. Margie Mazur, executive director of the GCCC Foundation, reported A Legacy of Trust funds totaled \$8.83 million and indicated that a year-end mailing had resulted in gifts of \$36,000. She indicated foundation assets were currently at \$24.7 million and reminded trustees and others present of the 2007 Annual Meeting of the GCCC Foundation planned for February 9 at Edgewater Beach Resort.

**Trustees
Legislative
Conference**

3.2.1 Trustees were encouraged to attend the FACC Trustees Commission's Annual Legislative Conference February 21-22, 2007, in Tallahassee.

**4. Public Safety/
Emergency
Operations
Center**

4.1.1 Chair Cramer reported on behalf of the Professional Services Selection Committee (Trustees Cramer, chair; Durden, and Sumner), which had met on December 14 and on January 9, to identify and interview architectural firms for the Public Safety/Emergency Operations Center Project. He noted that the committee had significant participation by Mr. Mike Thomas, a member and representative of the Bay County Commission, and county staff members including Mr. Mark Bowen, director of emergency operations for Bay County. On January 9, four firms made presentations and answered questions related to their qualifications to provide the professional services required by the project. DAG Architects, Inc., of Destin, Florida, was ranked first and agreed to a fee of 7.6 percent, inclusive of all services except surveys and soil borings. Following the committee report, Ms. Shoaf moved and Ms. Durden

seconded approval of the recommendation to employ DAG Architects, Inc., at a fee of 7.6 percent, inclusive of all services except surveys and soil borings. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Dr. McSpadden acknowledged the tremendous training opportunities associated with the project. Chair Cramer indicated that he was interested in collaborating with the Airport Authority Board for the purpose of both identifying training opportunities and investigating the potential for the airport's role as a backup emergency operations center for the county.

**Policy 4.020
Revision**

4.1.2 Trustees were asked to give tentative approval to a revision of Policy 4.020, Course Repeats, which would bring the policy in line with Florida Statutes. Mr. Cox moved and Dr. Myers seconded tentative approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Inventory
and
Receiving
Procedures**

4.1.3 Dr. John Holdnak, vice president of administrative services, shared a report on the college's inventory and receiving procedures. He noted that the procedures had been reviewed during the past several months and some enhancements had been implemented. Dr. Holdnak referred to a flowchart prepared by Mr. Ken Caldwell, director of facilities management, and responded to questions from trustees. Chair Cramer expressed appreciation for the report and acknowledged the benefit of reviewing procedures periodically to ensure that reasonable measures are taken to protect college resources. Chair Cramer asked Mr. Herman Daniels, dean of administrative services, to report at a subsequent meeting on computer security systems.

**Contract
with
UWF**

4.1.4 Trustees were asked to approve a contract with the University of West Florida that would allow GCCC to continue to receive funding for the Small Business Development Center during 2007. After discussion, Ms. Butler moved and Mr. Isler seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health
Sciences
Contract**

4.1.5 Trustees were asked to approve an agreement with Bay Radiology Associates of Panama City, which would permit GCCC students in the Sonography program to secure clinical experience with that agency. Mr. Estes moved and Mr. Cox seconded approval as requested, and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**RFP 02-2007,
Wall Covering**

4.1.6 Of the ten proposals requested for removal and replacement of wall covering in the Administration Building, three had been received. After reviewing the proposals, the evaluation committee recommended

that all bids be rejected. Dr. McSpadden indicated that significant preliminary work would need to be done before installation of new wall covering and that the refined wall covering project would be presented to the board at a subsequent meeting. Ms. Durden moved and Mr. Cox seconded rejection of all bids. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health
Sciences
Remodeling**

4.1.7 Dr. Holdnak indicated a final report had been received from the cost estimating service for the George G. Tapper Health Sciences Building Remodeling Project, and college staff and DAG Architects were working to further refine the design to meet funding limitations. He reiterated Dr. McSpadden's earlier announcement that the college had received notification from the U.S. Department of Commerce's Economic Development Administration of a \$1.5 million Financial Assistance Award to be applied to the project. Dr. Holdnak acknowledged the efforts of college staff, West Florida Regional Planning Council consultants, and representatives of Bay Medical Center, Gulf Coast Medical Center, and Sacred Heart Hospital in securing this funding. He concluded by indicating he expects to present documents for board approval at the next regular meeting so that construction can begin in summer 2007.

**PECO
Report**

4.1.8 Dr. McSpadden acknowledged Dr. Holdnak's effectiveness in working with state agencies to secure Public Education Capital Outlay (PECO) resources. Dr. Holdnak reported that GCCC had secured approximately 4 percent of an additional \$150 million in PECO resources allocated to the Division of Community Colleges. He reviewed in detail a listing of increases and projected GCCC's PECO funding would be approximately \$15.3 million for the current year.

**Disposal
of
Property**

4.2.1 Mr. John Mercer, dean of business affairs, led review of a list of obsolete computer equipment and requested approval to remove the items from inventory records. Ms. Durden moved and Mr. Estes seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Lodging
of Audit
Report**

4.2.2 Dr. McSpadden referred to the Florida Auditor General's operational audit report for the college for the year ended June 30, 2006, noting that the report included three findings. Dean John Mercer explained the findings, which related to (1) tuition and fee waivers for students displaced by Hurricane Katrina, (2) student fees for repeated courses, and (3) a spending plan for funds transferred from the Unrestricted Current Fund to the Unexpended Plant Fund. Mr. Cox described the audit finding that criticized the college for not denying resources to students displaced by Hurricane Katrina until their residency status could be verified as one of the best examples of histrionic

bureaucracy ever, and he moved that his comment become a part of the board's minutes. Ms. Durden seconded, and the motion carried on a vote as recorded here: Butler, aye; Cox, 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 - December 31, 2006, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during December 31, 2006.

**Bay County
Local
Mitigation
Plan**

4.2.4 Dean Mercer requested board adoption of a resolution that articulated the college board's acceptance and endorsement of the board's designated portion of the Bay County Local Mitigation Plan. He explained that the adopted resolution would make it possible for the college to pursue funding opportunities associated with the mitigation plan. After concerns about the board's responsibilities were addressed, Mr. Sumner moved and Mr. Isler seconded adoption of the resolution as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Professional
Personnel**

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

Employment

Westcott, John D. --- Construction Project Representative,
Administrative Services, effective January 2 - June 30, 2007, salary
of \$23,907 (based on annual salary of \$48,000)

Reclassification

Thomes, Christopher P. --- From Coordinator, Community Relations,
to Director, Marketing and Public Relations, Administrative
Services, effective January 1 - June 30, 2007, salary of \$29,406
(based on annual salary of \$58,579)

Resignation

Mott, Claude M. --- Assistant Professor, Technology Division,
effective December 15, 2006

**Career Service
Personnel**

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

Employment

Cline, Barbara A. --- Senior Clerk Typist (Grade 9), Library, effective January 2, 2007, hourly rate of \$9.88, including experiential credit

Reclassification

Everett, Tyrone --- From Facilities Maintenance, Remote Campus (Grade 7), to Custodian (Grade 6), Facilities Management, effective December 11, 2006, hourly rate of \$8.94

Ratification of Contracts

4.3.3 Dr. Myers moved and Ms. Shoaf seconded ratification of contracts signed by 28 instructors of credit courses, 5 instructors of noncredit courses, and 13 special contractors. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

5. Instructional Services

No Instructional Services items were presented.

6. MLK Day Program

6.1 Dr. McSpadden invited trustees to the Martin Luther King Jr. Day Commemoration Program at 10 a.m. on Friday, January 12, 2007, in the Amelia Center Theatre. He noted the speaker would be Ms. Annetta Wilson.

Franklin County Report

6.2 Ms. Butler provided a progress report on the Franklin County Consolidated School. She indicated the transition from separate schools to the consolidated school would be implemented in phases, with senior high students moving into the facility after Christmas 2007. She talked about related issues such as busing and other challenges that would be faced as the school system evolved. Ms. Butler also indicated that her experience as a member of the GCCC Presidential Search Committee had been useful in efforts of the Franklin County School Superintendent and the search committee charged with selecting a principal for the new consolidated school. Ms. Butler indicated Franklin County had a new television station that would be filming school board and other public meetings. She encouraged GCCC to use this new resource as a tool for enhancing communications with students and potential students in Franklin County.

Lunch Break

At 11:30 a.m., Chair Cramer recessed the meeting for lunch and invited interested individuals to return at 1 p.m. for the board's discussion of the presidential search process. (NOTE: A record of board deliberations during the afternoon session appears in Section 2.3 of these minutes.)

7. Adjournment

Chair Cramer expressed appreciation for the trustees' commitment, particularly in relation to the task of selecting GCCC's next president. After acknowledging the value of discussions such as the ones that had occurred in this meeting, Chair Cramer adjourned the meeting at 3:20 p.m.