

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

July 8, 2004

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

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, Karen L. Durden, Linda S. Grantham, Clinton V. Mayo, Renee C. Shoaf, William C. Sumner, Dr. Robert L. McSpadden, Derrick Bennett

Others Present Ken Caldwell, Brady Calhoun, Christy Cole, Gloria Crawford, Cheryl Flax-Hyman, Jewel Hamburg, Sue Hatfield, John Holdnak, Carole Lapensohn, Wanda Luckie, Margie Mazur, John Mercer, Karen Parham, Angelia Reynolds, Roy Smith, Dr. Jeff Stevenson, Dottie Terryn, 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 Ms. Denise Butler led those present in the pledge of allegiance to the American flag.
- Election of Board Officers**
 - 1.4.1 Trustee Cramer relinquished the chair to Vice Chair Mayo, who called for nominations for board chair for the 2004-05 year. Ms. Durden nominated Mr. Cramer, and Ms. Grantham seconded. No other nominations were offered, and Mr. Cramer was reelected board chair on the vote recorded here: Butler, aye; Cramer, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Mayo, aye. After resuming the chair, Mr. Cramer expressed appreciation for the confidence demonstrated by his reelection.
 - 1.4.2 Chair Cramer called for nominations for board vice chair for the 2004-05 year. Mr. Sumner nominated Mr. Mayo, and Ms. Durden seconded. No other nominations were offered, and Mr. Mayo was reelected board vice chair on the vote recorded here: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Mr. Mayo expressed pride in the college and acknowledged his gratitude for the honor of serving as board vice chair.
- Welcome to Guests**
 - 1.5 Chair Cramer welcomed Ms. Karen Parham, new chair of the Coordinating Council; Ms. Angelia Reynolds, chair of the Faculty Council; and Ms. Dottie Terryn, chair of the Career Council.

- Hearing of Citizens** 1.6 No citizen answered the call to appear before the board.
- Approval of Minutes** 1.7 Dr. McSpadden amended the draft of the minutes of the board's June 17, 2004, meeting to reflect that Joe Mills had been in attendance, and he recommended approval. Ms. Durden moved and Mr. Mayo seconded approval of the minutes as amended. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- SAB Report** 1.8 No report was presented for the Student Activities Board.
2. **Attorney's Report** 2.1 Attorney Derrick Bennett had no report.
- No August Meeting** 2.2 Following discussion, Chair Cramer indicated no regular meeting would be held in August. He noted the next regular meeting of the District Board of Trustees would be held on Thursday, September 9, 2004, in the Third Floor Seminar Room of the Student Union West.
- New Trustee** 2.3 Chair Cramer introduced and welcomed Ms. Denise Butler, newly appointed Franklin County trustee. He shared a biographical sketch, which emphasized Ms. Butler's long-standing commitment to education and relationship with Gulf Coast Community College. Ms. Butler expressed appreciation for the opportunity to serve and referred to the pride her late-father would have felt in her appointment to the GCCC board. Identifying herself as a first-generation American Hispanic, Ms. Butler told those present that her rich heritage includes a passion for education and its power to transform lives. Dr. McSpadden indicated that he would be scheduling a formal trusteeship orientation for Ms. Butler in the near future.
3. **College People And Programs** 3.1.1 Dr. McSpadden shared numerous articles, letters, and other communication pieces focusing on involvements and achievements of college people and programs. Those featured included Ms. Butler, a candidate for the Franklin County School Board; former trustee George Duren and his wife Hilda, recent Gulf County "Retail Leader" award recipients; Gil Galasso, adjunct professor in France, recipient of a prestigious French culinary award; and Peter Michael Bardach, long-time supporter of WKGC and recipient of an award from Kaleidoscope Theatre. In addition, Dr. McSpadden's report included his invitation to the USS Momsen Commissioning and announced a National Issues Forum "A Public Voice 2004" forum on health care; acknowledged transfer of a communications tower from the Florida Department of Highway Safety and Motor Vehicles; and acknowledged publicity associated with significant gifts to the A Legacy of Trust campaign.

**Community
Support**

3.1.2 Dr. McSpadden acknowledged contributions to the GCCC Foundation from the following sources:

- Estate of Helen J. McKinney
- Robert Sorrow Family
- Dale and Roger Shew
- Gary Grant
- Marzelle Harmon
- Henry and Patricia Fenaes
- Edith Moeller
- James Clark, Jr., D.D.S.
- Tom and Dianne Haney
- W. H. and Linda Peacock
- Frederick and Jo Ann Sutter
- Kelly and Mary Kearse
- Cortez Patrick
- Don and Wanda Patrick
- Timothy and Roisin McKeithan
- Andrew Telker
- Steven W. Cox
- Stephen and Patti Richard
- Mr. and Mrs. Thad Walker
- Hemant and Sonseeahray Briggs
- H. Terry and Rebecca Glass
- Donald and Jacqueline Celuska
- Virginia Taylor
- Rotary Club of Panama City

**State
Rule Revisions**

3.2.1 Dr. McSpadden led a review of revisions to Chapter 6A-14 and Chapter 6H of the State Board of Education rules, highlighting the following:

- 6A-14.004, Calendar
- 6A-14.0243, Meetings of Boards of Trustees
- 6A-14.0247, Powers and Duties of Boards of Trustees
- 6A-14.0262, Duties and Responsibilities of the President
- 6A-14.041, Personnel Contracts
- 6A-14.0411, Issuance of Continuing Contracts
- 6A-14.057, Student Activities
- 6A-14.058, Athletics
- 6A-14.0716, Community College Budgets
- 6A-14.0734, Bidding Procurement Requirements
- 6A-14.076, FTE Calculation for the CC Program Fund

- 6A-14.080, Campus, Center, Special Purpose Center and Instructional Site Designations
- 6H-1.017, Area Served

Dr. McSpadden noted that the changes he highlighted reflected enhanced power for community college boards of trustees. Chair Cramer acknowledged that the rule changes provided an excellent opportunity for individual community colleges to make appropriate internal changes.

**Legislative
Agenda**

3.2.2 Dr. McSpadden called attention to the Florida Community College System's 2005 Legislative Agenda. He identified six priorities as the following:

- A. Budget
- B. Capital Improvement Fee
- C. Baccalaureate Degrees
- D. Apprenticeship
- E. Residency for tuition/financial aid
- F. Universal Pre-Kindergarten

Dr. McSpadden encouraged trustees to take the Executive Summary and attached materials for review.

**4. Student
Union West
Expansion**

4.1.1 Vice President John Holdnak reported that he would be presenting a final change order on the Student Union West Expansion Project at the next regular meeting of the board.

**Workforce
Development
Building**

4.1.2 Vice President Holdnak reported the Workforce Development Building Remodeling Project was rapidly coming to a close. He asked the board to approve Change Order 5, which would increase project cost by \$13,391.75 and add seven days, making the new substantial completion date July 15, 2004. He itemized change order elements as follows:

- Installation of brick footers and brick to match adjacent building
- Removal of window opening
- Installation of exterior aluminum door
- Replacement of fascia and soffits

Following discussion, Ms. Grantham moved and Ms. Butler seconded approval of Change Order 5, adding \$13,391.75 and seven days to the project. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Library
Exterior
Renovation**

4.1.3 Vice President Holdnak reported only two items of the Library Exterior Renovation Project remained unfinished. He identified those as installation of new tower clocks and replacement of gutters. He noted the contractor would miss the anticipated date of substantial completion by a few days on the gutters and by several weeks on the clocks.

**Maritime Fire
Training
Facility Project**

4.1.4 Vice President Holdnak reported that two contractors were involved in the Maritime Fire Training Facility Project, one doing site preparation work and the other installing the simulator equipment. He asked the board to approve Change Order 1, which would reduce project costs by \$39,922.82 and increase the number of days by 36. He noted the change order resulted from a reduction in the amount of sod and grade aggregate needed for the project and the contractor's request for additional time. Following discussion, Ms. Durden moved and Mr. Mayo seconded approval of Change Order 1, reducing project costs by \$39,922.82 and increasing contract time by 36 days. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Occupational
Safety,
Sanitation,
and
Fire Safety**

4.1.5 Vice President Holdnak referred trustees to the Executive Summary of the Annual Occupational Safety, Sanitation, and Fire Safety Inspection prepared by Mr. Ken Caldwell, director of facilities management. Mr. Holdnak noted that Mr. Caldwell and his staff were working closely with the Panama City Fire Department and indicated that 94 percent of the findings from the 2002-03 inspections had been addressed. Ms. Durden moved and Mr. Sumner seconded approval of the report as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 2**

4.1.6.1 Dean John Mercer led a review of Amendment 2 to the Restricted Current Fund and recommended approval. Mr. Mayo moved and Ms. Durden seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 3**

4.1.6.2 Following a review of Amendment 3 to the Scholarship Fund, Ms. Shoaf moved and Ms. Durden seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 4**

4.1.6.3 Following a review of Amendment 4 to the Unexpended Plant Fund, which was led by Dean Mercer, Mr. Sumner moved and Ms. Grantham seconded approval as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 5**

4.1.6.4 Following Dean Mercer's explanation of the purpose of Amendment 5 to the Auxiliary Fund, Mr. Mayo moved and Ms. Shoaf seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete
and
Worthless
Property**

4.1.7 Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians and considered a request for approval to dispose of the items. Dean Mercer indicated that the last four items listed included a stolen computer and three damaged items that would not be cost-effective to repair, noting they would be removed from inventory. Ms. Butler moved and Mr. Sumner seconded approval as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.8 Led by Dean John Mercer, trustees reviewed a statement of activity in the General Current Fund for the period July 1, 2003 - June 30, 2004, as well as accompanying energy consumption and purchase activity reports. In response to a question from Ms. Durden about why student fees collected were under the amount budgeted, Mr. Mercer indicated that actual enrollment had been slightly under projections for 2003-04. He emphasized that the institution was not adversely affected by the revenue shortfall and referred to the college's substantial fund balances.

**Upcoming
Construction
Projects**

4.1.9 Mr. Holdnak led review of a listing of minor construction projects anticipated to occur within the next 18-month period. He noted that the projects were in addition to major remodeling of the George G. Tapper Health Sciences Building and the Technology Building and indicated the college had approximately \$4 million to apply toward accomplishing the projects, which were estimated to cost in excess of \$4.3 million. Although Mr. Holdnak indicated the projects were not presented in priority order, Chair Cramer called attention to the last item, "integrate building fire alarm systems," and directed Mr. Holdnak to make that project a high priority as discussed at a board meeting earlier in the year.

**Health
Sciences
Contract**

4.1.10 Trustees were asked to approve an agreement between the college and William L. Ott, D.M.D., of Panama City. The agreement would permit health sciences students to gain clinical experience in Dr. Ott's dental office. Mr. Sumner moved and Ms. Butler seconded approval of the agreement as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, 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: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Employment

Barnett, Michalle --- Associate Professor (Step 10), Language and Literature Division, effective August 9, 2004 - May 6, 2005, annual salary of \$39,536

Bottkol, Christine A. --- Coordinator of Nursing, Health Sciences Division, effective August 2, 2004 - June 30, 2005, salary of \$50,222 (based on annual salary of \$58,000)

Brennan, Patrick E. --- Associate Professor (Step 2), Social Sciences Division, effective August 9, 2004 - May 6, 2005, annual salary of \$35,346

Cobb, Parmjeet K. --- Associate Professor (Step 1), Mathematics Division, effective August 9, 2004 - May 6, 2005, annual salary of \$34,346

Evans, Mary R. --- Assistant Professor (Step 10), Health Sciences Division, effective August 9, 2004 - May 6, 2005, annual salary of \$38,661

Fosbender, Lisa M. --- Associate Professor (Step 3), Social Sciences Division, effective August 9, 2004 - May 6, 2005, annual salary of \$36,039

Grimaud, Kristie W. --- Assistant Professor (Step 1), Language and Literature Division, effective August 9 - December 17, 2004, salary of \$15,836 (based on annual salary of \$32,952)

Harris, Clifford L. --- Associate Professor (Step 1), Natural Sciences Division, effective August 9, 2004 - May 6, 2005, annual salary of \$34,346

Kundo, William C. --- Assistant Professor (Step 1), Social Sciences Division, effective August 9 - December 17, 2004, salary of \$15,836 (based on annual salary of \$32,952)

Mitchell, Jason P. --- Associate Professor (Step 4), Language and Literature Division, effective August 9, 2004 - May 6, 2005, annual salary of \$36,746

Trentanelli, Elizabeth A. --- Assistant Professor (Step 10), Social Sciences Division, effective August 9, 2004 - May 6, 2005, annual salary of \$38,661

Reclassification

Laura H. Gunning --- From Assistant Coordinator, Physical Therapist Assistant Program, to Coordinator, Physical Therapist Assistant Program, Health Sciences Division, effective August 1, 2004 - June 30, 2005, salary of \$50,222 (based on annual salary of \$58,000)

Hapner, Leslie C. --- From Coordinator of Accounting to Bursar, Business Affairs, effective July 1, 2004 - June 30, 2005, annual salary of \$55,000

Harrison, Kimberly D. --- From Senior Clerk Typist (Career Service Grade 9), Lifelong Learning, to Lifelong Learning Specialist, Lifelong Learning, effective July 1, 2004 - June 30, 2005, annual salary of \$24,200

Mikolajczyk, Deborah --- From Coordinator of Marketing and Training, Lifelong Learning, to Coordinator of Public Safety, Lifelong Learning, effective July 1, 2004 - June 30, 2005, annual salary of \$34,726

Mills, Joseph L. --- From Coordinator of Accounting to Comptroller, Business Affairs, effective July 1, 2004 - June 30, 2005, annual salary of \$55,000

Steele, Tiffany A. --- From Teacher Aide (Career Service Grade 9), part-time, to Learning Manager, part-time, Disability Support Services, Student Services, effective July 1, 2004 - June 30, 2005, hourly rate of \$15.87 (funded by Carl Perkins grant)

Whitley, Sherrie L. --- From Assistant Coordinator, Lifelong Learning, to Coordinator, Lifelong Learning, effective July 1, 2004 - June 30, 2005, annual salary of \$33,000

Reemployment

Bedford, Terri --- Volleyball Coach, part-time, Wellness and Athletics Division, effective July 1, 2004 - June 30, 2005, annual salary of \$6,000

Bortnick, Kristin --- Volleyball Coach, part-time, Wellness and Athletics Division, effective July 1, 2004 - June 30, 2005, annual salary of \$6,000

- Brown, Beverly S. --- Family and Technology Skills Manager, Student Support Services, Developmental Studies, effective July 1, 2004 - June 30, 2005, annual salary of \$25,440; funded by GED/Passport and Student Support Services grants
- Campbell, Jamie J. --- Counselor, Student Support Services, Developmental Studies, effective July 1, 2004 - June 30, 2005, annual salary of \$31,902; funded by Student Support Services grant
- Cox, Timothy L. --- Assistant Softball Coach, part-time, Wellness and Athletics Division, effective July 1, 2004 - June 30, 2005, annual salary of \$1,000
- Dolor, Jackson --- Assistant Men's Basketball Coach, part-time, Wellness and Athletics Division, effective July 1, 2003 - June 30, 2005, annual salary of \$8,000
- Driskill, Stephanie E. --- Assistant Coordinator, Workforce Training Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$31,902; funded by Workforce Investment and WAGES grants
- Duhon, Michele --- Career Manager, Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$25,599; funded by Food Stamp Employment and Training grant
- Dwyer, John M. --- Criminal Justice Selection Center Manager, Public Safety Division, effective July 1, 2004 - June 30, 2005, annual salary of \$46,662; funded by Selection Center grant
- Flax-Hyman, Cheryl --- Director, Developmental Studies, effective July 1, 2004 - June 30, 2005, annual salary of \$66,633; funded by Title III grant
- Garman, Arifa --- Career Manager, Workforce Training Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$25,440; funded by Workforce Investment and WAGES grants
- Graham, Theodore A. --- Coordinator of Student Support Services, Developmental Studies, effective July 1, 2004 - June 30, 2005, annual salary of \$37,349; funded by Student Support Services grant

- Hair, Wilson L. --- Coordinator of Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$41,255; funded by Workforce Investment and WAGES grants
- Hardee, Faye H. --- Career Manager, Workforce Training Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$29,493; funded by Workforce Investment and WAGES grants
- Harvey, Norris O. --- Assistant Men's Basketball Coach, part-time, Wellness and Athletics Division, effective July 1, 2004 - June 30, 2005, annual salary of \$2,000
- Hunsucker, Susan C. --- Coordinator of Financial Services, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$33,707; funded by Workforce Investment and WAGES grants
- Humphreys, Kevin P. --- Assistant Baseball Coach, part-time, Wellness and Athletics Division, effective July 1, 2004 - June 30, 2005, annual salary of \$6,700
- Keeton, Lisa Y. --- Coordinator of Mathematics Curriculum, Developmental Studies, effective July 1, 2004 - June 30, 2005, annual salary of \$32,648; funded by Title III grant
- Kizziah, Kendra B. --- Developmental Counselor, Developmental Studies, effective July 1, 2004 - June 30, 2005, annual salary of \$31,602; funded by Title III grant
- Lamar, Linda J. --- Career Manager, Workforce Training Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$30,758; funded by Workforce Investment and WAGES grants
- Murks, Denise C. --- Coordinator of Returning Student Program, Student Services, effective July 1, 2004 - June 30, 2005, annual salary of \$38,703; funded by Displaced Homemakers Trust Fund
- Peacock, Brenton E. --- Career Manager, Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$31,539; funded by Workforce Investment and WAGES grants

Randall, Tenna M. --- Coordinator of Workforce Training Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$45,234; funded by Workforce Investment and WAGES grants

Stephens, Lee B. --- Assistant Baseball Coach, part-time, Wellness and Athletics Division, effective July 1, 2004 - June 30, 2005, annual salary of \$1,650

Thayer, Robert E. --- Assistant Softball Coach, part-time, Wellness and Athletics Division, effective July 1, 2004 - June 30, 2005, annual salary of \$9,000

Tison, Corrine M. --- Job Developer, Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$25,599; funded by WIA and Welfare Transition grants

Varnado, Roy T. --- Coordinator of College Reach-Out Program, Student Services, effective July 1, 2004 - June 30, 2005, annual salary of \$38,342; funded by College Reach-Out grant

Walz, Robert J. --- Assistant Coordinator, Small Business Development Center, effective July 1, 2004 - June 30, 2005, annual salary of \$29,325; funded by Small Business Development grant

Wise, Stephen C. --- Assistant Coordinator, Health Sciences Admissions, Health Sciences Division, effective July 1, 2004 - June 30, 2005, annual salary of \$31,902; funded by Health Care Challenge grant

Wood, Danella --- Assistant Coordinator, Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, annual salary of \$33,106; funded by Workforce Investment and WAGES grants

Zacchio, Tony J. --- Business Analyst, Small Business Development Center, effective July 1, 2004 - June 30, 2005, annual salary of \$34,263; funded by Small Business Development grant

Resignation

Reid, Adam C. --- Learning Manager, Success Center, Developmental Studies, effective May 7, 2004

Rowland, Sheri L. --- Director, Enrollment Services and Research, Student Development, effective July 15, 2004

**Career Service
Personnel**

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

Reclassification

Akins, Debra B. --- From Executive Secretary (Grade 12), Office of Executive Vice President and Chief Instructional Officer, to Data Analyst (Grade CL3, Step 10), Office of Executive Vice President and Chief Instructional Officer, effective July 1, 2004, hourly rate of \$15.33

Burdeshaw, Deborah A. --- From Bookkeeper (Grade 10) to Administrative Assistant (Grade 10), Workforce Development, effective July 1, 2004 - June 30, 2005, no change in salary; funded by Workforce Investment and WAGES grant

Reemployment

Buckner, Thomas L. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, hourly rate of \$9.82; funded by WIA Adult grant

Chambers, Johnette T. --- Retention Assistant (Grade 10), Workforce Training Center, Workforce Development, effective July 1, 2004 - June 30, 2005, hourly rate of \$12.39; funded by Workforce Investment and WAGES grants

Chappelle, Geraldine --- Administrative Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, hourly rate of \$12.35; funded by Workforce Investment and WAGES grants

Cole, Joanna L. --- Senior Employment Representative (Grade 14), Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, hourly rate of \$11.40; funded by WIA Adult grant

D'Aoust, Mary J. --- Program Assistant (Grade 10), part-time, Returning Student Program, effective July 1, 2004 - June 30, 2005, hourly rate of \$10.33; funded by Displaced Homemakers Trust Fund

Grouev, Sandra G. --- Reach-Out Assistant (Grade 10), College Reach-Out Program, Student Services, effective July 1, 2004 - June 30, 2005, hourly rate of \$12.88; funded by College Reach-Out grant

Keesler, Pamela S. --- Receptionist (Grade 6), part-time, Public Safety Division, effective July 1, 2004 - June 30, 2005, hourly rate of \$11.10; funded by Selection Center grant

Lindman, Lisa I. --- Administrative Secretary (Grade 10), part-time, Developmental Studies, effective July 1, 2004 - June 30, 2005, hourly rate of \$11.10; funded by Title III grant

Long, Kelly R. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, hourly rate of \$11.38; funded by Workforce Investment and WAGES grants

McCray, Latasha L. --- Administrative Secretary (Grade 10), Success Center, Developmental Studies, effective July 1, 2004 - June 30, 2005, hourly rate of \$9.38; funded by Title III grant

Merritt, Robin A. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, hourly rate of \$10.08; funded by WIA Adult grant

Simpson, Jamie E. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2004 - June 30, 2005, hourly rate of \$9.82; funded by WIA and Welfare Transition grants

Steele, Michelle E. --- Administrative Secretary (Grade 10), Small Business Development Center, effective July 1, 2004 - June 30, 2005, hourly rate of \$9.82; funded by Small Business Development grant

Thorndyke, Judy A. --- Program Assistant (Grade 10), Student Support Services, Developmental Studies, effective July 1, 2004 - June 30, 2005, hourly rate of \$12.95; funded by Student Support Services grant

Wright, Jeremy C. --- Computer Programmer (Grade 12), Small Business Development Center, effective July 1 - July 14, 2004, hourly rate of \$12.97; funded by Veterans Business Outreach grant

Resignation

Clemons, Jennifer K. --- Testing Assistant (Grade 9), Student Services, effective June 30, 2004

Wright, Jeremy C. --- Computer Programmer (Grade 12), Small Business Development Center, effective July 14, 2004

**Ratification
of Contracts**

4.2.3 Ms. Grantham moved and Mr. Sumner seconded ratification of contracts signed by an instructor of a credit course, 29 instructors of noncredit courses, and 19 consultants, as well as all instructors listed on the Summer B (June 21 - July 31, 2004) Overload List, which totaled \$87,684.96. The vote was recorded as follows: Butler, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation
Report**

4.3.1 Ms. Carole Lapensohn, executive director of the GCCC Foundation and director of institutional advancement, commended the Foundation Office staff members and announced that full- and part-time scholarships had been offered to 720 students who had applied for aid for the 2004-05 year. She announced that total foundation assets as of the end of May totaled \$16.68 million. Dr. McSpadden and Chair Cramer commended Ms. Lapensohn for her report and the performance of her staff, especially in relation to the A Legacy of Trust campaign.

**Strategic
Planning**

4.3.2 Ms. Wanda Luckie, coordinator of institutional effectiveness and vice chair of the Assessment and Strategic Planning Council (ASPC), presented the council's 2003-04 Annual Report. Ms. Luckie highlighted ASPC's creation and evolution since 1999, emphasized the value and relevance of strategic planning, summarized the focus of ASPC's work during the past year, and encouraged trustees to review the report and contact her or Dr. McSpadden if they had questions or wished to discuss anything in the report. She commended ASPC members who had made significant leadership contributions during 2003-04, Ms. Jewel Hamburg and Dr. Sheri Rowland, and, on behalf of ASPC members, expressed appreciation for the opportunity to present the report to the board. Several of the trustees acknowledged the value of strategic planning and commended ASPC members for facilitating the process at GCCC.

**5. Academic
and
Workforce
Education**

5.1.1 No Academic and Workforce Education matters were presented.

**Enrollment
Report**

5.2.1 Trustees reviewed a report on Final FTE for 2003-04, as developed by Dr. Sheri Rowland, director of enrollment services and research. The report compared final FTE figures for 2003-04 and 2002-03 and reflected a virtually flat enrollment pattern, decreasing by only .03 percent in 2003-04. Mr. Roy Smith, dean of student development, shared updated figures reflecting day-to-day increases that were expected to continue until the end of the summer.

**Online
Processes**

In response to a question from Ms. Durden, Mr. Smith described the college's online processes that included admissions, registration, and student access to grades and transcripts. He noted that GCCC's system was integrated with the state FACTS system, making it especially user—i.e., student—friendly in terms of educational planning. He concluded by indicating that progress was being made in online instructional processes.

**6. Status
Report**

6.1 Dr. McSpadden noted that the academic year was almost completed, and staff members were moving into newly renovated facilities. He indicated trustees would be invited to the Fall Conference 2004 breakfast being planned for Monday, August 9, and that members of GCCC's legislative delegation would also be invited so that employees would have an opportunity to express appreciation for their support during the past year. Dr. McSpadden reminded trustees that the next regular meeting of the board would occur on September 9.

7. Adjournment

The meeting was adjourned at 11:35 a.m.