

- Hearing of Citizens** 1.6 No citizen answered the call to appear before the board.
- Approval of Minutes** 1.7 Ms. Shoaf moved and Mr. Cox seconded approval of the minutes of the board's May 13, 2004, meeting as distributed. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story** 1.8 Dr. McSpadden shared an overview of the college's support for women's intercollegiate athletics since implementation of Title IX. He commended the head coaches and assistant coaches of the softball and basketball programs, expressing pride in the outstanding success of both. He introduced Ms. Susan Painter, head coach of the softball team, and congratulated her and the team for their second-place finish in the national NJCAA tournament. Coach Painter characterized the past year as the most successful season ever for the fast-pitch softball program, with a record of 57-15. She introduced two members of the team, Megan Miller, catcher, and Amber Browning, pitcher, and said they were key players on the best team she had ever put together. Coach Painter also commended the team members for their success in the classroom. She concluded by indicating that the local Tourist Development Council was submitting a bid to the NJCAA to host a national fast-pitch softball tournament at Panama City Beach. Chair Cramer commended Coach Painter and the Lady Commodores for their performance on the field and in the classroom.
- SAB Report** 1.9 No report was presented for the Student Activities Board.
2. **Attorney's Report** 2.1 Attorney Derrick 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, July 8, 2004, in the Third Floor Seminar Room of the Student Union West.
- President's Performance Evaluation** 2.3 Attorney Derrick Bennett reported that the trustees had submitted anonymous evaluations of President McSpadden's performance since his reemployment in August 2003. He noted that all responses in all categories of evaluation were excellent and all written comments were positive. Chair Cramer commended Dr. McSpadden for a well-deserved evaluation, and Dr. McSpadden indicated that he wanted to be president of Gulf Coast Community College for as long as the board wanted him in that role. He indicated that the current employees make up the strongest group of employees the college has ever had and expressed appreciation to the trustees for their leadership and support on behalf of the staff.

**3. College People
and Programs**

3.1.1 Dr. McSpadden's report on college people and programs called attention to the GCCC Foundation's "A Legacy of Trust" campaign ads honoring major donors. He shared articles, letters, and notes that focused on an active duty USAF staff sergeant enrolled at GCCC, an outstanding state audit of veterans' records, collaboration with community corporations and organizations, and a listener's high praise for WKGC-AM.

**Community
Support**

3.1.2 Dr. McSpadden acknowledged contributions to the GCCC Foundation's A Legacy of Trust campaign from Bay Medical Center and Ralph and Karen Hanes. He also reported that the foundation had received a check for \$35,977 in state matching funds.

**State
Issues**

3.2.1 No state, national, and international issues were presented.

**4. College
Spending
Priorities**

4.1.1 Dr. Linda Adair, executive vice president and chief instructional officer, presented a report based on data compiled by the state. Among the sets of information presented were the following: (1) Headcount Enrollment by Ethnicity and Gender for fall 2003 GCCC students; (2) Annual Unduplicated Student Headcount Enrollment, comparing GCCC to other community colleges in North Florida for 1998-99 through 2002-03; (3) Unweighted FTE Enrollment (Funded) by Program Area, comparing FTE in various program types for the community colleges in North Florida; (4) Average Salary of Full-time Instructional Personnel in fall 2003 for all 28 public community colleges; (5) Average Converted Salary of Full-time Instructional Personnel Headcount and Salary by College and Faculty Degree for fall 2003 for the community colleges in North Florida; (6) Annual Cost Analysis Percentage by College and Function—at 53.94% for direct instructional costs, GCCC was ranked highest in the state; and (7) Full Cost Summary Report Cost Per Credit Hour by Program and College for 2003-04. In response to trustee questions, Dr. Adair indicated the data was collected from each community college and compiled as a state report. Drs. McSpadden and Adair pointed out the advantages of GCCC's size and location, particularly in terms of the availability of qualified adjunct instructors.

**Student Union
West
Expansion**

4.1.2 Vice President John Holdnak reported that grounds improvements for the Student Union West are anticipated in the very near future and that furniture for the building's lobby areas has been ordered. He reported that the contractor missed the contracted final completion date by a few days and continues to address remaining punch list items. Mr. Holdnak indicated staff would be moving into the facility by the end of the month.

**Workforce
Development
Building**

4.1.3 Vice President John Holdnak reported the Workforce Development Building Remodeling Project was progressing well. He presented Change Order 4, which would increase project cost by \$5,241.60 for replacement of the existing pole-mounted electrical service with an underground utility service connection. The change order would also add seven days, moving the substantial completion date to July 8, 2004. Following discussion, Dr. Myers moved and Ms. Durden seconded approval of Change Order 4, adding \$5,241.60 and seven days to the project. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Sumner, aye; Cramer, aye.

**Library
Exterior
Renovation**

4.1.4 Vice President John Holdnak reported that the Library Exterior Renovation Project was progressing well. He indicated the building would be functional soon although the exterior clock would likely not be in place until approximately three weeks past the substantial completion date.

**Maritime Fire
Training
Facility Project**

4.1.5 Vice President John Holdnak reported that he was working closely with the contractor for the Maritime Fire Training Facility Project and the company providing the simulator equipment. He noted the project should be completed by the end of the summer and announced that he expected to present a deductive change order totaling as much as \$60,000-\$80,000, reflective of savings resulting from over-estimates of project cost.

**2004-2005
Operating
Budget**

4.1.6 Chair Cramer reported that the Budget Committee (Trustees Cramer, Cox, and Durden) had met on May 25 with appropriate staff members to review the president's operating budget proposal for 2004-2005. Following discussion, the committee had agreed to recommend to the full board a budget that projected revenues of \$24,322,011 and expenses of \$24,252,405. He noted the projected revenues included a 5 percent per-credit-hour student fee increase, as mandated by the Florida Legislature. The budget included the following personnel benefits:

- Increase of 6% in salaries of regular employees, with a minimum increase of \$1,200
- Increase from \$459.80 to \$500 per credit hour for instructional overload contracts
- Provision for board's continued coverage of 85% of the employee's health insurance premium

On behalf of the committee, Chair Cramer characterized the salary increases as generous but not inappropriate in view of student and employee performance.

Following review of the budget proposal packet, which was led by Dean John Mercer, Dr. McSpadden noted the budget included adjustments in health sciences positions as recommended by the board earlier in the year. He indicated the college had achieved success in filling several critical positions. In response to a trustee question about an increase in the enrollment projection when enrollment had not increased in the current year, Dr. McSpadden explained that enrollment had improved and had met projections for the current year. He also noted that the enrollment projection for 2004-2005 was based on actual numbers rather than projections. Mr. Mayo moved and Dr. Myers seconded approval of the operational budget for 2004-2005 as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Sumner, aye; Cramer, aye.

**North Bay
Center
Master Plan
Project**

4.1.7 Although he had anticipated presenting a recommendation to hire a professional services firm for the North Bay Center Master Plan Project, Dr. McSpadden indicated staff needed additional time to study programming needs. He indicated that he would bring the matter back to the board at a future meeting.

**Budget
Amendment 22**

4.1.8.1 Dean John Mercer led a review of Amendment 22 to the Restricted Current Fund and recommended approval. Mr. Sumner moved and Ms. Grantham seconded approval of the amendment as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 23**

4.1.8.2 Following a review of Amendment 23 to the Unrestricted Current Fund, which moved \$1.1 million into the fund balance as a result of over-estimated 2003-04 personnel expenses, Mr. Cox moved and Ms. Durden seconded approval. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Sumner, aye; Cramer, aye.

**Obsolete
and
Worthless
Property**

4.1.9 Trustees reviewed a listing of computer equipment determined to be obsolete or worthless by the property custodians. Dr. McSpadden indicated that most of the items were obsolete computer equipment although the list also included several arc welders that would be transferred to the Workforce Development Board. 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; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.9 Led by Dean John Mercer, trustees reviewed a statement of activity in the General Current Fund for the period July 1, 2003 - May 31, 2004, as well as accompanying energy consumption and purchase activity reports.

**Warrants
Register**

4.1.10 Chair Cramer called attention to the availability of the Warrants Register for examination and noted that changes in state rules would make monthly review of the warrants unnecessary after June 30, 2004.

**Professional
Personnel**

4.2.1 After review of the professional personnel recommendations that appear 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; Sumner, aye; Cramer, aye.

Employment

Mercer, Alex W. --- Assistant Coordinator, Radiography, Health Sciences Division, effective June 14 - June 30, 2004, salary of \$2,490 (based on annual salary of \$50,000)

Osterhout, DeeAnn --- Assistant Coordinator, Radiography, Health Sciences Division, effective June 7 - June 30, 2004, salary of \$3,448 (based on annual salary of \$50,000)

Reep, Tracy L. --- Accounting Financial Manager, Gulf Coast Community College Foundation, effective June 7 - June 30, 2004, salary of \$1,896 (based on annual salary of \$27,500)

Reclassification

Burdshaw, Sharon M. --- From Chair, Public Safety Division, to Assistant Coordinator, Public Safety Division, effective July 1, 2004 - June 30, 2005, annual salary of \$46,500

Crawford, Gloria J. --- From Coordinator, Lifelong Learning, to Chair, Public Safety Division, effective July 1, 2004 - June 30, 2005, annual salary of \$55,000

Osterhout, DeeAnn --- From Assistant Coordinator, Radiography, Health Sciences Division, to Coordinator, Radiography, Health Sciences Division, effective June 14 - June 30, 2004, salary of \$2,889 (based on annual salary of \$58,000)

Sabbatical Leave

Ciccarelli, Sandra K. --- Professor, Social Sciences Division, unpaid sabbatical, effective August 9 - December 17, 2004

Gribble, Barbara Y. --- Professor, Language and Literature Division, paid sabbatical, effective August 9 - December 17, 2004

Resignation

Sojdehei, Virginia L. --- Librarian (part-time), Library, effective June 21, 2004

Career Service Personnel

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

Employment

Barber, Sarah E. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective May 18 - July 31, 2004, hourly rate of \$6.60

Duus, Debra A. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective May 10, 2004, hourly rate of \$6.60

Fitzgerald, Gerald M. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective May 10, 2004, hourly rate of \$6.60

Ingram, Gregory --- Groundskeeper (Grade 6), Facilities Management, effective June 1, 2003, hourly rate of \$7.84, including experiential credit

Shelton, Aurora R. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective May 19, 2004, hourly rate of \$6.60

Reclassification

Costa, Don A. --- From Groundskeeper (Grade 6) to Custodian (Grade 6), Facilities Management, effective June 3, 2004

Terryn, Dorothy A. --- From Executive Secretary (Grade 12), Student Development, to Senior Bookkeeper (Grade 13), Business Affairs, effective June 16, 2004, hourly rate of \$17.66

Resignation

Jones, Christopher S. --- Network Assistant (Grade 10), Computer Services, effective June 15, 2004

Weinmann, John M. --- Senior Bookkeeper (Grade 13), Business Affairs, effective May 14, 2004

Ratification of Contracts

4.2.3 Ms. Durden moved and Dr. Myers seconded ratification of contracts signed by 10 instructors of credit courses, 40 instructors of noncredit courses, 27 consultants, a special contractor, and the overload contracts for Summer A 2004, which totaled \$245,860.71. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Sumner, aye; Cramer, aye.

- Foundation Report**
- 4.3.1** Ms. Carole Lapensohn, executive director of the GCCC Foundation, acknowledged the quality and commitment of members of the foundation's Board of Directors. As decided at a recent meeting of the Finance Committee, foundation staff will be publishing a twice yearly financial newsletter for members. Ms. Lapensohn reported that Ms. Tracy Reep has joined the staff as the accounting financial manager, and the A Legacy of Trust brochure is being used to support the campaign. She concluded by indicating assets in the CommonFund have grown more than \$900,000 since April, and total assets exceed \$17 million.
- 5. Health Sciences Programs**
- 5.1.1** Dr. Jeff Stevenson, dean of workforce education, introduced a multi-media presentation by Mr. Craig Wise, assistant coordinator of health sciences admissions. Using PowerPoint technology, Mr. Wise shared information on each program offered in the Health Sciences Division, the largest academic division at GCCC. He highlighted the many external accreditation agencies that ensure program effectiveness, focused on some individual students and their unusual stories, and shared student success reports in terms of pass rates on licensure examinations. In all cases, GCCC students performed above state and national average passing rates. Although some students move to other locations to practice after training at GCCC, most stay in the community and fill local health care needs. Several members of the Health Sciences faculty were present and introduced themselves to the trustees. In response to a question about the vacant nursing coordinator position, Ms. Sue Suggs, division chair, indicated that Ms. Carol Hill, associate professor of nursing, had done a commendable job as interim coordinator during the 2003-04 year. She noted that the selection process was under way to fill the position on a permanent basis and she expected to make a decision within two weeks. Chair Cramer commended Mr. Wise for an excellent presentation and acknowledged the outstanding faculty and staff in the Health Sciences Division.
- Lifelong Learning Courses**
- 5.1.2** Trustees reviewed a listing of noncredit courses offered by Lifelong Learning and were asked to approve them. Mr. Mayo moved and Mr. Cox seconded approval as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Sumner, aye; Cramer, aye.
- Educational Support**
- 5.2** No Educational Support items were presented.
- 6. Paramedic Pinning**
- 6.1** Dr. McSpadden invited trustees to the Paramedic Pinning Ceremony to begin at 6 p.m. on June 18 in the George G. Tapper Lecture Hall.

**Tour of
Student Union
West**

6.2 Dr. McSpadden invited interested trustees to join Mr. Holdnak for a tour of the Student Union West following adjournment.

**Trustee
Acknowledgement**

6.3 Trustee Mayo expressed appreciation to Mr. Bloodworth for his outstanding service as a member of the District Board of Trustees.

7. Adjournment

The meeting was adjourned at 12:03 p.m.