

# MINUTES

## REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

June 9, 2005

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

**Members Present** William C. Cramer, Jr., (presiding), J. Allen Cox, Karen L. Durden, Linda S. Grantham, Dr. Stephen C. Myers, Renee C. Shoaf, 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** Ms. Shoaf 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 Mr. Bobby Hughes, chair of the Career Council; Mr. Jab Nyrabeah, vice president of the Student Activities Board; Ms. Karen Parham, chair of the Coordinating Council; and Mr. Lynn Wallace, chair of the Faculty Council.
- Hearing of Citizens**
  - 1.5** No citizen answered the call to appear before the board.
- Approval of Minutes**
  - 1.6** Ms. Shoaf moved and Ms. Durden seconded approval of the minutes of the board's meeting of May 12, 2005, as distributed. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.
- SAB Report**
  - 1.7** Mr. Jab Nyrabeah, vice president of the Student Activities Board, provided a report on SAB's abbreviated summer activities. He indicated he and other SAB members looked forward to the fall semester.
- 2. Attorney's Report**
  - 2.1** Attorney Bennett had no report.
- Next Meeting**
  - 2.2** The next meeting of the District Board of Trustees was set for Thursday, July 14, 2005, at 10 a.m. in the Third Floor Seminar Room of the Student Union West.

**President's  
Performance  
Evaluation**

**2.3** Chair Cramer shared Attorney Bennett's summary of trustee annual evaluations of President McSpadden's performance. All responses in all categories reflected the best possible rating. On behalf of the board, Chair Cramer congratulated Dr. McSpadden on another excellent year. Dr. McSpadden acknowledged gratitude for the opportunities given him by the board and indicated his successes are indicative of the performance of college staff. He noted that personnel recommendations to be presented later in the meeting would be reflective of the infrastructure being built to secure the college's future.

**3. College  
People  
and  
Programs**

**3.1.1** Dr. McSpadden's report on college people and programs focused on the following:

- Mr. Cramer's ranking as one of the top three most influential people in the Reader's Choice Best of Bay survey
- Complimentary newspaper editorial about GCCC and the Gulf/Franklin Center
- Newspaper article featuring Gary Brookins, editorial cartoonist for *The Richmond Times-Dispatch* and GCCC alumnus
- Letter from a satisfied listener of WKGC-AM
- Newspaper article on the demise of CEPRI
- Letter acknowledging Ms. Lapensohn's participation in the statewide drug court graduation on May 12
- Letters and certificates commending GCCC and Beth Bennett for support of Kidfest
- Letter thanking Jim Barr for coordinating a state workshop on accountability at GCCC
- Letter regarding Florida Department of Transportation projects impacting roadways adjacent to the main campus

With regard to the latter item, Chair Cramer expressed appreciation for Mr. Earl Durden's outstanding assistance that resulted in relocation of a roadway intersection that would reduce negative impact on the college.

**Community  
Support**

**3.1.2** Dr. McSpadden shared copies of recent A Legacy of Trust ads in *The News Herald*, which featured donors and scholarships as follows: The St. Joe Community Foundation; Charlie Bond Memorial Scholarship; Susan Watson Leadership Scholarship for Nursing; and Ferne McCoy-Brent Memorial Future Teachers Scholarship. He also acknowledged numerous other gifts to the campaign and gifts in memory of Don Alexander, Charlie Bond, Danielle Cazenave, Jeanette Dybdal, John Holley, Kevin Kight, and Les Spencer. Gifts associated with other scholarships included the following: Emerald Coast Hospice Nursing Scholarship; Charles and Betty Cleckley Scholarships; and Ted and Geraldine Wilson Scholarships.

- Legislative Report**
- 3.2.1** Dr. McSpadden provided a preliminary legislative report on the 2005 Session of the Florida Legislature. He indicated that funding for the joint project with Bay County for a new Emergency Operations Center was the most significant outcome of the session for Bay County and GCCC. Other important legislation included actions related to the Capital Improvement Fee, residency, excess hours, education governance, public employees, FRS retirement, hazing, acceleration mechanisms, and domestic security. Dr. McSpadden concluded his report by mentioning several pieces of failed legislation and the impact on community colleges.
- 4. Revision of Policy 6.096**
- 4.1.1** Dr. McSpadden requested final approval of a revision of Policy 6.096, Fingerprinting/Criminal Background Checks of Employees and Applicants for Employment. Following discussion, Ms. Durden moved and Dr. Myers seconded final approval as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.
- Health Sciences Contract**
- 4.1.2** Trustees were asked to approve a contract with Dr. John McWhorter, D.D.S., of Panama City, which would permit students in the Dental Assisting program to secure clinical experience in his practice. Ms. Grantham moved and Ms. Shoaf seconded approval of the contract as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.
- Contract With Miami-Dade College**
- 4.1.3** Trustees were asked to approve a renewal contract with Miami-Dade College, which would reauthorize use of the Florida Department of Law Enforcement's Florida Basic Abilities Test in the areas of law enforcement, corrections, and correctional probation for eligible GCCC students. Mr. Cox moved and Ms. Durden seconded approval of the contract as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.
- Bid 2005-08**
- 4.1.4** Of the five invitations to respond to Bid 2005-08, Pavement Rehabilitation–Natural Sciences Building Parking Lot, three had been received. Following review of bid tabulation data, Ms. Durden moved and Mr. Cox seconded acceptance of the low bid and awarding of the project to C. W. Roberts Contracting, Inc., for a lump sum of \$207,063 for Item 1(A). The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.
- 2005-06 Operating Budget**
- 4.1.5** Chair Cramer reported that he had met with college staff on May 31 to review Dr. McSpadden's proposed operating budget for 2005-06. He noted that GCCC continues to invest a larger percentage of its resources in instructional services than the state average. He recommended approval of the proposed budget, which reflected total revenues of \$25,936,760, a 4.7 percent increase over the previous year.

Chair Cramer noted that the revenue increase included a 5.2 percent increase in student fees, a \$620,802 increase in Community College Program Fund and Lottery appropriations, and \$411,150 in estimated other revenues. Operating expenses totaled \$25,862,525 and reflected an increase of \$1.2 million over the previous year. Expenses included \$19,527,343 in personnel costs, \$6,260,182 in current expenses, and \$75,000 in capital outlay. Chair Cramer pointed out that personnel expenses included a 6 percent pay increase for regular employees—with a minimum increase of \$1,200; a 5 percent increase for overload contracts; and a 16 percent increase in health insurance premiums, which reauthorized the board's commitment to pay 85 percent of the employee health insurance premium. Chair Cramer noted that budgeted revenues and expenses left a difference of \$74,235, which would bring the operating fund balance to \$2.5 million. Dr. McSpadden emphasized the significance of a healthy fund balance, noting that Pensacola Junior College had relied on its fund balance resources to expedite recovery from Hurricane Ivan damages while awaiting payment of insurance claims. Following discussion, Ms. Durden moved and Dr. Myers seconded approval of the proposed operating budget for 2005-06. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye. Dr. McSpadden expressed appreciation for the board's action on behalf of college employees.

**Community  
College  
Fund  
Accounting**

**4.1.6** Mr. John Mercer, dean of business affairs, provided an overview of Community College Fund Accounting. Noting that the funds were divided into current and non-current fund groups, Dean Mercer described each of the nine funds and explained their purposes. He concluded by indicating the college files a financial statement with the state twice a year. He also invited trustees to contact him with any questions they might have about the funds or the accounting processes.

**Obsolete  
and  
Worthless  
Property**

**4.1.7** Trustees were asked to review a listing of equipment no longer useful to the college and to approve disposal and removal of the items from inventory records. Dr. McSpadden pointed out that the list included the college's old mainframe computer, purchased in 1998 and traded in for a new mainframe in recent months. Ms. Durden moved and Mr. Cox seconded approval of disposing of the items, as appropriate, and removing them from inventory records. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.8** Dean John Mercer led trustees in review of a statement of activity in the General Current Fund for the period July 1, 2004 - May 31, 2005, as well as accompanying energy consumption and purchase activity reports.

**Budget  
Amendments**

**4.1.9.1** Amendment 25 to the Restricted Current Fund was presented for approval. Following Dean Mercer's explanation of the purposes of the amendment, Mr. Cox moved and Dr. Myers seconded approval. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**4.1.9.2** Amendment 26 to the Auxiliary Fund was presented for approval. Following an explanation of the amendment's purpose, Mr. Cox moved and Ms. Grantham seconded approval. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**4.1.9.3** Amendment 27 to the Unrestricted Current Fund was presented for approval. Following Dean Mercer's explanation of the purpose of the amendment, Ms. Shoaf moved and Ms. Durden seconded approval. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**4.1.9.4** Amendment 28 to the Unrestricted Current Fund was presented for approval. Following an explanation of the amendment's purpose, Dr. Myers moved and Ms. Durden seconded approval. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Professional  
Personnel**

**4.2.1** In presenting professional personnel recommendations for board approval, Dr. McSpadden called particular attention to the employment of a new baseball coach and to the promotion of the director of developmental studies to dean of instructional support and lifelong learning. After review of the recommendations presented below, Ms. Durden moved and Mr. Cox seconded approval. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Employment**

Kandler, Michael A. --- Coordinator of Baseball, Wellness and Athletics Division, effective June 1 – June 30, 2005, salary of \$4,122 (based on annual salary of \$48,900)

McDaniels, Nikka L. --- Assistant Coordinator of College Recruiting, Student Services, effective May 31 - June 30, 2005, salary of \$2,313 (based on annual salary of \$26,250)

**DROP Entry**

Stewart, Richard B. --- Chair, Business Division, effective June 1, 2005

Vandervest, James R. --- Professor, Technology Division, effective June 1, 2005

**Reclassification**

Flax-Hyman, Cheryl --- From Director of Developmental Studies to Dean of Instructional Support and Lifelong Learning, effective July 1, 2005, salary of \$73,296

Lupino, Lori L. --- From Coordinator of Marketing and Training to Coordinator of Business and Industry Training, Lifelong Learning, effective July 1, 2005, salary of \$33,000

May, Gregory S. --- From Firearms and Driving Range Manager, Public Safety, to Coordinator of Public Safety, Lifelong Learning, effective June 1 – June 30, 2005, salary of \$3,784 (based on annual salary of \$44,897)

Mott, Claude M. --- From Assistant Professor, Technology, to Chair, Technology Division, effective July 1, 2005, salary of \$55,000

**Resignation**

Benjamin, Mary S. --- Coordinator of Dental Programs, Health Sciences Division, effective June 30, 2005

**Retirement**

Crews, Michael P. --- Manager of Computer Systems and Programming, Computer Services, effective July 31, 2005

**Career Service  
Personnel**

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

**Employment**

Givens, Lee F. --- Custodian (Grade 6), Facilities Management, effective May 17, 2005, hourly rate of \$7.84, including experiential credit

Price, Jasmine B. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective May 19, 2005, hourly rate of \$6.60

Rizvic, Esmir --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics, effective April 18, 2005, hourly rate of \$6.60

Robinett, James W. --- Senior Clerk Typist (Grade 9), Enrollment Services, effective May 25, 2005, hourly rate of \$8.95, including experiential credit

### **Reclassification**

Kelly, Elizabeth A. --- From Administrative Secretary (Grade 10), Public Safety, to Executive Secretary (Grade 12), Workforce Education, effective June 1, 2005, hourly rate of \$11.92

Newberry, Robin C. --- From Career Manager, Workforce Training Center, to Program Assistant (Grade 10), Student Support Services, Developmental Studies, effective June 1 - June 30, 2005, hourly rate of \$10.17

Smith, Suzanne P. --- From Administrative Secretary (Grade 10), Development Studies, to Executive Secretary (Grade 12), Instructional Support and Lifelong Learning, effective July 1, 2005, hourly rate of \$12.84

### **Resignation**

Chester, Andrea M. --- Executive Secretary (Grade 12), Workforce Education, effective May 20, 2005

Grey, Mariana J. --- Senior Library Assistant (Grade 9), Library, effective June 20, 2005

Lipscomb, Theresa L. --- Auxiliary Worker III (Grade 5), part-time, Food Service, effective May 26, 2005

McIntosh, Sandra M. --- Secretary (Grade 9), Health Sciences Division, effective May 19, 2005

Stewart, Kittee S. --- Senior Clerk Typist (Grade 9), Lifelong Learning, effective June 3, 2005

Wainscott, Cynthia S. --- Teacher's Aide (Grade 9), Success Center, effective May 6, 2005

### **Termination**

Davis, Stacey J. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective May 25, 2005

### **Ratification of Contracts**

**4.2.3** Ms. Grantham moved and Ms. Shoaf seconded ratification of contracts signed by 28 instructors of credit courses, 32 instructors of noncredit courses, 23 consultants, 3 special contractors, and overload contracts totaling \$261,480.86. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Equity  
Report  
Update**

**4.2.4** Ms. Angela Smitherman, coordinator of human resources, presented the 2004-05 Executive Summary of the Educational Equity Act Annual Update. The report's four areas of focus included the following: Implementation of 2004-05 Strategies; Gender Equity in Athletics; Equity Quality Indicators; and Employment Accountability Plan. Dr. Myers moved and Ms. Durden seconded approval of the update as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Foundation  
Report**

**4.3.1** Ms. Carole Lapensohn, executive director of the GCCC Foundation, reported that after spending approximately \$300,000 on scholarships and experiencing some losses in The CommonFund in recent months, the latest reported financial figures reflected Foundation assets in excess of \$18.8 million. She also indicated that the A Legacy of Trust campaign balance was just over \$5 million, including outright gifts, state matching funds received and expected, and pledges. She concluded by indicating that she and Ms. Margie Mazur had attended the Region IV Council for Resource Development conference in Nashville, Tennessee, recently where the Alfred I. duPont Foundation had been honored as one of nine national outstanding community college benefactors. In response to a question from Chair Cramer, Dr. McSpadden indicated that Ms. Lapensohn would report at the next regular meeting regarding the gap between the number of scholarships awarded and scholarship applicants.

Mr. Cox expressed appreciation for the opportunity to present scholarships to graduates of district high schools. He encouraged expanded publicity of the scholarship application process.

In the context of the extraordinary circumstances that had led him to take advantage of higher education and the subsequent impact that education had had on his life, Dr. Myers told of a recent dilemma associated with his presentation of scholarship awards at a local high school ceremony. Acting on information provided at the event that later proved inaccurate, Dr. Myers had publicly announced the name of a scholarship recipient that was not on his original list. When he later learned of the mistake and understood that he had one more student recipient than scholarships to be awarded, he called on Ms. Lapensohn for help in resolving the dilemma. Fortunately, Ms. Lapensohn's resourcefulness resulted in identifying an available source of scholarship funds. Dr. Myers commended Ms. Lapensohn for ensuring that an additional deserving student would be in a position to benefit from the opportunities afforded by college enrollment.

**5. Excess  
Hours**

**5.1.1** Dr. McSpadden postponed discussion of the excess hours issue until the next regular meeting on July 14, when Dr. Linda Adair would be present.



**6. Health  
Sciences  
Pinning  
Ceremonies**

**6.1** Dr. McSpadden invited trustees to pinning ceremonies as described below:

- Practical Nursing, Thursday, June 9, Gulf/Franklin Center
- Radiography, Friday, June 10, Health Sciences Lecture Hall
- Paramedic, Friday, June 17, Health Sciences Lecture Hall

**7. Adjournment**

The meeting was adjourned at 11:10 a.m.