

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

June 8, 2006

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, III, Dr. Stephen C. Myers, Renee C. Shoaf, William C. Sumner, Dr. Robert L. McSpadden, and Julian 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** Dr. Holdnak led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed guests of the board, recognizing in particular Mr. Lloyd Harris, chair of the Faculty Council; Ms. Christina Kight, chair of the Career Council; Ms. Libby McNaron, chair of the Coordinating 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 Dr. Myers seconded approval of the minutes of the board's regular meeting of May 11, 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 congratulated Ms. Susan Painter, head coach of the women's softball team, for the team's superb performance and runner-up finish in the 2006 National Fast Pitch Softball Tournament sanctioned by the National Junior College Athletic Association. On behalf of the board, Chair Cramer presented a resolution of commendation for Coach Painter's distinguished career as reflected by her 591-137 record and the successes of the players she had coached. Coach Painter expressed appreciation for the honor and opportunity that both she and her players had in representing GCCC.
- SAB Report**
 - 1.8** Mr. Umar Karaman, SAB president, had no report.

**Special
Recognition**

1.9 Trustee Isler, in his capacity as president of the GCCC Foundation, presented a check for \$735,910.63 to Chair Cramer. Mr. Isler explained that the check represented the funds expended by the foundation for scholarships awarded to more than 800 students during the 2005-06 year. Chair Cramer acknowledged the impressive total spent but emphasized that the more impressive statistic was the number of students whose opportunities were improved through their enrollment at GCCC, which was made possible by the scholarships. He reminded trustees and others present of the impact of education on many who've gone on to become outstanding leaders in their communities and beyond.

**2. Attorney's
Report**

2.1 Attorney Julian Bennett had no report.

**Next
Meeting**

2.2 The next regular meeting of the District Board of Trustees was set for 10 a.m. on Thursday, July 13, 2006, in Room 306 of the Student Union West. Dr. McSpadden indicated that the board would plan to meet at the North Bay Center for a regular meeting in August or September.

**President's
Performance
Evaluation**

2.3 Attorney Bennett shared the results of the annual evaluation of the president's performance, indicating that all responses in all categories had been excellent, the highest rating possible. Dr. McSpadden expressed appreciation for the privilege of serving the board during his tenure as president. He assured trustees that the infrastructure and staff were in place to ensure GCCC's continued effectiveness after his retirement.

**Presidential
Search**

2.4 Chair Cramer encouraged trustees to send their nominations of individuals they'd like to be considered for membership on the Presidential Search Committee to Ms. Wanda Luckie by Friday, July 7. He talked about the general makeup of the committee, which would be structured in such a way to ensure representation by the board, college employees (especially faculty), the service district's educational community, and others representing service district economic and other community interests and having a familiarity with the college's history and role in the community. Chair Cramer indicated that he would be discussing the committee and other issues with Dr. Hockaday and would report back to the board. He noted that while the search committee would function in an advisory capacity and make recommendations to the board, the board would be solely responsible for selecting the next president. Ms. Luckie was asked to share with the trustees prior to the board's regular meeting on July 13 a list of search committee nominations.

**Trustee
Duties and
Responsibilities**

2.5 Chair Cramer shared a paper that he had written for presentation at a May 2006 Florida Association of Community Colleges-sponsored conference for new community college trustees. He reviewed the paper's content and encouraged trustees to remember the importance of not only the statutory requirements of service but also, and equally important, the

larger, philosophical responsibilities that are involved. Mr. Cox commended Chair Cramer on the paper and suggested that it be included in orientation materials provided to new trustees.

3. College People/ Programs

3.1.1 Dr. McSpadden's report on college people and programs was a general statement about the continued outstanding efforts of college staff in support of the college's mission.

Community Support

3.1.2 Dr. McSpadden acknowledged recent gifts to the A Legacy of Trust campaign and gave special attention to *News Herald* ads featuring the following donors and scholarships: Bob Robbins Memorial Scholarship; Arizona Chemical Scholarships; Dr. and Mrs. Charles Burgess; and Optimist Club of the Beaches Scholarships.

Legislative Issues

3.2.1 Dr. McSpadden summarized the major legislation that had passed during the 2006 Session of the Florida Legislature. He noted that Senate Bill 428 increased per diem, meal, and mileage reimbursement rates, which would be helpful to staff who travel on college business.

4. Natural Sciences Building

4.1.1 Dr. John Holdnak, vice president of administrative services, reported that the project to remodel the Natural Sciences Building was well under way and progressing satisfactorily.

Health Sciences Building

4.1.2 Dr. Holdnak reported that design work was progressing well on the project to remodel the George G. Tapper Health Sciences Building. He noted that architects would be working closely with community medical constituents to ensure that the building was being designed to facilitate effective training of medical practitioners being prepared to meet current and future community healthcare needs. Dr. Holdnak indicated that the architects would be initiating the services of the cost estimating firm by the end of July. He also noted that demolition of the lecture hall and redesign of that area to accommodate a multi-floor structure would require civil engineering services. Consistent with contract provisions, Dr. Holdnak recommended that DAG Architects be authorized to employ McNeil Carroll Engineering to provide civil engineering services at an estimated fee of \$28,800 for the required work. Dr. Holdnak also recommended that the stated funding limitation for the project be increased to \$9 million, reflective of additional resources made available through the legislative process and generating a fee increase for DAG Architects of \$243,302, for a total architectural fee of \$639,000 or 7.1 percent of the stated funding limitation, as provided in the contract. Dr. Holdnak also reported on a recent meeting with officials of the U. S. Department of Commerce's Economic Development Administration (EDA) to discuss the possibility of acquiring an additional \$2 million of construction funds for the project. He addressed implications of the Davis Bacon Act with regard to project costs and indicated that college staff were analyzing the feasibility of continuing to seek EDA resources

for the project. Following intense discussion, Mr. Cox moved and Mr. Estes seconded approval of increasing the stated funding limitation to \$9 million and increasing the architectural fee by \$243,302. Dr. Holdnak requested that the board also authorize the architects to employ a firm to provide civil engineering services now required by the project. Mr. Cox agreed to amend his motion to include approval of increasing the stated funding limitation to \$9 million, increasing the architect's fee by \$243,302, and authorizing DAG Architects to employ McNeil Carroll Engineering to provide civil engineering services at an estimated cost of \$28,800. Mr. Estes seconded the amended motion, 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.

**Policy
Revisions**

4.1.3 Trustees were asked to tentatively approve revision of two policies: 5.165, Travel and Expenses, and 7.015, Student Records. Following discussion, Mr. Isler moved and Ms. Butler seconded tentative approval of the policy revisions 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.

**PECO
Funding**

4.1.4 Dr. Holdnak characterized the 2006 Session of the Florida Legislature as an exceptional funding year for community college capital projects in general and for GCCC projects in particular. He provided a detailed analysis, supported by state reports, which described the various GCCC projects that had been funded at in excess of \$17.5 million. In response to a concern expressed by Chair Cramer about the need to consider price escalation in projecting future project costs, Dr. McSpadden indicated he would talk with other presidents in the state to determine how the issue was being addressed by their institutions. Dr. Holdnak pointed to the use of a cost estimating service as one of the ways to manage the impact of price escalation on construction projects.

**Health
Sciences
Contracts**

4.1.5 Trustees were asked to approve an agreement with the Surgical Center for Excellence of Panama City, which would allow GCCC students to gain clinical experience in that facility. Ms. Durden moved and Ms. Shoaf seconded approval of the agreement 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.

**Criminal
Justice
Selection
Center**

4.1.6 Trustees were asked to approve a revised set of bylaws for the Gulf Coast Criminal Justice Selection Center. Dr. McSpadden noted that the revised bylaws document clarified the subordinate role of the center and its board to the authority of the college's board of trustees. Mr. Sumner moved and Mr. Isler seconded approval of the bylaws 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.

**Safety,
Sanitation,
And Fire
Inspection**

4.1.7 Mr. Ken Caldwell, director of facilities management, presented a summary of the Annual Safety, Sanitation, and Fire Inspection Report. He noted that inspection of the three college sites was conducted in conjunction with local fire authorities in accordance with Florida Statutes. Mr. Caldwell referred to the report's executive summary and pointed out that the inspection had revealed 57 percent fewer deficiencies in 2005-06 than in 2004-05. He indicated that GCCC had made tremendous improvements in the area of occupational safety, and he acknowledged the role of faculty and staff in that achievement. On behalf of the board, Chair Cramer commended Mr. Caldwell for the progress being made and for the excellent presentation. Mr. Isler moved and Ms. Butler seconded approval of the report 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.

**2006-07
Operational
Budget**

4.1.8 On behalf of the Budget Committee (Trustees Cramer, Cox, and Estes), Chair Cramer presented the committee's recommendation. He led review of the 2006-07 operating budget summary, which projected revenues of \$28,028,493 and expenses of \$28,009,483. He noted that the budget included a 2.6 percent per-credit-hour student fee increase and the following described personnel benefits:

- Increase of 6% in salaries of regular employees (including the president), with a minimum increase of \$1,200
- Increase from \$525 to \$550 per credit hour for instructional overload contracts
- Provision for the board's continued coverage of 85% of the employee's health insurance premium

On behalf of the board, Chair Cramer expressed a feeling of pleasure in having the resources available to reward college employees for their excellent performance, which is critical to facilitating student success. Mr. Isler moved and Mr. Cox seconded approval of the proposed 2006-07 operating budget as recommended. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Mr. Cox commended Dean John Mercer for his outstanding presentation of information to the Budget Committee. Trustees attributed the college's exceptional year in the legislative process to the strong leadership and support of House Speaker Allan Bense, and Dr. McSpadden was asked to write a letter of gratitude and commendation to Speaker Bense on behalf of the board.

**Budget
Amendments**

4.1.9.1 Dean Mercer explained the purpose of Amendment 19 to the Restricted Current Fund and requested board approval. Mr. Estes moved and Ms. Shoaf 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.

4.1.9.2 After identifying the purpose of Amendment 20 the Agency Fund, Mr. Mercer requested approval. Ms. Butler moved and Mr. Sumner seconded approval, 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.

**Obsolete
Property**

4.1.10 Trustees reviewed a listing of equipment determined to be obsolete or worthless by the property custodians, and they were asked to approve of removing the items from inventory records and disposing of them. Mr. Mercer noted that the last item on the list, GCCC 22549, a Trimble Geoce GPS System, had been stolen. He also indicated that many of the computers listed would likely be donated to public schools in the service district. Mr. Isler moved and Mr. Sumner seconded approval of removing the items from inventory records and disposing of them. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.11 Dean Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2005 - May 31, 2006, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during April 2006.

**Professional
Personnel**

4.2.1 Following review of professional personnel recommendations listed below, Ms. Durden moved and Ms. Shoaf 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

Shipp, Kelly S. --- Librarian, Library, effective July 5, 2006 - June 30, 2007, salary of \$29,000

Vossler, Lauren M. --- Financial Aid Specialist, Financial Aid, Student Development, effective May 17 - June 30, 2006, salary of \$3,053 (based on annual salary of \$24,150)

Walsingham, Kelli S. --- Assistant Coordinator, Physical Therapist Assistant program, Health Sciences Division, effective July 1, 2006 - June 30, 2007, salary of \$50,000

Reclassification

Daniels, Herman G. --- From Director of Computer Services, Administrative Services, to Dean of Administrative Services, effective July 1, 2006 - June 30, 2007, salary of \$105,007

Mazur, Margaret R. --- From Development Coordinator to Executive Director, Gulf Coast Community College Foundation, effective July 1, 2006 - June 30, 2007, salary of \$55,000

Robinett, James W. --- From Administrative Secretary (Career Service Grade 10), Enrollment Services, to Assistant Coordinator, Recruiting, Student Services, Student Development, June 1-30, 2006, salary of \$2,318 (based on annual salary of \$27,500)

Westlake, Christopher --- Coordinator, Financial Aid, Student Development, to Associate Director, Financial Aid, Business Affairs, effective July 1, 2006 - June 30, 2007, salary of \$45,000

Resignation

Cook, Susan R. --- Librarian, Library, effective June 15, 2006

Hathaway, Kristen L. --- Assistant Coordinator, Accounting, Business Affairs, effective June 9, 2006

Mercer, Alex W. --- Assistant Coordinator, Radiography, Health Sciences Division, effective June 30, 2006

Career Service Personnel

4.2.2 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

Chester, Andrea C. --- Executive Secretary (Grade 12), Student Development, effective May 22, 2006, hourly rate of \$10.51, including experiential credit

Reclassification

Keesler, Pamela S. --- From Receptionist (Grade 6) to Senior Clerk Typist (Grade 9), Gulf Coast Criminal Justice Selection Center, Public Safety Division, effective July 1, 2006, hourly rate of \$12.97

Lindman, Lisa M. --- From Administrative Secretary (Grade 10), Developmental Studies, to Executive Secretary (Grade 12), Instructional Support and Lifelong Learning, effective June 1, 2006, hourly rate of \$12.97

Smith, Susanne P. --- From Executive Secretary (Grade 12), Instructional Support and Lifelong Learning, to Senior Bookkeeper (Grade 13), Business Affairs, effective May 22, 2006, hourly rate of \$14.97

Warren, Morissa A. --- From Senior Clerk Typist (Grade 9) to Admissions Assistant (Grade 10), Enrollment Services, Student Development, effective July 1, 2006, hourly rate of \$10.23

Resignation

Cannon, Lori A. --- Administrative Assistant (Grade 10), Student Services, Student Development, effective June 2, 2006

Frome, Stephen W. --- Groundskeeper (Grade 6), Facilities Management, effective June 8, 2006

Ratification of Contracts

4.2.3 Mr. Cox moved and Dr. Myers seconded ratification of contracts signed by 51 instructors of credit courses, 29 instructors of noncredit courses, 33 special contractors, and instructors of courses included on the Summer A Overload List. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Educational Equity Act Update

4.2.4 Mr. Mosell Washington, director of human resources, presented the Educational Equity Act Annual Update. He highlighted accomplishments in the report's primary areas of focus, including implementation of 2005-06 equal employment opportunity efforts, gender equity in athletics, equity quality indicators, and response to state employment accountability goals. Ms. Durden moved and Dr. Myers seconded approval of the update 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.

Foundation Report

4.3.1 Ms. Carole Lapensohn, director of institutional advancement and executive director of the GCCC Foundation, shared her final report to the board before her upcoming retirement. She reported foundation assets at \$23.1 million and total funds associated with the A Legacy of Trust campaign at \$8.2 million. Ms. Lapensohn predicted the foundation would be focusing more intently on planned giving programs in the coming year and expressed appreciation for the support given to the selection of Ms. Mazur to follow her as executive director of the foundation. She concluded by expressing gratitude for the opportunity to serve the college and the foundation in supporting students. Vice Chair Durden indicated the college and foundation had been fortunate to have Ms. Lapensohn in a leadership role and acknowledged her significant impact on the growth of foundation assets during her 11-year tenure as executive director. Chair Cramer also commended Ms. Lapensohn and thanked her for her excellent service to the college and the community.

5. Lifelong Learning Courses

5.1.1 After review of a list of noncredit courses offered by Lifelong Learning, Ms. Butler moved and Mr. Sumner seconded approval of the courses and instructors as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, Shoaf, aye; Sumner, aye; Cramer, aye.

- Educational Support** 5.2 No Educational Support matters were presented.
6. **Practical Nursing Pinning** 6.1 Trustees were invited to the Practical Nursing Pinning Ceremony to be held Thursday, June 8, at 6 p.m., at the Gulf/Franklin Center.
- Dental Program** 6.2 In response to a request from Dr. Myers about progress in filling two instructional openings in the Dental program, Mr. Washington indicated that one position had been filled and efforts continued to fill the second.
7. **Adjournment** The meeting was adjourned at Noon.