

# MINUTES

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

March 16, 2006

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

**Members Present** William C. Cramer, Jr. (presiding), Denise D. Butler, J. Allen Cox, Karen L. Durden, Dan A. Estes, Linda S. Grantham, 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** Ms. Grantham 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 Ms. Laura Davidenko, daughter of Trustee Grantham, Mr. Chuck Isler, president of the GCCC Foundation and trustee-appointee; Mr. Lloyd Harris, chair of the Faculty Council; Ms. Libby McNaron, chair of the Coordinating Council; Mr. Bobby Hughes, chair of the Career Council; and Mr. Jaber Nyrabeah, 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** Vice Chair Durden moved and Ms. Shoaf seconded approval of the minutes of the board's meeting of February 9, 2006, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
  
- Gulf Coast Story**      **1.7** Ms. Christine Bottkol, coordinator of nursing, presented Phase III of The 2006 Gulf Coast Story, which focused on the Nursing program. She provided an overview, referencing the program's growth and development between 1963 and the present, and highlighted the many ways the program was being adapted to address the critical shortage of nurses in the college's service district. She highlighted the traditional and weekend Associate Degree Nursing programs as well as the Practical Nursing program offered at the Gulf/Franklin Center. She described several items of innovative equipment that had been acquired with funding from a Jobs for Florida's

Future grant, noting that a continuation grant proposal had been submitted through the SUCCEED Florida program that would provide a specialized computer laboratory for nursing and other health sciences students. Ms. Bottkol identified some of the challenges and potential solutions related to program expansion. Primary challenges include a lack of clinical sites, limitations of classroom and laboratory space, and faculty shortages. She talked about the imminent remodeling of the George G. Tapper Health Sciences Building and described features that would enhance programs. In response to questions from trustees, Ms. Bottkol indicated that she is working with Sacred Heart Hospital representatives as they prepare to serve Gulf County residents; that the GCCC program has 100 percent job placement of students, most of which are placed locally; and that the Panama City hospitals have been supportive of students through scholarships and other methods. Vice Chair Durden, who had just ended her term as chair of the Gulf Coast Medical Center's Board of Directors, indicated that the most critical problems facing the local medical community are the shortage of nurses and the continuing departure of surgeons. After detailed discussion of the 60 computers that have been requested through the continuation grant, Dr. McSpadden assured Ms. Bottkol that resources were available for the computers in the event the grant was not funded. On behalf of the board, Chair Cramer expressed appreciation for the excellent report.

**SAB  
Report**

**1.8** Mr. Nyrabeah, SAB president, provided a report on recent and upcoming SAB activities. Key activities included the carnival that coincided with the Habitat for Humanity benefit bazaar, the drive-in movie event, and spring break.

**Trustee  
Recognition**

**1.9** On behalf of the board, Chair Cramer expressed appreciation to Ms. Linda Grantham for her commitment to the college and its students during her service as a GCCC trustee. He read a resolution of appreciation and presented a memento acknowledging her 1999-2006 tenure on the board. Mr. Julian Bennett, who served as principal attorney for the board for many years, expressed appreciation and characterized Ms. Grantham as an outstanding businesswoman who contributed much to the college board.

**Special  
Presentation**

**1.10** Ms. Dana Dye, assistant professor of business and director of the GCCC Honors Program, introduced Ms. Kristi Krutcek, recipient of the Mary Jo Henderson Scholarship to transfer to the University of West Florida. Ms. Dye described Ms. Krutcek as an exceptional student who had excelled academically and had demonstrated outstanding leadership abilities. Mr. Lloyd Harris, assistant professor of mathematics, described Ms. Krutcek as "very articulate and one of the best students I've ever had," and he acknowledged her extraordinary willingness to help other students. Chair Cramer congratulated Ms. Krutcek on the scholarship award.

- 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 10 a.m. on Thursday, April 13, 2006, in the Third Floor Seminar Room of the Student Union West.
- Trustee Appointments**
- 2.3** Dr. McSpadden announced that three trustees, whose appointments were scheduled to expire on May 31, 2006, had been reappointed to four-year terms by Governor Bush. He congratulated Trustees Cramer, Myers, and Sumner. He also announced that Mr. Chuck Isler had been appointed for a term to expire May 31, 2007, and welcomed Mr. Isler to the board.
- Presidential Search**
- 2.4** No report on the presidential search process was presented.
- 3. College People and Programs**
- 3.1.1** Dr. McSpadden's report on college people and programs included reference to his recent participation in the dedication ceremony of the St. Petersburg Parkway/William C. Cramer Memorial Highway; Habitat for Humanity benefit bazaar; Gulf Coast Brain Bowl team competition and Dr. Dan Finley's designation as "Brain Bowl Coach of the Year"; Leadership Bay; student commendations of professors and support staff; notes commending GCCC women's basketball coaches; newspaper column commending GCCC men's basketball team; publications from Mississippi Gulf Coast Community College acknowledging GCCC's support following Hurricane Katrina; expressions of appreciation from external agencies for staff assistance with training events; newspaper column promoting the Returning Student Program; and letter from retired art professor.
- Community Support**
- 3.1.2** Dr. McSpadden acknowledged gifts to the A Legacy of Trust campaign and shared recent *News Herald* ads featuring donors and scholarships as follows: Charlie Bond Memorial Scholarship, Catherine I. Crawford Memorial Scholarship; Coastal OB/GYN, P.A.; Gulf Power of Panama City Scholarship; and News Herald Endowed Scholarships. Dr. McSpadden acknowledged gifts from numerous other donors.
- Legislative Issues**
- 3.2.1** After describing the House and Governor's budgets as good for Gulf Coast, Dr. McSpadden led review of a February 21, 2006, list of legislative bills and related information that had been prepared by the Florida Association of Community Colleges. He called attention to bills most significant to the community college system and GCCC and indicated that he would send updates to the trustees during the legislative session. Dr. McSpadden also shared a listing of community college federal legislative priorities and predicted that education would not fare well at the federal level.

- 4. Naming of Building**
- 4.1.1** Dr. McSpadden requested approval to proceed with naming the Language and Literature Building for the anonymous benefactor who gave \$1 million to the A Legacy of Trust campaign. Following discussion, which indicated that the donor's identity would not be publicized until the formal dedication ceremony, Ms. Durden moved and Ms. Shoaf seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Lodging of Audit**
- 4.1.2** Trustees reviewed the Executive Summary of the college's financial audit for the year ended June 30, 2005, which was conducted by Florida's Auditor General. Trustees commended Dean John Mercer and his staff for sound financial management that resulted in the clean audit.
- Health Sciences Contract**
- 4.1.3** Trustees were asked to approve an agreement with Tallahassee Memorial Hospital that would permit GCCC Surgical Technology students to obtain clinical experience in that facility. Ms. Grantham moved and Mr. Sumner seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Bid 2005-06, Natural Sciences Building Remodeling**
- 4.1.4** Dr. John Holdnak reported that bids had been opened on March 9, 2006, for the Natural Sciences Building Remodeling Project (Bid 2005-06). He led review of the bid tabulations and recommended that the project be awarded to Lord and Sons Construction, Inc., the low bidder at \$689,400. Dr. Holdnak indicated the low bid had come in \$160,000 higher than expected, and he noted that the higher than anticipated bids were directly related to increased materials costs. He indicated that funds for the project were available through a specific state appropriation and local capital improvement fees. Following discussion, in which Dr. Holdnak confirmed that the low bid met all project specifications, Mr. Cox moved and Dr. Myers seconded acceptance of the low bid of \$689,400 and awarding of the contract to Lord and Sons Construction, Inc. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Student Union Plaza Concrete Replacement**
- 4.1.5** Dr. Holdnak provided an update on the Student Union Plaza Concrete Replacement Project, which had been extended to accommodate replacement of unsatisfactory concrete sections on the north side of the plaza. He noted that the work would be completed by the contractor with no additional cost to the college. Dr. Holdnak requested approval of Change Order 2 for \$19,234.90, which would include removal of two palm trees, additional concrete around remaining palm trees, modifications to a hose bib and door thresholds, expansion of a sidewalk, and addition of two shelter pads adjacent to the existing trolley stop on Collegiate Drive. Following discussion, Mr. Estes moved and Ms. Durden seconded approval of Change Order 2 for \$19,234.90. The vote was recorded as follows:

Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**PECO  
Report**

**4.1.6** Dr. McSpadden acknowledged Dr. Holdnak's significant role in working with legislators and education officials to ensure the college's effectiveness in securing and using public education capital outlay (PECO) resources to enhance the college's physical assets. Dr. Holdnak provided a detailed report on GCCC's initial PECO request of \$12,088,751 for 2006, noting it had been included in the Department of Education/Division of Community Colleges Capital Outlay Project List for 2006-2009. Following a recent revenue estimating conference that revealed greater than expected resources, a modified request had been developed. Dr. Holdnak carefully reviewed the modifications and the new request, which totaled \$19,802,000 for 2006. In response to questions from Chair Cramer, Dr. Holdnak indicated that lead abatement at the North Bay Center's firing range continued to be an expensive issue. He noted that the college is researching the feasibility of using lead-free ammunition and is examining alternative methods of reducing the contamination associated with using leaded ammunition. He also identified the tentative site of the proposed corporate training facility. Vice Chair Durden commended Dr. Holdnak for his effective legislative strategies.

**Budget  
Amendment 13**

**4.1.7** Dean John Mercer articulated the purposes of Amendment 13 to the Restricted Current Fund and requested board approval. Ms. Butler moved and Mr. Sumner seconded approval, and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete  
Property**

**4.1.8** Trustees reviewed a listing of equipment determined to be obsolete or worthless, and they were asked to approve of disposal of the items. Dr. Myers moved and Mr. Estes seconded approval, and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.9** Dean Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2005 - February 28, 2006, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during February 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; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

### **Advancement in Academic Rank**

#### **From Assistant Professor to Associate Professor**

Trentanelli, Elizabeth A

#### **From Associate Professor to Professor**

Cobb, Parmjeet K.                      Fitzhugh, Linda M.

#### **Continuing Contract beginning August 2006**

Barker, Rhonda                      Moore, Melissa  
Bedford, Terri A                      Redd, Billy J.  
Bledsoe, Penelope M.                Webb, Jamieson D.  
Brinegar, Michael G.                Whittington, Charles O.  
Gomez, Carmen F.

#### **Renewal of Annual Contract beginning August 2006**

Barnett, Michalle T.                Keene, Wes P.  
Brennan, Patrick E.                Kuhn, Sabrina L.  
Cobb, Parmjeet K.                Lovasz, Daniel  
Dunlap, Carolyn P.                Mazurek, Karla K.  
Fosbender, Lisa M.                Merritt, Brad E.  
Fox, Candida M.                    Mitchell, Jason P.  
Gonshor, Lee G.                    Rising, Leah L.  
Harris, Clifford L.                Trentanelli, Elizabeth A.  
Hart, Stacey P.                      Woolson, Carolin

### **Employment**

Angel, Penny L. --- Coordinator, Gulf/Franklin Center, Student Development, effective March 2 - June 30, 2006, salary of \$11,667 (based on annual salary of \$35,000)

Phillips, Patricia L. --- Assistant Professor (Step 9), Visual and Performing Arts Division, effective February 6 - May 7, 2006, salary of \$13,570 (based on annual salary of \$40,042)

### **DROP Entry**

Burbank, Dean S. --- Associate Professor, Mathematics Division, effective April 1, 2006

### **DROP Exit**

Smith, Janice D. --- Financial Aid Specialist, Financial Aid, Student Development, effective May 31, 2006

### **Resignation**

Wiggins, Christy L. --- Learning Manager, Passport Program, Instructional Support and Lifelong Learning, effective March 10, 2006

**Career Service  
Personnel**

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

**Employment**

Chisolm, Glenda --- Program Assistant (Grade 10), Student Support Services, Instructional Support and Lifelong Learning, effective March 8 - June 30, 2006, hourly rate of \$10.29, including educational and experiential credit (funded by Student Support Services grant)

Edwards, Carla R. --- Administrative Secretary (Grade 10), Institutional Advancement, effective March 6, 2006, hourly rate of \$9.77, including experiential credit

Gardner, Lucille E. --- Lifeguard (Grade 3), Wellness and Athletics, effective March 3, 2006, hourly rate of \$7.19

Miller, John H. --- Administrative Assistant (Grade 10), Small Business Development Center, Workforce Education, effective February 20 - June 30, 2006, hourly rate of \$10.03, including educational and experiential credit (funded by VBOC grant)

Raya, William M. --- Lifeguard (Grade 3), Wellness and Athletics, effective January 31, 2006, hourly rate of \$7.19

Turner, Ashley R. --- Technical Supervisor, Visual and Performing Arts Division, effective February 18, 2006, hourly rate of \$15

**DROP Exit**

Lindsey, James E. --- Maintenance Mechanic III (Grade 11), Facilities Management, will exit DROP effective April 28, 2006

**Resignation**

Owens, Carol --- Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective February 22, 2006

Paris, Suzanne B. --- Records and Credentialing Assistant (Grade 10), Instructional Support and Lifelong Learning, effective March 3, 2006

**Ratification  
of Contracts**

**4.2.3** Ms. Grantham moved and Mr. Sumner seconded ratification of contracts signed by 61 instructors of credit courses, 61 instructors of noncredit courses, 3 special contractors, and an administrative consultant. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, 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, reported that foundation assets were currently at \$22.7 million, with the A Legacy of Trust campaign total at \$8 million. She indicated that plans were under way for the foundation's 2007 annual meeting, which would feature a major speaker. She reported that funds available for scholarships during the current academic year were \$850,643, as compared to the previous year's total of approximately \$724,000. She also noted that the value of scholarships for full-time students would increase by \$100 to \$1,400 for 2006-07. Ms. Lapensohn concluded by calling attention to the newly renovated Honors Plaza monument. Vice Chair Durden acknowledged the outstanding performance of the Foundation Office staff. After commending Ms. Lapensohn for her excellent leadership as foundation executive director, Dr. McSpadden solicited trustee input regarding reorganization of Institutional Advancement functions following Ms. Lapensohn's retirement in June 2006.

Dr. McSpadden reported that members of the Multi-Ethnic Advisory Committee had recently recommended that efforts be strengthened to inform high school students about available scholarships. A discussion ensued that focused on enhanced publicity and informational efforts, including financial aid/scholarship workshops, media features on current and former scholarship recipients, and involvement of local GCCC students in middle and high school visitations and other community activities where students might be reached.

**5. Paramedic  
Program  
Accreditation**

**5.1.1** Dr. McSpadden called attention to the continued accreditation of the Paramedic program by the Committee on Accreditation of Educational Programs for the EMS Professions. He commended Dr. Dan Finley and Mr. Scott Williams, coordinator and assistant coordinator of the program, respectively, for their performance.

**Lifelong  
Learning  
Course  
Approval**

**5.1.2** Trustees reviewed a listing of noncredit courses offered by Lifelong Learning. Following review, Ms. Grantham moved and Ms. Butler seconded approval of the courses and instructors as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Catalog  
Approval**

**5.1.3** Dr. McSpadden invited trustees to peruse a draft of the 2006-07 General Catalog and requested tentative approval. Ms. Durden moved and Mr. Cox seconded approval, and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Athletic  
Association  
Report**

**5.2.1** Trustee Estes, a member of the Board of Directors of the Gulf Coast Athletic Association, shared a report on behalf of the association. Because of declining participation in the annual baseball classic, which had

been the association's largest fund-raising activity for many years, Mr. Estes reported the board had considered other fund-raising options. He invited those present to a benefit pancake breakfast on Saturday, April 15, at Applebee's restaurant and announced that a silent auction at Bay Point's Marriott was being planned. He encouraged trustees and others to let him or other members of the association's board know if they have items for the auction or if they know individuals or businesses that might be willing to donate items. Mr. Estes concluded by acknowledging the outstanding volunteers who support the college's various athletics teams and programs.

**6. Visual and Performing Arts**

**6.1** Dr. McSpadden encouraged trustees to attend both the student art show opening on April 7 and one of the performances of *Big River*, the musical to be presented April 14-16 and April 21-23.

**Spanish Speakers' Needs**

**6.2** Trustee Cox asked if the college has resources available to help the increasing number of Hispanic people in the service district learn to speak English. He noted that the public schools in Port St. Joe had done a good job of addressing the needs of school children, but concerns remained regarding assistance for adults. Dr. Linda Adair, executive vice president and chief instructional officer, identified past efforts to meet needs of Spanish-speakers. She talked about the difficulties that had been encountered with regard to insufficient enrollments and the dilemma of providing courses to non-residents who could not afford to pay the relatively high out-of-state fees. She indicated that an additional faculty member had been employed to teach Spanish. Dr. Adair commended the faculty members for trying to get out into the community to help Hispanic adults with language, cultural, and social assimilation issues. Chair Cramer asked Dr. Adair to keep the board apprised of progress with this issue.

**7. Adjournment**

The meeting was adjourned at 11:50 a.m.