

# MINUTES

## DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

May 13, 2004

10 a.m.  
Gulf/Franklin Center

**Members Present** William C. Cramer, Jr. (presiding), J. Allen Cox, Karen L. Durden, Linda S. Grantham, Clinton V. Mayo, Dr. Stephen C. Myers, Renee C. Shoaf, William C. Sumner, Dr. Robert L. McSpadden, Derrick Bennett

**Others Present** Ken Caldwell, Christy Cole, Kim Erickson, Jessica Fowler, J. V. Gander, Arifa Garman, John Holdnak, Dr. Bob King, Carole Lapensohn, Wanda Luckie, John Mercer, Sharon Milner, Angelia Reynolds, Roy Smith, Dr. Jeff Stevenson, Dennis Storck, Dottie Terryn, David Warriner, Mosell Washington

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. Bob King led those present in the pledge of allegiance to the American flag.
- New Council Leaders**
  - 1.4 Chair Cramer welcomed the following new chairs of employee and student councils: Ms. Dottie Terryn, Career Council; Ms. Angelia Reynolds, Faculty Council; and Ms. Jessica Fowler, Student Activities Board.
- Welcome to Guests**
  - 1.5 Chair Cramer welcomed the following guests: Mr. J. V. Gander and Dr. Bob King, former members of the GCCC board; and Mr. David Warriner, past president of the GCCC Foundation.
- 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 April 8, 2004, meeting as distributed. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.8 Mr. Dennis Storck, interim coordinator of the Gulf/Franklin Center, welcomed the board and its guests. Supported by computer-generated visual aids, Mr. Storck provided an overview of the center's community, staff, and services, describing the center as "the educational

showplace of Gulf and Franklin counties.” Mr. Storck concluded by introducing Ms. Kim Erickson, a licensed practical nurse, who shared a testimonial acknowledging the value of her continuing experience with the Gulf/Franklin Center and its staff. Ms. Erickson shared a personal story of struggle and subsequent accomplishments made possible through opportunities afforded her by the college’s Workforce Development program and the excellent faculty and staff of the Gulf/Franklin Center. Chair Cramer commended Mr. Storck for the outstanding presentation and congratulated Ms. Erickson for her continuing personal and professional successes. He assured her that she, representing all students with a desire and commitment to improving their lives through education, was the reason the college exists.

**SAB  
Report**

**1.9** Ms. Jessica Fowler, new president of the Student Activities Board, expressed pleasure at the prospect of attending board meetings during the upcoming year as a representative of the student body. She indicated plans were under way for many exciting activities, mentioning in particular freshman orientation and SAB’s role in helping new students understand what SAB and Gulf Coast Community College are all about.

**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, June 17, 2004, in the seminar room designated for board meetings on the third floor of the newly expanded Student Union West.

**2004-05  
Board  
Meeting  
Schedule**

**2.3** Trustees reviewed a proposed schedule of District Board of Trustees regular meetings for the 2004-05 year, beginning July 1, 2004. Dr. McSpadden pointed out that the meetings were planned for the second Thursday of each month, except for the one on November 4, which was the first Thursday of the month. Ms. Grantham moved and Mr. Sumner seconded approval of the meeting schedule as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**3. College People  
and Programs**

**3.1.1** Dr. McSpadden’s report on college people and programs called attention to staff of WKGC, Visual and Performing Arts, Lifelong Learning, Wellness and Athletics, Health Sciences, and Workforce Education. In addition, various articles, ads, and notes focused on the college’s contributions to the United Way of Northwest Florida, to the A Legacy of Trust campaign, and Dr. McSpadden’s involvement in community activities and interaction with college supporters.

**Community Support**

**3.1.2** Dr. McSpadden acknowledged contributions to the GCCC Foundation's A Legacy of Trust campaign from Roy and Lula Breedon, International Paper, Ed and June Wright, Lynn Haven Rotary Club, Buchanan & Harper, and Joann Merriam. He also reported that the foundation had received a check for \$59,196 in state matching funds.

**Legislative Update**

**3.2.1** Dr. McSpadden shared a packet of information about the 2004 Session of the Florida Legislature prepared by Pensacola Junior College's governmental affairs liaison. Dr. McSpadden indicated that he was pleased with GCCC's PECO and operational funding.

**4. Student Union West Expansion**

**4.1.1** Vice President Holdnak reported that the Student Union West Expansion Project was very near completion. He indicated that, while the contracted substantial completion date was April 9, an inspection had occurred and a punch list of items was created on April 14. The list included items to be completed before a final inspection could be conducted to determine whether the project would be considered substantially complete. Mr. Holdnak indicated he expected the project to be completed prior to the next regular board meeting scheduled to occur in the facility on June 17.

**Language and Literature Building**

**4.1.2** Dr. McSpadden presented Change Order 5 to the Language Arts Building Remodeling Project, resulting in a net increase totaling \$474,837.62, and he explained how the college's process for direct purchase of materials had facilitated errors made by the architect in preparing previously presented change orders. As explained in a memorandum sent to the trustees by Vice President John Holdnak, the errors did not result in any loss to the college. Dr. McSpadden noted that the college's process had been changed to ensure that the errors would not occur in the future, and he apologized for the need to present the corrective adjustments contained in Change Order 5. In a memo included in trustees' binders, Mr. Holdnak itemized change order elements as follows:

*	Corrective adjustment on a direct purchase credit error for Change Order 2	+ \$ 94,622.13
*	Corrective adjustment on a direct purchase credit error for Change Order 3	+ \$376,934.33
*	Final direct purchase agreement	+ \$ 3,281.16

Ms. Durden moved and Mr. Mayo seconded approval of Change Order 5 with a net increase of \$474,837.62. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Chair Cramer directed Attorney Bennett to include language in future contracts that would prevent such errors.

**Workforce  
Development  
Building**

**4.1.3** Dr. McSpadden expressed pride in the quality of the Workforce Development Building Remodeling Project. He then led a discussion of anticipated changes associated with DOT's plans for alterations in the roadway patterns on the Highway 98 side of the campus. Chair Cramer encouraged planning for internal changes, including relocation of the U.S. Air Force jet and the American flag, so that the changes would be completed by 2007 when the A Legacy of Trust campaign would conclude in conjunction with celebration of the college's 50<sup>th</sup> anniversary.

In response to a question from Ms. Durden about an audit criticism related to the architect selection process for the Workforce Development Building Remodeling Project, Mr. Holdnak indicated that the original scope of the project fell under the statutory limit of \$250,000 that required use of the state's competitive negotiations process. An architectural firm, DAG Architects, was initially selected by college staff to do the design work. However, after design work began, additional deficiencies in the existing building's plumbing, HVAC, and electrical systems were discovered that, when addressed, would escalate the project's scope and costs over the \$250,000 statutory limit. Mr. Holdnak stopped design work on the project at that time. Subsequently DAG Architects were selected through the competitive negotiations process to design remodeling work on the Language Arts Building. Using an existing stipulation in the college's contract with architectural and engineering firms that allows for additional design work on other college projects for a fixed fee, Mr. Holdnak asked DAG to complete the design work and provide construction administration on the Workforce Development Building Remodeling Project in addition to their work on the Language Arts Building Remodeling Project. Mr. Holdnak assured trustees that his intention was to expedite the project in a cost-effective manner and that he believed he was operating within existing applicable rules and regulations; unfortunately, representatives from the Auditor General's Office were critical of the process he used.

**Library  
Exterior  
Renovation**

**4.1.4** Dr. McSpadden indicated he was pleased with the progress of the Library Exterior Renovation Project and noted that the building's appearance was the best it had ever been.

**Budget  
Committee**

**4.1.5** Chair Cramer appointed a Budget Committee as follows: Trustees Cramer (chair), Cox, Durden, and Sumner. A meeting was set for 1:30 p.m. on Tuesday, May 25, in the President's Office to discuss the budget proposal being developed by Dr. McSpadden and appropriate staff. Chair Cramer noted that the budget would include a 5 percent legislatively-mandated tuition increase.

**Budget  
Amendment 20**

**4.1.6.1** Amendment 20 to the Auxiliary Fund was presented for approval. Dean John Mercer indicated the amendment budgeted funds raised by the GCCC cheerleaders to support their participation in national competition. Ms. Durden moved and Dr. Myers seconded approval of the amendment as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 21**

**4.1.6.2** Amendment 21 to the Restricted Current Fund budgeted funds for two grants: Healthcare Challenge and Student Support Services. Ms. Grantham moved and Mr. Sumner seconded approval of the amendment as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete  
and  
Worthless  
Property**

**4.1.7** Trustees reviewed a listing of computer equipment determined to be obsolete or worthless by the property custodians. Dr. McSpadden indicated the Dell GX110 computer had been stolen and would be removed from inventory records after board approval of disposal of the items. Ms. Shoaf moved and Mr. Mayo seconded approval as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Delinquent  
Accounts**

**4.1.8** Trustees were asked to review a listing of delinquent accounts, totaling \$21,548.10 and due prior to June 30, 2002, and to approve of their charge off. Dr. McSpadden reminded trustees that efforts would continue to collect funds due the college and that restrictions would be placed on student records until the debts were satisfied. Mr. Mayo moved and Ms. Shoaf seconded approval of the charge off of the delinquent accounts as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.9** Trustees reviewed a statement of activity in the General Current Fund for the period July 1, 2003 - April 30, 2004, as well as accompanying energy consumption and purchase activity reports. Dr. McSpadden noted the college was in excellent financial shape and indicated he would be seeking approval to move some money between accounts to ensure available resources to meet future needs.

**Warrants  
Register**

**4.1.10** Chair Cramer called attention to the availability of the Warrants Register for examination.

**North Bay  
Center**

**4.1.11** Dr. McSpadden led a discussion about expansion of the North Bay Center, sharing his vision for college growth in that area. He requested approval to bring a proposal to the board at the June meeting to hire a professional firm responsible for developing a master plan for

the North Bay Center. Following discussion, Ms. Durden moved and Ms. Shoaf seconded approval of the request to bring a proposal to hire a professional firm for the purpose of developing a master plan for the North Bay Center. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, 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 Mr. Cox seconded approval. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Employment**

Carpenter, Crystal R. --- School and Community Relations Specialist, Enrollment Services and Research, effective June 1 - June 30, 2004, salary of \$3,460 (based on annual salary of \$21,000)

Miller, Kevin C. --- Assistant Baseball Coach, Wellness and Athletics Division, effective January 8 - May 7, 2004, no salary

**Reclassification**

Keeton, Lisa Y. --- From Mathematics Learning Manager, Success Center, to Coordinator of Mathematics Curriculum, Developmental Studies, effective April 16 - June 30, 2004, salary of \$6,373 (based on annual salary of \$30,800); funded by Title III grant

**DROP Entry**

Eddleman, Suzanne B. --- Coordinator of Assessment, Student Services, effective June 1, 2004

Smith, Janice D. --- Financial Aid Specialist, Financial Aid, effective July 1, 2004

**Resignation**

Dobeck, Judith A. --- Coordinator, Physical Therapist Assistant Program, Health Sciences Division, effective July 30, 2004

Powell, Lisa --- Cheerleader Coach, Wellness and Athletics Division, effective May 31, 2004

**Career Service  
Personnel**

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

### **Employment**

Weinmann, John M. --- Senior Bookkeeper (Grade 13), Business Affairs, effective May 7, 2004, hourly rate of \$10.34, including experiential credit

Woodard, Nichole E. --- Lifeguard (Grade 6), Wellness and Athletics Division, effective April 19, 2004, hourly rate of \$6.60

### **Reclassification**

Steele, Michelle E. --- From Administrative Assistant (Grade 10), Workforce Development, to Administrative Secretary (Grade 10), Small Business Development Center, Workforce Education, effective May 3 - June 30, 2004, no change in salary

### **DROP Entry**

Barker, Willie L. --- Custodian (Grade 6), Facilities Management, effective June 1, 2004

### **Resignation**

Callanan, Cornelius D. --- Lifeguard (Grade 6), Wellness and Athletics Division, effective March 1, 2004

Conner, Christopher --- Lifeguard (Grade 6), Wellness and Athletics Division, effective May 7, 2004

Garrison, Roselaura M. --- Lifeguard (Grade 6), Wellness and Athletics Division, effective March 1, 2004

McDonald, Antonina R. --- Lifeguard (Grade 6), Wellness and Athletics Division, effective March 1, 2004

Moon, Bridget N. --- Lifeguard (Grade 6), Wellness and Athletics Division, effective May 7, 2004

Yager, Monika M. --- Lifeguard (Grade 6), Wellness and Athletics, effective March 1, 2004

### **Ratification of Contracts**

**4.2.3** Ms. Shoaf moved and Ms. Durden seconded ratification of contracts signed by 13 instructors of credit courses, 18 instructors of noncredit courses, 21 consultants, and 10 special contractors. The vote was recorded as follows: Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Dr. McSpadden indicated that the budget proposal would include a significant increase in pay for adjunct faculty members, an effort to ensure GCCC's competitive position in recruiting qualified adjuncts. He noted that adjuncts currently teach approximately 35 percent of the total instructional load.

