

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

May 12, 2005

10 a.m.
Gulf/Franklin Center

Members Present William C. Cramer, Jr., (presiding), Denise D. Butler, J. Allen Cox, Karen L. Durden, Linda S. Grantham, Clinton V. Mayo, 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** Vice Chair Mayo led those present in the pledge of allegiance to the American flag.
- Introduction of New Council Chairs**
 - 1.4** Chair Cramer introduced new chairs of employee and student councils and welcomed them. New council leaders are Mr. Bobby Hughes, Career Council; Mr. Lynn Wallace, Faculty Council; and Mr. Derek Ford, Student Activities Board.
- Welcome to Guests**
 - 1.5** Chair Cramer welcomed the board's guests, recognizing in particular Ms. Karen Parham, chair of the Coordinating Council.
- Hearing of Citizens**
 - 1.6** No citizen answered the call to appear before the board.
- Approval of Minutes**
 - 1.7** Ms. Durden moved and Mr. Cox seconded approval of the minutes of the board's meeting of April 14, 2005, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye, Cramer, aye.
- Gulf Coast Story**
 - 1.8** Ms. Laura Ropelis, coordinator of the Gulf/Franklin Center, presented an update on the center's programs and activities. She summarized the expansion of programs over the years and emphasized the priority focus of building bridges between the college and the communities served. Ms. Ropelis provided an employment snapshot, a report on college-community interactions, and photos depicting recent events at the center. Mr. Cox commended Ms. Ropelis for her leadership and her excellent performance in connecting the Gulf/Franklin Center's priorities to the priorities of Gulf and Franklin County residents. Ms. Ropelis concluded by expressing appreciation to the

board and Dr. McSpadden for the support she had been provided during her military assignment in Iraq. She introduced Mr. David Bludworth, chair of the Florida Committee for Employer Support of the Guard and Reserve, who acknowledged the significance of employer support of members of the National Guard and Reserve when called to active duty. He presented Dr. McSpadden a certificate of appreciation for the college's extraordinary support of Ms. Ropelis during her duty in Iraq. On behalf of the board, Chair Cramer expressed gratitude to Ms. Ropelis for her sacrifices and service to her country.

**SAB
Report**

1.9 Mr. Derek Ford, president of the Student Activities Board, indicated SAB was in the process of selecting individuals to fill open leadership positions. In addition, SAB members have been discussing color options for the cafeteria area in the Student Union East in connection with renovation projects.

**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, June 9, 2005, at 10 a.m. in the Third Floor Seminar Room of the Student Union West.

**2005-06
Meeting
Schedule**

2.3 Trustees reviewed a proposed schedule of meetings for the District Board of Trustees for the 2005-06 year. Ms. Grantham moved and Mr. Sumner seconded, and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**3. College
People
and
Programs**

3.1.1 Dr. McSpadden began his report on college people and programs by calling on Mr. Cox for a report on a community coalition promoting workforce housing. Mr. Cox explained that the primary goal of the coalition is to ensure that people who want to live and work in Gulf County can find affordable housing. Chair Cramer commended Mr. Cox and his colleagues for an effort with significant relevance for many other parts of the region and state. Dr. McSpadden referred trustees to various letters, notes, and articles, which shared information about timely issues, activities, and achievements.

**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:

- Kevin Scott Kight Memorial Law Enforcement Scholarship
- Bob Robbins Memorial Scholarship
- Nelson-Scott Endowed Scholarship
- Bay Medical Scholarships

Dr. McSpadden also acknowledged numerous other gifts to the A Legacy of Trust campaign and gifts in memory of Suzanne Adams, Danielle Cazenave, Don Alexander, Jason Messer, Kevin Kight, John Holley, and Jeanette Dybdal.

**Legislative
Report**

3.2.1 Dr. McSpadden reported the college had fared well during the recently concluded legislative session. He highlighted CCPF and PECO budgetary allocations, noting that the budget sent to Governor Bush provided for a 5 percent student fee increase as well as an increase in Capital Improvement fees.

**4. Revision of
Policies
5.175 + 7.118**

4.1.1 Dr. McSpadden requested final approval of revisions to Policy 5.175, Use of College Facilities and Equipment, and Policy 7.118, Free Speech Address Area. Following review of the changes, Ms. Shoaf moved and Mr. Mayo seconded final approval of the revision of Policy 5.175. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Mr. Sumner moved and Ms. Butler seconded final approval of the revision of Policy 7.118. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Revision of
Policy 6.096**

4.1.2 Trustees reviewed a proposed revision of Policy 6.096, Fingerprinting/Criminal Background Checks of Employees and Applicants for Employment. Dr. McSpadden noted that the revision was based on recommendation of legal counsel and requested tentative approval. Ms. Grantham moved and Mr. Sumner seconded tentative approval of the revision as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health
Sciences
Contract**

4.1.3 Trustees were asked to approve a contract with the Florida State Hospital, which would permit students in GCCC's Emergency Medical Services programs to acquire clinical experience in the state hospital in Chattahoochee. Ms. Butler moved and Ms. Grantham seconded approval of the contract as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2005-07,
SU Plaza
Concrete
Replacement**

4.1.4 Of the five invitations to Bid 2005-07, Student Union Plaza Concrete Replacement, two responses had been received. After a review of bid tabulations, Ms. Durden moved and Mr. Cox seconded acceptance of the low bid of \$99,865 for the concrete replacement work (Items IA and IB) and awarding the project to True Craft Construction, Inc. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Discussion**

4.1.5 Dr. McSpadden indicated that at the meeting on June 9 Dean John Mercer would provide an overview of the various fund categories in the college budget. Chair Cramer appointed the following individuals to the Budget Committee: Trustees Cramer, chair; Butler, Cox, and Durden. He noted that the committee would meet prior to the next regular board meeting to review President McSpadden's budget proposal and would present a recommendation to the full board on June 9.

**Budget
Amendment 23**

4.1.6.1 Amendment 23 to the Restricted Current Fund was presented for approval. Following Dean Mercer's explanation of the purposes of the amendment, Ms. Shoaf moved and Mr. Mayo seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 24**

4.1.6.2 Dean Mercer led review of Amendment 24 to the Agency Fund and requested board approval. Ms. Shoaf moved and Ms. Butler seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete
and
Worthless
Property**

4.1.7 Trustees were asked to review a listing of equipment no longer useful to the college. Although the majority of the items were obsolete computers, Dean Mercer noted that a Sony video conferencing system (GCCC 20434), which has been purchased for use by the Gulf Coast Workforce Board, was being transferred from college inventory to the workforce board's inventory. He also noted that many of the computers would be donated to Habitat for Humanity and Bay District Schools for use at Oakland Terrace Elementary School. Ms. Durden moved and Mr. Cox seconded approval to remove the items from college inventory records. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, 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 - April 30, 2005, as well as accompanying energy consumption and purchase activity reports.

**Professional
Personnel**

4.2.1 After review of the professional personnel recommendations presented below, Ms. Grantham moved and Mr. Sumner seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Employment

Baldwin, Jennifer K. --- Coordinator, Assessment, Student Services, effective June 1 - June 30, 2005, salary of \$2,478 (based on annual salary of \$29,400)

Reclassification

Martin, Herman R. --- From Assistant Coordinator, Financial Aid, Student Development, to Coordinator, Financial Aid Counseling, Student Development, effective April 18 - June 30, 2005, salary of \$7,651 (based on annual salary of \$37,677)

Westlake, Christopher J. --- From Assistant Coordinator, Accounting, Business Affairs, to Coordinator, Financial Aid Accounting, Student Development, effective April 18 - June 30, 2005, salary of \$6,511 (based on annual salary of \$34,065)

Update on Search for Baseball Coach

In response to a request from Dr. McSpadden, Mr. Roy Smith, dean of student development, shared a progress report on the effort to select a new baseball coach. Interviews have been scheduled with the top five candidates for the position, and Mr. Smith indicated a recommendation would be presented to the board in the near future.

Career Service Personnel

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

Employment

McPherson, Audrey M. --- Miscellaneous I, part-time, Gulf/Franklin Center, effective April 11, 2005, hourly rate of \$6.37, including experiential credit

Resignation

Cullen, Thomas E. --- Custodian (Grade 6), Facilities Management, effective April 29, 2005

Grouev, Sandra G. --- Reach-Out Assistant (Grade 10), College Reach-Out, Student Services, effective May 18, 2005

McCray, Latasha L. --- Administrative Secretary (Grade 10), Success Center, Developmental Studies, effective May 6, 2005

Steele, Kimberly W. --- Senior Clerk Typist (Grade 9), Enrollment Services, effective May 12, 2005

- Ratification of Contracts** **4.2.3** Mr. Cox moved and Ms. Durden seconded ratification of contracts signed by 17 instructors of credit courses, 31 instructors of noncredit courses, 19 consultants, and 4 special contractors. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye, Cramer, aye.
- Foundation Report** **4.3.1** Ms. Carole Lapensohn, executive director of the GCCC Foundation, reported that the A Legacy of Trust campaign was progressing well with \$3.3 million in the bank and additional state matching funds expected. She reported foundation assets at \$19 million as of the most recent financial statement and indicated the scholarship selection process for the 2005-06 academic year was near completion. Ms. Lapensohn concluded by reminding trustees that plans for the Shark's Tooth Golf Tournament were well under way.
- 5. Lifelong Learning** **5.1.1** After review of a listing of noncredit courses offered by Lifelong Learning, Mr. Cox moved and Ms. Durden seconded approval of the courses and instructors. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye, Cramer, aye.
- Passport Graduation** **5.2.1** Dr. Cheryl Flax-Hyman, director of developmental studies, reported that the Passport Program graduated 54 students recently, the most in the history of the program. She highlighted characteristics of the graduates and read from remarks shared at the ceremony by one of three student speakers. Dr. Flax-Hyman emphasized the significance of earning the GED for these students and noted that the lives of the graduates and their families were being changed in very positive ways through their experiences in the Passport Program.
- Century Program** **5.2.2** Dr. Melissa Lavender, director of student services, reported on the Century Program, a nationwide collaboration between colleges and school districts to reach out to at-risk, high-need students to encourage them to set goals, to consider education beyond high school, and to achieve. Dr. Lavender indicated that the college is a partner in the program, which is funded by the Foundation for Excellent Schools, with both Gulf and Franklin public school districts. She indicated that middle school students in the program visit the GCCC main campus in connection with various activities and events. She concluded by pointing out that the very successful Century Program is about mentoring, goal-setting, building awareness, and community service.
- ACCT Presentation Proposal** **5.2.3** Dr. McSpadden requested approval of a proposal developed by Dr. Cheryl Flax-Hyman for presentation at the 2005 Association of Community College Trustees Leadership Congress. He noted the title of the presentation was "A Series of Fortunate Events: Reaching Culturally Diverse and Academically Underprepared Students."

Mr. Sumner moved and Ms. Grantham seconded approval of the proposal as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**6. United Way
Golf
Tournament**

6.1 Dr. McSpadden indicated the golf tournament to support the United Way of Northwest Florida would not occur on May 13 as planned.

**Pinning
Ceremonies**

6.2 Dr. McSpadden invited trustees to upcoming pinning ceremonies for Practical Nursing, Radiography, and Paramedic programs.

**Franklin
County
Consolidated
School**

6.3 Ms. Butler reported that dialogue with the Franklin County School Board is open regarding the possibility of locating a GCCC facility on the new consolidated school campus in Franklin County. She indicated that such an arrangement would be beneficial to all concerned, that the superintendent of Franklin County Schools had expressed interest, and that she would be presenting the topic for discussion at the next school board meeting.

7. Adjournment

The meeting was adjourned at 11:40 a.m.