

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

May 10, 2007

10 a.m.

Franklin County School Board Meeting Room
Apalachicola, Florida

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, J. Allen Cox, Charles S. Isler, 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. Butler led those present in the pledge of allegiance to the American flag.
- Faculty Council Chair**
 - 1.4** Chair Cramer introduced and welcomed Ms. Dana Dye, assistant professor of business and new chair of the Faculty Council.
- Welcome to Guests**
 - 1.5** Chair Cramer welcomed guests, recognizing in particular Ms. Cindy Boshelle, chair of the Coordinating Council, and Ms. Christina Kight, chair of the Career Council. On behalf of the board, Chair Cramer expressed appreciation to Ms. Butler for hosting the meeting in Apalachicola. Ms. Butler welcomed trustees and college staff members to Franklin County and thanked Ms. Brenda Galloway for her assistance with meeting preparations. She also expressed appreciation to Ms. Marie Marshall, who would be her co-host of the luncheon to follow the meeting at the Apalachicola Museum of Art.
- Hearing of Citizens**
 - 1.6** No citizens answered the call to appear before the board.
- Approval of Minutes**
 - 1.7** Mr. Isler moved and Ms. Butler seconded approval of the minutes of the board's regular meeting of April 12, 2007, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.8** Dr. McSpadden called on Ms. Brenda Galloway, coordinator of the Gulf/Franklin Center, who provided an update on programs and services offered at the center. Ms. Galloway identified the focus of her initial

efforts as enhanced involvement with the communities served by the center. She described a curriculum emphasis on helping to get high school students ready for college immediately after high school graduation and a new “cluster program” approach designed to provide a targeted group of students with intense support services aimed at helping them achieve their educational goals. Ms. Galloway identified some changes in programs and services that had been designed with the excellent cooperation of various faculty and staff from the main campus. With regard to gaps between indicators of high school achievement and college entrance test scores, especially in mathematics, trustees discussed related issues and possible remedies. In addition, some discussion focused on marketing of programs at the Gulf/Franklin Center and on enhancing efforts to inform Gulf and Franklin high school seniors of scholarship opportunities through the GCCC Foundation. Both Ms. Butler and Ms. Galloway acknowledged the value of recruitment efforts focusing on students as early as ninth grade. On behalf of the board, Chair Cramer expressed appreciation to Ms. Galloway for her outstanding presentation and efforts to reenergize the Gulf/Franklin Center.

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 Thursday, June 21, 2007, at 10 a.m. in Student Union West 306.

2007-08 Schedule

2.3 Following a review of the proposed schedule of regular meetings of the District Board of Trustees during 2007-08, Ms. Butler moved and Mr. Cox seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.

3. College People and Programs

3.1.1 Dr. McSpadden led the trustees through a review of recent newspaper features as well as letters and notes that focused on GCCC people and programs. Themes included the GCCC student response to the Virginia Tech shootings, Disability Support Services success stories, and scholarships given to students who would be attending GCCC, FSU, and other area schools by the Tyndall Officers’ Club. Dr. McSpadden referred to an email message from a man in Sweden, who had benefited from viewing mathematics courses taught by GCCC faculty member, Lloyd Harris, and delivered via the Internet.

Community Support

3.1.2 Dr. McSpadden acknowledged recent gifts to the foundation from individuals and corporations as well as state matching funds totaling \$447,150.

**Foundation
Report**

3.1.3 Mr. Dunkin McLane, financial manager of the GCCC Foundation, reported that foundation scholarships were being awarded at various high school recognition ceremonies and acknowledged recent private contributions of \$85,352 for scholarship and program support. He indicated that 1,025 applications for 2007-08 scholarships had been received, with 425 of those being submitted online. He reported that \$100,000 had been received under the state's First Generation in College program and indicated the funds would be awarded in the form of scholarships targeting 60 students in Gulf and Franklin counties.

**Legislative
Update**

3.2.1 Dr. McSpadden provided an overview of the 2007 Session of the Florida Legislature, indicating that GCCC would be receiving an increase of approximately 3.8 percent in CCPF funds and the largest ever PECO allocation for GCCC, of \$24.5 million. He noted the state budget included a 5 percent increase in student fees and indicated the new president would have approximately \$1 million in new monies, an amount considerably less than had been available in recent past years. Dr. John Holdnak, vice president of administrative services, indicated that most of the PECO money is for multi-year projects and that he would be bringing to the board a series of large and small projects during the coming year.

**4. Health
Sciences
Remodeling**

4.1.1 Dr. Holdnak reported that the project to remodel the George G. Tapper Health Sciences Building was ready to bid. However, a title search required by provisions of the \$1.5 million federal Economic Development Administration's grant revealed that a portion of the property located under the Health Sciences Building was deeded in the name of both the college and the county and was subsequently deeded by the county to the state for use in developing Florida State University's Panama City Campus. Dr. Holdnak and Attorney Bennett explained the most expeditious process for clearing the title would be to use the reverter clause to get interest in the property in question returned to the county by the Florida Department of Environmental Protection and to request that the county relinquish its interest in the property. Mr. Bennett indicated that he had requested that the Bay County Commission put this on the agenda as quickly as possible so that the project could be put out for bid and a recommendation made to the board by late summer. In response to Dr. Holdnak's indication that the board might need to meet in August to award a construction contract, Chair Cramer indicated a special meeting would be called for that purpose if needed. Mr. Bennett noted that he was conducting a full search to verify the college has clear title to all its other properties.

**Public Safety/
EOC Project**

4.1.2 Dr. Holdnak provided an update on the project to construct a Public Safety/Emergency Operations Center. He indicated the project was progressing well and that he expects the architects will make a presentation at the June board meeting. He noted that initial soil testing and environmental reviews had been very positive. Dr. Holdnak reported that he, Chair Cramer, and several other college staff members had visited

the Escambia County Emergency Operations Center recently and had learned some interesting things. Chair Cramer noted that the facility was impressive and quite costly, and he noted that the joint-use facility being planned by GCCC and Bay County seems even more pragmatic and cost-effective after the visit to the Escambia County site. He expressed interest in visiting other similar facilities, and Dr. Holdnak indicated that other trips are being planned.

**Health
Sciences
Contract**

4.1.3 Trustees were asked to approve an agreement with OrthoMemphis of Memphis, Tennessee, that would allow GCCC Physical Therapist Assistant students to gain clinical experience with that agency. Ms. Shoaf moved and Mr. Cox seconded approval of the agreement as requested and the vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**RFP 03-2007,
Administrative
Annex**

4.1.4 Chair Cramer reported that the Professional Services Selection Committee had met on May 4 to consider four architectural firms that had expressed interested in the Administrative Annex Remodeling Project. On behalf of the committee, Chair Cramer recommended that the board approve employment of Kendrick David Dowling Architects, Inc., for a fee of 8 percent plus \$5,000, for a total fee of \$115,500 on the \$1.5 million project. Mr. Isler moved and Ms. Butler seconded approval as recommended, and the vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Bid
2007-05**

4.1.5.1 Of the thirteen bids invited for removal and replacement of wall covering in the Administration Building, four bids had been received. On a motion by Dr. Myers that was seconded by Ms. Shoaf, the board awarded the project to the low bidder, Harrison Contracting Company, Inc., of Valparaiso, Florida, for \$29,762. The vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Bid
2007-06**

4.1.5.2 After a review of bid tabulation information for utility services, walkways, fire alarm, and minor portable build-outs supporting portable setups, Mr. Cox moved and Dr. Myers seconded awarding the project to the low bidder, Hughes Construction Services, LLC, of Ozark, Alabama, for \$395,000. The vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Bid
2007.07**

4.1.5.3 Of the eight bids requested for a Philips Refurbished Ultrasound System, two bids had been received. Mr. Isler moved and Dr. Myers seconded awarding of the bid to the low bidder, Philips Medical Systems of Villa Rica, Georgia. The vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**College
Budget**

4.2.1 Dr. McSpadden requested that Chair Cramer appoint members of the 2007-08 Budget Committee to meet with the new president and appropriate staff members to review a budget proposal prior the next regular meeting of the board scheduled for June 21. Chair Cramer appointed Trustees Butler and Isler to serve with him on the committee.

**Disposal of
Inventoried
Property**

4.2.2 Following review of a list that included items of equipment determined to be obsolete or worthless and computer equipment that had been purchased for the Gulf Coast Workforce Board, trustees were asked to approve removal of the items from inventory records. Dr. Myers moved and Ms. Shoaf seconded approval of removing the items as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.2.3 Dr. McSpadden asked Dr. Holdnak to lead review of activity in the General Current Fund for the period July 1, 2006 - April 30, 2007, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during April 2007.

**Professional
Personnel**

4.3.1 Following review of the professional personnel recommendations listed below, Ms. Shoaf moved and Mr. Cox seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.

Employment

Holmes, Pamela G. --- Assistant Coordinator of Marketing and Public Relations, Marketing and Public Relations, Administrative Services, effective May 7 - June 30, 2007, salary of \$3,831 (based on annual salary of \$25,000)

Parker, Adrienne N. --- Coordinator of Auxiliary Services, Business Affairs, effective April 17 - June 30, 2007, salary of \$6,954 (based on annual salary of \$33,000)

Powell, Jay C. --- Coordinator, Men's Basketball Program, part-time, Wellness and Athletics, effective April 17 - May 7, 2007, hourly rate of \$22.70

Powell, Jay C. --- Coordinator, Men's Basketball Program, Wellness and Athletics, effective May 8 - June 30, 2007, salary of \$6,640 (based on annual salary of \$44,430)

Contract Addendum

Kerley, A. James --- President, extend contract one month to June 30, 2010; establish July 1, for payroll and leave computation purposes, as the start/anniversary date of his contract year

Reclassification

Samples, Gloria --- From Learning Manager, Lifelong Learning, to Coordinator, ESOL Program, Lifelong Learning, Instructional Support and Lifelong Learning, effective May 7 - June 30, 2007, salary of \$4,504 (based on annual salary of \$29,400)

Resignation

McSpadden, Robert L. --- President, effective May 31, 2007

Perrine, Diane M. --- Librarian, Library, effective May 31, 2007

Career Service Personnel

4.3.2 After review of the career service personnel recommendations presented below, Dr. Myers moved and Ms. Shoaf seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.

Employment

Flohr, Michelle R. --- Donor and Student Service Assistant (Grade 13), Gulf Coast Community College Foundation, Inc., effective May 7, 2007, hourly rate of \$11.72, including educational and experiential credit

Guinn, Cathy G. --- Auxiliary Services Worker III (Grade 5), Food Service, Business Affairs, effective April 23, 2007, hourly rate of \$8.54, including experiential credit

Lipscomb, Theresa L. --- Auxiliary Services Worker III (Grade 5), Food Service, Business Affairs, effective April 23, 2007, hourly rate of \$8.54, including experiential credit

Smith, Ronald E. --- Groundskeeper (Grade 6), Facilities Management, effective April 23, 2007, hourly rate of \$9.37, including educational and experiential credit

DROP Entry

Stephens, Willie J. --- Custodian (Grade 6), Facilities Management, effective July 1, 2007

Resignation

Chester, Andrea M. --- Executive Secretary (Grade 12), Student Development, effective May 18, 2007

Rowe, Michael A. --- Disability Support Services, Student Services, Student Development, effective April 20, 2007

- Ratification of Contracts** **4.3.3** Ms. Butler moved and Mr. Isler seconded ratification of contracts signed by 46 instructors of credit courses, 29 instructors of noncredit courses, and 7 special contractors. The vote was recorded as follows: Butler, aye; Cox, aye; Isler, aye; Myers, aye; Shoaf, aye; Cramer, aye.
- 5. Accountability Standards** **5.1.1** Dr. Linda Adair, executive vice president and chief instructional officer, explained that the state provided the college three reports on student success each year: Accountability Standards, Articulation, and Program Review. She noted that colleges were required to present the findings of the Accountability Standards Report to their boards of trustees in connection with the annual evaluation of the president's performance. Dr. Adair shared data on the five outcome measures included in the Accountability Standards Report and highlighted the college's success in each. Outcome measures include enrollment of prior year high school graduates and student ethnicity; student retention and success; A.A. transfer students; pass rates on licensure or certification examinations; vocational program placement rates; college preparatory student retention and success; and College Level Academic Skills Test performance. Dr. Adair also presented the Articulation Report, which focused on students who transfer to Florida public universities and on the success of students who transfer prior to and after earning 60 hours credit. The final report, Program Review, provided information on GCCC student success as compared to the success of native university juniors as well as on the success of transfer students at particular universities and in particular programs. For the reporting years, Dr. Adair indicated the data revealed that GCCC students performed at or near the top as compared to students of other Florida public community colleges regardless of the category being measured. On behalf of the board, Chair Cramer commended Dr. Adair for the excellent report and for the consistently outstanding performance of GCCC students.
- Educational Support** **5.2** No Educational Support matters were presented.
- 6. Arts Events** **6.1** Dr. McSpadden noted that the play that had been scheduled for May 11-13 had been cancelled because of the director's illness.
- Health Sciences Ceremonies** **6.2** Dr. McSpadden called attention to a listing of Health Sciences ceremonies that would honor students completing various programs and invited trustees to attend as their interests and schedules would permit.
- Farewell Remarks** **6.3** At Chair Cramer's invitation, Dr. McSpadden shared remarks that articulated his gratitude to the board for the privilege of serving as president of GCCC since 1988. He referred to several special occasions during the past month when he had been honored by the board and college employees and expressed appreciation. He commended the trustees for their commitment and professionalism and wished them well

in working with the new president. Dr. McSpadden concluded by indicating that May 11 would be his last day in the office, after which he would be using accumulated annual leave, and Dr. Linda Adair would be acting in his behalf through May 31, 2007.

- 7. Adjournment** The meeting was adjourned at 12:34 p.m.