

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

November 9, 2006

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), J. Allen Cox, Karen L. Durden, Dan A. Estes, Charles S. Isler, 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** Mr. Estes led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed guests, recognizing in particular Ms. Cindy Boshelle, chair of the Coordinating Council; Mr. Lloyd Harris, chair of the Faculty Council; Ms. Christina Kight, chair of the Career 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 October 5, 2006, as distributed. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.7** Dr. McSpadden introduced Mr. Scott Williams, assistant coordinator of the Emergency Medical Services programs, who presented the Gulf Coast Story. Mr. Williams began by declaring that he has the best job in the world because he gets to teach people how to save lives. After sharing briefly about his own background, Mr. Williams focused on the Emergency Medical Technician and Paramedic programs and described the preparation and role of each. After providing an overview of the facets of training for and services provided by EMS professionals, Mr. Williams indicated that GCCC program completers perform significantly above the national average on certification examinations. He indicated that the current class was three times larger than any class in the last three years and that the state had estimated training programs would need to turn out three times as many EMS workers as in the past to

respond adequately to demand. In response to questions from trustees, Mr. Williams addressed issues of professional burnout, scope of training and application of skills in the GCCC service district and surrounding counties, salary ranges, demand for the programs, and student motivation for entering EMS programs. On behalf of the board, Chair Cramer expressed appreciation to Mr. Williams for the excellent presentation.

**SAB
Report**

1.8 Mr. Umar Karaman, president of the Student Activities Board, highlighted major events planned for November. He reported that students continued to support the Habitat for Humanity project and would be helping at the GCCC Foundation-sponsored Shark's Tooth Golf Tournament on November 18. Mr. Karaman indicated that the SAB's political forum had been successful and that inclement weather had caused the postponement of the drive-in movie event planned for November 2.

**2. Attorney's
Report**

2.1 Attorney Bennett referred to the Florida Department of Transportation agreement presented at the board's meeting on October 5, 2006. In response to questions about whether the realignment of Moody Avenue around the college's Workforce Development Building would violate any city setback regulations, Attorney Bennett had contacted the City of Panama City. He reported that the city expressed willingness to designate the realignment as a non-conforming building and would furnish a letter to that effect to Attorney Bennett. He noted that if the college ever wanted to expand the building outside its current footprint, the college would need to go back to the City Commission to request approval. Mr. Estes expressed concerns about the impact of designating the facility as a non-conforming building, and Mr. Cox expressed a preference for securing a variance instead of the non-conforming exception. Mr. Isler indicated that a third party, representing property owners, had recently filed a legal action against the FDOT in the matter, which would likely delay the project until at least the summer of 2007. Ms. Durden indicated her preference that the issue be further investigated before any board action. In response to a question from Mr. Cox about whether the board should accept the letter offered by the city, Attorney Bennett indicated that the letter could be accepted and the board could file a variance request, which would attach the plans provided to the college by the FDOT. Mr. Cox moved and Mr. Estes seconded authorization for Attorney Bennett to accept the City of Panama City's letter approving non-conforming use and to proceed with a variance application. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Next
Meeting**

2.2 The next meeting of the District Board of Trustees was set for Thursday, December 14, 2006, at 10 a.m. in Room 306 of the Student Union West.

**Presidential
Search**

2.3 Vice Chair Durden, chair of the Presidential Search Committee, reported on behalf of the committee. She commended the members for their dedication and called attention to the minutes of the meetings of October 17 and November 6. She indicated that by November 30, professional credibility background checks should be completed on the remaining candidates and a recommendation would be presented to the board. Chair Cramer commended the committee's excellent work and indicated that Dr. Hockaday described the committee as the best he's ever worked with. Chair Cramer expressed a concern that most of the top five candidates named at the meeting on November 6 had applications not only in the GCCC process but in searches for other institutions as well. He noted that the applicant pool had experienced attrition already and expressed concern that some additional attrition could occur between now and when the board is expected to make a decision in the January - February timeframe. He indicated that he felt attrition could result in a less than optimal pool of candidates and that he would feel better if two names from the pool of remaining semifinalists were added to the list of finalists. Mr. Cox expressed a preference for accelerating the process rather than adding to the list of finalists, and Ms. Durden indicated she would prefer to err on the side of caution by expanding the pool. Acknowledging that both ideas had merit, Chair Cramer deferred to the committee chair for a recommendation. Ms. Durden moved and Mr. Cox seconded approval of a request from the board that the Presidential Search Committee reconvene as soon as possible to consider the four remaining semifinalists and to select at least two of them as additions to the finalist pool. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. To accommodate the need for public notice of the meeting, Ms. Durden scheduled the meeting for Monday, November 20. She indicated that Ms. Luckie would notify committee members of the meeting details immediately.

**ACCT
Congress**

2.4 Dr. McSpadden reported that he and Ms. Durden had represented GCCC and the board at the Association of Community College Trustees annual meeting in Orlando recently. He highlighted issues that were addressed at the meeting including academic freedom, board self-assessment and presidential evaluation, board-foundation relationships, fundraising, community colleges and bachelor's degrees, and board retreats. Ms. Durden shared insights gained from the discussion of academic freedom. She was particularly interested in pursuing the possibility of periodic board retreats, which were highly recommended as opportunities for board members to get to know each other better and to discuss substantive issues of particular relevance to the college. After sharing several logistical suggestions about when, where, and how the retreat should be organized and conducted, which she gained from the ACCT meeting, Ms. Durden suggested that a board retreat would be especially appropriate to consider as a new presidential tenure begins.

**Jessie
Ball duPont
Fund**

2.5 Dr. McSpadden reported that Trustee Allen Cox, Dean of Student Development Roy Smith, and he had recently attended “Building Assets of People, Families, and Communities: A Symposium for Five Communities,” sponsored by the Jessie Ball duPont Fund. They were part of a team of ten individuals who represented Port St. Joe, Florida, one of five communities in which the duPont Fund makes major investments annually. Mr. Cox provided a historical context for the duPont Fund, indicating it was born of Ms. duPont’s personal interest in the five communities named as benefactors of the fund. He indicated that the communities represent both urban and rural interests and issues and that Port St. Joe is most closely aligned with affordable housing and community development issues. Mr. Cox indicated symposium participants were challenged to come up with a plan for their communities, and he was proud of the work done by the Gulf County team. He noted duPont Fund staff recognized GCCC’s participation and value to the process and the community. Supported by research reported in “Assessing the Competitiveness of Gulf County, Florida” by the Frank Hawkins Kenan Institute of Private Enterprise, Kenan-Flagler Business School, University of North Carolina at Chapel Hill, Mr. Cox indicated that bringing to reality the plans for the new Sacred Heart Hospital as a community focus is essential to the community development plan. Mr. Cox speculated that the hospital will bring with it important opportunities related to excellent educational experiences, technology enhancements, and housing in the Gulf County area. Overall, Mr. Cox indicated, the hospital will provide spin-off opportunities for other kinds of small businesses that will be service providers for the hospital. He noted the Port St. Joe team is committed to reaching out to the “30-somethings” in the community to get them involved inasmuch as they are the group that will need to carry community development ideas forward and to begin taking leadership responsibility. Mr. Cox concluded by saying he was excited that the college would be a part of this significant opportunity.

**3. College
People
and
Programs**

3.1.1 Dr. McSpadden’s report on college people and programs focused on recent political campaigns, campus security, community service, an on-site industry training workshop, and a commendation of GCCC’s firefighting faculty.

**Community
Support**

3.1.2 Dr. McSpadden called attention to a recent article in the *Chronicle of Higher Education* that listed GCCC among the nation’s top community colleges in terms of the size of their endowments in 2005. The article also listed GCCC as fourth highest among community college fund raisers in 2005. Dr. McSpadden shared copies of ads associated with the A Legacy of Trust campaign and acknowledged recent gifts to the foundation.

**Foundation
Report**

3.1.3 Ms. Margie Mazur, executive director of the GCCC Foundation, reported foundation assets at \$23.6 million and A Legacy of Trust funds at \$8.43 million. She requested board approval of spending \$38,957 in mini-

grants to fund 11 projects proposed by faculty and staff and approved by the foundation's board of directors. Mr. Cox moved and Dr. Myers seconded approval of the mini-grants as presented. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Ms. Mazur reported the Shark's Tooth Golf Tournament had registered 117 golfers. She indicated that the foundation had been able to award scholarships to 85 percent of all qualified scholarship applicants and is striving to award scholarships to 100 percent of all qualified applicants in the near future.

**Habitat
for
Humanity**

3.1.4 Mr. Herman Daniels, dean of administrative services, presented a report on progress with the Habitat for Humanity project in his capacity as director of construction for the project. He commended numerous student and staff groups and individuals for providing various kinds of support for the project. He indicated that the exterior of the house was near completion, and he invited available people to come help hang drywall on Friday, November 10. Mr. Daniels concluded his presentation with a photographic show of the project from the point before the wooded lot was cleared to the current nearly completed exterior of the house. The show was accompanied by a song titled "Building a House So They Can Make a Home." On behalf of the board, Chair Cramer expressed appreciation to Mr. Daniels and all those who've worked on the outstanding project.

**Council
of Presidents**

3.2.1 Dr. McSpadden indicated that he would report on the recent Council of Presidents meeting at the board's next regular meeting.

**FACC
Convention**

3.2.2 Dr. McSpadden announced that GCCC won several awards at the Florida Association of Community Colleges convention. The awards are listed below:

- Dr. Robert L. McSpadden, James L. Wattenbarger Award
- Shirley Taylor, Excellence CPEC (Career and Professional Employee Commission) Employee of the Year
- Chris Thomes won six awards:
 - * Advertising, TV: 2nd place, "E-Business" and the "Health Sciences" spots
 - * Advertising, Outdoor: 3rd place, "Athletics Auction" and "GED" campaign billboards
 - * Best Bang for the Buck: 2nd place, "Health Sciences" spots
 - * Foundation Fund-Raising Piece: 3rd place, "Legacy of Trust" campaign

**4. Camp Helen
Tram Path
Project**

4.1.1 Dr. John Holdnak, vice president of administrative services, reported the results of his research into the status of the Camp Helen Tram Path Project. He provided a list of the remaining work and indicated that the project was considered significant by the Florida Department of

Environmental Protection's Park Service. He reminded trustees that the original funding for the project was an earmark from the federal government's Department of Transportation, which was secured on behalf of the college by U.S. Congressman Allen Boyd. The funding was forwarded to the college, as flow-through dollars from the Florida Department of Transportation. Based on his research, Dr. Holdnak recommended that the college continue with the project. He also recommended that the board approve an increase of \$14,787 in compensation for Hatch, Mott, MacDonald Engineering for current and anticipated expenses, representing services beyond the original scope of the contract and necessary to complete the project. He noted the additional compensation would come from funding appropriated specifically for the project. Mr. Estes moved and Mr. Cox seconded approval of increasing the compensation for Hatch, Mott, MacDonald Engineering by \$14,787 as recommended. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Ms. Durden expressed appreciation to Dr. Holdnak for his work on the project.

**Health
Sciences
Contracts**

4.1.2 Trustees were asked to approve an agreement with Sacred Heart Health System, Inc., which would permit students in all GCCC Health Sciences programs to obtain clinical experience in any of the system's facilities. The board was also asked to approve an agreement with Community Health and Rehabilitation Center of Panama City. Mr. Sumner moved and Mr. Isler seconded approval of both agreements. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2007-02,
Video Data
Equipment**

4.1.3 Of the eight bids requested for video data equipment for smart classrooms, five responses had been received. Following discussion, Ms. Durden moved and Ms. Shoaf seconded acceptance and awarding of the low bid from Bay Electronics Supply of Panama City for a total of \$135,266. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**St. Joe
Company
Request**

4.1.4 Dr. Holdnak asked the board to consider a request from the St. Joe Company to acquire a parcel of property owned by the college and located immediately west of the college's Gulf/Franklin Center. He explained that the parcel was needed in connection with the St. Joe Company's imminent donation of land for the construction of a new hospital in Port St. Joe to be owned and operated by Sacred Heart Health Systems. Dr. Holdnak reported that a close examination of the master planning and permitting for the hospital project revealed that a portion of an entrance/exit road, as well as part of the storm water management facility, would encroach on college property. Dr. Holdnak shared maps and a photograph of the site, showing the property in question was located adjacent to a wide ditch and associated wetlands, with virtually no future development value and no

educational value to the college. St. Joe Company had indicated its desire to acquire the property and its willingness to pay all costs associated with the transfer of the property title. Dr. Holdnak introduced Mr. Joe Rentfro, a representative of the St. Joe Company, and acknowledged efforts of both Mr. Rentfro and Attorney Bennett in development of a resolution for consideration by the board, which would authorize the property transfer. Attorney Bennett disclosed that although his firm had done work for the St. Joe Company previously, no conflict of interest existed with regard to representing the college board in this matter. Trustees discussed the property transfer request extensively, addressing issues that related, among other things, to the property's potential appraisal value, the process the college would use to transfer the property, implications of disposing of wetlands, the college's assurance that the property was of no educational value nor of any potential value in terms of future expansion of the Gulf/Franklin Center, and the intent of the board to support the establishment of the new hospital. Trustee Cox spoke in support of the release of the property as requested because of the critical importance of the Sacred Heart Hospital to the community. As a point of disclosure, he informed the board that as chairman of the Port Authority, as well as a local business owner, he has had other property transactions with the St. Joe Company but none that would constitute a conflict of interest in regard to the proposed action before the board. Following additional discussion, which included consideration of transferring the property directly to Sacred Heart, Mr. Isler moved and Ms. Durden seconded the board's acceptance of the resolution as prepared by the board's attorney with the substitution of wording to reflect that the property was being transferred by the board to Sacred Heart Health System. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 9**

4.2.1 Dr. McSpadden recommended board approval of Amendment 9 to the Restricted Current Fund and summarized the amendment's purpose. Ms. Shoaf moved and Ms. Durden seconded approval of the amendment as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete
Property**

4.2.2 Dr. McSpadden referred the trustees to a listing of three items of equipment deemed to be obsolete or worthless and requested board approval of removal of the items from inventory records. Ms. Durden moved and Mr. Sumner seconded approval as requested. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

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

**Foundation
Audit**

4.2.4 The financial audit for the Gulf Coast Community College Foundation for the year ended June 30, 2006, was lodged with the board.

**Professional
Personnel**

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

Employment

Brzuska, Deborah A. --- Instructor, Step 9, Health Sciences, effective November 13, 2006 - May 6, 2007, salary of \$24,039 (based on an annual salary of \$39,334)

Edwards, Felecia O. --- Counselor, Student Services, effective November 1, 2006 - June 30, 2007, salary of \$20,306 (based on an annual salary of \$30,450)

Terryn, Raymond J. --- Learning Manager, part-time, Disability Support Services, Student Services, effective October 2, 2006 - May 6, 2007, hourly rate of \$15.87

Zamora, Alyssa F. --- News Director, WKGC, Instructional Support and Lifelong Learning, effective October 2, 2006 – June 30, 2007, salary of \$22,079 (based on annual salary of \$29,400)

DROP Entry

Davenport, Rosemary L. --- Assistant Professor, Natural Sciences, effective January 1, 2007

Reemployment

Carlson, Dolores E. --- Learning Manager, part-time, Success Center, Instructional Support and Lifelong Learning, effective August 16, 2006 - May 4, 2007, no salary

Revision of Employment

Smith, Elizabeth A. --- Aquatics Specialist, Wellness and Athletics, change effective period from October 10, 2006 - June 30, 2007 to October 2, 2006 - June 30, 2007, salary of \$18,140 (based on annual salary of \$24,150)

Resignation

Ramsey, Cynthia G. --- Career Manager, Workforce Center, Workforce Development, effective October 31, 2006

Tison, Corrine M. --- Job Developer, Workforce Center, Workforce Education, effective November 9, 2006

Termination

Elkins, Charles P. --- Coordinator, Dental Programs, Health Sciences, effective October 17, 2006

**Career Service
Personnel**

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

Employment

Agan, Anita G. --- Miscellaneous Part-time I (Grade 1), Gulf/Franklin Center, Student Development, effective October 12, 2006, hourly rate of \$7.27, including experiential credit

Hanna, Jesse K. --- Teacher's Aide (Grade 9), Success Center, Instructional Support and Lifelong Learning, effective August 16, 2006 - May 4, 2007, no salary

Hinton, Amy L. --- Lifeguard (Grade 3), Wellness and Athletics, effective October 27, 2006, hourly rate of \$7.55

Nguyen, Lien M. --- Administrative Secretary (Grade 10), Educator Preparation Institute, Instructional Support and Lifelong Learning, effective October 10, 2006, hourly rate of \$10.03, including educational and experiential credit

Reemployment

Miller, John H. --- Administrative Assistant (Grade 10), Small Business Development Center, Workforce Education, effective July 1, 2006 - June 30, 2007, hourly rate of \$10.03; funded by VBOC grant

DROP Entry

Soderquist, Margaret A. --- Senior Bookkeeper (Grade 13), Business Affairs, effective November 1, 2006

Resignation

Aplin, Nancy J. --- Senior Clerk Typist (Grade 9), Library, effective October 18, 2006

Hunt, Peter E. --- Lifeguard (Grade 3), Wellness and Athletics, effective August 1, 2006

Retirement

Stauffer, Patricia S. --- Administrative Secretary (Grade 10), Public Safety, Workforce Education, effective November 17, 2006

Termination

Carter, Wiley G. --- Maintenance Mechanic I, Facilities Management, effective October 20, 2006

**Ratification
of Contracts**

4.3.3 Ms. Durden moved and Ms. Shoaf seconded ratification of contracts signed by 127 instructors of credit courses, 51 instructors of noncredit courses, and a special contractor. The vote was recorded as follows: Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**5. Academic/
Workforce
Education**

No Academic and Workforce Education matters were presented.

**Educational
Support**

No Educational Support matters were presented.

**6. Visual and
Performing
Arts
Events**

6.1 Dr. McSpadden called attention to upcoming events sponsored by the Visual and Performing Arts Division and invited trustees to attend as their schedules would permit. The events included the following:

- Art Show Opening and Reception, "*10 by 10*," November 17, Amelia Center Gallery
- World Premiere of "*A Streetcar Named Katrina*," November 17-19, Amelia Center Theatre Lab
- Orchestra of St. Andrew Bay Performance, December 1, Amelia Center Theatre
- GCCC Music Program's Holiday Concert, December 3, Amelia Center Theatre

**President's
Remarks**

6.2 Dr. McSpadden commended the trustees for the seriousness with which they had handled the significant issues presented at the meeting. He expressed appreciation for the commitment and dedication that each trustee demonstrates in fulfilling the responsibilities related to service on the college board.

Luncheon

6.3 Dr. McSpadden reminded trustees that their guests for the luncheon to follow the meeting would be members of the Career Council and the Coordinating Council.

7. Adjournment

The meeting was adjourned at 12:20 p.m.