

MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

October 9, 2003

10 a.m.

E. A. Gardner Seminar Room

Members Present William C. Cramer, Jr. (presiding), Leon R. Bloodworth, 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 Dr. Linda Adair, Sharon Burdeshaw, Ken Caldwell, Tamara Cassani, Andrea Chester, Mike Childers, Ted Clem, Christy Cole, Steve Dunnivant, Cheryl Flax-Hyman, Jewel Hamburg, Norris Harvey, Sue Hatfield, John Holdnak, Carole Lapensohn, Christine LaRue, Melissa Lavender, Wanda Luckie, John Mercer, Roy Smith, Dr. Jeff Stevenson, Sue Suggs, Beverly Wakstein, Mosell Washington, Lisa Watson, Pam Whitelock, Eileen Wilkes, Jennifer Williams, Dr. Virginia York

- 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. Durden led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
 - 1.4** Chair Cramer welcomed Ms. Tamara Cassani, chair of the Career Council; Mr. Norris Harvey, chair of the Faculty Council; Ms. Lisa Watson, chair of the Coordinating Council; and Ms. Jennifer Williams, 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** Ms. Durden moved and Dr. Myers seconded approval of the minutes of the board's regular meeting of September 11, 2003, as distributed. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.7** Dr. Jeff Stevenson, dean of workforce education and chairman of the Bay County International Trade Alliance, reported on an export trade mission to Mexico scheduled for November 9-14, 2003. He indicated the mission, which would be the largest in Florida's history,

would involve travel from Panama City to Mexico City to Merida. He noted the mission was being coordinated by the Bay County Economic Development Alliance (EDA), Enterprise Florida, and the U.S. Department of Commerce. Dr. Stevenson spoke about the college's commitment to economic development in Bay, Gulf, and Franklin counties and introduced two community partners, Mr. Ted Clem, director of the Bay County EDA, and Ms. Beverly Wakstein, EDA's director of Business Retention/Workforce Development. Both Mr. Clem and Ms. Wakstein acknowledged the important role played by the college and expressed appreciation for the college's support in economic development efforts. After sharing details about the mission to Mexico, Dr. Stevenson called on Dr. Virginia York, GCCC professor of economics and history, who would be one of 30 mission participants. Dr. York indicated her role would be to represent both educational and cultural interests. In response to a concern expressed by Trustee Mayo about the impact of shipping changes on military installations, Mr. Clem indicated that the mission did not advocate increasing shipping in the Gulf of Mexico but rather redirecting some of it. On behalf of the board, Chair Cramer commended Dr. Stevenson on the impressive presentation and invited him to provide a follow-up report.

**SAB
Report**

1.8 Ms. Jennifer Williams, president of the Student Activities Board, highlighted activities planned for October. Among the activities she mentioned were a drive-in movie, the SAB Executive Board retreat, and a hurricane relief effort.

**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, November 13, 2003, in the E. A. Gardner Seminar Room.

**3. College People
and Programs**

3.1.1 Dr. McSpadden's report on college people and programs included notes from Rep. Allan Bense, FDLE Commissioner Guy Tunnell, Port St. Joe High School Principal Tim Wilder, and several satisfied WKGC listeners. He called attention to photos from a national publication featuring Ms. Pam Whitelock, winner of the NCCET's National Leadership award. He announced that Dean John Mercer was a finalist for the Community College Business Officer's Outstanding Business Officer award. Dr. McSpadden commended employees for their support of the United Way and concluded his report by asking Mr. Mayo to share an update on organizational changes occurring at the U.S. Navy's facility in Panama City, which, effective October 1, had become the Naval Support Activity Panama City.

- Community Support** **3.1.2** Dr. McSpadden acknowledged gifts to the GCCC Foundation from William E. Crawford, Guff Abbott, VALIC, the Susan and Dowd Ritter Fund, Norma Brookins, and the St. Joe Community Foundation. He concluded by indicating the college had received \$140,542 in state matching funds.
- Legislative Update** **3.2.1** Dr. McSpadden shared several articles from Florida newspapers, which reported that thousands of students had been denied enrollment at community colleges due to a lack of state funding. He noted that both Governor Bush and Senator Pruitt had pledged their support for improved community college funding.
- Legislative Issues** **3.2.2** Dr. McSpadden shared a packet titled “2004 Legislative Issue Position Papers,” which had been prepared by the FACC Legislative Committee. He encouraged the trustees to review the information provided in preparation for their interaction with legislators. After Dr. McSpadden had highlighted key issues, Chair Cramer indicated that the most important community college issue was unfunded enrollments and the corresponding need to increase monies in the Community College Program Fund to pay for community college growth.
- 4. Wellness Complex** **4.1.1** Mr. John Holdnak, vice president of administrative services, reported that the Wellness Complex Project was very near completion. He noted the project was the largest ever undertaken by the college.
- Student Union West Expansion** **4.1.2** After providing a video tour of the Student Union West Expansion Project, Mr. Holdnak indicated that he had met with the contractor and the architect about concerns that had been discussed at the board meeting on September 11. Mr. Holdnak noted that the architect had acknowledged responsibility for some of the delays, potential deficiencies, and modifications in the plan documents. He shared a letter from the architect, which outlined approximately \$43,000 in recommended enhancements to the building envelope, and requested authority to instruct the contractor to proceed with the changes. Following discussion, Ms. Durden moved and Ms. Grantham seconded authorizing Mr. Holdnak to act on behalf of the board to (1) implement changes recommended by the architect and (2) work with the architect to prepare a change order, which reflects additional costs negotiated by the architect, contractor, and owner and states that the college bears no responsibility for second-cost items. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Mr. Holdnak indicated the change order would be presented at the board’s next regular meeting set for November 13.

**Language Arts
Building
Remodeling**

4.1.3 Mr. Holdnak reported that the Language Arts Building Remodeling Project was progressing satisfactorily despite the contractor's recent changes in project personnel.

**Rosenwald
Building
HVAC
Renovation**

4.1.4 Mr. Holdnak reported that, with the exception of a few minor punch list items, the Rosenwald Junior College Classroom Building HVAC Renovation Project was complete. He presented Change Order 2, decreasing project cost by \$82,508.10, and he itemized elements of the change order as presented below:

- Installation of yard drain +\$ 2,107.05
- Direct purchase of materials -\$84,615.60

Mr. Bloodworth moved and Mr. Sumner seconded approval of Change Order 2, which would decrease project cost by \$82,508.10. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2004-02,
Live Fire
Burn Building**

4.1.5 Of the five bids invited for a live fire burn building, two had been received. Mr. Holdnak led a review of the bid tabulation sheet and recommended that the board accept the low bid for Item 3, Alternate 1, 2, and 3 and award the project to WHP Trainingtowers (a division of Jahnke & Sons Construction, Inc.) of Overland Park, Kansas, for a total of \$347,426. Mr. Mayo moved and Ms. Shoaf seconded acceptance of the low bid for Item 3, Alternate 1, 2, and 3 and awarding of the project to WHP Trainingtowers of Overland Park, Kansas, for a total of \$347,426. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Policy
Revisions**

4.1.6 Trustees were asked to tentatively approve changes in Policy 7.110, Student Parking, and Policy 7.112, Fines. Dr. McSpadden noted that the policy changes would authorize an increase in fines for parking violations. In the absence of individuals questioning the changes, Ms. Grantham moved and Mr. Sumner seconded tentative approval of the policy changes as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Dr. Myers expressed concern about the challenges associated with student parking and moved that signs be prominently displayed to identify alternate parking locations when primary lots are filled. Ms. Durden seconded the motion, and the vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**CAT-CLAST
Fee**

4.1.7 Dr. Linda Adair, executive vice president and chief instructional officer, reported that GCCC had been approved by the Florida Department of Education as a CAT-CLAST (computerized CLAST exam) site. She requested approval to assess a \$30 testing fee for individuals taking the exams who are not GCCC degree-seeking students. Following discussion, Mr. Bloodworth moved and Ms. Grantham seconded approval of the fee as proposed. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 7**

4.1.8 Mr. Mercer identified the purposes of Budget Amendment 7 to the Restricted Current Fund and recommended approval. Mr. Cox moved and Dr. Myers seconded approval of Amendment 7 as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete
and Worthless
Property**

4.1.9 Trustees reviewed a listing of items that had been determined to be obsolete or worthless by the property custodians, and they considered a request for approval to dispose of the items. Ms. Grantham moved and Mr. Sumner seconded approval to dispose of the items as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.10 Trustees reviewed a statement of activity in the General Current Fund for the period July 1 - September 30, 2003, as well as accompanying energy consumption and purchase activity reports.

**Warrants
Register**

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

**Professional
Personnel**

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

Employment

Glasgow, Wanda D. --- Career Manager, Workforce Training Center, Workforce Development, effective October 6, 2003 - June 30, 2004, salary of \$17,007 (based on annual salary of \$23,000)

Reemployment

Crews, Rachel S. --- Teacher/Tutor, College Reach-Out Program, Student Development, effective September 2, 2003 - May 31, 2004, hourly rate of \$15.85; funded by Reach-Out grant

Everett, Sallie M. --- Teacher/Tutor, College Reach-Out Program, Student Development, effective September 2, 2003 - May 31, 2004, hourly rate of \$15.85; funded by Reach-Out grant

DROP Entry

Hoskins, Thomas R. --- Professor, Business Division, effective November 1, 2003

Resignation

Nettles, Carolyn F. --- Career Manager, Workforce Development, effective September 19, 2003

Whiten, George W. --- Assistant Coordinator of Accounting, Business Affairs, effective October 15, 2003

Career Service Personnel

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

Employment

Coy, Mary R. --- Records and Credentialing Assistant (Grade 10), Lifelong Learning, effective October 1, 2003, hourly rate of \$9.21, including experiential credit.

Jones, Christopher S. --- Network Assistant (Grade 10), Computer Services, effective September 29, 2003, hourly rate of \$9.21, including experiential credit

Whitehead, Eddie W. --- Teacher's Aide (Grade 9), part-time, Success Center, effective September 22, 2003 - June 30, 2004, hourly rate of \$8.85, including experiential credit

Reclassification

Doherty, Daniel L. --- From Custodian (Grade 6) to Custodial Supervisor (Grade 14), Facilities Management, effective October 1, 2003, hourly rate of \$11.26

Krampota, Tom J. --- From Custodial Supervisor (Grade 14) to Custodian (Grade 6), effective October 1, 2003, hourly rate of \$11.06

Retirement

Huggins, Diana P. --- Senior Library Assistant (Grade 9), Library, effective October 1, 2003

**Ratification
of Contracts**

4.2.3 Mr. Mayo moved and Ms. Shoaf seconded ratification of contracts signed by 17 instructors of credit courses, 38 instructors of noncredit courses, 13 consultants, and 3 special contractors, as well as fall 2003 overload contracts totaling \$480,999.88. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation
Report**

4.3.1 Ms. Carole Lapensohn, executive director of the GCCC Foundation, Inc., reported foundation investment earnings totaled approximately \$764,000 since July 1. She indicated that applications for the position of foundation development coordinator were being reviewed, and interviews would be scheduled in the near future. Acknowledging gifts totaling \$371,352 in contributions of \$5,000 or more, Ms. Lapensohn reported that the most recent foundation financial reports reflected assets of \$14.5 million. Chair Cramer commended Ms. Lapensohn for her excellent performance as executive director.

**5. Academic
and Workforce
Education**

5.1 No Academic and Workforce Education matters were presented.

**Educational
Support**

5.2 No Educational Support matters were presented.

**Student
Development**

5.3 No Student Development matters were presented.

**6. Theatre
Production**

6.1 Dr. McSpadden invited trustees to the theatre production, "Taming of the Shrew," to be presented in the Amelia Center Theatre October 10-12 and October 17-19.

**Orchestra
Concert**

6.2 Trustees were invited to "Songs of the Bear: A Russian Evening," a performance by the Orchestra of St. Andrew Bay to be presented in the Amelia Center Theatre October 25.

**Art Opening
And
Reception**

6.3 Dr. McSpadden invited trustees to an exhibit opening and reception featuring the art of Jonnie Ihlefeld, GCCC assistant professor of art on October 31.

**AACC
Convention**

6.4 Dr. McSpadden encouraged interested trustees to make plans to attend the Annual Convention of the American Association of Community Colleges to be held April 24-27, 2004, in Minneapolis, Minnesota.

**FACC
Convention**

6.5 Chair Cramer reminded trustees of the Annual Convention of the Florida Association of Community Colleges in Orlando October 29-31. He encouraged them to attend the Trustees Commission meeting on October 30.

7. Adjournment

The meeting was adjourned at 11:57 a.m.