

# MINUTES

## REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

October 14, 2004

10 a.m.  
Third Floor Seminar Room  
Student Union West

**Members Present** William C. Cramer, Jr. (presiding), Denise D. Butler, 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

- 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.
- Welcome to Guests**
  - 1.4 Chair Cramer welcomed the board's guests, recognizing in particular Ms. Karen Parham, chair of the Coordinating Council; Ms. Angelia Reynolds, chair of the Faculty Council; Ms. Dottie Terryn, chair of the Career Council; and Ms. Candy Glenn, vice president of the Student Activities Board.
- Hearing of Citizens**
  - 1.5 No citizens answered the call to appear before the board.
- Special Presentations**
  - 1.6 Ms. Susan Painter, head coach of the Lady Commodores softball team, introduced and expressed appreciation to Ms. Colleen Marquez and Ms. Debbie Wendel for their outstanding support of the softball team. Coach Painter acknowledged the extraordinary efforts these women had made to help the student athletes. On behalf of the board, Chair Cramer presented plaques of appreciation to Ms. Marquez and Ms. Wendel.  
  
Ms. Brenda Taylor, president of the Gulf Coast Chapter of the Florida Association of Community Colleges, presented a "thank you" card to the board that had been signed by college employees during Fall Conference 2004. Ms. Taylor indicated the card was a token of gratitude for the generous personnel benefits increases authorized by the board in July.

**Approval  
of Minutes**

1.7 Mr. Cox moved and Ms. Durden seconded approval of the minutes of the board's meeting of September 9, 2004, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Gulf Coast  
Story**

1.8 Ms. Joyce Buttermore, chair of the Division of Language and Literature, presented Phase VIII of The 2004 Gulf Coast Story. She began by referring to the Assessment and Strategic Planning Council and its significant role in providing a structure for divisional operational planning each year. After acknowledging the technical and creative contributions of Ms. Patti Woodham, a member of the division, Ms. Buttermore shared a PowerPoint presentation highlighting major accomplishments for the division and its faculty during the past year as well as objectives for the future. On behalf of her division members, Ms. Buttermore expressed appreciation to the trustees and senior administrators for their support during renovation of the Language and Literature Building. She concluded her presentation by acknowledging the outstanding contributions of Dr. Sandra Preston, professor of French, who would be retiring in November after 34 years of service to the college and the community. Dr. Preston expressed appreciation for the opportunities she had been given while employed at Gulf Coast Community College.

**SAB  
Report**

1.9 Ms. Candy Glenn, vice president of the Student Activities Board, reported that the SAB was growing and noted some new student organizations would be authorized to begin functioning in the spring term. She reviewed a calendar of events and indicated that the SAB had set up a hurricane relief fund to help students who had suffered losses during Hurricane Ivan.

**2. Attorney's  
Report**

2.1 Attorney Derrick Bennett had no report.

**Next  
Meeting**

2.2 The next meeting of the District Board of Trustees was set for Thursday, November 4, at 10 a.m. in the Third Floor Seminar Room of the Student Union West. Chair Cramer explained that the scheduled meeting would fall on the first Thursday of the month rather than the second Thursday because of the conflict with Veterans Day, a student holiday and a day when the college would be closed to honor those who had served the nation.

**3. College People  
And Programs**

3.1.1 Dr. McSpadden shared numerous articles, letters, and other items focusing on involvements and achievements of college people and programs. The topics referenced included hurricane impact, community relations, security support for President Bush's visit, and recent meetings of CEPRI in Tallahassee and ACCT in New Orleans.

Trustees Mayo and Sumner shared brief reports highlighting ACCT sessions they had attended as well as their impressions of the value of the convention. Each encouraged other trustees to represent the college at future meetings such as these.

**Community  
Support**

**3.1.2** Dr. McSpadden acknowledged contributions to the GCCC Foundation from the following donors:

- Bobby and Liz Tapley
- Ellen M. Tudisco
- Adams & Associates of North Florida, Inc.
- Duren & Associates LLC
- Marsha L. Benton
- James A. and Nancy G. Boyd
- Cameron F. and Heather L. Skinner
- J & J Enterprises
- Rotary Club of Panama City
- Smurfit-Stone Container
- Floyd and Gloria Skinner
- Bay Medical Center
- David and Emily Walby
- Robert A. and Janice H. Fleming
- Jill Bloodworth
- Tracy L. Reep

**Hurricane  
Impact  
Report**

**3.2.1** Vice President John Holdnak provided a report on the impact of recent hurricanes. He acknowledged that the college had sustained relatively minor loss in contrast to numerous other community colleges in the state. Losses across the system were estimated at \$24-\$25 million. GCCC's losses totaled approximately \$100,000 and included roof damage, an elevator motor, softball field fence, an electrical transformer, trees, and overtime compensation for employees who facilitated cleanup and repairs. In addition, the concrete base of the USAF jet, as well as the jet itself, had sustained structural damage. After Mr. Holdnak indicated an engineer had been retained to assess the extent of the damage, Dr. McSpadden noted that any decision about repairing and repositioning the jet would consider carefully all the issues involved.

**4. Policy  
Revisions**

**4.1.1** Trustees were asked to give final approval to revision of two Policies: 6.096, Fingerprinting/Criminal Background Checks of Employees, and 7.037, Student Activities Budget Funding. Mr. Mayo moved and Ms. Shoaf seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Workforce  
Development  
Building**

**4.1.2** Vice President John Holdnak reported that the Workforce Development Building Remodeling Project was ready for closeout. He noted that the college was able to move into the facility five days after the contracted date of substantial completion, July 15, 2004. Because the college suffered no material harm as a result of the brief delay and because of the outstanding responsiveness and cooperation of the contractor throughout the project and the quality final product delivered, Mr. Holdnak recommended that the board waive assessment of liquidated damages for the five days in question. Following discussion, Mr. Cox moved and Ms. Durden seconded acceptance of the project with no assessment of liquidated damages. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Library  
Exterior  
Renovation**

**4.1.3** Vice President John Holdnak reported that the clock faces for the Library's exterior tower had been shipped and would be installed as soon as they were received.

**Maritime Fire  
Training  
Facility Project**

**4.1.4** Vice President John Holdnak reported the Maritime Fire Training Facility Project was coming to a close, despite some delays due to extreme weather in the past several weeks. In response to a question from Chair Cramer, Ms. Gloria Crawford, chair of the Public Safety Division, indicated faculty members were ready to begin classes immediately following the state's inspection scheduled for November 9.

Dr. McSpadden indicated that appropriate staff would be developing a master plan to expand the career education programming offered by the college. In response to a question from Mr. Cox, Dr. McSpadden indicated that people from Gulf and Franklin counties would be involved in development of the plan and that the board would be informed through a presentation at a future board meeting.

**Health  
Sciences  
Contracts**

**4.1.5** Trustees were asked to approve contracts with health agencies that would permit GCCC students to secure their clinical experience in the facilities. The agencies are identified below:

- Sacred Heart Hospital on the Emerald Coast, Destin (Radiography)
- Okaloosa Hospital d/b/a Twin Cities Hospital, Niceville (Physical Therapist Assistant)
- Lake-Sumter Community College (Dental)

**Highway  
Redesign  
Update**

**4.1.6** Dr. McSpadden called on Mr. Guy O'Connor of Volkert and Associates, consulting engineers, for an update on the Florida Department of Transportation's redesign of the Highway 98-23<sup>rd</sup> Street intersection. Mr. O'Connor provided a detailed overview of the redesigned highway adjacent to the college and responded to trustee

questions and concerns. He reported that the project was 10-15 percent into the final design phase and that funding had been allocated for the design phase and some initial right-of-way purchases. He noted that construction had not yet been funded and indicated the timetable for construction would be dependent on funding. Among the issues questioned by trustees were the following:

- Moving the interim intersection that would give access to the college campus from Highway 98 so that the access roadway would be on the western side of the newly remodeled Workforce Development Building instead of the eastern side as designed
- Connecting the access road to the college's planned interior perimeter road
- Eliminating access to the GCCC campus from Highway 98, making it accessible from the Collegiate Drive side only

Mr. O'Connor indicated that changes would result in greater costs and time extensions. He identified the primary engineering concern of the project as safely transitioning traffic through the designated area. Following the presentation, Chair Cramer led a discussion of the anticipated changes necessary to accommodate the highway's redesign. He directed Mr. Holdnak to provide details about the changes and the estimated costs of meeting the goals of the college's campus master plan.

**Budget  
Amendment 9**

**4.1.7** Trustees were asked to approve Amendment 9 to the Restricted Current Fund. Mr. Sumner moved and Ms. Grantham seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete  
and  
Worthless  
Property**

**4.1.8** Trustees were asked to review a listing of computer equipment determined to be obsolete or worthless by the property custodians and to approve disposal of the items. Mr. Mayo moved and Dr. Myers seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.9** Led by Vice President John Holdnak, trustees reviewed a statement of activity in the General Current Fund for the period July 1-September 30, 2004, as well as accompanying energy consumption and purchase activity reports.

**Athletic  
Association  
Audit**

**4.1.10** The audit of the Gulf Coast Athletic Association, Inc., for the year ending June 30, 2004, was lodged with the board.

**Camp Helen  
Tram Path**

**4.1.11** Vice President John Holdnak reported that engineers for the Camp Helen Tram Path Project had determined an environmental review would be required before the project could progress, and he asked the board to authorize the review. Following discussion, Mr. Mayo moved and Ms. Shoaf seconded authorization of the review as requested. The vote was recorded as follows: Butler, aye; 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. Cox moved and Ms. Shoaf seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Employment**

Ellinor, Timothy R. --- Coordinator, Purchasing, Administrative Services, effective September 20, 2004 - June 30, 2005, salary of \$36,736 (based on annual salary of \$47,000)

Ferris, Vincent H. --- Math Learning Manager, part-time, Disability Support Services, Student Services, effective October 1, 2004 - May 6, 2005, hourly rate of \$16.67

Meadows, Yelena A. --- Math Learning Manager, part-time, Success Center, Developmental Studies, effective October 3, 2004 - May 6, 2005, hourly rate of \$16.67; funded by Perkins grant

Swartout, Douglas R. --- Business Analyst, Small Business Development Center, Workforce Education, effective October 1, 2004 - June 30, 2005, salary of \$18,043 (based on annual salary of \$24,150)

White, Theodore W. --- Assistant Baseball Coach, Wellness and Athletics Division, effective August 26, 2004 - June 30, 2005, salary of \$1,300

**Reemployment**

Adams, Novanda P. --- Teacher/Tutor, part-time, College Reach-Out Program, Student Services, effective September 1, 2004 - August 31, 2005, salary of \$2,400; funded by College Reach-Out grant

Baker, Carrie B. --- Teacher/Tutor, part-time, College Reach-Out Program, Student Services, effective September 1, 2004 - August 31, 2005, salary of \$2,400; funded by College Reach-Out grant

Crews, Rachel S. --- Teacher/Tutor, part-time, College Reach-Out Program, Student Services, effective September 1, 2004 - May 31, 2005, hourly rate of \$15.85; funded by College Reach-Out grant

Martin, Herman R. --- Teacher/Tutor, part-time, College Reach-Out Program, Student Services, effective September 1, 2004 - August 31, 2005, salary of \$2,400; funded by College Reach-Out grant

### **Reclassification**

Mikolajczyk, Deborah --- From Coordinator, Public Safety, Lifelong Learning, to Director, Lifelong Learning, effective October 1, 2004 - June 30, 2005, salary of \$37,356 (based on annual salary of \$50,000)

Todd, Sharon O. --- From Coordinator, Registration, Enrollment Services, to Acting Director, Enrollment Services, effective October 1, 2004 - June 30, 2005, salary of \$37,356 (based on annual salary of \$50,000)

### **Resignation**

Duhon, Michele --- Career Manager, Workforce Center, Workforce Development, effective October 15, 2004

## **Career Service Personnel**

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

### **Employment**

Breeden, Brad M. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective September 7, 2004, hourly rate of \$6.60

Brown, Ashley M. --- Teacher's Aide (Grade 9), Success Center, Developmental Studies, effective August 18 - December 17, 2004, no salary

Cannon, Lori A. --- Administrative Assistant (Grade 10), part-time, Student Activities, Student Services, effective October 3, 2004, hourly rate of \$9.21, including experiential credit

Sanford, Jeremy R. --- Teacher's Aide (Grade 9), Success Center, Developmental Studies, effective August 18 - December 17, 2004, no salary

Stewart, Kittie S. --- Senior Clerk Typist (Grade 9), Lifelong Learning, effective October 1, 2003, hourly rate of \$9.11, including educational and experiential credit

Wildharber, Jonas --- Teacher's Aide (Grade 9), Success Center, Developmental Studies, effective August 18 - December 17, 2004, no salary

**DROP Entry**

Millett, Wayne C. --- Receiving and Inventory Clerk (Grade 10), Facilities Management, effective December 1, 2004

**Ratification of Contracts**

**4.2.3** Ms. Grantham moved and Mr. Sumner seconded ratification of contracts signed by 8 instructors of credit courses, 22 instructors of noncredit courses, and 18 consultants, as well as the contracts signed by the instructors on the Overload List for Fall 2004, which totaled \$471,996.53. The vote was recorded as follows: Butler, 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 and director of institutional advancement, provided an update on the A Legacy of Trust campaign, with a current total of amounts received and pledged at \$3.98 million. She also reported that more than 750 students had received foundation scholarships during the spring and fall 2004 semesters and that 10 mini-grants, totaling approximately \$41,000, had been awarded to college faculty and staff for projects to enhance learning at GCCC.

**GCCC Foundation Audit**

**4.3.2** The 2003-04 audit of the Gulf Coast Community College Foundation, Inc., was lodged with the board.

**5. Lifelong Learning Course Approval**

**5.1.1** After reviewing a listing of noncredit courses offered by Lifelong Learning, Mr. Cox moved and Mr. Mayo seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Education Encore**

**5.1.2** Ms. Pamela Whitelock, dean of lifelong learning, highlighted recent structural changes in the Lifelong Learning Division and commended staff members for their excellent performance. She characterized her optimism for the future of Lifelong Learning by describing a vision of limitless opportunities in terms of service and creativity. She noted that credit programs and workforce programs generate state funding dollars. In the recreational and community service areas, the focus is on environmental education and the senior

citizen population. She then introduced Mr. Jim Barr, program coordinator for Education Encore. Mr. Barr provided an update on the successful program, which serves individuals between ages 50 and 86 at the main campus and at the Gulf/Franklin Center.

**6. Theatre  
Production**

**6.1** Dr. McSpadden invited the trustees to a theatre production of “for colored girls who have considered suicide when the rainbow is enuff.” He noted the production would be held in the Amelia Center Theatre Lab October 15-17 and October 22-24.

**7. Adjournment**

The meeting was adjourned at 12:05 p.m.