

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

October 6, 2005

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

Members William C. Cramer, Jr. (presiding), Denise D. Butler, J. Allen Cox, Karen L.
Present Durden, Linda S. Grantham, William C. Sumner, Dr. Robert L. McSpadden, and
Derrick G. Bennett

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| 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. Cox led those present in the pledge of allegiance to the American flag. |
| Election of Board Vice Chair | 1.4 Chair Cramer called for nominations for board vice chair for 2005-06. Mr. Cox nominated Ms. Durden and Ms. Grantham seconded. No other nominations were offered, and Mrs. Durden was elected board vice chair on the vote recorded here: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye. |
| Welcome to Guests | 1.5 Chair Cramer welcomed the board's guests, recognizing Mr. Bobby Hughes, chair of the Career Council; Ms. Libby McNaron, chair of the Coordinating Council; Mr. Lynn Wallace, chair of the Faculty Council; and Mr. Derek Ford, president of the Student Activities Board. |
| 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 September 1, 2005, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye. |
| Gulf Coast Story | 1.8 Dr. McSpadden acknowledged the quality of the college's athletic programs and thanked the head coaches for their leadership. He introduced the head coaches of the women's basketball team, the women's volleyball team, and the men's basketball team. Coach Roonie Scovel reported that the women's |

basketball team had only one returning player and indicated that though this year's schedule was rigorous, the team's goal was to perform well and make the college and the community proud. Coach Terri Bedford reported that the women's volleyball team had three returning players, that the team was working on improving consistency, and that, upon graduation, two sophomores would be playing with Division Two colleges. Coach Jim Hatfield reported that with only two returning players, the men's basketball team was young but talented and that this year's challenge was to blend players and perform well. Coach Hatfield thanked the trustees and the college for the support he has received during his tenure at the college.

**SAB
Report**

1.9 Mr. Derek Ford, president of the Student Activities Board, reported that the Student Activities Board hosted the district meeting and indicated that the college received the District IV Shovel Award for the month of September. He shared a calendar of events and highlighted the major activities to occur during October.

**Special
Presentation**

1.10 On behalf of the board, Chair Cramer presented an award to Mr. Robert E. Nedley of the Alfred I. duPont Foundation, which had been named by the Council for Resource Development as a finalist in Region IV for the 2005 Benefactor of the Year. Mr. Nedley accepted the award, expressed his appreciation for consideration, and acknowledged that it was an honor to be nominated for this award. In recognition of the college's continued good work and on behalf of the Alfred I. duPont Foundation, Mr. Nedley presented a gift of \$100,000 to the Gulf Coast Community College Foundation.

**2. Attorney's
Report**

2.1 Attorney Bennett had no report.

**Next
Meeting**

2.2 Due to a scheduling conflict, the next regular meeting of the District Board of Trustees was changed from November 10 to November 3, 2005, at 10 a.m. in the Third Floor Seminar Room of the Student Union West.

**FACC Annual
Convention**

2.3 Dr. McSpadden informed trustees of the upcoming Florida Association of Community Colleges Annual Convention to occur November 15-18, 2005, at the Hyatt Regency Tampa and requested that trustees contact the President's Office regarding travel arrangements.

- Athletic Association Appointment**
- 2.4 This item was deferred to the November 3, 2005, meeting of the District Board of Trustees.
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. He emphasized a recent newspaper article commending Mr. Cramer for his contribution to the Hurricane Katrina Relief Fund and for being named the nation's best trustee by the Association of Community College Trustees. He discussed the funds raised by college students, faculty, and staff for the Hurricane Katrina Relief Fund, as well as the emotional lift that support provided to GCCC's sister institution, Mississippi Gulf Coast Community College.
- Community Support**
- 3.1.2 Dr. McSpadden acknowledged gifts to the A Legacy of Trust Campaign and shared recent *News Herald* ads featuring donors and scholarships as follows: The Danielle Cazenave Memorial Scholarship, The Gulf Power of Panama City Scholarship, and The Tyndall Federal Credit Union Scholarships.
- Hurricane Katrina Impact**
- 3.2.1 Dr. McSpadden shared correspondence from Commissioner of Education John Winn and Chancellor of the Florida Community College System David Armstrong regarding assistance for Hurricane Katrina postsecondary education students and indicated that the college provided support to 24 students affected by Hurricane Katrina.
4. **Professional Services Selection Committee**
- 4.1.1 Mr. Cramer reported that the Professional Services Selection Committee met on September 19 to interview engineering and architectural firms interested in two opportunities to provide services to the college and referred trustees to minutes of the meeting.
- Health Sciences Building Renovation**
- 4.1.1.1 Following Chair Cramer's presentation of the Professional Services Selection Committee's recommendation that DAG Architects, Inc., be employed to provide architectural services for renovation of the George G. Tapper Health Sciences Building for a base fee of 7.1 percent, subject to review in the event of budget changes, Mr. Sumner seconded the committee's recommendation. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye.
- Mechanical and Electrical Engineering Services**
- 4.1.1.2 Following Chair Cramer's presentation of the Professional Services Selection Committee's recommendation that Pinnacle Engineering Group, P.A., be employed on a continuing contract basis to provide mechanical and electrical engineering services for

fees based on the Florida Department of Management Services' fee curve, Ms. Grantham seconded the committee's recommendation. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye.

**Natural
Sciences
Office Area
Renovation**

4.1.2 Dr. Holdnak led review of a proposal from Kendrick David Dowling Architects, Inc., for the project to renovate the Natural Sciences Building Office Area. In response to a question from Chair Cramer, Dr. Holdnak indicated that current building code did not require use of a sprinkler system. He also noted that the proposed fee was consistent with the Florida Department of Management Services' fee curve. Following discussion, Dr. Holdnak requested approval of the project with a total estimated stated funding limitation of \$581,540, including a fee of \$43,500 for architectural and engineering services. Ms. Grantham moved and Mr. Sumner seconded approval of the proposed project with a total estimated stated funding limitation of \$581,540, including an architectural fee of \$43,500. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye.

**Health
Sciences
Contracts**

4.1.3 Trustees were asked to approve contracts that would allow students to acquire clinical experience in the following health agencies:

- Mid South Home Care, Panama City, FL (Nursing)
- Tender Love and Care United Cerebral Palsy, Panama City, FL (Nursing)
- Tallahassee Diagnostic Imaging, Tallahassee, FL (Radiography)

Mr. Cox moved and Ms. Durden seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 31**

4.1.4.1 Mr. Mercer identified the purposes of Amendment 31 to the Unrestricted Current Fund and recommended approval. Mr. Cox moved and Ms. Durden seconded approval of Amendment 31 as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 7**

4.1.4.2 Mr. Mercer identified the purposes of Amendment 7 to the Restricted Current Fund and recommended approval. Ms. Butler moved and Mr. Sumner seconded approval of Amendment 7 as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye.

**Project
Priority
List**

4.1.5 As required by the Florida Department of Education Office of Educational Facilities, the college must identify and report projects to be funded from Capital Outlay and Debt Service funds. Trustees were asked to approve the Project Priority List so that the college could expend funds for those projects. Ms. Grantham moved and Mr. Sumner seconded approval of the Project Priority List as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye.

**Obsolete
and
Worthless
Property**

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

**Financial
and Energy
Statement**

4.1.7 Trustees reviewed a statement of activity in the General Current Fund for the period July 1 - September 30, 2005, as well as accompanying energy consumption and purchase activity reports.

**Lease
Between
VBOC
and BCSBI**

4.1.8 Dr. McSpadden asked trustees to approve a revision to the renewal lease agreement between the college's Veterans Business Outreach Center and the Bay County Small Business Incubator. He noted that this change was necessary because of the change in the actual award date of the Veterans Business Outreach Center grant. The new agreement would be effective July 1, 2005 through June 30, 2006. Ms. Butler moved and Ms. Grantham seconded approval of the lease agreement as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye; Cramer, aye.

**Camp Helen
Tram Path
Project**

4.1.9 Dr. McSpadden presented a request from Hatch Mott MacDonald, the engineering firm responsible for the Camp Helen Tram Path Project, to increase fees by \$5,418 for additional survey and design services. The firm's request explained that the work was necessary as a result of changed site conditions caused by abnormal storm events in the past year, including Hurricane Dennis and other tropical storms. The additional work also responded to the Florida Park Service's request for design modifications to ensure that the tram path avoided areas of archeological significance discovered after substantial design work had been completed. Chair Cramer noted that the design changes would enhance access to Camp Helen State Park, and Dr. Holdnak pointed out that the request for additional fees was in accordance with the contract between the board and the engineering firm. Mr. Cox moved and Ms. Durden seconded approval of the \$5,418 increase in fees for the additional work described in the request. The vote was recorded as follows:

Butler, aye; Cox, aye; Durden, aye; Grantham, aye; Sumner, aye;
Cramer, aye.

**Professional
Personnel**

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

Employment

Bowen, Erika K. --- Financial Aid Specialist, Financial Aid, effective October 3, 2005, - June 30, 2006, salary of \$17,183 (based on an annual salary of \$23,000)

Reclassification

Hand, Judson J. --- From Assistant Coordinator, Criminal Justice, to Manager, Driving and Firing Range, Public Safety Division, effective September 1, 2005 - June 30, 2006, salary of \$37,999 (based on an annual salary of \$45,703)

Wallace, Arnold L. --- From Assistant Professor, Language and Literature Division, to Director, Developmental Studies, Instructional Support and Lifelong Learning, effective January 2, 2006 - June 30, 2006, salary of \$32,143 (based on an annual salary of \$64,533)

Resignation

Kravetz, Melissa B. --- Counselor, Developmental Studies, effective September 22, 2005

**Career Service
Personnel**

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

Employment

Clark, Madonia A. --- Sign Language Interpreter III, Disability Support Services, Student Services, effective September 15, 2005, hourly rate of \$15

Garcia, James R. --- Custodian (Grade 6), Facilities Management, effective October 10, 2005, hourly rate of \$8.43

Harper, Katherine R. --- Administrative Secretary (Grade 10), Developmental Studies, Instructional Support and Lifelong Learning, effective October 3, 2005 - June 30, 2006, hourly rate of \$9.77 (funded by EPI grant)

Pate, Tina B. --- Secretary (Grade 9), Public Safety Division, effective September 1, 2005, hourly rate of \$8.96, including experiential credit

Ruggieri, Mark J. --- Custodian (Grade 6), Facilities Management, effective September 6, 2005, hourly rate of \$8.43, including experiential credit

Taylor, Robin C. --- Groundskeeper (Grade 6), Facilities Management, effective September 16, 2005, hourly rate of \$8.43, including experiential credit

Wise, Roberta L. --- Sign Language Interpreter III, Disability Support Services, Student Services, effective September 15, 2005, hourly rate of \$14

Reclassification

Striplin, Roy B. --- From Groundskeeper (Grade 6) to Maintenance Mechanic 1 (Grade 7), Facilities Management, effective September 19, 2005, hourly rate of \$11.24

DROP Exit

Smith, Laura J. --- Custodian (Grade 6), Facilities Management, effective September 29, 2005

Resignation

Bellucci, Tony C. --- Technical Lab Assistant (CL1), Computer Services, effective September 24, 2005

Cumbie, Carol A. --- Custodian (Grade 6), Facilities Management, effective September 30, 2005

Dalrymple, Marcia E. --- Registration Assistant (Grade 10), Enrollment Services, Student Development, effective September 28, 2005

Pate, Tina B. --- Secretary (Grade 9), Public Safety Division, effective September 30, 2005

