

MINUTES

REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

October 5, 2006

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, 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 September 14, 2006, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.7 Dr. McSpadden introduced Ms. Denise Murks, coordinator of the Returning Students Program, who shared an overview of the program and its history, funding sources, and target population. She then called on Ms. Mary D'Aoust, program assistant, who described the various workshops and other support services provided for students served by the program. Those services include a book borrowing program, a clothing closet, computer training, daily living assistance, and employability skills training. Ms. Dana Lee, a student in the program, highlighted her return to college 23 years after high school graduation and commended program staff for the invaluable assistance provided to her and others. Ms. Murks indicated 119 students were enrolled in the program as of October 4. Chair Cramer commended Ms. Murks, Ms. D'Aoust, and Ms. Lee for their presentation and for the outstanding services provided to students.

- SAB Report** **1.8** Mr. Umar Karaman, president of the Student Activities Board, highlighted major events planned for October. He indicated students were being encouraged to vote in upcoming elections and announced plans were under way to hold a political forum on October 17. He also noted that SAB would be providing support for the Habitat for Humanity project.
- Special Presentation** **1.9** Mr. Gregg Wolfe, chair of the Wellness and Athletics Division and athletic director, introduced Mr. Sam Belcher. He noted that Mr. Belcher, a professional auctioneer, had donated his expert services for the recent successful auction sponsored by the Gulf Coast Athletic Association. On behalf of the board and the association, Chair Cramer presented a plaque of appreciation to Mr. Belcher. Acknowledging the significant effort invested in the auction, Mr. Belcher characterized it as well done, offering praise to the many people who had worked before, during, and after the event. Mr. Wolfe expressed appreciation to three other guests and introduced them as members of the athletic association's board of directors: Brian Daffin, Ken McVay, and Jerry Register. Chair Cramer also commended Trustee Dan Estes for his services related to the auction.
- 2. Attorney's Report** **2.1** Attorney Bennett had no report.
- Next Meeting** **2.2** The next meeting of the District Board of Trustees was set for Thursday, November 9, 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 that 45 applications for the presidency had been received and that Dr. Hockaday had reviewed them and narrowed the number to 28. She showed the trustees one of the packets that had been delivered to each search committee member earlier in the week. Ms. Durden noted that a subcommittee was reviewing the applications that were eliminated in the initial review by Dr. Hockaday to ensure that no viable candidates would be overlooked by the committee. She commended Dr. Hockaday for his excellent performance and indicated that he had praised Ms. Luckie's effectiveness.
- 3. College People and Programs** **3.1.1** Dr. McSpadden referred to numerous newspaper articles that focused on the project to build a joint-use facility that would house the Bay County Emergency Operations Center, on WKGC's new messages being delivered in Spanish, and on the renovations occurring at the baseball and softball fields. He commended GCCC employees for exceeding by approximately \$10,000 the college's United Way goal and for the high number of memberships in the Florida Association of Community Colleges. Dr. McSpadden acknowledged a note from the executive director of the Gulf Coast Workforce Board, a note from a 46-year old student and staff member of the *Gull's Cry*, and a note from a

county official expressing appreciation for technical assistance provided recently.

Community Support

3.1.2 Dr. McSpadden called attention to recent ads associated with the A Legacy of Trust campaign and acknowledged recent gifts. He also noted receipt of \$447,143 in state matching funds.

Foundation Report

3.1.3 Ms. Margie Mazur, executive director of the GCCC Foundation, reported growing assets and indicated she expects total assets to reach \$24 million by year end. She acknowledged gifts from faculty and staff and expressed appreciation for employee support of various foundation activities. She invited trustees and others to play in the Shark's Tooth Golf Tournament scheduled for November 18, 2006. Mr. Isler, foundation president, acknowledged Ms. Mazur's enthusiastic performance.

Legislative Update

3.2.1 Dr. McSpadden provided copies of the Florida Community College System Council of Presidents 2007-08 Legislative Budget Request, highlighted issues of significance to GCCC and the system, and called attention to the status of various electoral races that would determine the makeup of the Florida Legislature.

4. Capital Outlay Report

4.1.1 Dr. John Holdnak, vice president of administrative services, reported that preliminary indications are that GCCC is likely to receive in excess of \$9 million in PECO monies for 2007-08 for general renovations and remodeling (\$804,353), land and facility acquisition (\$500,000), and multi-year construction projects (\$8,052,225). He emphasized the tentative nature of the figures and indicated that he continues to work with legislators and their staff members on funding issues.

Camp Helen Tram Path

4.1.2 Dr. McSpadden indicated that discussion of the Camp Helen Tram Path Project would occur at a subsequent meeting, explaining that additional information was being compiled on the project.

Health Sciences Contracts

4.1.3 Trustees were asked to approve contracts with the following healthcare agencies, which would permit GCCC Health Sciences students to obtain clinical experience in agency facilities:

- Jackson County Fire & Rescue, Marianna (Emergency Medical Services)
- Jackson Hospital, Marianna (Nursing, Surgical Technology, Respiratory Therapy, Physical Therapist Assistant, Radiography, and Sonography)
- Select Specialty Hospital Panama City, Inc. (Physical Therapist Assistant)

Ms. Butler moved and Mr. Isler seconded approval of the contracts as presented, and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Renovation
Projects
Report**

4.1.4 Dr. Holdnak provided a report on the multiple renovations under way in a project titled Renovation Projects. He identified components of the project as Student Union West (cafeteria and Private Dining Room remodel), Joe Tom King Field (softball dugout upgrade), Bill Frazier Field (baseball dugout and backstop upgrades), and Library (darkroom to conference room conversion). Dr. Holdnak recommended approval of Change Order 1, resulting in a net deduction of \$32,835, and described the elements of the change order that included replacing dugout walls and a water fountain at the softball field; foundation work, new poles, and an upgraded net at the baseball field; miscellaneous items in the Private Dining Room; direct purchase of lighting and other materials associated with the baseball/softball fields; removal of cabinets and sinks and installation of sound treatment materials in the Student Union East Conference Center; and a change in specified material in the Library Conference Room. Following discussion, Mr. Estes moved and Mr. Cox seconded approval of Change Order 1 for a net deduction of \$32,835. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**FDOT
Agreement**

4.1.5 In support of a request for board approval of an agreement with the Florida Department of Transportation (FDOT), Dr. Holdnak provided a map of the FDOT's roadway redesign of areas adjacent to the main campus and summarized provisions of the agreement. He described the temporary and permanent easements and land exchanges necessary to move the Highway 98 main entrances of GCCC and Port Panama City to the Moody Avenue intersection, to reroute Moody Avenue around the GCCC Workforce Development Building, and to install a retention pond between the Workforce Building and the bridge. Extensive discussion addressed various issues related to the agreement including a timeline, removal/relocation of a communications tower and associated equipment facility, relocation of the USAF jet, relocation of a City of Panama City lift station on the site, potential risks of maintaining the retention pond, potential problems associated with county setback requirements, and efforts to acquire portions of what is now Moody Avenue. Mr. Cox moved approval of the plans as presented, pending further assurances that no setback challenges exist that cannot be resolved. Before the motion was seconded, Attorney Bennett read resolutions associated with the proposed agreement, and Mr. Cox withdrew his motion.

Subsequently and in accordance with Attorney Bennett's recommendation, Mr. Cox moved and Mr. Estes seconded the following board actions:

- Acceptance, adoption, and approval of the resolutions read by Attorney Bennett, which state that the GCCC District Board of Trustees approves and accepts the agreement from the FDOT for various temporary easements and a deed related to certain college property near Moody Avenue and directs the agreement be executed by the board chair;

- Approval of the application of the FDOT for a deed for transportation purposes, which are in the public or community interest and for public welfare;
- Authorization of the drawing of and execution by the GCCC board chair of a deed, in favor of the FDOT, conveying all right, title, and interest in and to said lands;
- Approval of the application of the FDOT for a temporary easement, or easements, which are for transportation purposes that are in the public or community interest and public welfare;
- Authorization of the drawing of and execution by the GCCC board chair of a temporary easement, or easements, in favor of the FDOT, in Bay County; and
- Approval of all provisions of this motion, subject and subordinate to the college staff's confirming that the proposed relocation of Moody Avenue does not violate any setback laws or rules.

The motion was adopted on the unanimous vote as recorded here: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 8**

4.2.1 Mr. John Mercer, dean of business affairs, requested approval of Amendment 8 to the Restricted Current Fund, which involved renewal of existing grants. Ms. Shoaf moved and Ms. Durden seconded approval of the amendment as requested. The vote was recorded as follows: Butler, aye; 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 items of equipment deemed to be obsolete or worthless and requested board approval of removal of the items from inventory records. Ms. Butler moved and Mr. Sumner seconded approval as requested. The vote was recorded as follows: Butler, aye; 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 - September 30, 2006, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during September 2006.

**Foundation
Audit**

4.2.4 Dr. McSpadden indicated the independent auditors' report for the Gulf Coast Community College Foundation for the year ended June 30, 2006, would be lodged with the board at the next regular meeting.

**Professional
Personnel**

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

Employment

Clay, Paul D. --- Programmer/Analyst, Computer Services, Administrative Services, effective September 18, 2006 - June 30, 2007, salary of \$26,790 (based on annual salary of \$33,949)

Collard, Marie-Louise V. --- Learning Manager, Success Center, Developmental Studies, effective September 20, 2006 - May 6, 2007, salary of \$16,441 (based on annual salary of \$20,000); funded by Carl Perkins grant

Prather, Benjamin R. --- Learning Manager, Success Center, Developmental Studies, effective September 20, 2006 - May 6, 2007, salary of \$16,441 (based on annual salary of \$20,000); funded by Carl Perkins grant

DROP Entry

Rosengren, Paul L. --- Associate Professor, Technology Division, effective October 1, 2006

Resignation

Bowen, Erika K. --- Financial Aid Specialist, Financial Aid, Business Affairs, effective October 6, 2006

**Career Service
Personnel**

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

Employment

Jones, Michael T. --- Tutor, Success Center, Instructional Support and Lifelong Learning, effective September 19, 2006 - May 6, 2007, no salary

DROP Entry

Hesketh, Ann P. --- Administrative Secretary (Grade 10), Technology Division, effective August 1, 2006

Murphy, Dolores N. --- Executive Secretary (Grade 12), Business Affairs, effective October 1, 2006

**Ratification
of Contracts**

4.3.3 Mr. Isler moved and Ms. Butler seconded ratification of contracts signed by 63 instructors of credit courses, 16 instructors of noncredit courses, and 12 special contractors. The vote was recorded as follows: Butler, aye; 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. **Theatre
Production** **6.1** Trustees were invited to the GCCC Theatre Production of *“The Laramie Project,”* to be presented October 13-15 and October 20-22 in the Amelia Center Theatre Lab.
- Orchestra
Concert** **6.2** Dr. McSpadden invited trustees to a concert by the St. Andrew Bay Orchestra on October 28 in the Amelia Center Theatre.
- Property
Insurance
Report** **6.3** Ms. Butler, a member of the Florida Banking Association Task Force charged with addressing insurance issues, reported on a meeting of the task force she had attended on September 14. She highlighted many of the principal components of the current property insurance dilemma, which is having a significant impact on residential and commercial property owners as well as on such industries as real estate, building construction, and banking. She referred those present to a new website—mysafefloridahome.com—for information on relevant issues. Ms. Butler reminded trustees and others that all states are being affected by catastrophic events regardless of where they occur. She referred to exemptions to state building construction standards in the Florida Panhandle and indicated the exemptions continue to be the subject of considerable discussion and political posturing. Several other trustees shared thoughts about closely related issues such as escalating property taxes, impact of the insurance crisis on small businesses, and FDIC requirements of the banking industry. On behalf of the board, Chair Cramer expressed appreciation for Ms. Butler’s report and asked her to keep the board informed on this critical issue.
- Habitat
for
Humanity** **6.4** Dr. McSpadden reminded trustees that the Habitat for Humanity Blitz would occur on Saturday, October 7, and invited interested people to participate in the morning or afternoon activities at the construction site on 8th Court in Panama City.
7. **Adjournment** The meeting was adjourned at Noon.