

MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

September 11, 2003

10 a.m.

E. A. Gardner Seminar Room

Members Present William C. Cramer, Jr. (presiding), Leon R. Bloodworth, 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, Terri Bedford, Ken Caldwell, Tamara Cassani, Mike Childers, Christy Cole, Steve Dunnivant, Cheryl Flax-Hyman, Jewel Hamburg, Joe Hamner, Norris Harvey, Sue Hatfield, John Holdnak, Carole Lapensohn, Christine LaRue, Wanda Luckie, Roy Smith, Dr. Jeff Stevenson, Sue Suggs, Lisa Watson, Pam Whitelock, Eileen Wilkes, Jennifer Williams

- 1. Call to Order**
 - 1.1** Chair Cramer called the meeting to order at 10 a.m. and directed attention to a memorial presentation dedicated to the heroes of the September 11, 2001, national tragedy.
- 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. Shoaf moved and Dr. Myers seconded approval of the minutes of the board's regular meeting of August 14, 2003, as distributed. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
 - 1.7** Ms. Terri Bedford, volleyball coach and assistant professor of mathematics, presented the Gulf Coast Story on behalf of the team and fellow coach, Ms. Kristin Bortnick, who was unable to attend the meeting. Coach Bedford shared information about the 14 players,

identifying those from local areas. She indicated a continuing high priority would be preparing the eight sophomore players for graduation, noting that program goals included helping players make contacts at four-year colleges and universities where they would have opportunities to play after graduating from GCCC. She described the team's various community involvements and their interest in establishing a chapter of FCA. After introducing two players--Lauren Harris, team captain, and Sarah Ledford--Coach Bedford talked about the upcoming season and the need for consistency on the court. On behalf of the trustees, Chair Cramer expressed appreciation for the enthusiastic presentation and the emphasis on academic success.

**SAB
Report**

1.8 Ms. Jennifer Williams, president of the Student Activities Board, provided an update on student activities thus far in the term and announced upcoming projects, events, and activities. Dr. McSpadden encouraged Ms. Williams and other SAB members to visit with him about issues in preparation for discussions with state leaders.

**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, October 9, 2003, in the E. A. Gardner Seminar Room.

**3. College People
and Programs**

3.1.1 Dr. McSpadden began his report of college people and programs by acknowledging serious parking shortages and noting renewed interest in acquiring additional property that could be used to address parking challenges. Among the topics of various articles, letters, and memos he shared were construction projects, WKGK's support for community projects, nationwide effects of budget cuts on higher education, and faculty appreciation for enhanced personnel benefits. He shared an expression of disappointment in program changes at WKGK from a long-time visitor to the area and concluded by noting that the college had renewed its membership in the Association of Community College Trustees.

**Community
Support**

3.1.2 Dr. McSpadden indicated that gifts were beginning to come in and acknowledged that December had historically been the month when most contributions were received by the college foundation. In connection with early planning for a 50th anniversary fund raising campaign to strengthen scholarship resources, Dr. McSpadden noted the possibility of establishing endowed chairs for faculty in various discipline areas.

**Legislative
Update**

3.2.1 Dr. McSpadden highlighted issues being addressed by the preliminary budget request of the Florida Community College Council of Presidents and Florida Association of Community Colleges. He also noted that Senator Ken Pruitt, chair of the Senate Appropriations Committee, would be visiting GCCC on Friday, October 3, as a part of his effort to visit all community colleges prior to the 2004 Session of the Florida Legislature. Dr. McSpadden acknowledged the significance of trustee interaction with legislators on behalf of the college. Chair Cramer encouraged trustees to attend the October 30 meeting of the Trustee Commission during the Florida Association of Community Colleges' Annual Convention in Orlando.

**4. Wellness
Complex**

4.1.1 Mr. John Holdnak, vice president of administrative services, reported that the last phase of the Wellness Complex Project--demolition of the Billy Harrison Health Building--had occurred and site cleanup was nearing completion.

**Student Union
West
Expansion**

4.1.2 After reminding trustees of his earlier report of communication difficulties between the architect and contractor on the Student Union West Expansion Project, Mr. Holdnak provided a project update. He indicated that the contractor had reported a significant slowdown while he awaited receipt of a report from the architect's building envelope consultant. The report, which had since been received, included recommendations requiring modifications from the architect's original design and resulting in the need to remove and reinstall certain window, door, and wall installations. The contractor had advised that he expects significant delays as a result of the modifications. After also communicating the architect's differing opinion relative to the impact of the modifications, Mr. Holdnak responded to trustee questions and concerns. Attorney Bennett recommended that the college's position could best be protected by preserving evidence and by securing the unbiased opinion of an outside expert. Following intense discussion, Ms. Durden moved and Dr. Myers seconded the board's authorizing Chair Cramer and Dr. McSpadden to investigate the situation further and, if deemed appropriate, to employ an independent expert to provide an opinion prior to the next regular meeting of the board scheduled for October 9. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Language Arts
Building
Remodeling**

4.1.3 Mr. Holdnak reported satisfactory progress on the Language Arts Building Remodeling Project and offered to provide a tour of the facility for interested trustees. He indicated Language and Literature Division faculty were especially pleased with the project. He presented Change Order 1, which would decrease project cost by \$118,837.99, and requested board approval. Elements of the change order follow:

- Demolition by asbestos abatement contractor and credit for roofing changes -\$ 25,001.14
- Direct purchase of materials -\$ 94,622.13
- Door jambs and floor drains +\$ 785.28

Mr. Sumner moved and Ms. Grantham seconded approval of Change Order 1, reducing project cost by \$118,837.99. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Rosenwald
Building
HVAC
Renovation**

4.1.4 Mr. Holdnak reported that punch list items on the Rosenwald Junior College Classroom Building HVAC Renovation Project should be completed within two weeks and that the restroom addition should be completed by the end of September. Dr. McSpadden indicated that he had received a request for changes to the restroom interior design that would enhance the appearance and make it more compatible with the French decor of LaFriandise.

**Chiller/Cooling
Tower Addition**

4.1.5 As reported at the meeting on August 14, the Chiller and Cooling Tower Addition Project had been completed. Mr. Holdnak noted that the contract date of completion was August 6, and the equipment was in service on that date. However, the contractor, Peaden Mechanical, Inc., did not call for the architectural and engineering inspections necessary to declare the project substantially complete until August 14. Mr. Holdnak indicated the contract provided for liquidated damages of \$150 per day but recommended that the board waive the assessment of liquidated damages because the college was able to use the equipment in a timely fashion and suffered no harm as a result of the delay and because of the relatively small amount of the potential damages. Following discussion, Mr. Mayo moved and Dr. Myers seconded waiving the assessment of liquidated damages. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**South
Parking Lot
Pavement
Rehabilitation
Project**

4.1.6 After Dr. McSpadden expressed satisfaction with the completed South Parking Lot Pavement Rehabilitation Project, Mr. Holdnak called on the project engineer, Mr. Mike Varner of Southern Earth Sciences, for an overview and to respond to questions. Mr. Varner described the pavement process, giving particular attention to the change of materials that occurred during the project. He concluded by indicating the finished parking lot gave the college a very good product at a cost well worth the investment. Mr. Holdnak presented Change Order 2, increasing project cost by \$1,000 for the installation of two additional speed humps. He noted the humps, responsive to pressing safety issues, had already been installed. Ms. Durden moved and Dr. Myers

seconded approval of Change Order 2, increasing project cost by \$1,000. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2004-01,
Printing of
Catalog
and
Class Schedule**

4.1.7 Of the 15 bids requested for printing of the college catalog and class schedule, 6 responses had been received, including 2 “no bid” responses. Dr. McSpadden recommended that the board accept the lowest overall bid and award the bid to Phillips Brothers Printers of Springfield, Illinois, as itemized below:

Mr. Sumner moved and Ms. Grantham seconded acceptance of the lowest overall bid and awarding of the bid to Phillip Brothers Printers of Springfield, Illinois, as recommended. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 6**

4.1.8 Following Dr. McSpadden’s overview of Amendment 6 to the Restricted Current Fund, Mr. Bloodworth moved and Mr. Sumner seconded approval as requested. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.1.9 Trustees reviewed a statement of activity in the General Current Fund for the period July 1 - August 31, 2003, as well as accompanying energy consumption and purchase activity reports.

**Warrants
Register**

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

**Athletic
Association
Audit**

4.1.11 The audit of the Gulf Coast Athletic Association, Inc., for the Year Ended June 30, 2003, was lodged with the board.

**Professional
Personnel**

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

Employment

Coleman, Corinne E. --- GED Transitions Manager, part-time, Success Center, effective September 2, 2003 - May 7, 2004, hourly rate of \$16.66; funded by Project Aspire grant

King, Rosie L. --- ABE/GED Learning Manager, Success Center, effective September 2, 2003 - May 7, 2004, salary of \$19,134 (based on annual salary of \$21,000); funded by Adult Education Literacy grant

Winther, Nicoleila --- ABE/GED Learning Manager, Success Center, effective September 2, 2003 - May 7, 2004, salary of \$19,134 (based on annual salary of \$21,000); funded by Project Aspire grant

Revision of Employment

Moore, Melissa --- From Assistant Professor (Step 1) to Assistant Professor (Step 2), Natural Sciences Division, effective August 11, 2003 - May 7, 2004, annual salary of \$32,620

Reemployment

Stephens, Lee B. --- Assistant Baseball Coach, Wellness and Athletics, effective July 1, 2003 - June 30, 2004, salary of \$1,650

DROP Exit

Centrone, Evelyn P. --- Career Manager, Workforce Training Center, Workforce Development, effective September 9, 2003

Career Service Personnel

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

Employment

Head, Connie S. --- Senior Library Assistant (Grade 9), Library, effective September 15, 2003, hourly rate of \$8.85, including experiential credit

Wainscott, Cynthia S. --- Accounting Tutor (Grade 9), part-time, Success Center, effective September 2, 2003 - May 7, 2004, hourly rate of \$8.85, including experiential credit; funded by Perkins grant

Resignation

Lee, Allan R. --- Computer Programmer/Analyst (Grade 21),
Computer Services, effective August 15, 2003

**Ratification
of Contracts**

4.2.3 Ms. Grantham moved and Mr. Bloodworth seconded ratification of contracts signed by 5 instructors of credit courses, 23 instructors of noncredit courses, 35 consultants, and 6 special contractors. The vote was recorded as follows: Bloodworth, 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., acknowledged the enthusiasm of the new board of directors in setting the foundation's agenda. She indicated that an ad had been placed with *The News Herald*, as well as with newspapers in large cities in the Southeast, inviting applications for the open position of foundation development coordinator. Ms. Lapensohn reported that assets were moving upward as investment earnings improved.

**5. Academic
and Workforce
Education**

5.1 No Academic and Workforce Education matters were presented.

**Lifelong
Learning
Course Approval**

5.2.1 Trustees considered a request to approve a listing of new noncredit courses and instructors offered by the Lifelong Learning Division. Following review, Mr. Mayo moved and Ms. Durden seconded approval as requested. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Homeland
Security**

In response to a request from Chair Cramer, Ms. Pam Whitelock, dean of lifelong learning, provided an update on the homeland security initiative. She indicated that Congressman Jeff Miller had tentatively scheduled an opportunity on October 15 for members of the Prepare Florida team and others to present the Prepare America concept to members of Florida's congressional delegation in Washington, D.C.

**Summer
Graduates**

5.3.1 Trustees were asked to approve candidates for Summer 2003 graduation. Of the total 279 students, 161 had met requirements for the Associate of Arts degree; 17, for an Associate in Science degree; 3, for an Associate in Applied Science degree; and 98, for Postsecondary Adult Vocational and/or other certificates. Mr. Sumner moved and Mr. Bloodworth seconded approval as presented. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Visits to
Gulf and Franklin
High Schools**

5.3.2 Dr. McSpadden reported that he, Ms. Christy Cole, Mr. Roy Smith, and Ms. Laura Ropelis had recently visited with principals of each of the high schools located in Gulf and Franklin counties. He called on Mr. Roy Smith, dean of student development, who summarized what the principals had identified as the primary needs and priorities in their schools. Mr. Smith acknowledged the outstanding work being done by Ms. Ropelis, the new coordinator of the Gulf/Franklin Center, as well as her established positive relationships with school staff. Mr. Bloodworth referred to the anticipated growth of the Carrabelle area and noted that people in Carrabelle are 45 miles away from the Gulf/Franklin Center. In that context, he encouraged expanded offerings in Carrabelle, particularly in areas of vocational programming.

**6. Art Opening
and
Reception**

6.1 Dr. McSpadden invited trustees to the opening reception for an exhibit of Alabama artist Rachel Wright to be held 5:30-7:30 p.m. on Friday, September 19, in the Amelia Center Gallery.

**Jazz
Ensemble**

6.2 Trustees were invited to a concert by the GCCC Jazz Ensemble at 10 a.m. on Wednesday, September 24, in the Student Union East.

7. Adjournment

The meeting was adjourned at 11:58 a.m.