

**MINUTES**  
**REGULAR MEETING**  
**DISTRICT BOARD OF TRUSTEES**  
**GULF COAST COMMUNITY COLLEGE**

**September 14, 2006**

10 a.m.  
Student Union West 306

**Members Present** William C. Cramer, Jr. (presiding), Karen L. Durden, Dan A. Estes, 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** Vice Chair Durden led those present in the pledge of allegiance to the American flag.
- Welcome to Guests**
  - 1.4** Chair Cramer welcomed guests of the board, 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** Dr. Myers moved and Ms. Shoaf seconded approval of the minutes of the board's regular meeting of August 10, 2006, as distributed. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.7** Dr. Jeff Stevenson, dean of workforce education, described the dynamic, collaborative relationship that exists between the college and the Gulf Coast Workforce Board. He identified members of the college's Workforce Development staff and shared video testimonials of students who had been assisted by the training and employment services programs. Dr. Stevenson introduced Ms. Kim Bodine, executive director of the Gulf Coast Workforce Board, who highlighted the history and achievements of the Workforce Board. She noted the local board was among 24 in Florida and indicated that the annual budget averaged between \$5 and \$8 million. Ms. Bodine acknowledged Dr. McSpadden's significant efforts that had been instrumental in establishing the relationship between the college and the board and in allowing the board to be located on the GCCC campus.

She noted the board was one of the top performing boards in the state and had been ranked first for the past two years. At Vice Chair Durden's request Dr. Stevenson introduced Dr. Carrie Baker, director of workforce development, who introduced members of her staff in attendance as follows: Wilson Hair, coordinator of the Workforce Center; Sandy Mead, coordinator of the Workforce Training Center; and Susan Whittington, workforce financial coordinator.

**SAB  
Report**

**1.8** Mr. Umar Karaman, president of the Student Activities Board, presented a photographic report on the SAB's trip to New York in July for an Association Promotion of Campus Activities conference. Although the report focused on various sights and activities outside the conference sessions, Mr. Karaman indicated the impact of the conference on the participants would be reflected in SAB actions during the year.

**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, October 5, 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 applications for the presidency will be received for 30 days, after which Dr. Hockaday will review them and recommend elimination of those who do not meet selection criteria or who are considered weaker candidates to bring the number of applicants to be considered by the committee to within 25. During the first two weeks of October, each committee member will review the applications, and they will identify their top 10-12 candidates at the next meeting on October 17. Ms. Durden shared the ads that had been placed in various publications in late August or early September. She concluded the report by indicating the process was running smoothly and as planned. Chair Cramer commended Ms. Durden for her outstanding leadership.

**3. College  
People  
and  
Programs**

**3.1.1** Dr. McSpadden shared copies of letters from Faculty Council and Coordinating Council expressing appreciation to the board for the salary increases for 2006-07. He also shared a letter of appreciation from the Mathematics Division for the 50<sup>th</sup> anniversary lapel pin; a memo reporting employee generosity had helped the college exceed its United Way goal; newspaper articles focusing on GCCC students involved in medical missionary projects and a professional achievement of the coordinator of the Small Business Development Center; information about upcoming Visual and Performing Arts events; a note thanking Dr. McSpadden for his service to a community organization; a letter from the newly appointed interim chancellor of the Alabama Public Two-Year College System; a magazine article focusing on the significant value of community colleges;

and a newspaper article focusing on Bay District Schools' enrollment decline. Dr. McSpadden also commended members of the Public Safety Division for the "perfect audit for fiscal year 2004/2005" related to the administration of the Criminal Justice Standards and Training Trust Fund and for providing excellent instruction and facilities. He called on Ms. Gloria Crawford, division chair, who introduced division faculty as follows: Sharon Burdeshaw, Steve Brumm, Lorne Brooks, Beth Wall, Mike Dwyer, and Ray Jackson. Ms. Crawford commended the staff and indicated their success was the result of a team effort.

**Community Support**

**3.1.2** Dr. McSpadden called attention to recent ads associated with the A Legacy of Trust campaign and indicated the summer had been a particularly good one in terms of gifts to the college.

**Foundation Report**

**3.1.3** Ms. Margie Mazur, executive director of the GCCC Foundation, reported that \$123,000 had been received during the summer. She noted that the A Legacy of Trust campaign total was at \$8.3 million and foundation assets were at \$23 million. She acknowledged efforts of foundation staff in awarding 747 scholarships, indicated that mini-grant proposals would be considered and recommended for approval by the board, and that invitations to the Shark's Tooth Golf Tournament had been mailed. In response to Chair Cramer's question about the decreased number of scholarships awarded as compared to the previous year, Ms. Mazur explained that the amount of each scholarship had been increased and that adjustments between full- and part-time scholarships could result in an increase in the number of overall scholarships awarded.

**Out-of-District Issues**

**3.2.1** No out-of-district issues were presented.

**4. Emergency Operations Center**

**4.1.1** Dr. John Holdnak, vice president of administrative services, provided an aerial map of the proposed site of the Public Safety/ Emergency Operations Center being planned by the college and Bay County. He acknowledged the work of Attorney Bennett and county staff members in developing the contract that was being presented for board approval. Dr. Holdnak provided an overview of the contract, highlighting numerous specific provisions. He talked about funding, which would be a combination of Public Education Capital Outlay monies and Department of Community Affairs grant monies, with other potential sources of additional state and federal monies. Dr. Holdnak indicated that when the contract is approved by the board and by the Bay County Board of Commissioners, a request for proposal for architectural services will be let. Dr. Holdnak introduced Mr. Mark Bowen, emergency services director for Bay County, who addressed the board. Mr. Bowen acknowledged the college's outstanding relationship with its community. He expressed appreciation to the board for the unbelievable opportunity made available through the project and acknowledged the outstanding efforts of Dr. Holdnak. Chair Cramer predicted the joint use project would become

a model for the country. In response to a question from Mr. Cramer about how the project might relate to homeland security, Mr. Bowen noted that additional funding may be available through the Homeland Security Department. He closed by characterizing the project as an outstanding opportunity for Bay County. Chair Cramer commended Dr. Holdnak for his outstanding performance in the development of this project. Ms. Durden moved and Mr. Estes seconded approval of the contract with Bay County as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Natural  
Sciences  
Building  
Remodeling**

**4.1.2** Dr. Holdnak reported that the Natural Sciences Building Remodeling Project had been completed and that faculty members were pleased with the facility. He requested approval of two change orders as follows:

- Change Order 2, resulting in a net increase of \$3,376.70, for installation of pipe and duct insulation, relocation of chilled water pipes, addition of steel support angles, revision of exterior pavers and sidewalks, and new light fixtures in the foyer
- Change Order 3, resulting in a net increase of \$17,633, for remediation, repair, and warranty work on Student Union West (completed by the general contractor of the Natural Sciences Building project) including replacement of window sealants and wet glazing and replacement of the decking surface on the second-floor breezeway between Student Union East and West

Following discussion, Mr. Sumner moved and Dr. Myers seconded approval of change orders 2 and 3 as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health  
Sciences  
Building  
Remodeling**

**4.1.3** Dr. Holdnak provided an update on the George G. Tapper Health Sciences Building Remodeling Project. He indicated that the cost estimating service had projected costs of the project, as initially designed, at \$9.8 million. Architects Pat Ballasch and Owen Gipson of DAG Architects had made design changes to reduce the estimated costs to \$9.1 million, and Dr. Holdnak called on them to present an overview. After highlighting the process they had used to gather input from staff and community medical professionals, Mr. Ballasch presented a computerized depiction of the remodeled facility including a number of potential bid alternates. In response to trustee questions, Mr. Ballasch reported that a good deal of interest had been demonstrated by contractors and that the volatility in costs of materials appeared to have stabilized somewhat. Following extensive discussion, Dr. Holdnak indicated the architects would continue to work on the construction documents and would present them for board approval at a subsequent meeting.

**Bid  
2007-01**

**4.1.4** Of the seven bids requested for imaging software, three were received, with one being a no bid. Following discussion of the bids, Mr. Estes moved and Ms. Durden seconded awarding of the only bid that met specifications for \$28,821 from Business Systems and Consultants of Birmingham, Alabama. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Contract  
with FSU**

**4.1.5** Dr. McSpadden requested board approval of a renewal contract with Florida State University for law enforcement services. He noted that the only significant change from earlier contracts was that GCCC would be purchasing a vehicle. Mr. Sumner moved and Ms. Shoaf seconded approval of the contract with Florida State University as requested. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Camp Helen  
Tram Path**

**4.1.6** Dr. Holdnak reported that the Camp Helen Tram Path Project had taken considerably more time and had been much more difficult than expected. He indicated the path was being designed for placement on property owned by the state and that review by various state and federal agencies, as well as impact from Hurricane Dennis, had required the project engineers employed by the college, Hatch, Mott, MacDonald, to design the project three times. Dr. Holdnak described the additional expenses incurred by the engineers for reasons beyond their control and recommended that the board approve an increase of \$14,787 to their compensation. He noted the change would bring the total cost of the design and project management to \$101,335. Trustees discussed the evolution of the project and the board's options, including paying the engineering firm for expenses earned thus far and ending the project. In response to Attorney Bennett's recommendation that the contract be reviewed, Chair Cramer directed Dr. Holdnak to carefully research the board's options and present a report at the next regular meeting of the board on October 5, 2006.

**Health  
Sciences  
Contracts**

**4.1.7** Trustees were asked to approve agreements with healthcare agencies, which would permit GCCC students in various Health Sciences programs to secure clinical experience in those agencies. Agreements with the following agencies were presented: Bay Medical Center, Gulf Coast Medical Center, and Childcare Network of Panama City; George G. Weems Memorial Hospital of Apalachicola; Panhandle Orthopaedics of Marianna; and St. Mary's Hospital of Streator, Illinois. Following discussion, Ms. Durden moved and Dr. Myers seconded approval of the agreements as requested. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendments**

**4.2.1.1** Amendment 6 to the Restricted Current Fund, intended to establish budgets for several new grants for fiscal year 2006-07, was presented for approval. Mr. Sumner moved and Mr. Estes seconded

approval of the amendment as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**4.2.1.2** Amendment 7 to the Unexpended Plant Fund, intended to establish the budgets for fiscal year 2006-07 appropriations from PECO funds, was presented for approval. Ms. Shoaf moved and Dr. Myers seconded approval as requested. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete  
Property**

**4.2.2** Dr. McSpadden referred the trustees to a listing of three items of equipment deemed to be obsolete or worthless and one item that had been stolen (Dell GX270 Computer). He requested approval to remove the items from inventory records. Ms. Durden moved and Ms. Shoaf seconded approval as requested. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.2.3** Dr. Holdnak led review of a statement of activity in the General Current Fund for the period July 1 - August 31, 2006, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during August 2006.

**Athletic  
Association  
Audit**

**4.2.4** The independent auditors' report for the Gulf Coast Athletic Association for the year ended June 30, 2006, was lodged with the board. No adverse findings were reported.

**Professional  
Personnel**

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

**Employment**

Bond, Starr R. --- Career Manager, Workforce Center, Workforce Development, effective August 23, 2006 - June 30, 2007, salary of \$20,639 (based on annual salary of \$24,150); funded by Workforce grant

Cuello, Rosamond L. --- Assistant Professor, Step 10, Health Sciences Division, effective October 2, 2006 - May 6, 2007, salary of \$31,919 (based on annual salary of \$41,036)

Elkins, Charles P. --- Coordinator, Dental Programs, Health Sciences Division, effective August 11, 2006 - June 30, 2007, salary of \$51,556 (based on annual salary of \$58,000)

Godfrey, Melanie J. --- Assistant Coordinator, Accounting, Business Affairs, effective August 11, 2006 - June 30, 2007, salary of \$26,674 (based on annual salary of \$30,000)

Goss, Frank R. --- Assistant Cheerleading Coach, Wellness and Athletics Division, effective August 7, 2006 - June 30, 2007, no salary.

Jones, Rachel J. --- Learning Manager, Passport Program, Developmental Studies, Instructional Support and Lifelong Learning, effective August 21, 2006 - May 6, 2007, salary of \$20,305 (based on annual salary of \$21,500); funded by Adult Literacy grant

Mitchum, Jonathan B. --- Assistant Baseball Coach, Wellness and Athletics Division, effective August 11, 2006 - June 30, 2007, no salary

Samples, Gloria E. --- Learning Manager, Instructional Support and Lifelong Learning, effective September 11, 2006 - May 6, 2007, salary of \$18,391 (based on annual salary of \$21,500); funded by Adult Literacy grant

Smith, Elizabeth A. --- Aquatics Specialist, Wellness and Athletics Division, effective October 10, 2006 - June 30, 2007, salary of \$17,585 (based on annual salary of \$24,150)

#### **Reclassification**

Hunt, Christine E. --- From Assistant Professor, Step 10, to Associate Professor, Step 10, Health Sciences Division, effective August 7, 2006 - May 6, 2007, salary \$45,634

Payne, Wendy L. --- From Instructor, Step 6, to Assistant Professor, Step 6, Technology Division, effective August 7, 2006 - May 6, 2007, salary of \$39,612

Nielsen, Doris I. --- From Programmer/Analyst, Computer Services, Administrative Services, to Coordinator, Institutional Research, Instructional Support and Lifelong Learning, effective September 1, 2006 - June 30, 2007, no change in salary

#### **Career Service Personnel**

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

### **Employment**

Cannon, Lori A. --- Administrative Assistant (Grade 10), Student Services, Student Development, effective August 21, 2006, hourly rate of \$10.52, including educational and experimental credit

Dula, John P. --- Computer Lab Assistant (CL1), Computer Services, Administrative Services, effective September 6, 2006, hourly rate of \$9.71

Guyton, Bertha A. --- Administrative Assistant (Grade 10), Workforce Development, Workforce Education, effective August 18, 2006 - June 30, 2007, hourly rate of \$10.26, including experiential credit

Krueger, Evan E. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective August 8, 2006, hourly rate of \$7.55, including experiential credit

LaPete, Ryan L. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective August 30, 2006, hourly rate of \$7.19

Maniscalco, Vincent J. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective August 8, 2006, hourly rate of \$7.55, including experiential credit

McAfee, Nancy K. --- Senior Clerk Typist (Grade 9), Instructional Support and Lifelong Learning, effective September 5, 2006, hourly rate of \$9.88, including experiential credit

Powell, Kara K. --- Statistician, Wellness and Athletics Division, effective August 11, 2006 - June 30, 2007, no salary

Tanner, Ashley V. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective August 8, 2006, hourly rate of \$7.55, including experiential credit

Weaver, Natasha I. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective August 8, 2006, hourly rate of \$7.55, including experiential credit

### **Reclassification**

Yarbrough, Alyssa M. --- From Lifeguard (Grade 3) to Head Lifeguard (Grade 6), Wellness and Athletics Division, effective August 8, 2006, hourly rate of \$8.43

### **Resignation**

Fitzgerald, Nicole Y. --- Head Lifeguard (Grade 6), Wellness and Athletics Division, effective July 27, 2006

Johnson, Janice E. --- Testing Assistant (Grade 9), Student Services, effective September 22, 2006

McPherson, Audry M. --- Miscellaneous Part-time I (Grade 1), Student Development, effective September 21, 2006

### **Termination**

Carter, Kimberleigh E. --- Administrative Secretary (Grade 10), Part-time, Education Preparation Institute, Instructional Support and Lifelong Learning, effective August 25, 2006

### **Ratification of Contracts**

**4.3.3** Mr. Estes moved and Ms. Shoaf seconded ratification of contracts signed by 35 instructors of credit courses, 32 instructors of noncredit courses, 8 special contractors, and instructors included on the fall 2006 overload list, which totaled \$531,841.56. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

### **Fall Conference**

**4.3.4** Ms. Angela Smitherman, coordinator of human resources and chair of the planning committee for Fall Conference 2006, shared a report on this annual professional development event. She identified the 2006 theme as “Gulf Coast Across the Generations” and shared evaluative feedback from participants in the various activities scheduled throughout the week of August 7-11. She expressed appreciation to Chair Cramer for representing the board in sessions sponsored by the employee councils—faculty, coordinating, and career.

## **5. Articulation Agreements**

**5.1.2** Dr. Linda Adair, executive vice president and chief instructional officer, presented articulation agreements between the college and the Bay, Franklin, and Gulf district school boards. She explained that the renewal agreements responded to recent changes in state law in connection with various instructional programs that affect students in both colleges and high schools. Following discussion of the value of collaboration between educational systems, Mr. Sumner moved and Dr. Myers seconded approval of the agreements as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

### **Lifelong Learning Course Approval**

**5.1.2** Trustees reviewed a listing of Lifelong Learning noncredit courses and instructors. Ms. Durden moved and Mr. Estes seconded approval of the courses and instructors as presented. The vote was recorded as follows: Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

### **Military Education**

**5.2.1** Mr. Roy Smith, dean of student development, called on Ms. Peggy Martin, coordinator of military education, to introduce a special guest. Mr. Philip Hunsberger, chief of base education services at Tyndall Air Force Base, acknowledged the excellent working relationship that exists

between the college and the base education center. He commended Dean Smith, Ms. Martin, and the GCCC instructors who serve students at TAFB. Mr. Hunsberger provided an update on changes that were being implemented in connection with the nation's war on terrorism, noting that many services were being automated and centralized. Mr. Hunsberger concluded by again expressing appreciation for GCCC's outstanding support of military education.

**Enrollment  
Report**

**5.2.2** Ms. Sharon Todd, director of enrollment services, shared a report on fall 2006 enrollment. As of August 30, 2006, enrollment was up by 3 percent over the same period in 2005. Ms. Todd noted the greatest increases were in programs such as Corrections, Apprenticeship, and Health Sciences.

**6. Theatre  
Production**

**6.1** Trustees were invited to the GCCC Theatre Presentation of "Wiley and the Hairy Man," Friday-Sunday, September 15, 16, and 17, in the Amelia Center Theatre Lab.

**Faculty  
Recital**

**6.2** Dr. McSpadden invited trustees to a recital featuring faculty member, Ms. Kristen Johnson, GCCC adjunct instructor who is also a doctoral student in vocal performance at FSU, and Dr. Hui-Ting Yang, a post-doctoral student at FSU in piano performance. The recital is set for Friday, September 22, at 7:30 p.m. in the Amelia Center Theatre.

**7. Adjournment**

The meeting was adjourned at 12:08 p.m.