

MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

March 20, 2003

10 a.m.

E. A. Gardner Seminar Room

Members Present William C. Cramer, Jr., Leon R. Bloodworth, Lt. Col. Will Cassidy, 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

Others Present Dr. Mary Benjamin, Sam Blimling, Lorne Brooks, Steve Brumm, Joyce Buttermore, Ken Caldwell, Andrea Chester, Jeff Cobble, Stephanie Driskill, James Evans, Rhonda Garrard, Faye Hardee, Lloyd Harris, Sue Hatfield, John Holdnak, Linda Lamar, Carole Lapensohn, Christine LaRue, Wanda Luckie, John Mercer, Kenny Patterson, Dr. Sheri Rowland, Jessica Rudd, Virginia Sollie, Teri Stephens, Dr. Jeff Stevenson, Sue Suggs, Ann Syfrett, Roy Varnado, Mosell Washington, Pam Whitelock, Eileen Wilkes

1. **Call to Order**
 - 1.1 Chair Cramer called the meeting to order at 10:05 a.m.
- Invocation**
 - 1.2 Dr. McSpadden gave the invocation.
- Pledge of Allegiance**
 - 1.3 Lt. Col. Will Cassidy 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 the following individuals: Mr. James Evans, executive secretary of Student Activities Board; Ms. Rhonda Garrard, chair of Career Council; Mr. Lloyd Harris, chair of Faculty Council; Mr. Roy Varnado, chair of Coordinating Council; and Lt. Col. Will Cassidy, representative of Tyndall Air Force Base and Col. Joseph Sokol.

Ms. Durden gratefully acknowledged the response of Tyndall Air Force Base in permitting an emergency landing of a private jet at the base recently. She indicated the landing had saved the lives of the jet's pilot and passengers.
- Hearing of Citizens**
 - 1.5 No citizen answered the call to appear before the board.

- Approval of Minutes** **1.6** Ms. Shoaf moved and Mr. Mayo seconded approval of the minutes of the board’s meeting of February 13, 2003, as distributed. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story** **1.7** Dr. McSpadden introduced Dr. Sheri Rowland, director of enrollment services and research, and congratulated her on recently completing the requirements for her doctorate from Florida State University. Dr. Rowland provided an overview of the role of Enrollment Services and Research in serving students and the college. She indicated that advances in technology had permitted a number of changes in how students are served and described several of the online processes. In addition, Dr. Rowland articulated goals for additional improvements in service through the use of technology. She concluded by acknowledging the support of Mr. Roy Smith, dean of student development, who preceded her as college registrar, and Mr. Herman Daniels, director of computer services, and his staff. On behalf of the board, Chair Cramer expressed appreciation for the excellent report.
- SAB Report** **1.8** Mr. James Evans, executive secretary of the Student Activities Board, reviewed the March calendar of events. He highlighted a number of activities, focusing attention on upcoming SAB elections.
- 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, April 10, at 10 a.m. in the E. A. Gardner Seminar Room.
- 3. College People and Programs** **3.1.1** Dr. McSpadden began his report by acknowledging that the Lady Commodores basketball team had won its fifth state championship in six years. He noted the team was continuing its success in the NJCAA tournament in Salina, Kansas. He congratulated Ms. Pam Whitelock, dean of lifelong learning, who had been selected as the “2003 National Leader--Inside the Field” by the National Council for Continuing Education and Training. Dr. McSpadden referred to numerous letters and articles that highlighted the service of college people and programs, including collaboration with SACS, Gulf Coast Athletic Association fund raising, Visual and Performing Arts program achievements, Lifelong Learning staff recognition, Technology faculty member’s national recognition, baseball clinic for TAFB youth, reflections of a retiring professor, audience compliments on WKGC format, and appreciative comments from guests of the GCCC Foundation’s annual meeting.

Community Support

3.1.2 Dr. McSpadden acknowledged numerous gifts to the GCCC Foundation, Inc., from the George G. and Amelia G. Tapper Foundation, Optimist Club of the Beaches, Panhandle Educators Federal Credit Union, Port St. Joe Kiwanis Club, Lamar Companies, Florida State University Foundation, Inc., Northwestern Mutual Foundation and Leon R. Bloodworth, and the Bay County Board of Commissioners. In addition, he acknowledged a grant from the Florida Humanities Council, which supported the Women's History Month celebration.

Legislative Reception

3.2.1 Dr. McSpadden reported that the community colleges in North Florida would be jointly hosting a reception to honor members of North Florida's legislative delegation on April 23 in Tallahassee.

State Budget

3.2.2 Dr. McSpadden provided an update on state budget prospects, characterizing the upcoming fiscal year as Spartan. He referred the trustees to several relevant newspaper articles. Chair Cramer acknowledged the efforts of the Florida Association of Community Colleges to keep trustees informed.

4. Wellness Complex

4.1.1 Vice President John Holdnak reported that the Wellness Complex Project's contracted date of substantial completion had passed and that he would be presenting a change order reflecting liquidated damages at a subsequent meeting. He presented Change Order 17, which would reduce project cost by \$10,615.76 and would add up to 90 days to the marquee and tower portion of the project. He itemized the change order's elements, which included a deduction of \$104,857.76 for direct material purchases; credit of \$1,996.10 for networking hardware; increase of \$21,426 for bleacher seats, ceiling and wall modifications, floor tile, electrical outlets, and transfer grill louvers; and addition of \$74,812.10 for installation of an electronic marquee and related structures. Following discussion, Ms. Grantham moved and Mr. Bloodworth seconded approval of Change Order 17, reducing project cost by \$10,615.76 and extending the marquee installation portion of the project by up to 90 days. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Student Union West Expansion

4.1.2 Vice President Holdnak introduced Mr. Jeff Cobble of Harvard Jolly Clees and Toppe (HJCT), project architect for the Student Union West Expansion Project. Now that HJCT and Mr. John Bozarth were no longer affiliated, Mr. Cobble indicated that he was the direct supervisor for the project and acknowledged his responsibility for contract administration. He noted that he had worked on previous projects with the contractor and that they had an excellent working relationship. He indicated that Code South of Panama City had been

authorized to make minor changes--those involving no cost nor life safety issues--and to immediately process the proper paperwork related to those changes. Chair Cramer indicated that one of the factors the architect selection committee for the project had considered was local architectural affiliation, and Mr. Cobble assured the board that he and his firm were committed to ensuring excellent service just as the board expected and deserved. He indicated that he would be on site at least monthly and that Code South would be on site on an as-needed basis weekly. Following discussion, Mr. Holdnak requested approval of Change Order 1, which would reduce project cost by \$733,674.09 as a result of direct purchase of materials and associated tax savings. Mr. Cox moved and Ms. Durden seconded approval of Change Order 1 reducing project cost by \$733,674.09. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Language Arts
Building
Renovation**

4.1.3 Architect Sam Blimling of DAG Architects, Inc., presented Phase III construction documents for the Language Arts Building Renovation Project for approval. Following review and discussion, Dr. Myers moved and Ms. Shoaf seconded approval of the Phase III documents as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2003-07,
Production
Equipment
Upgrade**

4.1.4 Of the eight bids requested for production equipment upgrade, five had been received. Following clarification that the equipment upgrade was related to a joint project with Bay District Schools funded through the Wireless One Channel Rights budget, Dr. McSpadden pointed out that the college would share the cost with the school system. Ms. Grantham moved and Mr. Sumner seconded acceptance of the low bid from Bay Electronics Supply of Panama City, Florida, for a total of \$82,289. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. It was noted that the college's share of the cost would be \$39,251.

**Rosenwald
Junior College
Classroom
HVAC Project**

4.1.5 Vice President Holdnak reported that Architect Don David had designed a plan for eliminating the HVAC-related problems being experienced in the Rosenwald Junior College Classroom Building. He noted that the facility would be closed during the summer for implementation of the remediation plan, expected to cost \$200,000-\$300,000 in PECO funds. Mr. Holdnak concluded the report by indicating a bid recommendation would be presented at the board's next regular meeting on April 10.

**Health
Sciences
Contracts**

4.1.6 Trustees were asked to approve agreements with Prime Care and Compass Physical Therapy, both of Panama City, to provide clinical experience for the college's Physical Therapist Assistant students. In addition, they were asked to approve an agreement with West Florida Hospital of Pensacola, addressing the college's compliance with the patient privacy right requirements of the Health Insurance Portability and Accountability Act of 1996. Ms. Shoaf moved and Mr. Bloodworth seconded approval of the contracts as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Policy
Revisions**

4.1.7 Trustees were asked to tentatively approve changes in the following listed policies:

- 1.001, Vision and Mission
- 1.006, Procedure for Reviewing the Vision and Mission
- 2.010, Authorization
- 2.020, The State Board of Education
- 2.050, The State Board of Community Colleges
- 3.015, Committee-type Organizational Structure
- 4.018, Grades
- 4.020, Course Repeats
- 4.048, Lifelong Learning
- 5.010, Budgets
- 5.025, Procurement
- 5.035, Institutional Membership
- 5.075, Bonds
- 5.085, Insurance
- 5.165, Travel and Expenses
- 5.175, Use of College Facilities and Equipment
- 5.177, Facilities Management Services
- 5.250, Parking and Traffic Control of Campus
- 6.001, Employment and Dismissal of the President
- 6.062, Payroll Deductions
- 6.072, Reimbursement of Approved Educational Expenses of Credit Courses
- 6.081, Off-Campus Duty
- 6.082, Initiating Leave Request
- 6.098, Discrimination, Harassment, and Sexual Misconduct
- 6.105, Drug Free Campus and Workplace
- 7.005, Admission of Students to the College
- 7.011, Graduation

- 7.020, Student Fees
- 7.025, Institutional Scholarships and Work Assistantships
- 7.028, Student Activities Short-term Emergency Loan Fund
- 7.099, Academic Achievement
- 7.105, Student Loads

The proposed policy revisions had been provided to each trustee for review prior to the meeting. Dr. McSpadden noted that most of the changes were necessary to bring college policy into compliance with the new education governance structure in the state. Mr. Mayo moved and Ms. Durden seconded tentative approval of the policy changes as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Naming of
Gymnasium**

4.1.8 To preserve the honor associated with the late-Billy Harrison, an early supporter of GCCC's athletics programming and the man for whom the original gymnasium was named, Dr. McSpadden recommended approval of naming the gymnasium portion of the new Wellness Complex the Billy Harrison Field House. Ms. Durden moved and Dr. Myers seconded approval as recommended. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Dr. McSpadden indicated a ceremony would be planned to officially open the facility in the fall.

**Obsolete and
Worthless
Property**

4.1.9 Trustees were asked to approve disposal of items designated as obsolete or worthless by the property custodians. Following review of the listing of items, Mr. Cox moved and Ms. Shoaf seconded approval of the disposal as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 20**

4.1.10 Dean John Mercer explained the purpose of Amendment 20 to the Restricted Current Fund and requested approval. The amendment included grants for the College Reach-Out Program, Florida Center for Advising and Academic Support, Florida Domestic Security Training Initiative, and Community College Work Experience Program, as well as a fund-raising project of the Gulf/Franklin Center Student Activities Board. Mr. Sumner moved and Ms. Grantham seconded approval of the amendment as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

In response to a question from Chair Cramer, Dean Pam Whitelock provided an update on Prepare Florida, the state's domestic security training initiative. She acknowledged having received more than 100 contacts from various colleges across the country interested in the project. Chair Cramer commended Ms. Whitelock for her continued outstanding efforts with the project.

**Financial
and Energy
Statement**

4.1.11 Dean John Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2002, through February 28, 2003, as well as accompanying energy consumption and purchase activity reports.

**Warrants
Register**

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

**Chiller and
Cooling Tower
Addition**

4.1.13 Vice President Holdnak reported that the Chiller and Cooling Tower Addition Project had begun, with substantial completion set for August 6, 2003. He presented Change Order 1, which would reduce project cost by \$1,500 for deletion of the requirement that a college representative witness performance tests at the vendor's manufacturing facility. Based on the college's experience with Trane equipment, the architect, engineer, and Mr. Holdnak had agreed this was an unnecessary expense. Mr. Mayo moved and Ms. Cox seconded approval of Change Order 1 reducing project cost by \$1,500. The vote was recorded as follows: Bloodworth, 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. Bloodworth moved and Mr. Sumner seconded approval. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Continuing Contract (beginning August 2003-2004 School Year)

Holley, John M.

Mathews, Cecilia A.

Annual Contract Renewal (beginning August 2003-2004 School Year)

Adams, Novanda P.
Cuello, Rosamond L.
Dogali, Cheryl D.
Eavey, Richard D.
Hamilton, Jennifer L.
Harrison, Judith D.
Heckman, David A.
Hudson, Sharon S.

Kern, Michelle S.
Petersen, Deanna D.
Redd, Billy J.
Rhines, Bradford T.
Schaefer, Suzanne
Wells, Douglas A.
Whittington, Charles O.

Employment

Meyer, Linda M. --- Sign Language Interpreter II, Disabled Student Services, Student Development, effective January 9, 2003, hourly rate of \$12

Thaxton, Linda S. --- Assistant Coordinator, Respiratory Care, Health Sciences, effective March 17 - June 30, 2003, salary of \$11,416 (based on annual salary of \$39,206)

Resignation

Carmichael, Mary L. --- Student Activities Specialist, Student Development, effective February 23, 2003

Haywood, Devon L. --- Sign Language Interpreter II, Disabled Student Services, Student Development, effective December 13, 2002

Norman, Belinda J. --- Librarian, Library, effective April 2, 2003

Stokes, Gena T. --- Assistant Coordinator of Public Services, Lifelong Learning, effective March 3, 2003

Career Service Personnel

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

Employment

Raffield, Jessica N. --- Miscellaneous, Part-time I (Grade 1), Workforce Development, effective March 11 - 28, 2003, no salary

Thompson, Ronald A. --- Bus Drive (Grade 12), Wellness and Athletics, effective February 20, 2003, hourly rate of \$9.95, including experiential credit

Verhelst, Robert J. --- Lifeguard (Grade 3), Wellness and Athletics, effective March 3, 2003, hourly rate of \$6.60

Resignation

Jackson, Rachel A. --- Miscellaneous, Part-time I (Grade 1), Student Development, effective March 6, 2003

Whitaker, Jason A. --- Programmer/Analyst (Grade 21), Computer Services, effective March 21, 2003

Entry into DROP

Lindsey, James E. --- Maintenance Mechanic III (Grade 11),
Facilities Management, effective April 1, 2003

Termination from DROP

Larsen, Ruth B. --- Data Control Assistant (Grade 9), Enrollment
Services, effective June 30, 2003

**Ratification
of Contracts**

4.2.3 Ms. Durden moved and Ms. Grantham seconded ratification of contracts signed by 43 instructors of credit courses, 56 instructors of noncredit courses, 22 consultants, and 5 special contractors. The vote was recorded as follows: Bloodworth, 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, Inc., expressed appreciation to the trustees who had attended and otherwise supported the foundation's highly successful annual meeting on February 14. She reported the attendance was the best ever and announced that patron generosity had resulted in net proceeds of \$17,000. She gratefully acknowledged the significant role of Trustees Durden and Myers in preparing for the event. Ms. Lapensohn indicated that the foundation's new board of directors would be having lunch with the trustees immediately following this meeting and would then meet for the first time under the leadership of the new president, Mr. David Warriner. Chair Cramer expressed appreciation to Trustee Durden for her role in securing Governor Jeb Bush as keynote speaker for the annual meeting.

**Operational
Plan for
2003-2004**

4.3.2 Ms. Wanda Luckie, coordinator of institutional effectiveness, presented the Operational Plan for 2003-2004 and requested approval. She noted that the objectives in the plan reflected the ways various instructional and administrative units intended to help achieve the college's three strategic goals. Ms. Durden moved and Dr. Myers seconded approval of the plan as requested. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**5. Final
Approval of
Catalog**

5.1.1 Ms. Lapensohn presented the 2003-2004 General Catalog and requested final approval. As requested by trustees, Ms. Lapensohn had sent the catalog to the trustees for review prior to the meeting. Following discussion, Ms. Shoaf moved and Mr. Cox seconded final approval. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

- Florida's All-American Success Stories** **5.1.2** Dr. Jeff Stevenson, dean of workforce education, introduced two of the three GCCC graduates who had been featured in the Florida Department of Education's publication titled "Florida's All-American Success Stories." He indicated that Ms. Jessica Rudd, Mr. Kenny Patterson, and Ms. Jamie Phelps had overcome major life obstacles and had successfully completed Workforce Education programs at the college. Ms. Rudd and Mr. Patterson shared brief remarks about the challenges they had faced while trying to achieve career goals. With life changes resulting from higher education opportunities at GCCC, Ms. Rudd had become a dental hygienist, and Mr. Patterson had become a correctional officer. Each acknowledged the significant financial, academic, and personal support provided by the college and by their case managers, Ms. Linda Lamar and Ms. Faye Hardee. In addition to Ms. Rudd's and Mr. Patterson's remarks, Dr. McSpadden read from a letter that Ms. Phelps, who was unable to attend the meeting, had written to him. She acknowledged the significant support of her case manager, Ms. Stephanie Driskill, and highlighted her achievements from earning a GED to continued progress toward her goal of becoming a registered nurse. On behalf of the board, Chair Cramer congratulated the students on their successes and thanked Dr. Stevenson and the workforce staff for helping students achieve their goals.
- Lifelong Learning Course Approval** **5.2.1** Following review of a listing of noncredit courses offered through Lifelong Learning, Ms. Grantham moved and Mr. Sumner seconded approval of the courses as presented. The vote was recorded as follows: Bloodworth, aye; Cox, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Student Development** **5.3.1** No Student Development matters were presented.
- 6. Theatre Production** **6.1** Dr. McSpadden invited trustees to the theatre production, "Blame It on the Movies," to be presented April 4-6 and April 11-13 in the Amelia Center Theatre.
- Athletics** **6.2** Dr. McSpadden encouraged the trustees to tune in to WKGC later in the evening as the Lady Commodores continue their pursuit of a NJCAA championship at the tournament in Salina, Kansas. He also shared schedules for the softball and baseball teams.
- 7. Adjournment** The meeting was adjourned at 11:44 a.m.