

MINUTES

DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

May 8, 2003

10 a.m.
Gulf/Franklin Center

Members Present William C. Cramer, Jr., 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, Pat Ballasch, Rhonda Barker, Ken Caldwell, Tamara Cassani, Herman Daniels, Dr. Sandra Etheridge, Arifa Garman, Norris Harvey, John Holdnak, Mark Lambertson, Carole Lapensohn, Wanda Luckie, Barbara Matty, John Mercer, Roy Smith, Dr. Jeff Stevenson, Roy Varnado, Mosell Washington, Pam Whitelock, Dr. Virginia York

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 Ms. Durden led those present in the pledge of allegiance to the American flag.
- New Council Leaders**
 - 1.4 Chair Cramer introduced and welcomed Ms. Tamara Cassani, new chair of Career Council, and Mr. Norris Harvey, new chair of Faculty Council. He noted that the new president of Student Activities Board, Ms. Jennifer Williams, had been unable to attend.
- Welcome to Guests**
 - 1.5 Chair Cramer welcomed Mr. Roy Varnado, chair of Coordinating Council.
- Hearing of Citizens**
 - 1.6 No citizen answered the call to appear before the board.
- Approval of Minutes**
 - 1.7 Dr. Myers moved and Ms. Durden seconded approval of the minutes of the board's meeting of April 10, 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**

1.8 Ms. Rhonda Barker, coordinator of the Gulf/Franklin Center, provided an update on the programs and services being offered at the center. In addition to highlighting a full range of support services and expanding program offerings, Ms. Barker reported on major events and activities that enhanced the college's presence and involvement with the local community. Mr. Roy Smith, dean of student development, expressed appreciation to Ms. Barker for the excellent job she had done as the center's coordinator, and Dr. Jeff Stevenson, dean of workforce education, welcomed her to the Business Division as a full-time faculty member beginning in fall 2003.

**SAB
Report**

1.9 No report was presented from the Student Activities Board.

**Special
Presentation**

1.10 On behalf of the board, Chair Cramer presented a resolution of commendation to Ms. Pam Whitelock, dean of lifelong learning, who had been named by the American Association of Community Colleges' National Council for Continuing Education and Training as the "2003 National Leader --Inside the Field." Ms. Whitelock accepted the resolution by acknowledging the legacy of trustees and presidents during GCCC's 45-year history, which had cultivated a spirit of creativity and innovation in many Gulf Coast people.

Dr. Sandra Etheridge, chair of the Natural Sciences Division and founding director of the Honors Program, shared her experience of representing GCCC at the recent MAPPS (Mosley Advanced Placement Program for Success) ceremony at Mosley High School. She noted that of the 48 seniors honored, 27 had indicated plans to attend GCCC. Dr. Etheridge presented to Chair Cramer a plaque acknowledging the contributions of the college to MAPPS.

**2. Attorney's
Report**

2.1 Attorney Derrick Bennett had no report.

**Next
Meeting**

2.2 Dr. McSpadden recommended that the next regular meeting of the District Board of Trustees be changed from June 12 to June 26 to accommodate needs related to various end-of-the-year processes. Following discussion, Ms. Grantham moved and Mr. Bloodworth seconded approval of the change of date, setting the next regular meeting for 10 a.m. on Thursday, June 26, 2003, in the E. A. Gardner Seminar Room. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

- 2003-2004 Meeting Schedule**
- 2.3** Trustees reviewed a proposed meeting schedule for the board's 2003-2004 year. Dr. McSpadden pointed out there would be no meeting in July and that all meetings would be on the second Thursday of the month, with the exception of January, when the meeting would occur on the third Thursday. Dr. Myers moved and Ms. Durden seconded approval of the meeting schedule as presented. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- 3. College People and Programs**
- 3.1.1** Dr. McSpadden's report on college people and programs focused on the Lady Commodores' national championship; the new president of the GCCC Foundation; local tribute to nurses; academic honor ceremonies at local high schools; commendations of a Language Arts professor by a student, of a construction project superintendent by an architect, and of an Enrollment Services staff member for work with a state SWAT project; a summer piano camp co-sponsored with FSU Panama City; Governor Bush's economic development meeting at GCCC; a Health Sciences professor's role as a Brain Bowl official; and resignations by a faculty member and a career employee.
- Community Support**
- 3.1.2** Dr. McSpadden acknowledged gifts to the GCCC Foundation from Bay Medical Center, Zollie Young Order of Amaranth, Beth Sumner-Wiggins, William and Pamela Sumner, and Dantzler Management.
- Legislative Update**
- 3.2.1** Dr. McSpadden provided a packet of information about bills that had passed and bills that had not passed in the 2003 Session of the Florida Legislature.
- 4. Policy Revisions**
- 4.1.1** Dr. McSpadden recommended final approval of revisions made to 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
- 7.021, Refunds
- 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 vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Wellness
Complex**

4.1.2 Vice President John Holdnak reported that the Wellness Complex Project had two significant items yet to be completed; i.e., tearing down the old gymnasium and installing the new marquee. He presented Change Order 18, which would reduce project cost by \$13,310.95. He itemized elements of the change order as follows:

• Deduction for direct purchases	-\$24,915.55
• Handrails requested by staff	10,358.25
• Modifications to walls	976.35
• Additional outlet	<u>270.00</u>
Total	-\$13,310.95

Following discussion, Mr. Mayo moved and Dr. Myers seconded approval of Change Order 18, which would reduce project cost by \$13,310.95. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Student Union
West
Expansion**

4.1.3 Vice President Holdnak indicated that a change order on the Student Union West Expansion Project would be presented at the next meeting of the board. He noted that the contractor had expressed concerns about delays in getting responses from the architect. The architect was aware of the concern and was making an effort to expedite responses. Mr. Holdnak indicated that he would monitor the situation closely and keep the trustees informed.

**Bid 2003-09,
Language Arts
Building
Renovation**

4.1.4 Five bids for the Language Arts Building Renovation Project had been received, and the bid tabulation form was shared with trustees. Vice President Holdnak indicated the apparent low bidder was Speegle Construction of Niceville, Florida, with a base bid of \$1,763,000 and additive alternate 1 bid of \$11,300, for a total of \$1,774,300. However, an irregularity had occurred in one of the bids, from Whitesell-Green, Inc., of Pensacola, where the base bid amount in figures differed from the base bid amount in words by \$785,214. When the apparent error was noted, Architect Pat Ballasch contacted Whitesell-Green and verbally confirmed that this was indeed an error. Subsequently, Whitesell-Green sent a letter requesting that it be permitted to withdraw the bid. Attorney Bennett reminded the trustees of the board's goal of accepting the lowest responsible bid and indicated the board had two options; i.e., allow Whitesell-Green to withdraw its bid or refuse to allow the firm to withdraw the bid. He noted that the latter would likely be challenged by Whitesell-Green, with what appeared to be ample evidence to support the challenge. Following discussion, Ms. Durden moved and Dr. Myers seconded action allowing Whitesell-Green, Inc., to withdraw its bid. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Mr. Mayo moved and Dr. Myers seconded acceptance of the low bid from Speegle Construction of Niceville, Florida, for a base bid of \$1,763,000 and additive alternate 1 bid of \$11,300, for a total of \$1,774,300. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Rosenwald
Classroom
Building
HVAC Project**

4.1.5 Vice President Holdnak reported that a pre-construction meeting had been held to address appropriate issues and concerns about the Rosenwald Junior College Classroom Building HVAC Renovation Project. The contractor indicated readiness to begin on or about May 12.

**Health
Sciences
Contracts**

4.1.6 Trustees were asked to approve agreements with ProActive Rehabilitation of Port St. Joe and Emerald Shores Healthcare of Callaway. Dr. McSpadden noted that the agreements would permit

Physical Therapist Assistant and Practical Nursing students to gain clinical experience in the two facilities. Ms. Shoaf moved and Ms. Durden seconded approval of the contract as requested. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Committee**

4.1.7 In preparation for review of the President's budget proposal, Chair Cramer appointed the following Budget Committee: Trustees Cramer (chair), Mayo, Myers, and Sumner. He noted that the committee would meet after legislative budget actions concluded.

**Obsolete and
Worthless
Property**

4.1.8 Following review of a listing of equipment determined to be obsolete or worthless, Mr. Sumner moved and Mr. Bloodworth seconded approval of disposal of the listed items. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendment 22**

4.1.9.1 Dean John Mercer led a review of Amendment 22 to the Restricted Current Fund. Mr. Bloodworth moved and Ms. Grantham 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.

**Budget
Amendment 23**

4.1.9.2 Dean John Mercer identified the purpose of Amendment 23 to the Auxiliary Fund. Ms. Shoaf moved and Mr. Mayo 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.

**Financial
and Energy
Statement**

4.1.10 Dean John Mercer led review of a statement of activity in the General Current Fund for the period July 1, 2002, through April 30, 2003, as well as accompanying energy consumption and purchase activity reports.

**Warrants
Register**

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

**FHP Property
Acquisition**

4.1.12 Vice President Holdnak and Attorney Bennett provided an update on the college's efforts since the late 1960s to secure property adjacent to the main campus, which had been used by the Florida Department of Highway Safety and Motor Vehicles (DHSMV). In recent years, the college had agreed to exchange property located on Highway 2321, on which the DHSMV had subsequently constructed and occupied a new headquarters facility, for the parcel located at the intersection of Highway 98 and Moody Avenue. The Governor and Cabinet (sitting as the Board of Trustees for the Division of State Lands

Internal Management Improvement Trust Fund) had approved the exchange in December 2002 and had authorized the Department of Environmental Protection (DEP) to facilitate the exchange. However, numerous delays had occurred related to the specific wording of the exchange agreement. Attorney Bennett summarized DEP's initial concerns, related to 27 issues, and indicated that he had recommended and Mr. Holdnak had submitted a counter-proposal to exchange the deeds using a simplified "as is, where is" contract. The DEP countered the college's proposal, essentially agreeing in concept and outlining some additional concerns. Trustees reviewed a letter from DEP dated May 8, 2003, which proposed the exchange of deeds, contingent upon the college's agreement to three conditions outlined in the letter.

Following discussion and Attorney Bennett's recommendation, the following actions were taken:

- Ms. Durden moved and Mr. Sumner seconded the board's declaration that the college-owned property on Highway 2321, on which the DHSMV facility was now located, was not necessary to fulfill the college's educational plan and had not been acquired for educational purposes. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Mr. Bloodworth moved and Mr. Sumner seconded granting authority to Chair Cramer to execute agreement of the terms of the DEP letter dated May 8, 2003, as well as to execute any and all necessary documents related to transfer of the property. The vote was recorded as follows: Bloodworth, 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, Ms. Grantham moved and Mr. Bloodworth seconded approval. The vote was recorded as follows: Bloodworth, aye; Durden, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

Advancement in Academic Rank

Eavey, Richard D. --- From Assistant Professor to Associate Professor

Employment

Harvey, Norris --- Assistant Men's Basketball Coach, Wellness and Athletics Division, effective May 1 - June 30, 2003, salary of \$1,666

Administrative Leave

Mix, John B. --- From Professor (Continuing Contract), Natural Sciences Division, effective July 1, 2003, through duration of his contract as Chair, Natural Sciences Division

Reese, Donald E. --- From Assistant Professor (Continuing Contract), Social Sciences Division, effective July 1, 2003, through duration of his contract as Chair, Social Sciences Division

Suggs, Tillie S. --- From Assistant Professor (Continuing Contract), Health Sciences Division, effective July 1, 2002, through duration of her contract as Chair, Health Sciences Division

Wilson, Gerry S. --- From Assistant Professor (Continuing Contract), Mathematics Division, effective July 1, 2003, through duration of her contract as Chair, Mathematics Division

DROP Entry

Centrone, Evelyn P. --- Career Manager, Workforce Training Center, effective July 1, 2003

Pelt, Peggy D. --- Professor, Social Sciences Division, effective June 1, 2003

Veal, James D. --- Assistant Professor, Business Division, effective June 1, 2003

Resignation

Barker, Rhonda S. --- Coordinator, Gulf/Franklin Center, Student Development, effective July 31, 2003

Douglas, John D. --- Coordinator of Men's Basketball, Wellness and Athletics Division, effective May 23, 2003

Inman, Donald F. --- Assistant Men's Basketball Coach, Wellness and Athletics Division, effective April 30, 2003

Jensen, Arden E. --- Professor, Language Arts Division, effective May 9, 2003

Rifenburg, Travis L. --- ABE/GED Learning Manager, Success Center, Developmental Studies, effective April 25, 2003

**Career
Service
Personnel**

4.2.2 After review of the career service personnel recommendations listed 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

Doherty, Daniel L. --- Custodian (Grade 6), Facilities Management, effective April 28, 2003, hourly rate of \$8.36, including educational and experiential credit

Dutton, James T. --- Groundskeeper (Grade 6), Facilities Management, effective April 28, 2003, hourly rate of \$7.84, including experiential credit

Evans, Daphne --- TAFB Security (Grade 3), part-time, Student Development, effective April 22, 2003, hourly rate of \$6.60

Sheppard, Doreen A. --- Administrative Secretary (Grade 10), Library, effective May 1, 2003, hourly rate of \$9.47, including educational and experiential credit

Reclassification

Edeburn, Beth E. --- From Lifeguard (Grade 3), part-time, to Head Lifeguard (Grade 6), Aquatics, Wellness and Athletics Division, effective April 14, 2003, hourly rate of \$10.19

Wright, Jeremy C. --- From Network Assistant (Grade 10) to Computer Programmer (Grade 12), Small Business Development Center, effective May 1 - June 30, 2003, hourly rate of \$11.47; funded by SBDC grant

Resignation

Garrard, Rhonda K. --- Administrative Secretary (Grade 10), Student Services, Student Development, effective April 30, 2003

Hailey, Sarah E. --- Administrative Secretary (Grade 10), Mathematics, effective April 28, 2003

Tate, Barbara H. --- Administrative Secretary (Grade 10), Health Sciences, effective May 2, 2003

Tran, Kim C. --- TAFB Security (Grade 3), part-time, Student Development, effective April 21, 2003

Trawick, Donna R. --- Senior Bookkeeper (Grade 13), Business Affairs, effective April 30, 2003

Termination

Holland, Henry A. --- Groundskeeper (Grade 6), Facilities Management, effective March 26, 2003, deceased

**Ratification
of Contracts**

4.2.3 Dr. Myers moved and Ms. Durden seconded ratification of contracts signed by 20 instructors of credit courses, 28 instructors of noncredit courses, 13 consultants, and 3 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., reported the most recent financial report reflected assets of \$13.3 million. She indicated that almost \$600,000 had been expended to provide scholarships during 2002-2003. She noted that a new scanning process had expedited the handling of scholarship applications, helping staff manage the increasing number received each year.

**5. Academic
and Workforce
Education**

5.1.1 No Academic and Workforce Education items were presented.

**National Issues
Forum and
Homeland
Security**

5.2.1 Dr. McSpadden acknowledged the roles of three GCCC people at the recent annual convention of the American Association of Community Colleges. He called on Ms. Pam Whitelock, dean of lifelong learning, who provided an update on the homeland security training initiative. Because of the progress achieved to date in Florida, she encouraged trustees to use their influence to persuade national policy makers to ensure flexibility in terms of content and delivery of homeland security training. Chair Cramer, who had participated in a panel on the Prepare Florida initiative, shared the remarks he had presented at the convention. Dr. Virginia York, who had participated in a panel focusing on the National Issues Forum (NIF) program, provided historical perspective on GCCC's involvement, and she shared excerpts from a video shown at the convention that featured Dr. McSpadden and several GCCC faculty members. Dr. York acknowledged Dean Whitelock's original vision for the NIF Public Policy Institute (PPI) and Mr. Roy Varnado's role as director of the institute. Dr. York concluded by acknowledging the significance of the town meetings held at the college as a way for the general public to share their viewpoints with legislators. She indicated that regional legislators had acknowledged the significant impact of the town meetings on their decision-making.

