

# MINUTES

## REGULAR MEETING DISTRICT BOARD OF TRUSTEES GULF COAST COMMUNITY COLLEGE

July 14, 2005

10 a.m.  
Third Floor Seminar Room  
Student Union West

**Members Present** William C. Cramer, Jr., (presiding), Denise D. Butler, Karen L. Durden, Clinton V. Mayo, 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 Mayo led those present in the pledge of allegiance to the American flag.
- Election of Board Officers**
  - 1.4.1** Trustee Cramer relinquished the chair to Vice Chair Mayo, who called for nominations for board chair for 2005-06. Mr. Sumner nominated Mr. Cramer, and Ms. Durden seconded. No other nominations were offered, and Mr. Cramer was reelected board chair on the vote recorded here: Butler, aye; Cramer, aye; Durden, aye; Shoaf, aye; Sumner, aye; Mayo, aye. After resuming the chair, Mr. Cramer indicated he felt honored to serve in a leadership capacity for the board and expressed appreciation for the confidence his reelection represented.
  - 1.4.2** Chair Cramer called for nominations for board vice chair for 2005-06. Ms. Durden nominated Mr. Mayo, and Mr. Sumner seconded. No other nominations were offered, and Mr. Mayo was reelected board vice chair on the vote recorded here: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Mr. Mayo indicated he had enjoyed his service on the board and expressed gratitude for his reelection.
- Welcome to Guests**
  - 1.5** Chair Cramer welcomed the board's guests, recognizing in particular Mr. Bobby Hughes, chair of the Career Council; Ms. Libby McNaron, chair of the Coordinating Council; Mr. Lynn Wallace, chair of the Faculty Council; and Mr. Jab Nyrabeah, vice president of the Student Activities Board.

- Hearing of Citizens** 1.6 No citizen answered the call to appear before the board.
- Approval of Minutes** 1.7 Ms. Durden moved and Ms. Shoaf seconded approval of the minutes of the board's meeting of June 9, 2005, as distributed. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- SAB Report** 1.8 Mr. Jab Nyrabeah, vice president of the Student Activities Board, indicated the Executive Board of SAB had met earlier in the day to plan events for the fall semester.
2. **Attorney's Report** 2.1 Attorney Bennett had no report.
- No Meeting in August** 2.2 Dr. McSpadden indicated that the board traditionally did not hold a regular meeting in August unless pressing business made it prudent to meet. He recommended that the board not meet on August 11 as tentatively scheduled. Trustees agreed the next regular meeting would be held on Thursday, September 1.
3. **College People and Programs** 3.1.1 After commending Dr. John Holdnak, vice president of administrative services, and Mr. Butch Whitehead, facilities management supervisor, for their leadership in responding to Hurricane Dennis, Dr. McSpadden called on Dr. Holdnak for a report. The detailed report highlighted planning and preparation before the storm, activities during the storm, and recovery and restoration activities following the storm. Dr. Holdnak acknowledged close collaboration with the Bay County Emergency Operations Center; identified Chris Thomes, coordinator of community relations, as the college's media contact; and announced creation of a disaster recovery website and a toll-free telephone number for use in keeping college employees adequately informed. Dr. Holdnak indicated that after-storm analysis had prompted some planning adjustments that would put the college in a better position with regard to future storms. On behalf of the board, Chair Cramer commended Dr. Holdnak and others who assisted in responding to the hurricane.
- Among other newsworthy items included in Dr. McSpadden's report were the following:
- Mr. Cramer's nomination for ACCT's 2005 Southern Region Trustee Leadership Award
  - Mr. Cox's involvement in a community coalition promoting workforce housing in Gulf County
  - Employee appreciation for recently approved benefits

- Crash of Cessna plane on GCCC campus
- WKGC station tour for Bear Scouts of Pack 308
- WKGC support of Returning Student Program

**Community Support**

**3.1.2** Dr. McSpadden acknowledged gifts to the A Legacy of Trust campaign and shared recent *News Herald* ads featuring donors and scholarships as follows: George G. and Amelia G. Tapper Foundation; Dr. and Mrs. Ted Wilson Scholarship; Harper Scholarship; Charles and Betty Cleckley Scholarship; and Les Spencer Memorial Scholarship.

**Legislative Report**

**3.2.1** Dr. McSpadden shared a recent article titled “Will they face off?” that explored the possibility of Republicans Katherine Harris and Allan Bense being opponents in Florida’s next gubernatorial race. He also highlighted the focus of the Florida Community College System’s political agenda with regard to following up on the 2005 legislative session and cultivating current and future political influence.

**4. Revision of Policy 5.175**

**4.1.1** Dr. McSpadden requested tentative approval of a revision of Policy 5.175, Use of College Facilities. He explained that revised fees for usage of the Wellness Building and Billy Harrison Field House had been inadvertently omitted from changes recently approved. Following discussion, Ms. Butler moved and Mr. Sumner seconded tentative approval as requested. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health Sciences Contract**

**4.1.2** Trustees were asked to approve a contract with OMNI Home Care, which would permit students in the Nursing program to secure clinical experience with that agency. In addition, trustees were asked to approve contracts that would permit students in the Physical Therapist Assistant program to secure clinical experiences at St. Andrews Health and Rehabilitation of Panama City, Tallahassee Orthopedic and Sports Physical Therapy of Tallahassee, and Blountstown Health and Rehabilitation Center of Blountstown. Ms. Durden moved and Mr. Mayo seconded approval of the contracts as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Contract for Rental/Lease of Tower Space**

**4.1.3** Dr. McSpadden indicated that the college was ready to begin receiving revenue from the broadcast tower located on property formerly used by the Florida Highway Patrol and now used to house GCCC Workforce Development programs. In a memo dated July 13, 2005, Dr. Holdnak recommended board approval of a rental/lease agreement with First Communications, Inc., to authorize installation of that corporation’s broadcast antenna on a designated portion of the tower. The recommendation included a request for authority to use discretion in making minor technical or logistical modifications to the

contract, subject to review and approval by the president and the board attorney, as approvals are collected from all involved parties. Ms. Shoaf moved and Ms. Durden seconded approval as recommended, and the vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Annual  
Safety,  
Sanitation,  
and Fire  
Inspection**

**4.1.4** Dr. McSpadden called on Mr. Ken Caldwell, director of facilities management, for presentation of the Annual Safety, Sanitation, and Fire Inspection Report. Mr. Caldwell acknowledged that the annual inspections had been conducted at all college sites with representatives of local fire authorities participating in each. He noted that although a number of needed repairs were noted in the report and actions were under way to address them, no serious deficiencies requiring emergency actions were found. Mr. Caldwell concluded by leading a detailed review of the Executive Summary of the report and by indicating that the full report had been filed as required.

**Obsolete  
and  
Worthless  
Property**

**4.1.5** Trustees were asked to review a listing of equipment no longer useful to the college and to approve disposal and removal of the items from inventory records. Mr. John Mercer, dean of business affairs, led the review and pointed out that the list included a 1989 Ford van that had been stolen. Mr. Sumner moved and Ms. Butler seconded approval of disposing of the items, as appropriate, and removing them from inventory records. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.6** Dean John Mercer led trustees in review of a statement of activity in the General Current Fund for the period July 1, 2004 - June 30, 2005, as well as accompanying energy consumption and purchase activity reports.

**Budget  
Amendments**

**4.1.7.1** Amendment 29 to the Restricted Current Fund of the 2004-05 budget was presented for approval. Following Dean Mercer's explanation of the amendment's purposes, Mr. Mayo moved and Ms. Shoaf seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**4.1.7.2** Amendment 30 to the Unrestricted Current Fund of the 2004-05 budget was presented for approval. Following an explanation of the amendment's purpose, Ms. Butler moved and Mr. Sumner seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**4.1.7.3** Amendment 2 to the Unexpended Plant Fund of the 2005-06 budget was presented for approval. Following an explanation of the purpose of the amendment, Ms. Shoaf moved and Ms. Durden

seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**4.1.7.4** Amendment 3 to the Scholarship Fund of the 2005-06 budget was presented for approval. Following an explanation of the amendment's purpose, Mr. Mayo moved and Mr. Sumner seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**4.1.7.5** Amendment 4 to the Auxiliary Fund of the 2005-06 budget was presented for approval. Following an explanation of the amendment's purpose, Ms. Butler moved and Mr. Sumner seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health  
Sciences  
Architect  
Selection**

**4.1.8** Chair Cramer appointed the following trustees to serve on the Architect Selection Committee for the project to remodel the George G. Tapper Health Sciences Building: Trustees Cramer (chair), Cox, Durden, and Mayo.

**Professional  
Personnel**

**4.2.1** After review of the professional personnel recommendations presented below, Mr. Mayo moved and Ms. Shoaf seconded approval. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Employment**

Hathaway, Kristen L. --- Assistant Coordinator, Accounting, Business Affairs, effective June 23 - June 30, 2005, salary of \$632 (based on annual salary of \$27,500)

Herremans, Kim L. --- Coordinator, Dental Programs, Health Sciences Division, effective July 1, 2005 - June 30, 2006, salary of \$58,000

**Reemployment**

Bedford, Terri A. --- Assistant Volleyball Coach, Wellness and Athletics Division, effective July 1, 2005 - June 30, 2006, salary of \$6,000

Bortnick, Kristin L. --- Assistant Volleyball Coach, Wellness and Athletics Division, effective July 1, 2005 - June 30, 2006, salary of \$6,000

Cox, Timothy L. --- Assistant Softball Coach, Wellness and Athletics Division, effective July 1, 2005 - June 30, 2006, salary of \$1,000

Dolor, Jackson --- Assistant Basketball Coach, Wellness and Athletics Division, effective July 1, 2005 - June 30, 2006, salary of \$8,000

Driskill, Stephanie --- Assistant Coordinator, Workforce Training Center, Workforce Development, effective July 1, 2005 - June 30, 2006, salary of \$33,816 (funded by WIA Adult Workforce grant)

Dwyer, John M. --- Manager, Selection Center, Public Safety, effective July 1, 2005 - June 30, 2006, salary of \$49,462 (funded by Criminal Justice Selection Center)

Garman, Arifa --- Career Manager, Workforce Training Center, Workforce Development, effective July 1, 2005 - June 30, 2006, salary of \$27,496 (funded by WIA Adult Workforce grant)

Hair, Wilson L. --- Coordinator, Workforce Center, Workforce Development, effective July 1, 2005 - June 30, 2006, salary of \$43,730 (funded by One-Stop grant)

Hardee, Faye H. --- Career Manager, Workforce Training Center, Workforce Development, effective July 1, 2005 - June 30, 2006, salary of \$31,263 (funded by WIA Adult Workforce grant)

Hunsucker, Susan C. --- Financial Coordinator, Workforce Training Center, Workforce Development, effective July 1, 2005 - June 30, 2006, salary of \$35,729 (funded by WIA Adult Workforce grant)

Kizziah, Kendra B. --- Counselor, Student Support Services, Developmental Studies, effective July 1, 2005 - June 30, 2006, salary of \$33,498 (funded by Student Support Services grant)

Mead, Sandra L. --- Coordinator, Workforce Training Center, Workforce Development, effective July 1, 2005 - June 30, 2006, salary of \$31,164 (funded by WIA Adult Workforce grant)

Murks, Denise C. --- Coordinator, Returning Students, Student Services, effective July 1, 2005 - June 30, 2006, salary of \$41,025 (funded by Displaced Homemaker Trust Fund)

Peacock, Brenton E. --- Career Manager, Workforce Center, Workforce Development, effective July 1, 2005 - June 30, 2006, salary of \$33,413 (funded by One Stop grant)

Riggle, Allison M. --- Coordinator, Student Support Services, Developmental Studies, effective July 1, 2005 - June 30, 2006, salary of \$33,390 (funded by Student Support Services grant)

Thayer, Robert E. --- Assistant Softball Coach, Wellness and Athletics Division, effective July 1, 2005 - June 30, 2006, salary of \$9,000

Tison, Corrine M. --- Job Developer, Workforce Center, Workforce Development, effective July 1, 2005 - June 30, 2006, salary of \$27,135 (funded by One Stop grant)

Varnado, Roy T. --- Coordinator, College Reach Out Program, Student Services, effective July 1, 2005 - June 30, 2006, salary of \$40,643 (funded by College Reach Out grant)

Wise, Stephen C. --- Assistant Coordinator, Health Sciences Admissions, Health Sciences Division, effective July 1, 2005 - June 30, 2006, salary of \$33,816 (funded by HCE Challenge grant)

Wood, Danella --- Assistant Coordinator, Workforce Center, Workforce Development, effective July 1, 2005 - June 30, 2006, salary of \$35,092 (funded by One Stop grant)

#### **Reclassification**

Cooper, Lara C. --- From Assistant Professor to Assistant Coordinator, Nursing, Health Sciences Division, effective July 1, 2004, annual salary of \$55,000

Keeton, Lisa Y. --- From Math Curriculum Coordinator, Developmental Studies, to Coordinator of Academic Support/Tutorial Services, Success Center, Developmental Studies, effective July 1, 2005, salary of \$38,068

#### **DROP Entry**

Tolbert, Iva L. --- Culinary Specialist, Food Service, Business Affairs, effective August 1, 2005

#### **Sabbatical Leave**

Fitzhugh, Linda M. --- Associate Professor, Natural Sciences Division, paid sabbatical leave for the academic year 2005-2006

#### **Resignation**

Charon, Felipe R. --- Math Learning Manager, Success Center, Developmental Studies, effective June 30, 2005

Massey, Donna C. --- Learning Manager, Disability Support Services, Student Services, effective July 21, 2005

Rogers, Tracy J. --- Assistant Professor, Dental Hygiene, Health Sciences Division, effective July 8, 2005

**Career Service  
Personnel**

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

**Employment**

Elmore, Kimberly D. --- Administrative Secretary (Grade 10), Library, effective July 5, 2005, hourly rate of \$9.76, including experiential credit

Gardner, Brian C. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective June 2, 2005, hourly rate of \$6.60

Walsh, Deborah A. --- Senior Clerk Typist (Grade 9), Lifelong Learning, effective July 12, 2005, hourly rate of \$9.41, including experiential credit

**Reemployment**

Buckner, Thomas L. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2005 - June 30, 2006, hourly rate of \$10.41 (funded by One Stop grant)

Chambers, Johnette T. --- Retention Assistant (Grade 10), Workforce Training Center, Workforce Development, effective July 1, 2005 - June 30, 2006, hourly rate of \$13.13 (funded by WIA Adult Workforce grant)

Chappelle, Geraldine --- Administrative Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2005 - June 30, 2006, hourly rate of \$13.09 (funded by One Stop grant)

Keesler, Pamela S. --- Receptionist (Grade 6), Criminal Justice Selection Center, Public Safety Division, effective July 1, 2005 - June 30, 2006, hourly rate of \$11.79 (funded by Criminal Justice Assessment Center)

Long, Kelly R. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2005 - June 30, 2006, hourly rate of \$12.06 (funded by One Stop grant)

Merritt, Robin A. --- Senior Employment Representative (Grade 14), Workforce Center, Workforce Development, effective July 1, 2005 - June 30, 2006, hourly rate of \$11.94 (funded by One Stop grant)

Mirabal-Miqueo, Diana R. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective July 1, 2005 - June 30, 2006, hourly rate of \$9.76 (funded by One Stop grant)

Newberry, Robin C. --- Program Assistant (Grade 10), Student Support Services, Developmental Studies, effective July 1, 2005 - June 30, 2006, hourly rate of \$10.78 (funded by Student Support Services grant)

#### **Reclassification**

D'Aoust, Mary J. --- From Part-time to Full-time Program Assistant (Grade 10), Returning Student Program, Student Services, effective July 1, 2005, no change in salary (funded by Returning Student grant)

Hewitt, Kathryn L. --- From Secretary (Grade 9) to Administrative Secretary (Grade 10), Public Safety Division, effective July 1, 2005, hourly rate of \$14.08

Lindman, Lisa I. --- From Administrative Secretary (Grade 10), part-time, Developmental Studies, to Administrative Secretary (Grade 10), full-time, Academic Support/Tutorial Studies, Success Center, Developmental Studies, effective July 1, 2005, no change in salary

#### **DROP Entry**

Childers, Peggy K. --- Executive Secretary (Grade 12), Lifelong Learning, effective August 1, 2005

#### **Resignation**

Breedon, Brad M. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective March 15, 2005

Darsey, Deric P. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective May 1, 2005

LaVigne, Pamela J. --- Secretary (Grade 9), Health Sciences Division, effective June 21, 2005

Moon, Niki N. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective July 31, 2005

Ogburn, Gracie A. --- Financial Aid Assistant (Grade 9), Financial Aid, effective July 15, 2005

Preyer, Devon M. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective April 29, 2005

Price, Jasmine B. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective July 31, 2005

Shelton, Aurora R. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective July 31, 2005

Sheppard, Doreen A. --- Administrative Secretary (Grade 10), Library, effective June 13, 2005

Tanskanen, Sarah B. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective May 31, 2005

**Ratification  
of Contracts**

**4.2.3** Following review of a listing of contracts that had been signed by 12 instructors of credit courses, 69 instructors of noncredit courses, 8 consultants, and a special contractor, as well as contracts included in the overload list for the Summer B 2005 term, Ms. Butler moved and Mr. Sumner seconded ratification of contracts as presented. The vote was recorded as follows: Butler, aye; Durden, aye; Mayo, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation  
Report**

**4.3.1** Ms. Carole Lapensohn, executive director of the GCCC Foundation, reported Foundation assets at \$19.2 million and indicated that the A Legacy of Trust campaign balance exceeded \$5 million, when including anticipated state matching funds and pledges. She acknowledged the efforts of Foundation Office staff in establishing an electronic database and noted that full-time student scholarship recipients would receive \$1,400 for the upcoming academic year. Ms. Lapensohn commended Ms. Tracy Reep, accounting financial manager, who had done an excellent job of streamlining the scholarship process. Trustees Durden and Cramer commended Ms. Lapensohn and her staff for their performance.

**Community  
Perception  
Survey**

**4.3.2** Ms. Carole Lapensohn, director of institutional advancement, shared a summary of responses to a community perception survey conducted recently by Sandra Golden & Associates. Ms. Lapensohn

referred to the overall positive position of the college in the communities it serves, and she pointed out several areas to be considered when developing a marketing plan for the college.

**5. Academic and Workforce Education**

**5.1.1** No Academic and Workforce Education matters were presented.

**Enrollment Report**

**5.2.1** Mr. Roy Smith, dean of student development, presented a report on final FTE for 2004-05 that had been prepared by Ms. Sharon Todd, director of enrollment services. The report noted a 3 percent increase in 2004-05 FTE over 2003-04 FTE.

**6. Good of the Order**

Dr. McSpadden expressed particular appreciation to trustees from Gulf and Franklin counties, who attended the meeting despite Hurricane Dennis-related difficulties.

**7. Adjournment**

The meeting was adjourned at 11:10 a.m.