

# MINUTES

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

November 3, 2005

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

**Members Present** William C. Cramer, Jr. (presiding), Denise D. Butler, Dan A. Estes, Linda S. Grantham, 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** Mr. Estes 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 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. Derek Ford, 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 meeting of October 6, 2005, as distributed. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.7** Drs. John Holdnak and Cheryl Flax-Hyman presented an overview of the Leadership Institute, a program they developed to provide a foundation for understanding and addressing key leadership issues impacting the college. On behalf of the board, Chair Cramer expressed appreciation for the outstanding presentation.
- SAB Report**
  - 1.8** Mr. Derek Ford, president of the Student Activities Board, highlighted major events planned for November and acknowledged student excitement in connection with the recent visit of Dr. Bill Cosby to the campus.

- 2. Attorney's Report**
- 2.1** Attorney Bennett had no report.
- Next Meeting**
- 2.2** The next regular meeting of the District Board of Trustees was set for 10 a.m. on Thursday, December 8, 2005, in the Third Floor Seminar Room of the Student Union West. Dr. McSpadden reminded trustees that the Facilities Management staff would host the annual Christmas luncheon following the December meeting of the board.
- Athletic Association**
- 2.3** Chair Cramer appointed Mr. Estes to represent the college board on the Gulf Coast Athletic Association, Inc., Board of Directors.
- 3. College People and Programs**
- 3.1.1** Dr. McSpadden's report on college people and programs highlighted the following: Recent visit to the campus of Dr. Bill Cosby; fundraising campaign kickoff for joint GCCC-FSU Habitat for Humanity project; recent Media Appreciation Luncheon; Alfred I. duPont Foundation's donation to the GCCC Foundation; WKGC support of an environmental organization and jazz society event; Lifelong Learning support of a training program; and a commendation of graduates of the nursing 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: Janet and Buell Harper; Jimmy and Johnny Patronis; Alfred I. duPont Foundation Scholarships; and the Durden Family.
- Legislative Issues**
- 3.2.1** Dr. McSpadden led a discussion of budget and other legislative issues that were discussed at a recent meeting of the Florida Community College Council of Presidents. He called particular attention to a proposed resolution that would articulate board of trustees support for establishment of a State Coordinating Board of Community Colleges in the event, as stated in the proposed resolution, "it is determined that the State Board of Education does not have constitutional authority to coordinate the Community College System." Following discussion, Dr. McSpadden indicated that he would keep the board informed about subsequent actions taken.
- 4. Policy Revisions**
- 4.1.1** Trustees were asked to give tentative approval to a revision of the following listed policies:
- 5.056, Delinquent Accounts and Bad Checks
  - 6.062, Payroll Deductions
  - 7.015, Student Records

Following discussion of the rationale for the changes, Ms. Butler moved and Mr. Sumner seconded tentative approval as requested. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health  
Sciences  
Contracts**

**4.1.2** Trustees were asked to approve contracts with two area health care agencies that would permit GCCC students to secure clinical experience in their facilities. The agencies were identified as Twin Cities Hospital of Niceville and Hospice of the Emerald Coast of Lynn Haven. Following discussion, Mr. Estes moved and Dr. Myers seconded approval of the contracts as requested. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendments**

**4.1.3.1** Mr. John Mercer, dean of business affairs, led review of Amendment 8 to the Restricted Current Fund and requested approval. Ms. Grantham moved and Mr. Sumner seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**4.1.3.2** Dean Mercer led review of Amendment 9 to the Agency Fund and requested approval. Ms. Shoaf moved and Dr. Myers seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation  
Audit**

**4.1.4** Ms. Carole Lapensohn, executive director of the Gulf Coast Community College Foundation, Inc., lodged the 2004-05 audit of the foundation with the board, noting the audit had been prepared by Tipton, Marler, Garner & Chastain. Acknowledging total assets and liabilities of \$19,364,169 as of June 30, 2005, Ms. Lapensohn indicated the single reportable condition—segregation of responsibilities in the area of cash receipts and accounting records—related directly to the small number of staff members in the Foundation Office. Although she reported that a gift processing policy had been implemented to address the audit concern and that the Board of Directors was comfortable with the controls in place and the board's own oversight, Chair Cramer expressed a desire for a specific remedy, if feasible, to the audit criticism.

**Athletic  
Association  
Audit**

**4.1.5** The Gulf Coast Athletic Association, Inc.'s financial statements for the year ending June 30, 2005, which were prepared by Carr Riggs & Ingram, LLC, were lodged with the board.

**Intercollegiate  
Athletics  
Financial  
Report**

**4.1.6** Dean John Mercer presented the 2004-05 Intercollegiate Athletics Financial Report and acknowledged the excellent cooperation of Athletic Director Gregg Wolfe in developing the report. Following review, Mr. Mercer noted full compliance with all equity issues.

**Obsolete  
and  
Worthless  
Property**

**4.1.7** Trustees were asked to review a listing of two pieces of equipment determined to be obsolete or worthless. Following review, Mr. Estes moved and Ms. Shoaf seconded approval of disposal of the items. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.8** Dean Mercer led trustees in review of a statement of activity in the General Current Fund for the period July 1 - October 31, 2005, as well as accompanying energy consumption and purchase activity reports. In response to a question from Chair Cramer, Dr. Holdnak indicated the continuing contract engineering firm was evaluating the feasibility of implementing a computerized energy reporting system.

**Professional  
Personnel**

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

**Employment**

Butler, Susan P. --- Associate Professor (Step 10), Educator Preparation Institute, Instructional Support and Lifelong Learning, effective November 14, 2005 - May 7, 2006, salary of \$25,967 (based on annual salary of \$42,491); funded by EPI grant

Dykins, Courtney M. --- Math Learning Manager, Success Center, Instructional Support and Lifelong Learning, effective October 10, 2005 - May 7, 2006, salary of \$15,000 (based on annual salary of \$20,000)

Martincak, Suzanne S. --- Assistant Professor (Step 10), Health Sciences Division, effective October 5, 2005 - May 7, 2006, salary of \$32,625 (based on annual salary of \$42,553)

Register, Roxanne C. --- Coordinator, Recruiting and Retention, Educator Preparation Institute, Instructional Support and Lifelong Learning, effective October 17, 2005 - June 30, 2006, salary of \$20,838 (based on annual salary of \$29,400); funded by EPI grant

Walker, Dilma L. --- GED Transitions Manager (part-time), Passport Program, Instructional Support and Lifelong Learning, effective November 1, 2005 - May 7, 2006, hourly rate of \$15.87; funded by Passport Program grant

Whigham, Jarin T. --- Programmer/Analyst, Computer Services, effective October 24, 2005 - June 30, 2006, salary of \$22,070 (based on annual salary of \$32,000)

Winston, Gerald D. --- Assistant Softball Coach, Wellness and Athletics, effective October 5, 2005 - June 30, 2006, no salary

#### **DROP Entry**

Buttermore, Joyce K. --- Chair, Language and Literature Division, effective November 1, 2005

#### **Reclassification**

Kimble, Kevin M. --- From Coordinator, Community Service, Instructional Support and Lifelong Learning, to Coordinator, Small Business Development Center, Workforce Education, effective November 1, 2005 - June 30, 2006, no change in salary

Kleinschmidt, Carl E. --- From Assistant Coordinator to Coordinator, Aquatics, Wellness and Athletics, effective October 3, 2005 - June 30, 2006, salary of \$26,411 (based on annual salary of \$35,349)

#### **Resignation**

Evans, Mary R. --- Assistant Professor, Health Sciences, effective October 14, 2005

Meadows, Yelena A. --- Math Learning Manager, Success Center, Instructional Support and Lifelong Learning, effective May 6, 2005

Reep, Tracy L. --- Accounting/Financial Manager, Gulf Coast Community College Foundation, effective November 4, 2005

#### **Career Service Personnel**

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

#### **Employment**

Cross, Mitchel T. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective October 19, 2005, hourly rate of \$7.19

Everett, Tyrone --- Custodian (Grade 6), Facilities Management, effective October 6, 2005, hourly rate of \$8.43, including experiential credit

Greig, Brian J. --- Lifeguard (Grade 3), Wellness and Athletics Division, effective October 20, 2005, hourly rate of \$7.19

Moschella, Verna-Lou P. --- Technical Lab Assistant (CL-1), Computer Services, effective October 17, 2005, hourly rate of \$12.30, including experiential credit

Owens, Carol --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective October 17, 2005 - June 30, 2006, hourly rate of \$9.77, including experiential credit; funded by One-Stop grant

Stone, William H. --- Teacher's Aide (Grade 9), Wellness and Athletics Division, effective October 24, 2005 - May 7, 2006, no salary

#### **Reclassification**

Harper, Katherine R. --- From Administrative Secretary (Grade 10), Developmental Studies, Instructional Support and Lifelong Learning, to Administrative Secretary (Grade 10), part-time, Educator Preparation Institute, Instructional Support and Lifelong Learning, effective October 3, 2005 - June 30, 2006, hourly rate of \$9.77; funded by EPI grant

Hughes, Bobby E. --- From Senior Clerk Typist (Grade 9) to Financial Aid Assistant (Grade 10), Financial Aid, Student Development, effective August 1, 2005, hourly rate of \$12.83

Robinett, James W. --- From Senior Clerk Typist (Grade 9) to Administrative Secretary (Grade 10), Enrollment Services, Student Development, effective November 1, 2005, hourly rate of \$10.52

#### **Ratification of Contracts**

**4.2.3** Following review of a listing of contracts that had been signed by 15 instructors of credit courses, 49 instructors of noncredit courses, and 2 special contractors, as well as overload credit contracts totaling \$70,269.18, Ms. Butler moved and Mr. Sumner seconded ratification of contracts as presented. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Foundation  
Report**

**4.3.1** Ms. Lapensohn reminded trustees of the November 11-12 Shark's Tooth Golf Tournament, which would benefit the GCCC Foundation. She acknowledged the outstanding leadership efforts of Mr. D. W. Smith, immediate past president of the foundation, and Ms. Margie Mazur, foundation development coordinator, in planning a very special event. Ms. Lapensohn encouraged trustees and others to watch for the new television spots running on local stations to promote the A Legacy of Trust campaign. She reported that foundation assets totaled in excess of \$20 million, that \$395,000 in scholarships had been awarded to students in the fall 2005 term, and that \$9,298 in emergency funds had been expended during 2005 to assist students with severe needs. In response to Chair Cramer's question about whether an endowment should be established to support a \$15,000 Emergency Fund, Dr. McSpadden indicated the matter would be presented to the foundation's Finance Committee and Board of Directors for consideration.

**Foundation  
Mini-grants**

**4.3.2** Ms. Lapensohn presented the recommended fall 2005 mini-grants, totaling \$45,987, and requested approval. Following trustee review of the eleven institutional enhancement projects that would be funded through the foundation's mini-grants program, Mr. Estes moved and Ms. Shoaf seconded approval of the mini-grants as recommended. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**5. Lifelong  
Learning  
Courses**

**5.1.1** Trustees reviewed a listing of noncredit courses offered through Lifelong Learning and were asked to approve the courses and instructors. Following review, Ms. Grantham moved and Ms. Butler seconded approval of the courses as presented. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**New  
Workforce  
Education  
Programs**

**5.1.2** Dr. Jeff Stevenson, dean of workforce education, and members of workforce division faculty and staff provided a report on new workforce education programming. Presenters and their topics included the following:

- Claude Mott, Chair, Technology Division—Facilities Management
- Jim Vandervest, Professor, Drafting—Building Construction
- Gloria Crawford, Chair, Public Safety Division—Emergency Management and Homeland Security
- Steve Brumm, Coordinator, Public Safety—Crime Scene Technician
- Sue Suggs, Chair, Health Sciences Division—Nursing, Surgical Technology, Ultra-sonography, MRI, Dental
- Jerry Williams, Associate Professor, Business—E-business Technology and Internet Services Technology

**Joint EOC  
with  
Bay County**

In response to a question from Chair Cramer, Dr. Holdnak provided an update on progress related to the project to establish a joint GCCC-Bay County Emergency Operations Center at the North Bay Center. In the context of ongoing efforts to secure necessary funding for this public service project, Dr. Holdnak articulated the college's preference that the building would be located on college property, designed and constructed by architects and a contractor employed by the college, maintained by the college, and made available at no cost to the county. Attorney Bennett recommended that college and county staff meet to clarify the role of each party in the joint project and to establish the basis of a lease agreement that would protect the interests of both the college and the county. Following discussion, Dr. McSpadden indicated that he would make this issue a major item on the agenda of an upcoming meeting with Speaker of the House Allan Bense and would keep the board apprised of progress.

**Educational  
Support**

**5.2.1** No Educational Support items were presented.

**6. Orchestra  
Concert**

**6.1** Dr. McSpadden invited trustees and others to the Orchestra of St. Andrew Bay's All-String Concert on Friday, November 4, in the Amelia Center Theatre.

**Holiday  
Concert**

**6.2** Trustees and guests were invited to the GCCC Music Program's Holiday Concert on Sunday, December 4, in the Amelia Center Theatre.

**7. Adjournment**

The meeting was adjourned at 12:05 p.m.