

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

**September 1, 2005**

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

**Members Present** William C. Cramer, Jr., (presiding), Denise D. Butler, J. Allen Cox, Linda S. Grantham, Clinton V. Mayo, 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** Dr. McSpadden 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; and Mr. Lynn Wallace, chair of the Faculty Council. He introduced and welcomed Mr. Dan Estes, who had recently been appointed to membership on the 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 Mr. Cox seconded approval of the minutes of the board's meeting of July 14, 2005, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.7** Mr. Carl Kleinschmidt, assistant coordinator of aquatics, presented Phase VI of The 2005 Gulf Coast Story. He provided an overview of the many courses, programs, and services offered in the GCCC Natatorium, emphasizing the significant increase in number of individuals, agencies, and programs served since the facility's opening in October 1991. Mr. Kleinschmidt also shared video footage of many of the college's recurring aquatics activities. He concluded by inviting trustees to tour the facility at their convenience.
- SAB Report**
  - 1.8** No report was presented on behalf of the Student Activities Board.

**Trustee  
Recognition**

**1.9** On behalf of the board, Chair Cramer presented a resolution of appreciation to retiring trustee and vice chair, Clint Mayo. The resolution highlighted Mr. Mayo's distinguished service as a trustee and extended best wishes for his continued success as a citizen leader. Mr. Mayo expressed enjoyment in serving on the board and referred to numerous changes that had taken place during his tenure. He commended the college's faculty and administration and described them as a very caring group of people. Mr. Mayo indicated that he had experienced many opportunities because of a scholarship that helped him enroll in college and noted that he and his wife Rhonda had established a scholarship in memory of his grandmother to give others similar opportunities. He concluded by extending well wishes to Mr. Estes in his service as a trustee, challenging him to always put students first.

**Hurricane  
Katrina  
Relief**

**1.10** Dr. McSpadden reported that plans were in place to assist evacuees of Hurricane Katrina who would need services that the college could provide. He noted that the Career Council was holding a bake sale to raise funds for the Katrina relief effort even as the board was meeting. Trustees discussed a variety of issues related to the relief effort including the many agencies authorized to accept funds, living expenses of evacuees, and the possibility of directing some future funds to specific recovery efforts (e.g., Mississippi Gulf Coast Community College). In a personal effort to respond to needs related to Hurricane Katrina, Chair Cramer pledged to match contributions of GCCC groups and employees during the week of September 1-8 and challenged people to be as generous as possible.

**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, October 6, 2005, in the Third Floor Seminar Room of the Student Union West.

**3. College  
People  
and  
Programs**

**3.1.1** Dr. McSpadden's report on college people and programs highlighted the following: Presentation of a scholarship to Girls, Inc.'s "Girl of the Year"; a new program to address the teacher shortage issue; state efforts to promote granting of bachelor's degrees by community colleges; GCCC volleyball team fitness program; letters of appreciation regarding extra efforts by individual employees; support of Capt. Anderson's hurricane relief effort; Career Council appreciation for personnel benefits authorized by trustees; and ACCT membership renewal.

- 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: Mary Frances Hutt Scholarship; Pam Brookins Memorial Scholarship; Cameron and Heather Skinner; Danielle Cazenave Memorial Scholarship; Berg Steel Pipe Corp. Endowed Scholarships; William D. Alexander Memorial Scholarship; and The News Herald Endowed Scholarships.
- State Issues**                            **3.2.1** Dr. McSpadden shared a recent letter from Chancellor J. David Armstrong, Jr., which congratulated Mr. Danny Estes on his recent appointment to the GCCC District Board of Trustees.
- 4. Revision of Policy 5.175**                **4.1.1** Trustees were asked to give final approval to a revision of Policy 5.175, Use of College Facilities. Following discussion, Mr. Mayo moved and Ms. Shoaf seconded final approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Student Union Plaza Concrete Replacement**                    **4.1.2** Dr. John Holdnak, vice president of administrative services, reported that the Student Union Plaza Concrete Replacement Project was nearing completion. He requested board approval of Change Order 1, which included additional work requested by the college. He noted that the change order would add \$7,800 to project cost and would add ten days for hurricane and other weather related delays as well as five days for work associated with the change order. Ms. Grantham moved and Mr. Sumner seconded approval of Change Order 1, adding \$7,800 and 15 days to the project. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Pavement Rehabilitation of Natural Sciences Parking Lot**                    **4.1.3** Dr. Holdnak reported that Pavement Rehabilitation of the Natural Sciences Building Parking Lot was complete with the exception of punch list items. He requested board approval of Change Order 1, which included work requested by the college. He noted the change order would add \$3,250 to project cost. Ms. Butler moved and Dr. Myers seconded approval of Change Order 1 for \$3,250 as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Professional Services Selection Committee**                            **4.1.4** Chair Cramer reported the Professional Services Selection Committee had met twice since the last regular board meeting and referred trustees to minutes of the meetings. On behalf of the committee, he recommended that Kendrick David Dowling Architects, Inc., be employed on a continuing contract basis to provide architectural services for projects with budgets under \$1 million and that Buchanan & Harper, Inc., be employed on a continuing contract basis

to provide civil engineering services for projects with budgets under \$1 million. Ms. Grantham moved and Mr. Sumner seconded approval of the committee's recommendation. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Chair Cramer also reported that the committee would interview firms interested in providing mechanical and electrical engineering services on a continuing contract basis as well as firms interested in providing architectural services for the project to renovate the George G. Tapper Health Sciences Building. Those interviews are to be conducted on Monday, September 19, beginning at 1:30 p.m. in the Third Floor Seminar Room of the Student Union West. Recommendations will be brought back to the full board at the regular meeting scheduled for October 6, 2005.

**Bid 2005-12,  
Fire Alarm  
System and  
Upgrades**

**4.1.5** Of the two invitations to Bid 2005-12, Fire Alarm System and Upgrades, one response had been received. Dr. Holdnak recommended that the bid be awarded to the lone bidder, Fire Control Systems, Inc., for Items I.A and I.B, for a total of \$226,821. He noted that the bid package had included several alternates for use in the event project cost exceeded the budget and the work had to be implemented in phases. However, the bid was within budget to fulfill all project objectives through work included in Items I.A and I.B. Mr. Mayo moved and Mr. Cox seconded awarding the bid to Fire Control Systems, Inc., for Items I.A and I.B for \$226,821. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health  
Sciences  
Contracts**

**4.1.6** Trustees were asked to approve contracts with agencies that would permit GCCC health sciences students to acquire clinical experience in their facilities. Agencies and programs are as follows: Magnolia Regional Health Center of Corinth, Mississippi, for Physical Therapist Assistant students and Healthmark Regional Medical Center of DeFuniak Springs and Tallahassee Orthopedic Clinic of Tallahassee for Radiography-MRI students. Mr. Sumner moved and Ms. Grantham seconded approval of the contracts as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Capital  
Improvement  
Program**

**4.1.7** Dr. McSpadden presented the Capital Improvement Program Report for Fiscal Years 2006-07 through 2010-11. Dr. Holdnak provided detail about several new construction projects included in the report and he and Dr. McSpadden responded to trustee questions. Following review, Mr. Sumner moved and Ms. Butler seconded approval of the projects included in the Capital Improvement Plan and Legislative Budget Request. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendments**

**4.1.8.1** Mr. John Mercer, dean of business affairs, led review of Amendment 5 to the Restricted Current Fund and requested approval. Ms. Shoaf moved and Mr. Cox seconded approval of the amendment as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**4.1.8.2** Dean Mercer led review of Amendment 6 to the Unexpended Plant 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; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete  
and  
Worthless  
Property**

**4.1.9** Trustees were asked to review a listing of equipment determined to be obsolete, worthless, or damaged beyond repair. Dean Mercer pointed out that the list also included the correction of an error in the purchase price of workstations transferred to the Gulf Coast Workforce Board, which had been approved by the board in April 2005. Following review, Mr. Mayo moved and Dr. Myers seconded approval of disposing of the items, as appropriate, and removing them from inventory records. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.10** Dean Mercer led trustees in review of a statement of activity in the General Current Fund for the period July 1 - July 31, 2005, as well as accompanying energy consumption and purchase activity reports. Mr. Ken Caldwell, director of facilities management, responded to questions about blanket purchase orders issued for his department. He indicated that vendors were selected based on their specialty and responsiveness and described the criteria used in the selection process. He identified two key factors—fair price and responsiveness—and indicated that his staff obtained price quotes to ensure competitive pricing for purchases at particular cost levels. In response to a question from Mr. Cox, Dr. McSpadden indicated discussions were occurring about ways to ensure fuel conservation for both immediate and long-range conditions.

**Professional  
Personnel**

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

**Employment**

Dunlap, Carolyn P. --- Associate Professor (Step 10), Language and Literature Division, effective August 8, 2005 - May 7, 2006, annual salary of \$42,491

- Fowler, Donna R. --- Assistant Professor (Step 10), Health Sciences Division, effective September 1, 2005 - May 7, 2006, salary of \$38,062 (based on annual salary of \$42,553)
- Fox, Candida R. --- Instructor (Step 8), Health Sciences Division, effective August 8, 2005 - May 7, 2006, annual salary of \$36,372
- Gonzales, Marc A. --- Assistant Baseball Coach, Wellness and Athletics Division, effective July 1, 2005 - June 30, 2006, annual salary of \$8,000
- Grimes, Jamie L. --- Career Manager, Workforce Center, Workforce Development, effective August 1, 2005 - June 30, 2006, salary of \$23,225 (based on annual salary of \$24,150)
- Hart, Stacey L. --- Instructor (Step 10), Health Sciences Division, effective August 8, 2005 - May 7, 2006, salary of \$38,738
- Keene, Wes R. --- Assistant Professor (Step 1), Social Sciences Division, effective August 8, 2005 - May 7, 2006, annual salary of \$33,941
- Kuhn, Sabrina L. --- Assistant Professor (Step 5), Health Sciences Division, effective August 24, 2005 - May 7, 2006, salary of \$34,671 (based on annual salary of \$37,370)
- Lovasz, Daniel --- Assistant Professor (Step 9), Health Sciences Division, effective August 8, 2005 - May 7, 2006, annual salary of \$42,162
- McWhirter, Tim M. --- Associate Professor (Step 7), Social Sciences Division, effective August 8, 2005 - May 7, 2006, annual salary of \$40,572
- Merchant, Stephen B. --- Assistant Baseball Coach, Wellness and Athletics Division, effective July 7, 2005 - June 30, 2006, annual salary of \$2,000
- Merritt, Brad E. --- Assistant Professor (Step 5), Social Sciences Division, effective August 8, 2005 - May 7, 2006, annual salary of \$37,370
- Randall, Diane M. --- Learning Manager, Disability Support Services, Student Services, effective August 8, 2005 - June 30, 2006, salary of \$21,000

Smajic, Almir --- Math Learning Manager, Success Center, Instructional Support and Lifelong Learning, effective August 8, 2005 - May 7, 2006, annual salary of \$20,000

Smajic, Almir --- Assistant Men's Basketball Coach, Wellness and Athletics Division, effective August 1, 2005 - June 30, 2006, no salary

### **Reemployment**

Garner, Tessa E. --- Head Cheerleading Coach, Wellness and Athletics Division, effective July 1, 2005 - June 30, 2006, annual salary of \$4,000

Hoang, Chau M. --- Math Learning Manager, part-time, Success Center, Instructional Support and Lifelong Learning, effective August 22, 2005 - May 5, 2006, hourly rate of \$19.28; funded by Carl Perkins grant

Harvey, Norris O. --- Assistant Men's Basketball Coach, Wellness and Athletics Division, effective August 1, 2005 - June 30, 2006, annual salary of \$2,000

### **Reclassification**

Erben, Julia E. --- From Reading and ESL Instructor, Success Center, Instructional Support and Lifelong Learning, to Assistant Professor (Step 5), Language and Literature Division, effective August 8 - December 16, 2005, salary of \$19,412 (based on annual salary of \$37,370)

Hall, Enorris --- From Programmer Analyst to Senior Programmer Analyst, Computer Services, effective August 16, 2005 - June 30, 2006, salary of \$42,728 (based on annual salary of \$48,277)

Hodges, Kelly --- From Math Learning Manager, part-time, Student Support Services, Instructional Support and Lifelong Learning, to Assistant Professor (Step 1), Natural Sciences Division, effective August 8, 2005 - May 7, 2006, salary of \$33,941

### **Revision of DROP Entry Date**

Vandervest, James R. --- Professor, Technology Division, from effective date of June 1, 2005 to effective date of May 1, 2005

### **Resignation**

Davis, Douglas L. --- Coordinator, Small Business Development Center, Workforce Education, effective September 15, 2005

VanDusen, Barbara A. --- Learning Manager, Student Support Services, Instructional Support and Lifelong Learning, effective September 30, 2005

**Career Service  
Personnel**

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

**Employment**

Fletcher, Maevesta --- Secretary (Grade 9), Health Sciences Division, effective August 1, 2005, hourly rate of \$9.41, including experiential credit

Hughes, Thomas M. --- Media Services Assistant (Grade 9), Library, effective August 2, 2005, hourly rate of \$9.41, including experiential credit

Jones, Edwin L. --- Custodial (Grade 6), Facilities Management, effective July 25, 2005, hourly rate of \$8.43, including experiential credit

Lewis, Linda D. --- Senior Clerk Typist (Grade 9), Instructional Support and Lifelong Learning, effective August 15, 2005, hourly rate of \$9.67, including experiential and educational credit

Page, Jonathan T. --- Tutor, Success Center, Instructional Support and Lifelong Learning, effective August 17, 2005 - May 6, 2006, no salary

Tucker, Peggy A. --- Secretary (Grade 9), Health Sciences Division, effective August 15, 2005, hourly rate of \$9.67, including experiential and educational credit

Yarbrough, Alyssa M. --- Lifeguard (Grade 3), Aquatics, Wellness and Athletics Division, effective August 12, 2005, hourly rate of \$7.19

**Reclassification**

Jones, Edwin L. --- From Custodian (Grade 6) to Facilities Maintenance, Remote Campus (Grade 7), Facilities Management, effective August 22, 2005, hourly rate of \$9.27

**Resignation**

Dukes, Marvin E. --- Computer Maintenance Technician (Grade 9), Technology Division, effective September 26, 2005

Mirabal-Miqueo, Diana R. --- Intake Orientation Assistant (Grade 10), Workforce Center, Workforce Development, effective August 15, 2005

Walsh, Deborah A. --- Senior Clerk Typist (Grade 9), Instructional Support and Lifelong Learning, effective July 12, 2005

#### **Retirement**

Oberst, William G. --- News Associate (Grade 12), WKGC, Instructional Support and Lifelong Learning, effective September 15, 2005

#### **Termination**

Brown, Gerald A. --- Facilities Maintenance, Remote Campus (Grade 7), Facilities Management, effective August 12, 2005

#### **Ratification of Contracts**

**4.2.3** Following review of a listing of contracts that had been signed by 21 instructors of credit courses, 47 instructors of noncredit courses, 19 consultants, and 6 special contractors, Dr. Myers moved and Ms. Shoaf seconded ratification of contracts as presented. The vote was recorded as follows: Butler, aye; Cox, 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, reported Foundation assets had reached \$20 million and the A Legacy of Trust campaign balance was at \$5.2 million, when including anticipated state matching funds and pledges. She indicated that 903 individuals had applied for scholarships in the 2005-06 year and that 803 scholarships had been awarded for the fall semester, totaling \$413,406. Chair Cramer indicated that although the A Legacy of Trust campaign had met the goal of \$5 million, efforts would continue to raise additional funds. He acknowledged the incredible community response, commended the Foundation staff for their efforts, and expressed appreciation for the support of *The News Herald* in promoting the campaign.

#### **Marketing Report**

**4.3.2** Mr. Chris Thomes, coordinator of community relations, presented a report on the fall marketing campaign. He noted the ads placed for television, newspaper, and billboards were student-centered and featured current students or recent graduates who represented a wide range of programs and career fields. Mr. Thomes indicated the ads would be modified for broader future use, changing such wording as “register now” to “apply now.” He shared examples of ads used during the recent registration period. In response to Mr. Cox’s assessment of the high quality of the television spots, Mr. Thomes credited Image Smith, a local production company. Chair Cramer commended Mr. Thomes for his presentation and the marketing campaign.

- 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, Mr. Cox moved and Dr. Myers seconded approval of the courses as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Educator Preparation Institute**
- 5.1.2** Dr. Cheryl Flax-Hyman, dean of instructional support and lifelong learning, presented information on the new Educator Preparation Institute (EPI), the college's response to the state's increasing need for teachers. Consistent with Florida's alternative certification process, the EPI provides a way for individuals with bachelor's degrees to become certified to teach in the state in a relatively short timeframe. Mr. Steve Dunnivant, coordinator of instructional technology and EPI director, described the hybrid format of the institute's nine courses that would be delivered through a mixture of online and face-to-face traditional classroom methods. Mr. Dunnivant acknowledged that the EPI is working closely with Bay District Schools and indicated EPI staff will meet soon with officials of Gulf and Franklin school districts.
- Commencement Exercises**
- 5.2.1** Dr. McSpadden requested approval of a change in date for the 2006 Commencement Exercises. Instead of holding the ceremonies on Thursday, May 4, he proposed the date be changed to Sunday, May 7. The change would facilitate the college's ability to use the Marina Civic Center. Mr. Mayo moved and Mr. Cox seconded approval of the change as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- 2005 Fall Conference**
- 5.2.2** Dr. McSpadden called on Mr. Dunnivant for a report on the 2005 Fall Conference, a professional development activity focused on college employees during the first week of the new academic year. Mr. Dunnivant acknowledged the efforts of a committee of 15-20 individuals who were responsible for planning this year's conference, which encouraged employees to "Engage!" He summarized the various learning sessions that were offered and indicated both in-house and national experts had shared their expertise during the conference period.
- Fall 2005 Enrollment Report**
- 5.2.3** Ms. Sharon Todd, acting director of enrollment services, presented a report on enrollment for the fall 2005 term. After sharing information for specific reporting categories and noting that students are taking fewer hours in order to work either full time or part time, Ms. Todd indicated that overall fall 2005 enrollment was 2 percent less than enrollment in fall 2004.

**6. Theatre  
Presentation**

**6.1** Dr. McSpadden invited trustees and others to the theatre presentation, *The Complete History of America, Abridged*, which would be held September 23, 24, 25 and 30 and October 1 and 2 in the Amelia Center Theatre Lab.

**7. Adjournment**

The meeting was adjourned at 11:45 a.m.