

# MINUTES

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

April 14, 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, Capt. Vito W. Jimenez, 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** Captain Jimenez 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 Ms. Karen Parham, chair of the Coordinating Council; Ms. Angelia Reynolds, chair of the Faculty Council; Ms. Dottie Terryn, chair of the Career Council; Ms. Candy Glenn, president of the Student Activities Board; and Capt. Vito W. Jimenez, commanding officer of the Naval Surface Warfare Center and honorary trustee.
- 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. Mayo seconded approval of the minutes of the board's meeting of March 10, 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** Dr. Cheryl Flax-Hyman, director of developmental studies, reported on the Passport Program. She referred to the Project Independence grant under which the program had been created, highlighted the program's focus in offering adult education, general high school equivalency, and transitional services. Dr. Flax-Hyman noted the program currently serves 500 students, outlined the program's vision for expansion, and introduced Ms. Lisa Watson, coordinator of the program. She encouraged trustees to attend the graduation for GED completers, indicating these events provide remarkable evidence of the college's role in improving the lives of students and their families.

- SAB Report**
- 1.8** Ms. Candy Glenn, president of the Student Activities Board, highlighted recent and upcoming events. She announced that SAB elections had named Derek Ford incoming president and Jab Nyrabeah incoming vice president. She noted that \$274 had been contributed by students to the Kevin Kight Memorial Scholarship fund, that students would be working at the American Cancer Society's Relay for Life event, and that the Spring Luau would be held on April 22 at the Spinnaker. Ms. Glenn expressed appreciation for the opportunity to represent the SAB at board meetings during the year.
- 2. Attorney's Report**
- 2.1** Attorney Bennett had no report.
- Next Meeting**
- 2.2** The next meeting of the District Board of Trustees was set for Thursday, May 12, 2005, at 10 a.m. Eastern Daylight Time at the Gulf/Franklin Center.
- 3. College People and Programs**
- 3.1.1** Dr. McSpadden acknowledged the significant contributions of trustees to the community, noting Mr. Cox's involvement in an affordable housing project in Gulf County, Mr. Mayo's "Citizen of the Year" designation by the National Association of Social Workers, and Mr. Cramer's recent hosting of a gathering of community leaders. He referred to the passing of State Representative David Coley and Mr. Lee Henderson, former executive director of the Florida Community College System. He referred to press releases that included reports on the successes of GCCC athletes and the resignation of Coach Darren Mazerowski. He also shared various letters, notes, and articles, which provided evidence of the supportive and collaborative spirit of GCCC people and the significance of college programs and services.
- Community Support**
- 3.1.2** Dr. McSpadden shared copies of recent A Legacy of Trust ads in *The News Herald*, which featured donors and scholarships as follows:
- Flowree Mayo-Linder Memorial Scholarship
  - Sean and Cande McNeil Endowed Scholarship
  - Mary Louise Nowlin Memorial Scholarship
  - Dr. Charles and Mrs. Voorhis, III, Endowed Scholarships
  - News Herald Endowed Scholarships
- Dr. McSpadden also acknowledged numerous other gifts to the A Legacy of Trust campaign and gifts in memory of Les Spencer, John Holley, Fern McCoy-Brent, Denver Wyatt, Elsie Brent, Mary Louise Nowlin, Kevin Kight, and Jeanette Dybdal.

**State, National,  
International  
Issues**

**3.2.1** Dr. McSpadden provided a report on the status of budget discussions in the Florida Legislature.

**4. Policy 5.175,  
Use of  
College  
Facilities/  
Equipment**

**4.1.1.1** Trustees reviewed a proposed revision of Policy 5.175, Use of College Facilities and Equipment, and Dr. McSpadden explained that the revision involved increasing fees for use of college resources to more accurately reflect actual costs of operations. Ms. Grantham moved and Ms. Butler seconded tentative approval of the policy revision as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Policy 7.118,  
Public  
Address  
Area**

**4.1.1.2** Trustees reviewed a proposed revision of Policy 7.118, Free Speech Address Area, and Dr. McSpadden explained that the policy name was being changed to Public Address Area and superfluous language was being removed as recommended by legal counsel. Ms. Grantham moved and Mr. Mayo seconded tentative approval of the revision as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health  
Sciences  
Contract**

**4.1.2** Trustees were asked to approve contracts with community health agencies formalizing their willingness to permit GCCC students to acquire clinical experience in the respective facilities/medical practices. Ms. Shoaf moved and Mr. Cox seconded approval of contracts with the following listed agencies:

- Bay County Health Department
- Dr. Yahia Rahim, Pediatric Medicine
- Drs. Stephen M. Smith and Stephen G. Smith, Obstetrics and Gynecology
- Dr. James R. Mitchell, Pediatric and Adolescent Medicine
- Chipley Physical Therapy, Inc.
- Sullivan Rehab Services, Inc.
- Southern Orthopedic Specialists
- Florida Diagnostic Imaging Centers

The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 19**

**4.1.3.1** After Mr. John Mercer, dean of business affairs, led a review of Amendment 19 to the Agency Fund, 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.

**Budget  
Amendment 20**

**4.1.3.2** Following Dean Mercer's explanation of Amendment 20 to the Unrestricted Current Fund, Ms. Butler moved and Mr. Sumner seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 21**

**4.1.3.3** Following Dean Mercer's explanation of Amendment 21 to the Auxiliary Fund, Mr. Cox moved and Mr. Mayo seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 22**

**4.1.3.4** Following Dean Mercer's explanation of Amendment 22 to the Restricted Current Fund, Ms. Grantham moved and Ms. Butler seconded approval. 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**

**4.1.4** Trustees were asked to review a listing of equipment no longer useful to the college. Dean Mercer explained that the first eight items were obsolete or worthless property and the remaining items were purchased by the Gulf Coast Workforce Board, carried on the college's inventory, and distributed to eligible workforce clients as authorized by law. He requested that trustees approve removal of all items from college inventory records and disposal of obsolete or worthless items. Mr. Mayo moved and Ms. Shoaf seconded approval, and the vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Delinquent  
Accounts**

**4.1.5** Dean John Mercer led review of a listing of accounts that had been delinquent for at least two years and requested approval to charge them off the books. He indicated that while the debts, which totaled \$44,353.64, would no longer be on the balance sheet, efforts would continue to collect them. Following discussion, Dr. Myers moved and Mr. Cox seconded approval to charge off the accounts as requested. 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**

**4.1.6** Dean John Mercer led trustees in review of a statement of activity in the General Current Fund for the period July 1, 2004, through March 31, 2005, as well as accompanying energy consumption and purchase activity reports. He assured trustees of the college's healthy fund balances.

**Professional  
Personnel**

**4.2.1** After review of the professional personnel recommendations presented below, Mr. Sumner moved and Ms. Butler 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**

Cowden, Alyssa R. --- Instructor, Aquatics, Wellness and Athletics Division, effective March 5 - June 30, 2005, no salary

### **Resignation**

Alabanza, Florence J. --- Career Manager, Workforce Center, Workforce Development, effective April 14, 2005

Cuello, Rosamond L. --- Instructor, Health Sciences Division, effective May 6, 2005

Mazeroski, Darren L. --- Coordinator, Men's Baseball, Wellness and Athletics Division, effective June 30, 2005

### **Retirement**

Schilling, William P. --- Assistant Professor, Technology Division, effective April 30, 2005

### **Career Service Personnel**

**4.2.2** After review of the career service personnel recommendations presented below, Ms. Grantham moved and Mr. Sumner 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**

Palmieri, Charles J. --- Lead Network Telecommunications Technician (CL3), Computer Services, effective April 11, 2005, hourly rate of \$15.33

Warren, Morrissa A. --- Clerk Typist (Grade 7), Enrollment Services, Student Development, effective March 8, 2005, hourly rate of \$8.43

### **Resignation**

Thorndyke, Judy A. --- Program Assistant (Grade 10), Student Support Services, Developmental Studies, effective April 8, 2005

### **Ratification of Contracts**

**4.2.3** Dr. Myers moved and Mr. Cox seconded ratification of contracts signed by 37 instructors of credit courses, 50 instructors of noncredit courses, 11 consultants, and 3 special contractors. 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 that the total funds raised as of March 28, 2005, for the A Legacy of Trust campaign, including pledges and expected state matching funds, was \$4.8 million. She acknowledged that 1,246

students had received scholarships during the 2004-05 academic year and noted that the value of scholarships for full-time students would be increasing from \$1,200 to \$1,300 for the 2005-06 year. Vice President John Holdnak responded to a question related to the impact of changes in the federal Pell Grant guidelines, indicating that a significantly greater number of students will need additional sources of financial aid when the new eligibility guidelines for Pell become effective.

**2005-06  
Operational  
Plan**

**4.3.2** Dr. McSpadden requested approval of the Operational Plan for 2005-2006, noting that the final draft had been shared with trustees in mid-March. Ms. Grantham moved and Mr. Sumner seconded approval of the plan as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**5. Lifelong  
Learning**

**5.1.1** After review of a listing of noncredit courses offered by Lifelong Learning, 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.

**Accountability  
Report**

**5.1.2** Dr. Linda Adair, executive vice president and chief instructional officer, presented data from the recently received state 2004 Accountability Report. She shared detailed information about the college's performance during 2003-04 in each of the five state-adopted outcome measures and their sub-measures. Overall, GCCC is performing above the state system average in most areas including enrollment of recent high school graduates; graduation, retention, and success; transfer student performance at SUS institutions; passing rate on licensure exams; vocational program placement; and CLAST performance. Dr. Adair noted that improvements are being experienced in the success and retention of students in college preparatory courses, and she acknowledged the positive impact of the federal Title III-funded Developmental Studies project.

**Homeland  
Security  
Training  
Update**

**5.1.3** Ms. Pam Whitelock, dean of lifelong learning, supported by Ms. Gloria Crawford, chair of the Public Safety Division, provided an update on homeland security training and Prepare America projects. She shared a detailed report on training offered between September 2001 and the present, revealing that 95 classes had been offered, for 1,394 hours (25,604 contact hours) to 2,401 students, earning 28.4462 FTE, and earning a profit of \$1,489.20. Ms. Whitelock reminded trustees of the vision of Prepare America and its mission of deploying the nation's community colleges as a unified resource to provide training and education in support of critical national issues in a global context. She summarized the evolution of Prepare America and indicated that preparations are being made to establish it as a 501 (c) (3) organization to ensure its flexibility and effectiveness. On behalf of the

board, Chair Cramer commended Ms. Whitelock and Ms. Crawford for their personal and professional commitment and their excellent efforts with regard to homeland security.

**Graduation Applicants**

**5.2.1** Trustees were asked to review and approve a listing of applicants for spring 2005 graduation. Following review, Mr. Sumner moved and Ms. Butler seconded approval of the applicants as listed, and the vote was recorded as follows: Butler, aye; Cox, aye; Grantham, aye; Mayo, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**6. Visual and Performing Arts Events**

**6.1** Dr. McSpadden invited trustees to the theatre production, "The Secret Garden," April 15-17 and April 22-24, as well as the Orchestra of St. Andrew Bay's presentation of "MM-Mac!" featuring pianist Mac Frampton April 30.

**End-of-Year Events**

**6.2** Dr. McSpadden invited trustees to the Honors Convocation, Commencement Exercises, and Honors Luncheon, events marking the end of the 2004-05 academic year.

**Luncheon Guests**

**6.3** Dr. McSpadden invited trustees to several Health Sciences pinning ceremonies to be held between April 14 and May 5.

**7. Adjournment**

The meeting was adjourned at 12:10 p.m.