

# MINUTES

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

December 8, 2005

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

**Members Present** Karen L. Durden (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** Vice Chair Durden called the meeting to order at 10 a.m.
  
- Invocation**                        **1.2** Dr. McSpadden gave the invocation.
  
- Pledge of Allegiance**            **1.3** Mr. Sumner led those present in the pledge of allegiance to the American flag.
  
- Welcome to Guests**                **1.4** Vice Chair Durden welcomed the board's guests, recognizing Mr. Bobby Hughes, chair of the Career Council; Ms. Cindy Boshelle, who represented Coordinating Council; Mr. Lynn Wallace, chair of the Faculty Council; Ms. Jessica Cumbie, internal affairs officer of the Student Activities Board, and Mr. Jab Nyrabeah, secretary of the Student Activities Board.  
  
Vice Chair Durden called on Dr. John Holdnak, who introduced and welcomed representatives of Mississippi Gulf Coast Community College: Mr. Brian Carriere, professor of social sciences, and his wife, Meredith, and Mr. Jere Hess, vice president of development. On behalf of their institution and its students and employees, Messrs. Carriere and Hess expressed appreciation for the financial and other support given by GCCC employees in the immediate aftermath of Hurricane Katrina. They shared a professional video depicting the pre- and post-Katrina communities served by the Mississippi college and shared facts and stories about the devastation and continuing recovery efforts. Mr. Jab Nyrabeah, secretary of the SAB, presented a check for \$654, which represented proceeds of several student fund-raising projects, to Mr. Hess.
  
- Hearing of Citizens**                **1.5** No citizen answered the call to appear before the board.

- Approval of Minutes** 1.6 Dr. Myers moved and Ms. Grantham seconded approval of the minutes of the board's meeting of November 3, 2005, as distributed. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Durden, aye.
- Gulf Coast Story** 1.7 The Singing Commodores, a musically talented group of young men and women directed by Ms. Judy Harrison, performed a variety of Christmas songs.
- SAB Report** 1.8 Ms. Jessica Cumbie highlighted current and upcoming activities sponsored by the Student Activities Board. She acknowledged the community service efforts of numerous student groups during the fall semester.
- Special Presentations** 1.9 Dr. McSpadden commended the faculty for their performance inside and outside the classroom. He called particular attention to recent publications of two professors, Dr. Sandy Ciccarelli, professor of psychology, and Mr. Lynn Wallace, assistant professor of English, and invited each to address the board. Dr. Ciccarelli shared a copy of the psychology textbook she had authored and talked about the process that led to publication by Prentice-Hall. She noted the text was arranged around the American Psychological Association's student learning outcomes and acknowledged GCCC's efforts to establish assessment processes based on student learning outcomes. Mr. Wallace, who will soon become GCCC's director of developmental studies, shared a copy of his adventure novel, *Los Caminantes*, indicating the story takes place in Central America. He acknowledged his love for the culture, which came from his own childhood experiences in Costa Rica as well as his time spent there as a Fulbright Scholar. On behalf of the board, Vice Chair Durden congratulated Dr. Ciccarelli and Mr. Wallace for their success as published authors.
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, January 12, 2006, in the Third Floor Seminar Room of the Student Union West.
- President's Mileage Log** 2.3 In compliance with provisions of his contract, Dr. McSpadden reported his business and personal mileage between December 1, 2004, and November 30, 2005, in the automobile provided by the board.
3. **College People and Programs** 3.1.1 Dr. McSpadden's report on college people and programs focused on an excellent reading teacher, collaboration with FSU-PC to build a Habitat for Humanity home, recent visit by Dr. Bill Cosby, new members of the Bay County Chamber of Commerce's Board of

Directors, FACC awards of excellence for Institutional Advancement's fall advertising efforts, WKGC's support of the Gulf Jazz Society, career success of former GCCC students, nominations for Hall of Distinction designations, assistance provided to students by Student Support Services and Returning Student programs, awards presented by the Bay County Reading Association, and matching funds programs that significantly increased the impact of Hurricane Katrina relief donations of GCCC employees and trustees.

**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: D. W. and Jani Smith, Sean and Cande McNeil, Drs. Mutaz and Amal Tabbaa, and the Berg Steel Pipe Corporation Endowed Scholarships.

**Higher  
Education  
Governance**

**3.2.1** Dr. McSpadden shared court records regarding mediation between Floridians for Constitutional Integrity, Inc., and the State Board of Education. He noted that regardless of the outcome of the mediation process, it appeared the state's public community colleges would remain under the control of the State Board of Education.

**4. Policy  
Revisions**

**4.1.1** Trustees were asked to give final 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. Shoaf 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; Durden, aye.

**Policy  
Revisions**

**4.1.2** Three policy revisions were presented for tentative approval as follows:

- 5.025, Procurement
- 5.281, Telephones and Wireless Communications Devices
- 6.042, Work Beyond the Normal Workweek

Following discussion, which indicated the changes related to expediting the college's recovery from emergencies, Ms. Butler moved and Ms. Grantham seconded tentative approval of the policy revisions as presented. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Durden, aye.

**Electrical  
Infrastructure  
Renovation**

**4.1.3** Dr. John Holdnak, vice president of administrative services, presented a proposal from Pinnacle Engineering to renovate and rehabilitate the college's aging electrical infrastructure. He noted that the proposal detailed a three-year phased project, which would cost a total of approximately \$650,000 and which did not include several buildings already scheduled for remodeling in the near future. The board was asked to approve the proposal, which included a fee of \$39,000 for basic design services, consistent with the Department of Management Services' Fee Curve "C." Mr. Estes moved and Dr. Myers seconded approval of the proposal as presented, including a fee of \$39,000 for basic design services. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Durden, aye.

**Budget  
Amendment 10**

**4.1.4** Mr. John Mercer, dean of business affairs, led review of Amendment 10 to the Restricted Current Fund and requested approval. Ms. Butler 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; Durden, aye.

**Obsolete  
Property**

**4.1.5** Trustees reviewed a listing of items designated obsolete by the property custodians. Ms. Shoaf moved and Ms. Grantham seconded approval of removing the items from college inventory records. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Durden, aye.

**Financial  
and Energy  
Statement**

**4.1.6** Dean Mercer led review of a statement of activity in the General Current Fund for the period July 1 through November 30, 2005, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during November 2005.

**SBI/SBDC  
Lease  
Renewal**

**4.1.7** Trustees were asked to approve renewal of a lease between the Bay County Small Business Incubator and GCCC's Small Business Development Center, effective through December 31, 2006. Ms. Shoaf moved and Dr. Myers seconded approval of the lease as presented. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Durden, aye.

**WKGC  
Financial  
Audit**

**4.1.8** A financial audit of WKGC-AM/FM for the fiscal year ended June 30, 2005, was lodged with the board. Dr. McSpadden pointed out that the audit resulted in no criticisms.

**Professional  
Personnel**

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

### Employment

Manjarres, Tara M. --- News Director/Coordinator, WKGC, Instructional Support and Lifelong Learning, effective November 28, 2005 - June 30, 2006, salary of \$17,459 (based on annual salary of \$29,400); funded by CPB grant

McLane, Dunkin C. --- Accounting/Financial Manager, Gulf Coast Community College Foundation, effective November 14, 2005 - June 30, 2006, salary of \$22,127 (based on annual salary of \$35,000)

Pridgen, Sarah R. --- Coordinator, Lifelong Learning, Instructional Support and Lifelong Learning, effective December 1, 2005 - June 30, 2006, salary of \$18,345 (based on annual salary of \$31,500)

### Reemployment

Fertal, Bruce R. --- GED Learning Manager, Passport Program, Instructional Support and Lifelong Learning, effective August 8, 2005 - May 7, 2006, annual salary of \$23,596; funded by Adult Education grant

Wiggins, Christy L. --- GED Learning Manager, Passport Program, Instructional Support and Lifelong Learning, effective August 8, 2005 - May 7, 2006, annual salary of \$21,200; funded by Hire Adult Literacy grant

Winther, Nicoleila --- GED Learning Manager, Passport Program, Instructional Support and Lifelong Learning, effective August 8, 2005 - May 7, 2006, annual salary of \$23,596; funded by Hire Adult Literacy grant.

### Career Service Personnel

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

### Employment

Duhon, Daniel W. --- Lab Technician (CL-1, Step 5), Technology Division, effective November 2, 2005, hourly rate of \$10.93

Hall, Glynn B. --- Computer Network Technician (CL-1, Step 10), Computer Services, effective December 1, 2005, hourly rate of \$12.67

Williams, LaShavia D. --- Secretary (Grade 9), Public Safety Division, effective November 16, 2005, hourly rate of \$9.41, including experiential credit

### **Reemployment**

Tipton, Melba M. --- Teacher's Aide (Grade 9), Passport Program, Instructional Support and Lifelong Learning, effective August 15, 2005 - May 7, 2006, hourly rate of \$9.65; funded by Adult Education grant

### **DROP Exit**

Barker, Willie L. --- Lead Custodian (Grade 8), Facilities Management, effective January 30, 2006

### **Resignation**

Elmore, Kimberly D. --- Administrative Secretary (Grade 10), Library, effective November 22, 2005

Young, Kevin A. --- Computer Services Technician (CL-1), Computer Services, effective November 15, 2005

## **Ratification of Contracts**

**4.2.3** Following review of a listing of contracts signed by 75 instructors of credit courses and 30 instructors of noncredit courses, Ms. Shoaf moved and Dr. Myers seconded ratification of contracts as presented. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Durden, aye.

## **Foundation Report**

**4.3.1** In Ms. Lapensohn's absence, Dr. McSpadden called on Ms. Margie Mazur, development coordinator of the Foundation, for a report. After indicating proceeds from the Shark's Tooth Golf Tournament were \$21,328, Ms. Mazur introduced Mr. Dunkin McLane, new accounting/financial manager of the Foundation. Ms. Mazur reported that Mr. Jerry Sowell, foundation treasurer, stated that audit concern about separation of duties was a fairly common finding in organizations with small staffs. Mr. Sowell had expressed confidence in the staff and their ability to improve processes each year. With regard to the emergency fund, the foundation board had agreed to establish a \$15,000 cap on funds available for student emergency assistance and authorized the executive director to continue awarding the funds as she deems appropriate. Ms. Mazur concluded by indicating the A Legacy of Trust campaign had raised \$5.4 million.

## **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. Mr. Estes moved and Dr. Myers seconded approval as requested. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Durden, aye.

- Accountability Report**                    **5.1.2**    Dr. Linda Adair, executive vice president and chief instructional officer, presented a report based on GCCC's 2004 performance in relation to state accountability outcome measures. She provided an overview of the measures and led a review of data related to enrollment, A.A. transfers, licensure passing and vocational placement, college preparatory success and retention, and CLAST. Dr. Adair also highlighted information about student performance in specific programs at various state university system institutions.
- Approval of Graduation Applicants**                    **5.2.1**    Trustees reviewed a listing of students who had applied for graduation in the fall 2005 semester. The list included candidates for the Associate in Arts degree, various Associate in Science and Associate in Applied Science degrees, and Postsecondary Adult Vocational and other technical certificates. Ms. Shoaf moved and Ms. Butler seconded approval of the graduation applicants as presented. The vote was recorded as follows: Butler, aye; Estes, aye; Grantham, aye; Myers, aye; Shoaf, aye; Sumner, aye; Durden, aye.
- 6. Orchestra Concert**                    **6.1**    Dr. McSpadden invited trustees and others to the Orchestra of St. Andrew Bay's Holiday Concert on Tuesday, December 13, in the Amelia Center Theatre.
- Health Sciences Ceremonies**                    **6.2**    Dr. McSpadden invited trustees to the Nursing Pinning Ceremony and the Surgical Technology Graduation on December 15.
- 7. Adjournment**                    On a motion by Dr. Myers that was seconded by Ms. Shoaf, the meeting was adjourned at 11:48 a.m.