

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

**January 12, 2006**

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

**Members Present** William C. Cramer, Jr. (presiding), Denise D. Butler, J. Allen Cox, Karen L. Durden, Dan A. Estes, 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 10:05 a.m.
- Invocation**
  - 1.2** Dr. McSpadden gave the invocation.
- Pledge of Allegiance**
  - 1.3** Ms. Durden 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. Lloyd Harris, chair of the Faculty Council; Ms. Christina Kight, who represented Career Council; Ms. Libby McNaron, chair of the Coordinating Council; and Mr. Jaber Nyrabeah, 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. Durden moved and Mr. Cox seconded approval of the minutes of the board's meeting of December 8, 2005, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Gulf Coast Story**
  - 1.7** Dr. McSpadden introduced Ms. Rosie O'Bourke, chair of the Visual and Performing Arts Division, and commended her on Gulf Coast's world-class theatre program. Ms. O'Bourke noted that the college started its theatre program 18 years ago and that it has developed into one of the top programs in the state. Several students shared performances presented at the Florida Theatre Conference. Mr. Cramer praised the students for their outstanding performances.

- SAB Report**
- 1.8** Mr. Jaber Nyrabeah, president of the Student Activities Board, shared a calendar of events and highlighted the major activities to occur during January, including Homecoming, the District IV meeting, and fund raising for Habitat for Humanity. Mr. Cramer indicated his appreciation to SAB for its work related to the relief efforts for Hurricane Katrina victims.
- 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, February 9, 2006, in the Third Floor Seminar Room of the Student Union West. Due to a scheduling conflict, trustees voted to change the date of the March meeting from March 9 to March 16, 2006, at 10 a.m. in the Third Floor Seminar Room of the Student Union West. Ms. Butler moved and Mr. Cox seconded a motion to change the date as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- 3. College People and Programs**
- 3.1.1** Dr. McSpadden shared numerous articles, letters, and other items focusing on involvements and achievements of college people and programs.
- 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: The Flowree Mayo-Linder Memorial Scholarship, The William C. Cramer, Sr. Memorial Scholarship, The Leoma Spencer Henderson Memorial Future Nurses Scholarship, The Terry Holdnak Scholarship, and The J. Bernice McSpadden Scholarship. He also shared a newspaper article concerning the \$1 million anonymous donation to the Gulf Coast Community College Foundation.
- Public Education Capital Outlay Projects, 2006-2008**
- 3.2.1** Dr. McSpadden reported on various Public Education Capital Outlay projects for 2006-2008 and indicated that the Florida Legislature has significantly increased PECO funding over the next several years. Major renovation projects currently recommended for Gulf Coast Community College include the Health Sciences Building, Technology Building, Firing Range, Public Safety/Emergency Operations Center, and Corporate Training Center.
- 4. Policy Revisions**
- 4.1.1** Trustees were asked to review proposed revisions of three policies necessary to comply with state rules and regulations.

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

Following discussion, Dr. Myers moved and Mr. Cox seconded final approval of the three policy revisions as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Health  
Sciences  
Contract**

**4.1.2** Trustees were asked to approve a contract with Northwest Florida Gastroenterology Center of Panama City, which would allow students in the Nursing program to acquire clinical experience. Ms. Durden moved and Ms. Shoaf seconded approval of the contract as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2006-03,  
Smart Classroom  
Upgrades**

**4.1.3.1** Of the six bids requested for the purchase of video equipment for Smart classrooms, four had been received. Following discussion, Mr. Sumner moved and Ms. Butler seconded acceptance of the low bid of \$134,325 from Bay Electronics Supply. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Bid 2006-04,  
Vehicle Lease**

**4.1.3.2** Trustee Cramer relinquished the chair to Vice Chair Durden for consideration of Bid 2006-04 for a vehicle lease. Of the twelve bids requested, four had been received. Ms. Butler moved and Mr. Sumner seconded awarding of the bid to the lowest responsive bidder, Acme Auto Leasing, for \$31,000 for a two-year lease, with a mileage allowance of 30,000 and an overage rate of 12 cents per mile. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye. (Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers was signed by Mr. Cramer and is filed in the Supplementary Minutes Book.)

**Continuing Contract  
Project, Wetlands  
Permitting and  
Rehabilitation**

**4.1.4** Trustees were asked to approve a proposal from Buchanan & Harper, the college's continuing contract civil engineering firm, for work associated with the wetland resource permitting and rehabilitation of the acquired Graham parcel located adjacent to the Panama City campus, to include civil engineering, land surveying, and ecological services. Ecological services will be performed by the sub-consultant Ecological Resource Consultants. Following discussion, Mr. Sumner moved and Ms. Butler seconded a motion to accept the proposal as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget  
Amendment 11**

**4.1.5** Mr. Mercer identified the purposes of Amendment 11 to the Restricted Current Fund and recommended approval. Ms. Shoaf moved and Mr. Cox seconded approval of Amendment 11 as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Obsolete  
and  
Worthless  
Property**

**4.1.6** Trustees were asked to review a listing of equipment determined to be obsolete or worthless by the property custodians and to approve disposal of the items. Ms. Durden moved and Ms. Shoaf seconded approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Delinquent  
Accounts**

**4.1.7** Trustees were asked to review a listing of delinquent accounts totaling \$39,946.90, which were due prior to December 31, 2003. After indicating that collection efforts would continue, Dean Mercer requested board approval to charge off the delinquent amounts. Following discussion, Mr. Sumner moved and Ms. Butler seconded approval of the charge-off as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial  
and Energy  
Statement**

**4.1.8** Trustees reviewed a statement of activity in the General Current Fund for the period July 1 through December 31, 2005, as well as accompanying energy consumption and purchase activity reports and purchases costing between \$2,500 and \$25,000.

**Policy  
Revisions**

**4.1.9** Dr. McSpadden requested tentative approval of three policy revisions:

- 5.165, Travel and Expenses
- 6.106, Employee Drug Testing
- 7.130, Student Drug Testing

Following discussion, Mr. Cox moved and Dr. Myers seconded tentative approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Small Business  
Development  
Center  
Contract**

**4.1.10** Trustees were asked to approve a subcontract with the University of West Florida that will allow Gulf Coast Community College to continue receiving funding during the 2006 calendar year for the Small Business Development Center. Though the University of West Florida has received a letter of intent from the Small Business Administration, it has not yet received a formal award notice; therefore, approval of the subcontract is contingent

upon receipt of the primary award from the Small Business Administration. Ms. Shoaf moved and Dr. Myers seconded approval of the subcontract as presented. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Professional  
Personnel**

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

**Employment**

Broxton, Marcus S. --- Assistant Coordinator, Fire Science, Public Safety, effective January 2, 2006 - June 30, 2006, salary of \$13,074 (based on an annual salary of \$26,250)

Finley, Nicole M. --- English Learning Manager, Student Support Services, Instructional Support and Lifelong Learning, effective December 21, 2005 – May 7, 2006, salary of \$9,444 (based on an annual salary of \$20,000)

Mazurek, Karla K. --- Instructor (Step 10), Health Sciences Division, effective January 2, 2006 – May 7, 2006, salary of \$17,220 (based on an annual salary of \$35,835)

Rising, Leah L. --- Assistant Professor (Step 10), Health Sciences Division, effective January 2, 2006 – May 7, 2006, salary of \$19,431 (based on an annual salary of \$40,433)

VanNette, Tara M. --- Assistant Professor (Step 1), Social Sciences Division, effective January 2, 2006 – May 7, 2006, salary of \$16,311 (based on an annual salary of \$33,941)

**DROP Entry**

Lapensohn, Carole P. --- Director, Institutional Advancement, effective January 1, 2006

Washington, Mosell --- Director, Human Resources, effective, February 1, 2006

**Retirement**

Gardner, Bruce R. --- Instructor, Technology Division, effective May 7, 2006

### **Resignation**

McWhirter, Timothy M. --- Associate Professor, Social Sciences Division, effective December 16, 2005

Ropelis, Laura A. --- Coordinator, Gulf/Franklin Center, Student Development, effective January 3, 2006

### **Career Service Personnel**

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

### **Employment**

Bishop, Megan L. --- Administrative Secretary (Grade 10), Library, effective December 7, 2005, hourly rate of \$9.77, including experiential credit

Hansen, Gale --- Senior Clerk Typist (Grade 9), Enrollment Services, Student Development, effective December 12, 2005, hourly rate of \$9.67, including educational and experiential credit

### **Resignation**

Dallas, Alexandra S. --- Administrative Secretary (Grade 10), Institutional Advancement, effective January 27, 2006

Harper, Katherine R. --- Administrative Secretary (Grade 10), part-time, Developmental Studies, Instructional Support and Lifelong Learning, effective December 19, 2005

Taylor, Robin C. --- Groundskeeper (Grade 6), Facilities Management, effective January 13, 2006

### **Ratification of Contracts**

**4.2.3** Mr. Cox moved and Dr. Myers seconded ratification of contracts signed by 15 instructors of noncredit courses, 53 instructors of credit courses, and 22 special contractors. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, 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 2005 was a phenomenal year for the Foundation due to the strong response to the A Legacy of Trust Campaign. Total assets are now at \$21.9 million, A Legacy of Trust Campaign at \$7.7 million, and scholarship awards for the spring semester totaled approximately \$400,000.

- 5. Lifelong Learning Courses**

**5.1.1** After review of a listing of noncredit courses offered by Lifelong Learning, Ms. Durden moved and Ms. Shoaf seconded approval of the courses and instructors. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Educational Support**

**5.2** No Educational Support matters were presented.
- 6. Martin Luther King, Jr. Commemoration**

**6.1** Dr. McSpadden invited trustees to the Martin Luther King, Jr. Commemoration Program planned for 10 a.m. on Friday, January 13, in the Jules Sarzin Lecture Hall. He noted the speaker would be Mr. Al McCambry, general manager of Knology.

**6.2** Dr. McSpadden encouraged trustees to make reservations for the Foundation's Annual Meeting on Friday, February 3, at the Edgewater Beach Resort.
- 7. Adjournment**

The meeting was adjourned at 11:38 a.m.