

MINUTES
REGULAR MEETING
DISTRICT BOARD OF TRUSTEES
GULF COAST COMMUNITY COLLEGE

February 8, 2007

10 a.m.
Student Union West 306

Members Present William C. Cramer, Jr. (presiding), Denise D. Butler, J. Allen Cox, Karen L. Durden, Dan A. Estes, Charles S. Isler, 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** Ms. Shoaf led those present in the pledge of allegiance to the American flag.

- Welcome to Guests** **1.4** Chair Cramer welcomed guests, recognizing in particular Ms. Christina Kight, chair of the Career Council; Ms. Cindy Boshelle, chair of the Coordinating Council; Mr. Lloyd Harris, chair of the Faculty Council; and Mr. Umar Karaman, president of the Student Activities Board. He gave a special welcome to Ms. Donna Vavala, who covers education issues for *The News Herald*.

- Hearing of Citizens** **1.5** No citizen answered the call to appear before the board.

- Approval of Minutes** **1.6** Mr. Sumner moved and Mr. Isler seconded approval of the minutes of the board's regular meeting of January 11, 2007, as distributed. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

- Gulf Coast Story** **1.7** Dr. McSpadden introduced Ms. Dana Dye, assistant professor of business and director of the Honors Program; Ms. Jennifer Hamilton, assistant professor of religion and history; and Ms. Melissa Moore, assistant professor of biology, who presented the Gulf Coast Story. Ms. Dye indicated that the Honors Program had sponsored a symposium titled "Origins through Religion and Biology" during the fall 2006 semester. The symposium was team taught by Professors Hamilton and Moore, and the capstone experience was a weeklong boat tour of the Galapagos Islands for the eleven students and five faculty members listed below:

Students: Paulie Bruns, Daniel Cole, John Huffman, Brooke Mixon, Zakhar Morozon, Christopher Purpura, Brandy Robinson, Eileen Tracy, Coral Winter, Joshua Wurst, and Alyssa Yarbrough

Faculty: Jennifer Hamilton, Melissa Moore, Jamie Webb, Linda Fitzhugh, and Linda Adair

After describing the sources of funds used to support the experience—a combination of a GCCC Foundation mini-grant, Student Activities Board budget, Honors Program budget, Staff and Program Development budget, and private dollars—Professors Hamilton and Moore provided an overview of the literature used in the course. The Galapagos adventure was a seven-day tour of the islands during December 2006 and provided opportunities for students and faculty to observe animal and plant species native to the Galapagos. After presentation of various photographs taken by Professor Moore, several of the students shared their impressions of the experience. Faculty members expressed hope this would be the first of many “study abroad” learning opportunities for students.

**SAB
Report**

1.8 Mr. Umar Karaman, president of the Student Activities Board, highlighted current and upcoming activities, which included an FJCCSGA conference, the Habitat for Humanity project dedication, a drive-in movie rescheduled for February 22, and a trip to Washington, D.C., during Spring Break when students will meet with Congressman Allen Boyd and other national legislators. On behalf of the board, Chair Cramer expressed appreciation for student involvement in the presidential search process.

**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 Thursday, March 8, 2007, at 10 a.m. in Room 306 of the Student Union West.

**Presidential
Search**

2.3 Chair Cramer reported the board was halfway through the presidential candidate interview process, having interviewed Drs. Jim Kerley and Terry Calaway on February 1 and 6 and scheduled to interview Drs. John Holdnak and Jeff Allbritten on February 13 and 15, respectively. He indicated that a special meeting of the board had been scheduled for 3 p.m. on Tuesday, February 27, in SUW 306, for the board to deliberate and make decisions related to filling the presidency. He noted that the process had gone very well and again commended the Presidential Search Committee for its excellent work. Following Chair Cramer’s suggestion that a committee be formed to negotiate with the selected candidate, Ms. Durden moved and Mr. Cox seconded appointment of such a committee. The vote was recorded as follows: Butler, aye; Cox, aye;

Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye. Chair Cramer appointed a committee of Trustees Cox, Durden, and Isler to join him in the task of negotiation and bringing a recommendation to the full board at the next regular meeting scheduled for March 8.

**3. College
People
and
Programs**

3.1.1 Dr. McSpadden reported that Trustees Cramer, Isler, Myers, and Sumner had been reappointed to the GCCC District Board of Trustees. He referred to newspaper articles that focused on reaction to the recent consultant report recommending that four to six of Florida's universities be changed to colleges granting only bachelor's degrees; FCCAA Coaches Polls that ranked GCCC's softball team #1 and GCCC's baseball team #6; GCCC student and faculty trip to the Galapagos Islands; and a new Bay County teacher who prepared for teacher certification through GCCC's EPI program. Dr. McSpadden also called attention to letters from a grateful student, a Leadership Bay participant, the St. Andrew Bay Environmental Study Team, and the Bay County Public Library's booksALIVE festival.

**Community
Support**

3.1.2 Dr. McSpadden shared copies of ads associated with the A Legacy of Trust campaign, which included the Jose Miguel Dosal Memorial/Cook Insurance Agency, Inc. and Butler Family Endowed Scholarship; the Emily Cheyne Burnett Butler Memorial/Gulf State Community Bank and Butler Family Endowed Scholarship; Tonya Glenn, recipient of a GCCC Foundation scholarship; and Alicia Marie Paul, recipient of a GCCC Foundation scholarship. Dr. McSpadden also shared copies of checks from recent donors to the GCCC Foundation.

**Foundation
Report**

3.1.3 Dr. McSpadden provided an update on the GCCC Foundation, which reported assets at \$25 million and the A Legacy of Trust campaign total at \$9 million. He indicated that the foundation spends approximately \$1 million per year on scholarships and support for the college's instructional programs. He encouraged trustees to attend the Foundation Annual Meeting on Friday, February 9, at Edgewater Beach Resort.

**Trustees
Legislative
Conference**

3.2.1 Trustees were encouraged to attend the FACC Trustees Commission's Annual Legislative Conference February 21-22, 2007, in Tallahassee.

**System
2007
Budget**

3.2.2 Dr. McSpadden referred to an article from the 2/8/07 issue of the *St. Petersburg Times* reporting that Will Weatherford, a new member of the Florida House of Representatives, is positioning himself to be speaker of the house in 2012. Dr. McSpadden noted that Rep. Weatherford had served as a legislative aide to Former Speaker Allan Bense and would view GCCC very favorably. He referred trustees to a draft of the Florida Community College System's Legislative Agenda for 2006-07 and indicated that GCCC was well prepared to seek legislative support.

- Governor's Budget** **3.2.3** Dr. McSpadden shared information on the Governor's recommended budget for 2007-08 and highlighted those items affecting the Florida Community College System.
- 4. Public Safety/ Emergency Operations Center** **4.1.1** Dr. John Holdnak, vice president of administrative services, reported that representatives of DAG Architects had meetings planned with college and Bay County staff as they begin to design the Public Safety/Emergency Operations Center project. He indicated he would keep the board informed as the project progresses.
- Policy 4.020 Revision** **4.1.2** Trustees were asked to give final approval to a revision of Policy 4.020, Course Repeats, which would bring the policy in line with Florida Statutes. Mr. Estes moved and Dr. Myers seconded tentative approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Health Sciences Building Renovation** **4.1.3** Dr. John Holdnak introduced Messrs. Pat Ballasch and Owen Gipson of DAG Architects and requested approval of Phase III documents. The architects expressed confidence that bids would come in within the project's stated funding limitation, indicating that the bid documents included a base project and several add alternates. Mr. Ballasch pointed out areas in the drawings that had been modified based on the cost estimating service's conclusion that the original project would likely go beyond the stated funding limitation. Of particular interest was the add alternate for a sloped roof, and architects assured the trustees that bidding the roof as an add alternate would provide greater flexibility in the board's decisions and would ensure getting the best possible price for the roof. Dr. McSpadden indicated the college would be using portable facilities to house some staff and programs during the construction phase to ensure that the project would meet identified timelines. With board approval of the Phase III documents, Dr. Holdnak indicated bids would be invited on March 22, and a recommendation would be presented at the board's regular meeting on April 12. Ms. Durden moved and Mr. Estes seconded approval of the Phase III documents with continued consideration of ways to ensure use of the sloped roof. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- Health Sciences Contract** **4.1.4** Trustees were asked to approve an agreement with Robert D. Thomas, D.D.S., of Savannah, Tennessee, which would permit GCCC students in the Dental Assisting program to secure clinical experience with Dr. Thomas's dental office. Ms. Shoaf moved and Dr. Myers seconded approval as requested, and the vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Computer
Security**

4.1.5 Mr. Herman Daniels, dean of administrative services, reported on security issues and procedures related to the college's \$5 - \$6 million computer mainframe and network resources. Noting that removal of all risk would be financially and functionally prohibitive, Mr. Daniels highlighted various methods used to provide physical security. Those methods included a tracking system utilizing hardware serial numbers, projector monitoring, and password and handprint access to the computer room. Network security includes a Cisco firewall with restricted connectivity, a tipping point intrusion prevention system, Symantec anti-virus software, software-based spam filter, encryption of wireless network, network systems analysis, penetration testing, and cyber risk insurance. Mr. Daniels indicated that social security numbers are no longer used as student or employee identifiers and that an encryption plan is being developed for all backups and local disk files. In response to Chair Cramer's question about how the college restricts use of computer resources for such unacceptable activities as gambling, Mr. Daniels indicated that in order to get a password, users must first agree to use the network for academic purposes only. Following discussion in which other trustees shared information and experiences, Chair Cramer indicated the board would like to take another look at the policy that covers use of computer resources.

**EBS Excess
Capacity
Lease**

4.1.6 Dr. Holdnak indicated that an item, Discussion of Educational Broadband Service Excess Capacity Lease Agreement, had been added to the agenda after it had been published. He explained that supporting materials were not available at the time the original agenda was developed and introduced a proposed amendment to a lease agreement the board had entered with Luxon Wireless Incorporated in June 2005. Dr. Holdnak noted the agreement specified the terms and conditions under which the college would lease its excess broadband broadcast capacity as allowed under federal law. He indicated that while the signing fees and monthly lease payments had been kept current, some of the performance requirements involving deployment of services utilizing the bandwidth had not been met in accordance with the agreement. He requested approval of an amendment to the agreement and called on Attorney Derrick Bennett for a description of the document. Following Mr. Bennett's report, Chair Cramer expressed concern that the board had not had an opportunity to appropriately review the document or consider its impact prior to being asked to approve it. Other trustees concurred, and Mr. Cox suggested that the board chair meet with counsel and college staff to reach an acceptable resolution. With verbal consensus of the trustees, Chair Cramer indicated he would study the proposed amendment and bring a recommendation to the board at the next regular meeting on March 8.

**Disposal
of
Inventoried
Property**

4.2.1 Following review of a listing of obsolete equipment, Ms. Durden moved and Ms. Butler seconded approval of appropriate disposal of the items and removal of them from inventory records. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Budget
Amendments**

4.2.2.1 Following Dr. McSpadden's description of the purpose of Amendment 11 to the Unexpended Plant Fund, Ms. Durden moved and Ms. Butler seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

4.2.2.2 Dr. McSpadden described the purpose of Amendment 12 to the Restricted Current Fund. Ms. Shoaf moved and Ms. Durden seconded approval of the amendment as described. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

4.2.2.3 Following Dr. McSpadden's explanation of the purpose of Amendment 13 to the Auxiliary Fund, Mr. Sumner moved and Mr. Isler seconded approval. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.

**Financial
and Energy
Statement**

4.2.3 Dr. McSpadden highlighted key points in a statement of activity in the General Current Fund for the period July 1, 2006 - January 31, 2007, as well as an energy consumption analysis and report of purchases between \$2,500 and \$25,000 during January 2007.

**Professional
Personnel**

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

Employment

Barthel, David J. --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective January 4 - June 30, 2007, hourly rate of \$15.87; funded by VTAE grant

Byrem, Meghan A. --- Job Developer, Workforce Center, Workforce Development, effective February 5 - June 30, 2007, salary of \$10,271 (based on annual salary of \$25,300); funded by Workforce Master grant

Diaz, Ivan G. --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective November 30, 2006 - June 30, 2007, hourly rate of \$15.87; funded by VTAE grant

Fitch, Inna --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective November 14, 2006 - June 30, 2007, hourly rate of \$15.87; funded by VTAE grant

Foster, Richard D. --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective October 17, 2006 - June 30, 2007, hourly rate of \$15.87; funded by VTAE grant

Green, Joanne R. --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective October 17, 2006 - June 30, 2007, hourly rate of \$15.87; funded by VTAE grant

Lopanec, Mercedes M. --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective October 17, 2006 - June 30, 2007, hourly rate of \$15.87; funded by VTAE grant

Ryan, Myya --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective October 17, 2006 - June 30, 2007, hourly rate of \$15.87; funded by VTAE grant

Tate, Bonnie E. --- Learning Manager, part-time, Instructional Support and Lifelong Learning, effective October 17, 2006 - June 30, 2007, hourly rate of \$15.87; funded by VTAE grant

Wright, Jeremy C. --- Programmer/Analyst, part-time, Small Business Development Center, Workforce Education, effective January 2 - June 30, 2007, hourly rate of \$20; funded by SBDC grant

Revision of Employment

Easter, Layca D. --- Career Manager, Workforce Center, Workforce Development, from January 8 - June 30, 2007 to January 16 - June 30, 2007, salary of \$11,106 (based on annual salary of \$24,150); funded by Workforce Master grant

Resignation

Hicks, Nancy N. --- Librarian, part-time, Library, effective February 11, 2007

Career Service Personnel

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

Employment

Cuida, Victor J. --- Teacher's Aide (Grade 9), Lifelong Learning, Instructional Support and Lifelong Learning, effective January 9 - June 30, 2007, hourly rate of \$9.46, including experiential credit; funded by VTAE grant

Jacobs, Bianka D. --- Teacher's Aide (Grade 9), Lifelong Learning, Instructional Support and Lifelong Learning, effective October 17, 2006 - June 30, 2007, hourly rate of \$9.46, including experiential credit; funded by VTAE grant

Potro, Lourdes I. --- Teacher's Aide (Grade 9), Lifelong Learning, Instructional Support and Lifelong Learning, effective January 9 - June 30, 2007, hourly rate of \$9.46, including experiential credit; funded by VTAE grant

Smothers, Isis M. --- Teacher's Aide (Grade 9), Lifelong Learning, Instructional Support and Lifelong Learning, effective November 15, 2006 - June 30, 2007, hourly rate of \$9.46, including experiential credit; funded by VTAE grant

Travers, Marisa P. --- Teacher's Aide (Grade 9), Lifelong Learning, Instructional Support and Lifelong Learning, effective January 9 - June 30, 2007, hourly rate of \$9.46, including experiential credit; funded by VTAE grant

Watson, Alvin L. --- Facilities Maintenance, Remote Campus (Grade 7), Facilities Management, effective January 8, 2007, hourly rate of \$9.19, including experiential credit

Reclassification

Roldan, Helen M. --- From Assistant Bookstore Manager (Grade 10), Business Affairs, to Administrative Assistant (Grade 10), Admissions and Records, Enrollment Services, effective February 16, 2007, no change in salary

Retirement

Kinney, Reed --- Miscellaneous IV (Grade 8), WKGC, Instructional Support and Lifelong Learning, effective February 2, 2007

Resignation

Lewis, Linda D. --- Administrative Assistant (Grade 10), Admissions and Records, Enrollment Services, effective February 2, 2007

- Ratification of Contracts** **4.3.3** Dr. Myers moved and Ms. Shoaf seconded ratification of contracts signed by 27 instructors of noncredit courses, 8 special contractors, and instructors named on the overload list for spring 2007 totaling \$562,650.64. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- 5. Approval of Catalog** **5.1.1** Dr. McSpadden invited trustees to review the contents of the 2007-08 General Catalog and requested tentative approval. Ms. Butler moved and Mr. Sumner seconded tentative approval as requested. The vote was recorded as follows: Butler, aye; Cox, aye; Durden, aye; Estes, aye; Isler, aye; Myers, aye; Shoaf, aye; Sumner, aye; Cramer, aye.
- 6. Black History Schedule** **6.1** Dr. McSpadden referred trustees to a schedule of Black History events to be held during February. He encouraged them to attend as their interests and schedules would permit.
- Orchestra of St. Andrew Bay** **6.2** Trustees were invited to “The Language of Love” Concert by the Orchestra of St. Andrew Bay on Saturday, March 3.
- Franklin County News** **6.3** Ms. Butler indicated that the superintendent of Franklin District Schools was very near to announcing the name of the new principal of the consolidated school. She invited the trustees to Franklin County’s celebration of Mardi Gras on February 10, indicating that she and her husband had been selected queen and king of the event.
- 7. Adjournment** The meeting was adjourned at noon.