

MINUTES: June 21, 2016

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair
Mr. John Grosskopf, President
Mrs. Sharon Benoit
Mr. Travis Coker
Mrs. Sandra Haas
Mr. Ricky Lyons
Mr. Billy Washington
Mr. Al Williams
Mr. Gary Wright

ABSENT: Mr. David Howell

STAFF PRESENT: Mr. Andy Barnes
Mr. David Dunkle
Ms. Kay Hogan
Mr. Scott Hubert, Audio Visual Technician
Mr. Bill Hunter
Dr. Cheryl James
Mr. Skip James
Ms. Amelia Mulkey
Ms. Kim Scarboro
Ms. Susan Taylor

Mr. Bruce Leinback, Board Attorney

Prior to start of meeting, Mr. Hubert addressed the Board with some updated directions regarding the sound and presentation equipment.

The meeting was called to order by Mr. Williams, who led the group in the pledge of allegiance to the flag following the opening prayer by Mrs. Haas.

MOTION: (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves to adopt the agenda as presented. The motion carried unanimously.

MOTION: (Mr. Wright/Mr. Washington) That the District Board of Trustees approves the minutes of the May 17, 2016 regular Board meeting. The motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Al Williams) That the District Board of Trustees approves the agreement between North Florida Community College and Dr. Robert Spindell, D.O. as revised by Attorney Leinback and presented at the meeting. Mr. Dunkle advised that this will update the existing agreement in order for Dr. Spindell to continue to perform as Medical

Director for the EMS Department. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves the Memorandum of Understanding between North Florida Community College and CanDo Tech. Mr. Dunkle advised that this will formalize the partnership between the College and CanDo Tech. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves the Consortium Agreement between North Florida Community College and Taylor County School District. Mr. Dunkle advised that this is required by the Florida Department of Education due to the Taylor County School District falling below the \$50,000.00 threshold for the Carl Perkins Postsecondary grant. After an overview by Mr. Dunkle, the motion carried unanimously.

Mr. Dunkle reported that the audit of the Public Safety Academy by the Criminal Justice Standards Commission resulted in commendations and no findings.

MOTION: (Mr. Al Williams/Mrs. Haas) That the District Board of Trustees approves the Dual Enrollment Articulation Agreement between North Florida Community College and home education students for the 2016-2017 academic year. After an overview by Ms. Hogan and discussion by the Board, the motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves the faculty contracts for the 2016-2017 academic year as follows:

Annual Contract Renewal

<u>Name</u>	<u>Position</u>
Francis Agama	Instructor - Chemistry
Heather Barton, RN	Instructor - Nursing
Brandi Browning, RN	Instructor - Nursing
Christina Corbin, RN	Instructor - Nursing
William Eustace	Instructor - Technology
DeShala Frazier, RN	Instructor - Nursing
Susan Hatcher	Instructor - Paramedic/EMT (Grant Funded)
Tammy Kemp, RN	Instructor - Admin Assistant/Medical Records
Guenter Maresch	Instructor - Physics/Mathematics
Keisha Martinez	Instructor - English
Sharon McClune, RN	Instructor - Nursing
Elias Paulk	Instructor - History (Recalled to Active Duty – USNR)
Robin Pearson, RN	Instructor - Nursing
Brandy Plummer, RN	Instructor - Nursing
Lisa Thompson	Instructor - Art
Julie Walden, RN	Instructor - Nursing

Change from Annual Contract to Continuing Contract

David Palomino

Instructor - Psychology

After an overview by Mr. Hunter, the motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Al Williams) That the District Board of Trustees approves the following personnel recommendation:

- Resignation of Cameron Smith, SSS Academic Case Manager, Student Support Services

After an overview by Mr. Hunter, the motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the warrant list for May 2016. The motion carried unanimously.

The Revenue and Expenditure Report for May 2016 was presented as an item of information with Mr. Barnes reporting that the excess revenue over expense at June 30 would be added to the Operating Account Fund Balance and utilized in the Operating Budget for 2016-2017.

The Statement of Account for May 2016 was presented as an item of information.

MOTION: (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves the Operating Budget for Fiscal Year 2016-2017 with the addition of an updated Hourly Position and Exempt Position Salary Schedule and an amended Capital Outlay Budget as presented. The budget included the following:

- Includes no increase in tuition and fees.
- Includes increased state revenue for operating expense in the amount of \$293,121.00 or 3.83%. A total of \$201,771.00 is non-recurring performance-based incentives.
- Includes an increased budget to cover rising insurance and retirement costs.
- Supports educational equipment purchases with the capital Improvement Fee, as well as line items in the operating budget for technology expenditures.
- Increases the salary of each regular employee by the value of a year of experience credit within his or her level on the salary schedule.
- Provides funding for partial fee waivers for the out-of-state cost to residents of counties in Georgia that are contiguous to the NFCC service area.
- Includes a contingency budget sufficient to cover unforeseen expense.
- Includes the Capital Outlay Budget for PECO, Local and CO&DS Funds.
- Includes current Salary Schedules, with no increase from prior year except minor changes to exempt positions.

Mr. Barnes provided a summary of the fund accounting method utilized by the College and an explanation of the budget request and legislative process utilized each year, including state funding, the performance funding process, and retirement costs. He reported that PECO

Maintenance funding had been added to the Capital Outlay Budget in the amount of \$262,000.00. After an overview by Mr. Barnes and discussion by the Board, the motion carried unanimously.

On behalf of the Board of Trustees, Chairman Williams expressed thanks and appreciation to Ms. Mulkey for her many years of outstanding service to the College and the district, and he wished her a very happy a fulfilling retirement.

MOTION: (Mr. Wright/Mrs. Haas) That the District Board of Trustees approves to recognize Ms. Mulkey's service to the College with a proclamation of appreciation. The motion carried unanimously.

Dr. James presented the report of Development and External Affairs. The report included information regarding summer scholarship awards; a \$25,000.00 donation from the WL & Neta Carter Foundation; and a completed Memorandum of Understanding with Sabal Trails Transmissions for a \$50,000.00 donation. All present were invited to attend the Jenyethel Merritt Award Ceremony and to purchase tickets to the Jenyethel Merritt Scholarship Banquet that will be held on June 25, 2016.

MOTION: (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the following contracts with the correction noted on the cover page of Item "C" and with the strike-through changes by Attorney Leinback to benefit the 2016-2017 NFCC Artist Series season:

- A. MEET ME IN PARIS – The Hot Club of San Francisco
Baylin Artists Management, Inc.
Sept. 27, 2016 – NFCC Artist Series Performance at Van H. Priest Auditorium
Sept. 28, 2016 – Educational Outreach Activity
Performance fee: \$5,200.00

- B. AMERICAN SPIRITUAL – Rani Arbo & Daisy Mayhem
Baylin Artists Management, Inc.
Nov. 17, 2016 – NFCC Artist Series Performance at Van H. Priest Auditorium
Three Educational Outreach Activities Included
Performance fee: \$6,500.00

- C. BOB MILNE – Ragtime and Boogie-Woogie Piano
Jan. 20, 2017 – NFCC Artist Series Performance at Van H. Priest Auditorium
Educational Outreach Activity Included
Performance Fee: \$2,000.00 – South Arts Grant: \$3,650.00

After an overview by Ms. Scarboro, the motion carried unanimously.

PRESIDENT'S HIGHLIGHTS

President Grosskopf reported the following:

- He met with Dr. Larry Barrett, President of Florida Gateway College, to discuss potential partnerships and cooperation between the two institutions.
- NFCC will be hosting CanDo Tech on Thursday, June 23.
- He and Attorney Leinback will be attending a mediation session regarding the failed sewer lift station on Wednesday, June 22.

BOARD ATTORNEY TIME

Sewer Lift Station Update:

Attorney Leinback reported that he had provided the Board members with an amended complaint for the City of Madison regarding the failed sewer lift station. He, together with President Grosskopf and Mr. Hunter, will be involved in a mediation session on June 22 in Tallahassee. Representing the City of Madison will be City Manager Time Bennett and Attorney Tommy Reeves. Attorney Leinback reminded the Board that mediation would include a proposal for compromise, but thus far, he has been given no indication of any requests or recommendations from the City or any documentation that the lift station is not owned by the City of Madison. Should a reasonable settlement agreement be reached at mediation, a special Board meeting will be called for the month of July 2016. If no agreement can be reached, the amended complaint will be served upon the City of Madison. He reminded the Board that after the lift station failed in 2013, the City of Madison's insurance company paid for all clean up and repair expenses incurred by the College. If no agreement is reached and the complaint is filed, an out-of-the Sunshine meeting will be needed for discussion regarding further action.

Ms. Taylor addressed the Board, summarizing the Office of Institutional Effectiveness, Research and Accreditation newsletter. She reported that a cooperative working relationship between Institutional Research and Computer Services was resulting in data that could be analyzed and utilized for growth and improvement in student success reporting, as well as student services. The parameters set for designation as a distinguished college were being targeted.

Chairman Williams reminded the Board that there is typically not a Board meeting in the month of July. He said a Board Workshop will be scheduled, and should a special meeting be called to discuss the results of the lift station mediation, an effort would be made to coordinate the workshop with the special meeting.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on August 16, 2016, at 5:30 p.m. in the North Florida Community College Board Room.

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The meeting adjourned at 6:36 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

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