

MINUTES: August 18, 2015

MEETING: NORTH FLORIDA COMMUNITY COLLEGE  
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair  
Mr. John Grosskopf, President  
Mrs. Sandra Haas  
Mr. David Howell  
Mr. Ricky Lyons  
Mr. Billy Washington  
Mr. Gary Wright

ABSENT: Mrs. Sharon Benoit

STAFF PRESENT: Ms. Cissy Adleburg  
Mr. Rick Davis  
Mr. David Dunkle  
Ms. Cindy Gaylard, Recording Secretary  
Ms. Kay Hogan  
Mr. Bill Hunter  
Ms. Amelia Mulkey  
Mr. Scott Hubert, Audio Visual Technician  
Ms. Kim Scarboro  
Ms. Susan Taylor

Mr. Bruce Leinback, Board Attorney

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 Mr. Wright.

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

Chairman Williams turned this portion of the meeting over to President Grosskopf, who opened the floor for nominations for Chair of the District Board of Trustees of North Florida Community College.

Mr. Lyons nominated Mr. Mike Williams for Chair, with a second by Mrs. Haas. Mr. Williams agreed to accept the nomination for Chair. The nomination carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves to close nominations for Chair of the District Board of Trustees of North Florida Community College. The motion carried unanimously.

President Grosskopf opened the floor for nominations for Vice Chair of the District Board of Trustees of North Florida Community College.

Mr. Williams nominated Mr. Ricky Lyons for Vice Chair, with a second by Mr. Wright. Mr. Lyons accepted the nomination for Vice Chair. The nomination carried unanimously.

**MOTION:** (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves to close nominations for Vice Chair of the District Board of Trustees of North Florida Community College. The motion carried unanimously.

President Grosskopf turned the meeting back over to Chairman Williams.

**MOTION:** (Mr. Lyons/Mr. Howell) That the District Board of Trustees approves that the regular monthly Board meetings continue to be held on the third Tuesday of each month, but at the amended time of 6:00 p.m. (changed from 5:30 p.m.) in the North Florida Community College Board Room as the primary location, but at the discretion of the Board, the meetings may occasionally be moved to other counties in the district. The motion carried unanimously.

**MOTION:** (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the minutes of the June 16, 2015 regular Board meeting; the minutes of the July 16, 2015 Summer Workshop; and the minutes of the July 16, 2015 special Board meeting as presented. The motion carried unanimously.

Ms. Adleburg gave an update regarding Academic Affairs and mentioned the following:

- Enrollment is currently up with 240 classes up and ready to go on Monday; 17 Polycom (teleconferencing) classes.
- New English Instructor – Keisha Martinez
- Jennifer Page moved into the position of Director of Curriculum and Instruction.

Mr. Dunkle gave an update regarding Workforce and Community Education and mentioned the following:

- Quality turnout for Career Technical Education Open House
- Dr. Alvin Jackson, Suwannee County Economic Development Director, attended Open House and was very impressed with the level of training that we have.
- Dr. Jackson invited Mr. Dunkle to speak at the summit in Suwannee County on August 5. Representatives from Klausner Lumber One and other area businesses were in attendance, and he appreciated the opportunity to inform them about the programs at NFCC.
- New Coordinator for Health Information Technology program – Takiyah Randolph

**MOTION:** (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves the Dual Enrollment Articulation Agreement between North Florida Community College and Point of Grace Christian in Taylor County for the 2015-2016 academic year. After an overview by

Ms. Hogan and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Wright/Mrs. Haas) That the District Board of Trustees approves to advertise District Board of Trustees Policy #5.30 – Student Affairs: Credit for Online Courses. After an overview by Ms. Hogan and President Grosskopf and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves the following personnel recommendations:

- Hiring of Takiyah Randolph as Coordinator, Health Information Technology program (Professional – 12 months – Grant Funded)
- Hiring of Joseph Callaway as Coordinator of Fitness and Wellness (Professional)
- Hiring of Keisha Martinez as English Instructor (Faculty – 9 month)
- Resignation of Carol Rykard, RN, Nursing Instructor

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

**MOTION:** (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the Employee Assistant Program Agreement with Resolutions Health Alliance (RHA) as presented at the meeting. Mr. Hunter advised that this will provide crisis intervention and short-term counseling services for students, as well as emergency counseling if needed for recommended employees. After an overview by Mr. Hunter and President Grosskopf, the motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves to advertise changes to District Board of Trustees Policy #4.00 – Equal Employment Opportunity. After an overview by Mr. Hunter, the motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Howell) That the District Board of Trustees approves the warrant lists for June and July 2015. The motion carried unanimously.

The Revenue and Expenditure Report for June and July 2015 was presented as an item of information, as were the Statements of Account for June and July 2015.

The Promotion and Public Relations Expenditure Report was presented as an information item, and Ms. Mulkey gave an overview.

**MOTION:** (Mr. Howell/Mrs. Haas) That the District Board of Trustees approves the Budget Amendment for Current Funds – Unrestricted for Fiscal Year 2014-2015. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves to declare surplus the listed items presented at the meeting and delete them from the North Florida

Community College property inventory. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves the Annual Financial Report for Fiscal year ending June 30, 2015 as presented. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Washington/Mr. Wright) That the District Board of Trustees approves the Budget Amendment to the Operating Budget for Current Funds – Unrestricted for Fiscal Year 2015-2016. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves the contract with the following to benefit the 2015-2016 NFCC Artist Series season:

- \*BITS ‘N PIECES PUPPET THEATRE – RIP VAN WINKLE  
Oct. 21 and 22, 2015 – NFCC Children’s Theater Performance  
Four Performances – Van H. Priest Auditorium  
Performance fee: \$4,700.00

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

**MOTION:** (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the contract with the following as presented at the meeting:

- MyBoxOffice.US Proposal and User Registration Agreement  
Ticketing and Admission Control System

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

### **PRESIDENT’S HIGHLIGHTS**

- The Fall Kick-Off meeting will be held on Thursday, August 20, in the Fine Arts Auditorium, and lunch will be provided around noon in the Student Center. Trustees are invited to attend.
- Faculty and staff will be introduced to Title IX requirements.
- Foundation involvement will be emphasized.
- New Florida College System Chancellor began this week.
- Meeting with new Florida Gateway College President Lawrence Barrett on Tuesday, August 25.
- Issues that will most likely carry into the next legislative session include:
  - Compression Funding
  - Funding Formula
  - Performance Funding

**ATTORNEY TIME**

- Attorney Leinback distributed copies of two separate resolutions regarding the sale of the Wardlaw-Smith-Goza Mansion authorizing the sale of the property and appointing Chairman Williams as designee to handle the sale and execute documents related to the sale. Attorney Leinback presented an overview of the resolutions and explained that there was some concern by the title company that the name of the Board of Trustees at the time the Trustees acquired the Wardlaw-Smith-Goza Mansion was **The District Board of Trustees of North Florida Junior College**, so they want to have a resolution that notes the name change to **The District Board of Trustees of North Florida Community College**. He asked the Board to vote on both resolutions so that they can both be sent back to the title company, and if the title company decides it doesn't need the one reflecting the name change, then that one will not be used.
- Attorney Leinback reminded Trustees that the Florida Trust for Historic Preservation holds a conservation easement over the Wardlaw-Smith-Goza Mansion and has the right of first refusal, and he distributed copies of a letter from the Florida Trust notifying us that they do not wish to exercise their first refusal right.

**MOTION:** (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves the two resolutions presented by Attorney Leinback to facilitate the sale of the Wardlaw-Smith-Goza Mansion. The motion carried unanimously.

- Attorney Leinback requested the Board's authorization to attend the Annual Community College Attorneys Conference.

**MOTION:** (Mr. Lyons/Mr. Washington) That the District Board of Trustees authorizes Attorney Leinback to attend the upcoming Annual Community College Attorneys Conference. The motion carried unanimously.

Ms. Taylor brought attention to the Office of Institutional Effectiveness, Research, & Accreditation (OIERA) newsletter and mentioned the following information:

- The 2013-2014 Fact Book is online, and the 2014-2015 Fact Book will be up by mid-Fall. She presented an overview of some of the data contained in the Fact Book.
- She gave an update on the number of students receiving the Postsecondary Vocational Adult (PSAV) certificate and the Advanced Technology Diploma (ATD), and she advised that we are maintaining enrollment in those programs.
- She gave an update on completion rates and other information for new programs, Automation Production Technology (APT); and Pharmacy Technician.

**GOOD OF THE ORDER**

Mr. Washington inquired about the status of NFCC email addresses for Board members, and

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President Grosskopf reported that the email addresses have been created, and Trustees will be contacted for training so that the email addresses can be activated.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on September 15, 2015, at 6:00 p.m. in the North Florida Community College Board Room.

The meeting adjourned at 6:40 p.m.

Respectfully submitted,

John Grosskopf  
President

Michael R. Williams  
Chair

/cmg