

MINUTES: May 19, 2015

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

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

ABSENT: Mrs. Sandra Haas

STAFF PRESENT: Ms. Cissy Adleburg
Ms. Denise Bell
Mr. David Dunkle
Dr. Sharon Erle
Ms. Cindy Gaylard, Recording Secretary
Ms. Kay Hogan
Mr. Bill Hunter
Dr. Cheryl James
Mr. Skip James
Mr. Nick Skipper, Audio Visual Technician
Ms. Susan Taylor

Mr. Bruce Leinback, Board Attorney

VISITORS: Ms. Sara Taylor, SGA President
Ms. Bethany Dawkins, SGA Vice President of Promotions
Ms. Brianna Kinsey, SGA Secretary
Mr. David Calhoun, SGA Treasurer
Mr. Macon Horner, SGA Senator at Large
Ms. Rachel Sullivan, SGA Senator at Large
Dr. Jessica Webb, Main Street Realty

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. Howell.

MOTION: (Mr. Lyons/Mrs. Benoit) 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 April 21, 2015 regular Board meeting as presented. The motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the Memorandum of Agreement between North Florida Community College and Clay Behavioral Health Center. Mr. Dunkle advised that this will provide a training location at the Clay Behavioral Health Center in Clay County for students in the Health Information Technology (HIT) program to obtain experience in Electronic Health Records through an apprenticeship opportunity. After an overview by Mr. Dunkle, the motion carried unanimously.

Coordinator of Student Services Denise Bell invited Student Government Association (SGA) officers to introduce themselves to the Board. After introductions, Ms. Bell presented a slideshow that the students created of the various student activities and events during the 2014-2015 academic year.

MOTION: (Mr. Washington/Ms. Benoit) That the District Board of Trustees approves the following Administrative and Professional contracts for seven (7) months to expire January 31, 2016:

Name

Position

SENIOR MANAGEMENT/ADMINISTRATOR CATEGORY

Francis Adleburg	Dean of Academic Affairs/Chief Academic Officer
Dr. Sharon Erle	Dean of Academic Affairs/Chief Academic Officer - Through 7/30/2015
Bill Hunter	Executive Director of Human Resources
Dr. Cheryl James	Executive Director of Development and External Affairs/PIO
Amelia Mulkey	Dean of Administrative Services/Chief Business Officer
Kay Hogan	Dean of Enrollment Services

ADMINISTRATOR CATEGORY

Rick Davis	Director of Public Safety Academy
David Dunkle	Associate Dean Economic Development and Technical Programs
Dale Hackle	Director of Physical Plant
Lynn Wyche	Director of Learning Resources
Skip James	Director of Campus Safety and Security
Julie Townsend, RN	Director of Rural Health Institute (11 Month)
Philip Wilkerson	Director of Recruitment and Advisement

PROFESSIONAL CATEGORY

Clyde Alexander	Director of Fitness Center
Heather Barton	Coordinator of Allied Health
Debbie Bass	Coordinator of Health Recruitment and Advisement
Denise Bell	Student Center Manager/Coordinator Student Services
Delvin Boatman	Academic Advisor
Vanessa Brown-Stevenson	Recruiter/Advisor
Denise Callaway	Coordinator of Early Childhood
Dr. Suzie Cashwell	Director of Student Support Services/Student Disability (Grant Position)
Tyler Coody	Coordinator of Fitness and Wellness
Daisy Garcia	Coordinator – EXCEL Program (Grant Position)
Elizabeth Gonzales	Learning Lab Manager

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Hope Johnson	Coordinator of Library Services
Francis Kinney	Coordinator – Infrastructure & Support
Mike Kirkland	Director EMS/Fire Science
Nancy Lillis	Grants Coordinator
Mary Mauldin	Recruitment Specialist/Dual Enrollment Coordinator
Jennifer Page	Coordinator, Academic Success Center
Margie Phillips	Reports Coordinator
Lori Pleasant	Registrar
Kim Scarboro	Director of College Advancement
Bobby Scott	Academic Advisor
Jacqueline Seabrooks	Coordinator of Health Information Technology
John Sirmon	Network Administrator
Cameron Smith	Academic Case Manager (Grant Position)
Susan Taylor	Coordinator of Institutional Effectiveness and Research
Carolyn Thigpen	Database Systems Analyst/Coordinator of Instructional Technology
Lynn Waller	Academic Case Manager (Grant Position)
Della Webb	Academic Case Manager/SDS (Grant Position)
Margaret Wilkerson	Coordinator of Website and Public Relations

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

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

- Resignation (Retirement) of Efrain Bonilla, Math Instructor
- Hiring of Larry Akers as Instructional Coordinator of Criminal Justice Programs (Professional – 12 months)

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

MOTION: (Mr. Washington/Mr. Wright) That the District Board of Trustees approves the changes to the Policy Manual for the following policy:

- 4.54 Employment/Student Policy on Pandemics (New Policy)

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

MOTION: (Mr. Howell/Mr. Lyons) That the District Board of Trustees approves the 2014-2015 Annual Equity Update Report. After an overview by Equity Coordinator Denise Bell and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Washington/Mr. Wright) That the District Board of Trustees approves the Security Services Agreement Addendum between North Florida Community College and Dothan Security, Inc. (DSI) as presented at the meeting. Mr. Hunter advised that this will modify the original security services agreement with DSI. After an overview by President Grosskopf, Mr. Hunter, and Mr. James and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Lyons/Ms. Benoit) That the District Board of Trustees approves the warrant list for April 2015. The motion carried unanimously.

The Revenue and Expenditure Report for April 2015 was presented as an item of information, as was the Statement of Account for April 2015.

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the utilization of “Dual Enrollment” as the local measure for 2015-2016 Performance Funding. President Grosskopf advised that the Commissioner of Education has recommended a Performance Funding Model, and each state college is required to choose a local measure. After an overview by President Grosskopf and discussion by the Board, the motion carried unanimously.

Dr. Cheryl James presented information regarding each area in her department of Development and External Affairs and also mentioned the following:

- Received annual award of \$40,000 from the Edward K. Roberts fund
- Received \$500 Scholarship from Monticello Woman’s Club in memory of Dr. James’ mother
- June 3, 2015 – 12:00 noon – Foundation Board of Directors meeting
- She gave revised dates and times for some of the area high school awards programs.
- Gina Rutherford is working on scholarships. Seventy-seven (77) scholarships were awarded, which brings the total to 248 scholarships awarded through the Foundation in addition to other scholarships awarded through the College.
- Nancy Lillis is working on the Title III Grant, which is due on June 8, 2015.
- Kim Scarboro in College Advancement has been awarded a grant that will be used for a Veteran’s Day program.

PRESIDENT’S HIGHLIGHTS

- Dr. Madeline M. Pumariega has been selected as the new Chancellor for the Florida College System.
- He thanked the Trustees who have contacted our legislators regarding compression funding, and he reiterated how critically important compression funding is to the future well-being of our system and to the future of NFCC, and he asked Trustees to again contact our legislative delegation regarding this highly critical issue.
- Waiting for the legislative session to start up again and see what happens with the budget and other issues.

Susan Taylor reported that the Office of Institutional Effectiveness, Research, & Accreditation is very busy working on the IP Access system; the Title III Grant; and a Student Success Grant, which has been awarded and on which she will present more information later.

GOOD OF THE ORDER

- Mr. Washington inquired about the progress of the sale of the Mansion, and President Grosskopf reported that we have a very interested potential buyer for the Mansion. He advised that Attorney Leinback and the potential client’s attorney are currently

- working on an offer, and we are hoping to have something more concrete to present at the next Board meeting.
- Chairman Williams asked Dr. Jessica Webb to share some of her experiences with inquiries and showing of the Mansion. Dr. Webb reported the following:
 - She had corresponded back and forth with a recent client from Miami, who had asked for information about the Mansion, but then as inquiries turned toward demographics about the county, i.e. employment opportunities, etc., the client lost interest.
 - A couple of weeks ago she had a client from New York, who just loved the Mansion and the price. She was looking at it as a possible residence, but when she learned that the kitchen was detached, that completely turned her away.
 - Someone from Tennessee called her and was interested in turning it into a Bed & Breakfast, but then they decided to look elsewhere and found something in Tampa.
 - Someone from South Carolina came through Madison on a whim and wanted to see the Mansion as a potential Bed & Breakfast.
 - She showed it to the current potential buyer and has been emailing back and forth, and the attorneys are in the process of working on an offer.
 - There have been approximately five (5) potential prospects, but no one has come forth with any type of offer yet. She said many of the questions relate to the demographics of Madison County.
 - Mr. Washington asked about the fence issue at the hospital.
 - President Grosskopf advised that the College has put fence on our southern and eastern property boundaries, which runs on the property line between the College property and the hospital property and fenced on our property line all the way up to where the hospital helicopter pad is. We moved the fence back about 60 feet onto our property line and relinquished a good space of NFCC property that the hospital can use for overflow parking for its employees. In exchange for that, we would eventually like to work out a Memorandum of Understanding with the hospital where they continue to use that piece of our property in exchange for allowing us to continue that fence line along the edge of the hospital property. Everything was done with prior discussion with hospital CEO Tammy Stevens. After the fence was up, Skip James met with Ms. Stevens to inform her where the hospital employees could legitimately park and exit the property, and it was all done with positive enthusiasm and support. Mr. James commented that the reason we needed the fence was because we were having people coming from the school up there, who were running through the hospital parking lot and then across our property between the houses, which created a serious liability issue for the College. Also, there were people who were pulling off of our property up the hill and parking behind the daycare. We've also had the daycare walking classes of small children back down onto College property in the middle of the street, etc., which also created a serious liability issue for the College. We did open up another parking area for the daycare.
 - Mr. Wright suggested that we have some type of MOU or Access-Egress agreement in place early on in this process. President Grosskopf advised that this has been discussed and is in the process of being worked out.

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Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees meeting will be held on June 16, 2015, at 5:30 p.m. in the North Florida Community College Board Room.

The meeting adjourned at 6:15 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg