

MINUTES: January 17, 2017

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. David Howell  
Mr. Ricky Lyons  
Mr. Billy Washington  
Mr. Al Williams  
Mr. Gary Wright

STAFF PRESENT: Ms. Cissy Adleburg  
Mr. Andy Barnes  
Mr. David Dunkle  
Ms. Cindy Gaylard, Recording Secretary  
Ms. Kay Hogan  
Mr. Bill Hunter  
Dr. Cheryl James  
Mr. Skip James  
Mr. Nick Skipper, Audio Visual Technician  
  
Mr. Bruce Leinback, Board Attorney

VISITORS: Ms. Pam Davis and Team, Kids Incorporated

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

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

**MOTION:** (Mr. Washington/Mr. Coker) That the District Board of Trustees approves the minutes as presented of the November 15, 2016 regular Board meeting. The motion carried unanimously.

Ms. Pam Davis of Kids Incorporated distributed copies of information and asked if the Board members had any questions regarding the proposal by Kids Incorporated to purchase the property being leased from NFCC. Chairman Williams commented that there are some legal issues being discussed with Attorney Leinback for which he will apprise the group later in the meeting.

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

- Addendum No. 1 to the agreement between North Florida Community College and Notami Hospitals of Florida Inc., dba Lake City Medical Center as presented at the meeting
- The agreement between North Florida Community College and LP Live Oak, LLC dba Surrey Place Care Center as presented

Mr. Dunkle advised that this will provide locations for clinical experience to students in the Allied Health Department. After an overview by Mr. Dunkle, the motion carried unanimously.

Ms. Hogan presented information regarding the following:

- Super Saturday (Recruitment Day) will be held on March 4, 2017 – 9:00 a.m. – 12:00 noon.
- Club Expo – posters and advertisements are currently on display in the Student Center to inform students about the various clubs available at NFCC.

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

- Hiring of Rosemary Martin, RN, as Nursing Instructor
- Hiring of Anna Doughty as Biology Instructor
- Hiring of Michelle Ginn as Social Science Instructor
- Hiring of Lynette Harvey, RN, as Nursing Instructor
- Resignation of Christina Corbin, RN, a PCT Instructor

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

**MOTION:** (Mr. Coker/Mr. Wright) That the District Board of Trustees approves to extend the Administrative and Professional contracts through June 30, 2017 as follows:

Name

Position

**SENIOR MANAGEMENT/ADMINISTRATOR CATEGORY**

Francis Adleburg	Dean of Academic Affairs/Chief Academic Officer
Andy Barnes	Dean of Administrative Services/Chief Business Officer (In Training)
Bill Hunter	Executive Director of Human Resources
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
Skip James	Director of Campus Safety and Security
John Sirmon	Director of Information Technology/CIO
Julie Townsend, RN	Director of Rural Health Institute

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Philip Wilkerson  
Lynn Wyche

Director of Recruitment and Advisement  
Director of Learning Resources

**PROFESSIONAL CATEGORY**

<u>Name</u>	<u>Position</u>
Larry Akers	Coordinator of Criminal Justice Academy
Debbie Bass	Coordinator of Health Recruitment and Advisement
Denise Bell	Student Center Manager/Coordinator Student Services
Delvin Boatman	Academic Advisor
Laura-Kaitlyn Boatright	Pre-College Advisor/Recruiter
Denise Callaway	Coordinator of Early Childhood
Joey Callaway	Coordinator of Fitness and Wellness
Johnathan Cooks	Multimedia and Public Relations Manager
Tyler Coody	Director of Fitness and Wellness
Georgia Dietz	Wrap Around Manager (Grant Funded)
Lawrence Dunn	Research Analyst
Daisy Garcia	Coordinator – EXCEL Program (Grant Funded)
Elizabeth Gonzales	Learning Lab Manager
Hope Johnson	Coordinator of Library Services
Mike Kirkland	Director EMS/Fire Science
Mary Mauldin	Recruitment Specialist/Dual Enrollment Coordinator
Shontrece McIntyre	Academic Case Manager (Grant Funded)
Christopher Neal	Academic Case Manager (Grant Funded)
Jennifer Page	Director of Curriculum and Instruction
Tisha Phillips	Coordinator of Infrastructure and Support
Lori Pleasant	Registrar
Kim Scarboro	Director of College Advancement
Bobby Scott	Academic Advisor
Carolyn Thigpen	Coordinator of Data and Reports
Tina Tucker	Learning Lab Manager
Lynn Waller	Academic Advisor
Jane Williams	Instructional Coordinator for EMS and Fire Services
Della Webb	Academic Case Manager/SDS (Grant Funded)
Margaret Wilkerson	Coordinator of Website and Public Relations

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

**MOTION:** (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves the warrant lists for November and December 2016 as presented. The motion carried unanimously.

The Revenue and Expenditure Reports for November and December 2016 were presented as items of information, as were the Statements of Account.

Mr. Barnes reported the following:

- Last year House Bill 7019 (College Affordability Bill) was passed, and research is being done as to whether it might change some of the ways in which we are required to disclose our fee changes and possibly necessitate a policy change.
- Progress is being made on the rebranding of the College.

Dr. James presented the report of the Office of Development and External Affairs and discussed the following:

- 85 Foundation Scholarships have been awarded to date for the 2017 Spring Term compared to 73 Foundation Scholarships this time last year.
- Upcoming Artist Series Events:
  - Thursday, January 20, 7:00 p.m. – Pianist Bob Milne (Ragtime and Boogie-Woogie Piano)
  - Friday, February 3, 7:00 p.m. – Russian String Orchestra (formerly Chamber Orchestra Kremlin)
  - Thursday, February 23, 7:00 p.m. – The Peking Acrobats
- She presented an overview of the NFCC Foundation Quarterly Financial Summary Report for July through November 2016.

### **PRESIDENT'S HIGHLIGHTS**

President Grosskopf presented a summary of the NFCC Name Change Report and Recommendation as follows:

- 176 Survey Participants
- 85% of respondents stated we should retain the words “North Florida” in our name.
- 82% of respondents stated we should keep current school colors.
- 71% of respondents stated we should keep our current mascot, “The Sentinel.”
- 22 potential college names were suggested.

A 5-member committee was tasked with reviewing all suggestions and preparing a 3-choice recommendation for the Board’s consideration. The three recommendations were:

- North Florida College
- College of North Florida
- Suwannee River College

Additionally, the committee recommends keeping the current color scheme for the College.

The committee requests three months to continue to explore the choice and appearance of our current mascot for the Board’s consideration.

**MOTION:** (Mr. Washington/Mr. Al Williams) **OPPOSED:** (Mr. Howell) That the District Board of Trustees approves to have North Florida College as our new name. After discussion, the vote was 8-1 with Mrs. Benoit; Mr. Coker; Mrs. Haas; Mr. Lyons; Mr. Washington; Mr. Al Williams; Mr. Mike Williams; and Mr. Wright voting in favor of the motion; and Mr. Howell voting against the motion. The motion carried due to majority vote.

**MOTION:** (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves to keep the current color scheme for the College. The motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Howell) That the District Board of Trustees approves to grant the committee an additional three months to continue to explore the choice and appearance of the College's current mascot. After discussion, the motion carried unanimously.

### ATTORNEY TIME

Attorney Leinback reported that he sent the Trustees an email letter regarding the first phase of the Conflict Resolution Act meeting with representatives of the City and the College, and at the present time the City is attempting to come up with an appropriate surcharge to be presented to both bodies. He said he advised the City that the College will need sufficient time to review whatever they come up with to see if it is reasonable. He said he has also notified Attorney Reeves that because the County utilizes the lift station they also have to be involved in the process of the payment of the surcharge. He said under the statute we had a 30-day window to conduct the first meeting but were unable to meet during that timeframe because of the College being closed for the holidays, as well as difficulty with scheduling. He said there is also a second deadline in the statute of 50 days from the date of receipt of the initial letter from the College to the City to hold the public meeting of both bodies, and with the need to develop a surcharge we are not going to make that deadline either, so he asked the Board to waive that requirement, and he said the City will need to do the same thing.

After discussion, Attorney Leinback advised that we have invoked the Conflict Resolution Act and will need to follow that process, so he requested the Board's approval to waive the 50-day second deadline requirement as discussed.

**MOTION:** (Mr. Lyons/Mr. Coker) That the District Board of Trustees approves to grant a waiver to the 50-day deadline requirement as discussed by Attorney Leinback. The motion carried unanimously.

Mr. Leinback commented on the upcoming January 20, 2017 Artist Series concert that Pianist Bob Milne is an outstanding patriot, as well as a self-taught and extremely talented pianist.

President Grosskopf reported that new Director of Institutional Effectiveness/ Institutional Research, Dr. Carol O'Dell, has been hired and comes to NFCC highly qualified.

In response to Mr. Wright's inquiry regarding employee health insurance, Mr. Hunter advised that all NFCC full-time employees are offered health insurance for which the College pays 100%. He said that employees must pay for family coverage if they choose to add family members.

After inquiry from the Board regarding Kids Incorporated, Mr. Leinback reported that his questions regarding Kids Incorporated have to do with exactly what their status is as a grantee of Health and Human Services. He said he has been in touch with the folks in Atlanta and has sent them a letter requesting information on their status and on the nature of the grant and how long it is good for. He said his research indicated that the notice of federal interest is something that is required where there are grants that are given and there are structural improvements or new construction on property not owned by the grantee. He said the duration of the notice of federal interest is apparently dependent upon the grant and whether the grant was before or after a certain date, and it is not clear what that date is, so that is one of the questions he has for them. He said he received a response back from them, and they are in the process of attempting to schedule a conference call with the general

counsel's office at which time he can ask those questions and hopefully get the data and the grant application, as he has some questions about that process. He said it does appear that they received substantial funds for improvements, but he doesn't know whether the funds were exclusively for improvements or for programmatic issues also. He said there is also an issue of an interlocal agreement with the school board years ago that he is reviewing in conjunction with this. He said these are just some of the things he is looking at right now, and he hopes to have answers to all of his questions by the next Board meeting.

After further discussion, President Grosskopf advised that the current lease agreement doesn't give a vehicle for retrieving that property for College use, and after thoroughly reviewing the agreement, he and Attorney Leinback found that the only avenue that was left to us was to exercise our clause to sell the property unless the tenants want to vacate it of their own free will, as the lease gives them the right of auto renewal pretty much in perpetuity.

### **GOOD OF THE ORDER**

- Chairman Williams reported that 10 days ago he was invited to an audit meeting at the College to be advised that the audit process has begun.
- Chairman Williams reported that last week he was summoned to the Governor's Mansion for a meeting with other Board Chairs throughout the State regarding keeping costs down and being more innovative and efficient. He said everyone presented some best practices that they were doing, and he was very happy to represent NFCC and share what we do here and what our administrators and staff are doing to help us be more efficient and keep the cost of education down for the people of our district, which he reminded them is the largest geographic district and also the poorest district in the State. He said the Governor is very conscious of cost, fees, and tuition and that it was a good meeting, and he is hopeful that some good will come from the meeting.

Chairman Williams announced that there will be a Shade Meeting just prior to the next regularly scheduled meeting of the District Board of Trustees on February 21, 2017, at 5:30 p.m. in the North Florida Community College Board Room. The regular meeting will immediately follow the Shade Meeting.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

John Grosskopf  
President

Michael R. Williams  
Chair

/cmg