

MINUTES: February 21, 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. Scott Hubert, Audio Visual Technician
Mr. Bill Hunter
Dr. Cheryl James
Mr. Skip James
Dr. Carol O'Dell
Dr. Julie Townsend

Mr. Bruce Leinback, Board Attorney

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. Lyons.

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves to adopt the agenda with the changes discussed (Item IX-b changed to a discussion item only). The motion carried unanimously.

MOTION: (Mr. Wright/Mrs. Haas) That the District Board of Trustees approves the minutes as presented of the January 17, 2017 regular Board meeting. The motion carried unanimously.

Ms. Adleburg presented the following information:

- NFCC is going to suspend the Associate in Science in DigitalMedia/Multimedia Production for this fall due to lack of participation. We are choosing to suspend rather than to close so that the program may be re-established within a five-year period should we choose to do so. The students involved have all been notified and have met with advisors and their instructor. Southern Association of Colleges and Schools Commission On Colleges (SACSCOC)

requires that we formulate a teach-out plan so that each of these students has the opportunity to finish the program, and we have that mapped out to happen within a two-year period for those students. A letter of notification will be sent out this week to SACSCOC since the Board has been notified.

- President Joe Pickens and Dr. Melanie Brown of St. Johns River State College will visit NFCC to observe our teleconferencing classes, as they are interested in doing this at SJRSC.

Mr. Dunkle presented an overview of the Patient Care Technician program and expressed major concerns about Prometric, the only certification exam provider contracted with the State of Florida. He said the exam is given in two parts, the computer test, and a skills-based exam, and students travel either to Tallahassee or Lake City to take the exam. He said students have an 86% passage rate on the written portion of the test, but there are problems with the skills-based portion. He mentioned that on that part of the test students are being paired with another test taker that could be from any program, and we've had students come back complaining that the person they were paired with didn't know what they were doing, and they felt that their score was dragged down because of that. He said it is subjective based on what the evaluator says the student did or didn't do, but we cannot get any kind of report or information from Prometric that says our students need more help in specific areas. He said in talking with others in the state, there is a problem with Prometric throughout the state. He said while at the Board of Nursing meeting one instructor gave an example stating that she had a group of students going to Prometric that were told they didn't wash their hands correctly, and the instructor said the information she received from the evaluator was that they didn't use a paper towel to turn the water on when they washed their hands. Mr. Dunkle said they're supposed to use a paper towel to turn the water off so that they don't get germs, but there is no information that says there is a proper way to turn the water on, yet this group of students completely failed their skills-based portion of their licensure exam. He said there are 274 programs that give the PCT/CNA program, and 104 of them received a letter this year stating that either their program was going on probation or is being rescinded. The main point from the Board of Nursing is that their statute says that if you are not within 10 percent of the state average you will either go on probation or your program is being rescinded. He said we have the opportunity to file for a waiver saying we don't agree with these results but that we can't even get accurate information back. He said Dr. Townsend had gotten in touch with the Board of Nursing saying we want to verify that these are our students and their actual results, but we still don't have that information. He said that in the past Prometric's data verification is suspect, and there have been problems throughout the state with them. He said because we can't verify information and can't get information on where we may be lacking, he can't see this as being something we would want to continue, and he said his recommendation is that we allow the program to be rescinded. He said Dr. Townsend has talked to various long term healthcare facilities, and there is still a need in this area for CNAs, and what we can do instead of having a sanctioned program is offer it as workforce education.

President Grosskopf said that what he is asking for is essentially to let the PCT program go away, and we will continue to train Certified Nursing Assistants (CNAs). He said the PCT program has never been a high-yield program, and if we do this as workforce education, we won't have to have a contracted permanent faculty member, and the expense would be someone to teach the CNA courses over a weekend or a couple of nights a week, and instead of just twice a year at the end of a full academic semester, we would be able to have a more vigorous testing turnaround time, so if someone wants to be a CNA they would not have to wait nine months for the timing. He said it is a much more economically responsible model for the demographic area that we are serving.

Dr. Townsend commented that she spoke with other nurses out of state to find out how they are doing this in other states, and some of the training companies that are certifying PCTs and CNAs have a much more rigorous program for their trainers so that all of the testers are testing and evaluating the same way, and Prometric does not have that at this point. Regarding the PCT versus the CNA training, she said a lot of the larger acute care facilities in larger cities do want a PCT, but the smaller healthcare agencies in our area are more of a CNA level qualification. After an overview and discussion, President Grosskopf said it is our intention to proceed to rescind the PCT program, and teach the CNA courses as workforce education, and the Board was in agreement.

MOTION: (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the agreement between North Florida Community College and Lafayette Nursing and Rehab as presented. Mr. Dunkle advised that this provides another location for clinical experience to students in the Allied Health Department. After an overview by Mr. Dunkle, the motion carried unanimously.

Ms. Hogan reminded the group that Super Saturday (Recruitment Day) will be held on March 4, 2017 – 9:00 a.m. – 12:00 noon, and she invited the Trustees to attend.

MOTION: (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the 2017-2018 academic calendar as presented. Ms. Hogan advised that this will allow NFCC to submit the calendar to the State for approval. After an overview by Ms. Hogan, the motion carried unanimously.

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

- Hiring of Sheila Nobles as Director for Student Support Services (Grant Funded Position)
- Hiring of Charlotte Hughes as Coordinator of Grants
- Hiring of Dr. Carol O'Dell as Director of Institutional Research and Effectiveness

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

After an overview by Mr. Hunter and President Grosskopf and discussion by the Board regarding District Board of Trustees Policy No. 1.00 – Introduction, it was agreed that a re-draft of the policy will be presented at the next Board meeting.

MOTION: (Mr. Coker/Mr. Lyons) That the District Board of Trustees approves the warrant list for January 2017 as presented. The motion carried unanimously.

The Revenue and Expenditure Report for January 2017 was presented as an item of information, as was the Statement of Account.

Mr. Barnes advised that during the audit exit conference there were no findings reported, and we should receive the final report around mid-March. He advised that we have now entered into the operational audit for January 2016 – December 2016.

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

- They have been sending out tax contribution letters to donors and scholarship thank you letters to major contributors.
- She gave a presentation at Advent Christian Village with the Suwannee and Lafayette Retired Teachers Association.
- She attended the Monticello Woman's Club meeting and discussed that scholarship.
- She attended Eloise Green's 90th Birthday Party.
- Upcoming final Artist Series performance – The Peking Acrobats – Thursday, February 23, 2017 – 7:00 p.m. – Van H. Priest Auditorium
- New Grants Writer – Charlotte Hughes
- NFCC Foundation, Inc. 3rd Quarter 2016-2017 Summary Report for October – December 2016

PRESIDENT'S HIGHLIGHTS

President Grosskopf advised that he will be in Tallahassee on Wednesday of this week meeting with various legislators to present our requests and to discuss policy implications on the unique situation of our school.

ATTORNEY TIME

- Attorney Leinback thanked the Trustees for completing the evaluations for both the president and the institution, and he distributed copies of the evaluation summary for each, which he advised is a compilation of the individual evaluations. After a discussion regarding the development of the evaluation forms and the possibility of revising some of the questions, President Grosskopf said the evaluation form could be on the agenda at the Summer Retreat.

MOTION: (Mr. Howell/Mr. Lyons) That the District Board of Trustees approves to adopt the compilation of the Trustees' evaluation of the President, as well as the compilation of the evaluation of the Institution. The motion carried unanimously.

- Attorney Leinback gave a lift station update and reported that he was notified today by the attorney for the City that the proposed surcharge and the back-up data should be available to the College by the end of this week or the beginning of next week. He said that once we have that, the College will be reviewing the surcharge and back-up data to determine its reasonableness, and if there are any questions it would bounce back to the City. He reminded the Board that we are going through the required Conflict Resolution Act process, and once the surcharge has been reviewed, we will have a joint public meeting.
- Attorney Leinback reported that he is still working to acquire necessary information from the federal government regarding Kids Incorporated and hopes to have that information by the next Board meeting.
- Attorney Leinback reported that there was an implied question that had been raised regarding the statement of financial interest. He said appointed officials, particularly members of the Board of Trustees, are required to fill out a Form 1 Statement of Financial Interest within 30

days of their appointments and again annually on or before July 1 for the preceding fiscal year, and these are to be filed with their local supervisor of elections. He said if they leave the Board, they are supposed to not only fill out a Form 1 for the preceding year, but they are also supposed to fill out a supplemental form, which Trustees can get from him or from the Commission on Ethics, within 60 days of leaving the Board.

MOTION: (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves to request that Kids Incorporated not make any further grant requests to the federal government or proceed further with anything they may have already requested without notification to this Board. After an overview by Attorney Leinback and discussion by the Board, the motion carried unanimously.

President Grosskopf introduced and the Board welcomed Dr. Carol O'Dell, who addressed the Board and distributed copies of a report for the Office of Institutional Effectiveness, Research, and Accreditation. She discussed the following:

- She is working with Dr. Julie Townsend on the level change for the BSN.
- She is working on getting the Second Monitoring Report to SACSCOC due April 3. Her goal is to get it out by the end of March.
- Re-organization of the Office of Institutional Research
- Revamping internal reports for better efficiency and usefulness
- Overall goal for Institutional Research: Become a service-oriented component of the College with a focus on providing information for use by Administrative Offices engaged in long-range planning including budgeting.

GOOD OF THE ORDER

President Grosskopf announced that he received notification that he has been elected to the Board of Directors for SACSCOC, and he is looking forward to representing the College in that role.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on March 21, 2017, at 5:30 p.m. in the North Florida Community College Board Room.

The meeting adjourned at 6:30 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg