

MINUTES: April 18, 2017

MEETING: NORTH FLORIDA COMMUNITY COLLEGE  
MADISON, FLORIDA

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

ABSENT: Mrs. Sandra Haas  
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

Mr. Bruce Leinback, Board Attorney

VISITORS: 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. Howell.

**MOTION:** (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves to adopt the agenda with a change in the order to allow the Kids Incorporated Update to occur immediately following the Public Input item. The motion carried unanimously.

**MOTION:** (Mr. Howell/Mrs. Benoit) That the District Board of Trustees approves the minutes as presented of the March 21, 2017 regular Board meeting. The motion carried unanimously.

President Grosskopf gave some background information regarding the offer by Kids Incorporated to purchase the land upon which the Kids Incorporated facility is located, and he advised that at this point the Board can consider that offer, or it can continue to look at the options. Chairman Williams invited Pam Davis of Kids Incorporated to refresh the Board's recollection of the offer by restating it. Ms. Davis said she submitted a letter of intent to exercise Provision #13 of the current lease

between Kids Incorporated and North Florida Community College with an offer to purchase the property in the amount of \$24,999.00.

**MOTION:** (Mr. Coker/Mr. Washington) That the District Board of Trustees approves to direct President Grosskopf and his staff to put forth the best effort possible starting in the Property Appraiser's office to determine the value of the property in 2004, and attempt to find similar sales for that type of property in that time period, and then determine if there is a threshold for disposal of assets by public entity, and for President Grosskopf to issue a letter advising Ms. Davis of that information to take to her Board. After discussion, the motion carried unanimously.

**MOTION:** (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves changes/additions to the Policy Manual for the following policies:

- **2.02 Instructional Personnel: Qualifications for Instructional Positions**
- **2.23 Academic Affairs: Full-Time Faculty Qualifications**
- **2.24 Instructional Personnel: Part-Time and Adjunct Instructor Responsibilities and Qualifications**

After an overview by Ms. Adleburg, 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 South Georgia Medical Center as presented. After an overview by Mr. Dunkle, the motion carried unanimously.

**MOTION:** (Mr. Al Williams/Mr. Coker) That the District Board of Trustees approves the North Florida Career Pathways articulation agreements with District School Boards of Lafayette and Taylor Counties as presented. After discussion and an overview by Mr. Dunkle, the motion carried unanimously.

Ms. Hogan invited Trustees to participate in the Spring Commencement ceremonies on Tuesday, May 2, at 4:00 p.m. and 7:00 p.m.

**MOTION:** (Mr. Coker/Mr. Al Williams) That the District Board of Trustees approves the Dual Enrollment Articulation agreements between North Florida Community College and the District School Boards and the non-public schools of Hamilton; Jefferson; Lafayette; Madison; Suwannee; and Taylor Counties; and the home education students for the 2017-2018 academic year. After an overview by Ms. Hogan and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Lyons/Mr. Coker) That the District Board of Trustees approves the resignation of John Sirmon, Director of Information Technology/CIO. The motion carried unanimously.

**MOTION:** (Mr. Coker/Mrs. Benoit) That the District Board of Trustees approves changes/additions to the Policy Manual for the following policy:

- **1.00 Introduction**

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

**MOTION:** (Mr. Coker/Mr. Al Williams) That the District Board of Trustees approves the non-substantive, minor procedural, or organizational changes to the Policy Manual as presented for the following policies:

- **4.45 Employee/Student Policy on Pandemics**
- **4.66 Employee Policy on Disease and Serious Illness in the Work Place**
- **4.180 Harassment**
- **4.185 Problem Resolution Process**
- **4.179 Sexual Harassment**

After an overview by President Grosskopf and discussion by the Board, the motion carried unanimously.

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

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

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

- Upcoming completion of the Daughters of the American Revolution (DAR) Flagpole Grant Project.
- Dr. Alvin Jackson of Suwannee County will be marketing our APT Engineering programs in an effort to raise money for equipment for the programs.
- Meeting with Dr. Gregory Wright and Danny Collins of Duke Energy to discuss possible new program offerings.
- Assisted Charlotte Hughes and team with Title III Grant application.
- Summer Term Scholarship Application deadline is April 28.

President Grosskopf presented an overview of the 2017 NFCC Mascot Survey Results as an item of information. He said this will be on the agenda for the next Board meeting after Trustees have had ample opportunity to review.

### **PRESIDENT'S HIGHLIGHTS**

- President Grosskopf reported that a number of months ago the College sold the Mansion to Chef Art Smith, who has been making monthly payments and had asked for an extension of the balloon payment. Attorney Leinback notified the Board last month that the final balloon payment had not been made causing it to move into a default situation. President Grosskopf said he had a lengthy conversation with Mr. Smith and that Mr. Leinback has had a number of conversations with Mr. Smith's attorney, and Mr. Smith sent an email, which President Grosskopf shared with the Board, requesting to extend the extension due to the timing of a

bank loan. In the email he requested a 6-month extension for payoff of the loan to give him time to secure funding. Attorney Leinback advised that before the first request for a six-month extension, the balloon was due on September 11, 2016, and Mr. Smith requested and obtained a six-month extension of that, so the balloon was due on March 11, 2017. He said Reunion Center Inc. is continuing to pay the interest payments that were required in the promissory note and mortgage.

**MOTION:** (Mr. Lyons/Mrs. Benoit) **OPPOSED:** (Mr. Washington) That the District Board of Trustees approves to grant Chef Art Smith of Reunion Center Inc. a six-month extension on his balloon payment, with a 5% supplemental down payment of the outstanding balance due July 1, 2017; and direct staff to develop a timeline with performance criteria that he must meet prior to the September deadline. (Voting in favor: Mrs. Benoit; Mr. Coker; Mr. Howell; Mr. Lyons; Mr. Al Williams; and Mr. Mike Williams). (Opposing vote: Mr. Washington). The motion carried due to a majority vote.

- President Grosskopf reported that he will be traveling to Atlanta for the SACS Board Member Orientation.
- He gave a brief legislative update.

#### **ATTORNEY TIME**

- Attorney Leinback presented a timeline of what has occurred thus far with the lift station. He said we are following the Florida Governmental Conflict Resolution Act as required, and the second meeting will be a meeting of the elected city commissioners and the appointed College Board members at which time both parties will have an opportunity to hear the other side's position. He said the surcharge is needed prior to that meeting, and he recommended that the College be permitted to go ahead and pay the other ½ of the cost of the surcharge study in the amount of \$750.00.

**MOTION:** (Mr. Washington/Mr. Coker) That the District Board of Trustees approves to pay ½ of the cost of the surcharge study in the amount of \$750.00. The motion carried unanimously.

Chairman Williams announced that Trustees received an email from Attorney Leinback notifying of his decision to resign as NFCC Board Attorney, effective June 30, 2017. He expressed thanks and appreciation to Mr. Leinback for his service to the College during the past 20 years.

Chairman Williams advised that the Board will need to make some decisions regarding attorney services in a timely manner so that there can be a smooth transition.

Chairman Williams advised that President Grosskopf collected information from other colleges in the state regarding an attorney evaluation process and reported that there is no standard evaluation process throughout the colleges. President Grosskopf said the pattern that seemed to emerge most consistently is legal counsel serving at the pleasure of the Board. He said some colleges have a semi-formal evaluation methodology after every significant legal engagement; one of the colleges does not keep an attorney on retainer but just hires an attorney with a specialty whenever needed; some colleges put out RFPs frequently. He said in the practices that other colleges have used there is not a huge process that colleges go through regularly to find legal representation. He said a lot of

the smaller colleges make quick hiring decisions, and then terminate the relationship at their pleasure. He said the model that he likes most and would encourage the Board to consider is when they hire an attorney, the first year is a probationary period whereby the Board frequently discusses the perceptions of the performance of the attorney, and then if the performance is successful, they retain the attorney for up to five years at which point they put out an RFP and allow other legal firms to respond, and that way the Board satisfies the fiduciary responsibility of making sure it is getting the best bang for the buck. President Grosskopf asked that Trustees separate the issues in terms of long-term legal representation for the Board, and the ability to continue with the actions that are currently pending. He said he would like some latitude and discretion to hire someone to get these particular functions done and give the Board some breathing room to take time to reflect on making a long-term hiring decision.

**MOTION:** (Mr. Washington/Mr. Coker) That the District Board of Trustees approves to go ahead and issue an RFP for a permanent attorney to begin sometime after June 30, 2017, but in the meantime give President Grosskopf some latitude regarding hiring an attorney to take care of the pending legal issues and as needed until a permanent attorney is hired. As a point of clarification, President Grosskopf advised that the Consortium approves a list of attorneys that colleges can hire, and it approves a rate structure, so they will have gone through criteria measurements prior to being considered. The motion carried unanimously.

Dr. Carol O'Dell reported that she and others have been working diligently on numerous accreditation applications, and she looks forward to getting back on a routine of publishing the monthly newsletter in the near future.

### **GOOD OF THE ORDER**

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on May 16, 2017, at 5:30 p.m. in the North Florida Community College Board Room.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

John Grosskopf  
President

Michael R. Williams  
Chair

/cmg