

MINUTES: June 20, 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. Al Williams
Mr. Gary Wright

ABSENT: Mr. Billy Washington

STAFF PRESENT: Mr. Andy Barnes
Mr. David Dunkle
Ms. Cindy Gaylard, Recording Secretary
Ms. Kay Hogan
Mr. Scott Hubert, Audio Visual Technician
Mr. Bill Hunter
Mr. Skip James
Dr. Carol O'Dell
Ms. Kim Scarboro

Mr. Bruce Leinback, Board Attorney

VISITORS: Mr. Elmer Coker, Member of first graduating class and first Student
Body President of the College
Ms. Diane Head, CareerSource North Florida Executive Director
Mr. John Maultsby, Former Board Member

The Board meeting was called to order at 5:30 p.m. by Chairman Williams, who led the group in the pledge of allegiance to the flag following the opening prayer by Mr. Lyons.

A brief budget workshop was conducted by Mr. Barnes, who distributed updated copies of information on the Operating Budget for Fiscal Year 2017-2018. He presented an overview of the budget and discussed the following:

- Budget revenue reduction of \$511,595.00
 - 2016-2017 state funding totaled \$7,946,487.00
 - 2017-2018 state funding of \$7,434,892.00 does not include performance
 - Expenditure budget reduced to offset reduction revenue
 - Pending budget amendment to add back in performance funding amount when available
- Includes upper level budget for new BSN program

- Includes no increase in tuition and fees
- Includes the Capital Outlay Budget for PECO, Local and CO&DS Funds
- Includes current Salary Schedules with no increase from previous year

The workshop portion was concluded, and the Board entered into its regular meeting.

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

MOTION: (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves the minutes as presented of the May 16, 2017 regular Board meeting. The motion carried unanimously.

Mr. Dunkle introduced Diane Head, Executive Director of CareerSource North Florida. He presented her with a proclamation that was approved by the Board in recognition and appreciation of her outstanding leadership and partnership between CareerSource North Florida and North Florida Community College. Ms. Head thanked the Board for the recognition and commented that the College is very special to her and has been a part of her family for many years. She said she looks forward to continuing to work together to accomplish even greater things for the College through its partnership with CareerSource North Florida.

MOTION: (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the North Florida Career Pathways articulation agreements for Madison County as presented. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the Service Agreement for the North Florida Community College and Taylor Consortium 2017-2018, with the correction of the date typo as discussed. Mr. Dunkle advised that this will enable NFCC to serve as fiscal agent for the Taylor County Perkins grant allocation. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Howell/Mr. Lyons) That the District Board of Trustees approves the production contract for Disney's The Lion King, Jr. After an overview by Ms. Hogan, the motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves to change Russ Baldwin from Career Staff to Professional Staff. After an overview by Mr. Hunter, the motion carried unanimously.

MOTION: (Mr. Lyons/Mrs. Benoit) That the District Board of Trustees approves the Faculty contracts for the 2017-2018 academic year as follows:

Annual Contract Renewal

<u>Name</u>	<u>Position</u>
Brandi Browning, RN	Instructor - Nursing
Anna Doughty	Instructor - Biology
William Eustace	Instructor - Technology

District Board of Trustees Minutes

June 20, 2017

Page 3

Deshala Frazier, RN	Instructor - Nursing
Michelle Ginn	Instructor - Social Science
Tammy Kemp, RN	Instructor - Admin Assistant/Medical Records
Keisha Martinez	Instructor - English
Sharon McClune, RN	Instructor - Nursing
Elias Paulk	Instructor - History
Robin Pearson, RN	Instructor - Nursing
Brandy Plummer, RN	Instructor - Nursing
Julie Walden, RN	Instructor - Nursing

Continuing Contract

<u>Name</u>	<u>Position</u>
Guenter Maresch	Instructor - Physics/Mathematics
Lisa Thompson	Instructor - Art

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

MOTION: (Mrs. Haas/Mr. Howell) That the District Board of Trustees approves the following Administrative and Professional contracts through January 31, 2018:

<u>Name</u>	<u>Position</u>
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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
Cheryl James	Executive Director Development and External Affairs/PIO

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
Carol O'Dell	Director of IE/IR
Jennifer Page	Director of Curriculum and Instruction
Nick Skipper	Director of Information Technology/CIO
Julie Townsend, RN	Director of Rural Health Institute
Philip Wilkerson	Director of Recruitment and Advisement
Lynn Wyche	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
Russ Baldwin	Data Base Manager
Denise Bell	Student Center Manager/Coordinator Student Services

District Board of Trustees Minutes

June 20, 2017

Page 4

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 Funds to expire 09/30/2017))
Elizabeth Gonzales	Learning Lab Manager
Charlotte Hughes	Coordinator of Grants
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)
Jorge Monreal	Director of Engineering/Manufacturing
Christopher Neal	Academic Case Manager (Grant Funded)
Sheila Nobles	Director of Student Support Services (Grant Funded)
Tisha Phillips	Coordinator of Infrastructure and Support
Lori Pleasant	Registrar
Kim Scarboro	Director of College Advancement
Karen Surles	Coordinator of Financial aid
Bobby Scott	Academic Advisor
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: (Mr. Lyons/Mr. Al Williams) That the District Board of Trustees approves the warrant list for May 2017 as presented. The motion carried unanimously.

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

MOTION: (Mr. Howell/Mr. Lyons) That the District Board of Trustees approves the 2017 property deletions as presented. After an overview by Mr. Barnes, the motion carried unanimously.

MOTION: (Mr. Coker/Mrs. Haas) That the District Board of Trustees approves the Capital Improvement Plan for 2017-2018 along with the Legislative Budget Request for 2018-2019. After an overview by Mr. Hunter, the motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Al Williams) That the District Board of Trustees approves the Operating Budget for Fiscal Year 2017-2018 as presented and discussed in the Budget Workshop at the beginning of the meeting. The motion carried unanimously.

The report of the Office of Development and External Affairs and the NFCC Foundation Quarterly Balance Sheet were presented as items of information.

MOTION: (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves the following performance contracts to benefit the 2017-2018 NFCC Artist Series season:

- **Presidio Brass “The Sounds of the Cinema”**
Date: Friday, September 29, 2017
Performance Fee: \$5,000.00
Educational Outreach with Middle School Band in District; Students will perform at NFCC on stage with Presidio Brass

- **Dance Alive National Ballet – The Nutcracker**
Date: Friday, December 8, 2017
Performance Fee: \$8,000.00
Educational Outreach with Danceology Dance Studio (Live Oak) to offer “community” performance with area dance students auditioning and performing in show with Dance Alive National Ballet

- **John MeEuen & Friends**
Date: Friday, April 20, 2018
Performance Fee: \$5,500.00
Held in collaboration with Madison County Down Home Days festival in April

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

Ms. Scarboro invited Trustees to attend the Jenyethel Merritt Award for Civic Service 2017 Award & Celebration Ceremony on Saturday, June 24, 2017, at 5:00 p.m. at the Van H. Priest Auditorium.

Ms. Scarboro thanked Trustee Travis Coker and his father, Mr. Elmer Coker, for being our guests on campus today and sharing their connection to the College in a video and photos to be featured for our 60th Anniversary, as well as in our *Connections* magazine 60th Anniversary Edition.

PRESIDENT’S HIGHLIGHTS

President Grosskopf discussed the following:

- He attended his first SACSCOC Trustee meeting last week where the team reviewed 49 colleges, and it was a very good learning experience to be part of the inside of that process.
- NFCC was approved as a Level II institution and baccalaureate granting institution, and a team will be sent on campus to verify that. SACSCOC also accepted our last Monitoring Report, and we are in good standing with our accreditation.
- Legislative Report

ATTORNEY TIME

Attorney Leinback discussed the following:

- He spoke with Sterling Carroll, Rural Water Association Engineer, who is working on the surcharge in conjunction with the dispute with the City of Madison and was assured that he intends to have the report by the end of next week, which is within the 60 days that they originally said they would have it. That is a prerequisite before the Board of Trustees can meet in public session with the City Council pursuant to the Dispute Resolution Act.
- With regards to the Kids Incorporated situation, he distributed to each of the Trustees a copy of an Extension Agreement through August 31, 2017, to provide an opportunity to address the issues with Kids Incorporated, and the Board was also provided with the information that President Grosskopf and his staff put together regarding the building evaluations as had been directed by the Board. President Grosskopf presented an overview of the evaluation and reported that the 2004 value of the lease property was \$317,098.26, and the 2016 value was \$1,002,747.28. Mr. Leinback advised that under the terms of the existing lease, if the College elects to sell the building, then Kids Incorporated has the right of first refusal at the value as of 2004 when they entered into the initial lease.

MOTION: (Mr. Coker/Mr. Howell) That the District Board of Trustees approves Addendum No. 3 to Commercial Lease between Kids Incorporated of the Big Bend and North Florida Community College granting a two-month extension of the existing lease with Kids Incorporated. The motion carried unanimously.

Chairman Williams commented that this is Mr. Leinback's final official Board of Trustees meeting at the College, as he is beginning the retirement process. Chairman Williams thanked Mr. Leinback for his 20 years of service to the College and commented that Mr. Leinback has been a great resource for him as Board Chairman, as well as for President Grosskopf, especially in relation to his background information and knowledge of the institution from previous years. He said that has been a big help to him and a tremendous asset to the College, and we are going to miss Mr. Leinback greatly, as well as that information and the professionalism in which he conducts himself and the relationship that we have had with him. He presented Mr. Leinback with an engraved gift noting his years of service to the College.

Mr. Leinback thanked everyone and commented that it has been a very rewarding 20 years for him. He said in all of his years of practicing law he has never worked with a more dedicated group of faculty, administrators, Board members, and staff. He said he has seen the good that this College can do with young people, some of whom he has watched grow up. He said one young man was told when he finished high school that he wasn't college material, but some encouraged him to enroll at NFCC, and he not only did extremely well, but now has a 4-year degree from FSU. He said there are scores of stories like that throughout this district in every county. Mr. Leinback thanked the Trustees and those at the College for the opportunity to serve with all of them, and he said this institution will always have a very important place in his heart.

GOOD OF THE ORDER

- Mr. Wright thanked Mr. Leinback for his service to the College and for also encouraging him to become involved with NFCC as a Trustee.
- Ms. Scarboro encouraged Trustees that have a story or know of someone who has special memories regarding their connection to the College to go to the link on the website and share those memories for our 60th Anniversary celebration.
- President Grosskopf introduced Attorney Rob Sniffen, who has assisted the College with a number of issues outside of our normal day-to-day operations and will be helping us during the interim. He said Attorney Sniffen's firm brings a lot of experience and a lot of passion and will do a good job of helping us with the legal issues in which the College has been involved for quite some time.
- Chairman Williams recognized former Board member John Maultsby, who addressed the Board to offer well wishes to Mr. Leinback. He said he was on the Board for 19 years and served as Chairman for a number of those years, and Mr. Leinback was not only a valuable legal person, but also a valuable person and friend.
- Attorney Sniffen commented that Mr. Leinback is someone he has known and looked up to for a long time, and it was because of him that he first came to the College to do some legal work. He said he realizes he has some very large shoes to fill, not only because of Mr. Leinback's knowledge of technical legal issues, but just being the consummate gentleman. He said he met with Mr. Leinback recently, and Mr. Leinback was very gracious with his time to go through issues with him and offered his continued assistance. He said he hopes to honor Mr. Leinback's service during his time helping the College. He thanked Mr. Leinback and said he is appreciative to the Board for this opportunity.

Chairman Williams advised that the Board typically does not have a regular meeting in July but does have a Board Retreat in July, and Mrs. Gaylard will be contacting Trustees to determine a date for the Board Retreat.

The next regularly scheduled meeting of the District Board of Trustees will be held on August 15, 2017, at 5:30 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