

MINUTES: August 15, 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
Ms. Cindy Gaylard, Recording Secretary
Ms. Kay Hogan
Mr. Mathew Ortensie, Audio Visual Technician
Mr. Bill Hunter
Dr. Cheryl James
Mr. Skip James
Dr. Carol O'Dell
Ms. Kim Scarboro

Mr. Robert J. Sniffen, Board Attorney

VISITORS: Mr. Peter Stein, Mansion/Reunion Center Representative

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. Howell.

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

Chairman Williams turned this portion of the meeting over to President Grosskopf, who opened the floor for nominations for Chair of the District Board of Trustees of North Florida Community College.

Mr. Lyons nominated Mr. Mike Williams for Chair, with a second by Mr. Al Williams.

MOTION: (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves to close nominations for Chair of the District Board of Trustees of North Florida Community College. The motion carried unanimously, and Mr. Mike Williams accepted the nomination as Chair.

President Grosskopf opened the floor for nominations for Vice Chair of the District Board of Trustees of North Florida Community College.

Mr. Al Williams nominated Mr. Ricky Lyons for Vice Chair, with a second by Mrs. Benoit.

MOTION: (Mr. Washington/Mr. Al Williams) That the District Board of Trustees approves to close nominations for Vice Chair of the District Board of Trustees of North Florida Community College. The motion carried unanimously, and Mr. Lyons accepted the nomination of Vice Chair.

President Grosskopf turned the meeting back over to Chairman Williams.

MOTION: (Mr. Al Williams/Mrs. Haas) That the District Board of Trustees approves that the regular monthly Board meetings continue to be held on the third Tuesday of each month, at 5:30 p.m., in the North Florida Community College Board Room as the primary location, but at the discretion of the Board, the meetings may occasionally be moved to other counties in the district. The motion carried unanimously.

MOTION: (Mr. Lyons/Mr. Coker) That the District Board of Trustees approves the minutes of the June 20, 2017 regular Board meeting; the July 17, 2017 Special Meeting; and the July 17, 2017 Summer Workshop with the addition of the starting time included in the minutes for each meeting. The motion carried unanimously.

Mr. Peter Stein spoke on behalf of Chef Art Smith and the Mansion/Reunion Center giving some background information about himself and an overview of Reunion Center and its mission, goals, community partnerships, and financing. He also discussed mortgage partners and a mortgage completion timeline, which he said will be paid in three years. Chairman Williams commented that we currently have an agreement that is going to expire on September 11, 2017. Mr. Stein said he would like to request a 39-day extension of the September 11, 2017 deadline. After discussion, the Board asked that Mr. Stein provide them with documentation verifying that he has submitted an application with a lender, and a letter of commitment prior to the September 11, 2017 deadline, and Mr. Stein agreed.

MOTION: (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves to grant Reunion Center a 39-day extension contingent upon receiving a letter of commitment from Reunion Center's bank/lender prior to the September 11, 2017 deadline. The motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves to advertise the changes as presented to the Policy Manual for the following policies:

- 2.19 Academic Honors for an Academic Term
- 2.30 Academic Honors for an Academic Term

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

MOTION: (Mr. Wright/Mrs. Haas) That the District Board of Trustees approves the agreement between North Florida Community College and Grand Canyon University as presented.

Ms. Adleburg advised that this will allow Brandy Plummer, second year RN Nursing Instructor, who is attending Grand Canyon University online to perform her MSN preceptorship hours with our MSN Nursing Instructor, Brandi Browning. After an overview by Ms. Adleburg, the motion carried unanimously.

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

- Hiring of Dr. James Holland, RN, as Nursing Instructor (11 months)
- Hiring of Dr. Manoharan Mariappan as Chemistry Instructor (9 months)

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

MOTION: (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves to advertise changes to the Policy Manual for the following policies:

- 1.11 Emergency Removal
- 1.12 Past Misconduct of Applicants for Admission

After discussion, the Board decided to table Policy 1.12 until next month in an effort to clarify some of the language in the policy, and Mrs. Haas and Mr. Lyons agreed to withdraw their motion.

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

- 1.11 Emergency Removal

The motion carried unanimously.

MOTION: (Mr. Washington/Mr. Howell) That the District Board of Trustees approves to table Policy 1.12 until next month. After discussion, the motion carried unanimously.

MOTION: (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves the contract with Suwannee River Counseling Service (SRCS) to offer Student Counseling Services. Mr. Hunter advised that this will provide crisis intervention and short-term counseling services for students, as well as emergency counseling if needed for recommended employees. Chairman Williams requested that a utilization report be included in the future. After an overview by Mr. Hunter and discussion by the Board, the motion carried unanimously. President Grosskopf asked Mr. Hunter to request quarterly utilization reports from Suwannee River Counseling Service.

MOTION: (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves the warrant list for June and July 2017 as presented. After an overview by Mr. Hunter and discussion by the Board, the motion carried unanimously.

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

The Promotion and Public Relations Expenditure Report was presented as an item of information, and Mr. Barnes gave an overview.

Dr. James reported that there were more scholarship applicants this Fall Term than ever before with a total of 140 applications.

MOTION: (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the following performance contracts with some minor language changes approved by Attorney Sniffen to benefit the 2017-2018 NFCC Artist Series season:

1. **Scot Bruce – Valentine’s Day themed Elvis Tribute**
Saturday, February 10, 2018, 7:00 p.m.
Van H. Priest Auditorium
Performance Fee: \$5,500.00
2. **The Olate Dogs – Winners of America’s Got Talent**
Thursday, March 1, 2018, 7:00 p.m.
Van H. Priest Auditorium
Performance Fee: \$4,000.00
3. **Sarah Mac Band**
Tuesday, Oct. 17, 2017, 7:00 p.m.
Van H. Priest Auditorium
Performance Fee: \$1,500.00
4. **Bits ‘N Pieces Puppet Theatre**
Tuesday, Nov. 14, 2017, two performances – 9:00 a.m. and 11:00 a.m.
Van H. Priest Auditorium (K-3rd Grade Educational Outreach Offering)
Performance Fee: \$2,800.00

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

PRESIDENT’S HIGHLIGHTS

President Grosskopf commented that he and Attorney Sniffen discussed a suggested template for how they want to communicate with the Board on issues, and they would like the Board’s feedback on the layout of the Board Attorney Report and the quality of the information contained in the document, as well as any changes they might solicit to become a regular feature of the Board packet.

ATTORNEY TIME

Attorney Sniffen presented the Board Attorney Report for August 2017 and discussed the following:

- **Lift Station Litigation** – He has been able to secure Nabors, Giblin & Nickerson to take over the litigation, as he said they are giants in the local government law field and the best local government law firm in the State.
- **Mansion** – He has had several conversations with Peter Stein, who was kind enough to join us for the Board meeting and present information to the Board regarding the financing of the Mansion, and the Board voted on how to move forward.
- **Kids Incorporated** – He would like to give the Board a proposed solution on the lease and would like the Board's guidance. He has communicated to Kids Incorporated that he will be their new point of contact and will be holding a telephone conversation with them tomorrow to see what has come out of a board meeting. What he would like the Board's guidance on is what he and President Grosskopf have discussed, and that is perhaps an extension that takes us through this calendar year and provide them notice of our intent to renegotiate the lease under which we have been operating for some time. If that is acceptable to the Board, that is the direction in which we would like to go and then begin the renegotiation process immediately and identify some of the areas we would like to talk about in particular.
- **Contracts review** – We are beginning the process of working with Kim Scarboro on the Artist Series contracts in an effort to provide an extra measure of protection for the College.
- **Public Records Protocol** – We are planning a meeting with Ms. Scarboro to discuss and review the protocols in place for responding to public records requests.
- **Other** – Today our firm provided Title IX training for over 40 employees of the College. Attorney Terry Harmon presented the training.

MOTION: (Mr. Washington/Mr. Coker) That the District Board of Trustees approves to extend the Kids Incorporated lease through the end of this calendar year (2017), with the aim of presenting to them another offer. After discussion, the motion carried unanimously.

Dr. O'Dell reported that NFCC has again been named one of the best colleges in the nation to work for according to a new survey by *The Chronicle of Higher Education*, and NFCC landed a spot on the Great Colleges to Work For 2017 Honor Roll for achieving high marks in seven categories that reflect best practices and policies of great colleges. She distributed copies and presented an overview of the results of the survey that was completed by NFCC employees.

GOOD OF THE ORDER

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on September 19, 2017, at 5:30 p.m., in the North Florida Community College Board Room.

District Board of Trustees Minutes
August 15, 2017
Page 6

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

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