

MINUTES: November 21, 2017

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair
Mr. John Grosskopf, President
Mr. Travis Coker
Mrs. Sandra Haas
Mr. David Howell
Mr. Billy Washington
Mr. Al Williams
Mr. Gary Wright

ABSENT: Mrs. Sharon Benoit
Mr. Ricky Lyons

STAFF PRESENT: Ms. Cissy Adleburg
Mr. Andy Barnes
Mr. David Dunkle
Ms. Cindy Gaylard, Recording Secretary
Mr. Bill Hunter
Dr. Cheryl James
Mr. Skip James
Dr. Carol O'Dell
Mr. Scott Hubert, Audio Visual Technician
Mr. Nick Skipper

Mr. Rob Sniffen, Attorney

VISITORS: Ms. Pam Davis, Kids Incorporated

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. Washington.

MOTION: (Mr. Al Williams/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 of the October 17, 2017 regular Board meeting as presented. The motion carried unanimously.

Ms. Adleburg reminded the Board that graduates of our Automation & Production Technology program have the opportunity to earn the Manufacturing Skills Standards Council's Certified Production Technician credential, and this credential, in turn, will articulate 15 credit hours into our AS in Engineering Technology. She advised that NFCC's AS in Engineering Technology can, in turn, articulate into BS and BAS programs currently in place within the Florida College System.

Ms. Adleburg advised that although the Board has been kept updated over the development and implementation of the AS in Engineering Technology program, the Board's formal approval of the program is needed.

MOTION: (Mrs. Haas/Mr. Wright) That the District Board of Trustees approves the AS in Engineering Technology program. After an overview by Ms. Adleburg, the motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the MSN Practicum agreement between NFCC and Brookline College as presented. Mr. Dunkle advised that this will allow Sharon McClune, First Year RN Nursing Instructor, who is enrolled online at Brookline College to perform her MSN preceptorship hours with our MSN nursing instructor, Julie Walden – First Year RN instructor. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Washington/Mrs. Haas) That the District Board of Trustees approves the Clinical Education Agreement between NFCC and Shands Teaching Hospital and Clinics, Inc. as presented. Mr. Dunkle advised that this will provide students in the Medical Coder/Biller program to obtain experience in Electronic Health Records through internship/job shadowing opportunities. After an overview by Mr. Dunkle and discussion by the Board, the motion carried unanimously.

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

- Resignation of Lawrence Dunn, Programmer/Research Analyst
- Resignation of Dr. Jorge Monreal, Director of Engineering/Manufacturing Technology

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

MOTION: (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves changes to the Policy Manual as advertised for the following policy:

- 1.12 Past Misconduct of Applicant for Admission (New Policy)

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

Prior to the next item on the agenda, Attorney Sniffen commented that given that his firm put in for the RFP for legal services and to avoid the appearance of any conflict, and in fairness to all of the applicants, he recommended that he leave the room so that no one feels inhibited to talk through that process. Upon agreement by Chairman Williams, Attorney Sniffen exited the meeting until notified to return.

Mr. Hunter advised that at the September 19, 2017 District Board of Trustees meeting, the College was directed to advertise the RFP for legal services for the full-time Board Attorney. He said the

RFP was placed on the College website, as well as in the local newspapers (six counties) and in the Tallahassee Democrat, and he submitted a copy of the RFP. He said the deadline for receipt of the RFP was 2:00 p.m., Thursday, October 29, 2017, and we received the following three (3) complete proposals:

- The Bishop Law Firm, P.A. – Perry, FL
- The Curtis Law Firm, P.A. – Perry, FL
- Sniffen & Spellman, P.A. – Tallahassee, FL

MOTION: (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves to direct staff to rank the attorneys, and also disseminate the information to the Board members for their rankings and that Board members return their rankings to the President's Office by January 4, 2018, with the intention of discussing the results and voting at the January Board meeting. After discussion, the motion carried unanimously.

Attorney Sniffen was notified to return for the remainder of the meeting.

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

The Revenue and Expenditure Report for October 2017 was presented as an item of information, as was the Statement of Account, and Mr. Barnes gave an overview.

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

- 3.19 Non-Educational Use of College Facilities (Cancel)
- 3.19 Rental and Use of College Facilities (Revised)

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

The Fiscal Operations Report was presented as an item of information, and Mr. Barnes gave an overview. He advised that the report provides information to the U.S. Department of Education regarding disbursements of Pell Grant, Supplemental Education Opportunity Grant, and Federal Work-Study funds to students enrolled at NFCC.

MOTION: (Mr. Wright/Mr. Washington) That the District Board of Trustees approves a one-time payment to all full-time regular employees hired prior to July 1, 2017 and still employed on the date of payment, equal to \$1000.00 plus 1.5% of base salary; and a one-time payment to the two regular part-time employees equal to \$500.00 plus .75% of base salary (one-half the amount of a full-time employee). After an overview by Mr. Barnes and discussion by the Board, the motion carried unanimously.

Dr. James presented the Development and External Affairs report for information, and she discussed the following:

- 60th Anniversary Gala on April 14, 2018
- Working with Georgia Pacific and Taylor County STEM Committee developing a STEM grant
- NFCC won Top National Awards in the National Council for Marketing & Public Relations District 2 Medallion Awards competition. The College won Silver in Digital/Electronic Media: E-Newsletter (Johnathan Cooks); and Gold in Advertising: Digital Ad (Margaret Wilkerson).
- NFCC won Top State Awards in the Association of Florida Colleges Communications and Marketing Commission Awards of Excellence competition. The College won 1st Place in Article in a College-Produced Publication (Kim Scarboro); 2nd Place in Advertising Print, Advertising Internet, and Single Sheet Flier (Margaret Wilkerson); and 2nd Place in Best Photography in a Published Piece (Kim Scarboro).
- Spring Term Scholarship Deadline – December 1, 2017
- She presented the Audit Report and gave an overview, and said they received an outstanding audit.

MOTION: (Mr. Wright/Mr. Coker) That the District Board of Trustees approves to accept the North Florida Community College Foundation, Inc. Audit Report as presented. The motion carried unanimously.

PRESIDENT'S HIGHLIGHTS

President Grosskopf discussed the following:

- Senate Bill 540 regarding Governance
- Governor's Budget
- Continued Lobbying Efforts
- Name Change Priority
- PECO Projects
- SACSCOC approved NFCC as Level II institution to offer BSN

ATTORNEY TIME

Attorney Sniffen presented his Board Attorney Report for November 2017 as follows:

- **Lift Station Litigation** – Nabors, Giblin & Nickerson, litigation counsel in this matter, has been working to schedule the public meeting required by Chapter 164, Florida Statutes. The meeting has been scheduled for December 13, 2017. It is very important that NFCC Board members are present for the meeting. He will ask Attorney Stokley to contact President Grosskopf regarding details for Board members prior to the meeting.
- **Mansion** – The Reunion Center has forwarded payment in full on the balance owed to the College. We will be working to finalize the details of the transaction.

- **Kids Incorporated** – An Addendum to the current lease has been executed extending the current arrangement to December 31, 2017. Representatives of Kids Incorporated have indicated that they would like to explore purchasing the building and have presented a term sheet for the purchase of the building with a purchase price of \$125,000.00. He asked for a general sense of the Board to open up for discussion what the Board would like to see happen with the property.

During discussion, Attorney Sniffen commented that there has been an internal analysis but no formal appraisal of the property. He said the \$125,000.00 offer listed on the term sheet is below the agreed upon appraisal amount of the property, and the first right of refusal relates back to that. After discussion by the Board, the following motion was made:

MOTION: (Mr. Coker/Mr. Washington) That the District Board of Trustees approves to authorize staff to determine the fair market value of the property. The motion carried unanimously.

After further discussion, the following motion was made:

MOTION: (Mrs. Haas/Al Williams) That the District Board of Trustees approves to extend the lease through June 30, 2018. (Pam Davis of Kids Incorporated commented that they have to get approval from the Federal Government to purchase the property, and it will take at least 90 days once they submit an offer to get the Federal approval.) After discussion, the motion carried unanimously.

GOOD OF THE ORDER

Mr. Wright commented that the most recent CONNECTIONS magazine was especially outstanding, and he commended all who were responsible for it.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on January 16, 2018, at 5:30 p.m., in the North Florida Community College Board Room. He also reminded the Board of the following:

- Graduation will be held on December 12, 2017, at 5:00 p.m. at the Van H. Priest Auditorium.
- The Joint Meeting with Madison City Council will be held on December 13, 2017, at 5:30 p.m. in the Student Center Lakeside.

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg