

MINUTES: January 16, 2018

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. Gary Wright

ABSENT: Mr. Al Williams

STAFF PRESENT: Ms. Cissy Adleburg  
Mr. Andy Barnes  
Mr. David Dunkle  
Ms. Cindy Gaylard, Recording Secretary  
Ms. Kay Hogan  
Mr. Bill Hunter  
Dr. Cheryl James  
Mr. Skip James  
Dr. Carol O'Dell  
Ms. Jennifer Page  
Ms. Tisha Phillips, Audio Visual Technician  
  
Mr. Rob Sniffen, Board Attorney

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.

**MOTION:** (Mr. Lyons/Mr. Washington) 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 November 21, 2017 regular Board meeting. The motion carried unanimously.

Ms. Adleburg introduced Ms. Jennifer Page and announced that Ms. Page has been selected to become the next Dean of Academic Affairs and will begin serving the College in her new role whenever Ms. Adleburg retires later this year.

Ms. Hogan announced that the NFCC Club Expo and Hot Chocolate Social will be held on January 30-31, and Student Activities Coordinator Denise Bell gave each of the Trustees a North Florida Community College mug.

**MOTION:** (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves to extend the Administrative and Professional contracts through June 30, 2018 as follows:

**Name**

**Position**

**SENIOR MANAGEMENT/ADMINISTRATOR CATEGORY**

Frances Adleburg	Dean of Academic Affairs/Chief Academic Officer
Andy Barnes	Dean of Administrative Services/Chief Business Officer
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
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
Glenn Strickland	Director of Physical Plant
Julie Townsend, RN	Director of Rural Health Institute
Philip Wilkerson	Director of Recruitment and Advisement
Lynn Wyche	Director of Learning Resources

**PROFESSIONAL CATEGORY**

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
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)
Elizabeth Gonzales	Learning Lab Manager
Charlotte Hughes	Coordinator of Grants
Mike Kirkland	Director EMS/Fire Science
Mary Mauldin	Recruitment Specialist/Dual Enrollment Coordinator
Dani Mays	Data Systems Manager and Banner Trainer
Shontrece McIntyre	Academic Case Manager (Grant Funded)
Ellie Morgan	Coordinator of Library Services
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

## District Board of Trustees Minutes

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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
Christina Parker	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. Coker/Mrs. Haas) That the District Board of Trustees approves the warrant lists for November and December 2017 as presented. The motion carried unanimously.

The Revenue and Expenditure Reports for November and December 2017 were presented as items of information, as were the Statements of Account. Mr. Barnes gave an overview.

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

- 60<sup>th</sup> Anniversary Diamond Jubilee Gala on Saturday, April 14, 2018
- Received \$25,000.00 Endowment from Bruce and Linda Leinback for the Mary and Susan Leinback Memorial Nursing Scholarship in memory of his mother and sister to assist students from Jefferson County who are enrolled in NFCC's Nursing programs.
- We gave out \$50,000.00 worth of scholarships for the Spring Term.
- *CONNECTIONS* Magazine 60<sup>th</sup> Anniversary Edition
- Artist Series performances
  - The Lion King – January 26-27, 2018
  - Scott Bruce as Elvis – February 10, 2018
- Charlotte Hughes continues to work on grants.

### **PRESIDENT'S HIGHLIGHTS**

President Grosskopf discussed the following:

- Busy first week of legislative session
  - Chair of the Constitutional Revision Committee has proposed a resolution that would place the Florida College System in the State Constitution. There are currently three other public proposals that include, in varying degrees, constitutionalizing the Florida College System. The Council of Presidents is taking a position to recommend the Florida College System be named in the Constitution "in a manner that promotes local authority."
  - Senate Bill 540
  - House Bill 831
  - Florida Kid Care and Florida College System partnership
  - PECO Requirements
  - College Name Change Bill
  - Lobbying efforts for local governance

- Lift Station Litigation – He presented information on the total amount that the lift station has cost the College thus far, which he said is \$151,662.00, and he presented a comparison of what that amount of money means to the College and how it could have been utilized for the College:
  - Run our College Advancement/Marketing and Advertising program for three years.
  - Purchase a brand new patient simulator for Nursing Program.
  - Pay the entire campus electric bill for six months.
  - Replace the Van H. Priest projector upgrades seven times.
  - Pay the average instructional salary for three instructors.
  - Completely refresh one of our Biology Labs.
  - Start-up cost and equipment for our Associate in Science in Engineering Technology Program

President Grosskopf advised that the position of NFCC Managers and employees regarding the litigation is that NFCC had to buy a piece of sewage equipment because the City didn't do its job, and NFCC wants to know when we're going to get our money back so that we can spend it on things that are mission-centric.

Attorney Sniffen asked to be excused from the meeting for the next item on the agenda regarding the Ranking of Attorneys so that the Board members are unencumbered by his presence. He was excused from the meeting and exited the room.

- As directed by the Board, President Grosskopf presented and discussed his Board Attorney Recommendation and presented the results of the Board members' Attorney Proposal Rankings. He advised that only six Board members submitted their Attorney Rankings.

Chairman Williams opened the floor for discussion, and several Board members discussed their individual attorney rankings.

**MOTION:** (Mr. Coker/Mr. Wright) That the District Board of Trustees approves to accept the recommendation of Sniffen & Spellman, P.A. to take on the responsibilities of Board and College Attorney, contingent upon a satisfactory Conflict of Interest status. The motion carried unanimously.

Mr. Sniffen was notified to rejoin the meeting. Chairman Williams announced that Mr. Sniffen has been selected as the Board and College Attorney, and Mr. Sniffen expressed his thanks and appreciation to the Board.

#### **ATTORNEY TIME**

- **Lift Station Litigation** – The public meeting required by Chapter 164, Florida Statutes, was held on December 13, 2017, and another Joint Meeting has been scheduled for January 23, 2018.
- **Mansion** – NFCC still has property in the Mansion, and we have been unable to get

Mr. Smith's people to give us a date to bring the movers over to extract that property, so we have picked the date of January 26, 2018, and will advise them that we will be coming over to get the property on that date.

- **Kids Incorporated** – We have entered into Addendum No. 5 to the Kids Incorporated lease agreement extending the current arrangement to June 30, 2018.

Dr. O'Dell commented that Wednesday of this week is her one-year anniversary with the College, and she is happy to be here.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on February 20, 2018, at 5:30 p.m., in the North Florida Community College Board Room.

The meeting adjourned at 6:20 p.m.

Respectfully submitted,

John Grosskopf  
President

Michael R. Williams  
Chair

/cmg