

MINUTES: June 19, 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. Al Williams  
Mr. Gary Wright

STAFF PRESENT: 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  
Ms. Jennifer Page

Mr. Terry Harmon, Board Attorney

VISITORS: Dr. Karen Pickles, Superintendent, Madison County School District

The Board meeting was called to order at 6:00 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 revised agenda as presented. The motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Wright) That the District Board of Trustees approves the minutes as presented of the May 15, 2018 regular Board meeting. The motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves the course fee increase for course SLS 1103 (Strategies for Academic Success) beginning with the Fall 2018 Semester. After an overview by Ms. Page, the motion carried unanimously.

**MOTION:** (Mr. Lyons/Mr. Al Williams) That the District Board of Trustees approves the Logistics and Transportation Program Agreement between North Florida Community College and C.F. Webb and Sons Logging. Mr. Dunkle advised that this will allow students in the Commercial Vehicle

Driving (CDL Class-A) program to gain logging experience in the timber industry through this partnership. After an overview by Mr. Dunkle, the motion carried unanimously.

**MOTION:** (Mr. Lyons/Mr. Coker) That the District Board of Trustees approves to initiate a Welding Program and to enter into the agreement as presented between North Florida Community College and the School Board of Madison County Related to Welding Instruction. After an overview by Mr. Dunkle and President Grosskopf and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves the Memorandum of Agreement between North Florida Community College and participating Sheriffs' Departments in the Guardian Program. After an overview by Mr. Dunkle and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Washington/Mr. Al Williams) That the District Board of Trustees approves the testing agreement with National Healthcareer Association (NHA). Ms. Hogan advised that this will allow the Testing Center to administer certification exams for students enrolled in the Medical Assisting Program (Clinical Medical Assistant, EKG Assistant, and Phlebotomy Technician). After an overview by Ms. Hogan, the motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves the contracts for the 2018-2019 academic year as follows:

**Annual Contract Renewal**

<b><u>Name</u></b>	<b><u>Position</u></b>
Brandi Browning, RN	Instructor - Nursing
Anna Doughty	Instructor - Biology
William Eustace	Instructor - Technology
Deshala Frazier, RN	Instructor - Nursing
Michelle Ginn	Instructor - Social Science
Dr. James Holland, RN	Instructor - Nursing
Tammy Kemp, RN	Instructor - Admin Assistant/Medical Records
Dr. Manoharan Mariappan	Instructor - Chemistry
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
Amanda Williams, RN	Instructor - Nursing

**SENIOR MANAGEMENT/ADMINISTRATOR CATEGORY**

<b><u>Name</u></b>	<b><u>Position</u></b>
Francis Adleburg	Director of Curriculum (2 Months to expire August 31, 2018)
Andy Barnes	Dean of Administrative Services/Chief Business Officer
Bill Hunter	Executive Director of Employee Services
Kay Hogan	Dean of Enrollment Services
Dr. Cheryl James	Executive Director Development and External Affairs/PIO
Jennifer Page	Dean of Academic Affairs/CAO

**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
Dr. Carol O'Dell	Director of IE/IR
Nick Skipper	Director of Information Technology/CIO
Glenn Strickland	Director of Physical Plant
Dr. Julie Townsend, RN	Director of Rural Health Institute
Philip Wilkerson	Director of Recruitment and Advisement
Lynn Wyche	Director of Learning Resources

**PROFESSIONAL CATEGORY**

<b><u>Name</u></b>	<b><u>Position</u></b>
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)
Shante Fagin	Academic Advisor/CTE
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
Ellie Morgan	Coordinator of Library Services
Christopher Neal	Academic Case Manager (Grant Funded)
Sheila Nobles	Director of Student Support Services (Grant Funded)
Christina Parker	Instructional Coordinator for EMS
Tisha Phillips	Coordinator of Infrastructure and Support
Lori Pleasant	Registrar

District Board of Trustees Minutes

June 19, 2018

Page 4

Kim Scarboro	Director of College Advancement
Karen Surlles	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. Lyons/Mr. Howell) That the District Board of Trustees approves the warrant list for May 2018 as presented. The motion carried unanimously.

The Revenue and Expenditure Report for May 2018 was presented as an item of information, as was the Statement of Account. Mr. Barnes gave an overview.

**MOTION:** (Mr. Coker/Mr. Washington) That the District Board of Trustees approves the Operating Budget for Fiscal Year 2018-2019 as presented and discussed during the Budget Workshop. The motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves the Capital Improvement Plan/Legislative Budget Request for facilities for the 2019 Legislative Session. Mr. Barnes advised that this will request funding for the following projects:

- Building 13 Remodel and Addition \$12,786,339.
- Buildings 7 & 8 Remodel/Renovation \$3,463,750.
- Building 10 Renovation \$1,608,650.
- Building 9 Renovation \$3,485,953.

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

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

- Foundation Awarded 46 Scholarships for a total of \$28,853.00 for Summer Term 2018.
- High School Scholarship Awards
- Foundation 4<sup>th</sup> Quarter 2017-2018 Financial Report
- CONNECTIONS Magazine 60<sup>th</sup> Anniversary Edition

**MOTION:** (Mr. Coker/Mr. Wright) That the District Board of Trustees approves the Service Agreement for the North Florida Community College and Taylor County Consortium 2018-2019. Dr. James advised that this will allow North Florida Community College to be the fiscal agent for the Taylor County Consortium's Carl D. Perkins Career and Technical Education Postsecondary funds. After an overview by Dr. James, the motion carried unanimously.

**PRESIDENT’S REPORT**

President Grosskopf distributed copies of a memorandum listing the auction companies that were contacted about selling and/or storing the items that we will be moving from the Mansion, and he asked the Board’s permission to authorize the College to go ahead and make a choice so that we can begin the process of disposing of these items. He advised that on review of all of the companies, the Higgenbotham firm stands out as his preference, as this company will store the items in climate controlled areas at no cost, and they specialize in high dollar auctions whereby we are most likely to get a positive return. He said this firm is outside of our district but in talking with each of the other firms, Higgenbotham is the best option in his opinion.

**MOTION:** (Mrs. Haas/Mrs. Benoit) That the District Board of Trustees approves the Higgenbotham firm to sell and/or store the items that we will be moving from the Mansion. After discussion, the motion carried unanimously.

President Grosskopf discussed the following:

05/16	Dual Enrollment practices meeting with President Larry Barrett, Florida Gateway College
5/24	North Florida Attainment Innovation Partnership Award, Florida College System Chancellor and staff
5/30	Articulation and partnership meeting with Dr. Green-Powell, FAMU Dean of Education
6/6	Articulation and partnership meeting with Dr. Donald Parks of Flagler College – Tallahassee Campus
6/12-14	SACS-COC Board Meeting
UPCOMING	
<ul style="list-style-type: none"> <li>• 6/25 Meeting with new Saint Leo administrators about partnerships</li> <li>• 6/27 Jefferson County Kiwanis speaker</li> <li>• Appointment to Florida College System Risk Management Consortium</li> </ul>	

**ATTORNEY TIME**

Attorney Harmon discussed the following:

- **Lift Station Litigation** – An Amended Complaint was filed on June 1, 2018 on behalf of the College by the Nabors Firm. The answer to the complaint on behalf of both defendants is due on June 21, 2018.
- **Mansion** – We have received certified funds in the amount of \$7,500 per the Board’s offer and are working with the Reunion Center regarding a mutually agreeable date (possibly June 28, 2018) to remove the balance of the property not purchased by Mr. Smith.
- **Madison County School Board** – We participated in drafting a Welding Instructor Contract with counsel for the School Board.
- **Contracts** – He expressed thanks and appreciation for all of the assistance of David Dunkle and Rick Davis, particularly on the agreement for the School Guardian Program.

- **Kids Incorporated** – We met with Counsel for Kids Incorporated regarding the initial agreement that was forwarded for the College’s consideration, and we recommend acceptance of the agreement, and he distributed copies and gave an overview of the Agreement of Purchase and Sale. He advised that the agreement becomes effective whenever it is signed by all parties, and then there is a 120-day window (Feasibility Period) after which the closing can occur.

**MOTION:** (Mr. Coker/Mr. Al Williams) That the District Board of Trustees approves to accept and adopt the Agreement of Purchase and Sale of the Kids Incorporated property as presented. After discussion, the motion carried unanimously.

**GOOD OF THE ORDER**

- Chairman Williams reminded the Board members that the Trustee Summer Retreat will be held on July 30, 2018, at 9:00 a.m. – 2:00 p.m. at the Hamilton County School Complex in Jasper.
- Mr. Dunkle introduced Dr. Karen Pickles, Superintendent of Madison County School District, and recognized her for all of the work she has done regarding the partnership with the Welding Program. (Dr. Pickles said Madison County School District is looking forward to this partnership.)

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on August 21, 2018, 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