

MINUTES: August 21, 2018

MEETING: NORTH FLORIDA COMMUNITY COLLEGE  
MADISON, FLORIDA

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

ABSENT: Mrs. Sharon Benoit  
Mr. Travis Coker

STAFF PRESENT: Mr. Larry Akers  
Mr. Andy Barnes  
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  
Ms. Kim Scarboro

Mr. Robert J. Sniffen, Board Attorney

VISITORS: Mr. Chad Smith, Spectrasolar Energy Service  
Judge Wetzel Blair

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. Al Williams.

**MOTION:** (Mr. Lyons/Mrs. Haas) 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.

**MOTION:** (Mr. Wright/Mr. Al Williams) That the District Board of Trustees approves for current Chair Mike Williams and Vice Chair Ricky Lyons to remain in their positions. The motion carried unanimously. Mr. Mike Williams and Mr. Ricky Lyons each agreed to continue serving in their positions.

President Grosskopf turned the meeting back over to Chairman Williams.

**MOTION:** (Mr. Al Williams/Mr. Washington) 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. Howell) That the District Board of Trustees approves the minutes of the June 19, 2018 Budget Workshop; and the June 19, 2018 regular Board meeting as presented. The motion carried unanimously.

President Grosskopf introduced Mr. Chad Smith representing Spectrasolar Energy Service, and guest, Judge Wetzel Blair. President Grosskopf advised that Mr. Smith will be talking to the Board about the possibility of constructing a solar farm on campus to reduce the carbon footprint of the College and look to have future savings in utility bills. President Grosskopf said the Board will not be asked to make any decisions on this tonight, but after receiving all of the information, he would like for the Board to allow the College to pursue looking into the possibility of making a project like this fit into NFCC's overall strategic growth plan.

Mr. Smith addressed the Board and presented an overview of Spectrasolar Energy Service including a business model plan and a preliminary review and financial analysis for three (3) Photovoltaic (PV) Arrays at the College. He said his company would partner with Duke Energy to align with the College's needs.

Ms. Page mentioned the following:

- She gave an update regarding the Lumen Learning Master Services Agreement and advised that the course upgrade is in place, and she expressed thanks to the Board and advised that students like the product and are already complimenting us about that change. She said we have a team from Tallahassee Community College coming to meet with our math faculty to talk to them about the same products for math, as we believe that will save students a lot of money down the road in our math courses.
- The semester is off to a good start, and classes are rolling without any problems that we are aware of.

**MOTION:** (Mrs. Haas/Mr. Howell) That the District Board of Trustees approves the nursing agreements between North Florida Community College and each of the following:

- Premier Medical Group (Clinical Contract)

- Suwannee County Health Department (Clinical Contract)
- ARC of the Big Bend (Clinical Contract)
- Tift County Regional Hospital (Clinical Contract)
- Senior Citizens of Madison (Clinical Contract)
- North Florida Medical Centers (Clinical Contract)
- West Coast University (Preceptor Agreement for Student Trinity Bownes)
- Proctor U (Electronic Proctoring Practices for Distance Testing)

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

**MOTION:** (Mr. Washington/Mr. Wright) That the District Board of Trustees approves the agreement between North Florida Community College and the Florida Department of Highway Safety and Motor Vehicles. Mr. Dunkle advised that this will enable the College to provide CDL Class A Testing onsite. After an overview by Mr. Dunkle and discussion by the Board, the motion carried unanimously.

Mr. Dunkle announced that the Accreditation Commission for Education in Nursing has granted accreditation to our ADN-RN and ADN-RN to BSN programs.

President Grosskopf expressed sincere gratitude to Mr. Dunkle for all of his hard work and all that he has done on behalf of NFCC.

**MOTION:** (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the Dual Enrollment Articulation Agreement between North Florida Community College and the School Board of Madison County with the revisions discussed and distributed by Ms. Hogan; and the Dual Enrollment Articulation Agreement between North Florida Community College and non-public school of New Generation Christian School for the academic year 2018-2019. After an overview by Ms. Hogan, the motion carried unanimously.

**MOTION:** (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves the production contract for Mary Poppins, Jr. After an overview by Ms. Hogan, the motion carried unanimously.

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

- Hiring of Kristin Summers, Director of Curriculum and Instruction
- Hiring of Steven Turner, Director of Advanced Manufacturing and Engineering Technology
- Hiring of Michael Warmack, Welding Instructor (10 months)
- Hiring of Dr. Carol Burkart, Biology Instructor (9 months)
- Hiring of Paula McCullers, English Instructor (9 months)
- Resignation of Dr. Cheryl James, Executive Director of Development and External Affairs/Public Information Officer
- Resignation of David Dunkle, Associate Dean of Economic Development and Technical Programs

- Resignation (Retirement) of Skip James, Director of Campus Safety and Security
- Resignation (Retirement) of Bonnie Littlefield, Biology Instructor
- Change of Glenn Waller, Senior Accountant I, from Career Staff to Professional Staff

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

**MOTION:** (Mrs. Haas/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. A utilization report for 2017-2018 was included. After an overview by Mr. Hunter and discussion by the Board, it was agreed that Mr. Hunter will ask the Counseling Service to make a presentation to the students each semester. The motion carried unanimously.

**MOTION:** (Mr. Howell/Mr. Lyons) That the District Board of Trustees approves the warrant list for June and July 2018 as presented. After an overview by Mr. Barnes and discussion by the Board, the motion carried unanimously.

The Revenue and Expenditure Report for June and July 2018 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 gave an update on scholarships and said the Foundation is still processing 105 applications and have already transferred \$78,500.00 to the College to cover scholarships. Compared to last year, she said we finished out with 155 applications with \$95,000.00 transferred to the College.

**MOTION:** (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the following contracts for the 2018-2019 NFCC Artist Series season:

**1. Valdosta Symphony Orchestra & Guest Soloist Orion Weiss**

Sunday, September 16, 2018, 3:00 p.m.

Van H. Priest Auditorium

Performance Fee: \$5,000.00

**2. Chuck Roberson Band & Review – Super Soul Explosion  
Featuring Live Band and Local Singer Callie Buchanan**

Friday, October 12, 2018, 7:00 p.m.

Van H. Priest Auditorium

Performance Fee: \$3,000.00

**3. Johnny Cash Now Tribute Show**

Saturday, October 20, 2018, 7:00 p.m.

Van H. Priest Auditorium

- Performance Fee: \$3,000.00
4. **Bits ‘N Pieces Puppet Theatre – Three Billy Goats Gruff**  
Thursday, October 25, 2018, two performances – 9:00 a.m. and 11:00 a.m.  
Van H. Priest Auditorium (K-3<sup>rd</sup> Grade Educational Outreach Offering)  
Performance Fee: \$2,800.00
  5. **Jim Curry – A Rocky Mountain Christmas** Music of John Denver & Holiday Favorites  
Friday, November 30, 2018  
Van H. Priest Auditorium  
Performance Fee: \$5,500.00
  6. **Troy University Gospel Singers**  
Friday, February 8, 2019  
Van H. Priest Auditorium  
Performance Fee: \$2,000.00
  7. **Sail On: The Beach Boys Tribute**  
Thursday, February 14, 2019  
Van H. Priest Auditorium  
Performance Fee: \$5,500.00
  8. **Peter Pan on Ice**  
Monday, March 18, 2019  
Van H. Priest Auditorium  
Performance Fee: \$6,000.00
  9. **7 Bridges Band: The Ultimate Eagles Experience**  
Saturday, May 4, 2019  
Van H. Priest Auditorium  
Performance Fee: \$5,500.00

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

Ms. Scarboro complimented members of her staff and announced the following:

- Johnathan Cooks is currently serving as our Chair of Association of Florida Colleges Communications and Marketing Commission and is coordinating this year’s Awards of Excellence.
  - Mr. Cooks is also building engagement on the NFCC Facebook page and recently welcomed all of the district schools back into session.
- Margaret Wilkerson does a great job with our website and overseeing and monitoring our ADA compliance and accessibility.
- Desiree James works behind the scenes and keeps the office running smoothly. She has also come up with some great ideas that helps save time with Artist Series.

**PRESIDENT'S HIGHLIGHTS**

President's Report

August 2018

8/8	Meeting with Florida College System Chancellor
8/10	Florida College System Risk Management Consortium Chair Orientation
8/17	Florida College System Risk Management Consortium Operations Committee Meeting
8/20	NFCC vs. City of Madison Settlement Meeting

**ATTORNEY TIME**

Attorney Sniffen discussed the following:

- He and Attorney Terry Harmon enjoyed presenting information pertaining to the Board at the Trustee Summer Workshop in Hamilton County, and he said they will be happy to provide information and/or training on other topics that would be beneficial to the Board and the NFCC employees in an effort to maintain legal compliance.
- **Contracts Review** – We have reviewed and approved a great many contracts this month. Attorney Mitchell Herring with our firm has specialized knowledge of government contracts and is very helpful in working with us on the contracts.
  - He expressed regrets that David Dunkle is leaving and commented that it has been a pleasure to work with him, and he is so appreciative of Mr. Dunkle's guidance and heads up especially dealing with contracts.

Mr. Washington recused himself during discussion of the Lift Station Litigation.

- **Lift Station Litigation** – He had a discussion with Attorney Heath Stokley of Nabors, Giblin & Nickerson Firm regarding the status of the litigation and more specifically the settlement discussions. He recommended that the Board schedule a Shade Meeting to have an open discussion about the litigation. In addition, he said there is a hearing on the motion to dismiss filed by the City, and the City has raised Sovereign Immunity as a defense because we are seeking the payment of monies from the City to the College. He recommended that the College hold off on next week's hearing, which he said is his understanding that the City and the County are willing to do and would prefer to do. He said it would probably be about another month and a half to get that hearing back on the judge's calendar, but foregoing the hearing next week will give the Board an opportunity to have the Shade Meeting.

**MOTION:** (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves to have a Shade Meeting on Tuesday, September 11, 2018, at 5:00 p.m. in the NFCC Board Room. The motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Wright) That the District Board of Trustees approves to move for a Continuance of the Hearing scheduled for next week. The motion carried unanimously.

**GOOD OF THE ORDER**

Chairman Williams expressed thanks and appreciation to Mr. Howell and Superintendent Mitchell for their hospitality extended to the NFCC Board of Trustees in hosting the Trustee Summer Retreat at the Hamilton County District School Complex in Jasper.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on September 18, 2018, 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