

MINUTES: November 19, 2019

MEETING: NORTH FLORIDA COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair
Mr. Ricky Lyons, Vice Chair
Mrs. Sharon Benoit
Mr. J. Travis Coker
Mr. John Grosskopf, President
Mrs. Sandra Haas
Mr. David Howell
Mr. Billy Washington
Mr. Al Williams

TRUSTEES ABSENT: Mr. Gary Wright

STAFF PRESENT: Mr. Larry Akers
Mr. Andy Barnes
Mr. Rick Davis
Ms. Kay Hogan
Mr. Bill Hunter
Ms. Judy Lundell
Mr. Mathew Ortensie, Audio/Visual Technician
Ms. Jennifer Page
Ms. Kim Scarboro
Ms. Michelle Wheeler, Recording Secretary

Mr. Rob Sniffen, Board Attorney

VISITOR PRESENT: Mr. Rick Feldman, Kids Inc.

The Board meeting was called to order at 5:30 p.m. by Chair Mike Williams, who asked Mr. Billy Washington to open the meeting with prayer followed by the pledge of allegiance to the flag.

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

MOTION: (Mr. Washington/Mr. Al Williams) That the District Board of Trustees approves the minutes as presented of the October 15, 2019 regular Board meeting. The motion carried unanimously.

ACADEMIC AFFAIRS

Ms. Jennifer Page provided an overview of the rationale for changing the name of Career and Technical Education (CTE) to Career and Workforce Education (CWE) to better align with Governor DeSantis' focus on enhancing Florida's workforce education by 2030.

CAREER AND WORKFORCE EDUCATION

MOTION: (Mr. Lyons/Mrs. Haas) That the District Board of Trustees approves the 10 updated clinical site contract renewals for the following locations:

- Shands of Live Oak
- Big Bend Hospice
- Premier Medical
- ARC Big Bend
- Surrey Place
- Down Home Medical
- Madison Health and Rehab
- Doctor's Memorial Hospital
- Archbold
- Lake Park of Madison

The motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves the attached North Florida Career Pathways Articulation Agreement for Lafayette County. Mr. Davis noted that these agreements have historically been executed toward the end of the school year, but recommends having them vetted and executed at the beginning instead. This recommendation will help high school students transfer credits from high school to postsecondary programs at NFC. The motion carried unanimously.

EMPLOYEE SERVICES

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

- New Hires: Windy Gamble, Coordinator of Recruitment
Annabelle Scott, Coordinator of Scholarships
- Change: Judith (Judy) Lundell from Acting Manager of the Foundation (Career) to
Director of Resource Development (Professional)

The motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the changes as presented in the packet to the Policy Manual (Policies 4.179 and 4.200). These are non-substantive, minor procedural, or organizational changes that will not affect or alter the meaning or intent of the policies as written in any way. The motion includes allowing the

College to make updates to names and email addresses as described in the attached request. The motion carried unanimously.

ADMINISTRATIVE AND BUSINESS SERVICES

Mr. Barnes presented the warrant list as an informational item due to the omission of checks cut on October 31, 2019. He will present the complete lists for October thru December at the January meeting for approval.

The revenue and expenditure report shows a deficit due to the retroactive increase to salaries and the additional expenditures that were planned to spend down the fund balance as required in statute to reach a targeted 5%.

The statement of account shows a slightly decreased interest rate of 2.04% but the College is still planning on moving funds from our local bank to SBA because it is a much greater return on investment.

DEVELOPMENT AND EXTERNAL AFFAIRS

Judy Lundell also gave an overview of the NFC Foundation Report for November 2019 and presented the Foundation Audit as an informational item.

COLLEGE ADVANCEMENT

Ms. Kim Scarboro shared news regarding NFC's eligibility to apply for the \$1 million Aspen Award based on high achievement and performance in student outcomes. NFC was chosen from nearly 1000 public two-year colleges nationwide from 39 states in the US.

The NFC Aspen Award Application Development Team is being led by Ms. Charlotte Hughes, Grants Coordinator, in conjunction with Dani Mays and Judy Lundell. The team is working diligently to put forward the winning application.

PRESIDENT'S HIGHLIGHTS

President Grosskopf discussed the following:

Recent Events:

- October 23 – Attended M-CORES Taskforce meeting in LeCanto, FL. The President stated there was significant citizen participation both for and against the project. The next meeting will be on December 17, 2019. There will be a meeting held in every county that is to be impacted by the path of the M-CORES project, including 3 of the six counties we serve.

- October 24 - COP Business meeting in Tallahassee
- October 28 – 31 – SACSCOC Onsite Accreditation visit to a Nursing College in Charlotte NC.

Upcoming Events:

- December 5-9: SACSCOC Board Meeting in Houston, TX.
- December 12: Fall Commencement with very the first Student Government President of North Florida Junior College as our speaker. Mr. Elmer Coker is also Mr. Travis Coker's father.

Issues

- Value of political insulation that would come from receiving the Aspen Award
- Deep Dives for Jan-Mar 2020 will be tied to issues in accreditation cycle, compliance process, and Quality Enhancement Plan. Updates to the Policy manual will be cross walked to each principle of accreditation for complete cohesion between the college's policies/operations and the best practices of SACSCOC.
- New Funding Formula presented through the State Boards at the Legislature has some difficulties:
 - Growth/Reward model: New money will go to schools who exhibit growth
 - Size Bands: No sharing of rationale for the division institution sizes. Size bands do not appear to be statistically valid. The discrepancy between bands places radically different sized institutions in the same category.
 - State Board of Education has removed Administrative Rule 6A-14.024, which is the rule that defines how our Boards are constituted. This removes guidance and requirements on how many trustees there are, where they come from, how they are appointed, or for how long they serve. The President has been working with the Chancellor's office as a Board member for SACSCOC to educate them on the accreditation ramifications. Current NFC policy dictates 9 Board members and specifies county assignments. We will need DOE guidance on how to proceed if the Governor appoints a different number of Board members or changes county assignments. SACSCOC principles of Accreditation specify an institution must have 5 Board members.

ATTORNEY TIME

Attorney Sniffen provided updates regarding:

1. Lift Station Litigation: Mr. Sniffen asked outside counsel to provide the written report that is included in this month's Board packet. A court hearing was held today to

conclude the prescribed 60-day period which culminated in the agreement forwarded to the Board by email on November 14, 2019. (Hard copies of this document were provided at this meeting). The missing Exhibit "C," which is a College survey drawing depicting various sewer lines and lift stations on campus has been located and attached to an updated version of this agreement, per Mr. Heath Stokely. Today, Mr. Reeves reaffirmed that he believes the City will be favorably disposed to agree to the document provided. If accepted, this agreement will bring the Lift Station Litigation to a close. President Grosskopf noted that the following concepts remain intact:

- The City paying the college for electrical service in advance
- The time involved for the City to ultimately take over electrical service at their expense from that point forward
- Limitation of not adding any more additional customers or demands on the system until they have full control of the system.
- None of the dates or amounts have changed.

Per President Grosskopf, Mr. Reeves said that the City reacted very favorably to the agreement. If the Board votes to proceed, the City will take this to their next public meeting to complete it on their side.

MOTION: (Mrs. Haas/Mr. Washington) That the District Board of Trustees accepts this agreement with the attachment of Exhibit "C," the striking of "Community" College, and the correction of the misspelled word "though" to "through." The motion carried unanimously.

2. Mr. Sniffen thanked the NFC staff for their prompt submission of contracts to be reviewed with ample time. He stated that their office will always give priority to our needs if there is a short deadline but is grateful for the way advance notice is given.
3. **Kids Incorporated:** Mr. Sniffen gave an overview of the status of negotiations with Kids Inc.

Final agreement shall specify the following:

- i. How the CPI affects the rental price
- ii. Any alterations made to the building by Kids Inc. will remain attached to the building.
- iii. No federal liens can be created on the property by the lessee.
- iv. There will be no federal interests created by using the building.
- v. The DBT will maintain approval rights over any renovations.
- vi. Kids Inc. will be responsible for taxes.
- vii. The DBT will maintain the right to inspect the building.
- viii. There will be no right of first refusal.

These changes were made and sent to Kids, Inc. Mr. Sniffen received their response yesterday which still included a right of first refusal. The recommendation is to send the lease agreement to Kids Inc. with a “take it or leave it” proposition due the extended period of rent-free occupancy. This proposition would give the lessee until December 1st to give their response after which time eviction proceedings would begin. The current lease rate is \$2,637.00 and Mr. Sniffen proposes “that on each anniversary of this lease the base rent shall be increased to reflect the percentage increase in the Consumer Price Index over the prior 12-month period using the most currently available CPI figure. However, in no event shall the base rent be reduced below that first stated in this paragraph.” Mr. Sniffen also recommends that the effective date of the lease be retroactive to November 1, 2019 so that the college would receive rent for both November and December. This is his recommendation due to the length of time it has taken to get this lease completed.

Chair Williams asked the board if they were comfortable making a motion based on counsel’s recommendation without having the physical document in front of them.

Mr. Sniffen’s recommendation is to approve that the final lease agreement include the following:

- The Consumer Price Index language just read
- Language indicating that the college be added as an additional insured to the liability insurance
- No right of first refusal

MOTION: (Mr. Coker/Mrs. Haas) That the District Board of Trustees approves counsel’s recommendation to submit a final revision of the lease agreement including the language as described above. There was a brief discussion regarding the reason for back-dating the agreement to November 1 due to the length of time it has taken to get a response from Kids Inc.

Chairman Williams asked Mr. Rick Feldman, CFO of Kids Incorporated, if he wished to comment. Mr. Feldman stated that they have agreed to the terms of the lease and it has been forwarded by their attorney to Mr. Sniffen’s office this morning. Mr. Sniffen was not in receipt of that email from Attorney Vansickle. Mr. Feldman apologized for the missing agreement but stated that they are in agreement with the final terms of the lease. He mentioned that the lease they signed did not state that the rent would commence on November 1 but assumed that it would be due upon agreement by both parties.

MOTION AMENDMENT: (Mr. Coker/Mr. Washington) To make December 1, 2019 the effective date of the lease agreement. The motion amendment and motion carried unanimously.

GOOD OF THE ORDER

Chairman Williams thanked Mr. Lyons for filling in admirably during the last two meetings and is glad to be back.

Mr. Washington asked if the term CTE is tied to funding and if there will be encouragement for the schools to use CWE rather than CTE. President Grosskopf stated that we will be working with our students to move the culture forward and align the terminologies among schools over time.

Ms. Wheeler informed the Board of the unfortunate passing of Dr. Athena Randolph who served on the Board of Florida Gateway College for many years. She provided a copy of her obituary and a sympathy card if any of the trustees wished to send an expression of condolence to Florida Gateway.

Chairman Williams reminded the trustees that graduation is on December 12, 2019 at 5:00 p.m. and that they will need to be here by 4:30 p.m. to robe. He also announced that the next regular meeting of the District Board of Trustees will be held on January 21, 2020, at 5:30 p.m., in the North Florida College Board Room.

The meeting adjourned at 6:32 p.m.

Respectfully submitted,

John Grosskopf

President

/mmw

Michael R. Williams

Chair