

MINUTES: January 15, 2019

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. Larry Akers  
Mr. Andy Barnes  
Mr. Rick Davis  
Ms. Lisa Flournoy  
Ms. Cindy Gaylard, Recording Secretary  
Ms. Kay Hogan  
Mr. Scott Hubert, Audio Visual Technician  
Mr. Bill Hunter  
Dr. Carol O'Dell  
Ms. Jennifer Page  
Ms. Kim Scarboro

Mr. Robert J. 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. Al Williams.

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

**MOTION:** (Mr. Lyons/Mr. Howell) That the District Board of Trustees approves the minutes of the November 20, 2018 regular Board meeting as presented. The motion carried unanimously.

**MOTION:** (Mr. Al Williams/Mr. Washington) That the District Board of Trustees approves the Allied Health contract renewals between North Florida Community College and each of the following agencies as presented:

- Madison Health and Rehab
- Big Bend Hospice

- Hamilton CHD
- Advent Christian Village
- Madison Creative Arts Academy
- Suwannee Valley Nursing
- Lake Park of Madison
- Down Home Medical

Mr. Davis advised that this will ensure that the Allied Health Department of North Florida Community College will have adequate clinical locations to provide the required clinical experience to students. After an overview by Mr. Davis, the motion carried unanimously.

**MOTION:** (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves to extend the Administrative and Professional contracts listed below for an additional five (5) months to expire June 30, 2019:

Name

Position

**SENIOR MANAGEMENT/ADMINISTRATOR CATEGORY**

Andy Barnes	Dean of Administrative Services/Chief Business Officer
Bill Hunter	Executive Director of Employee Services
Kay Hogan	Dean of Enrollment Services
Jennifer Page	Dean of Academic Affairs/CAO

**ADMINISTRATOR CATEGORY**

Rick Davis	Director of Public Safety Academy
Skip James	Director of Campus Safety and Security (Through April 30, 2019)
Carol O'Dell	Director of IE/IR
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**

Julie Adams	Academic Case Manager (Grant Funded)
Larry Akers	Director of Campus Safety and Security
Russ Baldwin	Data Base Manager
Denise Bell	Student Center Manager/Coordinator Student Services
Delvin Boatman	Academic Advisor
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
Shante Fagin	Academic Advisor/CTE
Brian French	Programmer/Data Retrieval Manager
Lisa Flournoy	Director of Resource Development
Elizabeth Gonzales	Learning Lab Manager
Charlotte Hughes	Coordinator of Grants

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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
Kim Scarboro	Director of College Advancement
Kristen Summers	Director of Curriculum and Instruction
Karen Surles	Coordinator of Financial Aid
Bobby Scott	Academic Advisor
Tina Tucker	Learning Lab Manager
Glenn Waller	Senior Accountant
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. Washington/Mr. Coker) That the District Board of Trustees approves the changes to the Policy Manual as presented for the following policy:

- 4.120 Sick Leave

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

**MOTION:** (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves the warrant lists for November and December 2018 as presented. After an overview by Mr. Barnes, the motion carried unanimously.

The Revenue and Expenditure Reports for November and December 2018 were presented as items of information, as were the Statements of Account, and Mr. Barnes gave an overview.

Ms. Flournoy introduced Ms. Renita Stratton, new staff assistant in the Foundation Office. Ms. Flournoy presented an update from the Resource Development Department and specifically announced the following:

- She thanked everyone for their support of scholarships and reported that thank you letters are being mailed to donors along with their end-of-the-year tax statements.
- A total of sixty-one (61) scholarships were awarded to students this semester.
- She worked with Rick Davis to establish a new CDL Scholarship Program.
- She distributed new brochures created for the NFCC Foundation, Inc.
- She enjoyed speaking in her hometown at the Perry Rotary Club on November 27, 2018.

Ms. Scarboro presented information regarding a proposed contract to migrate and house the NFCC website to Percussion's Cloud Content Management System. She said she had planned to present the contract for the Board's approval at this meeting but is postponing the recommendation until the next meeting to give more time to work out some of the legalities of the contract.

Dr. O'Dell distributed copies of information and presented data and an in-depth overview and overall picture of Dual Enrollment for each county in our district, and President Grosskopf and the Trustees discussed the information. President Grosskopf advised that Dual Enrollment does a lot of good but needs to be managed correctly.

### **PRESIDENT'S HIGHLIGHTS**

President Grosskopf reported on the following:

- Florida College System Chancellor position is presently unfilled.
- Zika House Bill on Dual Enrollment
- Guns on Campus Bill would allow open and concealed carry on college and university campuses.
- Bill requiring that if a student is found guilty of sexual misconduct on campus, it must be prominently indicated on the transcript.
- AFC Legislative Budget Request of \$212 Million for the Florida College System

### **ATTORNEY TIME**

Attorney Sniffen discussed the following:

- **Contracts** – We continue to review and have approved/provided advice on various contracts into which the College will be entering.
- **President and Institution Evaluations** – He reminded Trustees to complete their evaluation forms that were mailed to each of them and return them to him by January 23, 2019, so that the results can be compiled and reported at the February Board meeting.
- **Lift Station Litigation** – The litigation concluded with the Settlement Agreement that the Board Chair signed. It required that the County pay to the College the total sum of \$16,500.00 and that the City begin providing a credit to our utility bill as its way of contributing to the settlement. Neither has happened within the 30 days required by the Settlement Agreement. He has written to Mr. Bishop, County Attorney, who assured that the County's part is being taken care of. He has sent two letters but has not heard anything back from the City. December is the first month for which the College was supposed to receive a credit on its utility bill, but this has not yet occurred, so the City is in default of the Settlement Agreement. He said there are ways to escalate this within the Settlement Agreement, and we are going to begin pursuing that. He said he will be working with the City and is hopeful that this will be resolved by the February Board meeting.

- **Kids Incorporated** – We signed the contract to sell the building to Kids Incorporated, but Kids Incorporated has decided that it does not want to spend the money to try to rectify the deed issue and the other multiple issues with the property. Kids Incorporated would like to stay in the building and has proposed to us a contract that would cancel out the contract for purchase and sell of the building, as it would like to lease the building and has asked to begin negotiations on a lease. We will work with Kids Incorporated and see if we can negotiate a monthly lease amount that everyone can live with.

**GOOD OF THE ORDER**

- Ms. Scarboro distributed copies of the newest version of the College magazine to the Trustees.
- Mr. Washington advised that Senator Montford will be in Madison on Wednesday, January 16, at 6:30 p.m. at the Courthouse for the delegation meeting.
- Chairman Williams asked Ms. Cindy Gaylard to approach the podium, and President Grosskopf announced to the Trustees that, “Your Cindy is only going to be with you for three more Board meetings, as she has decided to retire.” He said she is a gem, who is really going to be missed but has well earned her retirement and is going to be closer to family.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on February 19, 2019, at 5:30 p.m., in the North Florida Community College Board Room.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

John Grosskopf  
President

Michael R. Williams  
Chair

/cmg