

MINUTES: September 19, 2017

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: Ms. Cissy Adleburg
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
Ms. Jennifer Page

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. Lyons.

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

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the minutes of the August 15, 2017 regular Board meeting as presented. The motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Lyons) That the District Board of Trustees approves the changes to the Policy Manual as advertised for the following policies:

- 2.19 Academic Honors for an Academic Term
- 2.30 Academic Honors for an Academic Term

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

MOTION: (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the agreement between North Florida Community College and Florida Department of Highway Safety

and Motor Vehicles as presented. Mr. Dunkle advised that this will enable NFCC to administer Class A-CDL examinations. After an overview by Mr. Dunkle and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Wright/Mr. Lyons) That the District Board of Trustees approves the First Amendment to Agreement with Leon County, Florida as presented. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Howell/Mr. Washington) That the District Board of Trustees approves the agreements as presented between North Florida Community College and each of the following agencies:

- Down Home Medical
- Doctors' Memorial Hospital
- Lake Park of Madison Nursing Center
- Premier Medical Group
- Madison Creative Arts Academy
- Madison Health and Rehab
- Madison County School Board
- Madison County Memorial Hospital
- Big Bend Hospice
- ARC of the Big Bend
- Taylor County Health Department
- Georgia Department of Public Health – Lowndes County

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

Mr. Dunkle announced the following:

- He invited the Trustees to attend the CDL Open House on September 26, 2017, at noon, at the Public Safety Academy.
- Our paramedic program has received national accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). He commended Mike Kirkland and his EMS staff for their commitment and hard work in this accomplishment. He also expressed thanks for the assistance, guidance, and support of Dr. O'Dell and her staff, as well as her predecessor, Susan Taylor.

MOTION: (Mrs. Haas/Mrs. Benoit) That the District Board of Trustees approves the change of Angela "Dani" Mays from Career Staff to Professional Staff. Mr. Hunter advised that this change in category is due to outstanding performance and increased responsibility. The motion carried unanimously.

MOTION: (Mr. Washington/Mr. Coker) That the District Board of Trustees approves the changes to the Policy Manual as advertised for the following policy:

- 1.11 Emergency Removal

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

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the warrant list for August 2017 as presented. After an overview by Mr. Barnes, the motion carried unanimously.

The Revenue and Expenditure Report for August 2017 was presented as an item of information, as was the Statement of Account.

MOTION: (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the revised CIP II and CIP III (Capital Improvement Plan) as presented. Mr. Barnes advised that this allows NFCC to request \$259,213.00 more for Buildings 7, 8, and 13 as part of our legislative budget request for 2018-2019. He said this adjustment is needed because of a formula change in the amount of square feet generated by our most recently approved spot survey. After an overview by Mr. Barnes and discussion by the Board, the motion carried unanimously.

MOTION: (Mrs. Haas/Mrs. Benoit) That the District Board of Trustees approves to designate \$1,000,000 of the 2016-2017 fund balance for the purposes of addressing programmatic needs and improving our ability to analyze data in a timely manner. Mr. Barnes advised that this will allow NFCC to use residual operating funds to increase and/or enhance programs, increase recruitment efforts, expand dual enrollment opportunities to our district, and increase our ability to use data to drive future decisions. After an overview by Mr. Barnes and President Grosskopf and discussion by the Board, the motion carried unanimously.

The 2016-2017 Annual Financial Report was presented as an item of information, and Mr. Barnes gave an overview. Mr. Barnes advised that the audited financial statements will be released by the Florida Auditor General upon completion of the 2016-2017 audit.

Dr. James presented a report for each area of Development and External Affairs and mentioned the following:

- There were 155 scholarship applicants this Fall Term, and we funded 120 students for approximately \$95,000.00.
- The deadline for scholarship applications for the upcoming Spring Term is December 1, 2017.
- Received \$24,000.00 from Logging Partners for CDL equipment.
- New Foundation Board member from Lafayette County is Hal Thomas.
- New NFCC Ticket Hub site under development. Patrons/community can purchase tickets online for Artist Series, Community Theatre, Foundation events, and campus events.
- Charlotte Hughes is working on numerous grants.
- Upcoming Artist Series events

PRESIDENT'S HIGHLIGHTS

President Grosskopf reported the following:

- The College did not sustain any substantial damage from Hurricane Irma. Members of the NFCC family gathered before the storm to secure the campus and take care of each other, and it was a very moving and bonding experience. We decided to open up the Public Safety Academy for any of our employees who lived in substandard housing or were fearful, and there were about 20 people who showed up.
- NFCC recovered well after the storm, as did most of the other colleges across the state, and opened up for business on the following Monday. A couple of the colleges still have some buildings and centers down. Florida Keys Community College was devastated, and it is unknown at this time when it will be able to re-open. At least four of its employees lost everything, and FKCC has set up a link on its website for donations.
- He discussed an email exchange he had with Madison City Manager Tim Bennett. He gave some background information stating that about 8-10 years ago NFCC was a partner in assisting for the acquisition of a ladder fire truck and contributed \$27,500.00 toward that acquisition. We are one of a number of folks in the community who benefit from a ladder truck being available. Mr. Bennett reached out and asked if the College would be willing to assist with the ongoing maintenance costs of that vehicle. We had already had our budget discussions and passed our budget, so we let Mr. Bennett know that at this time we could not entertain that request, and we have not received a response back, so we will consider that issue tabled for now.
- He advised that upon the Board's direction, the College is prepared to begin advertising for proposals for permanent legal representation for the Board.

MOTION: (Mrs. Haas/Mr. Lyons) That the District Board of Trustees directs the College administration to move forward with preparing a Request for Proposal for permanent legal representation for the Board, and strongly encourages our interim attorney to submit a proposal. The motion carried unanimously.

ATTORNEY TIME

Attorney Sniffen presented the Board Attorney Report for September 2017 and discussed the following:

- **Lift Station Litigation** – Nabors, Giblin & Nickerson has formally been substituted as counsel in the litigation taking over for Bruce Leinback. A meeting was held and discussion about a plan of action to get that litigation up and moving, and we should begin seeing reports of progress in that litigation.
- **Mansion** – As the Board is aware, Peter Stein appeared before the Board at the last meeting and requested a thirty-nine day extension to secure financing for the purchase of the Mansion. The Board approved the request, and he will be forwarding the draft note extension to memorialize the Board's decision to extend the deadline to Friday, October 20, 2017. Included in the Board packet is a letter dated September 6, 2017, from Capital City Bank indicating there is an intent to finance the purchase of the Mansion. He remains in contact with Mr. Stein, who has been a pleasure to work with and has been diligent about responding to any questions.

- **Kids Incorporated** – An Addendum to the current lease has been executed extending the current arrangement to December 31, 2017. He and President Grosskopf had a productive meeting on August 31, 2017 with Pam Davis of Kids Incorporated and their legal counsel about lease/purchase issues, and outlined the Board’s expectations of going forward in terms of that property being a more fair deal for everyone involved. We will be taking some steps to try to unfreeze that asset and make it more of a benefit to the College while making it fair for all.
- **Contracts review** – We completed our review of the various contracts with which we were provided.
- **Public Records Protocol** – He met with Dr. Cheryl James and Kim Scarboro and had a good discussion on ways we can improve and discussed training for employees on social media.
- **Additional Training** – As indicated at last month’s meeting, Terry Harmon of the Firm provided training to NFCC employees on Title IX. We have since provided additional training and would like to continue providing various training and workshops for employees in an effort to head off any potential problems and protect the College and the employees.
- **Other** – After reviewing proposed Board Policy 1.12 discussed at last month’s meeting, he said it is his opinion that the Board should approve the Policy for advertisement.

GOOD OF THE ORDER

- Mr. Coker communicated that he had a delightful conversation with an acquaintance, whose son was going to school at USF in Tampa and was involved in a terrible automobile accident and suffered brain injury creating some learning disabilities. He mentioned about his son being here at NFCC during some of his recuperation before returning to Tampa and had nothing but praise for NFCC’s Student Support Services.
- Mr. Washington asked about consideration of a consent agenda for standard items on the Board of Trustees meeting agenda.
- Mr. Wright mentioned the possibility of spending more time discussing the Auditor General’s report.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on October 17, 2017, 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