

MINUTES: April 15, 2014

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair
Mr. John Grosskopf, President
Dr. Bill Brothers
Ms. Dawn Gunter
Mr. Ricky Lyons
Mr. Billy Washington
Mr. Gary Wright

ABSENT: Ms. Sharon Benoit
Mr. Brantly Helvenston

STAFF PRESENT: Ms. Cissy Adleburg
Mr. Andy Barnes
Ms. Denise Bell
Ms. Cindy Gaylard, Recording Secretary
Mr. Isaac Goyette
Mr. Scott Hubert, Audio Visual Technician
Mr. Bill Hunter
Mr. Skip James
Ms. Nancy Lillis
Ms. Amelia Mulkey
Ms. Kim Scarboro
Ms. Mary Anne Wheeler

Mr. Bruce Leinback, Board Attorney

VISITORS: Mr. Jonathan Bolick, Vice President for Promotions
Mr. Jonathan Cooks, Vice President for Campus Relations
and Activities
Ms. Julia Morgan, Secretary

The meeting was called to order by Mr. Williams, who led the group in the pledge of allegiance to the flag immediately following the opening prayer by Ms. Gunter.

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

MOTION: (Mr. Lyons/Mr. Wright) That the District Board of Trustees approves the minutes of the March 11, 2014 regular Board meeting as presented. The motion carried unanimously.

MOTION: (Dr. Brothers/Mr. Washington) That the District Board of Trustees approves the agreements between NFCC and the following clinical facilities for the Nursing and Allied Health programs:

- North Florida Pharmacy of Branford
- Little Pines Pediatrics, Inc.

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

Ms. Bell introduced Student Government Association officers as follows:

- Mr. Jonathan Bolick, Vice President for Promotions
- Mr. Jonathan Cooks, Vice President for Campus Relations and Activities
- Ms. Julia Morgan, Secretary

Ms. Bell commented that she has had the pleasure of working with these student officers this year. She said they completed four events each semester and have prepared a slide show highlighting the events. The slide show was presented at the Board meeting.

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the Transcript Services Agreement between NFCC and the National Student Clearinghouse. Ms. Wheeler advised that this will allow NFCC to improve efficiency, reduce cost and workload, and enhance the quality of service to students. After an overview by Ms. Wheeler, the motion carried unanimously.

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

- Hiring of Elias Paulk as History/World Religion and Speech Instructor (Faculty – 9 months)
- Resignation of Lonnie Ford, Student Support Services Academic Case Manager

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

MOTION: (Mr. Washington/Ms. Gunter) That the District Board of Trustees approves changes/additions to the Policy Manual as advertised for the following policies:

- 1.06 District Board of Trustees – Powers and Responsibilities (Changes to Current Policy)
- 4.67 Firearms and Weapons Prohibitions (New Policy)
- 4.179 Sexual Harassment (New Policy)
- 4.180 Harassment (Changes to Current Policy)

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

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

- 4.00 Equal Employment Opportunity

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

MOTION: (Dr. Brothers/Mr. Lyons) That the District Board of Trustees approves the Florida College System Annual Equity Update Report for North Florida Community College as presented. After an overview by Ms. Bell and discussion by the Board, the motion carried unanimously.

MOTION: (Ms. Gunter/Mr. Washington) That the District Board of Trustees approves the warrant list for March 2014. After an overview by Ms. Mulkey, the motion carried unanimously.

The Revenue and Expenditure Report for March 2014 was presented as an information item, as was the Statement of Account, and Ms. Mulkey gave an overview.

Ms. Mulkey presented information regarding the North Florida Community College audit and discussed the following:

- **Florida Bright Futures Scholarship Operational Audit:** No findings or recommendations
- **Federal Funds - Student Financial Assistance:** One finding – Pell disbursement dates did not always match disbursement dates on the U.S. Department of Education, Common Origination and Disbursement (COD) System's disbursement dates.

North Florida Community College's Corrective Action: - Initially, the disbursement date seen in our internal data processing system was recorded when a student registered to make funds available for the purchase of textbooks and supplies. However, it is the policy of North Florida Community College's Office of Financial Aid to utilize as the actual reported disbursement date the date when registration is finalized after the drop/add period. Although the dollar amounts in awards to students and subsequent payments to the student's account were reported correctly, the date recorded in the internal data processing system was not the actual date reported to the U.S. Department of Education.

Based on the suggestion from the U.S. Department of Education for 2012-2013, the Department of Computer Services provided programmatic changes adjusting

disbursement dates to that covered in policy, allowing awards and adjustments to award amounts to be timely reported to COD.

For 2013-2014, Computer Services has provided programmatic changes that allow actual disbursements to be indicated in our internal data files and accurately reported to COD. The necessary changes were final on June 20, 2013.

Mr. Barnes presented the following NFCC Foundation update:

- The NFCC Foundation Board meeting was held on Tuesday, April 7.
- The date of this year's Annual Foundation Clay Shoot is scheduled for November 1. The fundraising event will be advertised, and more information will be forthcoming.
- The NFCC Foundation has named some committee chairs, one of which is the Nominating Committee, as the Foundation is in need of approximately six additional members. At some point in the future, he might solicit suggestions from the Trustees.

MOTION: (Ms. Gunter/Dr. Brothers) That the District Board of Trustees approves the Memorandum of Agreement with CareerSource North Florida for assistance in tracking wage and employment information on participants enrolled in the XCEL-IT TAACCCT Grant. After an overview by Ms. Lillis and discussion by the Board, the motion carried unanimously. (Attorney Leinback commented that Ms. Lillis did an outstanding job of putting this together, and NFCC was the first in the Consortium to complete this Memorandum of Agreement.)

MOTION: (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the request to seek grant funding through the State Touring Program to help support performances of the 2014-2015 Artist Series season as follows:

- **Dance Alive National Ballet** – December 2014
“The Nutcracker” with outreach component allowing area dance and gymnastics students to audition and star in professional performance.
Performance Fee: \$8,000.00; Grant Request: \$5,333.00
- **Bits ‘N Pieces Puppet Theatre** – October 2014
“Rip Van Winkle” – 4 performances; invitation to district elementary schools (K-3rd); Study Guide features K-5 Core Curriculum Goals.
Performance Fee: \$4,700.00; Grant Request: \$3,134.00
- **Jacksonville Children’s Chorus** – March 2015
The mission of the Jacksonville Children’s Chorus is to provide a high quality choral music education for children of diverse backgrounds, fostering teamwork, self-discipline, accomplishment and pride while filling an important cultural need in the community and sharing the beauty of the choral art form through artistically excellent performances.
Performance Fee: \$4,500.00; Grant Request: \$3,000.00

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

PRESIDENT'S HIGHLIGHTS

MOTION: (Mr. Wright/Mr. Washington) That the District Board of Trustees approves to suspend the Patient Care Technician program for an indeterminate length of time while NFCC administration looks into the viability of restoring the PCT program to our program inventory. After an overview by President Grosskopf and discussion by the Board, the motion carried unanimously.

GOOD OF THE ORDER

- Dr. Brothers thanked Ms. Bell and the SGA officers for the student activities slide show presentation and for their participation at the Board meeting, as well as their leadership in campus life.
- Mr. Washington commented that he enjoyed attending the Club Expo.
- Ms. Gunter commented that she regrets that she will not be available to attend Commencement on May 6, as her family will be celebrating her son's 4th birthday and his great grandmother's 96th birthday.
- Ms. Wheeler announced that former Trustee R.B. Davis will be the Commencement speaker. She reminded the Trustees to let Ms. Gaylard know their attendance plans.
- Ms. Scarboro announced, and Trustees congratulated Mr. Jonathan Bolick on being selected as NFCC's Student of the Year.

Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on May 20, 2014, at 5:30 p.m. at the North Florida Community College Board Room.

The meeting adjourned at 6:05 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg