

MINUTES: August 19, 2014

MEETING: NORTH FLORIDA COMMUNITY COLLEGE  
MADISON, FLORIDA

TRUSTEES PRESENT: Mr. Mike Williams, Chair  
Mr. John Grosskopf, President  
Dr. Bill Brothers  
Mr. Brantly Helvenston  
Mr. David Howell  
Mr. Ricky Lyons  
Mr. Billy Washington  
Mr. Gary Wright

ABSENT: Ms. Sharon Benoit

STAFF PRESENT: Ms. Cissy Adleburg  
Mr. Andy Barnes  
Mr. David Dunkle  
Dr. Sharon Erle  
Ms. Cindy Gaylard, Recording Secretary  
Mr. Isaac Goyette  
Mr. Scott Hubert, Audio Visual Technician  
Mr. Bill Hunter  
Mr. Skip James  
Ms. Amelia Mulkey  
Ms. Kim Scarboro  
Ms. Susan Taylor  
Ms. Mary Anne Wheeler

Mr. Bruce Leinback, Board Attorney

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 Mr. Howell.

**MOTION:** (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves to adopt the revised 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.

Mr. Washington nominated Mr. Mike Williams for Chair, with a second by Mr. Helvenston. Mr. Williams agreed to accept the nomination for Chair.

**MOTION:** (Mr. Helvenston/Mr. Lyons) That the District Board of Trustees approves to close nominations for Chair of the District Board of Trustees of North Florida Community College. The motion carried unanimously, and Mr. Williams was elected as Chair of the District Board of Trustees of North Florida Community College.

President Grosskopf opened the floor for nominations for Vice Chair of the District Board of Trustees of North Florida Community College.

Mr. Williams nominated Mr. Ricky Lyons for Vice Chair, with a second by Mr. Helvenston. Mr. Lyons accepted the nomination for Vice Chair.

**MOTION:** (Mr. Helvenston/Mr. Wright) That the District Board of Trustees approves to close nominations for Vice Chair of the District Board of Trustees of North Florida Community College. The motion carried unanimously, and Mr. Lyons was elected as Vice Chair of the District Board of Trustees of North Florida Community College.

President Grosskopf turned the meeting back over to Chairman Williams.

**MOTION:** (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves that the day, time, and location of the regular monthly District Board of Trustees meetings of North Florida Community College remain the same as follows: The regular monthly Board meetings will 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. Washington/Mr. Wright) That the District Board of Trustees approves the minutes of the June 17, 2014 regular Board meeting and the minutes of the Trustee Workshop of July 29, 2014 as presented. The motion carried unanimously.

**MOTION:** (Mr. Lyons/Dr. Brothers) That the District Board of Trustees approves the closure of the AS Early Childhood program. Dr. Erle advised that this will approve the implementation of planned teach-out allowing program completion for current students, which will culminate in program closure. After an overview by Dr. Erle and discussion by the Board, the motion carried unanimously.

**MOTION:** (Dr. Brothers/Mr. Washington) That the District Board of Trustees approves the agreements between North Florida Community College and the following clinical facilities:

- Acadia Healthcare LLC
- Advent Christian Village
- The Arc Big Bend
- Big Bend Hospice
- Capital Regional Medical Center
- Department of Veteran Affairs
- Doctor's Memorial Hospital
- Down Home Medical
- Greenville Hills/Twin Oaks
- Lafayette Health Care Center

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- Lake Park of Madison
- Lowndes County Board of Health
- Madison Academy
- Madison/Jefferson Health Department
- Madison County Memorial Hospital
- Madison County School Board
- Madison Health and Rehabilitation
- Madison Osteopathic Medicine
- Pediatrics Healthcare for Kids
- Premier Medical Clinic
- Senior Citizen Council
- Southern Living for Seniors
- Taylor County Health Department
- Walgreens

Dr. Erle advised that this will ensure that the Nursing and Allied Health Department of NFCC will have adequate clinical locations to provide clinical experience for the students. After an overview by Dr. Erle and discussion by the Board, the motion carried unanimously.

**MOTION:** (Dr. Brothers/Mr. Helvenston) That the District Board of Trustees approves the contract to rejoin the North Florida Career Pathways Consortium. Mr. Dunkle advised that this should contribute to increased partnership with the school systems in our district and provide another means of communicating information concerning program offerings at the College. After an overview by Mr. Dunkle and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Helvenston/Mr. Wright) That the District Board of Trustees approves the Training Agreement with CareerSource North Florida Community College with Addendum No. 1 as presented. Mr. Dunkle advised that this will provide another form of financial assistance to students. After an overview by Mr. Dunkle, the motion carried unanimously.

President Grosskopf announced that the new Automation and Production Technology (APT) program will be holding an Open House on September 25, from noon until 7:00 p.m. He said that industry partners, government representatives, career and technical representatives from the school districts, and the public are invited to join us for lunch followed by tours and equipment demonstrations. He extended a special invitation to Trustees to come and explore this exciting new program slated to begin on October 6, 2014. Mr. Dunkle gave an overview of some of the exciting and innovative things that are being accomplished through the use of Automation and Production Technology. He said it is being used extensively in medical, manufacturing, food service, as well as other facets, i.e. engineering, milling, and other areas of advanced manufacturing. He said the level to which this program can bring students with just a high school education so that they will be able to go out and find meaningful work is phenomenal. He advised that the APT lab will be open until 7:00 p.m. with program staff available to provide tours, demonstrate equipment, and provide enrollment information. He said formal invitations will be forthcoming, and he encouraged Trustees to attend.

**MOTION:** (Mr. Helvenston/Mr. Washington) That the District Board of Trustees approves changes in each of the following Board Policies as presented at the meeting:

- #2.16B – Academic Affairs: Students with disabilities applying to and graduating from PSAV certificate programs.
- #5.19 – Extended Testing Time for Students with Documented Disabilities
- #5.20 – Testing Aids for Students with Documented Disabilities
- #5.21 – Service Provision for Students with Temporary Disabilities
- #5.22 – Service Animals as an Accommodation for Students with Disabilities
- #5.24 – Campus Transportation as it Relates to Students with Disabilities
- #5.25 – Audio Recording as a Note Taking Mechanism for Students with Disabilities

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

**MOTION:** (Mr. Lyons/Mr. Helvenston) That the District Board of Trustees approves the Dual Enrollment Articulation Agreement between North Florida Community College and the District School Boards and the non-public schools of Hamilton; Jefferson; Lafayette; Madison; Suwannee; and Taylor counties for the 2014-2015 school year. Additionally, that the District Board of Trustees approves the Dual Enrollment Articulation Agreement between North Florida Community College and home education students for the 2014-2015 school year. After an overview by Ms. Wheeler and discussion by the Board, the motion carried unanimously.

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

- Resignation of Kim Halfhill as Director of Recruitment and Student Development
- Change of Della Webb from Career Staff to Professional Staff
- Hiring of Daisy Garcia as Coordinator of XCEL-IT Program (Grant Funded)
- Hiring of William (Bill) Eustace as Instructor for the Automation and Production Technology (APT) program (Faculty – 11 months)

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

**MOTION:** (Mr. Lyons/Mr. Washington) That the District Board of Trustees approves the following contracts with Tallahassee Memorial Health Care to continue the Employee Assistance Program (EAP):

- Student Counseling Services
- Employee Assistance Contract

Mr. Hunter advised that this will continue to provide special assistance to employees and their families geared toward addressing personal concerns, which may be affecting, or may have the

potential to affect, employees' productivity in the work place. He said it will also provide Crisis Intervention and short-term counseling services for Students. 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 June and July 2014. After an overview by Ms. Mulkey, the motion carried unanimously.

The Revenue and Expenditure Reports for June and July 2014 were presented as information items, as were the Statements of Account, and Ms. Mulkey gave an overview.

The Promotion and Public Relations Expenditure Report was presented as an information item, and Ms. Mulkey gave an overview.

**MOTION:** (Dr. Brothers/Mr. Washington) That the District Board of Trustees approves the Budget Amendment to the Operating Budget for Current Funds – Unrestricted including the following transfers:

- \$1,934,296.28 to the Unexpended Plant Fund to cover Capital Outlay expenses included in the list of Deferred Maintenance needs and in preparation for future capital outlay needs. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Wright/Mr. Washington) That the District Board of Trustees approves the Annual Financial Report for Fiscal Year 2013-2014 as presented. After an overview by Ms. Mulkey and discussion by the Board, the motion carried unanimously.

Mr. Barnes introduced NFCC Foundation Board Finance Committee Chair Walter Copeland, who presented the following information:

- He announced that the NFCC Foundation is going to commit to the College approximately \$228,000.00 for 2015, which he said is an increase over last year. The Foundation Board is excited that in addition to scholarships, the Foundation will also have approximately \$41,000.00 in discretionary funds that it will be able to provide to the College. He commented that the Foundation Board members are committed to doing more fundraising.

Mr. Barnes discussed the following:

- In addition to scholarships, the NFCC Foundation is excited to institute two additional support areas through Innovation Grants and Program Enhancement dollars.
- Through increased investment returns and the anticipated fundraising efforts from Foundation Board members, the Foundation is increasing its support to the College from approximately \$174,000.00 in 2014 to \$228,100.00 for 2015.
- He thanked Mr. Lyons for providing him with a list of names from Lafayette County, as he is looking for additional advocates for the College. He said he met recently with

- two potential members, one of which, Mr. Julius Hackett of Jefferson County, has already committed to becoming a Foundation Board member.
- He presented an overview of the NFCC Foundation Quarterly Report for April through June 2014.
  - In May we received a new endowment for \$25,000.00 from the Carter family of Jasper.

**MOTION:** (Mr. Lyons/Dr. Brothers) That the District Board of Trustees approves contracts with the following to benefit the 2014-2015 NFCC Artist Series season:

- JAIMEE PAUL: AT LAST (ALKAHEST ARTISTS & ATTRACTIONS)  
October 9, 2014 – NFCC Artist Series Performance  
Van H. Priest Auditorium  
Performance Fee: \$4,600.00
- BITS ‘N PIECES PUPPET THEATRE/RIP VAN WINKLE  
October 21 & 22, 2014 – NFCC Children’s Theater Performance  
Four Performances/Van H. Priest Auditorium  
Performance Fee: \$4,700.00
- DANCE ALIVE NATIONAL BALLET (SIEGEL ARTIST MANAGEMENT)  
December 14, 2014 – NFCC Artist Series Performance  
Two Performances (3:00 p.m. / 7:00 p.m. / Van H. Priest Auditorium  
Performance Fee: \$11,000.00
- A NIGHT IN OLD NEW ORLEANS (ART FEGAN ENTERTAINMENT)  
February 6, 2015 – NFCC Artist Series Performance/Van H. Priest Auditorium  
Performance Fee: \$5,600.00
- JACKSONVILLE CHILDREN’S CHORUS  
March 14, 2015 – NFCC Artist Series Performance/Van H. Priest Auditorium  
Performance Fee: \$4,500.00
- JASON PETTY/COUNTRY ROYALTY (MUSIC CITY ARTISTS)  
April 9, 2015 – NFCC Artist Series Performance/Van H. Priest Auditorium  
Performance Fee: \$6,500.00

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

**MOTION:** (Mr. Washington/Mr. Lyons) That the District Board of Trustees approves the amendment to the NFCC 2012-2017 Strategic Plan to include the additional goal, “Increase Student Success,” and the renumbering of the goals so that “Increase Student Success” becomes goal #1 and the remaining goals become 2 – 5. After an overview by President Grosskopf and Ms. Taylor and discussion by the Board, the motion carried unanimously.

**MOTION:** (Mr. Helvenston/Dr. Brothers) That the District Board of Trustees approves that the three full-time NFCC employees who did not receive a salary increase for 2014-2015

because their 2014 salary was at the maximum of their individual salary range be given the amount of one year’s experience credit as a one-time payment in the August 2014 payroll. After an overview by President Grosskopf and Ms. Mulkey and discussion by the Board, the motion carried unanimously.

President Grosskopf mentioned that in previous discussions regarding Carl Perkins funding, the Board authorized him to negotiate a 50/50 split with school districts for those funds. He reported that four of the school superintendents have signed off on an agreement for the 50/50 split, and we are moving forward with those, but two of the superintendents still have not agreed. He advised that Hamilton County Superintendent Tom Moffses would like to continue negotiations and would like an offer whereby a larger than 50% share of the funds would go to Hamilton County School District, and the College would receive less than half. President Grosskopf asked for guidance from the Board on how to proceed with that request. After an overview by President Grosskopf and discussion by the Board, the consensus of the Board was to continue with the current agreement of 50/50 split with each of the school districts.

**PRESIDENT’S HIGHLIGHTS**

6/16	Discussion leader at Chancellor’s Leadership Seminar
6/24	Meeting with Senator Montford for NFCC Update Meeting with Representative Beshears for NFCC Update
6/25	Meeting with Representative Porter for NFCC Update
7/16	Performance Funding Work Group – Valencia College
7/29	NFCC Trustee Workshop
7/31	Hosted Valdosta State University Articulation Team Visit
8/05	Saint Leo 10-Year Anniversary Event
8/16	NFCC Fall New Student Orientation
Upcoming:	
8/21	Fall Back-to-School Event
8/28	Council of Presidents Steering Committee Meeting – Ocala, FL
9/04	Event Speaker at Advent Christian Village
9/25	From noon until 7:00 p.m., the new Automation and Production Technology (APT) program will be holding an open house. Industry partners, government representatives, career and technical representatives from the school districts, as well as the public, are invited to join us for lunch followed by tours and equipment demonstrations. We would like to extend a special invitation to our Board members to come and explore this exciting new program, which is slated to begin on October 6, 2014.  The APT lab will be open until 7:00 p.m. with program staff available to provide tours, demonstrate equipment, and provide enrollment information.

**MOTION:** (Mr. Washington/Mr. Helvenston) That the District Board of Trustees approves the Revised Memorandum of Understanding between the District Board of Trustees of North

Florida Community College and the North Florida Community College Foundation. After an overview by Attorney Leinback, the motion carried unanimously.

Attorney Leinback requested the Board's authorization to attend the Annual Community College Attorneys Conference in Key West.

**MOTION:** (Mr. Washington/Mr. Wright) That the District Board of Trustees authorizes Attorney Leinback to attend the Annual Community College Attorneys Conference in Key West, Florida. The motion carried unanimously.

President Grosskopf was excused from the remainder of the meeting for discussion of his contract.

Attorney Leinback distributed to the Trustees copies of President Grosskopf's existing contract with some proposed changes in his salary for discussion by the Board. After discussion, the consensus of the Board was that they were not in favor of an automatic annual increase at this time, but they were in favor of a 2% increase of his present salary.

**MOTION:** (Dr. Brothers/Mr. Washington) That the District Board of Trustees approves a salary increase for President Grosskopf at 2% of his present salary and that the increase is retroactive to July 1, 2014. After discussion by Attorney Leinback and the Board, the motion carried unanimously.

### **GOOD OF THE ORDER**

- Mr. Washington mentioned that the street going by the Public Library that leads up to the Van H. Priest Auditorium is in much need of repaving. He said he was informed of Small County Transportation Development (SCOP) funding for economically underprivileged counties that is now being made available to cities, and he would like to approach the City of Madison about repaving the street and would like to have a letter of support from the Board or the College. Mr. Williams commented that he was sure that getting a letter of support would not be a problem.
- Mr. Lyons asked about the status of the Mansion. Chairman Williams advised that the contract with the current realtor expired at the end of July, and this needs to be on the agenda to discuss the removal of the signs and begin looking into some other method of advertising the sale of the Mansion.
- Mr. Barnes reminded Trustees about the Clay Shoot and the 10% discount for teams signing up by August 30. He expressed thanks to Mr. Washington for signing up to sponsor a team.



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Chairman Williams announced that the next regularly scheduled meeting of the District Board of Trustees will be held on September 16, 2014, at 5:30 p.m. at the North Florida Community College Board Room.

The meeting adjourned at 7:00 p.m.

Respectfully submitted,

John Grosskopf  
President

Michael R. Williams  
Chair

/cmg