

MINUTES: January 26, 2016

MEETING: NORTH FLORIDA COMMUNITY COLLEGE
MADISON, FLORIDA

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

ABSENT: Mr. Mike Williams, Chair

STAFF PRESENT: Mr. David Dunkle
Ms. Cindy Gaylard, Recording Secretary
Ms. Kay Hogan
Mr. Scott Hubert, Audio Visual Technician
Dr. Cheryl James
Mr. Skip James
Ms. Amelia Mulkey
Ms. Susan Taylor

Mr. Bruce Leinback, Board Attorney

VISITORS: Jeanne Coates, Chief Operating Officer
Adachieve Media
Howard Holley, President, Chairman
Touch Point Alliance

The meeting was called to order by Mr. Lyons, and Mr. Wright opened with prayer and led the group in the pledge of allegiance to the flag.

Mr. Lyons welcomed new Trustees J. Travis Coker of Taylor County and Al Williams of Suwannee County, and they and the other Trustees introduced and gave some information about themselves.

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

MOTION: (Mr. Wright/Mr. Howell) That the District Board of Trustees approves the minutes of the November 17, 2015 regular Board meeting as presented. After discussion, the motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Coker) That the District Board of Trustees approves the agreement between North Florida Community College and Notami Hospitals of Florida Inc., d/b/a Lake City Medical Center as presented at the meeting. Mr. Dunkle 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. Dunkle and discussion by the Board, the motion carried unanimously.

MOTION: (Mr. Washington/Mr. Al Williams) That the District Board of Trustees approves the Career Pathways Articulation Agreements with the following county school boards:

- Hamilton
- Lafayette
- Madison
- Suwannee
- Taylor

Mr. Dunkle advised that this will provide a method granting postsecondary course credit for learning and skills accomplished as part of secondary school instruction. He stated that the secondary schools and North Florida Community College will maintain the integrity of their separate programs and enter into this agreement as cooperating educational institutions. After an overview by Mr. Dunkle, the motion carried unanimously.

MOTION: (Mr. Washington/Mr. Coker) That the District Board of Trustees approves the Memorandum of Agreement with the Big Bend Area Health Education Center (Big Bend AHEC). Mr. Dunkle advised that this will foster the development to improve the quantity and quality of health care profession students in our area by providing summer camps to middle and high school students in order to give them first-hand experience and exposure to the health care profession. After an overview by Mr. Dunkle and discussion by the Board, the motion carried unanimously.

Mr. Dunkle presented an overview and update regarding our application to offer the Bachelor of Science in Nursing (BSN) degree. He advised that after the Commissioner's recommendation, the State Board will make the final decision. He said he doesn't anticipate any problems, and we should know something within the next couple of months.

Ms. Hogan mentioned the following:

- The NFCC Community Theatre production of BEAUTY AND THE BEAST JR. will be at the Van H. Priest Auditorium on Saturday, January 30, at 2:00 p.m. & 7:00 p.m.
- NFCC Super Saturday (annual recruitment fair) will be held on Saturday, March 5, 9:00 a.m. – 12:00 p.m.
- As a part of our Retention efforts, we send out Early Alerts three times a semester. We ask instructors to tell us of any students not performing as well as they should in their classes so that the advisors can reach out to support them academically in any way that they can.
- Enrollment as of January 25, 2016:

- Headcount – 1,143
- FTE – 340
- Dual Enrollment Total – 326
 - Suwannee High School – 68
 - Branford High School – 27
 - Taylor County High School – 51
 - Madison County High School – 38
 - James Madison Preparatory School – 17
 - Hamilton County High School – 26
 - Lafayette High School – 49
 - Jefferson County High School – 4
 - There are also Dual Enrollment students from several private schools and home schools.

MOTION: (Mr. Al Williams/Mrs. Haas) That the District Board of Trustees approves the following personnel recommendations:

- Hiring of Christie Corbin, RN, as PCT Instructor (Faculty – 11 months)
- Emergency Hiring of DeShala Frazier, RN, as Faculty Nursing Instructor
- Hiring of Lawrence Dunn as Research Analyst (Professional Staff – 12 months)
- Changing Heather Barton, RN, from a Professional position of Clinical Coordinator (12 months) to a Faculty position of Nursing Instructor (11 months)
- Resignation of Danielle Sadler, RN, Nursing Instructor
- Resignation of Billye Robinson, RN, Nursing Instructor
- Resignation of Marcia Dodd, RN, Nursing Instructor

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

MOTION: (Mrs. Haas/Mr. Washington) That the District Board of Trustees approves the contracts of the following to be extended for five (5) months to expire July 31, 2016:

Name

Position

SENIOR MANAGEMENT/ADMINISTRATOR CATEGORY

Francis Adleburg	Dean of Academic Affairs/Chief Academic Officer
Bill Hunter	Executive Director of Human Resources
Cheryl James	Executive Director of Development and External Affairs/PIO

Amelia Mulkey	Dean of Administrative Services/Chief Business Officer
Kay Hogan	Dean of Enrollment Services

ADMINISTRATOR CATEGORY

Rick Davis	Director of Public Safety Academy
David Dunkle	Associate Dean Economic Development and Technical Programs
Dale Hackle	Director of Physical Plant

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Skip James	Director of Campus Safety and Security
John Sirmon	Director of Information Technology/CIO
Julie Townsend, RN	Director of Rural Health Institute (11 Month)
Philip Wilkerson	Director of Recruitment and Advisement
Lynn Wyche	Director of Learning Resources

PROFESSIONAL CATEGORY

<u>Name</u>	<u>Position</u>
Debbie Bass	Coordinator of Health Recruitment and Advisement
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
Dr. Susie Cashwell	Director of Student Support Services/Student Disability (Grant Position)
Tyler Coody	Director of Fitness and Wellness
Daisy Garcia	Coordinator – EXCEL Program (Grant Position)
Elizabeth Gonzales	Learning Lab Manager
Hope Johnson	Coordinator of Library Services
Francis Kinney	Coordinator – Infrastructure & Support
Mike Kirkland	Director EMS/Fire Science
Mary Mauldin	Recruitment Specialist/Dual Enrollment Coordinator
Jessica Page	Director of Curriculum and Instruction
Lori Pleasant	Registrar
Kim Scarboro	Director of College Advancement
Bobby Scott	Academic Advisor
Takiyah Randolph	Coordinator of Health Information Technology
Cameron Smith	Academic Case Manager (Grant Position)
Susan Taylor	Coordinator of Institutional Effectiveness and Research
Carolyn Thigpen	Coordinator of Data and Reports
Tina Tucker	Learning Lab Manager
Lynn Waller	Academic Case Manager (Grant Position)
Della Webb	Academic Case Manager/SDS (Grant Position)
Margaret Wilkerson	Coordinator of Website and Public Relations

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

MOTION: (Mr. Howell/Mr. Coker) That the District Board of Trustees approves the contract with DES of Florida as presented at the meeting with the changes approved by Attorney Leinback to provide Temporary Services through Leased Employees as needed. Ms. Mulkey advised that this will allow the College to lease employees through DES of Florida to fill critical positions that are needed on a temporary basis, and there is no cost to the contract unless services are utilized. After an overview by President Grosskopf and Attorney Leinback and discussion by the Board, the motion carried unanimously.

MOTION: (Mrs. Haas/Mr. Al Williams) That the District Board of Trustees approves the warrant lists for November and December 2015. The motion carried unanimously.

The Revenue and Expenditure Report for November and December 2015 was presented as an item of information, as were the Statements of Account.

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

- Exceeded \$60,000 county-wide challenge - \$62,894
 - Challenged Trustees to contribute to the Foundation for scholarships
- New Foundation Board members:
 - Marcia Webb – Madison Community Bank
 - Dr. Alvin B. Jackson, Jr. – Director, Economic Development, Suwannee County
- Working with Suwannee River Junior College steering committee to begin 50th Anniversary celebration of merger with North Florida Community College
- Working with Mr. Howard Holley of TouchPoint Alliance and his staff on the North Florida Community College magazine, *Connections*.

Kim Scarboro presented an overview of the North Florida Community College magazine, *Connections*, and she showed examples of how the magazine will look. She said we have a partnership with TouchPoint Alliance (Mr. Howard Holley) and Adachieve Media (Ms. Jeanne Coates), and the first edition is set to publish this summer in May or June. She stated that our target audiences are business leaders, industry leaders, community leaders, alumni of the College, NFCC employees, NFCC students, and potential donors. The objective is to build our brand and increase communication about the College, to focus on our strengths, and to share our accomplishments. Printed copies of the magazine will be mailed out to 4,000 people, and the online edition will go out to the Chambers of Commerce and email distribution lists.

PRESIDENT’S HIGHLIGHTS

- Update regarding legislative issues
 - Budget
 - State revenue shortfall of \$400 million at last estimated conference
 - Governor seeking to give \$1 billion in tax breaks to businesses
 - The Florida College System budget request:
 - \$20 million added to Performance Funding
 - \$80 million for workforce program expansion
 - \$96.7 million for PECO
 - \$74 million for enhanced security needs (if the Gun Bill passes)
 - Gun Bill
 - Senate Judiciary Committee chair announced that he does not intend to schedule the Conceal Carry bill for hearing in his committee, which should effectively kill the bill for this year.
 - The Open Carry bill is still moving but still holds the exemptions for carry on campus, so it should not impact us.
 - Performance Funding
 - The bill intends to codify measures that were determined by the State Board last year. The measures include:

- Retention rates
- Program completion and graduation rates
- Post-graduation employment
- Salaries and Continuing Education
- Name change for the College once we become a baccalaureate degree-granting institution
- Virtual trophy case on NFCC website
- On January 15, 2016, NFCC hosted high ranking state officials from India, who are touring the US to learn about our community college system because they hope to create such a system in India. NFCC was one of only three postsecondary institutions selected for their tour. This will result in additional partnerships with workforce training and the possibility of exchange opportunities with students and faculty.

Sewer Lift Station Update:

President Grosskopf advised that Attorney Leinback has been working with the attorney for the City of Madison on our behalf to address the issue. Attorney Leinback presented an overview of the issue and advised that there is a disagreement between the College and the City of Madison regarding ownership of the sewer lift station. He said at this point it appears that the lift station was constructed in the 1960s by a contractor for the College, and it connected with a force main of the City sewer system. Since that time, it is his understanding that for decades the City has been responsible for maintenance and repairs at the lift station. Director of Maintenance Dale Hackle has been here since 1978 and throughout that time it was the City that came regularly to inspect the lift station, and anytime there was a problem, the College would call the City. At some point after construction, the Ag Center across the street from the College was connected to our lift station as part of the City sewer system. It has been the College's understanding since the 1960s that it is the City's lift station on College property. The City is taking the position that it is the College's lift station and that they were assisting us. In an effort to come to a meeting of the minds, the attorneys have had frank discussions but do not have an agreement yet and are still working toward that. In the meantime, the lift station has failed, and there is a temporary fix in place, and we are not sure how long that will survive, so there is some urgency to this. The cost of repairing the lift station is approximately \$180,000. Attorney Leinback stated that based upon everything he has seen, his view is that it is the City's responsibility. He said that even though the College built it, the City took it over and incorporated it into its system. He said he hopes to have something more definitive at the next meeting.

Kids Incorporated Property:

President Grosskopf advised that the College owns approximately two acres and a building located behind our Science Building and just behind the hospital, which was leased to Kids Incorporated approximately 15 years ago, and there is currently a daycare on the property. He said the original terms of the contract are expiring. However, the terms of the contract allow the tenant the option to continue to renew as

long as they want. He said there is currently no expense to the College, but there is some concern that there could be some future expenses to the College in regards to this particular contract. He said it is a resource that we really cannot use, and he requested the Board's permission to allow him and the College attorney to write a letter following the terms of the contract to notify Kids Incorporated of our desire to sell the property respecting the contract delineating first right of refusal that the tenant currently has. He said his reasons for this request are as follows:

- The last time the College had any significant infusion of PECO funds was 2008-2009. There is currently a \$302 million statewide backlog on PECO requests for unfinished projects, which would have to be funded before funding any new projects, so we cannot count on any PECO funds. We need all of the capital dollars we can get, and this is a resource that is of no use to the College, so his preference would be for the Board to give him permission to work with the attorney on liquidating it so that we can potentially sell it at the price that the contract demands, which would go into a capital fund for us to build either a new nursing building, which we sorely need, or an industrial arts space, which is needed for workforce program expansion.

MOTION: (Mrs. Haas/Mr. Coker) **OPPOSED:** (Mr. Howell) That the District Board of Trustees approves to authorize the President to work with the attorney to sell the property that is currently being utilized by Kids Incorporated. (Voting in favor: Mrs. Benoit; Mr. Coker; Mrs. Haas; Mr. Lyons; Mr. Washington; Mr. Al Williams; Mr. Gary Wright) (Opposing vote: Mr. Howell) The motion carried due to majority vote.

MOTION: (Mrs. Haas/Mrs. Benoit) That the District Board of Trustees approves to move the NFCC Board Room location to the Student Center. After an overview by President Grosskopf and discussion by the Board, the motion carried unanimously.

Ms. Taylor brought attention to the OIERA newsletter and commented that she is very excited and appreciative to have new staff member Lawrence Dunn, Research Analyst, in her department and is looking forward to working with him.

MOTION: (Mr. Al Williams/Mrs. Haas) That the District Board of Trustees approves the 2016 Oversampling & Survey Report agreement and Addendum No. 1 between North Florida Community College and ModernThink LLC. After an overview by Ms. Taylor, the motion carried unanimously.

GOOD OF THE ORDER

- Mrs. Haas commented that a new flag is needed in the Board Room, and all were in agreement.
- Ms. Scarborough commented that there will be a press release announcing our partnership to publish the NFCC magazine, and Board members might be hearing from Ms. Jeanne Coates.

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Mr. Lyons announced that the next regularly scheduled meeting of the District Board of Trustees will be held on February 16, 2016, at 5:30 p.m. in the North Florida Community College Board Room.

The meeting adjourned at 6:55 p.m.

Respectfully submitted,

John Grosskopf
President

Michael R. Williams
Chair

/cmg